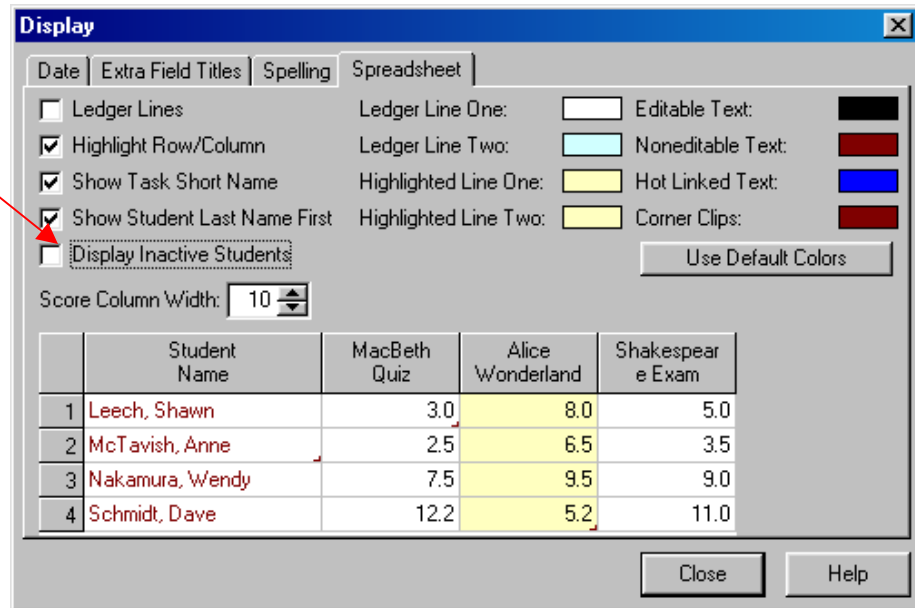## ➢ INACTIVE STUDENTS

<mark>If you don't want inactive students to continue showing in your gradebook, deselect this option.</mark>
This doesn't actually delete the grades and student information,
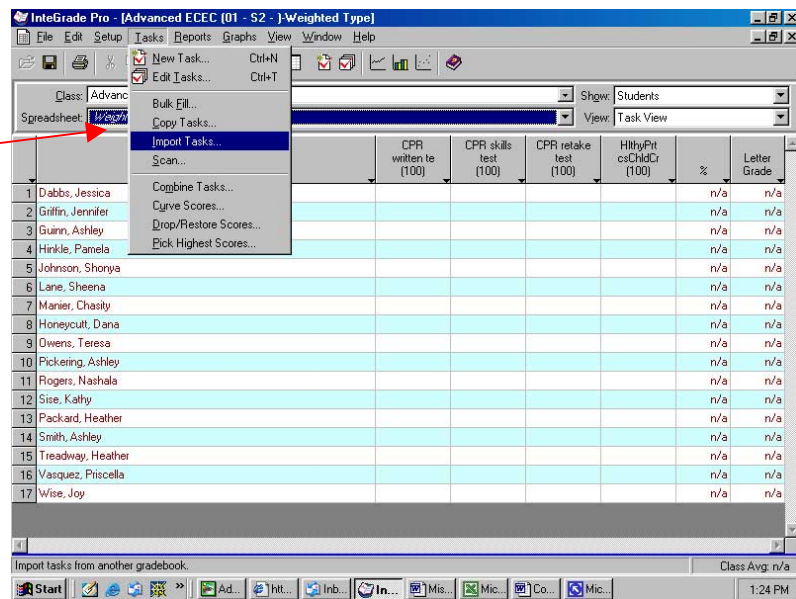it just keeps them from continuing to display in your grade book.

**Display**

| Date | Extra Field Titles | Spelling | Spreadsheet |

☐ Ledger Lines   Ledger Line One: ☐ Editable Text: ■
☑ Highlight Row/Column   Ledger Line Two: ☐ Noneditable Text: ■
☑ Show Task Short Name   Highlighted Line One: ☐ Hot Linked Text: ■
☑ Show Student Last Name First   Highlighted Line Two: ☐ Corner Clips: ■
☐ Display Inactive Students   Use Default Colors

Score Column Width: 10

| | Student Name | MacBeth Quiz | Alice Wonderland | Shakespeare Exam |
|---|---|---|---|---|
| 1 | Leech, Shawn | 3.0 | 8.0 | 5.0 |
| 2 | McTavish, Anne | 2.5 | 6.5 | 3.5 |
| 3 | Nakamura, Wendy | 7.5 | 9.5 | 9.0 |
| 4 | Schmidt, Dave | 12.2 | 5.2 | 11.0 |

Close   Help

## ➢ IMPORTING TASKS

Task, Spreadsheets, or Classes can be imported into Integrade. If you have some of the same assignments from one class to the next term, you can import the task information.

To Import Tasks, open the gradebook and class you wish to import into

Select **Tasks,** and **Import Tasks**

You will see this warning, click **Save Gradebook Now**

**Import Tasks**

InteGrade Pro can import classes, spreadsheets and/or tasks from another gradebook. Click Next to select a gradebook from which to import.

Since this action cannot be undone and can have undesired effects, it is recommended that you save your gradebook before attempting this.

Save Gradebook Now

Cancel   <<Back   Next>>   Help

Select the gradebook you will be importing **FROM**, click open.

**Open**

Look in: New Folder

2003-04 ECEC.gbf

File name: 2003-04 ECEC.gbf

Files of type: InteGrade Pro Gradebook
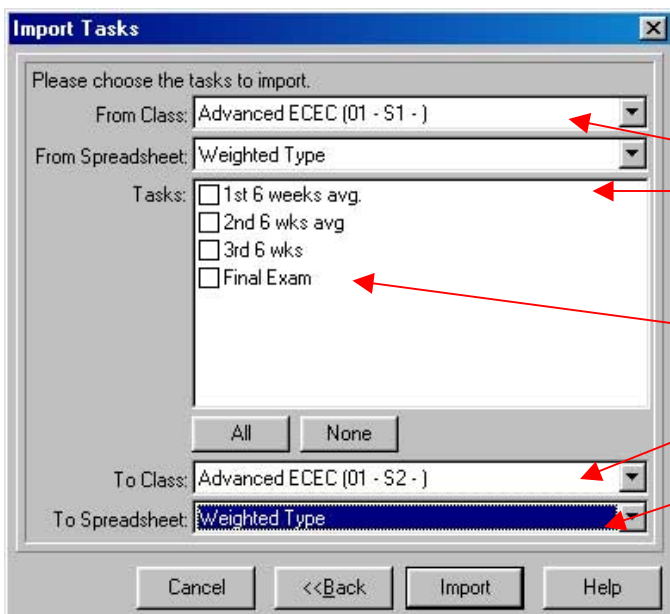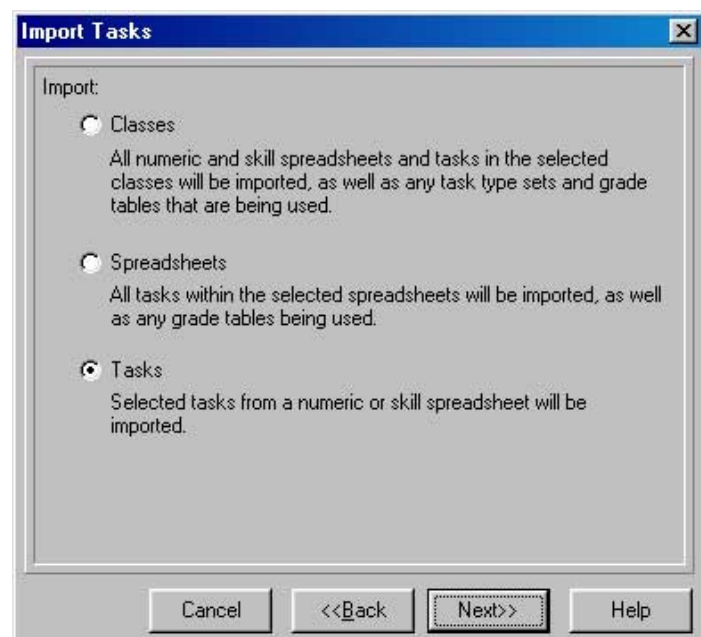
Open
Cancel
Help

---

Select what you want to import.

Task will import any or all of your Tasks without affecting your rosters.

Classes will import an entire class information as well as any created spreadsheets.

Spreadsheets will import new spreadsheets with names of spreadsheets, as well as created tasks, but will not include any grades.

Tasks will import only the tasks from another spreadsheet into your current spreadsheet without
actually creating a new spreadsheet.

**Import Tasks**

Import:

○ Classes

All numeric and skill spreadsheets and tasks in the selected classes will be imported, as well as any task type sets and grade tables that are being used.

○ Spreadsheets

All tasks within the selected spreadsheets will be imported, as well as any grade tables being used.

● Tasks

Selected tasks from a numeric or skill spreadsheet will be imported.

Cancel   <<Back   Next>>   Help

---

**Import Tasks**

Please choose the tasks to import.

From Class: Advanced ECEC (01 - S1 - )

From Spreadsheet: Weighted Type

Tasks:
☐ 1st 6 weeks avg.
☐ 2nd 6 wks avg
☐ 3rd 6 wks
☐ Final Exam

All   None

To Class: Advanced ECEC (01 - S2 - )

To Spreadsheet: Weighted Type

Cancel   <<Back   Import   Help

Select the class and spreadsheet **FROM** which you want to import.

Select which tasks to import.

Select which class and spreadsheet you will be importing **INTO**

## ➢ REMOVE DECIMALS FROM SUB-TOTAL COLUMS

If you don't want decimals to show in the subtotal column that you create when combining scores, make sure that you have selected 0 in the Decimals box.

**Combine Tasks**

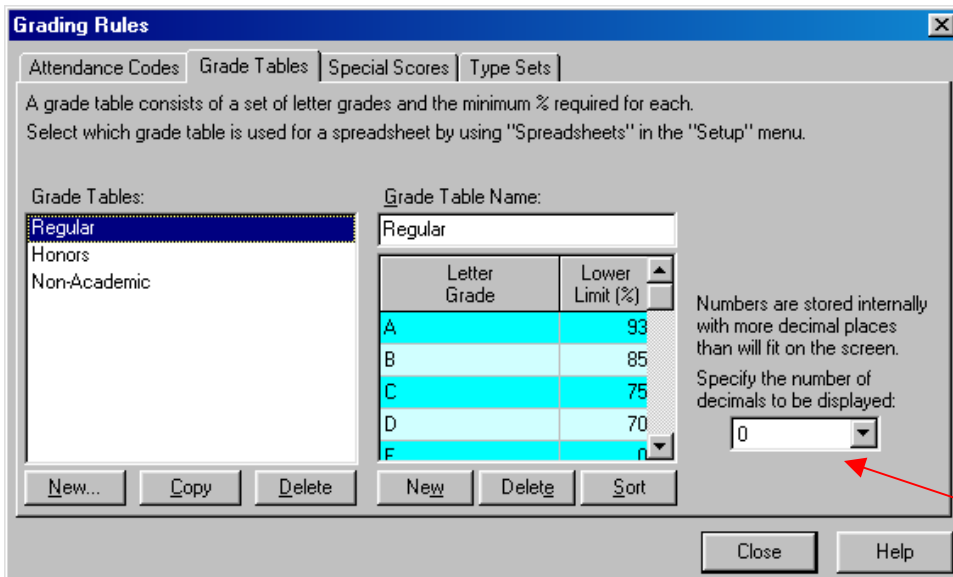Please enter the following information for the new task.

New Name: Combined Tasks

New Type: Homework

Out Of: 100.0

Decimals: 0

Cancel    <<Back    Next>>    Help

**Grading Rules**

Attendance Codes | Grade Tables | Special Scores | Type Sets

A grade table consists of a set of letter grades and the minimum % required for each.
Select which grade table is used for a spreadsheet by using "Spreadsheets" in the "Setup" menu.

Grade Tables:
Regular
Honors
Non-Academic

Grade Table Name:
Regular

| Letter Grade | Lower Limit (%) |
|---|---|
| A | 93 |
| B | 85 |
| C | 75 |
| D | 70 |
| F | 0 |

Numbers are stored internally with more decimal places than will fit on the screen.

Specify the number of decimals to be displayed:

0

New... | Copy | Delete | New | Delete | Sort

Close | Help

Another place that decimals are created from is from **Setup**, **Grading Rules** and the **Grade Tables Tab**.

Make sure that this is set to 0

➢ **BULK FILL**

With an assignment (task) created, you are ready to enter
scores for this assignment.   If many of the students are to receive the same
score for the assignment, you can use the Fill Column command.  Later, you can
edit the scores of a few students that didn't receive the same score.

From the menu bar, select **Task** and **Bulk Fill.**  The Bulk Fill Window will
open.
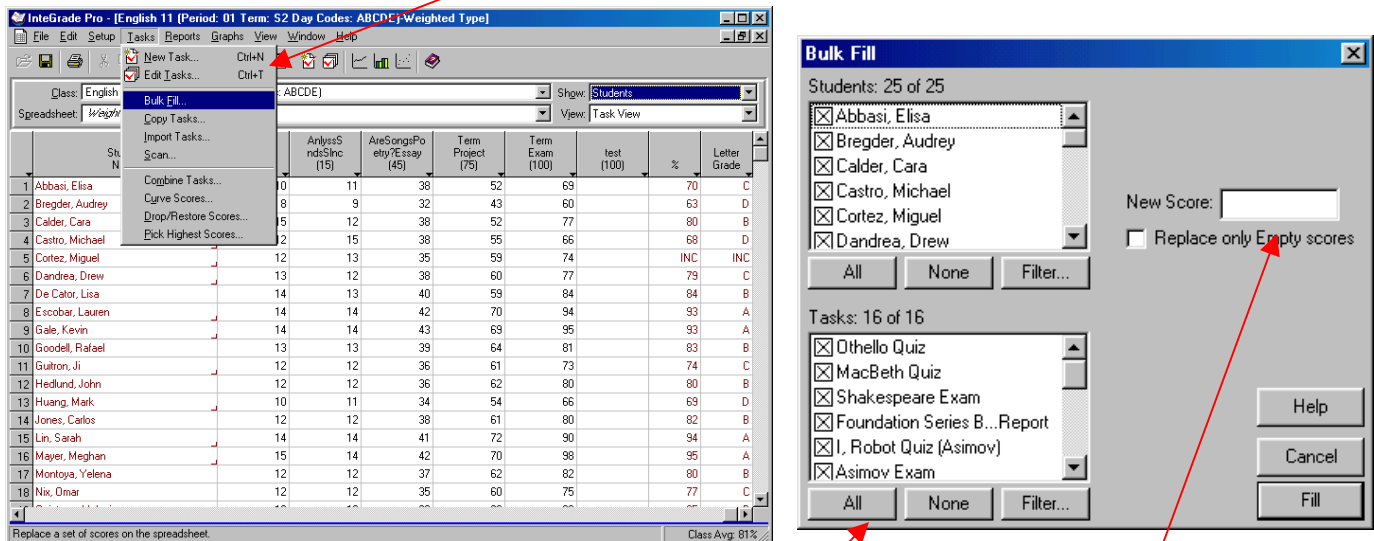


Select the Students and Assignment that you want to Bulk Fill and enter the New Score in
the box.  Also, select replace only Empty scores.

➢ **To Print A Report To Send Grades to Home School**

To print a report to send to home school in place of the current grade sheets.
You have two options, you can create this report from your Weighted Type
spreadsheet before you prepare your grades for export, or you can use your End
of Term spreadsheet after the grades are prepared for export. There are a
couple less steps if you create from the End of Term Spreadsheet.

To create a report from your **Weighted Type** spreadsheet.
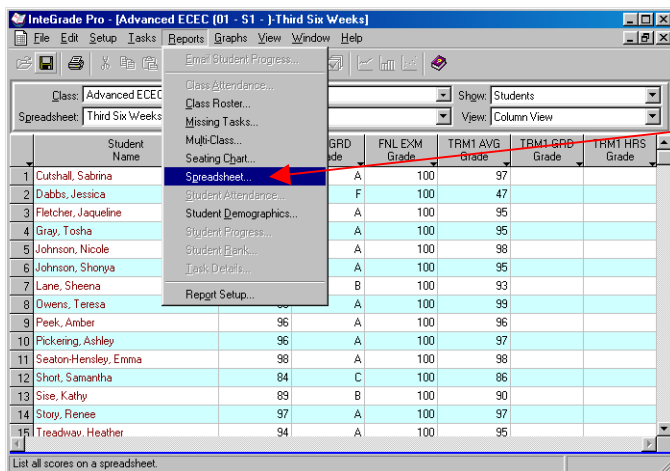


Select **Reports**, then **Spreadsheet**

Select the students that you want included
in the report. (You can have your
spreadsheet sorted by schools, or just go
through the list and select students for one
school).

Make sure that **Summary 1** says
**Percentage** and **Summary 2** says **Letter
Grade.**

Print Scores as should be **Raw Score**

Select None for Tasks to show

Select Next
You should get a report showing the selected students with their final average
and letter grade.
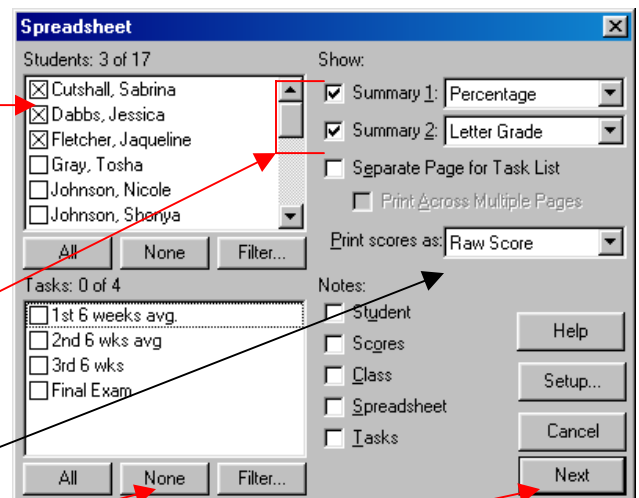
## ➢ PRINTING A BLANK ROSTER

To print a blank roster with boxes for keeping lists, grades, etc.

Open the class file that you want a roster for

Select **Reports**, then **Class Roster**
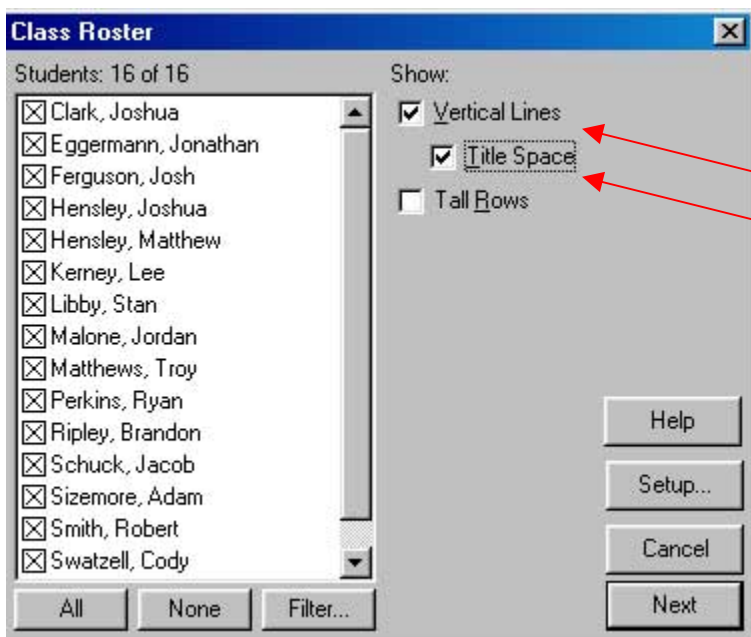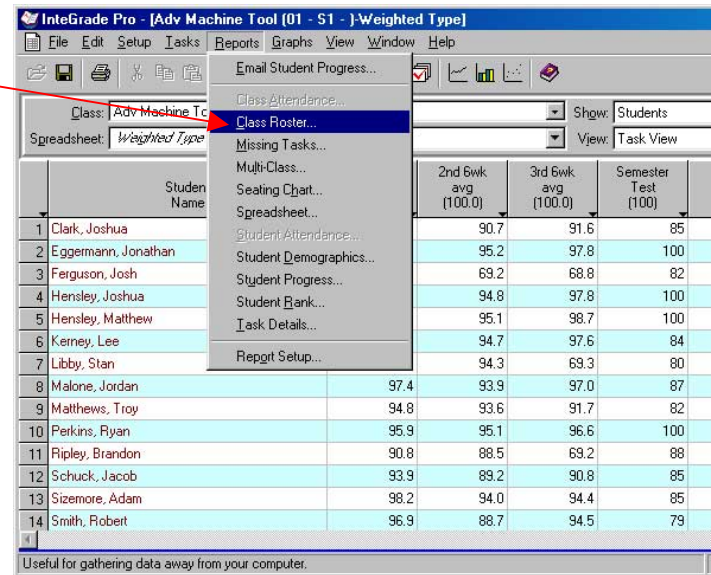




Select what type of lines and spaces you want to show on your roster. Title space will give you an angled line to write descriptions above the columns.

## ➢ **COMMUNICATION**

Allows you to set configurations to send email reports. In order for this to work you must have email addresses in the student information section.



This is how each screen should be set up.

The password option is optional.  Since you have to be logged into Integrade to use this feature, you could probably safely set this to remember your email password.

Nothing needs to be configured on the Admin tab.

➢ **USING "EXTRA" FIELDS IN INTEGRADE**

There are built in fields that can be used to record information about your students. You can record things such as home school, textbook numbers, computer assignments, etc.

If you create and use these fields, you can also use them to sort your students.
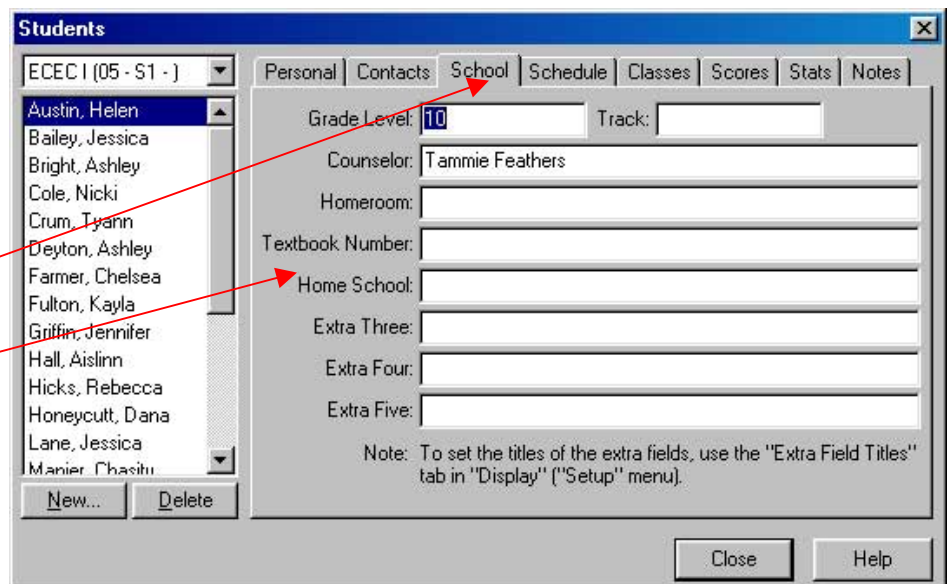
- o **First, you need to name the "Extra Fields" you want to use.**
- o From the **Menu Bar**, select **Setup**, **Display, Extra Field Titles**

**Display**

Date | Extra Field Titles | Spelling | Spreadsheet

Some of the student and task fields do not have a pre-defined purpose. You may change the titles of these "extra" fields to describe the data you wish to record. For example, you might define one of the student fields to be "Locker #".

Student Extra Field Titles
- Textbook Number
- Home School
- Extra Three
- Extra Four
- Extra Five

Task Extra Field Titles
- Extra One
- Extra Two
- Extra Three
- Extra Four
- Extra Five

Close | Help

Select the Extra Fields that you want to use, click in the appropriate box, and type the name you want to use for that field.

Once the Extra Fields are named, you will need to fill in the information for each student.

**Students**

ECEC I (05 - S1 - ) | Personal | Contacts | School | Schedule | Classes | Scores | Stats | Notes

Austin, Helen
Bailey, Jessica
Bright, Ashley
Cole, Nicki
Crum, Tyann
Deyton, Ashley
Farmer, Chelsea
Fulton, Kayla
Griffin, Jennifer
Hall, Aislinn
Hicks, Rebecca
Honeycutt, Dana
Lane, Jessica
Manier, Chasity

Grade Level: 10     Track:
Counselor: Tammie Feathers
Homeroom:
Textbook Number:
Home School:
Extra Three:
Extra Four:
Extra Five:

Note: To set the titles of the extra fields, use the "Extra Field Titles" tab in "Display" ("Setup" menu).

New... | Delete

- o Do this by selecting **Setup**, **Students**, then selecting the **School Tab.**

Fill in the information for the fields you created.

Close | Help

## ➢ REARRANGING STUDENTS ORDER

- o Once you have entered information for your students, you can use these new fields to sort students.

  To sort your students, Right **Click** in the student column of your spreadsheet and select **Sort Students**.

Select the radio button for **By Demographic**

Select the Demographic you want to use from the drop down menu.
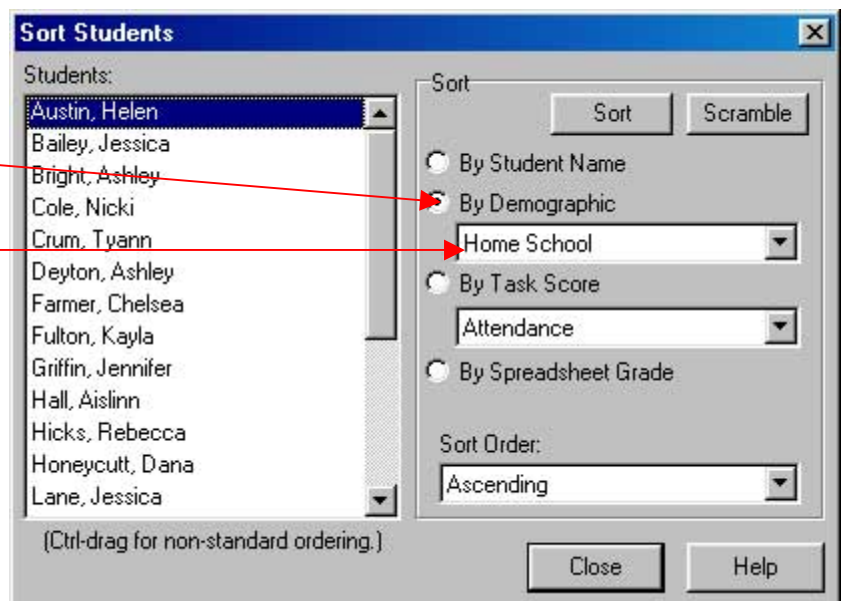


**If you want to manually select the order your students appear in your gradebook, hold the CTRL key and click and drag the names where you want them to be located.**