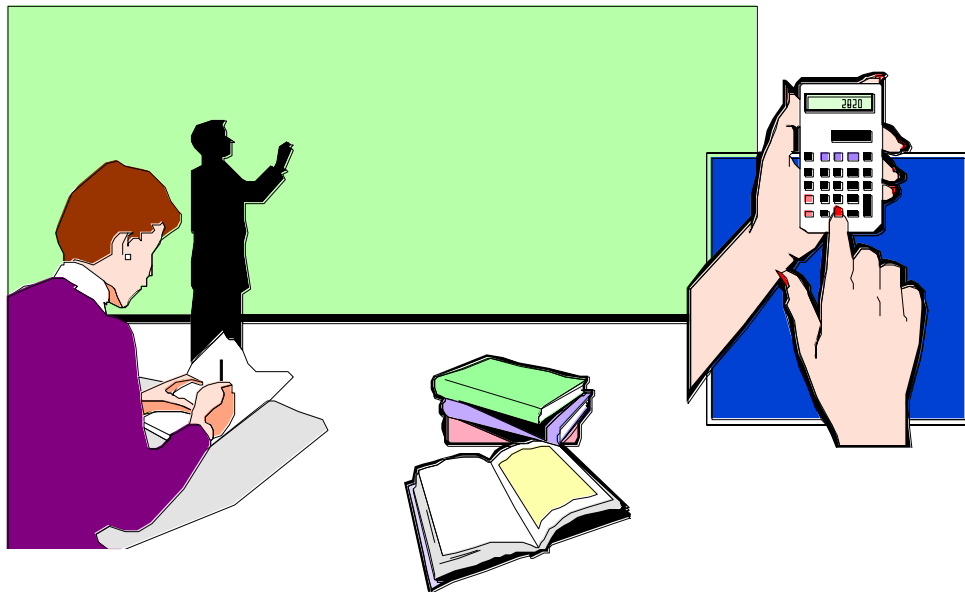


A Tutorial For Using An Electronic Gradebook: MicroGrade 4.6.0



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Preface

These instructional materials were designed for teachers, experienced and inexperienced, who want to begin learning how to use technology to make their lives a bit easier. In part, teachers can use software packages (like MicroGrade) to help them better manage data about their students. In doing so, they will find that they are spending less time on paper work (everyone's favorite) and have more time to spend on instruction. While this course focuses on learning how to use MicroGrade, in the final analysis, you need to think deeply about how MicroGrade and other technologies can improve your pedagogy as well as your students' learning. That is the great (and as yet, unfulfilled) potential of technology and part of the great mission of the Department of Teacher Education at Miami.

The materials contained in this package should not be considered to be comprehensive by any means. Rather, you should consider them to be an introduction to setting up and using MicroGrade, developed by a teacher for teachers. Each module (tutorial) can be used separately or together as an integrated instructional package. To help get your mind right, modules begin with an instructional objective and ask you to recall important information that will facilitate your learning about that particular objective. The modules were also written with the twin assumptions that you know how to use a Macintosh computer and that you have a **legitimate** copy of MicroGrade with accompanying documentation. If you need (or want) to know more about using all the powerful tools in MicroGrade, do not forget to consult MicroGrade's online help. That goal, however, is beyond the scope of these instructional materials. When you have completed the modules and accompanying exercises, at minimum, you should feel comfortable in using MicroGrade 4.6.0. However, to become proficient, you need to practice, practice, practice!

Finally, you are to be commended for wanting to learn about an innovation (MicroGrade) that can possibly change your fundamental work and teaching habits. In doing so, research tells us that you will run up against significant barriers, most notably time to learn and implement all this wonderful stuff. When that happens, find a friend or colleague who will support you through the difficult times (or call me here at Miami.; I'm generally good at that touchy-feely stuff). Good luck and **Good Teaching!** JKM

J. Kevin Maney, Ph.D., earned his doctorate in educational technology from the University of Toledo in 1994 and taught social studies for eighteen years at Springfield High School, Holland, Ohio. Kevin also served as a technology consultant for Lucas County Educational Service Center and as the Director of its Center for the Adoption and Diffusion of Technology Innovations in Education (C.A.D.T.I.E.). He is presently an assistant professor of educational technology for the Department of Teacher Education at Miami University where he teaches an introductory educational technology course and is heavily involved in various educational technology initiatives. He is a real swell guy.