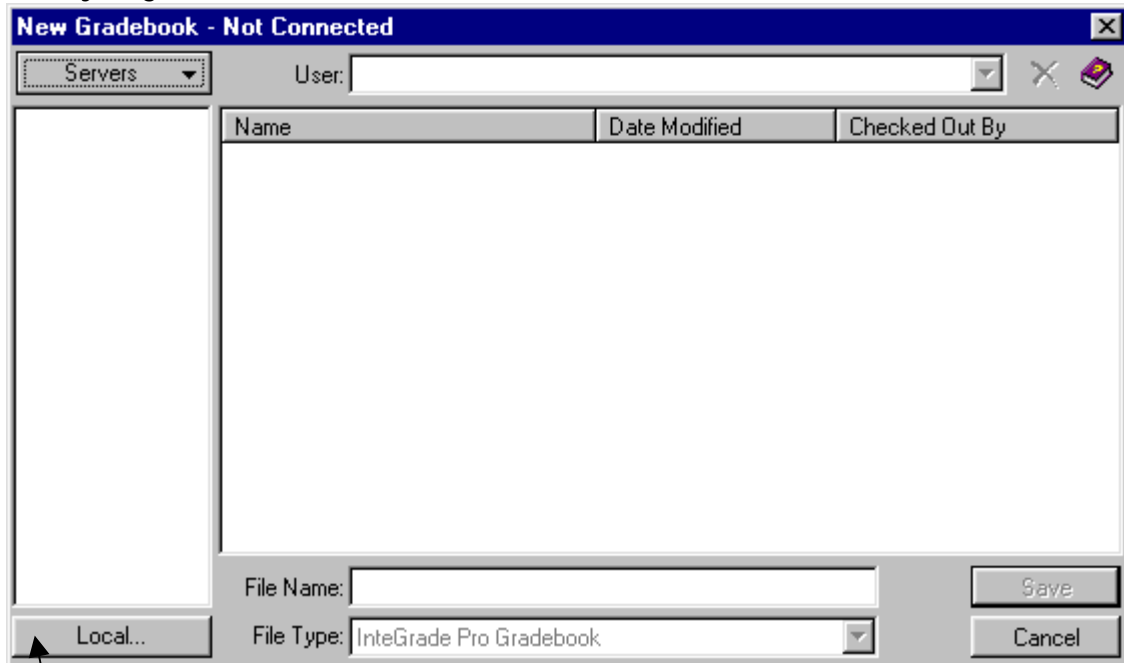


## InteGrade Pro Tips

### Tip 1:

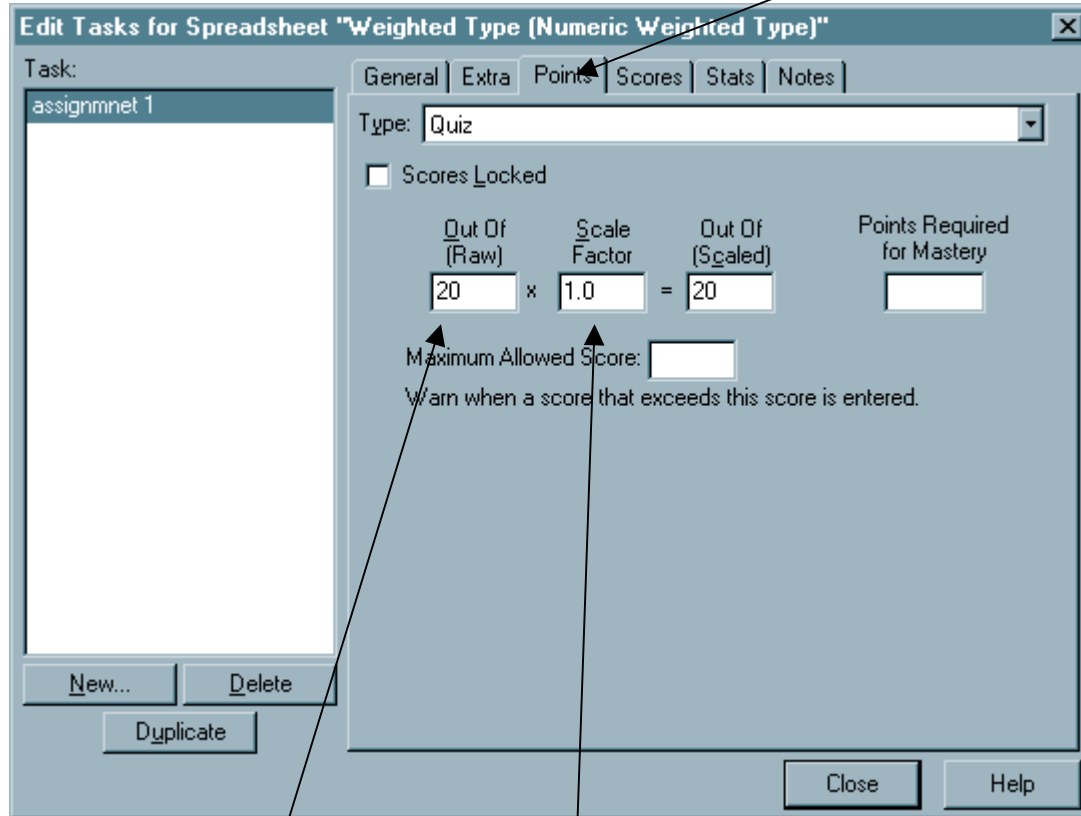
1. If you get this screen:



2. click on local and browse to your files.

## Tip #2

1. If you don't want to weight assignments, in other words grade on a total points scale, then scale your assignments to 1.0.
2. In the Edit Tasks window, click on the Points tab

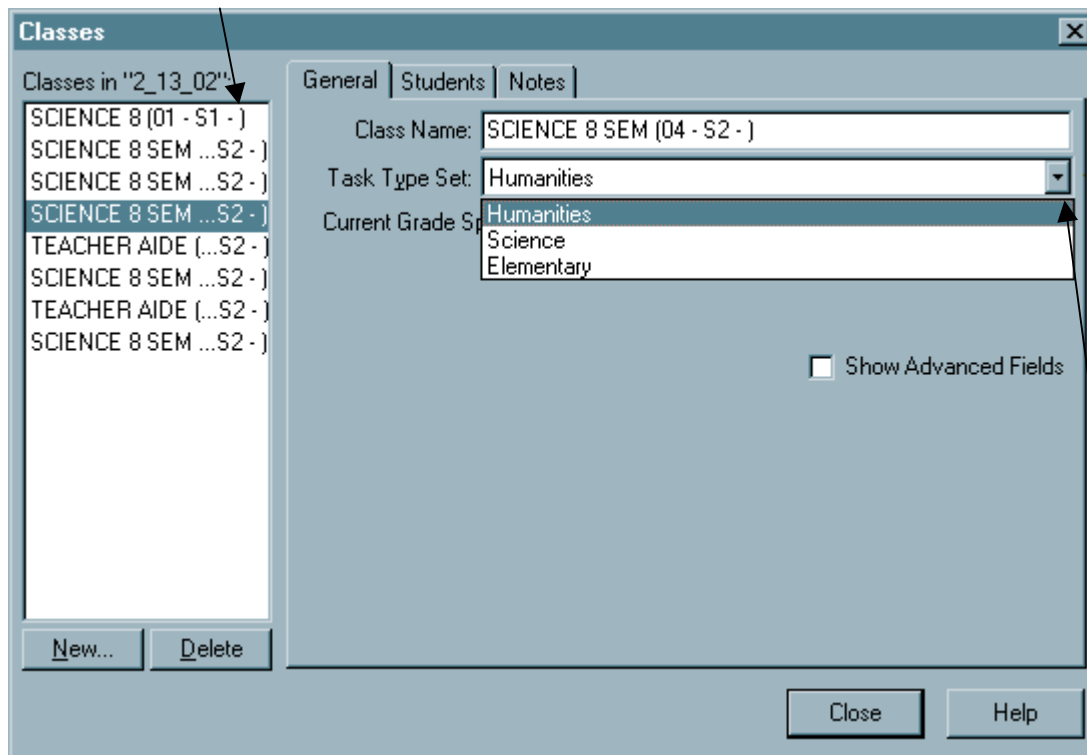


3. Type the point value of the assignment in "Out of Raw "box.
4. Type 1.0 in the Scale Factor box.
5. Click anywhere else and it will calculate your weighted points ("Out of Scaled") value to be the same as the raw score. This means you assignments will not be weighted within the category.

### Tip #3

If you teach multiple preps, and have different categories of assignments for those preps, then you will need to associate your categories, called "sets" with the correct class. This is done through the Set-up / Classes window.

1. Pull down the Setup menu.
2. Select Classes by clicking on it in the window on the right.

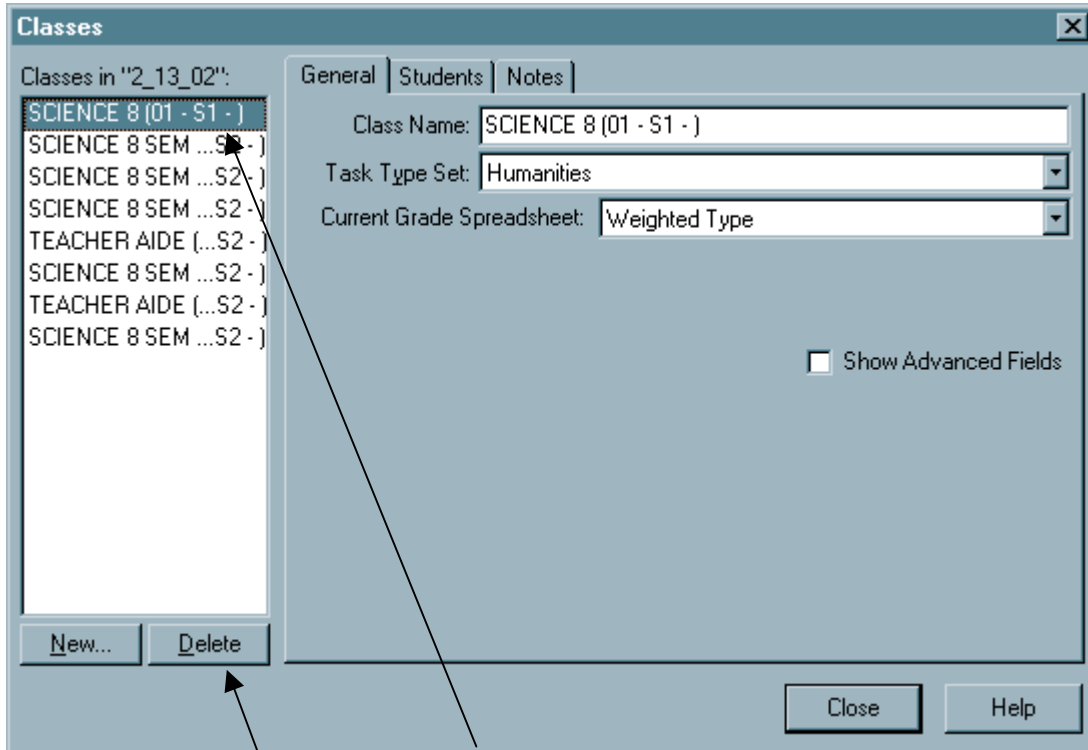


3. Click on the prep (class) you want to associate the 'set' with. Remember we made 'sets' by pulling down the Setup menu, selecting Grading Rules, and then click on the Type Set tab of the window.
4. Drop down the menu in 'Task Type Set' box. These are basically your sets of categories for your different classes.
5. Select the set you want to use with each class.

#### Tip #4

Get rid of the spreadsheets from 1<sup>st</sup> semester.

1. Click on the Setup menu.
2. Select Classes.

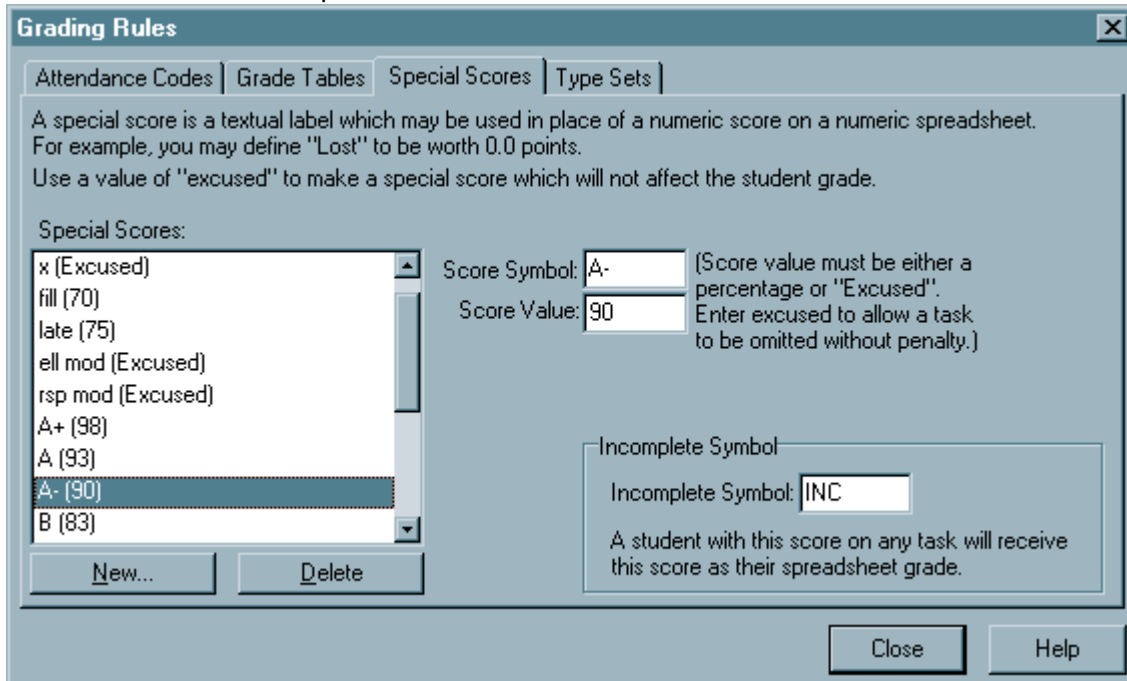


3. Click on the class ending in S1 ( semester 1) or TAs that don't exist.
4. Click on the delete button.

### Tip #5

If you don't give assignments point values, then create special scores for the symbols you do use.

1. Pull down the Set-up menu.
2. Select Grading Rules.
3. Click on the tab Special Scores.



4. Click on New, and then create your score, such as an A-.
5. In the score Value box, give it a percentage score. Now you can type it on a spreadsheet grade.

