

# InteGrade Pro For Chippewa Valley Secondary Schools

## ***Introduction***

InteGrade Pro teacher gradebook software is designed to track and report student progress. It runs in both the Macintosh and the Windows computing environments, and files can be transferred back and forth with ease. Teachers can record and save student assignment results, and objective outcome information—as well as calculate student grades and statistics, take attendance, and produce reports.

InteGrade Pro lets teachers record traditional scores as well as non-traditional skill or performance marks. It accommodates virtually any kind of score or mark used in grading, and calculates cumulative mid-term and end-term grades. Since InteGrade Pro is licensed to the school, teachers may make copies of the software for use in the classroom, home, or wherever else they work on a computer.

## ***Terminology***

Before we begin, it is necessary to define terms that will be used in this document:

Input values are called **scores**. They are the marks that students receive on individual tasks such as tests or homework assignments.

A **task** is a single assignment, test, quiz, exam, etc. Basically, a task is something students are marked on.

Output values are called **grades**. They are the result of calculations that use scores; calculations are performed according to the task and task type-weighting schemes.

A **class** is a single course taught in a single period as defined by your office administration computer. There are ways of combining classes that your office considers separate into a single class for grading purposes, but they are outside the scope of this document.

A **spreadsheet** is a collection of tasks and scores for a single class. Each class can contain multiple spreadsheets. You can use spreadsheets for various purposes. For example, at the start of a new reporting period you can create a new spreadsheet so as to hide the previous reporting period's results.

A **gradebook** keeps track of all the students and classes you teach. InteGrade Pro uses one gradebook per teacher, regardless of the number of students or classes taught. If you teach at more than one school, you should have a separate gradebook for each school.

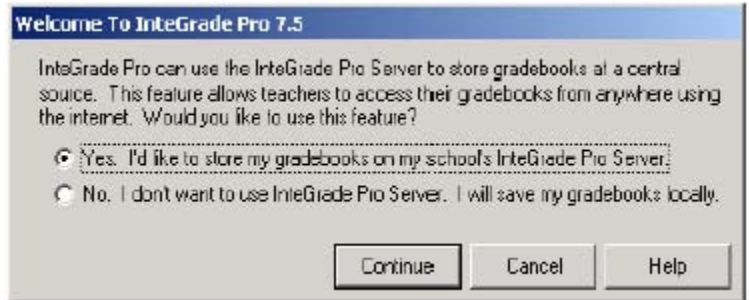
## ***Considerations***

*Can you create a formula to figure your grades?* Some teachers are very subjective when it comes to grading. They may use intuition, emotion, or astrology to assign grades. I'd wager that almost every teacher (including me) has, at one time or another, applied a "fudge factor" in order to make a set of grades "feel right". In contrast, IGP is very subjective, and so must be is the teacher who uses it initially. As you learn the nuances of the program, you start to see ways to create grading rules, spreadsheet features, and other customizations to fit every circumstance you face. After becoming familiar with IGP, you will begin to learn ways to make it fit your style.

*Are you a weighted -type person or a total points person?* When you create a numeric spreadsheet, you have two choices: Weighted or a Total Points type. The weighted type spreadsheet uses task types (I.E. homework, exams, projects) to weight scores when calculating the final spreadsheet grade. Weighted-type teachers like to put tasks into categories (or types) and find the average of each type first, then calculate a grade based on a formula that weights different task types. The Total Points spreadsheet calculates the spreadsheet grades based on points received versus points possible, regardless of task types. Which are you?

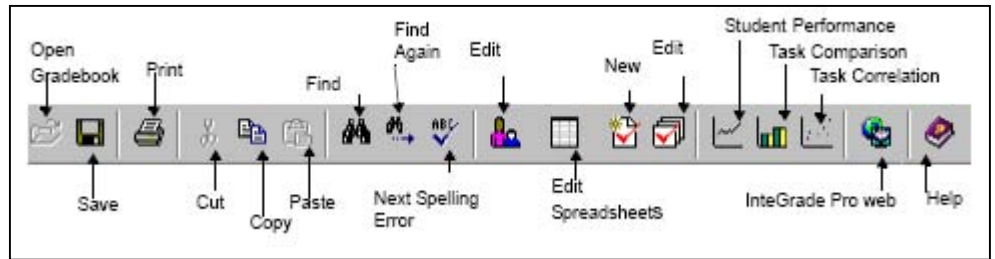
*How does the use of IGP differ from school to school?* In Chippewa Valley's middle and high schools, they use SASIxp, the student administration program, to schedule students, teachers, rooms, and classes; and to generate report cards and progress reports. They can export this information to IGP to make gradebook creation easy and to allow grades to be exported from IGP back into SASI at report card time. Since our elementary schools do not use SASI scheduling, and do not use computer-generated report cards, elementary schools do not export class list data from SASI to IGP.

*InteGrade Pro Server* is a separate product that Chippewa Valley Schools does not use. When starting IGP for the first time, you may be faced with the question shown at right. Say no. Sometimes teachers are offered other options that refer to InteGrade Pro Servers. Usually, you can click cancel to close warnings and dialog boxes, then go to Edit > Preferences and uncheck the box that says "Use InteGrade Pro Servers". See also "[No Servers On Your List](#)" Error on the Teacher Help page.



## Touring IGP

The diagram shows the function of each button on the **Toolbar**.



A **class viewer** displays one spreadsheet for one class. When you open a gradebook file, a viewer opens automatically.

A class viewer provides a way to switch between classes and between spreadsheets. You can open more than one viewer. For example, each viewer could display a different class. You may open up to 12 class viewers at once.

1. Select a class from the drop-down list.

2. Select any spreadsheet associated with that class.

3. Select what you want to see in this spreadsheet.

4. Select Task or Type.

| Student Name          | 5 Misses (10) | Finals (15) | UNBO (10) | Answer Keys (10) | 5 Misses (10) | Alcohol (10) | Thyroid (10) | Ph.Lav (10) | Single (10) | Androm (10) | Ar'signif (10) | Term Project (10) | Term Exam (10) | Letter Grade |     |
|-----------------------|---------------|-------------|-----------|------------------|---------------|--------------|--------------|-------------|-------------|-------------|----------------|-------------------|----------------|--------------|-----|
| 1. Abasi, Elia        | 25            | 11          | 11.5      | 22               | 30            | 11           | 7            | 20          | 10          | 11          | 30             | 52                | 63             | 79           | C   |
| 2. Bagdas, Audrey     | 27            | 11.8        | 9         | 20               | 24            | 9            | 6            | 26          | 9           | 8           | 32             | 43                | 60             | 63           | D   |
| 3. Baldo, Cara        | 28            | 14.8        | 11        | 26               | 42            | 12           | 6            | 22          | 15          | 12          | 30             | 52                | 77             | 68           | B   |
| 4. Balto, Michael     | 25            | 18          | 5.0       | 21               | 20            | 18           | 6            | 26          | 12          | 15          | 30             | 55                | 66             | 68           | D+  |
| 5. Barco, Miguel      | 20            | 8C          | 11.5      | 25               | 43            | 12           | 6            | 30          | 12          | 13          | 35             | 59                | 74             | 81C          | 81C |
| 6. Basden, David      | 29            | 11          | 9.5       | 25               | 24            | 12           | 6            | 22          | 13          | 12          | 30             | 60                | 77             | 79           | C+  |
| 7. DeCaro, Lisa       | 25            | 12.5        | 12        | 27               | 41            | 13           | 6            | 22          | 14          | 13          | 40             | 59                | 64             | 64           | B   |
| 8. Escobar, Lauren    | 27            | 14.5        | 12.5      | 30               | 45            | 14           | 9            | 40          | 14          | 14          | 42             | 70                | 54             | 50           | A   |
| 9. Bobi, Kevin        | 36            | 13          | 14        | 31               | 45            | 14           | 9            | 41          | 14          | 14          | 43             | 89                | 95             | 90           | A   |
| 10. Scovell, Rafael   | 32            | 12          | 12.5      | 26               | 40            | 13           | 6            | 32          | 13          | 13          | 35             | 64                | 84             | 80           | B   |
| 11. Sullivan, Ji      | 38            | 16          | 10        | 23               | 36            | 12           | 7            | 31          | 12          | 12          | 36             | 61                | 73             | 74           | C   |
| 12. Holford, John     | 34            | 11.5        | 11        | 23               | 30            | 12           | 6            | 32          | 12          | 12          | 36             | 62                | 80             | 68           | B   |
| 13. Huang, Mark       | 28            | 16          | 9.5       | 20               | 30            | 11           | 7            | 29          | 10          | 11          | 34             | 54                | 66             | 68           | D+  |
| 14. Jones, Carlos     | 34            | 13          | 11.5      | 24               | 41            | 12           | 6            | 34          | 12          | 12          | 39             | 61                | 80             | 82           | B   |
| 15. Liu, Sarah        | 37            | 14.5        | 14        | 29               | 46            | 15           | 9            | 40          | 14          | 14          | 41             | 72                | 90             | 94           | A   |
| 16. Mayer, Meghan     | 38            | 15          | 13        | 30               | 47            | 14           | 9            | 41          | 15          | 14          | 42             | 70                | 98             | 96           | A   |
| 17. Montoya, Victoria | 31            | 12.5        | 11.5      | 24               | 39            | 13           | 6            | 35          | 12          | 12          | 37             | 62                | 82             | 88           | B   |
| 18. Mo, David         | 32            | 11          | 10.5      | 23               | 32            | 12           | 7            | 39          | 12          | 12          | 35             | 60                | 75             | 77           | C   |
| 19. Dumares, Melissa  | 33            | 13          | 14        | 26               | 42            | 13           | 6            | 38          | 13          | 13          | 36             | 63                | 86             | 88           | B   |

Auxiliary columns that you can choose

## Creating a Gradebook

**Note:** The preferred method for adding students to a gradebook is to import the class rosters from an administration system. If you enter your student data manually and do not import data, you will not be able to export grades back to an administration system because there is no EndTerm spreadsheet.

Please see [Creating A New Grade Book With InteGrade Pro](#)

## Setting Up Grading Rules

Use the Grading Rules dialog box to set up attendance codes, grade tables, special scores, and type sets. Here are the basics:

See [Setting Up Grading Rules](#)

1. From the Setup menu, select Grading Rules. Note the four tabs across the top of the window: Attendance Codes, Grade Tables, Special Scores, and Type Sets.
2. **Important:** Setup your Grade Table:
  - a. Click the Grade Table tab.
  - b. Note that you can have different grade tables. The different grade tables can be assigned to your different subjects or classes. Since most teachers use the same grade table here is a **Suggestion: Edit the Standard grade table to suit you and delete the tables you don't use.**
  - c. Note the letter grades and lower limit (%) box. Do you use plus (+) and minus (-)? If so, click the new button, enter your new letter grade and its lower limit.
  - d. Edit existing letter grades and/or lower limits by clicking on them and retyping.
  - e. Click the Sort button to put your grades in order.
  - f. Double-check them. Do they make sense?
3. Setup your Special Scores. (Reminder, generally you enter *numbers* as scores. If you want to enter scores as something other than numbers, you have to create them and assign numerical values to them here. If you stick with numbers, you don't have to change anything here.)
  - a. Click the new button.
  - b. Enter a name.
  - c. Enter a value for your special score: a number or "excused".
  - d. Note the incomplete symbol. Any "incomplete" mark on any task will result in the student getting an Incomplete for a final grade!
4. **Important:** Setup your type sets. Type sets let you group task types into categories. The system comes with sets already defined. You assign a type set to a particular class when you select Classes from the Setup menu.
  - a. From the Setup menu, select Grading Rules. Click the Type Sets tab.
  - b. Review the list of Types (Homework, Exam, Quiz).
  - c. To create a new Type, click New Type, type its name, and click Create.
  - d. The type appears in the list at the left of the dialog box.
  - e. Review the Sets (Humanities, Science, Elementary).
  - f. To create a new Set, click New Set, type its name, and click Create. The set appears as a column heading across the top of the dialog box.
  - g. To add a Type to a Set, fill in a numerical weight in the appropriate cell in the Type Set chart. You do not need to assign all the sets you create. The numbers do not have to total 100.
  - h. **Suggestion: delete the ones you don't use.** The default will be the leftmost type set.
5. Click Close.

## Creating a New Task

See [Creating a New Task](#)

1. From the Tasks menu, select New Task.
2. Click Next.
3. Type the task name.
4. Enter the date assigned and the due date.
5. Select the type of task from the drop-down list.
6. Enter the "Out of" score.
7. If you choose, you may enter a scale factor.

8. If you choose, you may enter a maximum score (the same as the “Out of” score). If you do so, you will be warned if you accidentally enter a score higher than the maximum.
9. Click Create.

There are two approaches to creating tasks:

It’s a natural inclination for many teachers to want to enter percentages. If you feel this way, then put a 100 in the “Out of (Raw)” box. The scale factor will remain 1 unless you want to create a weighted task.

Most teachers who use total points

## **How Grades Are Calculated**

See: [How Grades Are Calculated](#)

Examine this quote from the [InteGrade ® Pro User’s Guide](#) (p. 87):

“InteGrade Pro student information software always calculates the correct grade for a student. The following example show the methodology used to calculate that grade.”

Notice how the same company that claims perfection in its software also fails to correctly use the plural form of the word “example”! Wow.

I suggest you read the section in the [InteGrade ® Pro User’s Guide](#) that deals with calculating grades.

## **Entering Scores**

- Enter raw scores. (If you want to enter letter grades, you must set them up in Setup> Grading Rules> Special Scores.)
- You can click in any cell to type in the score.
- Use the tab key to move across rows left to right, shift tab to move right to left. Use the Enter key to move down columns, use shift-enter to move up columns.
- Learn to use the numeric keypad to speed up data entry.

## **Saving Your Gradebook**

- You can choose to have your data saved automatically at regular intervals.. From the Edit menu, select Preferences. Check the AutoRecover option.
- Save your gradebook to your home directory (H:). The filename ends with “.gbf” (gradebook file). Suggestion: if you need to take it home, quit IGP, copy the gradebook file to a floppy disk (or other media), take it home, and copy it to your hard drive there. Reverse the procedure to bring your gradebook back to school.
- When you save your gradebook file a copy of the previous version is saved by the program as a backup file (with the file extension .bak). For example, if you save a copy of sample.gbf, a copy of the previous version will be saved as sample.bak. The .bak files are saved in the same folder as the .gbf files..
  - Important to Note
    - If you create a new password for your gradebook, the .bak file retains the old password. To avoid this potential security risk, save your gradebook a second time, thus updating the backup file.
    - If your gradebook file becomes corrupt, you can retrieve the previous version by opening the .bak file. To open the .bak file, go to File | Open Gradebook and type name-of-gradebook.bak in the File Name field and click OK. Once you have opened the .bak file, you must do a File | Save As to save the file as name-of-gradebook.gfb.

## ***Print Reports***

- Suggestion: Print a **class roster** and use it to record scores temporarily. Then, say once a week, you can sit down with the page and use it to key in your grades at the computer. Save the sheets as a hard copy backup of your gradebook.
- If your gradebook is up-to-date, you can print **progress reports** any time at the request of students, parents, etc.
- The **missing tasks report** is valuable and would be good when you want to let a student know what assignments, tests, quizzes, etc. are missing. Print this for students returning from vacation or the one trying to catch up. The report will be more informative if you use special scores instead of 0 (zero). For example, one special score already programmed into IGP is NHI (with the numerical value of zero). It stands for Not Handed In. The NHI gets printed in the missing tasks report so you can tell not only that the student got a zero, but also that it was not handed in. You could create a special score DAI with a numerical value of zero to stand for Dog Ate It. Then your missing task report would be even more informative.
- The **spreadsheet report** is a good “hard copy” of not just your tasks and scores but the computed grades, too. Print and file these periodically for safety.
- A report especially for elementary teachers is the **multi class report**. This report puts the data from different classes into one report per student.
- One idea in IGP not revealed in documentation is that the data visible in your class viewer affects printed reports. For example, if you want your printed reports to include task due dates, then make sure they are visible in your class viewer.