

Using an Edline Gradebook

EGP Teacher Guide

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Introduction

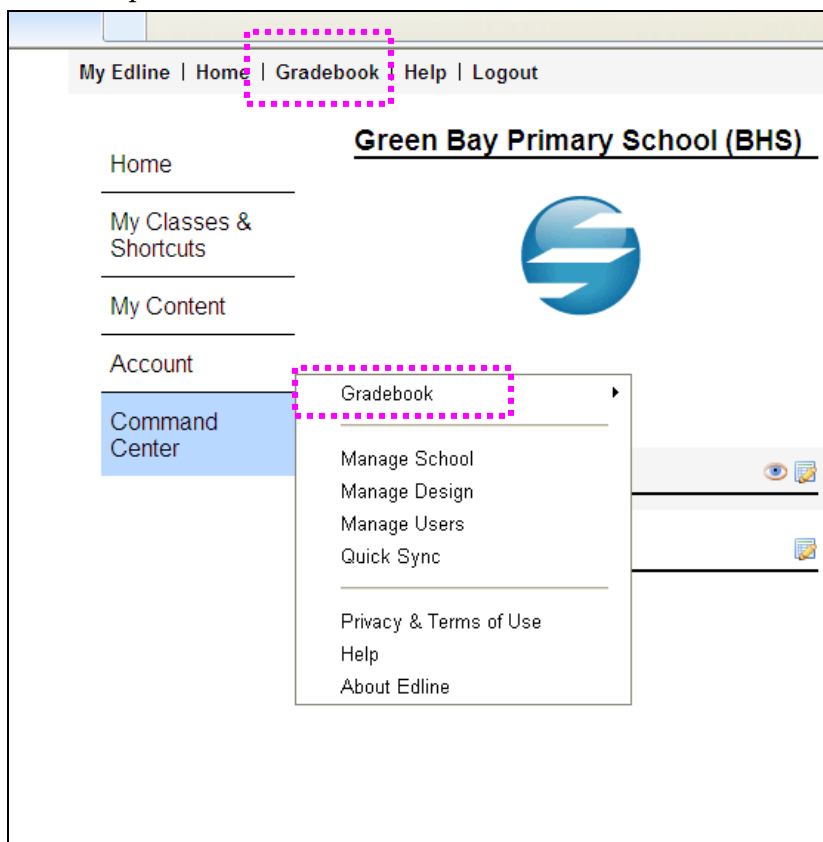
This guide will walk you through the setup and using an Edline Gradebook. It highlights web-specific functions and differences between the web and local version of the gradebook. It is available at Edline from **Gradebook** in the **Command Center** or from **Gradebook** on the toolbar. We suggest that you also read information accessed from the **Help** menu in the gradebook. There you will find detailed descriptions of grading methods, calculations, attendance, etc.

Setup

Follow these setup instructions the first time you use Edline web gradebook on any computer:

Get the Gradebook Web Plugin

1. Log in to Edline. You will see the **Gradebook** option in the **Command Center** or on the top menu bar.



2. From the **Gradebook** menu, you will access your gradebook. If you do not see these options, contact your school's Gradebook Manager or Super User.
3. If you are new user of an Edline gradebook, click the **Get Web Plugin** option.

- At a Windows computer, click **Run** at the prompt. Read and follow the prompts to complete the download and installation of the plugin.
 - At a Macintosh computer: Click **OK** in the dialog box that appears. Double-click the **Installer** and follow the prompts.
4. Once you have the plugin, go back to the **Gradebook** menu at Edline, and click the semester option to open your web gradebook.

If you receive any errors or are unable to successfully complete the installation, contact your school's Gradebook Manager or Super User.

Using Your Web Gradebook

1. Log in to Edline. If you are a teacher at multiple schools, go to the school page of the school for which you want to use the gradebook.
2. Click **Gradebook** from the toolbar or from the **Command Center**.
3. Click your gradebook program. If more than one semester is visible on the **Gradebook** menu, make sure you are using the correct semester for your task. It is important that you select the correct semester, or your gradebooks will not be correctly updated.
4. The gradebook program will run and all of your gradebooks will open. Your gradebooks will contain up-to-date student roster information. When a new class is created for you on Edline, a gradebook will automatically be created for it and opened with your other gradebooks.
5. When EGP Web opens, you will receive a dialog box and should select the appropriate Term(s) for each class that has been added.

Using the Web Gradebook on a Shared Computer

Windows: If you share a computer with other gradebook web users, and your computer/network login does not have administrator or power user permissions, each user will have to install the plugin. If you are not sure whether you need to install the plugin, click the semester link. If the gradebook starts up, you do not have to install the plugin again. If you receive a message that tells you to install the plugin, click **Get Web Plugin** and follow the instructions to complete the setup.

Macintosh: If you share a computer with other gradebook web users, each user will have to follow the setup steps above the first time they run gradebook web on that computer.

Updating the Web Gradebook Plugin

The web gradebook will update itself when a new version is available. When you run the gradebook and an update is available, it will be downloaded and installed automatically. The web gradebook will open when the update completes. While updates are generally fast, some may take several minutes, depending on the speed of your connection.

Syncing Your Gradebooks

All of your gradebook data, including setup and export data, will be automatically synchronized to the web regularly. Unlike a local gradebook, you do not have to "save" the gradebook. When you exit the web gradebook, your final changes will be synced to the web automatically. This insures that your most current gradebook information is always available from any computer with Internet access, and that your exported grades and attendance are available to your administrator to pull back in to your Student Information System.

Gradebook Web Session Timeout

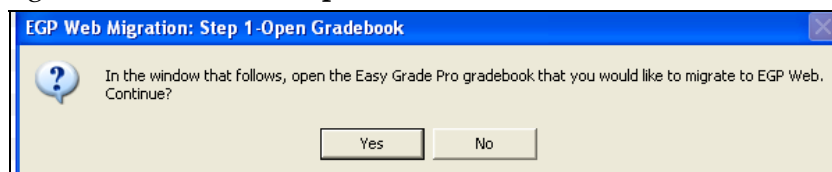
The web gradebook will sync your data to Edline every 4.5 minutes, if you have edited data during that time. If you have the gradebook open and have not made edits to any of your classes in about 70 minutes, you will be logged out. You will then be prompted to log in again to continue working. Please note that your data will be saved to Edline prior to the timeout. The only time that you will lose data that you entered is if you lose your Internet connection while working in your web gradebook, so that your gradebook is not able to access Edline to synchronize the data. In this case, the most data you will ever lose is 4.5 minutes.

EGP Web

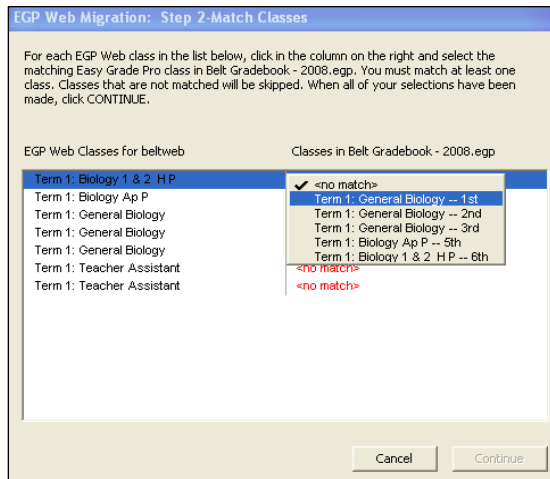
Migrating Gradebooks from Easy Grade Pro Local

If you began this year's gradebook with the locally installed version of Easy Grade Pro, that gradebook can be migrated to EGP Web.

1. Launch EGP Web as described earlier.
2. Go to **File**→**Migrate to EGP Web**... You will be asked to navigate to your existing (non-web) gradebook.
3. Click **Yes** in the dialog box to continue.
4. Select the gradebook and click **Open**.

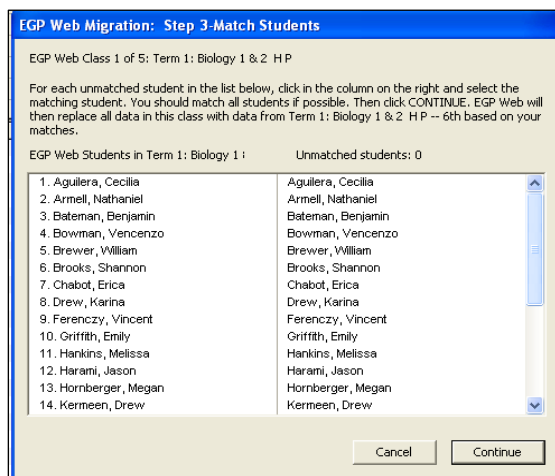


5. You will now match the classes in your new (web-generated) gradebook to those in your existing gradebook. Your Edline classes will be listed on the left.
6. Click the first one; a dropdown of the classes in your existing gradebook will appear on the right.
7. Select the class that matches and click **Continue**. Verify your matches are accurate in the dialog box and continue until all classes are matched.




8. Match your students between the two gradebooks like you just did with classes in step
9. Click **Continue**. A Warning dialog will appear to verify that you want to use the information from your existing (non-web) gradebook.
10. Click **Yes** to proceed and continue until students are matched in all classes.

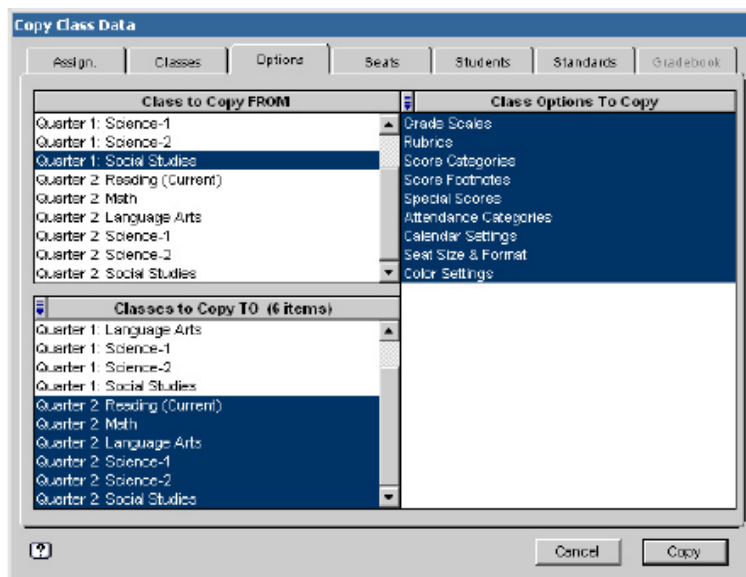
Note: Once your gradebook has been migrated, you should no longer use EGP locally, or any changes you make will be lost.



Copying Class Options to other Classes

One of the most important features in Easy Grade Pro is the ability to copy some or all of your class options from one class to others using the **Copy Class Data** window. This can save you lots of time and help you ensure that your options are consistent across classes and terms.

1. Choose **Copy**→**Class Options** from the **Tool** menu or click the **Copy Class Data** tool  and select the **Options** tab.
2. In the upper-left list, select the class to copy from.
3. In the lower-left list, select the class(es) to copy to. Be sure that you don't select the class that is selected in the upper list. To select multiple items, hold down the shift, CTRL (Windows) or command (Macintosh) key while clicking.
4. Select the options you wish to copy in the list on the right. Use the blue arrow button to select or deselect all list items. To select multiple items, hold down the shift, CTRL (Windows) or command (Macintosh) key while clicking.
5. Check all of your settings to ensure that you are copying the right options to the right classes.
6. Click the **Copy** button.



Copying Assignments, Seating Chart Items and Standards

You can copy Assignments, Seating Chart Items, and Standards to other classes. To copy assignment scores, you must first select to copy students. A subsequent window will allow the copying of scores. Be sure the assignments are identical and in the same order in both the class they are being copied **FROM** and the class(es) they are being copied **TO**.

Posting Reports to Edline

1. Your gradebook allows for easy uploading of student reports directly from EGP Web to your classes at Edline. Once you have customized the report to display the information you want, instead of printing the report you will send the report to Edline for students and parents to view online. When you post reports from EGP, you can send them from one class at a time or from several classes at once. Both methods are described below.
2. Select **File**→**Internet/Edline** or click the **Internet/Edline** tool to open the report window.
3. From the menu, select the students. If you select the last item, be sure to select one or more students from the list below the **List** tab. If you want reports to post to all of your classes at once, select **All students in Term X** from the **For** menu (below where it says **Action: Upload Reports to Edline**). You should NOT check the box to **Include Multiple Classes (in each report)**.
4. Select the **Options** tab and set the **Edline Upload Reports Options**:
 - The **Edline Report/Folder Name** is the name of the folder that will hold the reports on Edline. The name entered here will appear as the title of the link to the report on Edline, in the **Contents** section. You can use one or more folders for different reports such as Quarter 1 Reports, Quarter 2 Reports, Final Reports, Missing Work Reports, November Grades, etc. If you want to upload reports that replace older reports for your student, use the same folder name. If you want to upload reports that do not replace older reports, use a new folder name.
 - Include Multiple Classes (in each report) should only be checked if you have the same students in all classes and want those grades posted to one class in Edline.
5. Set the remaining report options under the **Options** tab as desired.
6. Click the **Upload** button. EGP Web will open your web browser to the Edline server and send the reports. You will be prompted to enter your Edline screen name and password.
7. You will get a status report telling you the number of reports sent. It will tell you the number of reports added (i.e. sent for the first time), the number updated (i.e. that overwrote an existing report for the student), and the number that had errors. Below this you will see an explanation for each error that occurred. You should fix any errors and then re-send reports for the students who had errors.
8. To see the reports you just posted, on Edline, select the class whose report you want to see.
9. The report folder (name assigned when you posted the report), will be found in the **Contents** on the class home page. Click the folder name to open it.
10. You will see the name of each student for whom this report was sent. Click the student's name to see the report. The report will look the same as it did in the Edline screen in EGP.

Note: When students visit the class home page and click on the report, they will only see their own reports; they will not see other students' reports. Likewise, when parents click on the report, they will only see reports for their own children.

Differences between Easy Grade Pro and EGP Web

All of the functionality of EGP Web is identical to the functionality of your local installation of EGP, with the few exceptions as explained in this document. Mostly, these exceptions involve things that you no longer need to do, such as backing up your gradebook and updating your software. Since Edline has emailing capability and is your school's web-site, emailing reports and exporting to Excel are no longer available.

If you have been sending grades and/or attendance from EGP back to your Student Information System, you will still do what you did in Easy Grade Pro to send those grades or attendance. See your Gradebook Manager for instructions on sending grades and attendance at your school.

Copying From Gradebooks in Previous Semester

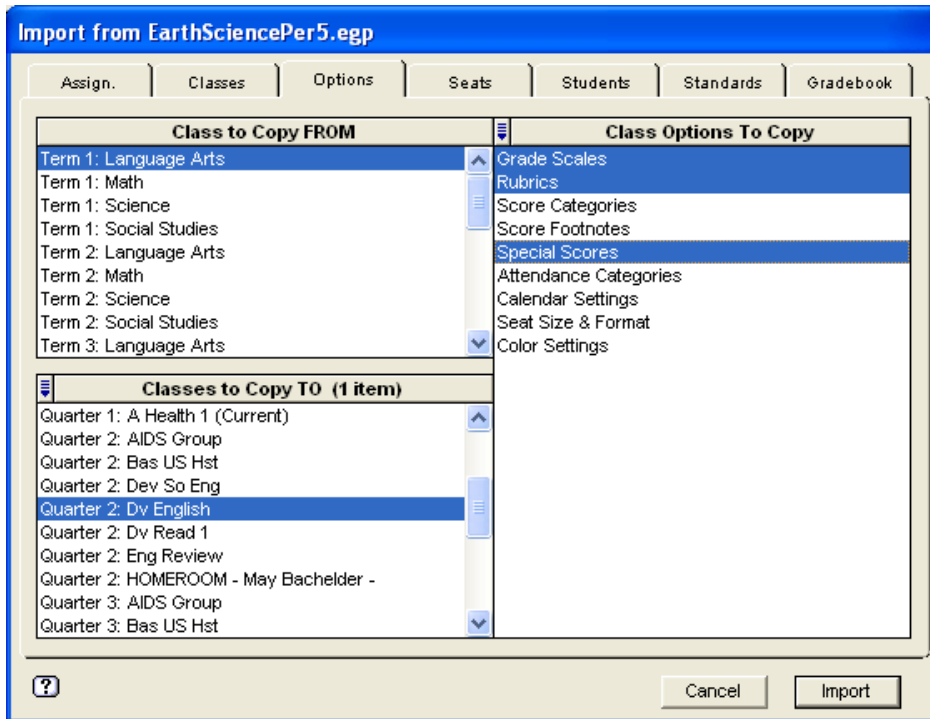
You can copy from a gradebook used in a previous semester or one saved locally.

1. Run EGPWeb.
2. Click **File**→**Import**.
3. Choose whether you want to copy from a previous web gradebook or one on the local hard drive.



- If you choose a prior semester, you will choose the semester and from among your gradebooks in that semester.

- o If you choose a local gradebook, you will be asked to locate the gradebook. You can only copy from the backup of a web gradebook. You cannot copy from a gradebook that you created and saved locally.
4. Select the **FROM** and **TO** gradebooks from the lists on the left.



5. Choose the items to copy on the right. You may select a specific item, multiple ones by holding down the CTRL key to select or select all from the drop down arrow.
6. Click **Import**.

Managing Your Gradebooks

By default, on the web there is one gradebook per class. For many teachers, this represents the gradebooks they need, and no additional gradebook management is necessary. However, there are some cases in which you may want to create additional gradebooks, remove existing gradebooks, or organize your gradebooks due to a semester transition. This can be done on the web through gradebook management.

Managing gradebooks options

- **Changing the Order of Classes.** Gradebooks appear on the teacher’s Edline page sorted alphabetically by class name. The class name is the name you see in the **Classes** list. To change the class order in your EGP Web gradebook, please see the section **Gradebooks and Classes** in the *EGP Web Manual*.

- **Copying from Other Gradebooks.** An option in the web gradebook allows you to copy from a gradebook from a previous semester at Edline.
- **Adding a New Gradebook.** Creating multiple gradebooks for a single class. Its two most common applications are elementary school classes that are not separately scheduled by subject, and year-long classes on Edline that have separate gradebooks for each semester.
- **Uploading Existing Gradebooks.** Uploading existing gradebooks from a backup of web gradebooks.
- **Deleting Gradebooks.** If you added gradebooks you don't want to use any longer, you can delete them.
- **Renaming a Gradebook.** Gradebooks that were added or uploaded or automatically created from rosters can be renamed.
- **Editing Gradebook Options.** Here is a series of options you can set to omit gradebooks from exporting, use with SiteReporter (GradeQuick only) or change their semester assignment.
- **Reverting to Previous Gradebooks.** Using the **Recycle Bin** to restore a gradebook.

Changing the Order of Classes at Edline

The order of classes at Edline is alphabetical by class name. With the procedure below, you can change the order. On the teacher's page at Edline, the class list may appear as in the example.

ADVISORY GR 9-12 YR (XZA250011_05 S1)
ENG LANG ARTS 2 GR 10 (LCY2010X_02 S1)
ENG LANG ARTS 2 GR 10 (LCY2010X_03 S1)
ENG LANG ARTS 2 GR 10 (LCY2010Y_01 S1)
ENG LANG ARTS 2 GR 10 (LCY2010Y_02 S1)
ENG LANG ARTS 2 GR 10 (LCY2010Y_03 S1)

The classes may be difficult to identify since they are all Language Arts, Grade 10. Use the following procedure to rename the classes.

1. Click **Classes** on the right side of your teacher page.
2. Sort the page by **Teacher** so your classes appear together.
3. Scroll the pages to find your classes. There will be an **Edit** button to the left of your classes.

Edit	ADVISORY GR 9-12 YR	09-10_S1	XZA250011_05 S1	B. Webster	Apr 2
Edit	ENG LANG ARTS 2 GR 10	09-10_S1	LCY2010X_02 S1	B. Webster	Apr 2
Edit	ENG LANG ARTS 2 GR 10	09-10_S1	LCY2010X_03 S1	B. Webster	Apr 2
Edit	ENG LANG ARTS 2 GR 10	09-10_S1	LCY2010Y_01 S1	B. Webster	Apr 2
Edit	ENG LANG ARTS 2 GR 10	09-10_S1	LCY2010Y_02 S1	B. Webster	Apr 2
Edit	ENG LANG ARTS 2 GR 10	09-10_S1	LCY2010Y_03 S1	B. Webster	Apr 2

4. Click the **Edit** button to access the class page.

The screenshot shows a 'Modify Class' window. At the top left, there are 'Save' and 'Cancel' buttons. Below them is a 'Class Information' section. A pink dashed box highlights the text 'This class is in Classes' and the input fields for 'Class Name' (containing 'ENG LANG ARTS 2 GR 10') and 'Class ID' (containing 'LCY2010X_02'). Below the input fields is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert link. The text area of the editor contains 'Welcome to ENG LANG ARTS 2 GR 10.'

5. Change the **Class Name**. In this case, the names are changed so they sort in period order.
6. Click **Save**.

The picture below shows how the list of classes appears on the teacher's page at Edline.

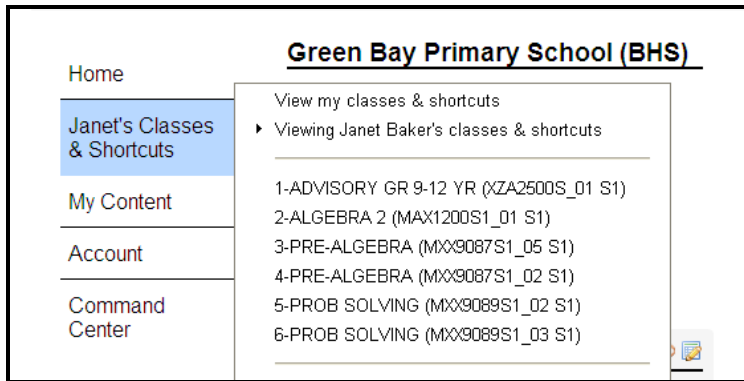
```
1-ADVISORY GR 9-12 YR (XZA250011_05 S1)
2-ENG LANG ARTS 2 GR 10 (LCY2010Y_01 S1)
3-ENG LANG ARTS 2 GR 10 (LCY2010X_02 S1)
4-ENG LANG ARTS 2 GR 10 (LCY2010Y_03 S1)
6-ENG LANG ARTS 2 GR 10 (LCY2010X_03 S1)
7-ENG LANG ARTS 2 GR 10 (LCY2010Y_02 S1)
```

Using *Gradebooks to Manage Gradebooks

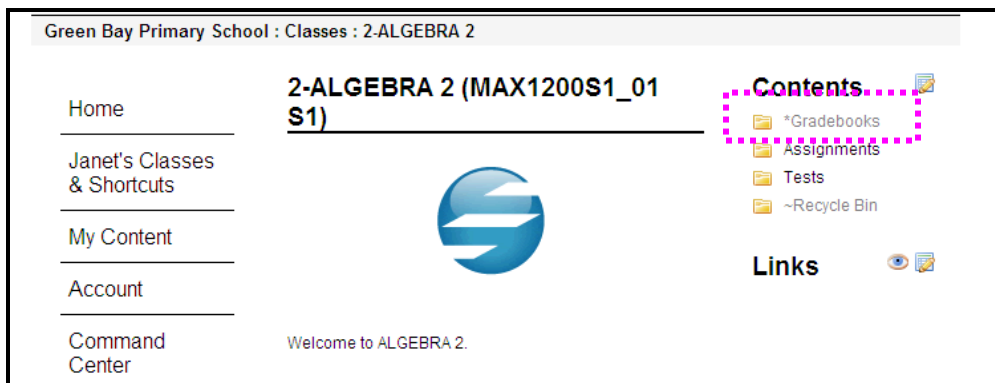
The remaining gradebook management techniques are done from the ***Gradebooks** link. Your Gradebook Manager will choose whether or not to allow you to use gradebook management. If you do not see the ***Gradebooks** link under **Contents** on Edline, your administrator has decided to hide this option. If you think you need to make any of these changes, talk to your administrator about making this option available.

Accessing the *Gradebooks Folder

1. Log in to Edline. Select the class for which you want to create additional gradebooks from the **Classes & Shortcuts** section on the left side of the page.



2. On the class page, click the ***Gradebooks** link from the **Contents** section on the right side of the page. If this option is not visible, your administrator has chosen not to make it available to you.



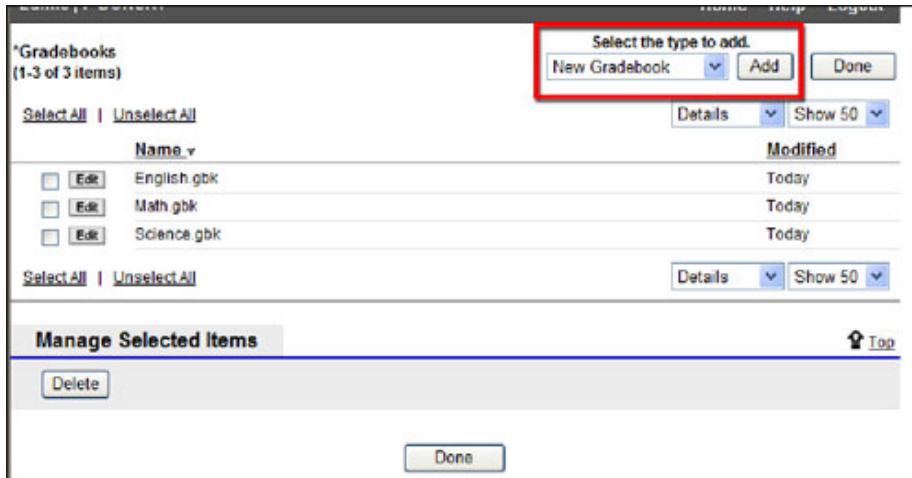
Adding a New Gradebook

In some cases, you will need more than one gradebook per class. Most commonly, this will happen in these cases:

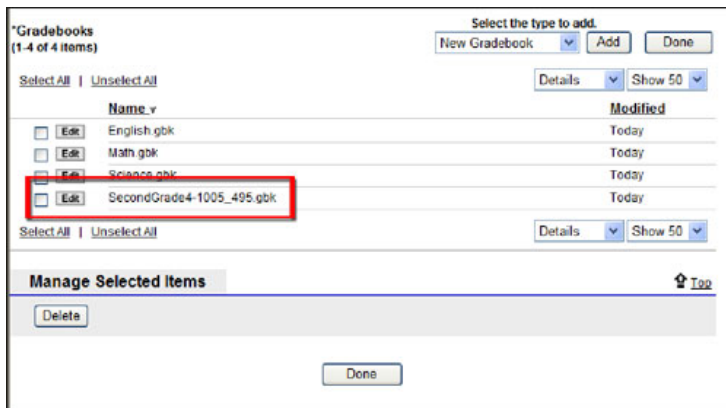
- In elementary schools, where classes may be scheduled for the whole day, but you want separate gradebooks for each subject.
- When you have year-long classes on Edline, but want a separate gradebook for each semester.

Note: If you will be sending grades or attendance data back to your Student Information System, make sure that you only have one gradebook per class set to export, as you can only send grades and attendance for one gradebook per class. This is particularly important if your exports are sent automatically, or sent by your Gradebook Manager. See the section **Editing Gradebook Options** below for information.

3. In the *Gradebooks folder, select **New Gradebook** and click **Add**.



4. A new gradebook will be created for you, named for the class and class ID.
5. Continue adding and naming gradebooks, until you have all the gradebooks you want for this class. When you are finished, click **Done**, and repeat the process for your other classes.



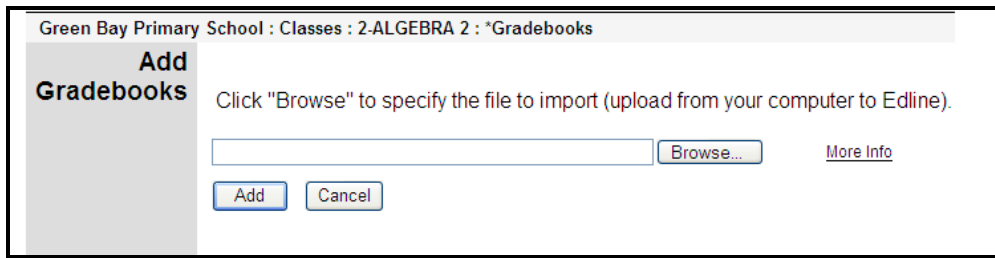
Uploading Existing Gradebooks

If you have web gradebooks that were backed up to the local computer, you can upload into a class on Edline. Please note that gradebooks can be migrated so this step is not usually necessary.

If you are uploading a gradebook in order to copy settings you set up in a previously, see the topic **Copying from Gradebooks in a Previous Semester** in this document.

1. Select **Existing Gradebook** and click **Add**.

2. You will be prompted to browse to locate the gradebook on your computer or network. Select the local gradebook and click **Add**.



The screenshot shows a web interface for adding gradebooks. At the top, it says "Green Bay Primary School : Classes : 2-ALGEBRA 2 : *Gradebooks". On the left, there is a sidebar with the text "Add Gradebooks". The main area contains the instruction "Click 'Browse' to specify the file to import (upload from your computer to Edline)." Below this is a text input field, a "Browse..." button, and a "More Info" link. At the bottom of the main area are "Add" and "Cancel" buttons.

3. The uploaded gradebook will appear in your gradebooks list for this class. Remember that if this gradebook has a different set of students than those in the class, it will be auto-updated to reflect the current roster for the class. All students in the gradebook that do not match the membership of the class will be dropped and students in the current membership will be added.

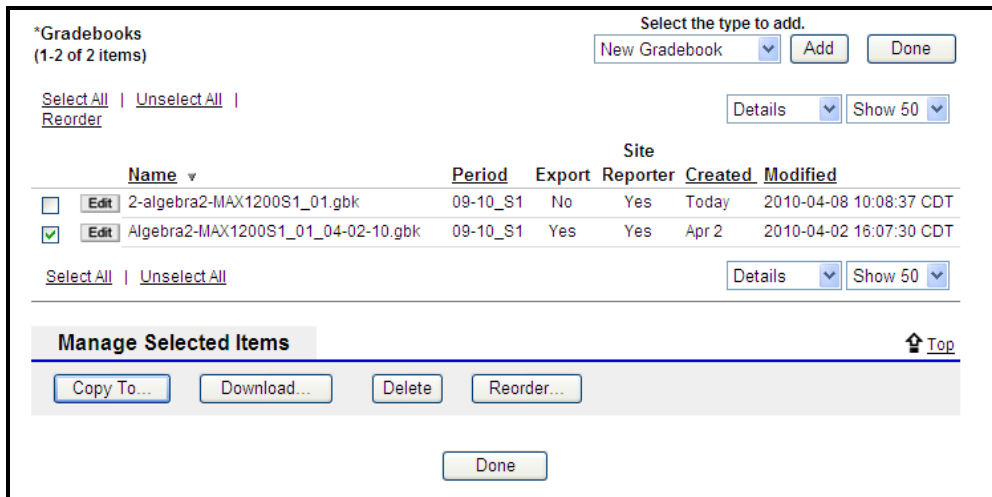
Note: If you saved gradebooks Edline from the local gradebook program, the latest version of one or more of your gradebooks may be on Edline. You will need to retrieve these gradebooks in order to use them with web. They will not automatically appear in your web gradebook. Use the local gradebook software to download the gradebook before migrating it to Edline.

Deleting Gradebooks

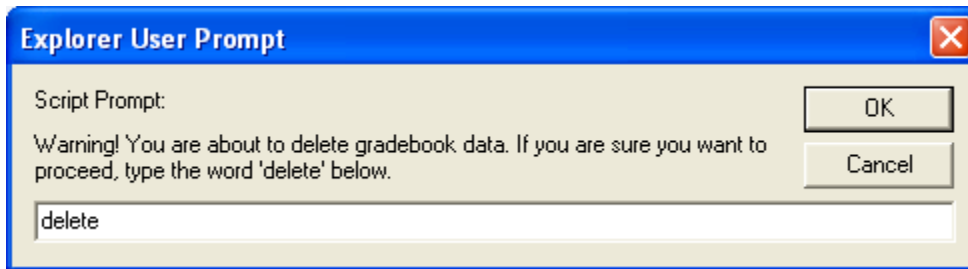
If you want to remove a gradebook and you will not need this gradebook again, you can delete it. You can delete gradebooks that you created, or the default gradebooks that are created for you.

1. Log in to Edline, select the class for which you want to delete gradebook(s), and click the ***Gradebooks** link in the **Contents** section on the right side of the page.

2. Check-mark the gradebooks that you want to delete, and click **Delete**.



3. You will be prompted to type the word “delete”, to insure that you intended to delete the selected gradebook(s).



Your selected gradebook(s) will be removed from the list of gradebooks, and sent to the **Recycle Bin**. To retrieve a deleted gradebook from the **Recycle Bin**, see instructions above for **Using the Recycle Bin to Restore Previous Gradebook**.

Renaming a Gradebook

In the *Gradebooks folder, you can rename gradebooks created for you. To rename a gradebook to something more personal, like spelling or math, or Algebra 2 Period 6, click the **Edit** button next to the gradebook name, and change the **Gradebook Title**. This will not change the class names that appear in EGP. For information about changing names in the gradebooks, see the section **Gradebooks and Classes** in the *EGP Web Manual*.

Editing Gradebook Options

The options that can be set are listed below. Click the **Edit** button next to the gradebook name to access the following options.

1. In the ***Gradebooks** folder, click **Edit** next to a gradebook.
2. Change the options by adding or removing checkmarks. The options are explained in the following paragraphs.

Gradebook Management

Summary Information

This gradebook is in *Gradebooks
Last Modified: 07/07/07

Gradebook Title:

Gradebook Summary:

Scheduling Period: [More Info](#)

Pull exports (grades and/or attendance) from this gradebook. [More Info](#)

Include this gradebook for SiteReporter. [More Info](#)

These users can open and change this gradebook: [More Info](#)

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- **Scheduling Period.** From this page, you can quickly change the scheduling period for which this gradebook is associated. This option will only display for Year-Long classes. If your school has year-long classes on Edline, but you have separate gradebooks for each semester within the class, you can set the scheduling period for your gradebooks so that only those from the current semester open in the gradebook.
- **Pull exports (grades and/or attendance) from this gradebook.** By default, this choice will be checked. If you have multiple gradebooks for a class, you must indicate which gradebook will be used for exports. This can be especially useful for year-long classes whose class ID does not change and yet you wish to use a different gradebook per semester. Remember that only one gradebook per class can be set to export.
- **Include this gradebook for SiteReporter (Grade Quick only).** If you have SiteReporter at your school, this option will be checked by default. If you have extra gradebooks in your class that you use for templates and do NOT want shown in SiteReporter, uncheck it.
- **These users can open and change this gradebook.** This will allow you to choose which teacher can open and change a gradebook. In order for a teacher to appear on this list, they must be added as a member of the class in Edline. See the topic **Rules for Giving More Than One Teacher Access to a Gradebook**. If the gradebook is not used, such as study hall or lunch or it is inactive, the check mark next to the teacher can be removed and the gradebook will no longer open for the teacher.

Rules for Giving More Than One Teacher Access to a Gradebook

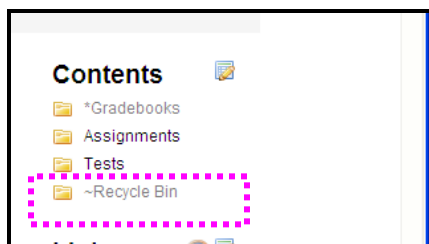
Allowing more than one teacher to have access to a gradebook at one time will result in data loss. For this reason, only one teacher should have access to a gradebook at one time.

If a class is actually taught by a different teacher than the one scheduled or you need for another teacher to temporarily have access to a class, you can add the other teacher to the **Class Membership**. In ***Gradebooks→Edit** dialog, you can uncheck the scheduled teacher and check the teacher who needs the gradebook. **Only one teacher should be able to open the class or there will be data loss even if one of the teachers does no work in the gradebook.**

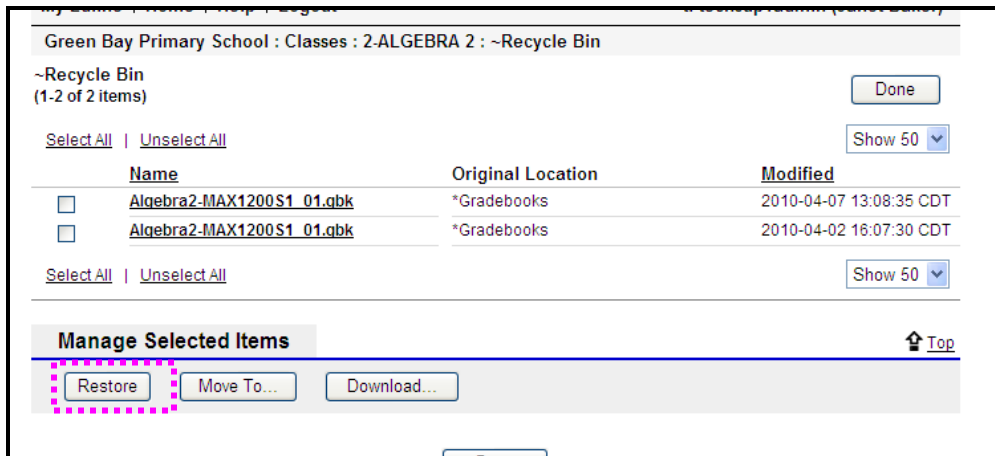
Using the Recycle Bin to Restore a Previous Gradebook

If you want to restore to the gradebook for the last day you used it (yesterday's gradebook, if you use your gradebooks daily), you can do so. The **Recycle Bin** holds previous gradebooks, adding a gradebook once each day when you first make changes to it. For the first two previous months, gradebooks could be saved daily. After two months, a gradebook is saved for each week for two months. Previous to 4 months, one gradebook is saved for each month. Gradebooks outside these parameters are no longer available for restoring.

1. Log in to Edline, and select the class whose gradebook you want to restore from **Classes & Shortcuts**.
2. Click the **~Recycle Bin** link from the **Contents** section on the right side of the page. The list of gradebooks in the recycle bin includes all gradebooks that you deleted, as well as a previous copy of your current gradebooks. All gradebooks last the modify date and time, so that you can select the correct version of a gradebook.



- Once you have found the gradebook you want to restore, check-mark the box next to it, and click **Restore**. This gradebook will be placed back into the ***Gradebooks** folder



- You will receive a message that the restore was successful. Click **OK**.
- There should now be 2 files in ***Gradebooks**. Typically, you should only have one file for each class, so you will need to delete one. The one you just restored should have the date appended to the file name. Delete the one that does not have a date in its name. Check-mark the gradebooks that you want to delete. Click **Delete**.
- You will be prompted to type the word "delete", to insure that you intended to delete the selected gradebook(s).
- There should now be 1 file but the name needs to be shortened in order to appear in your gradebook. Click **Edit** next to the file name and modify the **Gradebook Title**, making sure the extension '.egp' is retained and that the entire name including extension does not exceed 27 characters.
- Click **Save**.