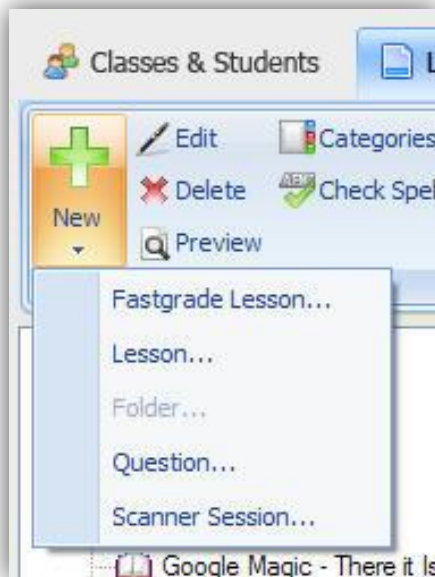


Creating a Fast Grade in CPS 5.0

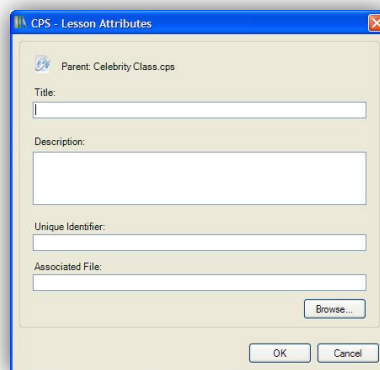
1. To create a fast grade, first click on the Prepare tab, then the Lessons & Assessment tab. Next click on your database to select it.



2. Click on the New button and choose Fastgrade Lesson from the drop-down list that appears.



3. The following dialog box will appear. Type the name of your lesson in the box, put a FG behind it and click OK.



4. The following screen will appear. Use the directions below to create your fast grade.

2. Second, find the correct column that matches your question type and click on the correct answer. The system will automatically move to the next question.

Pay close attention to the current question number.

1. First, choose the correct standard by checking the box.

- Notice the Current Question # on the right side of the screen. When entering standards or answers, pay close attention to this number.
- If you are using standards, you must always check the standard you are using before entering the correct answer.
- After selecting the correct standard, move to the appropriate column (question type) and select the correct answer by clicking on it with your mouse.
- After clicking the correct answer, the system will move to the next question (i.e. Current Question # = 2).
- You may use the previous and next buttons to double check your entry.
- When you are finished, click OK to continue.
- You will be sent back to the Lessons & Assessments tab.