

Elementary Class Assigner software license

Beginning with ECA 5.0, we have implemented a new subscription (license) based policy. You must have an active registered subscription to use and obtain customer support for ECA. Annual subscription fees include a one-year subscription key and free customer support.

- Users who licensed ECA release 4.0 or older can upgrade to release 5.0 for an annual subscription fee of \$100.
- New ECA subscriptions (for schools with no prior ECA license) will cost \$495 the first year, then \$100 for each renewal year thereafter.

The ECA subscription is a single Concurrent Use License, meaning it can be installed on more than one PC (such as one PC and one laptop) in a building, but limited to use by only one person at a time. If additional concurrent usage is required, then an additional subscription must be purchased for each concurrent access. A subscription cannot be shared amongst different buildings even if they are within the same school district.

For ECA 5.0, free Technical support is available during the 30-day free trial period and to users with an active registered ECA 5.0 subscription.

Technical support for ECA releases prior to 5.0 is available on a \$50 per incident basis. ECA 4.0 (and older) users calling or E-mailing for support, are required to pay a \$50 fee by credit card when the incident is opened. An incident can include either phone or E-mail communication (or both). The \$50 fee will be credited toward an upgrade to ECA 5.0 (or above) if an upgrade trial for ECA 5.0 is opened within thirty (30) days and the upgrade payment (less the \$50 credit) is received within sixty (60) days of the incident.

System requirements

The Elementary Class Assigner is designed to run on PCs that meet the following minimum requirements:

- MS Windows 2000, XP, Vista, Windows 7 (or higher)
- A hard drive with at least 6 MB of free space
- Also runs on Power Macs that can run the above MS Window

Returns policy

Call first so we can assist you in unloading the software. We would also appreciate your feedback so we can continue to improve Elementary Class Assigner.



Elementary Class Assigner

Quick Help Guide Version 5.0

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Quick Help Guide - Version 5.0

Elementary Class Assigner assigns students to classes, placing them based on test scores (up to 3), behavior/medical problems, boy/girl, gifted, learning disabled or any other user defined category (up to 8) so that each class has equal distribution of all types of students. Specific teachers or included or excluded teachers can be specified to override the default distribution.

Installation instructions

Download ECA50.msi from www.elementaryclassassigner.com and run this file on your PC. Follow the instructions on your screen.

If you are upgrading from ECA 3.0 or ECA 4.0, you should install ECA 5.0 in the same folder. If you are upgrading from ECA 1.1 or 2.0, you should install ECA 5.0 in a new folder. nSTUDENT, nTEACHER, and nCONFIG files from ECA 1.1, 2.0 and 3.0 require a conversion step before the files can be opened. Refer to the README.TXT file in the installation folder (C:\ECAWIN) for conversion information.

ECA documentation

The ECA Installation and User Guide is provided in PDF format. You can print this manual if you prefer reading the manual in hardcopy format. To view or print this manual, select the ECA50.PDF file in the installation folder (C:\ECAWIN). You will get the best results when viewing the PDF file if using Acrobat 5.0 Reader (or above) which allows you to use bookmarks to navigate.

Using ECA

Help screens are available on each ECA screen by pressing the Help button (or F1 key). Also see the items on the Help pulldown on the Main Menu for additional help topics.

Navigation help using ECA Screens

To start ECA	Select the ECA 5.0 icon on your desktop or the ECA 5.0 item on START – All Programs
Exit ECA	Press [Ctrl+X] when the Main Menu is active
Main Menu	[LeftArrow] and [RightArrow] to navigate Use [DownArrow] to open sub menu
Sub Menus	[UpArrow] and [DownArrow] to highlight, then [Enter] to select item.
Entry Screens	[Tab] to go from field to field
OK Button (Done)	[Alt-O]
Cancel/Close Button	[Esc]
Other Buttons	[Alt] + highlighted character
Check Boxes	Use arrows to highlight, then spacebar to toggle checkmark on/off
Radio Button	Use arrows to highlight, then spacebar to select choice
Help	Press the Help button (or F1) on the active screen or see Help menu item on the Main Menu bar

EZ step checklist for building classes

Update Grades	Choose Grade Update Grades from the Main Menu to customize the grades for your school
Select Grade	Choose Grade Select Grade from the Main Menu to select the grade for which you are building classes
Configure Grade	Select Graded Configure Grade from the Main Menu, then tailor test and separation categories for the selected grade to be used in distributing students. Also decide whether to use Include or Exclude Teacher.
Add Teachers	Select Teachers Update/Add from the Main Menu, then add the names of the teachers for the selected grade.
Add Students	Select Students Update/Add from the Main Menu, then add the names and test scores, check the proper separation categories and optionally assign a specific or excluded/included teacher(s).
Separation Lists	Select Students Separate from the Main Menu, then add list(s) of students to be separated from each other.
Build Classes	Select Classes Build Classes from the Main Menu to build a new class list for the selected grade or to add (or remove) students from a previously build class list.
Print/View Classes	Select Reports Classes Report from the Main Menu to print or view the built classes.