

STEP 5. ADD STUDENT RECORDS

NOTE: Student records can be entered manually or by using MicroGrade's *File Genius* import feature. We suggest entering a few sample students to familiarize yourself with MicroGrades user interface.

- Click on the Add Student Records button to begin entering student information.
- A last name and a first name are required for each student.
- MicroGrade automatically generates student ID's and WebGrade Passwords. You can change this information if necessary. Note: You can return to the *Student Record* dialog at any time to enter additional information.
- After you have entered all of your student information, click the Finished button.



- Next, *Congratulations!* You have completed the steps to create your new class. View the sample MicroGrade windows that appear and click Finished to begin working with your new class.

Help!

If you need technical assistance or have questions about MicroGrade's other features and capabilities, Chariot provides the following help resources.

- *Help on the Web:* Go to www.chariot.com, click on the Tech Support link and select MicroGrade from the products displayed.
- *Email:* Contact us at: <http://www.chariot.com/home/contact-us.asp>
- *Fax:* (858) 270-2027
- *MicroGrade Program Help:* Within *Quick Start*, click the Stop button and select Help from the MicroGrade menu bar. To return to *Quick Start*, click on Quick Start within the help menu and click on the Create a New Class button on the *Welcome to MicroGrade* dialog.
- *Technical Support Help:* <http://www.chariot.com/home/esupport-announcement.asp>



QUICK REFERENCE

Note On Installation:

Before installing your copy of MicroGrade, please verify that the computer's date is current. An incorrect date may invalidate the registration procedure. When installed on a computer that supports user access levels (WinNT, Win2K, WinXP, Mac OS X, etc.), the person who installs MicroGrade must be logged in as an administrator. Users of MicroGrade (after completing installation and registration) do not need to be administrators. For more information, please read the *Administrative Access Guide.pdf* file included on your CD-Rom.

Note on Registration:

The first time you launch MicroGrade you will be asked to register. For more information, please read the *Installation and Registration Guide.pdf* file included on your CD-Rom.

Note on Deactivation:

MicroGrade includes the ability to deactivate an installation of the program in order to install it on another computer. Please read the *Deactivation Guide.pdf* file included on your CD-Rom to learn more.

Create a New Class with Quick Start

- When the *Welcome to MicroGrade* dialog appears, click on the Quick Start button.

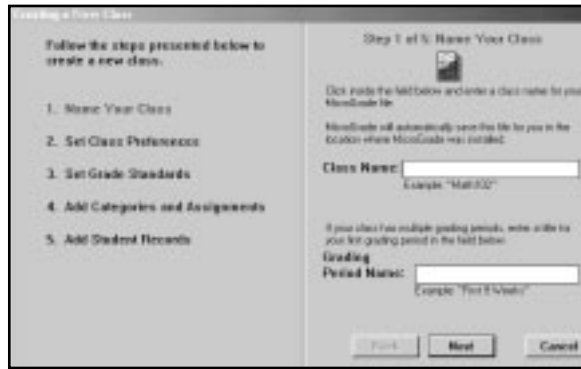
The *Quick Start* dialog lets you create a new class in 5 steps.

- Each step is displayed on the left and the action required for each step is shown on the right. Instructions are displayed at the top of each action item.
- A check mark appears by each step as it is completed.
- To move to the next step, click the Next button.
- To go to a previous step, click the Back button.



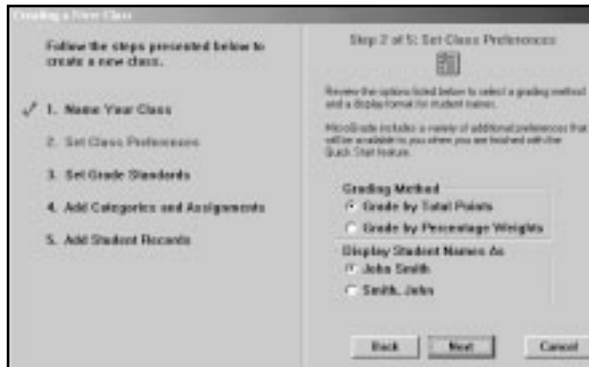
STEP 1. NAME YOUR CLASS

- Click inside the Class Name text box and enter the class name for your MicroGrade file. (Example: Math102)
- MicroGrade will automatically save this file for you in the location where MicroGrade was installed.
- If your class has multiple grading periods, enter a title for the first grading period in the Grading Period Name text box. (Example: First 9 Weeks)
- Click on the Next button to continue.



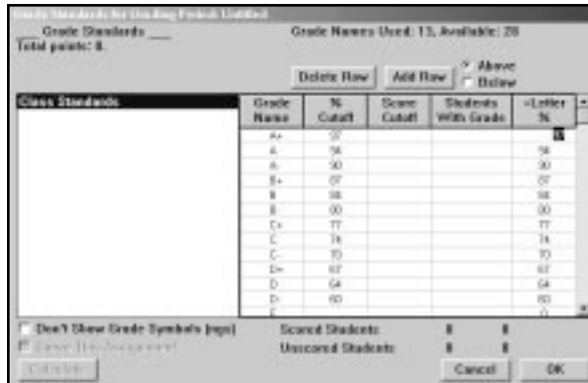
STEP 2. SET CLASS PREFERENCES

- Click on the radio buttons to select a grading method and display format for student names.
- MicroGrade includes a variety of additional preferences that will be available to you when you are finished with the *Quick Start* feature.
- Click on the Next button to continue.



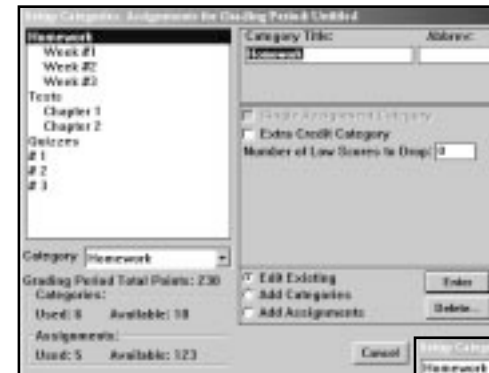
STEP 3. SET GRADE STANDARDS

- Click on the Set Grade Standards button to review the grade standards MicroGrade has created for you.
- You can change the default settings to reflect what will work best for you and your students.
- Once you have selected your desired standards, click on the OK button.
- Click on the Next button to continue.



STEP 4. ADD CATEGORIES AND ASSIGNMENTS

- MicroGrade allows you to organize all your assignments within categories.
- Click on the Add Categories and Assignments button to enter category and assignment information for your class.
- To add categories, click on the Add Categories radio button. Type the name of the category in the Category Title: text box and an abbreviation in the Abbrev: text box. Click on the Enter button. Note: Category abbreviations are optional.
- To add an assignment within a category: First, select a category from the list in the upper left corner of this window by clicking on it. Second, click on the Add Assignments radio button. Third, enter the Assignment Title, Abbreviation, Maximum Score and Date in the appropriate fields. Click on the Enter button. Note: Assignment abbreviations and dates are optional.
- To edit a category or assignment, first select a category or assignment from the list in the upper left corner of this window by clicking on it. Second, click on the Edit Existing radio button and make the desired edits. Click on the Enter button.
- Once you have entered your categories and assignments, click on the OK button. Note: Entering all of your categories and assignments at this time is optional.
- Click on the Next button to continue.



NOTE: The instructions above correspond to the Grade by Total Points Grading Method selected in Step 2 of the *Quick Start* process. If you selected the Grade by Percentage Weights Grading Method and need additional assistance, please refer to the MicroGrade manual.

