



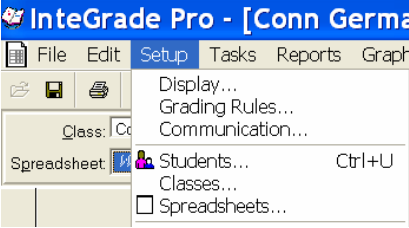
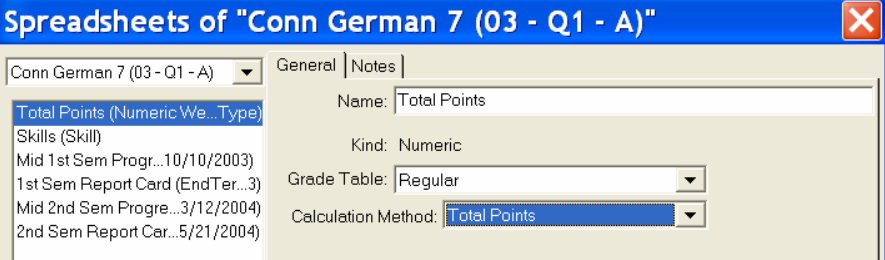
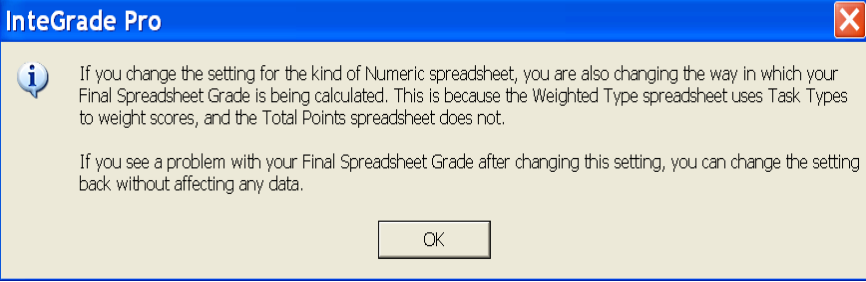
# IG Pro

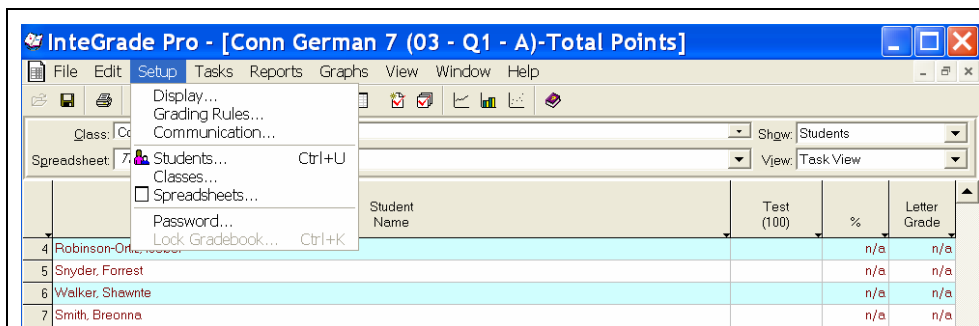
## Setup Grading Rules & Tasks

October 2003

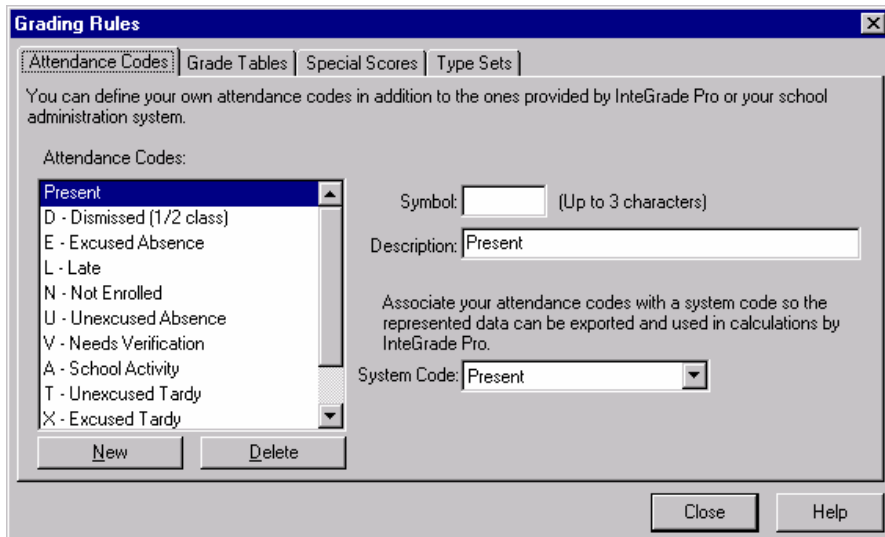
**Upon completion** of this unit you will be able to

- create New Sets for their classes
- create New Types for their classes
- setup Spreadsheets for classes
- add Tasks (assignments)
- print reports
- On-Line training for IG Pro can be found at: [http://www.apsit.org/sasi/oltrain/T\\_O\\_L.pdf](http://www.apsit.org/sasi/oltrain/T_O_L.pdf)

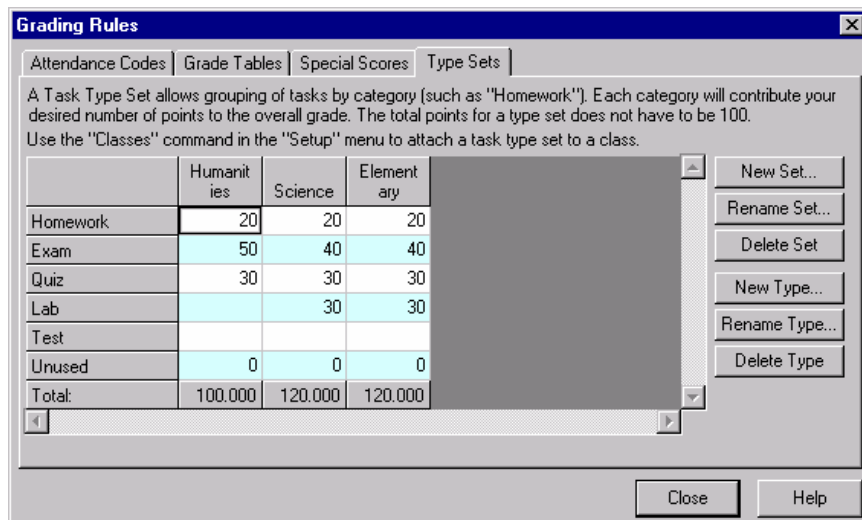
Screen Shots	Instructions/Explanation
	<p>Setup Spreadsheets:</p> <ol style="list-style-type: none"> <li>1. Click on Setup from the menu bar.</li> <li>2. Choose Spreadsheets.</li> </ol>
	<ol style="list-style-type: none"> <li>3. Enter a <b>Name</b> for the type of spreadsheet. This is a generic description of the method your grades will be calculated for this class.</li> <li>4. Select the <b>Calculation Method</b> showing how you want your grades calculated for this class.</li> </ol>
	<ol style="list-style-type: none"> <li>5. Click <b>OK</b> if you receive the following message indicating that you want to change the way the grades are being calculated.</li> <li>6. Repeat this process for each class. Select a different class from the drop down in the upper right corner.</li> </ol>
<p>IG Pro uses the following terms for the gradebook:</p> <ol style="list-style-type: none"> <li>7. Sets—indicates a method of weighting the grades for an assignment</li> <li>8. Types – is the category/type of assignment that the weight will be applied to EX: <i>Homework, Tests, etc.</i></li> </ol>	



9. Click on the **Setup** option on the menu bar
10. Select **Grading Rules...**



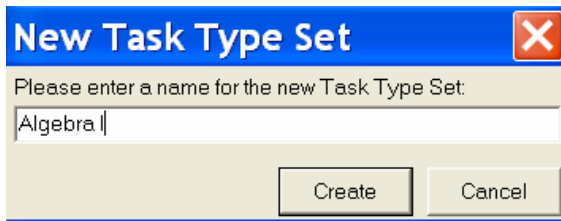
11. The **Grading Rules** screen will appear. It contains 4-tabs – Attendance; Grade Tables; Special Scores; and Type Set.
12. Do not change Attendance Codes or Grade Tables. These are pulled directly from SASI and are set by the district office.
13. We need to concentrate on Type Sets. Select the Type Sets tab by clicking on the **Type Sets** tab.



14. Notice that you already have Sets and Types established.
15. Delete the undesired Sets by putting your cursor in a cell **under** the Set and then clicking on **Delete Set**
16. Delete the undesired Types by putting your cursor in a cell **next to** the Type by clicking on **Delete Type**

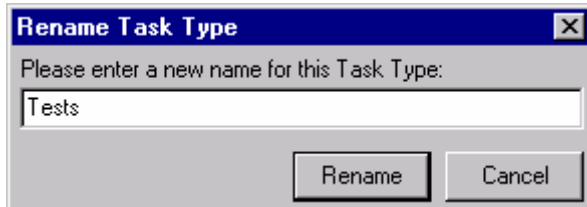
NOTE: These do not need to add to 100 – the system will weight correctly for any numbers.

EX: If you have 2 Algebra I classes and both have the same grading policies; you will only need 1 Set. They will both share that Set.



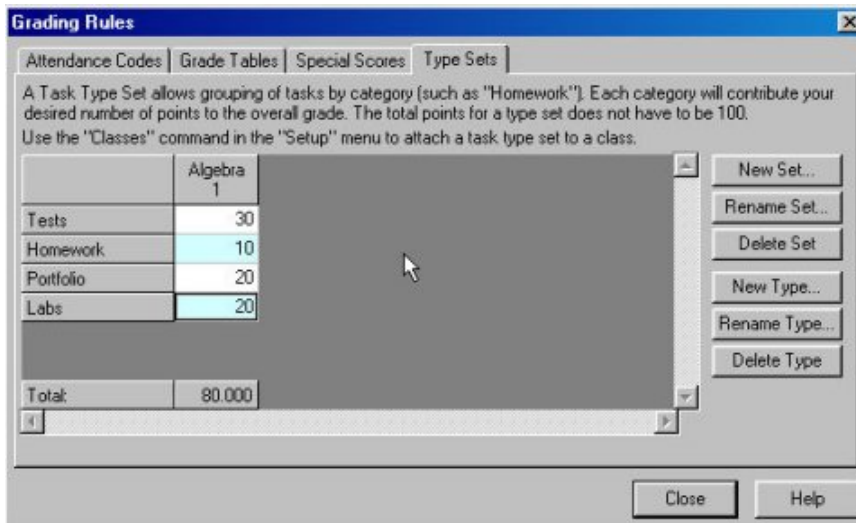
Creating New Sets & New Types:

17. Click on **New Set** or **New Type**
18. Type in the name of the Set
19. Click on **Create**
20. Add the desired point values for each Type & Set.



Renaming Types & Sets:

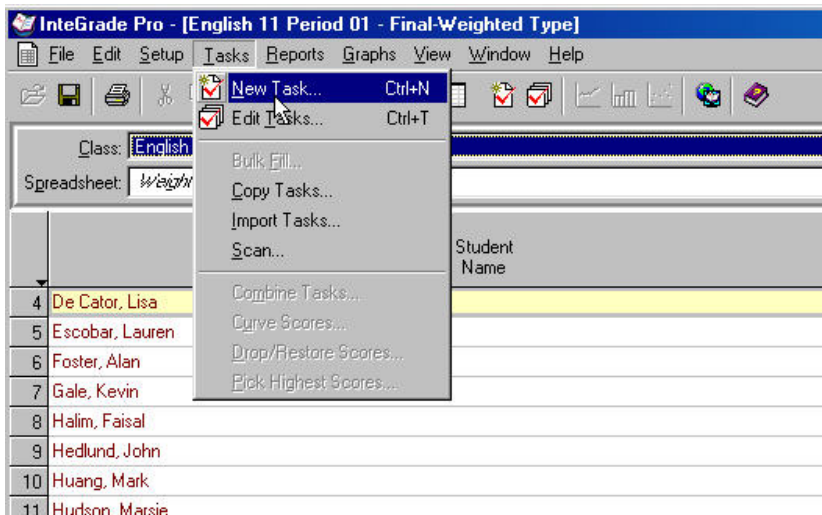
21. Click **Rename Type** or **Rename Set**
22. Type in the name of your Set
23. Click on **Rename**
24. Continue until you have a type for each category you use when grading your students.



25. To set the weight of each simple click inside the cell and type the numerical value for that type.

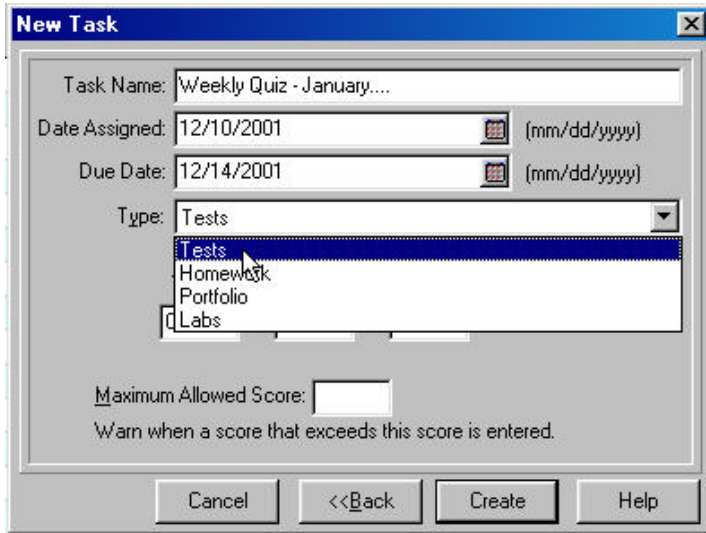
NOTE: These numbers represent how grades will be weighted to other grades when determining the average. EX: Homework counts  $\frac{1}{2}$  of what Labs counts in our example.

26. Click on **Close** once you are finished.



Adding Tasks to spreadsheets:

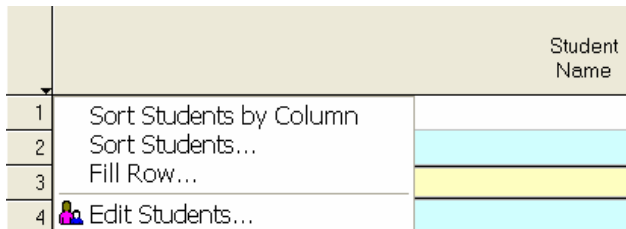
27. Click on the Tasks menu on the top of the spreadsheet.
28. Click on New Task.



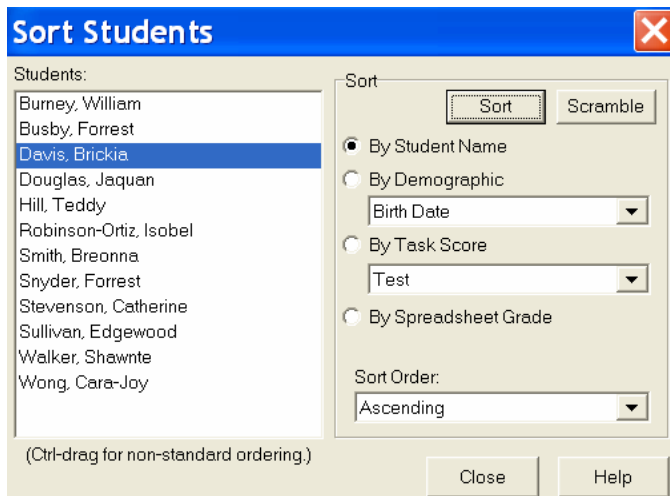
29. Name the Task/assignment –  
Ex. Weekly Quiz – January...
30. In the **Type** box, click on the down arrow and choose the appropriate Type
31. Type in the numerical value of the Task in **Raw** score.
32. Click on Create.

	Student Name	WklyQz-Jnry... (100)	%	Letter Grade
1	Humphreys, Stanley	95	95	A
2	Tilman, Latoya	75	75	C
3	Goodman, Justin	98	98	A
4	Drimbea, Vanessa	87	87	B
5	Chadbourne, Christopher		n/a	n/a
6	Bratcher, Latoya		n/a	n/a

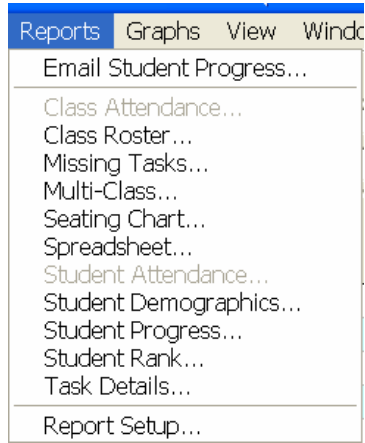
33. Enter the grades for that task.
34. Repeat the above steps for each new Task/assignment throughout the semester.



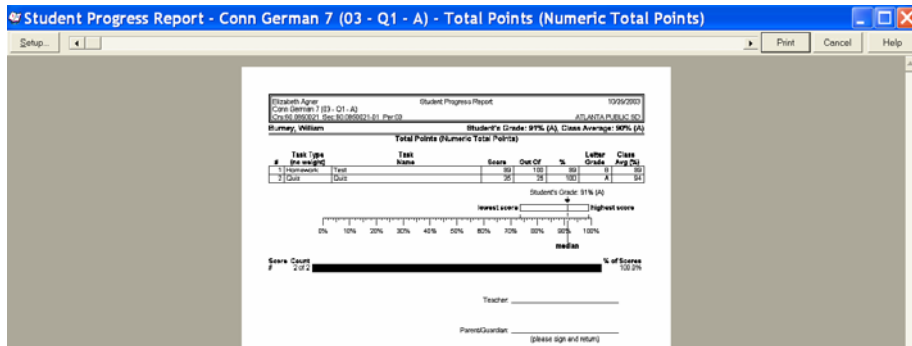
- Sorting Students:
35. Click on **Student Name** at the top of the spreadsheet.
  36. Select **Sort Students** from the options which then appear.



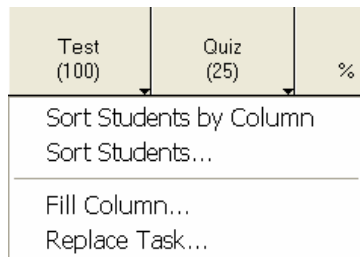
37. Choose the sorting method from the options which appear.
38. Click on the **Sort** button.



- Reports:
39. Open a spreadsheet.
  40. Choose Reports from the menu bar.
  41. Select the report you would like to run.
  42. When the report interface opens, choose the report options you desire.
  43. Click the **Next** button and the report will be previewed.



44. The **Setup** button will allow you to change the options for the report.
45. The **Scroll bar** across the top of the report will allow you to scroll through the report page by page.
46. The **Print** button will print out the report.



47. While working in the spreadsheets, drop down arrows in the column headings of the spreadsheet indicate that options can be preformed by clicking on those column headings. The example shows the options available under a task which has been added.

Good Luck with your gradebook.