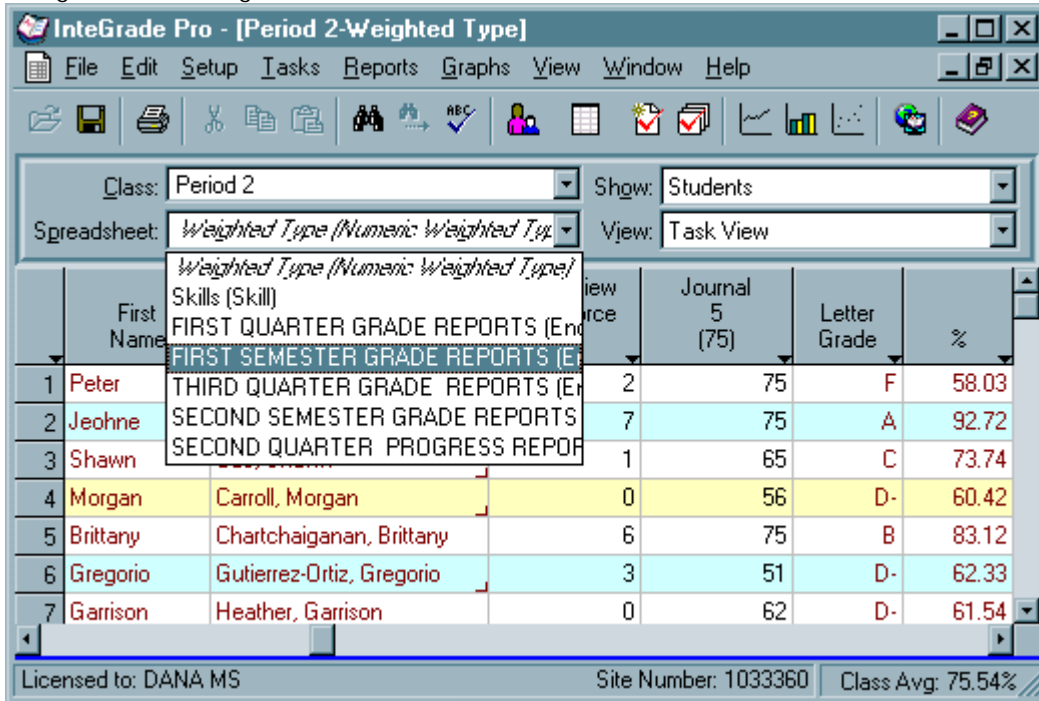


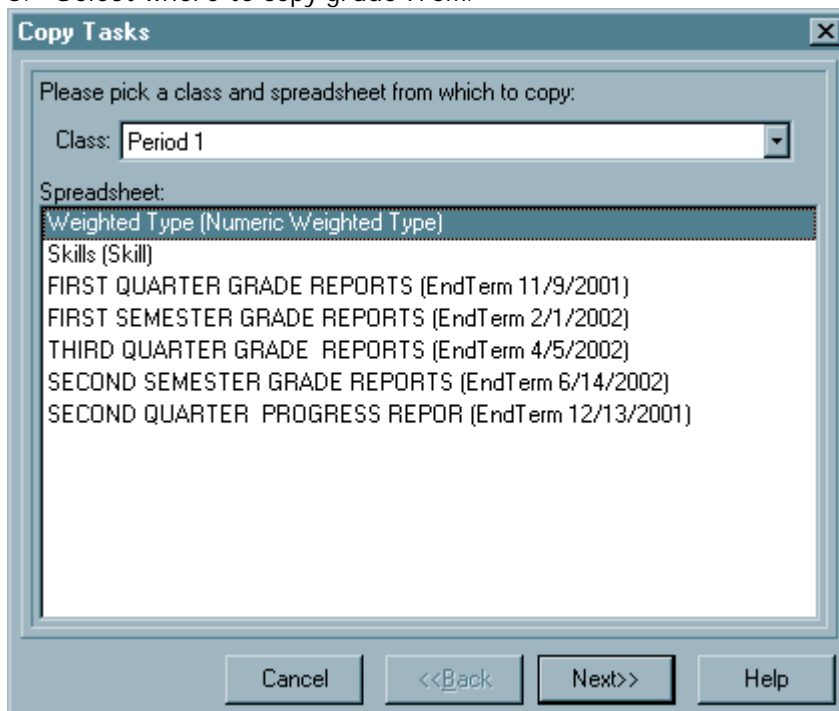
InteGrade Pro - Term Grades

Letter Grades

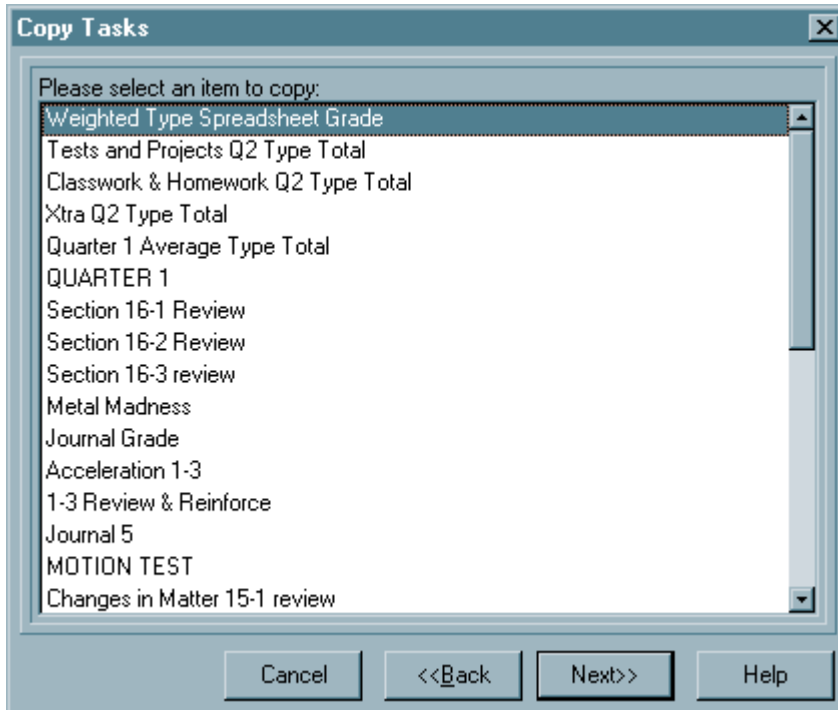
1. P170 manual
2. Select the period of interest.
3. Select the grade sheet spreadsheet for the term you want and work there. Here I was doing 1st semester grades.



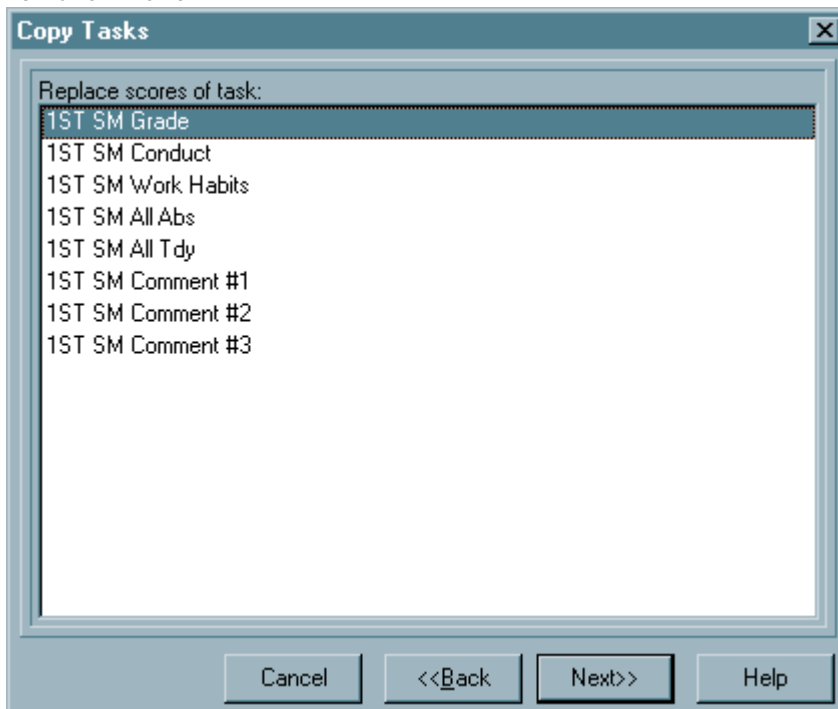
4. Pull down the Task Menu, Select **Copy Task**.
5. Select where to copy grade from.

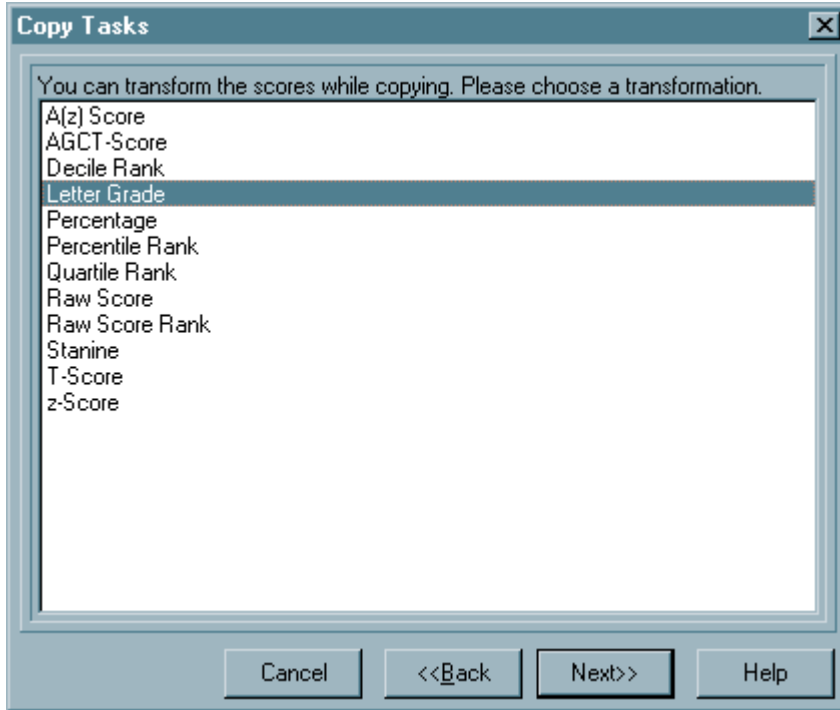


6. Click **Next**.
7. Select what to copy. In this case **Weighted type Spreadsheet Grade**.

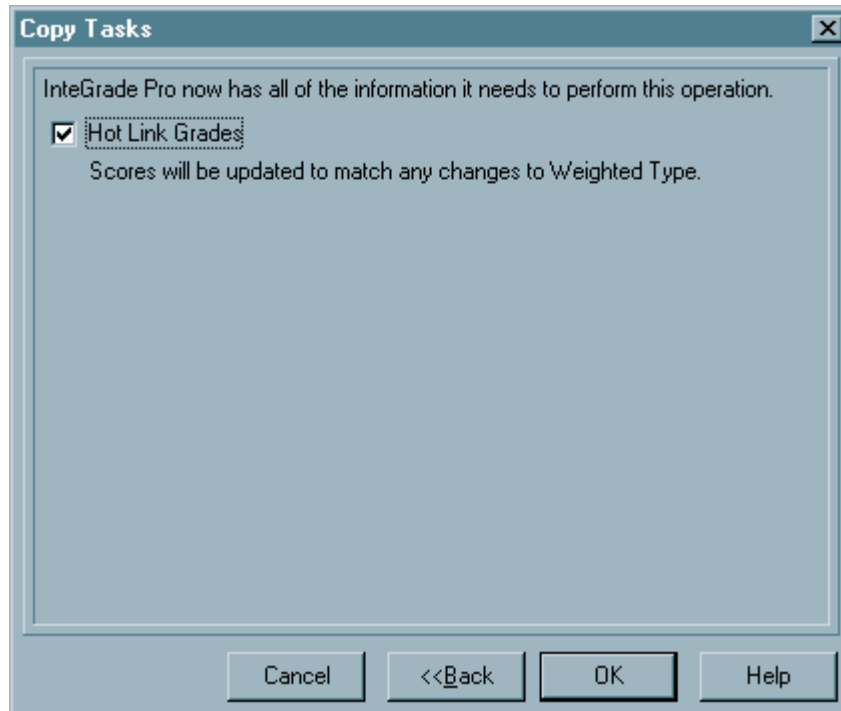


8. Click **Next**.
9. Select what column to import the scores into (WHERE TO PASTE THEM). In this case we are filling in the **grades** column.
10. Click **Next**.



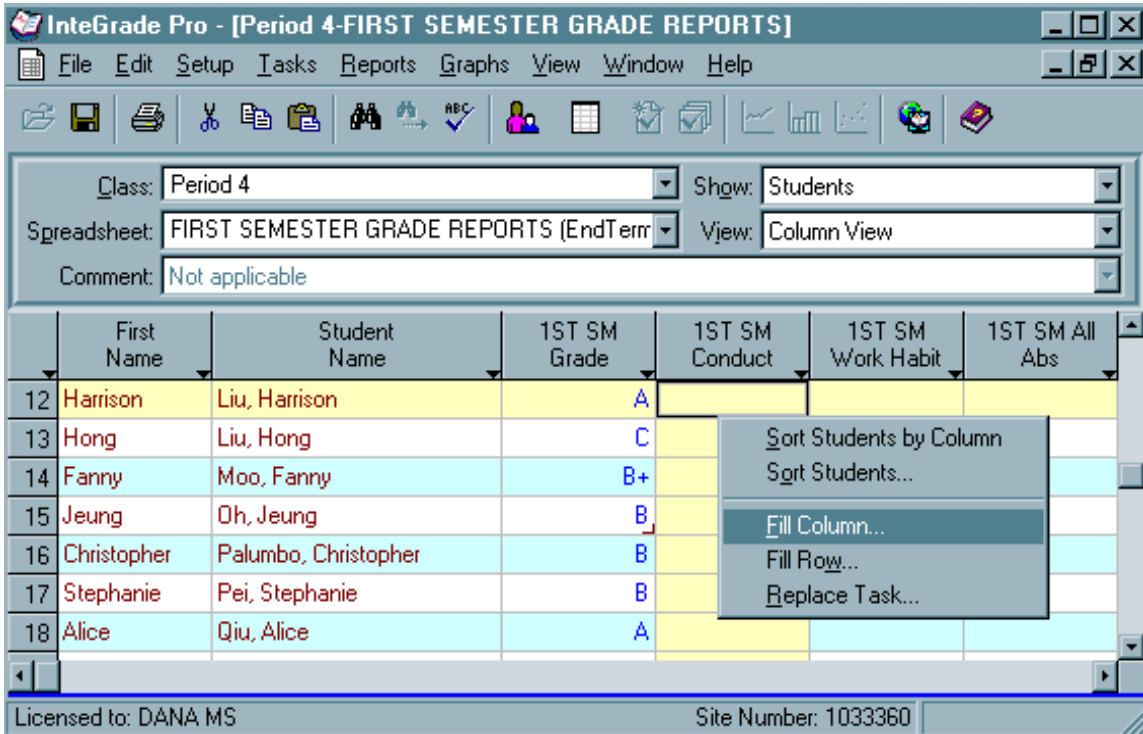


11. We use **letter grades** on report cards. Select that.
12. Click **Next**.

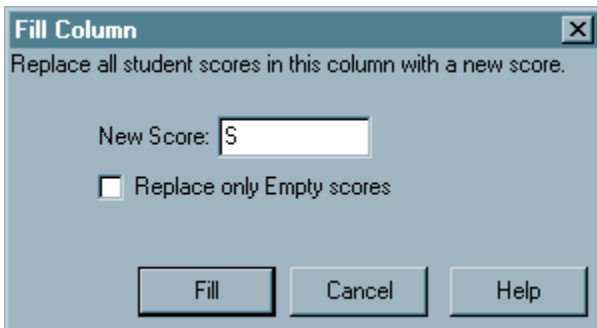


13. Click **OK**.

14. Give everyone an "S" for citizenship and work habits.
15. Right click in the in the Conduct Column.
16. Select "Fill Column".



17. Type the default grade "S".



18. Click on **Fill**.
19. Click on **Yes**.
20. Click in the Work Habits column and repeat the steps to fill this column as well.
21. Now you can change individual grades. Click in the cell to change and type the the new grade.

	First Name	Student Name	1ST SM Grade	1ST SM Conduct	1ST SM Work Habit	1ST SM All Abs
12	Harrison	Liu, Harrison	A		S	
13	Hong	Liu, Hong	C	S	S	
14	Fanny	Moo, Fanny	B+	S	S	
15	Jeung	Oh, Jeung	B	S	S	
16	Christopher	Palumbo, Christopher	B	S	S	
17	Stephanie	Pei, Stephanie	B	S	S	
18	Alice	Qiu, Alice	A	S	S	

22. TO ENTER COMMENTS:

23. Right click in the cell for the comment.

24. Select the comment you want to assign.

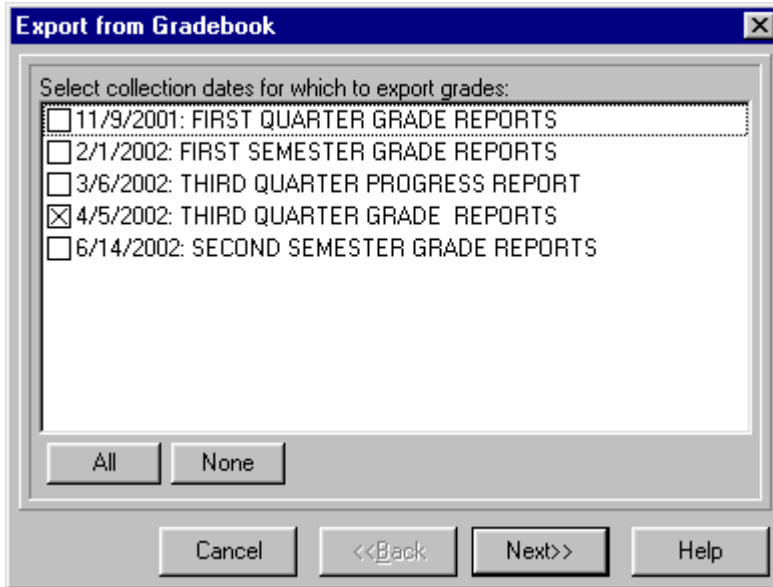
25. Repeat this process for all periods.

26. Make sure all grades have been filed in. Your file won't export until all grades are filled. Did you remember your TAs?

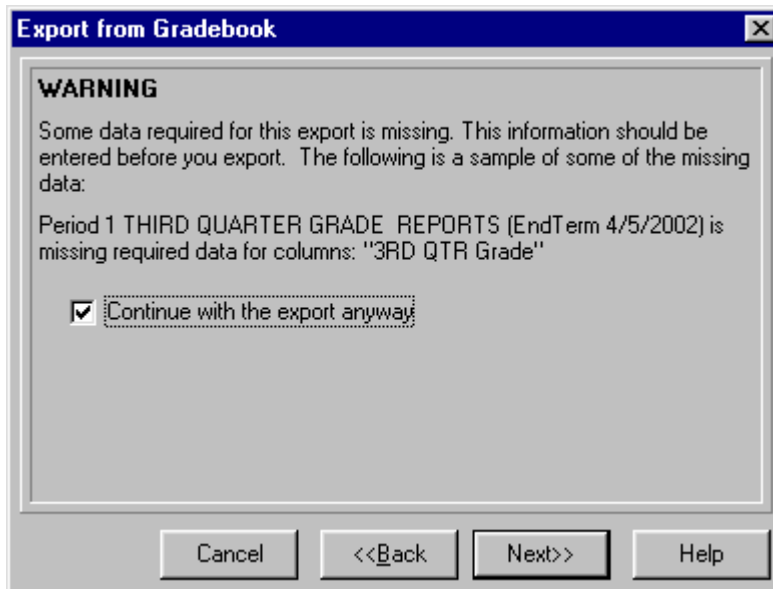
Back at School Export this file to the F:drive, so SASI can use it.

Exporting Data

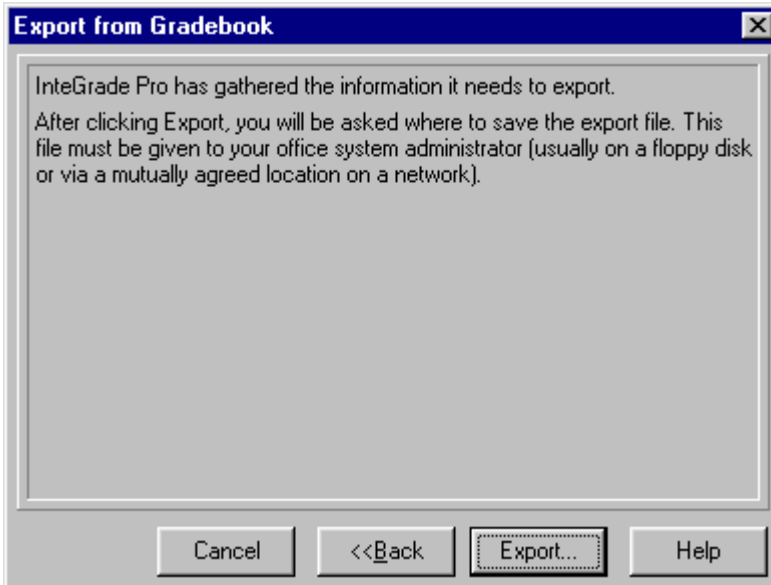
1. From the File menu, select **Export from Gradebook**.



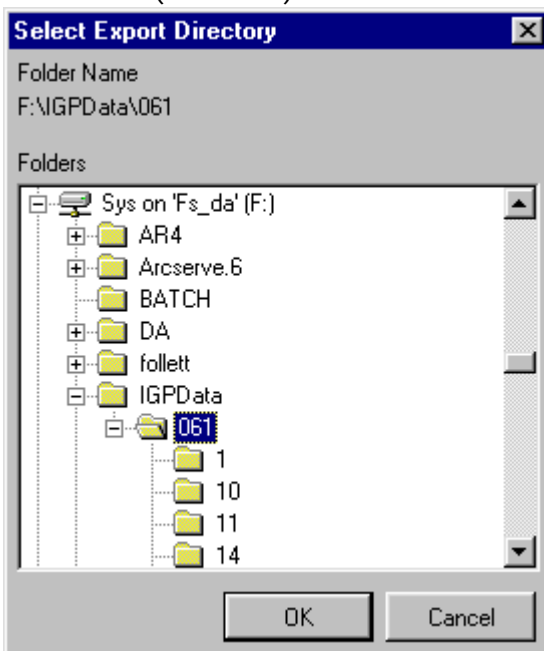
2. Check the box of the grading period.
3. Click **Next**.



4. If any data is missing you will get a warning box like this. At this point you can cancel the export and fill in the missing data in InteGrade Pro, then export again. Or you can check the 'export anyway' box to export what you do have, and then manually enter the grades through ClassXP like you use to, for the missing data only.



5. Click on **Export** to send the grades to the SASI database.
6. Scroll down and open (double click on) the F drive, then IGPData folder, then 61(for Dana) ...



7. Then double click to **open your** folder. This is the number we used to import your grade book. *Make sure the folder is open!*
8. Click on **OK**.
9. Exit out of InteGrade Pro.

Check the Entered Grades!

1. Open you ClassXP program.

2. View your term grades (**Performance** menu, **Class Grades**) and make sure your export worked for all periods correctly. You can make corrections here as needed for report cards.

Archiving Your Grade books

It is good practice to archive your gradebooks at the end of a reporting period.

After removing the passwords, save your gradebook file on a blank, formatted disk. Leave the original file on the hard disk.

The following are suggestions but not requirements.

Preparing Gradebooks for Archiving

1. If you have used a gradebook password, remove the password from the gradebook. You may need the gradebook for future reference and may not remember the password. Other school personnel also may need access to your files. See Using Gradebook Passwords.
2. Lock the scores on the spreadsheets. This prevents the scores from being accidentally modified or deleted. See Locking and Unlocking Scores.
3. Optionally, use your operating system to change the file properties to read-only, to prevent accidental changes to the file.

Printing Archive Reports

Along with archiving the class files electronically, it is equally important that you retain archives in paper form. This provides an additional safeguard in case the electronic backups fail.

The two reports essential for archiving are the Spreadsheet report and the Student Progress reports. Together, they show all information for a class file.