

Shortcut in Setting up Additional Classes in eClass Grades.

WARNING:

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 | Copy From...
6. In the Copy From window,
 - a) Check only Grading Periods and Overall Summaries if the grading categories from the class you are copying from are different.
 - b) Check both Grading Periods and Overall Summaries AND Categories if the grading categories from the class your are copying from are the same.
 - c) Click on Select File...
 - d) 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.
 - e) 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...).
 - f) Under File name: select a class similar to the class you are setting up in this regard...First semester class with a first semester class...Second semester class with a second semester class...and a full year class with a full year class. If you do not have a similar class to select, see How to Setup a Class in eClass Grade. Selecting classes that are not similar in nature as stated above with cause serious and irreversible problems to our database and will void you and your friend any and all technical support...past, present, and future.
 - g) Click OK
7. For a job well done, pat yourself on the back...but don't sprain yourself.
8. Repeat steps 1 through 7 for each additional similar class you teach or see How to Setup a Class in eClass Grade.