



Administrator Setup Guide

May 15, 2014

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Setting up GradeQuick Web

This administrator's guide outlines the administrative setup to be done before teachers begin using their gradebooks with GradeQuick Web. The *GQWeb Teacher Guide* contains information for teacher setup and use of GradeQuick Web. Both describe functions in the web edition that are different from those of GradeQuick Network.

In this document reference will be made to Super User, Gradebook Manager and Uploader. These are permissions the Super User can give to users to share responsibilities of managing Edline. If you are a Super User, you do not need to also be a Gradebook Manager or Uploader. The Super User can perform all of the tasks of a Gradebook Manager or Uploader. See **Setting Edline and Gradebook Permissions** for more information about Edline permissions.

Where to Find Help

Administrative Help

To learn how GradeQuick Web functions, we suggest that GradeQuick Web administrators (Super Users or Gradebook Manager) be sure to read this document *Administrator Setup Guide* and *Managing & Customizing GradeQuick Web*. When you run GradeQuick as the Gradebook Manager you will find the latest version of these documents as well as a copy of the *Teacher Guide, Illustrated Roadmap, Web Help* and tutorials on the **Help** menu. These documents highlight web-specific functions and differences between the web and network editions.

Teacher Help

We suggest that teachers also read *GQ Web Teacher Guide, Illustrated Roadmap, Web Help* and tutorials. They are available to teachers as links on the **Help** menu. The Teacher Guide is also available for teachers from **Tools** on the toolbar.

GradeQuick Web Help contains detailed descriptions of functions common to both the network and web edition such as grading methods, calculations or attendance.

For all New users

GradeQuick Web has been turned on for your district or school for your use as administrator to setup the system. Teacher access has not been enabled since they should not use their gradebooks until you have completed the steps in this document. When you complete the setup, you will turn on their access so they can begin their gradebooks.

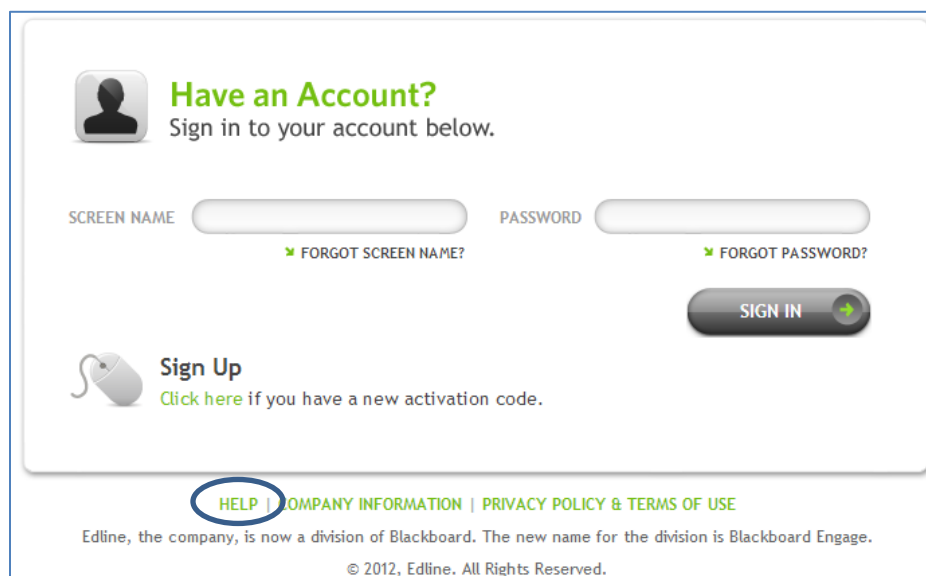
For schools currently using GradeQuick Network Edition

- If your school settings and/or teacher gradebooks are migrated from your network version of GradeQuick to GradeQuick Web, do not remove any part of your network installation of GradeQuick. This document will explain how to migrate these settings and gradebooks, and you should leave these files in place until you have migrated and verified that your migration was complete and successful.
- Once you have completed a successful migration, we recommend that you remove or rename the Wgrade32.exe in your network \GQWin folder, to prevent your teachers from inadvertently running the network version of GradeQuick once you have switched to GradeQuick Web. Trying simultaneously to maintain gradebooks in both the Network and Web editions of GradeQuick will result in teachers having incomplete data in both versions.

Activating Edline Accounts

We have already created your Edline school website and reserved accounts for you. To activate them, you will need the activation codes sent in your 'Welcome to GradeQuick' email. You will have received two codes. One is for your personal use whenever you login to use Edline or GradeQuick. The other code is to be used ONLY when running LiveLink or your Student Information System (SIS) to synchronize data (such as rosters, grades or attendance) between your student system and GradeQuick.

To activate those codes and create a screen name and password, go to your Edline site either www.edline.net or www.edlinesites.net, click the **Help** at the bottom of the page.



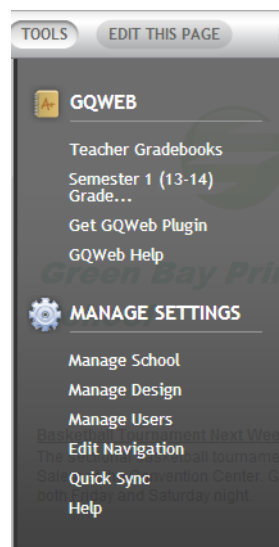
The image shows a screenshot of the Edline login and sign up interface. At the top left, there is a user icon and the text "Have an Account? Sign in to your account below." Below this, there are two input fields: "SCREEN NAME" and "PASSWORD". Each field has a "FORGOT" link next to it. A "SIGN IN" button is located to the right of the password field. Below the sign in section, there is a "Sign Up" section with a mouse cursor icon and the text "Click here if you have a new activation code." At the bottom of the page, there is a navigation bar with links: "HELP", "COMPANY INFORMATION", and "PRIVACY POLICY & TERMS OF USE". The "HELP" link is circled in red. Below the navigation bar, there is a footer note: "Edline, the company, is now a division of Blackboard. The new name for the division is Blackboard Engage." and a copyright notice: "© 2012, Edline. All Rights Reserved."

You will be presented with an outline of subjects of interest to a new user. Topics include an introduction video and how to get started.

- Because your activation codes have special privileges, do NOT combine them with each other or with any other codes you may get later (i.e., teacher and Super User or Gradebook Manager).
- To learn about using the screen name for LiveLink, read the section on LiveLink later in this document.
- Be sure you have entered your School IDs on Edline. To verify that your school ID's are correct, login to Edline with your personal district screen name. Use **List View** to access your schools. You will see a list of the schools in your district on Edline. If the School ID is missing or incorrect, click on the school name. From the home page of that school, select **Manage School** from **Tools** and enter the correct School ID.

GradeQuick Setup for Administrators

Get started using the following procedure.



1. Log in to Edline as your school's Super User or Gradebook Manager. You should see a **Tools** option on the toolbar which displays: **GQWeb** with submenus, **Teacher Gradebooks**, **Semester x**, **Get GQWeb Plugin**, and **GQWeb Help** on a drop-down. If you do not see these options, GradeQuick Web has not yet been activated for your school on Edline.
2. Click **Get GQWeb Plugin** and choose **Run**. Follow the instructions to download the GQWeb plugin.
3. Once the plugin is installed, click the appropriate semester to run GQWeb. GQWeb will run and automatically open your school template gradebook which is used for providing administrative controls on options and functions to be applied to teacher gradebooks.

GradeQuick Plugin Updates

GradeQuick will update itself automatically any time a new version is available. When you click **Semester ...** to run GradeQuick and an update is available, the update will occur automatically during the launch process.

Interfacing With Your Student Information System

If you will be creating rosters for the gradebook and you want to export grades or attendance to your Student Information System (SIS), you will need to install LiveLink. In a few cases, the connecting link is built into the SIS and you will not need to install LiveLink. The *Quick Start Guide* informs you of whether you should install LiveLink or not. If you do not have a *Quick Start Guide*, [click here for Quick Start Guide](#). Use the username and password below.

username: *bbecohort*

password: *engagetoday!*

The information you will need to set up gradebooks at the web can be found in the sources indicated below:

- If you will be creating rosters for the web gradebook check the *Quick Start Guide* and the accompanying *Appendix* to see if you will need to use LiveLink.
 - If you will use LiveLink follow the instructions in the section below, **Running the Web Gradebook with LiveLink**.
 - If you will NOT use LiveLink, your *Quick Start Guide* contains instructions about your setup. In that case, skip the LiveLink sections below and continue to the sections **School Setup for Current Gradebook Users**, if applicable and **Customizing School Settings for All Users**.
- If you do NOT intend to use LiveLink to create rosters for the gradebook, refer to the section, **Running the Web Gradebook without rosters**, below.

Running the Web Gradebook without rosters

Even without creating rosters, students will populate the gradebooks and will be updated based on the student schedules associated with the class on Edline. Students will be automatically added and dropped in the teachers' gradebook.

If you have not created rosters, however, no additional information will be sent to the gradebooks such as the phone numbers, addresses and birthdays, and available to teachers. Furthermore, you will not be able to transfer grades or attendance back to your Student Information System without rosters.

LiveLink can be used to populate classes with students and teachers. Refer to the **LiveLink Installation** and **LiveLink Documentation** sections below for more direction. If you do not

intend to use LiveLink, you can skip the next section and proceed to the section **School Setup for Current Gradebook Users**, if applicable, or **Customizing School Settings for All Users**.

Running the Web Gradebook with LiveLink

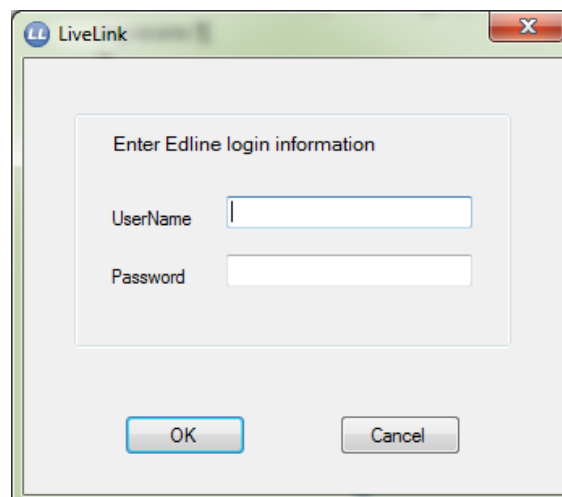
Follow the instructions below for installing LiveLink Web.

LiveLink Web Installation

In most cases, schools will use LiveLink to transfer information between the SIS and the web gradebook. This means student rosters will automatically populate teachers' gradebooks, and grades and attendance will be transferred back to the SIS. For current gradebook users this will be a different version than the one you may have used with the network gradebook. The link to the LiveLink software is [found here](#). On the web page there will be instructions for installing and access to help documentation.

Logging in to LiveLink

When you run LiveLink, you will be prompted to enter your special Edline 'Link' or Uploader screen name and password that is used ONLY when you run LiveLink. This is NOT the personal screen name and password that you will use when you actually log in to Edline to use Edline or the web gradebook. Both your personal code and your 'link' code (that you will use to make your screen names) were sent to you from Edline when you received your 'Welcome' email with your setup materials. As mentioned previously, do NOT combine your screen names with each other or any other login you may have. Each screen name should be completely separate.



Notes for district administrators:

If you are responsible for running LiveLink for more than one school at your district, you will be given a district LiveLink code to use whenever you run LiveLink.

- Be sure you have entered your School IDs on Edline. To verify that your school IDs are correct, login to Edline with your personal district screen name. From **List View**, select **Schools**. You will see a list of the schools in your district on Edline. If the School ID is missing or incorrect, click on the school name. From the home page of that school, select **Manage School** from **Tools** and enter the correct School ID.
- When you run LiveLink it will automatically collect the names of schools and their IDs from Edline, you will be ready to use LiveLink to transfer data between your SIS and Edline.

LiveLink Documentation

When you log in to LiveLink, you can access **Help→Manual** to learn more about LiveLink. The on-line help document directed to your use includes managing directories, managing schools and running processes both manually and automatically (scheduled).



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LiveLink

Documentation

For instructions on the setup and use of LiveLink Web, see the LiveLink manual. Documentation has been customized for your specific Student Information Systems (SIS).

- For LiveLink Interface (Updated documentation for standard LiveLink customers): [LiveLink_Interface](#)
- For Districts/Schools that Upload Edline Files Using Former Generic Tool: [LiveLink_GeneralUpload](#)
- For PowerSchool SIS Districts and Schools: [LiveLink_PowerSchool](#)
- For Eagle_Aeries SIS Districts and Schools: [LiveLink_Eagle_Aeries](#)
- For Blackbaud SIS Districts and Schools: [LiveLink_Blackbaud](#)
- For MMS SIS Districts and Schools: [LiveLink_MMS](#)
- For EagleSIS Tool SIS Districts and Schools: [LiveLink_Eagle](#)
- For Blackbaud_Enhanced SIS Districts and Schools: [LiveLink_Blackbaud_Enhanced](#)

For Support Information, Call (800) 215-4289

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School Setup for Current GradeQuick Users

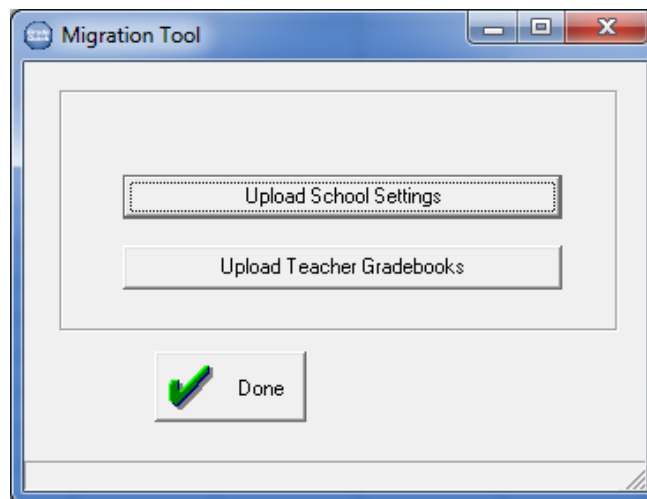
Log in as Gradebook Manager

The information that follows is accessed once you run GradeQuick as the Gradebook Manager.

1. Log in to Edline as the school's Gradebook Manager.
2. Click **Tools→Semester # GradeQuick Web**. The **School Template** gradebook will open.

Migrating Your Current GradeQuick Settings to GradeQuick Web

If you have been using GradeQuick on your network, your existing settings can be migrated to GradeQuick Web. The various settings that will be uploaded include interface files, global setting such as grade scales, term dates and other options you may have already set for your network version using SiteManager.



1. Log in to Edline as your school's Gradebook Manager, and run GradeQuick Web.
2. Select **SiteManager→Migration Tool**, and click **Upload School Settings**.
3. Browse to locate your current **\GQWin** (GradeQuick Program) folder on the network, and click **OK**. You will receive a message when the migration completes.

Uploading Teacher Gradebooks

If your teachers have started their current gradebooks in GradeQuick Network, migrate to GradeQuick Web, so they can seamlessly continue to work in the same gradebooks.

Requirements for Migration

- Gradebooks must have Class IDs.
- Teachers should be logging in with a user name when running GradeQuick on the network.
- The paths to teacher folders in **SiteManager→Set Directory Paths** must be unique.
- Gradebook names must not have spaces or other control characters such as . , ; \$ & * () # ! + ^ %. Dash (-) and underscore (_) are acceptable.

To migrate gradebooks, click **SiteManager→Migration Tool**, and select **Upload Teacher Gradebooks**. You will see a list of all the classes you will be migrating. If any teachers or gradebooks cannot be matched to your classes at Edline, you will be notified. You may want to print the notification screen to keep track of class IDs that need to be corrected. If there are no problems, the upload will complete.

If you get a message that migration is blocked, it is because you enabled teacher access before the migration was complete. In that case, you should turn off the teachers' activation and migrate. After you have completed all the setup instructions in this document and have set all global settings for teacher gradebooks, you can turn on access for teachers to use their gradebooks. See the section **Enabling Access for Teachers**.

Once you have completed the migration, your GradeQuick Web setup will be completely independent of your network installation, and you should no longer use your network installation to make any changes to your setup. All future changes must be made on GradeQuick Web. Remove Wgrade.exe and GQClient.exe from the \GQWin folder to prevent further use.

Uploading Reports and Other Custom Files

At any time, you can upload custom files to your school settings in GradeQuick Web by using the option **Upload Custom File**. You should only add those files that you have edited or changed or were sent to you from GradeQuick, or you could unnecessarily slow down the performance of GradeQuick Web. If teachers edited or saved report configurations, these will be automatically uploaded as part of the gradebook migration and do not need to be reset or uploaded separately.

This directory can be used to upload the following file types:

- Report template files (*.rep) that you modified in a text editor.
- Report menu files that were modified by you or GradeQuick (GQReportMenu.ini, SkillReportMenu.ini, LessonReportMenu.ini).
- Report Configuration files (*.wcf) that were saved using Save Configuration in the network version of GradeQuick.
- Custom Reports (*.rtm), sent to you by GradeQuick.

- School Notes Library files (*.snl).
- Export Template Files (*.etp) for your interface, sent to you by GradeQuick.
- Skills Import Files (*.skf), and their associated Grade Scale Files (*.gsf).
- Any other files that you created or were sent to you by GradeQuick to be used as GradeQuick Web school settings.

To upload these files:

1. Create a folder on your computer or the network, and place all files that you want to upload in this folder. This folder should only contain files that you want to upload, (e.g., **C:\GBWebData\CustomSettings**).
2. Run GradeQuick Web as Gradebook Manager.
3. Select **SiteManager→Upload Custom File....**



4. Navigate to the folder where the files you want to upload are located. You can select more than one file by holding down the **Ctrl** key. Do not choose the folder, just files.
5. Click **OK**.

Setting Edline and Gradebook Permissions

The Super User has access to all the functions/features of Edline. In Edline the Super User has the ability to limit access by other administrative users so they do not also have to be set up as Super Users. All of these permissions are described in Edline's Help. The permissions that are relevant to the use of GradeQuick are described here. Do not add all permissions to a Super User. The Super User has all of the permissions described below.

Gradebook Manager

A user with this permission enabled can

- Edit the **School Template** file
- Assist as a gradebook administrator for all teachers (via SiteManager functionality)

- Login to teacher gradebooks in **Edit Mode**
- Post reports to Edline for individual gradebooks
- Enable/disable the web gradebook for teachers
- Run reports (Multiple Gradebooks Report and View Grade Export Dates)
- Delete gradebook user settings for teachers
- Delete items from ~WebClientData
- Restore gradebooks in the **Recycle Bin**
- Manage the *Gradebooks folder for each class

Uploader (...upload user data..)

A user with this permission enabled can

- Upload all user data such as rosters, schedules, students, classes, teachers and school-wide private reports to Edline
- Use LiveLink Web

Note: It allows posting from SiteReporter Web but not downloading of current data so persons needing to post reports from Site Reporter Web should be given the permission: '**Should this user trigger the downloading of all classes' gradebooks in the school when they open SiteReporter to post school-wide reports?**'

SiteReporter Downloader (...downloading of all classes gradebooks...)

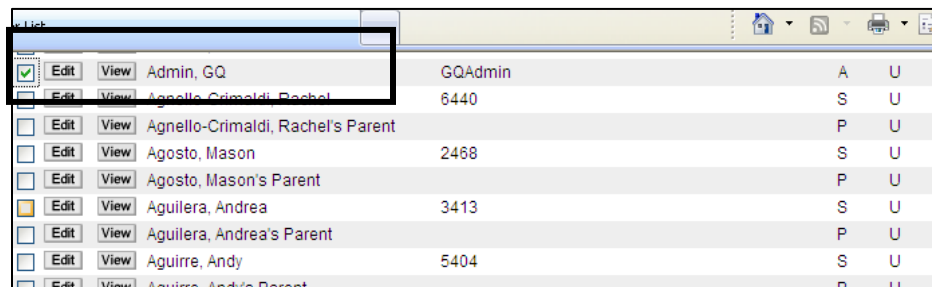
A user with this permission enabled can download all web gradebooks to SiteReporter Web and post school-wide reports to Edline.

Gradebook Superviewer

A user with this permission enabled can view all teacher gradebooks (without edit capabilities.) If this permission is given to a teacher, the teacher will only be able to view his gradebooks, not edit them.

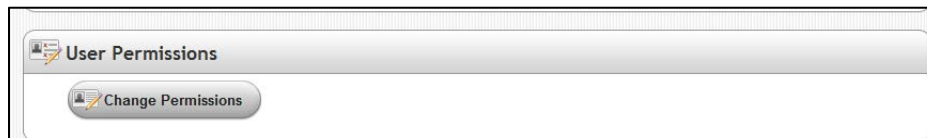
Enabling User Permissions

1. As the Super User in Edline, access **Manage Users** from **Tools**.
2. Click the **Edit** button next to the users name for which you want to enable a special permission.




Check	Edit	View	User Name	ID	Role	Status
<input checked="" type="checkbox"/>	Edit	View	Admin, GQ	GQAdmin	A	U
<input type="checkbox"/>	Edit	View	Agnello-Crimaldi, Rachel	6440	S	U
<input type="checkbox"/>	Edit	View	Agnello-Crimaldi, Rachel's Parent		P	U
<input type="checkbox"/>	Edit	View	Agosto, Mason	2468	S	U
<input type="checkbox"/>	Edit	View	Agosto, Mason's Parent		P	U
<input type="checkbox"/>	Edit	View	Aguilera, Andrea	3413	S	U
<input type="checkbox"/>	Edit	View	Aguilera, Andrea's Parent		P	U
<input type="checkbox"/>	Edit	View	Aguirre, Andy	5404	S	U
<input type="checkbox"/>	Edit	View	Aguirre, Andy's Parent		P	U

3. From the **Modify User** page, click the **Change Permissions** button.



4. Choose **Yes** for the permission you wish to give the selected person.



School Member Permissions

 **Member Permissions**

Permissions for A. BAKER in Green Bay Primary School

<input type="radio"/> Yes	<input checked="" type="radio"/> No	Prevent this user (and any associated parents) from viewing the user's private reports in this school?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a group creator who is allowed to create a new group under this school?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a document manager who is allowed to create documents without superuser approval, and to approve, reject, or delete any document on this school home page and all its subfolders?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be allowed to manage design in groups where the user is a superuser ?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be allowed to manage design in this group and all its subgroups ?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a super emailer who is allowed to send email to this entire group?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a password manager who is allowed to change other users' passwords and manage activation codes?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a private report manager who is allowed to enable and disable which students and parents can see their own private reports in this school?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be able to upload user data (users, classes, etc.) and school-wide private reports to this school, especially from LiveLink or Desktop Tools? Teachers do NOT need this permission to post gradebook reports.
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should this user trigger the downloading of all classes gradebooks in the school when they open SiteReporter ?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a gradebook supervisor who can view (but not change) any gradebook in this school and its subgroups?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a gradebook manager who can edit any gradebook in this school and its subgroups?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a superviewer who can view all users and all info in this school?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a site coordinator who can do anything (except run uploads and manage page designs and see gradebooks) for this school?
<input type="radio"/> Yes	<input checked="" type="radio"/> No	Should user be a superuser for this school?

(A superuser gets ALL the above permissions.)

 Update  Cancel

5. Click **Update** to save your change.

Customizing School Settings for All Users

If you are using GradeQuick for the first time, you should customize your school settings in GradeQuick Web before teachers use their gradebooks. If you have used GradeQuick before and already migrated previous settings from your network version, you will need to make future changes on GradeQuick Web since you can no longer change them on the network. The process for creating or changing school settings in GradeQuick Web is described below.

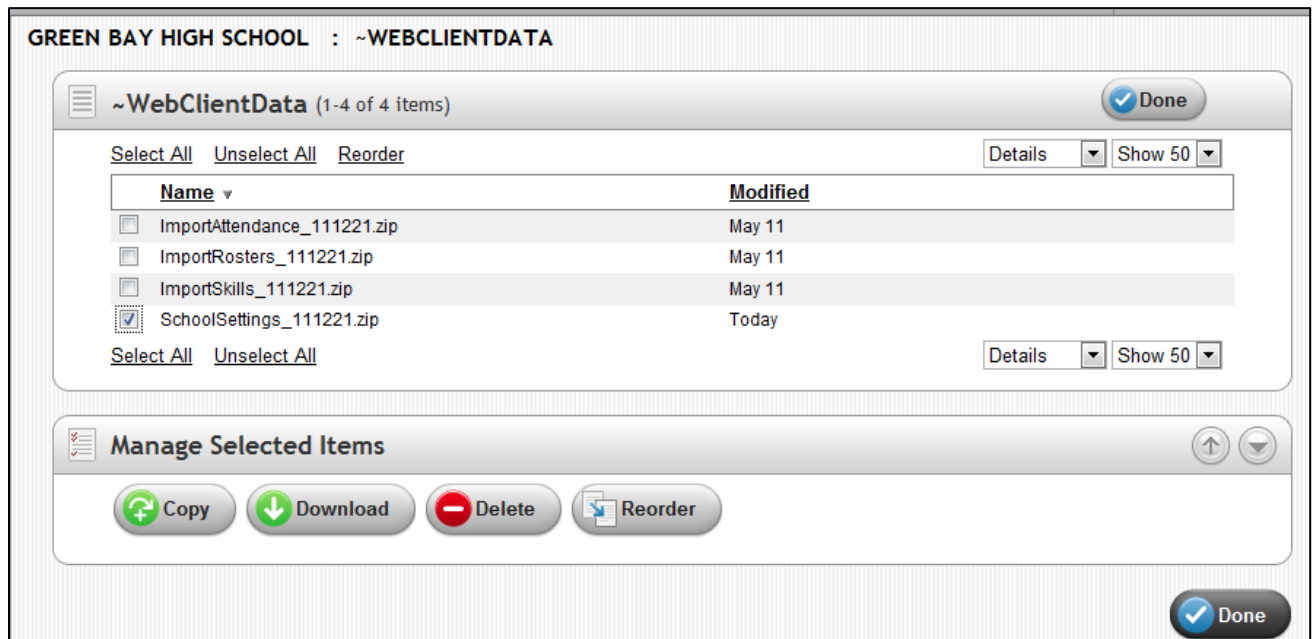
Customizing BEFORE teachers start using GradeQuick

1. Log in to Edline as your school's Gradebook Manager. (If you are a district Super User, login as the district Super User, click 'Schools' from **List View** and click one of your schools from the list.)
2. Run GradeQuick Web.
3. A **Wizard** will open and step you through basic settings you may want to set globally for your teachers' gradebook. Instructions for using the Wizard are included in the document *Managing & Customizing GradeQuick Web* that was sent with your setup information and also can be found on the **Help** menu in your template gradebook that will open when you complete the wizard.
4. Create all settings that you want all of your teachers to have in their gradebooks, such as school grade scale(s) and other grading options, attendance options and view settings.
5. Select **Options**→**Save Settings**, and check the options that you want to save as school settings. These will be applied only to new gradebooks so it is important to do this before turning on the ability of teachers to use their gradebooks. Do not check all the items in the dialog, only those you changed.

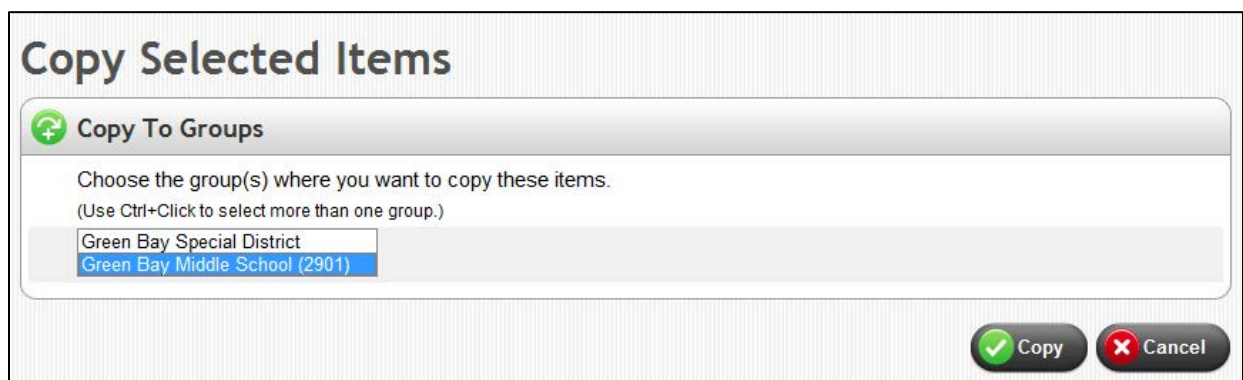
Copying School Settings from one school to another at a district

1. Log in to Edline as District Super User.
2. Select the school you want to copy from.
3. Choose ~**WebClientData** from the **List View** section.

4. Select **SchoolSettings_#.zip**.



5. From the 'copy to' box, select the schools to which you want the same settings copied. If there are other settings that need to be changed for particular schools, you can make them in the settings for that school alone. If you have settings that vary from school to school, be careful that you are not copying settings that you don't want changed at the target school.



Customizing AFTER teachers start using GradeQuick

- **Transfer Settings.** To send settings to teachers' gradebooks after the gradebooks have already been opened, select **SiteManager**→**Transfer Shared Options**. For complete instructions on using **Transfer Shared Options**, see the section on **Using SiteManager** in *Managing & Customizing GradeQuick Web*, which can be found in your gradebook **Help** menu **Help**→**Using GradeQuick Web Help**.

- **Block Settings.** To lock certain features so that teachers cannot change your school settings, select **SiteManager→Set Permissions for Options**. For complete instructions on using **Set Permissions for Options**, see the section on **Using SiteManager** in *Managing & Customizing GradeQuick Web*.
- When you exit GradeQuick Web, all of your settings will be saved for the school and applied to the teachers' gradebooks when they open them on GradeQuick Web.

Using SiteManager

If you previously used the desktop version of SiteManager, when you are logged in to GradeQuick as administrator, you will see a **SiteManager** menu that contains all of the SiteManager features that used to be contained in a separate SiteManager product. These features include such capabilities as transferring settings and options to teacher gradebooks after teachers are using them (the 'save settings' feature described in the section **Customizing School Settings for GradeQuick Web** only applies to gradebooks before they have been opened.)

Set Permissions for Options
Transfer Shared Options
Exports Manager
Alert Message
System Information...
GradeQuick Settings
Grade Validation
Freeze Score Entry
Migration Tool
Backup Gradebooks
Restore Gradebooks
Upload Custom File...

A detailed explanation of all SiteManager functions is contained in *Managing & Customizing GradeQuick Web*, which is on the gradebook **Help** menu. Click **Help→Administrator Setup Guides**.

SiteManager features work the same as they did in SiteManager on the network, with the following exceptions.

- The **System Information** option that had been on the GradeQuick **Options** menu previously, is now available on the **SiteManager** menu.
- GradeQuick-specific passwords are no longer needed. Edline logins are now used by GradeQuick, and these are managed on Edline as described in Edline online **Help**.
- The new **GradeQuick Settings** option on the **SiteManager** menu includes:
 - Editing the name of your marking periods from the default word 'term' to the word your school uses to designate a marking period within a semester or year, such as 'quarter' or 'trimester'. It can also be changed in the new **Setup Wizard**.

- GradeQuick Web contains an activity log. This gives you, and GradeQuick Technical Support, information to help troubleshoot any issues that arise. You can choose whether to include only errors, or all activity messages, in this log. Generally, you will want to keep only errors, unless otherwise instructed by GradeQuick.
- The **Backup Gradebooks** option will download all teacher gradebooks from the Web for your backup and archiving purposes. To use this option, you will first have to set a directory where you want the gradebooks to download.

Requirements for Teacher Access

Providing Teachers' Activation Codes

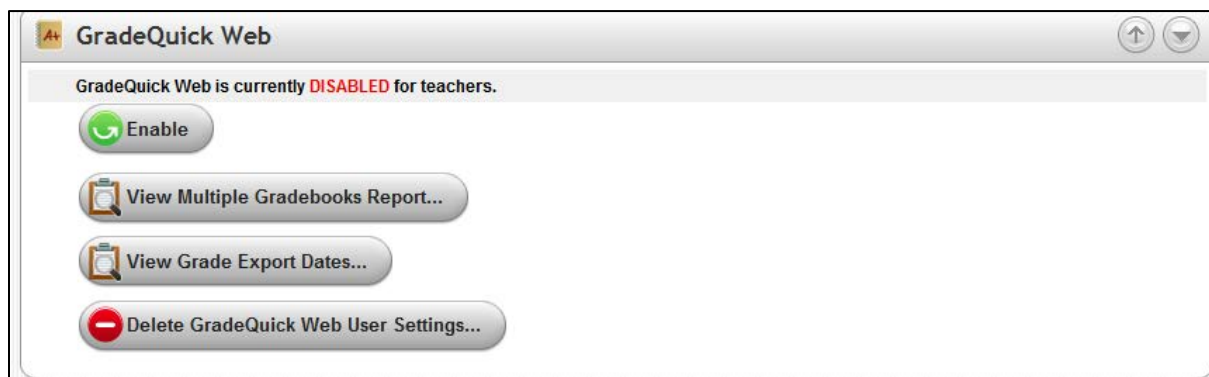
Before teachers can use GradeQuick Web, they will need to create a screen name and password from their Activation Codes, just as you did with your codes. The Edline **School Setup Guide** provides instruction for distributing the activation codes. This document can be found online when you log in to Edline. Click **Help**, and then click **Print Help Guides** from the left side of the **Help** page.

Enabling Access for Teachers

When you have completed the setups, described in previous sections (uploading rosters, customizing school settings, etc.) you must turn on GradeQuick Web for teacher access at your district or school. Until you do that, there will be no **Gradebook** link for teachers. This feature lets you control when teachers start using their gradebooks so they don't start using them before you have completed your setup and transfer of shared settings for school-wide functions.

To enable the teacher gradebooks:

1. Log in to Edline as Gradebook Manager.
2. Click **Tools→Teacher Gradebooks** from the toolbar.
3. Scroll to **GradeQuick Web** section.



6. Click **Enable** to make GradeQuick available for the teachers.

Minimum Requirements for Teachers to Install Plugin

- Teachers must have the ability to write folders and files to the root of the C drive, and have these folders and files remain there. By default, this is something that even restricted computer users can do.
- If you have prevented teachers from being able to write to the C drive, you can either push out the **GradeQuick Web Plugin** centrally, or image the computers to contain the plugin. As updates to GradeQuick Web become available, you will have to push these out to the computers as well. At times, there may be a crucial update, without which GradeQuick Web will not run.
- If you are using a program such as Deep Freeze that removes newly added files and programs from teacher computers nightly, contact technical support for additional information.
- If teachers are either administrators or power users (the default setting), they will be able to set up GradeQuick Web globally on a computer. If your users have more restricted logins, and share computers, they can still set up GradeQuick Web for themselves, but each user will have to run the setup of GradeQuick Web once on each computer. However, even in this case, the setup by subsequent users after the first one will be much quicker than the initial setup.

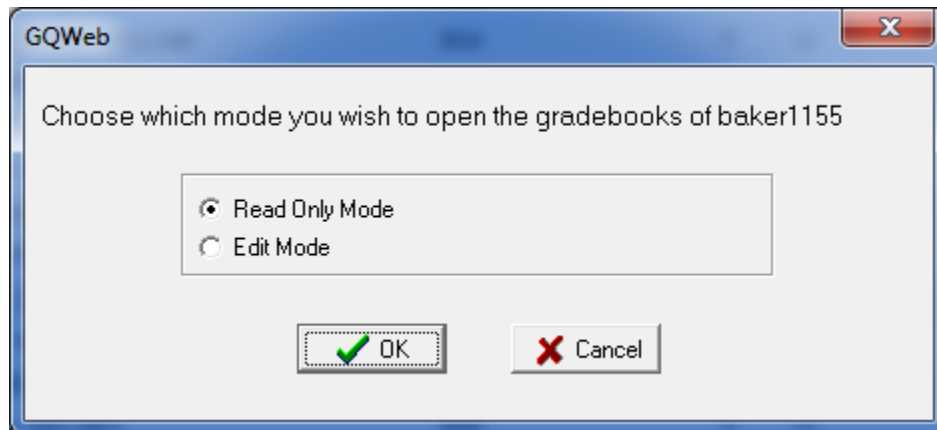
Managing Teacher Gradebooks

Viewing Teacher Gradebooks

If you want to open a teacher's gradebooks, do NOT log in to Edline as that teacher. Instead, do as follows:

1. Log in to Edline as the Gradebook Manager.
2. Click **Tools**→**Teacher Gradebooks** from the toolbar.
3. For every teacher who has gradebooks, there should be a button labeled **Gradebooks**. Click **Gradebooks**.
4. Choose the semester.

5. Choose **Read Only Mode** or **Edit Mode**. In most situations, read only mode is the appropriate way to view a teacher's gradebooks. When you choose **Edit Mode**, you must be certain that the teacher is not currently using GradeQuick or even has it open. In **Edit Mode**, you could inadvertently cause information entered by the teacher to be lost.



6. GradeQuick Web will open the teacher's gradebooks.

Note: The above steps are the only way to view teacher gradebooks when logged into Edline as a Gradebook Manager. If you choose **View** in the user list, you should not click **GradeQuick Web** to view teacher gradebooks.

Hiding Teacher Gradebook Folders

From a school's **Tools**, choose **Manage School**. In the **School Management** section of the page, click the **School Policies** button. You will see an option to allow teacher access to folders.

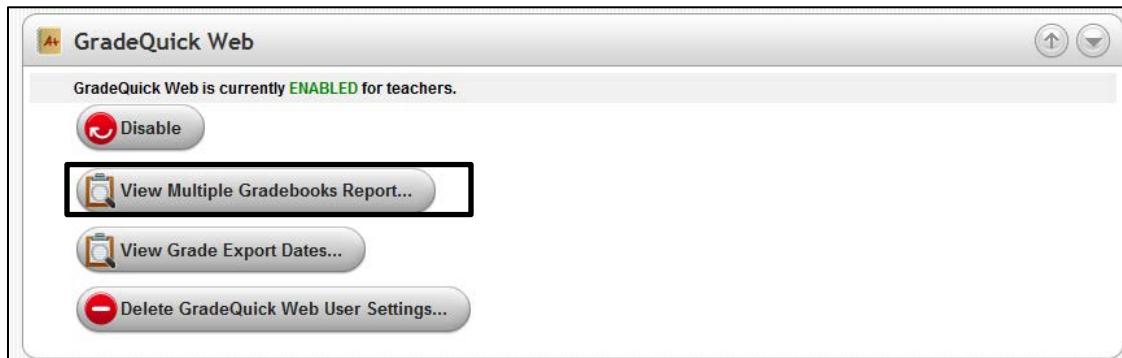
A screenshot of a web form with a title "Allow teachers to access the GradeQuick Web *Gradebooks Folders in their classes?". Below the title are two radio buttons: "Yes" (which is selected) and "No".

By default, this is set to 'yes.' In some cases, you may not want to allow your teachers to access these folders, which are in the contents section of each teacher's class page. If you want to hide these folders, click 'no' for that option. A complete explanation of this function can be found in the **Help→Using GradeQuick Web (Teacher's Guide)**.

Adding Gradebooks

If the ***Gradebooks** folder is active for teachers, they are able to create other gradebooks for their class. If they choose to do this, you must make sure that these gradebooks are identified appropriately for exporting or reporting in SiteReporter.

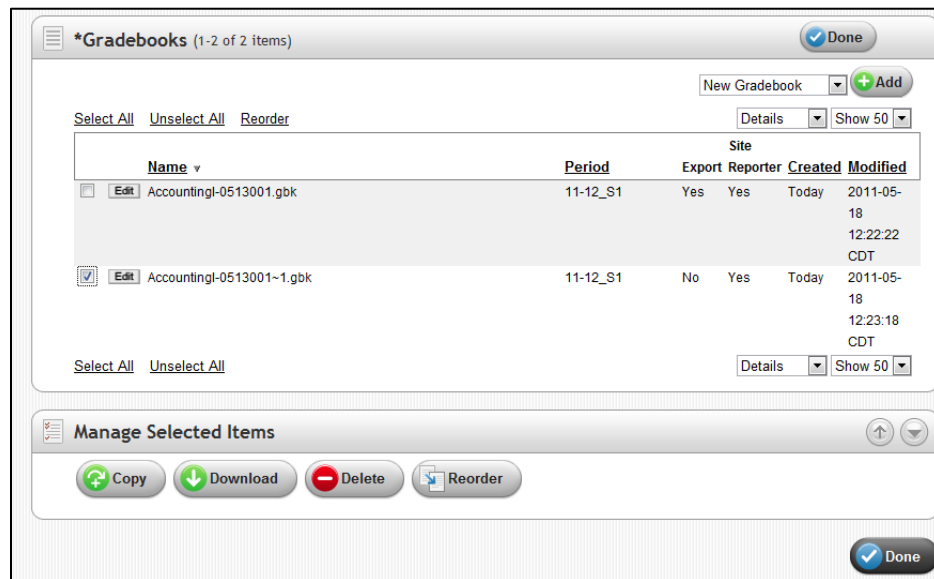
1. Logon to Edline as Gradebook Manager.
2. Click **Tools→Teacher Gradebooks**.
3. Scroll to bottom of the list and click **View Multiple Gradebooks Report...** button.



The report below can be displayed. If there are classes with multiple gradebooks, they will be listed with the settings for exporting and SiteReporter. Generally, there will only be one gradebook set for exporting and SiteReporter. In some cases where teachers are no exporting grades but the gradebooks are used for reporting purposes, there may be more than one gradebook set to be downloaded for SiteReporter.

Classes with Multiple Gradebooks						
<p>This report lists all classes with multiple gradebooks in use for each scheduling period. If your school is sending grades back to your SIS, each class can have only one gradebook with an "E" in each box of the Export column. If any classes have more than one "X", go to the class and select the correct gradebook to export.</p> <p>If you are using SiteReporter, all classes with an "S" will be used in the current SiteReporter reports. You can have multiple gradebooks with an "S" in the SiteReporter column, as long as you want all those gradebooks to be included. If you do not want to include all of the gradebooks with an "S", go to the class to select the gradebook(s) to include in SiteReporter reports.</p>						
Semester 1 (11-12)						
Class Title	Class ID	Teacher(s)	Export	Site Reporter	Sched. Period	Gradebooks
ACCOUNTING I	0513001 S1	S. BAKER	E	S S	S1 S1	AccountingI-0513001.gbk AccountingI-0513001~1.gbk
ADV ACCT IND ST	0517001 S1	S. BAKER	E	S S	S1 S1	AdvAcctIndSt-0517001.gbk AdvAcctIndSt-0517001~1.gbk
Semester 2 (11-12)						
No classes with multiple gradebooks were found in Semester 2 (11-12)						

If the gradebooks are set incorrectly, they can be changed by the teacher or Gradebook Manager. Open the ***Gradebooks** folder for the class.



4. Click **Edit**.
5. Check or un-check the items for exports and SiteReporter as appropriate.

Gradebook Management

Summary Information

This gradebook is in *Gradebooks

Last Modified: 05/18/11

Gradebook Title:
AccountingI-0513001~1.gbk

Gradebook Summary:

Scheduling Period:
Semester 1 (Same as Class) [More Info](#)

☐ Pull exports (grades and/or attendance) from this gradebook. [More Info](#)

☒ Include this gradebook for SiteReporter. [More Info](#)

These users can open and change this gradebook: [More Info](#)

☒ BAKER, SUSAN

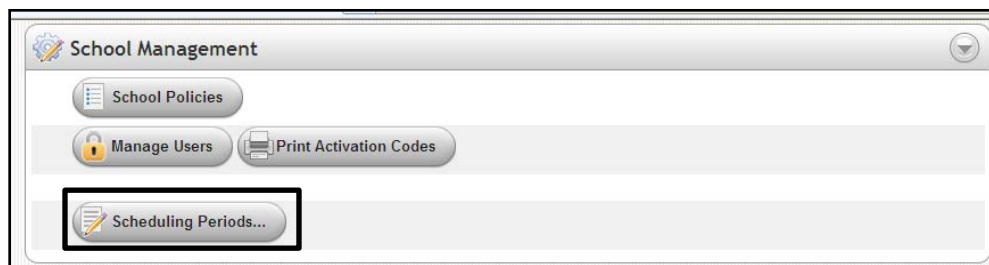
6. Click **Save**.

Starting a New Semester

A new semester starts when the Super User enters dates for the semester in Edline and changes the **Currently Active Period** to the new semester. The first time a user opens the gradebook for the new semester, the school settings from the previous semester transfer to the new semester.

Changing the Currently Active Period

1. Log on to Edline as Super User.
2. Click **Tools**→**Manage School**.
3. Click **Scheduling Periods**.



4. From the drop-down next to **Currently Active Period** select the semester you want. This setting will determine what data is uploaded and downloaded.
5. In this screen you may also choose whether to hide the semester on the **Tools** menu. Choose **View** if you want to display the GradeQuick choice on the **Tools** menu.

A screenshot of the 'Scheduling Period Information' form. It shows a 'School Year' dropdown set to '2011-2012'. Below is a table with columns: 'Long Description', 'Short Label', 'Abbrev', 'Begin Date', and 'End Date'. The table lists 'Year-long (11-12)', 'Semester 1 (11-12)', and 'Semester 2 (11-12)'. Each semester row has an 'Edit Mode' dropdown. The 'Edit Mode' for 'Semester 2 (11-12)' is set to 'View'. Below the table are buttons for 'Add Trimester Period' and 'Add Summer School'. A dropdown menu is open for 'Currently Active Period', showing options: '<Please select>', 'Semester 1 (11-12)', and 'Semester 2 (11-12)'. A red text box explains: 'The 'Currently Active Period' to the semester that corresponds to the semester uploading setup data (users, classes and rosters/schedules). The 'Currently Active Period' also affects which semester classes the teachers and families will see when they use Edline.' At the bottom are 'Save' and 'Cancel' buttons.

Managing Currently Active Period at a District

If you are using LiveLink to upload and download data **and** you logon to LiveLink as a district Super User, you must take extra steps if the **Currently Active Period** among the district schools is different. You must set up groups that have the same **Currently Active Period** and run the processes for the group instead of for the district.

Year-long Classes with Separate Semester Gradebooks

When you upload classes for the new semester to Edline, classes that have the same Class ID as the previous semester will be marked as year-long. New classes at Edline in the new semester will be marked for the new semester.

Year-long classes will use the same gradebook as for the previous semester. All students and assignments will be present. If teachers need new gradebooks because no overall, year-long grade is calculated, they can add a new gradebook from the ***Gradebooks** folder and set each of the gradebooks for the appropriate semester. In general this procedure is not necessary as GradeQuick can be set up to appropriately use semester information.

To use a new gradebook with GradeQuick:

1. Logon as the teacher and go to the class page for the appropriate class.
2. Click ***Gradebooks** folder.
3. Click **Edit** next to the gradebook.

Gradebook Management

Summary Information

This gradebook is in *Gradebooks

Last Modified: 05/18/11

Gradebook Title:
TechForSciences-0516001.gbk

Gradebook Summary:

Scheduling Period:
Semester 1 (Same as Class) [More Info](#)

☒ Pull exports (grades and/or attendance) from this gradebook. [More Info](#)

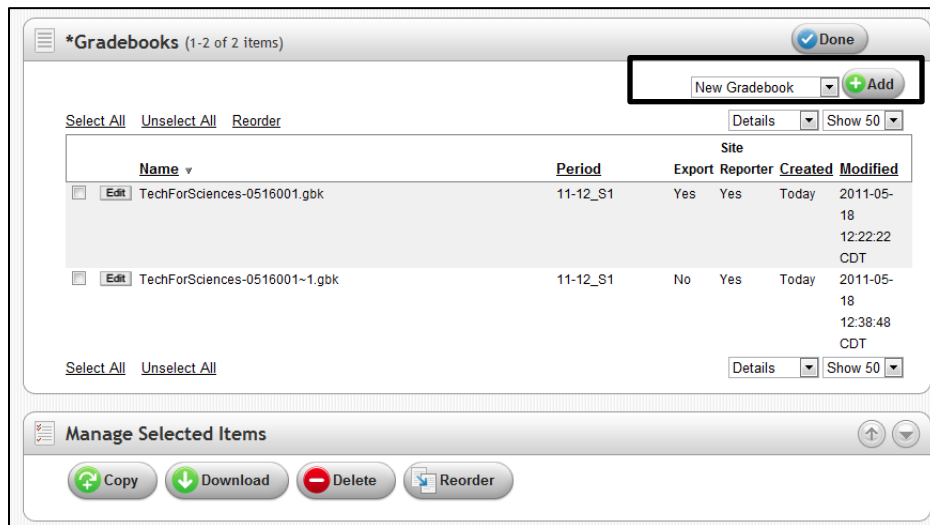
☒ Include this gradebook for SiteReporter. [More Info](#)

These users can open and change this gradebook: [More Info](#)

☒ BAKER, SUSAN

4. Changing the **Scheduling Period** to Semester 1.
5. Uncheck Pull exports (grades and/or attendance) from this gradebook.
6. Click **Save**.
7. Choose **New Gradebook** from the drop-down.

8. Click **Add**.



9. A new gradebook is added with the same name plus ~1.
10. Click **Edit** next to the new gradebook.
11. Change the **Scheduling Period** to Semester 2.
12. Check the Pull exports (grades and/or attendance) from this gradebook option.
13. Click **Save**.
14. Click **Done**. Only the gradebook marked for Semester 1 will show in GradeQuick for semester1 and only the gradebook marked for Semester 2 will show in GradeQuick for semester 2.

End of Year Procedures

To prepare for the new school year, there are several actions: back up gradebooks from the previous year, clear previous teacher settings and revise GradeQuick customizations.

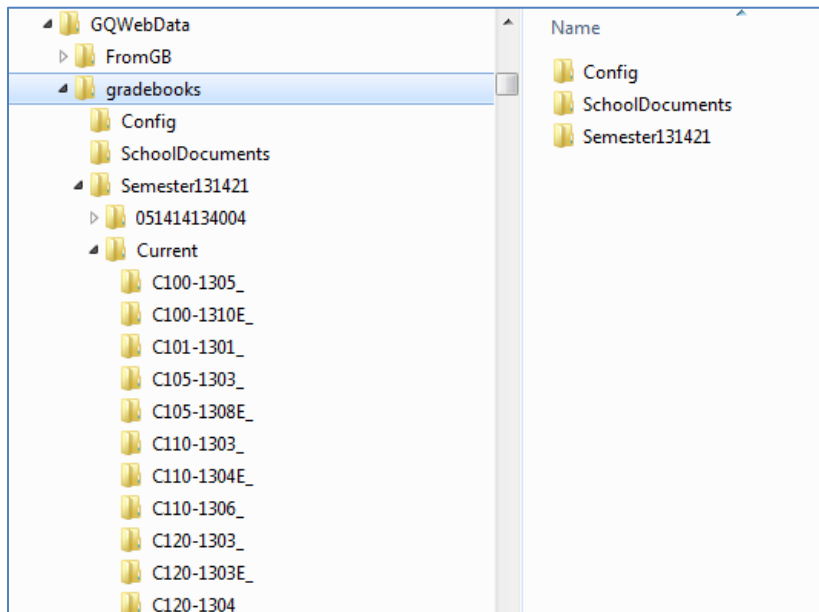
Backing up Teacher Gradebooks

Before moving to the next year, use GradeQuick Web to back up gradebooks from the last year to a local hard drive or server. Prior year's gradebooks are available to teachers and administrators for review and reports at any time on Edline. Gradebooks saved locally can be loaded from the local drive if necessary when needed as well.

Use GradeQuick for the backup.

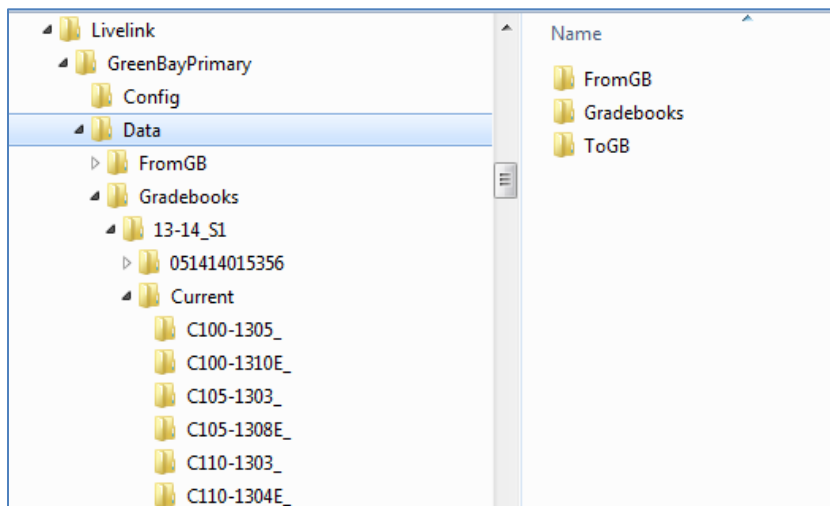
1. Log in to Edline as Gradebook Manager.
2. Click **SiteManager**→**System Information**.
3. Set the **GradeBook Backup Directory**. Click **OK**.

4. Click **SiteManager→Backup Gradebooks**. Follow the prompts. The gradebooks for the semesters will be backed up to the path specified, similar to below.



Use LiveLink for the backup.

1. Run LiveLink as a LiveLink Uploader or Super User.
2. Run the process, **Download Data From Edline**.
3. Click Select the Scheduling Period.
4. Check-mark **Gradebooks**.
5. Click **Run**. Gradebooks for the semester will be downloaded to the path specified, similar to below.



Disabling GradeQuick for Teachers

Before you start a new year, turn off GradeQuick Web for teachers.

1. Log in to Edline as Gradebook Manager.
2. Click **Gradebooks→Teacher Gradebooks** from **Tools** on the toolbar.
3. Scroll to **GradeQuick Web** section.

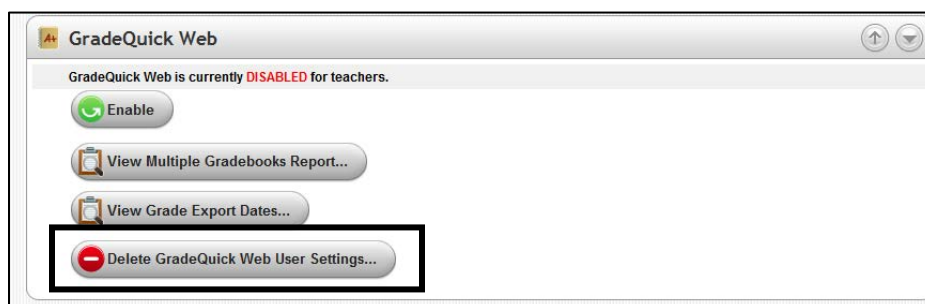


4. Click **Disable** to hide GradeQuick for the teachers.

Clearing User Settings

If you want report print configurations that you set as the Gradebook Manager to be seen by the teachers, clear user settings for GradeQuick.

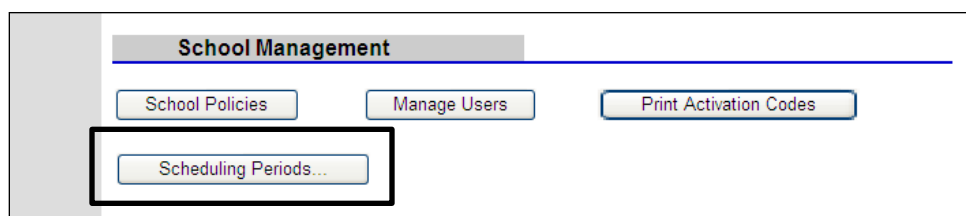
1. Log in to Edline as Gradebook Manager.
2. Click **Tools→Teacher Gradebooks** from the toolbar.
3. Scroll to **GradeQuick Web** section.
4. Click **Delete GradeQuick Web User Settings**. You will be prompted to type 'delete' to confirm your intention to delete user settings



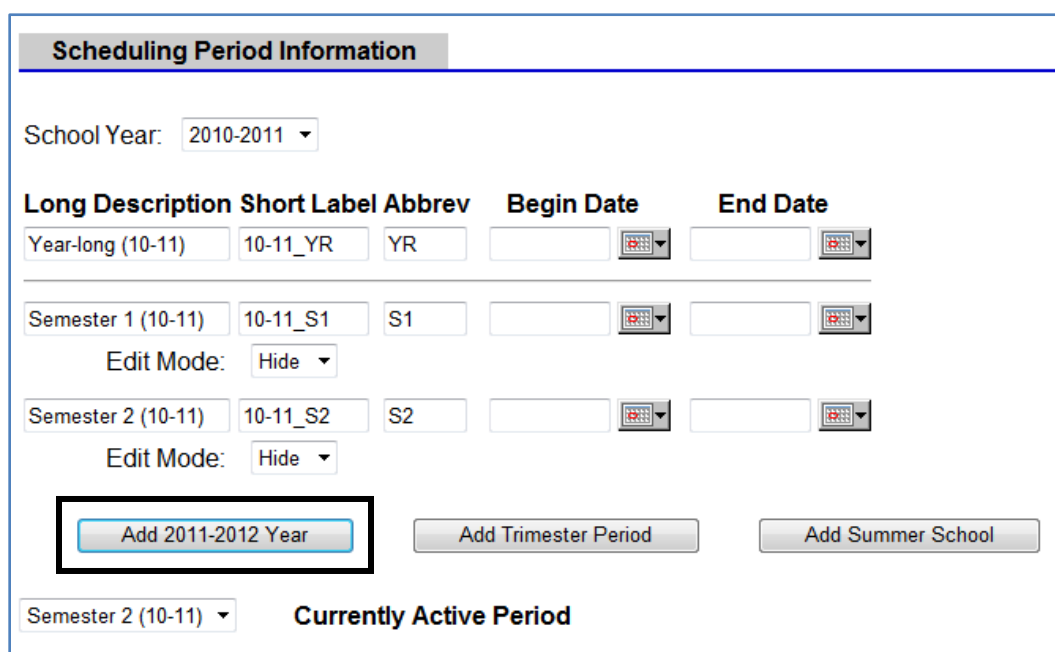
Making the New Year/Semester Available and Changing the Currently Active Period

Change the scheduling period or **Currently Active Period** to the next year. Edline will release the next year in summer. The first time a user opens the gradebook for the new semester, the school settings from the previous semester transfer to the new semester.

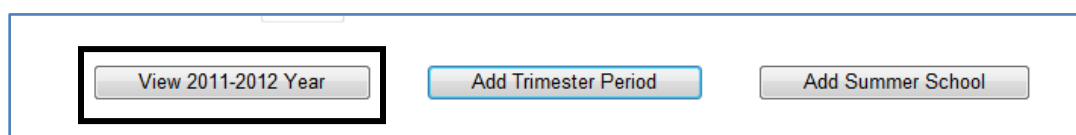
1. Log in to Edline as Super User.
2. Click **Tools→Manage School** from the toolbar.
3. Click **Scheduling Periods** under **School Management**.



4. Click the button to add the new year.

A screenshot of the 'Scheduling Period Information' form. At the top, there's a 'School Year' dropdown menu set to '2010-2011'. Below this is a table with columns: 'Long Description', 'Short Label', 'Abbrev', 'Begin Date', and 'End Date'. The table contains three rows: 'Year-long (10-11)', 'Semester 1 (10-11)', and 'Semester 2 (10-11)'. Each row has corresponding input fields for the short label, abbrev, begin date, and end date. Below the table, there are 'Edit Mode' dropdown menus for each semester, both set to 'Hide'. At the bottom of the form, there are three buttons: 'Add 2011-2012 Year' (highlighted with a black box), 'Add Trimester Period', and 'Add Summer School'. At the very bottom, there's a 'Semester 2 (10-11)' dropdown menu and the text 'Currently Active Period'.

5. Click **View Year** to view new semester.

A screenshot of the bottom portion of the 'Scheduling Period Information' form. It shows three buttons: 'View 2011-2012 Year' (highlighted with a black box), 'Add Trimester Period', and 'Add Summer School'. Below these buttons, there's a 'Semester 2 (10-11)' dropdown menu and the text 'Currently Active Period'.

6. Enter **Begin Date** and **End Date** for new year/semesters.
7. Click **Edit Mode** for the new semester. Your choice here will determine what options are available to teachers (and the Gradebook Manager) from **Gradebook** on the toolbar.
 - Choose **View** if you want to display this GradeQuick choice.
 - If you choose **Hide**, the semester is not available to teachers and Gradebook Manager. Also, consider hiding the previous semester.
8. From the drop-down next to **Currently Active Period** select the semester you want. This setting will determine what data is uploaded and downloaded. This is the scheduling information you want parents to see when they log in to Edline.

Scheduling Period Information

School Year: 2011-2012 ▼

Long Description	Short Label	Abbrev	Begin Date	End Date
Year-long (11-12)	11-12_YR	YR	08/23/11	05/25/12
Semester 1 (11-12)	11-12_S1	S1	08/23/11	01/13/12
Edit Mode: View ▼				
Semester 2 (11-12)	11-12_S2	S2	01/16/12	05/25/12
Edit Mode: Hide ▼				

Add Trimester Period
Add Summer School

Semester 1 (11-12) ▼

Currently Active Period

Please set the 'Currently Active Period' to the semester that corresponds to the semester for which you are uploading setup data (users, classes and rosters/schedules).

The 'Currently Active Period' also affects which semester classes the teachers and families will see when they use Edline.

Save
Cancel

Reviewing and Customizing GradeQuick Settings

In GradeQuick, review settings you used last year or last semester.

1. Log in to GradeQuick as Gradebook Manager.
2. Click **SiteManager**.
3. Click **Set Permissions for Options**. Check to be sure that the options you have checked are still valid.

4. Click **Transfer Shared Options**. Uncheck any items you have selected. Transfers are not necessary until later in the year.
5. Use the **Wizard** to customize for the next year.

Customizing Considerations

- Setting the first day of class makes the attendance chart available to all teachers whether or not they take attendance.
- When the transition to the next semester or year occurs, the settings from the previous semester transfer to the new semester. This means that dates need to be updated.
- Once gradebooks are started (you have turned on GradeQuick Web and teachers have logged in) you use **Transfer Shared Options** in SiteManager to update gradebooks. Most customizations are available to transfer, but not all.

Finalizing Preparations

1. Upload new school year data.
2. Enable GradeQuick for Teachers.