



**Canadian International School of Hong Kong
Information Technology Department**

EasyGrade Pro Tips

The school has two versions of Easy Grade Pro (EGP) and they are:

- Easy Grade Pro 3.6.2 (Release 2003)
- Easy Grade Pro 4.0 (Released 2005)

Both versions can be found in Network Applications.

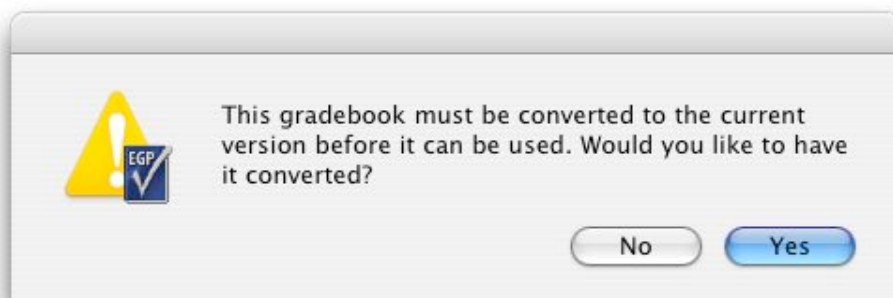
Gradebooks created in EGP 3.6.2 must be converted before they can be used in EGP 4.0

Before converting any Gradebook make sure you have a backup of it – If you do not keep a backup you could lose your data if the conversion fails.

You can easily make a backup copy of any file in the Finder by selecting it and from the File menu click on Duplicate. Alternatively you could place a copy onto your CDNIS memory stick.

To convert a Gradebook simply launch EGP 4.0 (found in Network Applications) and from its menu choose “Open An Existing Gradebook”. Choose the Gradebook you wish to convert and click Open.

If the Gradebook you have chosen is version 3.6.2 EGP will prompt you to convert it:



Click **Yes** start the conversion.

If you have multiple Gradebooks you will need to open and convert each one at a time.

It is important to Quit EGP once the conversion of any Gradebook is complete or the application may corrupt the data in the Gradebook.

After Quitting EGP you can launch it and work on the Gradebook(s) you converted before.

Please backup your Gradebooks regularly to avoid losing your data.