

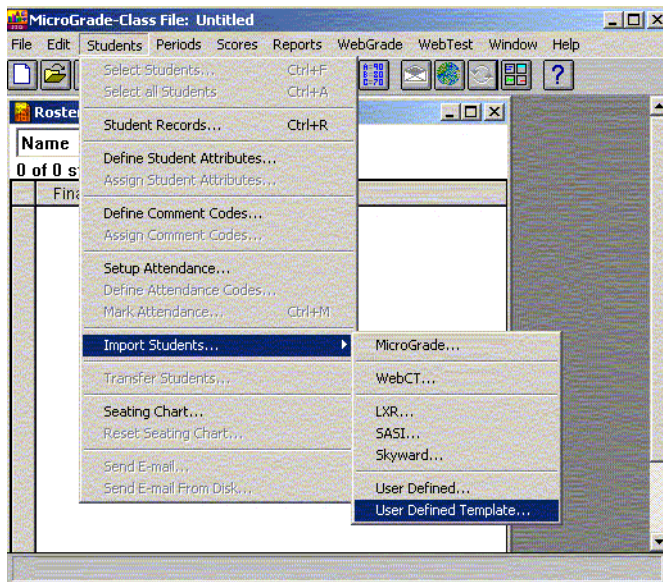
## Using Student Attributes In Micrograde

There is a way that you can set up your classes so that you only have to set up your categories and add assignments ONCE and not have to duplicate the process for all your like classes. If you put all your students having the same prep (i.e. English 9 Honors) into one class, you can group them using *Period* as a Student Attribute and then you can Select Students to access a particular class of students (like when you want to enter test scores).

You can post the grades in the classroom sorted by ID number and instead of several different lists, you can have one list for each of your preps. You will also be able to run a Statistics report that will reflect ALL your single-prep students together to see how they compare. This document will explain the process of combining several sections of the same prep and setting up the Student Attributes.

### Importing Several Files Of Students Into One Class

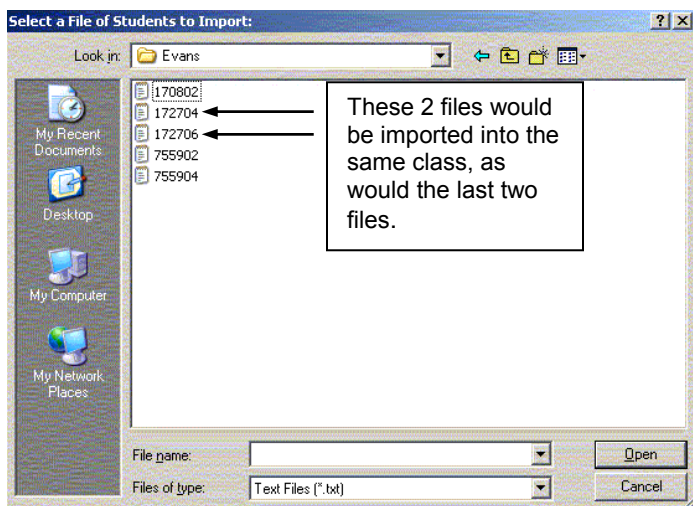
Open Micrograde and import all the classes with course numbers having the same first four digits. You can import more than one section – just repeat steps 1 through 3 below for each section.



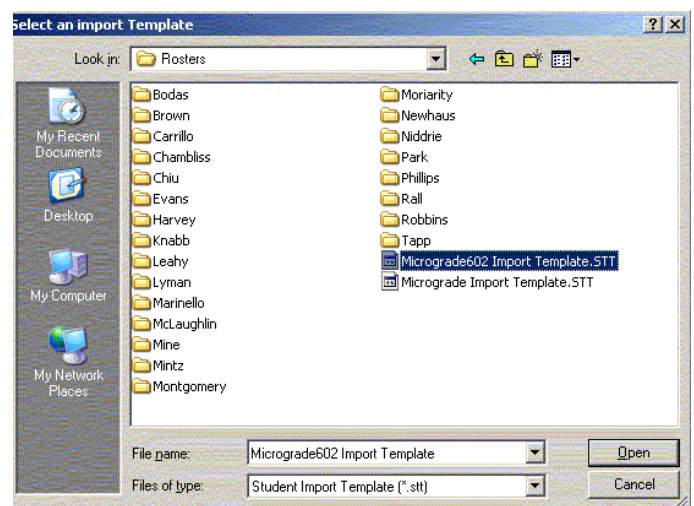
STEP 1

- Step 1 – Select *Import Students* > *User Defined Template* from the *Students* menu.
- Step 2 – Locate and select the roster import file you would like to import and click *Open*.
- Step 3 – Locate and select the *Micrograde602 Import Template* and click *Open*.

**NOTE:** The windows for steps 2 and 3 look identical! Look at the blue title bar at the top of the window to verify what you are supposed to select.

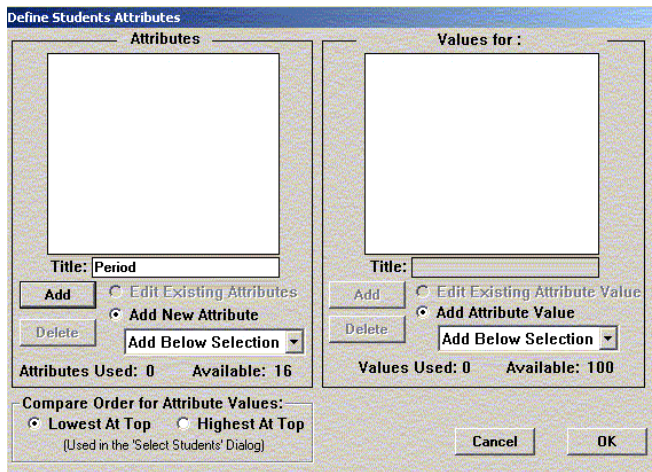


STEP 2

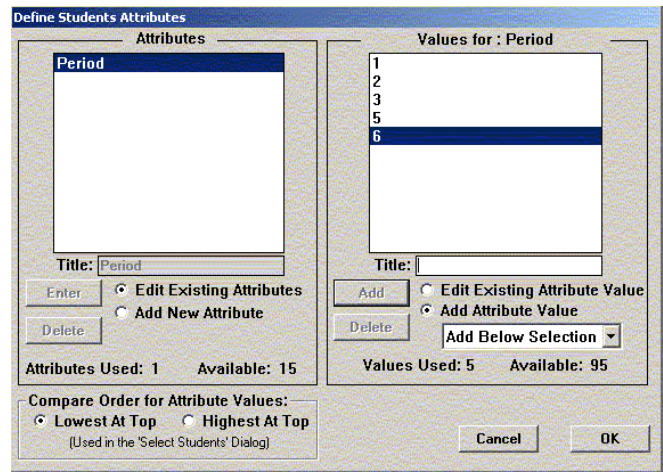


STEP 3

## Defining Student Attributes

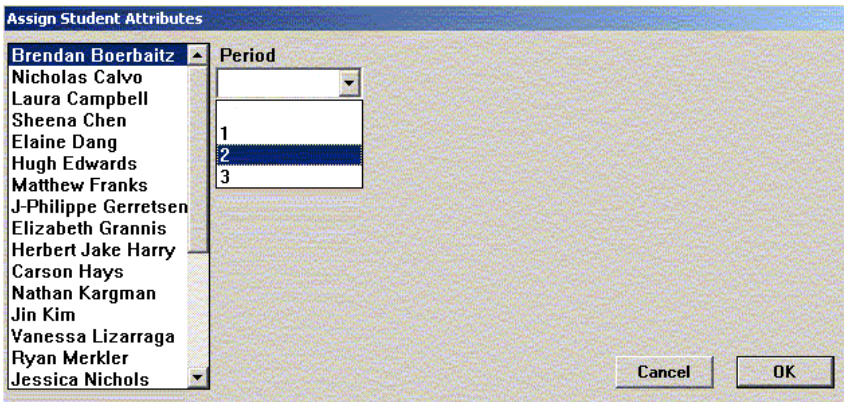


Select *Define Student Attributes* from the *Students* menu. Type **Period** (or some other name) in the *Title* textbox of the window on the left and click the *Add* button.



Now type the values for your period numbers in the *Title* textbox of the window on the right and click the *Add* button after each number.

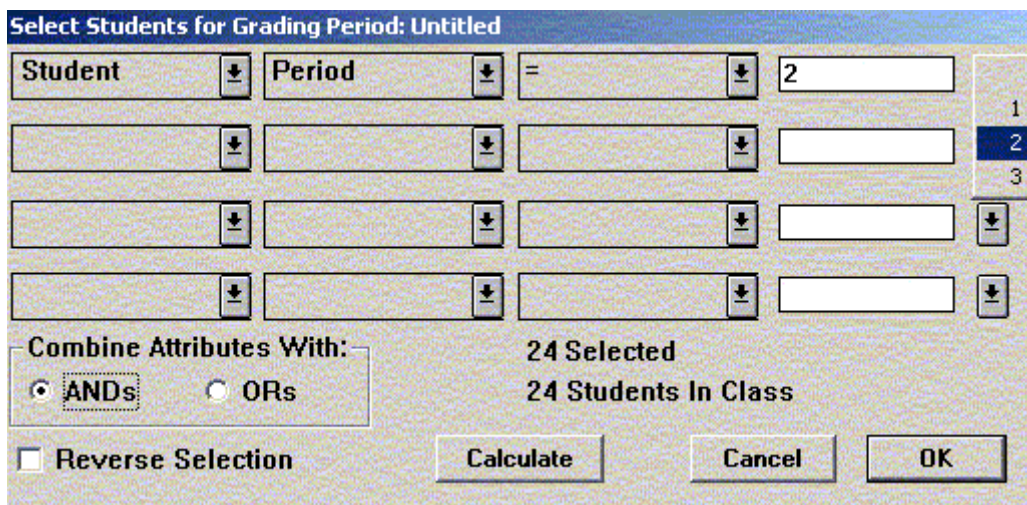
## Assigning Student Attributes



Select *Assign Student Attributes* from the *Students* menu. The students should be listed alphabetically. For each student, select a period number from the drop-down menu. Click *OK* when you have entered all the period numbers. This is the most time-consuming part.

NOTE: This also makes transferring students from one class to another easy!

## Selecting Students



Select *Select Students* from the *Students* menu. Using the drop-down menus next to the textboxes in the first row, select *Student*, *Period*, *=*, and the period number. Click *OK*. You should now only see those students included in that particular period. **When you want to add assignments, be sure to *Select All Students*.**