



Still hand assigning students to classes?

Put your data to use and let Elementary Class Assigner (ECA) do the work. Using up to 3 test scores and 8 separation categories, ECA will give you a balanced distribution without the headaches. And for those that want more control, you can always tweak the final class list.

Elementary Class Assigner 5.4 Quick Help Guide

Installation instructions

Download ECA54.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, 4.0, 5.0, 5.1, 5.2 or 5.3 you should install ECA 5.4 in the same folder.
- 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 ECA54.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 starting with the Building Classes checklist.

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 Windows 10
- A hard drive with at least 6 MB of free space
- Runs on Power Macs that can run the above MS Windows

ECA free Technical support is available during the 30-day free trial period and to users with an active registered ECA 5.x subscription.



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.

ECA subscriptions 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.

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EZ shortcuts

To start ECA	Select the ECA icon on your desktop or the ECA 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 menus
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 Grade Configure Grade from the Main Menu, then tailor test and separation categories for the selected grade 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. Check the separation categories to allow student assignment or uncheck to disallow.
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.