When eEGRA first opens in Excel, it will display a security warning at the top of the screen. Click ‘Options’ to enable all of eEGRA’s features.

When this pop up window appears, click ‘Enable this content’ and then click OK.

Choose the first tab: eEGRA ENTRY. eEGRA is stored in the ‘eEGRA’ tab, while the data sits in the ‘Data’ tab.

Background: Fill in the data fields as necessary. Several ‘code’ and ‘label’ fields are provided to hold custom identifiers. Fields may be left blank if they aren’t needed.
Component 1: Use the radio buttons to attribute appropriate credit.

Audio instructions: Click here.

Written instructions: Click here.

Timed Components: Select the timer icon to open a window and mark each of these components. See the Timer directions on page 4 for details. The timer is used in all test components that display this icon.

Components can be ‘Discontinued’ or ‘Not Attempted.’: Selecting this box will clear the component and delete any responses already recorded. A window will pop up requesting confirmation before this is done.
Finishing: When the test is complete, click ‘Submit’ to send data from this form into the database. This form will clear, and the data will be saved automatically. See the Database directions on page 4 for details on deleting data and backing up files.

Note: to close the entire test, use the black ‘Exit’ button in the top left corner. The data will be saved automatically.
TIMER

Click the Timer Icon on any timed component of the test to open a window similar to the one here.

Start, Stop, and Reset the time with the 3 buttons below the time window. The timer will count down from 1 minute and then stop with a ‘ding’.

As the subject reads the Stimulus Sheet, follow the matrix on screen and mark the cells accordingly:

- Leave a cell white to indicate a correct response.
- Mark a cell red (with a single click) to indicate an incorrect response.
- When time runs out and the timer ‘dings’, note the last letter read and select the NEXT cell. Mark the cell black (with a double click) to indicate that it should not be counted.
- Clicking a cell 3 times will restore the cell to white.
- Clicking ‘Done’ will calculate the score, close the window, and automatically fill in fields on the eEGRA sheet. If the sheet needs to be corrected after the timer has elapsed, cells can still be changed from red to white, to black.
- Once ‘Done’ is pressed and the window is closed, the scores submitted to the sheet can still be changed manually.

DATABASE

To view the database, select the ‘Database’ tab at the bottom of the Excel window. Student records are loaded into the database in reverse chronological order.

Exit button: closes the file but also saves data automatically.

Export Data button: reformats the data into a comma-delimited text file, and will save it to a folder on your C drive. To work properly you must first create a folder in your C: drive root called eEGRA_data.

Delete Record button: allows you to delete a subject’s record. Enter a Capital ‘X’ into any cell of that subject’s row, and then select a DIFFERENT cell. Click ‘Delete Record’ and the entire row will be delete.
Local Results: The ‘Local Results’ Tab will display a screen with all the eEGRA data analyzed and displayed in a number of tables and graphs. The tables have drop down menus that allow you to filter results and display data subsets. When you first enter the tab, you will notice a pop-up dialogue box asking if you want to Refresh the eEGRA Reports. Click ‘Yes’ if you want them to be reanalyzed to include the latest subject data added to the database. Click ‘No’ if you prefer to view the tables as you had last seen them before you submitted new subject data.

Modify Template: If you click the red ‘Modify Template’ tab you will see a red version of eEGRA that is almost identical to the green version found on the ‘eEGRA ENTRY’ tab. The key difference lies in the button at the top labeled ‘Modify Form.’ When this button is pressed the entire form unlocks, allowing one to edit the questions. You may do this to adapt eEGRA to your own purposes and customize it for new language groups by simply cutting and pasting in the new text. When you are finished, click ‘Modify Form’ a second time to relock the spreadsheet and use its new content.

Note that as an open source tool, the green tab can also be customized and users are welcome to do so. However this will require a working knowledge of how to write Excel Macros. Therefore we created the red tab as an easier option, so even those who don’t program in Excel can customize the instrument.