

Interim Reports with InteGrade Pro

Choose the statement that best fits your use of InteGrade this semester...

I use InteGrade as my primary gradebook and enter grades on a regular basis.

1. Go to the spreadsheet of your first class.
2. You can Add Notes for students by pressing CTRL-D on the keyboard or by choosing "Show Notes" from the "View" menu.
 - A white textbox appears at the bottom of the spreadsheet. To add general notes about the student click his name, then record the notes in the textbox. Click a specific grade to record comments about any specific task.
3. Click "Reports" on the top menu bar. Choose "Student Progress..."
4. Customize your reports on this screen.
 - You should put an "X" next to the students that will be receiving a printed progress report.
5. Click "Next" to preview your progress reports.
6. Click "Print" if the report looks acceptable. Click "Setup" to modify the report.
7. Choose your next class from the Class dropdown box. Repeat this procedure.

I use InteGrade only to print my rosters and submit my final marking period averages. I will continue to calculate my averages manually.

1. Open your gradebook as if you were going to print class rosters.
2. Use the Class dropdown box to choose your first class.
3. Use the Spreadsheet dropdown box to choose the "Skills (Skill)" spreadsheet.
4. You can Add Notes for students by pressing CTRL-D on the keyboard or by choosing "Show Notes" from the "View" menu.
 - A white textbox appears at the bottom of the spreadsheet. To add general notes about the student click his name, then record the notes in the textbox.
5. You should enter a grade for each student receiving a progress report using the "Raw Score" column to the far right of each student. Note: It can be a letter grade or a range (ex. 83-87).

Optional: You can add other grade information such as a homework, quiz or exam average.

1. To do this choose "Tasks" from the menu bar and click "New Task..."
2. Click Next.
3. Enter a task name such as "Homework Average" or "Element Test" or "Sculpture Grade"
4. You can enter the assigned and due dates or leave them blank.
5. You have to choose a type. Choose the one that best describes the score.
We can add new types if necessary.

6. Click "Reports" on the top menu bar. Choose "Student Progress..."
7. Customize your reports on this screen.
 - You should put an "X" next to the students that will be receiving a printed progress report.
8. Click "Next" to preview your progress reports.
9. Click "Print" if the report looks acceptable. Click "Setup" to modify the report.
10. Choose your next class from the Class dropdown box. Repeat this procedure for your next class. Start back at step 2.

I currently use InteGrade only to print my rosters and submit my final marking period averages. But I want to start using InteGrade to calculate my grades.

Open your Gradebook as if you were going to print class rosters.

SETUP YOUR GRADE RULES (You need to do this one time each school year if you use weighted grades)

1. From the "SETUP" menu choose "Grading Rules..."
2. Choose the last tab titled "Type Sets".
3. Press "Delete Set" then click "Yes".
4. Repeat Step 3 until only one type set remains. (Usually you have to do this twice)
5. Click "Rename Set..." then type a name for your type set. (ex. "Regents" or "Math")
6. Enter the percentages that you use to compute your marking period averages. (You can rename or add a type of grade using the appropriate buttons on this page)
7. Click "Close".

SETUP YOUR MARKING PERIOD SPREADSHEET (You need to do this every marking period)

1. From the "SETUP" menu choose "Spreadsheets..."
2. Use the dropdown box to choose your first class then click "New..."
3. Choose "Create a Numeric Spreadsheet" then click "Next"
4. Type an appropriate name for the first marking period (ex. MP1). Click "Next".
5. Choose Weighted Type or Total Points based on your grading policy. Click "Create".
6. Go back to step 2 and repeat this process for each class.

ENTERING GRADES/TASKS

1. Choose the appropriate class from the Class dropdown box.
2. Choose the appropriate spreadsheet (MP1) from the Spreadsheet dropdown box.
3. Choose "New Task" from the "TASKS" menu at the top of the window.
4. Type an appropriate name for this task. The dates are optional.
5. Use the dropdown box to choose the type of task.
6. The raw score will be 100 most of the time. The scale should remain at 1.0.
7. Click "Create".
8. You can now enter the grades for this task to the right of each student's name.

PRINTING PROGRESS REPORTS

1. Go to the spreadsheet for your first class.
2. You can Add Notes for students by pressing CTRL-D on the keyboard or by choosing "Show Notes" from the "View" menu.
 - A white textbox appears at the bottom of the spreadsheet. To add general notes about the student click his name, then record the notes in the textbox. Click a specific grade to record comments about any specific task.
3. Click "Reports" on the top menu bar. Choose "Student Progress..."
4. Customize your reports on this screen.
 - You should put an "X" next to the students that will be receiving a printed progress report.
5. Click "Next" to preview your progress reports.
6. Click "Print" if the report looks acceptable. Click "Setup" to modify the report.
7. Choose your next class from the Class dropdown box. Repeat this procedure.