

How to setup a class in eClass Grades.

1. Start eClass Grades.
2. Click New Class.
3. Select File | Import Roster.
4. In the Import Roster window,
 - a) Change Drives: to n:\staff\shareddocs.
 - b) Change Folders: by double clicking the left mouse button on eClass Grades Academy and then double clicking the left mouse button on your folder number.
 - c) Under Class info: select your class file.
 - d) Click OK.
5. Select Class | Map Bins...
6. For each Bin Name, change the Type by selecting Not Used and then right mouse click on the selection and choose either Grading Period or Overall.

WARNING: Junior High must use Grading Period 1 for Bin 1 renamed as Quarter 1, Grading Period 2 for Bin 2 renamed as Quarter 2, Grading Period 3 for Bin 3 renamed as Quarter 3, Grading Period 4 for Bin 4 renamed as Quarter 4, and Overall 1 for Bin 5 renamed as Average.

Academy must use Overall 1 for Bin 1 renamed as Midterm Quarter 1, Overall 2 for Bin 2 renamed as Quarter 1, Overall 3 for Bin 3 renamed as Midterm Quarter 2, Overall 4 for Bin 4 renamed as Semester 1, Overall 5 for Bin 5 renamed as Midterm Quarter 3, Overall 6 for Bin 6 renamed as Quarter 3, Overall 7 for Bin 7 renamed as Midterm Quarter 4, and Overall 8 for Bin 8 renamed as Semester 2.

7. Select Class | Grading Periods...
 - a) For Section 1 Description, type Midterm Quarter 1, change Weight according to your grading policy, change When Calculating Grade: according to your grading policy, check or uncheck Grade Summary under Include In Reports:
 - b) For Section 2 Description, type Quarter 1, change Weight according to your grading policy, change When Calculating Grade: according to your grading policy, check or uncheck Grade Summary under Include In Reports:
 - c) For Section 3 Description, type Midterm Quarter 2, change Weight according to your grading policy, change When Calculating Grade: according to your grading policy, check or uncheck Grade Summary under Include In Reports:
 - d) For Section 4 Description, type Semester 1, change Weight according to your grading policy, change When Calculating Grade: according to your grading policy, check or uncheck Grade Summary under Include In Reports:

You are half-way done setting up your grading periods...don't give up.

- e) For Section 5 Description, type Midterm Quarter 3, change Weight according to your grading policy, change When Calculating Grade: according to your grading policy, check or uncheck Grade Summary under Include In Reports:
 - f) For Section 6 Description, type Quarter 3, change Weight according to your grading policy, change When Calculating Grade: according to your grading policy, check or uncheck Grade Summary under Include In Reports:
 - g) For Section 7 Description, type Midterm Quarter 4, change Weight according to your grading policy, change When Calculating Grade: according to your grading policy, check or uncheck Grade Summary under Include In Reports:
 - h) For Section 8 Description, type Semester 2, change Weight according to your grading policy, change When Calculating Grade: according to your grading policy, check or uncheck Grade Summary under Include In Reports:
 - i) Click OK
8. Select Class | Overall Summaries...
- a) For Section 1 set Include: to Midterm Quarter 1 and Through to Midterm Quarter 1, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.
 - b) For Section 2 set Include: to Midterm Quarter 1 and Through to Quarter 1, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.
 - c) For Section 3 set Include: to Midterm Quarter 1 and Through to Midterm Quarter 2, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.
 - d) For Section 4 set Include: to Midterm Quarter 1 and Through to Semester 1, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.

You are half-way done setting up your overall summaries...you can do it!

- e) For Section 5 set Include: to Midterm Quarter 3 and Through to Midterm Quarter 3, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.
- f) For Section 6 set Include: to Midterm Quarter 3 and Through to Quarter 3, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.
- g) For Section 7 set Include: to Midterm Quarter 3 and Through to Midterm Quarter 4, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.
- h) For Section 8 set Include: to Midterm Quarter 3 and Through to Semester 2, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.
- i) For Section 9 Description type Current Grade, set Include: to Midterm Quarter 1 and Through to Semester 1, change When Calculating Grade: according to your grading policy, check or uncheck Overall Category Grades and Grade Summary under Include In Reports.

NOTE: For Section 9, at second semester change Include: to Midterm Quarter 3 and Through to Semester 2.

9. Select Class | Categories.
 - a) Change Categories For: to Midterm Quarter 1.
 - b) For Section 1 Description, type a label for your first grading category (such as Homework, Quizzes, Tests).
 - c) Change Weight: according to your grading policy.
 - d) Check or uncheck Extra Credit, Include in Grade Summary In Reports, Allow Alternate Grade.
 - e) Repeat steps b through d for as many grading categories you have.
 - f) Change Categories For: to Quarter 1.
 - g) Click Yes when eClass Grades asks you to Save changes to Categories for Midterm Quarter 1?
 - h) If your Quarter 1 grading categories are the same as before, click on Copy From Previous Grading Period.

If your Quarter 1 grading categories are different than before, you must repeat those tedious step you did for Midterm Quarter 1...or just change your grading policy to make setting up your eClass Grades easier.

- i) Continue setting up your grading categories for the rest of your grading periods, that is, Midterm Quarter 2, Semester 1, Midterm Quarter 3, Quarter 3, Midterm Quarter 4, and Semester 2.
10. Select Save Class
11. Change Drives: to t:\staff\staff\yourname. Where yourname is your first initial, middle initial, and your full last name. For example, for me, Stanley Matsuda, I will change Drives: to t:\staff\staff\skmatsuda.
12. Change Folders: by double clicking the left mouse button on that special folder you created too highly organize all your grading files. For example, for me, still Stanley Matsuda, I have a folder under skmatsuda called Grades and under the Grades folder I have subfolders by school year (such as 2005-06, 2006-07, 2007-08, etc...).
13. Under File name: type a name that best describes the class. For example, for my Geometry class, the file name is Geometry.
14. For a job well done, pat yourself on the back...but don't sprain yourself.
15. Repeat steps 1 through 14 for each additional class you teach or see Shortcut in Setting up Additional Classes in eClass Grades.