
GradeQuick

the world's leading gradebook



Web Teacher Training Guide



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GradeQuick

Illustrated Roadmap

This *Illustrated Roadmap* was designed to help the Gradebook Manager customize GradeQuick Web for their school and for teachers to make further customizations that will affect only their files. The *Illustrated Roadmap* will also assist teachers through various GradeQuick features and will serve as an easy reference to guide teachers through the school year using GradeQuick.

The screenshot shows the GradeQuick Web application window titled "GradeQuick Web - (p2) AdamsMath.gbk (100_2)". The menu bar includes File, Edit, View, Graph, Grading, Reports, Options, Window, and Help. The toolbar contains icons for Attendance, Seating Chart, Reports, Student Information, Edit Skills, Lesson Planner, Memo, and Post To Edline. Below the toolbar, a status bar shows "Basic math facts subtraction 2 Avg: 78 Median: 84 High: 100".

The main data table lists students and their scores across three columns: Facts-1, Facts-2, and Apply. The table is as follows:

Name	ID	Facts-1	Facts-2	Apply
Long Name		Basic mat	Basic mat	Apply math
Term		1	1	1
Category		Test	Test	Quiz
Weight				
Possible		100	100	50
1. Adler, Leslie	1	100	80	45
2. Boyd, Jerry	18	**	75 _m	32
3. Chang, Julia	5	94	97	49
4. Cohen, Josh	6	100	100	X
5. Flaherty, Sarah	7	88	84	45 _i
6. Gardner, Alex	4	92	76	50
7. Guth, Michael	8	66	77	**
8. Harris, Hillary	30	72	60	25
9. Jackson, Martin	9	90	88	44
10. Johnson, Dave	2	NC	90	46
11. Lansing, Eva	10	70 _i	88	30
12. Lee, Thomas	13	97	55	38
13. Moran, Jim	19	77	50	29
14. Nelson, Chris	16	50	44	24
15. Reisner, Nancy	15	86	78	38
16. Romero, Maria	3	82	89	49
17. Ryan, Patsy	20	83	88	49
18. Scott, Elizabeth	11	90	87	44
19. Wilson, Lynn	12	93	88	42

A context menu is open over the table, listing the following actions:

- Undo Score Change for Adler, Leslie for Facts-2
- Add Student(s)...
- Add Test(s)...
- Insert Test (left of current test)
- Copy Test Facts-2
- Attach Skills to Test Facts-2
- View Skills for Test Facts-2
- Add Score Footnote: l Late
- Add Score Footnote: n Needed Assistance
- Add Score Footnote: i Incomplete
- Add Score Footnote: m Modified
- Delete Student Adler, Leslie
- Drop Student Adler, Leslie
- Hide All Other Students
- Hide Dropped
- Delete Test Facts-2
- Zap Current Column
- Fill Current Column
- Global Changes
- GradeBook To GradeBook Copy

The status bar at the bottom indicates "Press F1 for help." and "(p2) AdamsMath.gbk (100_2)".

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Starting GradeQuick

Starting GradeQuick Web

Every member of the school will receive an activation code that allows him or her to set up an Edline account. You only use it one time. When you activate your account, you choose your own screen name and password. After that, you will always use your screen name and password to log in to Edline.

To Set up a Screen Name and Password:

Step 1: Go to the Edline home page by entering **www.edline.net** in your browser's address bar.

Step 2: Click the link "Click here if you have a new activation code".



The image shows the Edline.net login and activation page. At the top is the Edline.net logo with the tagline "Heart of the Learning Community". Below the logo is a login section titled "Have an Account?" with a subtext "Sign in to your account below." It features two input fields: "SCREEN NAME" and "PASSWORD". Below the "SCREEN NAME" field is a link "✕ FORGOT SCREEN NAME?". Below the "PASSWORD" field is a link "✕ FORGOT PASSWORD?". A "SIGN IN" button with a right arrow is positioned to the right of the password field. Below the login section is an "Activate an Account" section with a mouse cursor icon and the text "Click here if you have a new activation code." At the bottom of the page are links for "HELP | COMPANY INFORMATION | PRIVACY POLICY & TERMS OF USE" and a copyright notice "© 2011, Edline. All Rights Reserved."

Step 3: Enter your activation code into the **Activation Code** field and click the **Enter** button.
If you have more than one activation code, enter the next code now and click **Enter**.
Repeat this process until you have entered all your activation codes.

The screenshot shows a web form titled "Enter Your Activation Code". It has two main sections. The first section, "First: Enter your activation code(s)", includes a sub-header "(Repeat this step for each activation code you wish to combine into a single account)" and a text input field labeled "Activation Code" containing the text "TRWH-PDSA-VHQU". To the right of the input field is a button with a plus sign and the word "Enter". The second section, "Second: Make sure each code you have entered is yours", has a sub-header "(No activation codes have been entered)". At the bottom right of the form is a "Cancel" button with an 'X' icon.

Step 4: You should see the name for each account listed at the bottom of the page. If these names all describe you, then click the **Activate This Code** button.

This screenshot shows the same "Enter Your Activation Code" form, but now the "Activation Code" field is empty. The "Second: Make sure each code you have entered is yours" section now displays a list item: "• PRECOURT, MS. (at Washington Middle School)". At the bottom right, there are two buttons: "Activate This Code" with a checkmark icon and "Cancel" with an 'X' icon.

Step 5: You will see Edline's *Privacy Policy and Terms of Use*. Please read it and click "I Agree" to continue or "I do not agree" to cancel.

Privacy Policy and Terms of Use

To use this site, you must agree to our terms of use. Please read our end user agreement below. Then click "I Agree" below to continue, or "I Do Not Agree" to cancel.

PRIVACY POLICY AND TERMS OF USE

Terms and Conditions

Edline (the "Service") provided by Edline LLC ("Edline") with permission of your local school, local school district, teacher, or other responsible education authority (the "Subscriber") is made available to you (the "User") subject to the following Terms and Conditions in the Edline Service Agreement (the "Agreement"). By using and accessing this Service, you are agreeing to be bound by, and to comply with, these Terms and Conditions and any other terms and conditions or terms of service posted on any individual page of this Service.

Changes in Terms and Conditions

Edline reserves the right to change this policy at any time, for any reason, and without notice, including the right to terminate these services. Therefore, it is your responsibility to review these Terms and Conditions from time to time so you will be apprised of any changes.

Step 6: If this is the first time you have received an activation code(s) from any school, click the **New Account** button. If you already have an Edline account, click the **Combined Account** button to combine your new account with your existing account.

Activate Account

Choose this option if you do **not** have an existing Edline screen name and password.

Choose this option if you already have an existing screen name and password, and you want to access information with the same screen name and password.

Special Note to Parents:

1. 'Combined Accounts' allows you to access information on all your children with one screen name and password.
2. Remember that Edline has separate accounts for parents and students. Be sure to activate your parent account, not your student's account.

Step 7: If you are setting up a new account, choose a screen name and a password. Then, enter your first and last name. Click **Continue**.

Create Your Account

Choose a Screen Name and Password

Screen Name and Password must be at least 4 characters long

Screen Name

Password

Retype Password

Your Personal Information

First Name

MS.

Middle Name

Last Name

PRECOURT

Click Continue to create your EDLINE account, or Cancel to return to the EDLINE Home Page without creating an account.

Continue

Cancel

Step 8: On the next page, choose your email settings and your personal security question. If you ever forget your screen name or password, Edline can send your screen name and a temporary password to you. It will need your email address and your security question to do this. Click the **Update** button to save your information.

Manage Account

Email Settings

+ Add Email Address

Allow members of any group that I manage (like classes) to send me email. ☒ Yes ☐ No

Address used for messages from group members (if allowed):

Voice Dialing Settings

+ Add Phone Number For Voice Dialing

Text Message Settings

+ Add Phone Number For Text Messages

? Security Question

Enter a security question and answer in case you forget your password.
Choose from the list of suggested questions or make up your own.

--- List Of Suggested Questions ---

Question:

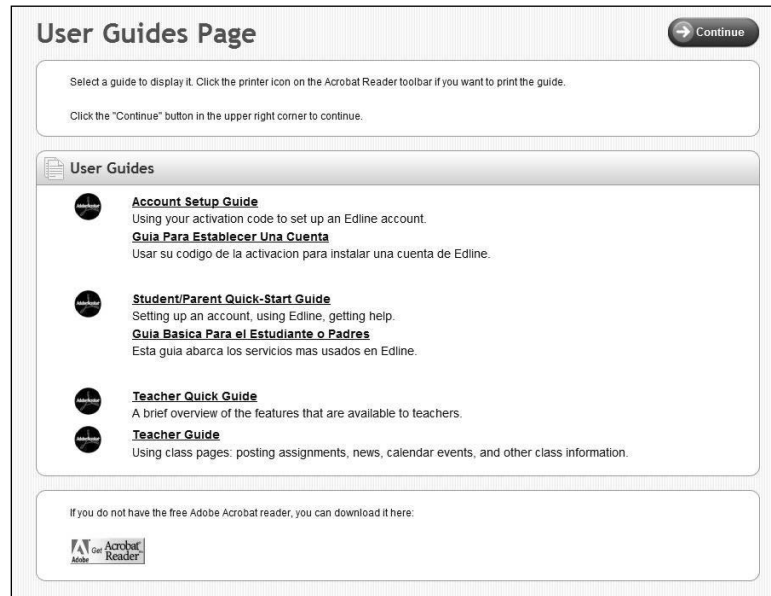
Answer:

Save And Return

Save And Refresh

Cancel

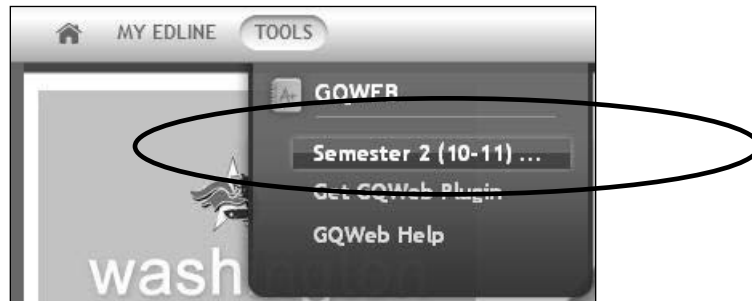
Step 9: Edline will display **User Guides Page**. This page contains links to quick-start guides to help you use the site. Follow the instructions at the top of the page to print the guide that is right for you. Click **Done** at the top of the page when you are finished. Your new account has now been activated.



Step 10: Click **Get GQWeb Plugin** found in the **Tools** window. Follow the directions that appear.



Step 11: Once the plug-in has been installed you can click **Semester #** to open the program.



Before You Begin Using Your GradeQuick Gradebooks

Customizing Your Gradebook

Successful use of GradeQuick begins with setting GradeQuick features to correspond with your school/district policies or your personal user preferences. GradeQuick managers can set global settings for all teachers to use and then allow teachers to further establish their own settings. All features can be set globally by the GradeQuick administrator and then further customized by the individual teachers or the feature can be restricted with SiteManager.

Please consider setting the following GradeQuick features prior to entering grades in GradeQuick. Keep in mind that as a teacher your GradeQuick manager may have already set some of these settings for your use. Settings may be set after you have started your gradebook, however you would need to set the feature in all gradebooks or use the **Gradebook to Gradebook Copy** feature.

GradeScale	Numeric Grades
Grading Symbols	Score Footnotes
Student Data Field Names	Attendance Start Dates
Attendance Codes	Vacation Dates
Weighting	Grading Preferences

After you have customized your chosen features in one gradebook be sure to follow the directions on the last page of this section to copy the features to your other gradebooks.

Setting Grade Scale

GradeQuick allows teachers to set their own Grade Scales and assign more than one Grade Scale for each file for an individual student or for a group of students.

To Set a Grade Scale:

Step 1: Click **Grading**→**Set Grading Scale**. The **Set Grading Scale for Final Averages** dialog box will appear.

Step 2: Highlight a grade to change – type the lowest average that you want to receive this grade in the **Cutoff** box.

Step 3: Click **Make Change**.

Step 4: Continue making changes to each grade. When finished, click **OK**.

The screenshot shows the 'Set Grading Scale for Final Averages' dialog box. It features a table with columns: Grade, Minimum Score, Number, and % of Class. The table lists grades A through F with their respective minimum scores, counts, and percentages. Below the table, there is a 'Grade' dropdown menu set to 'A' and a 'Cutoff' text box containing '93.00'. A 'Make change' button is next to the cutoff box. At the bottom, there are three buttons: 'Standard A,B,C,D,F without +/-', 'Standard A,B,C,D,F with +/-', and 'Clear Grading Scale'. The 'Standard A,B,C,D,F with +/-' button is highlighted. Annotations with arrows point to various parts of the dialog box: 'Drop-down menu for Grade Scale Group' points to the '1 - School GS' dropdown; 'Click here to name Grade Scale' points to the 'Change Scale Name' button; 'Cutoff text box field' points to the '93.00' text box; 'Click here to add +/- grades to the Grade Scale' points to the 'Standard A,B,C,D,F with +/-' button; and 'Clicking this button will erase all Grades and cut off values from the Grade Scale' points to the 'Clear Grading Scale' button.

Grade	Minimum Score	Number	% of Class
A	93.00%	1	4
B	80.00%	9	42
C	70.00%	6	28
D	60.00%	1	4
F	0.00%	2	9
New Grade			

Grade: Cutoff:

To change the current scale: click on any grade and enter the new grade name or the lowest score which receives that grade.

To replace the current scale, click on one of these buttons.

Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Grading Scale** in the Copy What: window. Complete directions appear on the last page of this section.

Setting Multiple Grade Scales

Step 1: Choose a new Grade Scale number from the drop-down menu.

Step 2: Type the new Grade in the **Grade** box. Type the Minimum Average in **Cutoff** text box.

Step 3: Click **Make Change**.

Step 4: Continue adding grades and minimum scores to correspond to your Grade Scale. When finished, click **OK**.

The screenshot shows the 'Set Grading Scale for Final Averages' dialog box. It features a drop-down menu for selecting a grade scale, a 'Change Scale Name' button, and a table with columns 'Number' and '% of Class'. Below the table are input fields for 'Grade' and 'Cutoff', and a 'Make change' button. At the bottom, there are buttons for 'Standard A,B,C,D,F without +/-', 'Standard A,B,C,D,F with +/-', 'Clear Grading Scale', 'OK', 'Cancel', and 'Help'. Callouts point to the drop-down menu, the 'Grade' text box, and the 'Cutoff' text box.

Drop-down menu for Grade Scale Group

Grade text box

Cutoff text box

3 - Inclusion Grade Scale

1 - School GS

2 - Pass/Fail

3 - Inclusion Grade Scale

Scale Number 4

Scale Number 5

Scale Number 6

Scale Number 7

Scale Number 8

Change Scale Name

Number % of Class

Grade: Cutoff: 0.00 Make change

To change the current scale: click on any grade and enter the new grade name or the lowest score which receives that grade.

To replace the current scale, click on one of these buttons.

Standard A,B,C,D,F without +/- Standard A,B,C,D,F with +/-

Clear Grading Scale

OK Cancel Help

Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Grading Scale** in the **Copy What:** window. Complete directions appear on the last page of this section.

Numeric Grades

If your school uses Numeric grades only and does not record letter (A, B, C) or word (EXCELLENT, etc.) grades for your students' end of grading period averages, you may want to choose the USE NUMERIC GRADES INSTEAD OF GRADE SCALE option.

To Set Numeric Grades:

Step 1: Click Grading→Grading Preferences.

Step 2: Click in the box in front of **Use Numeric Grades instead of Grade Scale.**

Step 3: Click OK.

Grading Preferences

☒ Use Numeric Grades instead of Grade Scale

☐ Average Term Grades To Calculate Final Grades

☒ GradeQuick Tiebreakers ☐ Assign Cutoff Values

In Gradebook Spreadsheet, ** indicates

☒ Exempt ☐ Zero

Averaging Method

☒ Scores

☐ Percentiles

☐ Normalized scores

Normalized Scores

Mean	75.00
Standard Deviation	10.00

☐ Calculate Semester Subtotals

OK **Cancel** **Help**

When you use Numeric grades, a rounded numeric grade will appear in the Grade column next to the calculated average at the far right of the gradebook.

	SubTotal	Total	Max	Avg	Grade
n					Yr
1					
k					
Grades Selected					
			0	96.75	96
144	144.50	200	72.25	72	
280 93	280.00	300	93.33	93	
242 97	242.50	250	97.00	97	
266 89	266.50	300	88.33	89	

Numeric Grades Selected

To switch back to a letter grade scale, uncheck Numeric grades. Letter grades will be assigned based on available Grade Scale.

	SubTotal	Total	Max	Avg	Grade
1					Yr
300					
192	A	192.50	200	96.25	A
144		144.50	200	72.25	C
300			300	93.33	A
250			250	97.00	A
266	B	266.50	300	88.83	B

Letter Grades Selected

Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Grading Preferences** in the **Copy What:** window. Complete directions appear on the last page of this section.

Setting Up Grading Symbols

Grading Symbols, such as letters, symbols or words can be entered as test/assignment scores. You will set the value of each symbol for GradeQuick to use to calculate averages. This value is the percentage of the total points for the assignment that the student will receive.

To Change Grading Symbols:

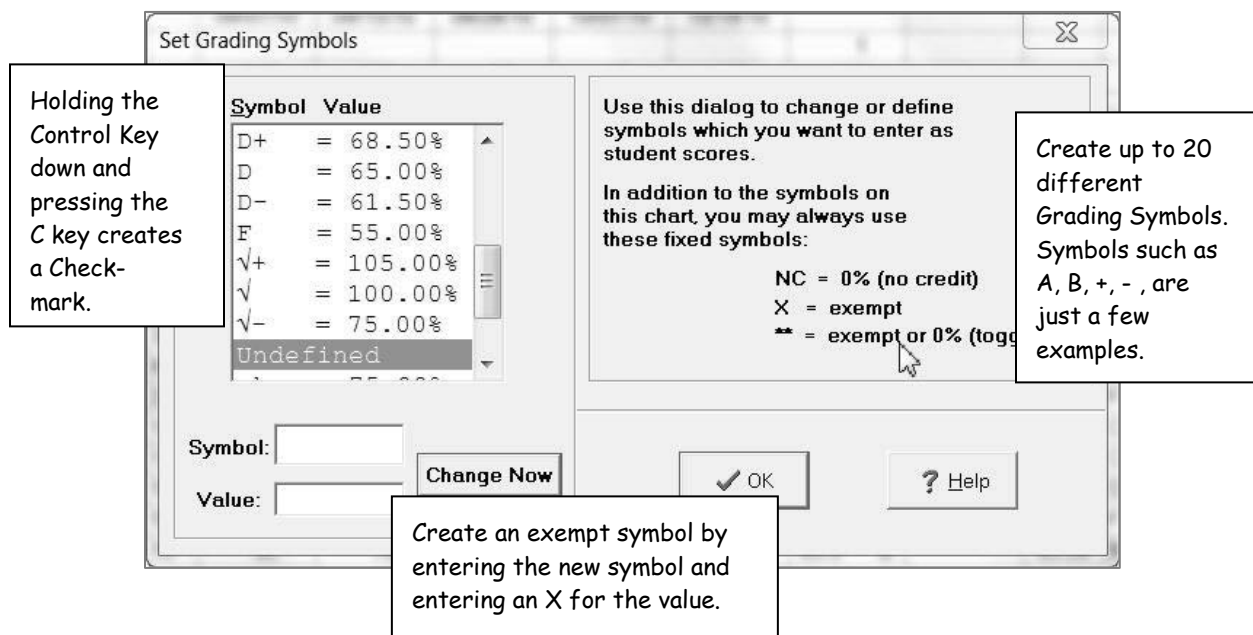
Step 1: Click **Grading**→**Set Grading Symbols**. The **Set Grading Symbol** dialog box will appear.

Step 2: Scroll down to **Undefined** and highlight.

Step 3: Click in the **Symbol** text box. Type the symbol.

Step 4: In the **Value** text box, type the value you want to assign to the symbol. Click **Change Now**.

Step 5: Continue to change any other **Grade Symbol** and its value to fit your needs. When finished, click the **OK** button.



Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Grading Symbols** in the **Copy What:** window. Complete directions appear on the last page of this section.

Setting Up Score Footnotes

Score Footnotes allow you to add meaningful symbols (defined by you or your administration) to specific scores in your gradebook.

To Set Up Score Footnotes:

Step 1: Click **Grading→Set Score Footnotes**. The **Scores Footnotes** dialog box appears.

Step 2: Select a code from the drop-down menu. Available codes are letters of the alphabet and numbers zero through nine. A total of 10 codes may be created.

Step 3: Click the **Meaning** box. Type the meaning of the code.

Step 4: Click **Change**. Continue adding or modifying other score footnotes. When finished, click **OK**.

Code	Meaning
l	= Late
n	= Needed Assistance
i	= Incomplete
m	= Modified
	=

Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Score Footnotes** in the **Copy What:** window. Complete directions appear on the last page of this section.

Setting Up Student Information

GradeQuick provides a place for you to track information on each of your students. This information is then available to print on reports, to use for selection criteria, to display on the spreadsheet or to export.

To Add a New Student Data Field:

Step 1: Click **Edit→Student Information** or click the **Edit Student Information** button on the toolbar. The **Edit Student Information** dialog box will appear.

Step 2: Choose one of the Add field options at the bottom of the dialog box.

Step 3: Type the name of your new field. Press **Enter**. Click **Yes** – on the warning dialog box. Continue the same procedure to add new fields. (120 max)

Step 4: Click **OK** to return to spreadsheet.

Note: Teachers in schools using a custom interface will find that if you try to remove certain data fields that they return, when you reopen your file. This is because some data fields, which are important in the exchange of data between GradeQuick and your school's administrative system, cannot be removed.

Field Name	Information
Activity	Chorus
Birthdate	5/07/95
Nickname	Jen
Contact name	
Phone	555-555-1250
Address	
Address2	
City	Riverville
State	MO

OK Help

Previous Student Next Student

Add New Field At End Add New Field At Cursor

Delete Field At Cursor

Field Name	Information
Counselor	Hara
Homeroom	Roy
Citizenship	C
T1 Effort	
T2 E ffort	
T3 Effort	
T4 Effort	
Club	

OK Help

Previous Student Next Student

Add New Field At End Add New Field At Cursor

Delete Field At Cursor

Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Data Field Names** in the **Copy What:** window. Complete directions appear on the last page of this section.

Setting Up Class Information

GradeQuick provides a place for you to track information on each of your gradebooks, classes, or files. This information is then available to print on reports, to use for selection criteria, or to display on the spreadsheet.

To Add a New Class Data Field:

Step 1: Click **Edit→Class Information**. The **Edit Class Information** dialog box will appear.

Step 2: Click one of the add field options at the bottom of the dialog box.

Step 3: Type the name of your new field. Press **Enter**. Click **Yes** to the warning dialog box. Continue the same procedure to add as many fields as you would like.

Step 4: Click **OK** to return to the spreadsheet.

***Note:** Teachers in schools using a custom interface will find that if you try to remove certain data fields that they return when you reopen your file. This is because some data fields, which are important in the exchange of data between GradeQuick and your school's administrative system, cannot be removed.*

Enter Information Pertaining To Your Class

Field Name	Information
Subject	MATHEMATICS
Course #	100
Section #	2
Teacher Name	ADAMS, MRS.
Period	2
Room #	222
Teacher Code	123
Class ID	100_2
School Name	Jackson Academy

OK ? Help

Add New Field At End Add New Field At Cursor

Delete Field At Cursor

Enter Information Pertaining To Your Class

Field Name	Information
School Name	
Source Filename	681_2
Priority	3
GPA Multiplier	
GPA Credits	
School ID	
Year	
Report ID	
Principal	

OK ? Help

Add New Field At End Add New Field At Cursor

Delete Field At Cursor

Click buttons to add a new Class Data

***Note:** For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Class Field Names** in the **Copy What:** window. Complete directions appear on the last page of this section.*

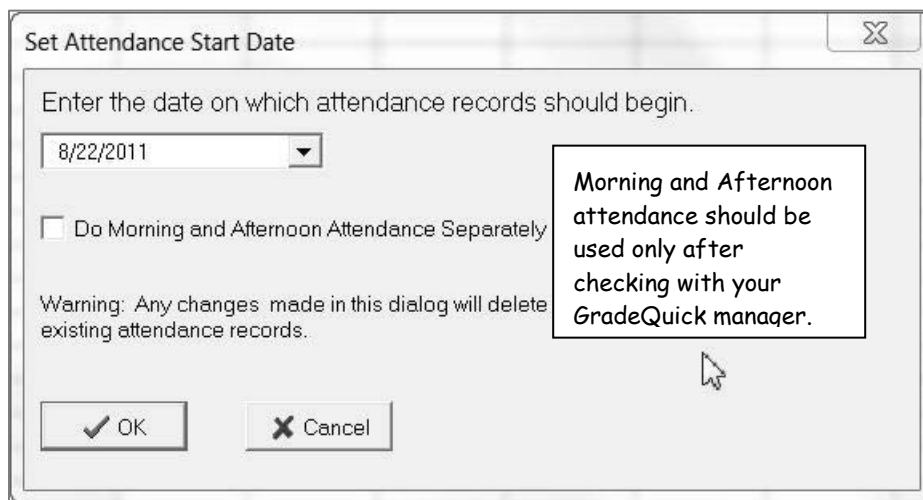
Setting Up Attendance Dates

GradeQuick's attendance features provide valuable record management and information for reports for individual teachers and school.

To Set the First Day of Class:

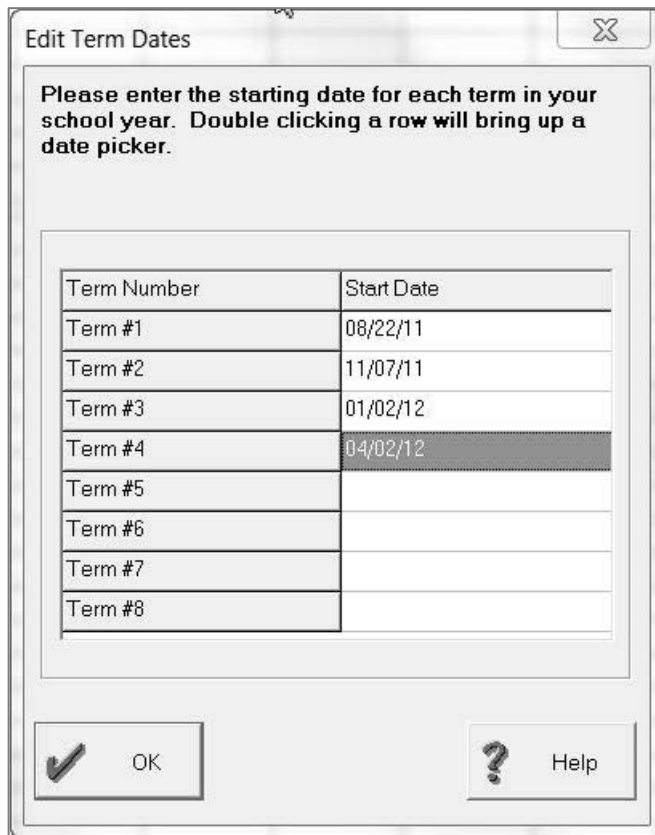
Step 1: Click **Edit**→**Attendance**→**Set First Day of Class**.

Step 2: Today's date will be displayed in the window. Clicking the drop-down arrow will display a calendar. Scroll through the calendar to select the first day of class. Click **OK**.



Step 3: The **Edit Term Dates** window will appear. (A Term is any marking period or grading interval within the overall semester or year, such as quarters, six-week periods or trimesters.)

Step 4: Enter beginning start dates for each term. Click **OK**.



The dialog box titled "Edit Term Dates" contains a close button (X) in the top right corner. Below the title bar, there is a text instruction: "Please enter the starting date for each term in your school year. Double clicking a row will bring up a date picker." Below this instruction is a table with two columns: "Term Number" and "Start Date". The table has eight rows, labeled "Term #1" through "Term #8". The "Start Date" column contains the following dates: "08/22/11", "11/07/11", "01/02/12", "04/02/12", and then three empty cells for Term #5, Term #6, and Term #7. The row for Term #4 is highlighted. At the bottom of the dialog box, there are two buttons: "OK" with a checkmark icon and "Help" with a question mark icon.

Term Number	Start Date
Term #1	08/22/11
Term #2	11/07/11
Term #3	01/02/12
Term #4	04/02/12
Term #5	
Term #6	
Term #7	
Term #8	

Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Term Start Dates** in the **Copy What:** window. Complete directions appear on the last page of this section. The first day of class cannot be copied.

Setting Attendance Codes

Step 1: Click **Edit**→**Attendance**→**Set Absence/Tardy Codes**.

Step 2: The **Attendance Code** window appears. Click a blank row under Tardy Codes or Absent Codes.

Step 3: Click the **Code** box. Type your code (up to 4 characters).

Step 4: Click the **Meaning** box. Type the meaning of the code.

Step 5: Check the box for Not Counted, if this code represents that students are out of class because of school activities or assignments. Click **Change**. Continue modifying other attendance codes and tardy codes. When finished, click **OK**.

Students that receive an **Absent** or **Tardy Code** designated, as **Not Counted** will not have that day counted as an absence within GradeQuick.

The screenshot shows the 'Attendance Codes' window. It contains a table with three columns: 'Code', 'Meaning', and 'Not Counted'. The table lists several codes: 'T' for 'Tardy', 'TU' for 'Tardy - Unexcused', 'A' for 'Absent', and 'ISS' for 'InSchoolSusp.' with the 'Not Counted' box checked. Below the table is a form to edit a code. The 'Code' field contains 'SR', the 'Meaning' field contains 'School Related', and the 'Not Counted' checkbox is checked. A 'Change' button is next to the 'Code' field. At the bottom are 'OK', 'Help', and 'Cancel' buttons.

Code	Meaning	Not Counted
T	= Tardy	
TU	= Tardy - Unexcused	
Absent Codes		
A	= Absent	
ISS	= InSchoolSusp.	X

Code: SR Change

Meaning: School Related

☒ Code not counted in Attendance Totals

OK ? Help X Cancel

Caution: Schools exporting attendance should check to be sure their administrative software is able to handle any codes entered.

Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Attendance Codes** in the **Copy What:** window. Complete directions appear on the last page of this section.

Copying Information from One Gradebook to Another

Information that you create in one file can be copied to another file using the Gradebook to Gradebook Copy feature.

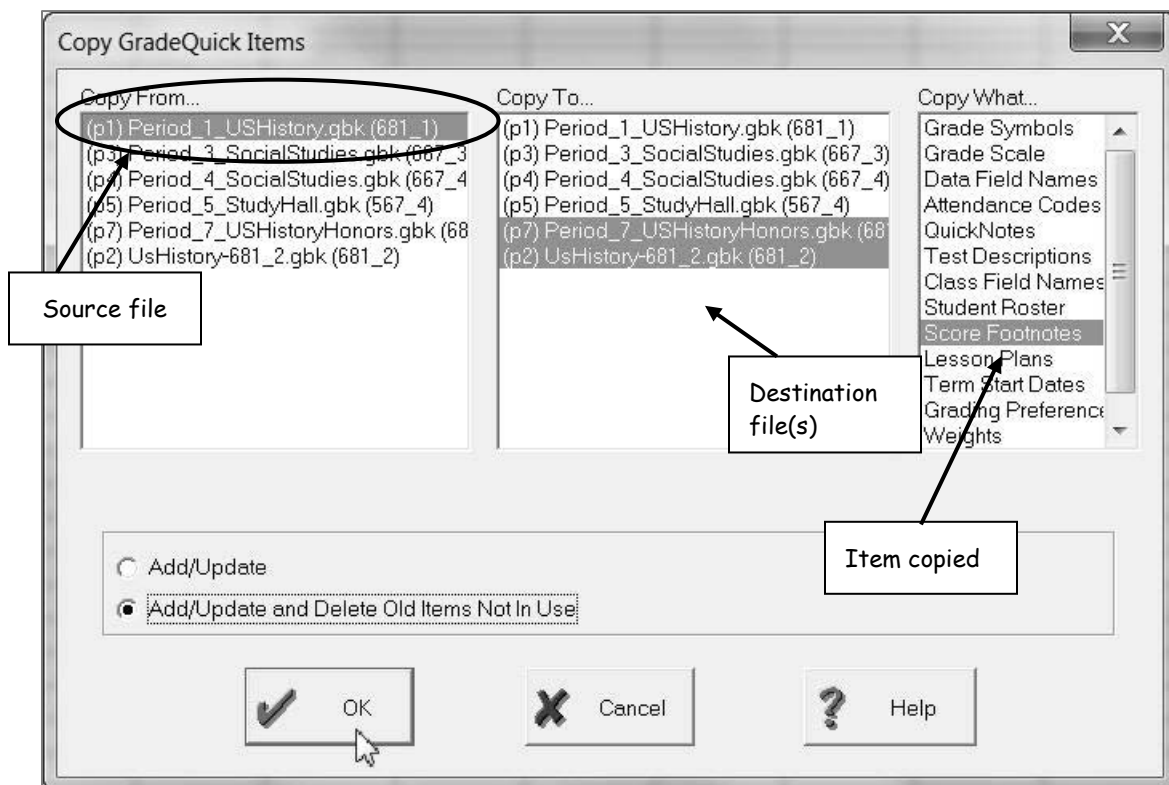
To Copy from One Class File to Another:

Step 1: Click **Edit→Gradebook to Gradebook Copy** or you may right click the desktop and click **Gradebook to Gradebook Copy**.

Step 2: In the dialog box, select the source file you want to **Copy From** and the destination file(s) you want to **Copy To**. To choose more than one destination file click the first one and SHIFT + Click the last one to include all the files in between, or CTRL + Click the individual files to select them out of order.

Step 3: Choose the item you want to copy (**Copy What**) from the list. Depending on the item, you may be asked to click the manner in which you want the information treated.

Step 4: Click **OK** to make the copy.

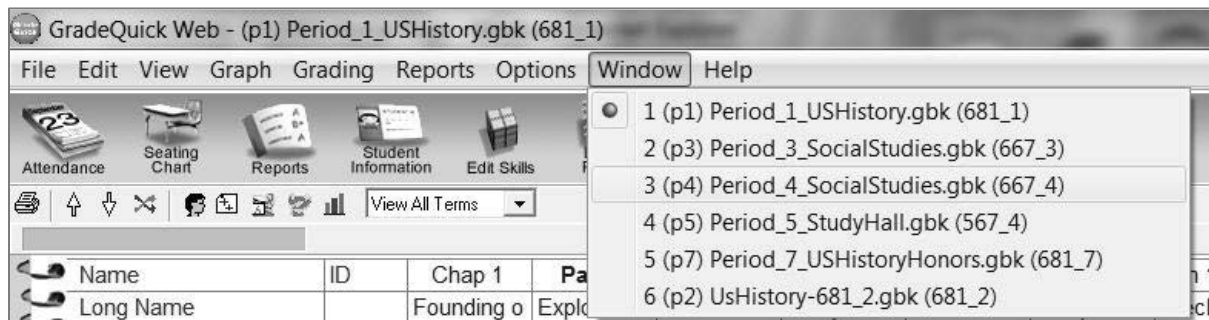


Using Your GradeQuick Gradebooks

Selecting a Gradebook

Step 1: Click **Window**.

Step 2: Select the gradebook you want to work with from the list that appears. The bullet appears in front of the gradebook that is currently displayed.



Entering Student Information

Student Information is the place to keep personal data about all of your students. You can print the data or even use it as selection criteria. You will need to enter the information for each student if new **Student Information** fields have been created.

To Enter Student Information:

Step 1: Click **Edit→Student Information** or click **Student Information** on the **BigToolbar**.

Step 2: To enter data, click in the empty Student Information cell to the right of a **Field Name**.

Step 3: Enter student data.

Step 4: Click **Next Student** to move to the next student on the list.

The screenshot shows a window titled "Edit Student Information" with a close button in the top right. Below the title bar, the name "Provost, Jesse" is displayed. A table with two columns, "Field Name" and "Information", contains the following data:

Field Name	Information
Activity	
Birthdate	2/18/1997
Contact name	Russell/Elizabeth Provost
Phone	505-555-4690
Address	186 May St.
City	Riverville
State	MO
Zip	64261
M/F	M

Below the table are several buttons: "OK" (with a checkmark icon), "Help" (with a question mark icon), "Previous Student", "Next Student" (which is circled in red), "Add New Field At End", "Add New Field At Cursor", and "Delete Field At Cursor".

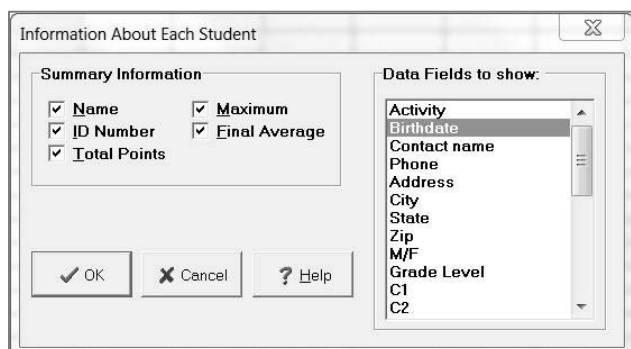
Or another way to enter Student Information:

Step 1: Click **View→Student Information**.

Step 2: Click the data field from the list or multiple data fields. Click **OK**. The spreadsheet displays that data field as a column on the screen next to the ID column.

Step 3: To enter data, click in the column for that data field and type your information for the student. Press **Enter**. Continue adding the student data. Press the **Enter** or the

Down Arrow key after each entry. Column width automatically adjusts to the widest entry.



	Name	ID	Birthday	Ficti
	Long Name			Study
	Term			1
	Category			Tes
	Date			04/17
	Possible			10
1.	Adler, Leslie	1	10/04/82	10
2.	Boyd, Jerry	18	5/09/83	**
3.	Chang, Julia	5	6/05/82	9
4.	Cohen, Josh	6		10
5.	Denton, Bill	14		9
6.	Elaberty, Sarah	7		8

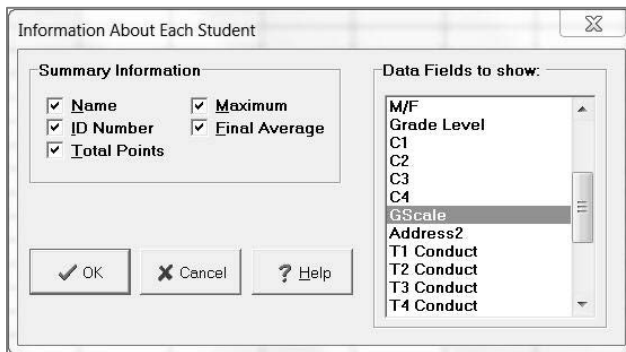
Note: Student Information from your school's administrative system may be included in the gradebook. This information may also be automatically updated when new information is made available.

Entering Student Information – Assigning Multiple Grade Scales

To Assign a Grade Scale to a Student or Group of Students:

Step 1: Click **View**→**Student Information**.

Step 2: Click the data field on the right to select **GScale**. Click **OK**. The spreadsheet displays the **GScale** column on the screen.



	Name	ID	GSc
	Long Name		
	Term		
	Category		
	Date		
	Possible		
1.	Adler, Leslie	1	1
2.	Boyd, Jerry	18	1
3.	Chang, Julia	5	1
4.	Cohen, Josh	6	1
5.	Denton, Bill	14	1
6.	Flaherty, Sarah	7	1

By default all students are assigned GScale number 1.

Step 3: To change a student to a different **GScale**, click in the column for that student and type the number corresponding to the **GScale** that was created for this student or group of students.

Step 4: Press **Enter**. Continue changing the **GScale** for any other students that need to be assessed based on a different **GScale**. Press the **Enter** or the **Down Arrow** key after each entry.

	Name	ID	GSc
	Long Name		
	Term		
	Category		
	Date		
	Possible		
1.	Adler, Leslie	1	1
2.	Boyd, Jerry	18	1
3.	Chang, Julia	5	2
4.	Cohen, Josh	6	1
5.	Denton, Bill	14	1
6.	Flaherty, Sarah	7	1

To assign the whole class to a different **GScale**, you can use the **Global Changes** feature. For more information, see the **Global Changes** section in this document. Or right-click and choose **Fill Current Column**.

Entering Class Information

The **Class Information** fields contain information specific to each gradebook or class. Information recorded there can be printed on reports and may be used for proper importing and exporting of data. It is not necessary to enter information in all the fields. We recommend that you enter information at least for the following fields: **Subject** and **Teacher Name** if that information is not already provided with your import.

To Enter Class Information:

Step 1: Click **Edit→Class Information**.

Step 2: To enter data, click in the empty **Class Information** cell to the right of the **Field Name**.

Step 3: Enter the class data. Click **OK**.

Field Name	Information
Teacher Name	ANDREWS, MR.
Period	2
Room #	327
Teacher Code	815
Class ID	681_2
School Name	
Source Filename	681_2
Priority	3
GPA Multiplier	

Information is entered on right side.

OK Help

Add New Field At End Add New Field At Cursor

Delete Field At Cursor

Note: The data in the **Class Information** fields comes from the school's administrative system. Teachers in schools using a custom interface should not remove any field names or change them. Changing or deleting them may cause failure to export and import proper data.

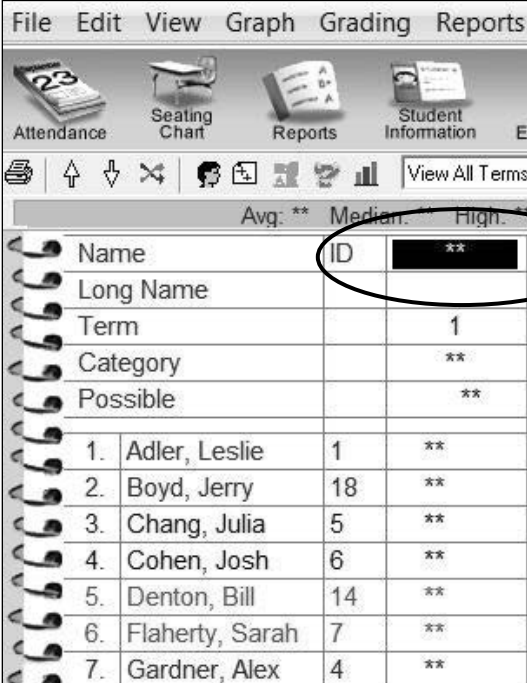
Entering Test/Assignment Information

Keeping track of student grades is the traditional use of a gradebook. Here we will guide you through entering your first test. GradeQuick uses the word Test to refer to any assignment whether it is a quiz, homework, project or other graded assignment.

To Enter Test Information:

- Step 1:** You can add a test column in one of five ways; click **Edit→Add/Del Students or Tests→Add Tests**, click to the right of the last test column, click the **Add New Test** icon, right click the spreadsheet, or press **F6**. – (After clicking to the right of the last test column, a Quick Tip message box will appear. Choose **Yes** on **Quick Tips**.)
- Step 2:** With the cell for **Name** highlighted, type a short name for the title of the assignment. Press **Enter** or use the **Down Arrow** to move to the next row.

To hide toolbars, click **View→ToolBars**. Click the toolbar(s) you want to hide.



	Name	ID	
	Long Name		
	Term		1
	Category		**
	Possible		**
1.	Adler, Leslie	1	**
2.	Boyd, Jerry	18	**
3.	Chang, Julia	5	**
4.	Cohen, Josh	6	**
5.	Denton, Bill	14	**
6.	Flaherty, Sarah	7	**
7.	Gardner, Alex	4	**

Name field is limited to 8 characters.














Step 3: The cell for **Long Name** is highlighted – A dialog box will appear. Type your descriptive long name. Click **OK**.



A dialog box titled "Long Name" with a text input field containing "Basic math facts 2 digit addition". Below the input field are two buttons: "OK" with a checkmark icon and "Cancel" with an X icon.

Step 4: The cell for **Term (Quarter)** has a default of 1 for grading period 1. If you are beginning your gradebook in a grading period other than one, you can change the term number to correspond to the number of the grading period.

Step 5: Highlight the **Category** cell. Type the classification for the assignment such as homework, quiz, or test. Press **Enter**. You may also want to consider entering topics or skill sets as the category field.

File Edit View Graph Grading Reports			
<div>  Attendance  Seating Chart  Reports  Student Information </div>			
<div>          </div>			
Basic Math Facts Avg: ** Median: **			
	Name	ID	Facts-1
	Long Name		Basic Math
	Term		1
	Category		Homework
	Possible		**
1.	Adler, Leslie	1	**
2.	Boyd, Jerry	18	**

Category names may be up to 8 characters long.
You may have up to 32 categories in one gradebook.

Step 6: With the **Date** cell is highlighted, by default, today's date will appear. To change the date, double click in the cell. The drop-down calendar will appear. Select the date by double clicking on the date. The arrow buttons allow you to move through the calendar. Press **Enter** to move to the next cell.

The screenshot shows the GradeQuick software interface. At the top is a menu bar with options: File, Edit, View, Graph, Grading, Reports, Options, Window. Below the menu bar is a toolbar with icons for Attendance, Seating Chart, Reports, Student Information, Edit Skills, and Lesson Planner. A 'View All Terms' dropdown is also present. The main window displays the 'Basic Math Facts' test setup. The 'Date' field is highlighted, and a calendar dropdown is open, showing September 2010. The calendar has arrows for navigation and a 'September, 2010' title. The test setup table below shows fields for Name, ID, Facts-1, SubTotal, and Possible. A list of students is shown below the table, including Adler, Leslie, Boyd, Jerry, Chang, Julia, Cohen, Josh, Denton, Bill, Flaherty, Sarah, and Gardner, Alex.

Name	ID	Facts-1	SubTotal	Possible
1. Adler, Leslie	1			
2. Boyd, Jerry	18			
3. Chang, Julia	5			
4. Cohen, Josh	6			
5. Denton, Bill	14			
6. Flaherty, Sarah	7			
7. Gardner, Alex	4			

Step 7: With **Possible** cell highlighted, type a number of possible points for this test. Press **Enter**.

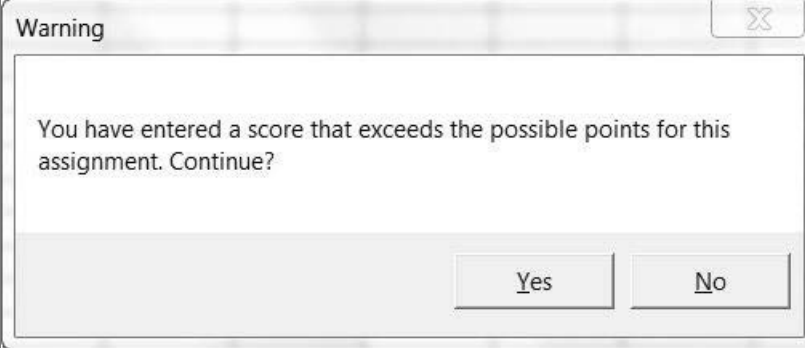
Step 8: Now you are ready to enter student scores. Simply enter a student score or grading symbol then press **Enter** to enter scores or grading symbols for the next student.

The screenshot shows the GradeQuick software interface for the 'Apply math facts to real world' test. The 'Possible' field is highlighted with a value of 100. A callout box on the left explains that the 'Long Name' is displayed in the Test Status Line and that the Test Status Line also includes statistics. A callout box on the right explains that possible points must be entered to enter scores or symbols for students. The test setup table below shows fields for Name, ID, Facts, and Possible. A list of students is shown below the table, including Adler, Leslie, Boyd, Jerry, and Chang, Julia.

Name	ID	Facts	Possible
1. Adler, Leslie	1		100
2. Boyd, Jerry	18	**	
3. Chang, Julia	5	94	

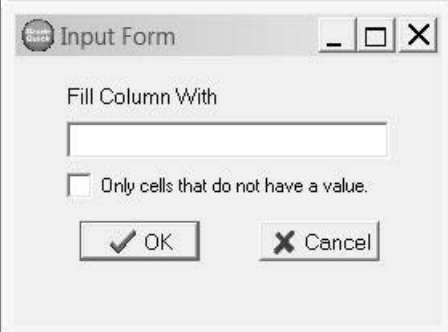
5.	Denton, Bill	14	88
6.	Flaherty, Sarah	7	103

If the score exceeds the maximum number of possible points, the following warning may appear. Click **Yes** to continue adding the next student's score. Clicking **No** will keep the current score.



A warning dialog box titled "Warning" with a close button (X) in the top right corner. The main text reads: "You have entered a score that exceeds the possible points for this assignment. Continue?". At the bottom right, there are two buttons: "Yes" and "No".

Note: To turn off the warning, click **Options → Preferences**. Uncheck the box for **Warn if Score exceeds Possible for Test**. Click **OK**.



An "Input Form" dialog box with a title bar containing a "Grade" icon and standard window controls. The main area is labeled "Fill Column With" and contains a text input field. Below the field is a checkbox labeled "Only cells that do not have a value." At the bottom, there are two buttons: "OK" with a checkmark icon and "Cancel" with an X icon.

To enter the same score for all or several students, right-click and select **Fill Current Column**. Type in the score you want copied for all students or check the box to copy scores for students who don't currently have a score.

Using Score Footnotes

If you or your administrator created Score Footnotes, you may add the Score Footnotes to specific scores in your gradebook.

To Use Score Footnotes:

Step 1: Click a score box. Right click and choose appropriate **Add Score Footnote** from the menu that appears.

Name	ID	Facts-1	Facts-2	Ap
Long Name		Basic math f	Basic math f	Appl
Quarter		1	1	
Category				
Date		0		
Possible				
1. Adler, Leslie	1			
2. Boyd, Jerry	18			
3. Chang, Julia	5			
4. Cohen, Josh	6			
5. Denton, Bill	14			
6. Flaherty, Sarah	7			
7. Gardner, Alex	4			
8. Guth, Michael	8			
9. Jackson, Martin	9			
10. Johnson, Dave	2			

Can't Undo
Add Student(s)...
Add Tests(s)...
Insert Test
Attach Skills to Test Facts-1
Add Score Footnote: l Late
Add Score Footnote: n Needed Assistance
Add Score Footnote: i Incomplete
Add Score Footnote: m Modified
Delete Student Adler, Leslie
Drop Student Adler, Leslie
Hide All Other Students
Show All Students
Hide Dropped
Delete Test Facts-1
Zap Current Column
Fill Current Column
Global Changes
GradeBook To GradeBook Copy

Weight				
Possible		100	100	
1. Adler, Leslie	1	100	**	
2. Boyd, Jerry	18	**	75 _m	
3. Chang, Julia	5	94	97	

Student's score will appear with the Score Footnote. Score Footnotes are available to print out on reports along with the **Score Footnote Key**.

Step 2: To remove a score footnote, click a score box. Right click and choose **Remove Footnote**.

Setting Up Term Weighting

This weighting system is used to equally combine term subtotals for an overall final grade. For example, if your school averages 4 quarters equally to compute an overall final grade, you will want to use this weighting system. Final exams can also be weighted and included in the calculation of the final grade. If you do not weight by terms, GradeQuick will by default calculate the final grade based on the total points possible for all assignments. Terms with different numbers of assignments or points possible will not equally contribute to the final grade.

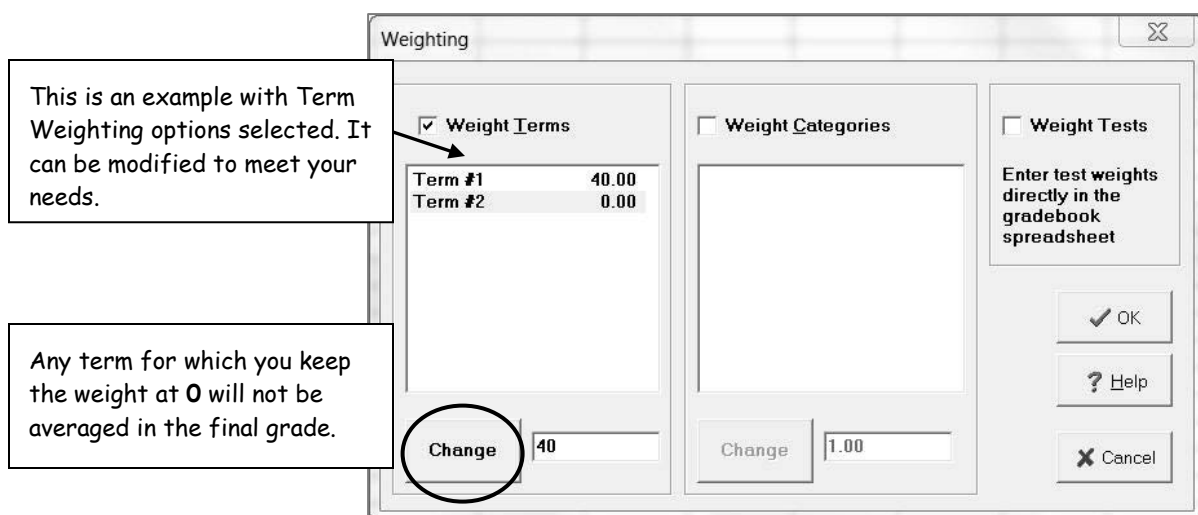
To Set Term Weights:

Step 1: Click **Grading**→**Weighting**. The **Weighting** dialog box appears.

Step 2: Click **Weight Terms**. Note that all the terms you have in your gradebook will appear.

Step 3: Click one of the terms, such as **Term 1**. Highlight the **0.00** in the box next to **Change**. Type a weight, such as **40**. Click **Change**.

Step 4: The highlight will move down to the next term, such as **Term 2**. Change the 0 to its weight, such as **40**. Click **Change**.



Step 5: Continue to change each term weight in the list from 0 to the appropriate weight. When changes are complete, all terms should have weights in the list box. When all weights are exactly as you want them, click **OK**.

Note: If you set weights for current terms now, you can enter weights for additional terms when you add them to your file. A dialog box will pop up to remind you to weight new terms. The total of all weights do not have to equal 100.

Setting Up Category Weighting

Teachers who want to specify the value that each category has in computing the term or final grade use this weighting method. If you are already weighting Terms, categories are weighted within each term, and then term weights are applied to calculate the final average.

To Set Category Weights:

Step 1: Click **Grading→Weighting**. The Weighting dialog box appears. Click **Weight Categories**.

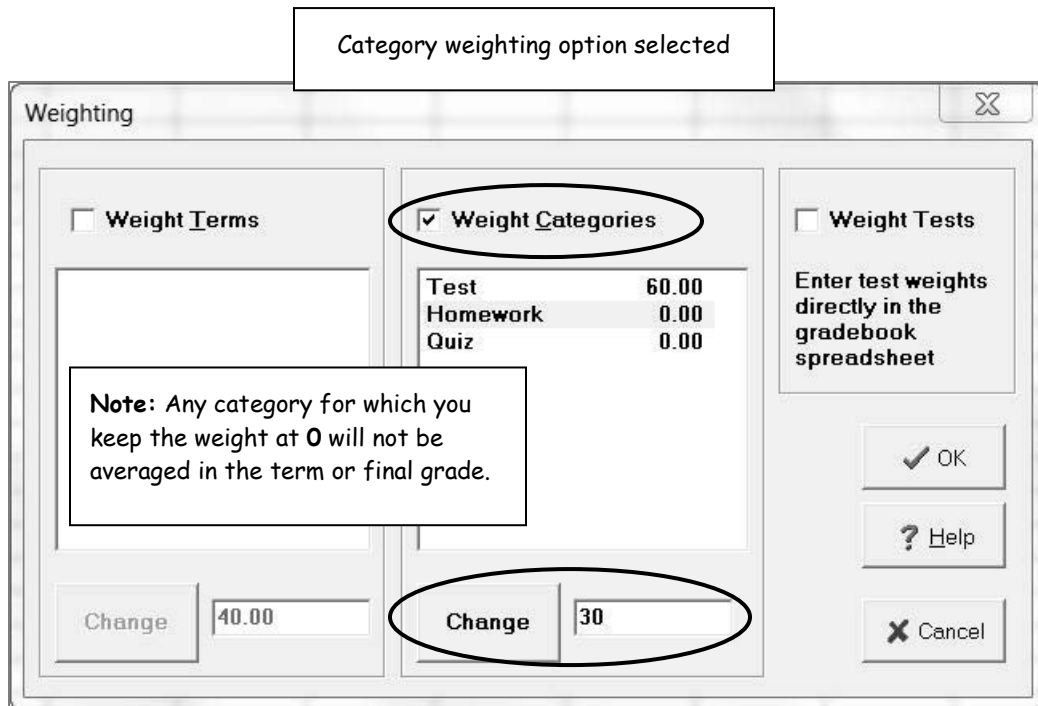
***Note:** If you set weights for current categories now, you can enter weights for additional categories when you add them to your file. A dialog box will pop up to remind you to weight new categories.*

Step 2: Note that all the categories you have in your gradebook will appear.

Step 3: Click one of the categories, such as Test. Highlight the 0.00 in the box next to **Change**. Type a weight, such as 60. Click **Change**.

Step 4: The highlight will move down to the next category, such as Homework. Change the 0 to its weight, such as 30. Click **Change**. Change the weight for each category in the list.

Step 5: When changes are complete, all categories should have weights in the list box. When all weights are exactly as you want them, click **OK**.

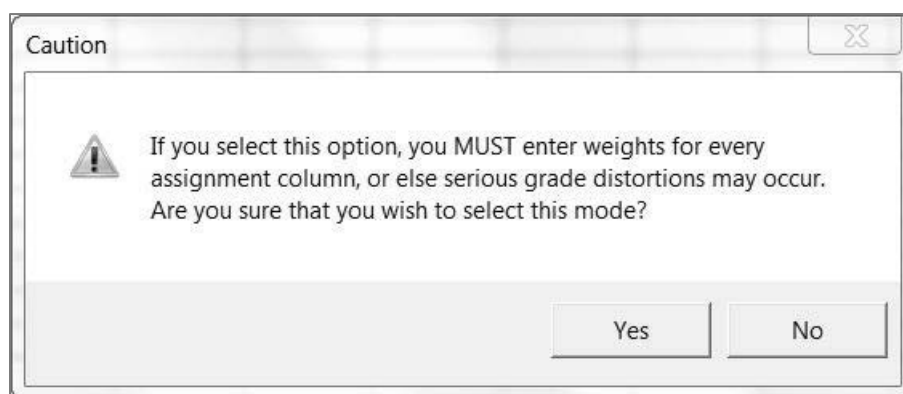


Setting Up Tests Weighting

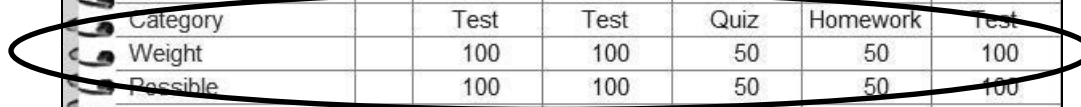
Teachers who want to specify the value that each test/assignment has in computing the term or final grade use this weighting method. If you are already weighting Terms, tests/assignments are weighted within each term, and then term weights are applied to calculate the final average.

To Set Test Weights:

Step 1: Click **Grading→Weighting**. The **Weighting** dialog box appears. Click **Weight Tests**. Caution message appears advising you to enter a weight for all test/assignments. Click **Yes**.



Step 2: Click **OK** to close the **Weighting** dialog box. The **Weighting** dialog box closes and you return to the gradebook spreadsheet and a new row appears in the **Test Description** area. The possible point value is duplicated in the Weight row for all current tests/assignments.



Name	ID	Facts-1	Facts-2 ₄	Apply ₁	Compare ₃	Test-1
Long Name		Basic mat	Basic mat	Apply math	Compare	Mathemati
Term		1	1	1	1	1
Category		Test	Test	Quiz	Homework	Test
Weight		100	100	50	50	100
Possible		100	100	50	50	100
1. Adler, Leslie	1	100	80	45	√+	92

Weight Tests options selected

Step 3: Enter a weight for each test/assignment by typing the value for each assignment.
Any assignment with a zero weight will NOT be averaged into the Term/Final average.

Name	ID	Facts-1	Facts-2 ₄	Apply ₁	Compare ₃	Test-1
Long Name		Basic mat	Basic mat	Apply math	Compare	Mathemati
Term		1	1	1	1	1
Category		Test	Test	Quiz	Homework	Test
Weight		2	2	1	1	2
Possible		100	100	50	50	100
1. Adler, Leslie	1	100	80	45 ₁	√+	92

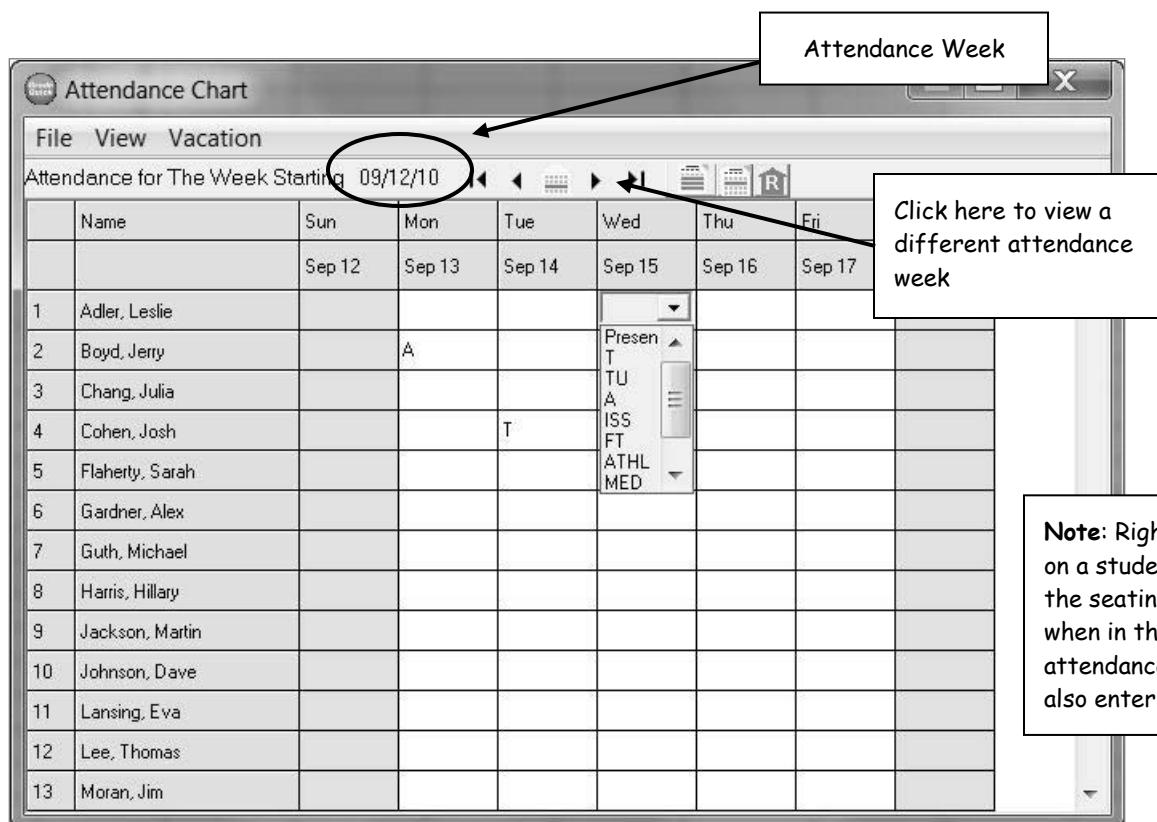
Entering Attendance

GradeQuick allows you to track student attendance. This information displays on printed reports and is exported. The **Attendance Chart** will allow you to display individual student totals and daily attendance totals.

To Record Attendance:

Step 1: Click **Edit→Attendance→Attendance Chart** or click **Attendance** icon on the **BigToolbar**.

Step 2: The **Attendance Chart** appears for the current week.



Step 3: Choose the student that is absent. Click in the cell for the date. A drop-down menu appears. Scroll to find the appropriate code.

Step 4: When finished click **File→Exit Attendance**.

Note: After you have recorded your attendance, you can send your daily attendance to the office. From the Attendance Chart or seating chart, select **File→Send Attendance**. The current date appears. Click **OK**. Export completion is confirmed. Check with your GradeQuick manager to see if Attendance Export is available to you. Also, your school may have set up the attendance export to occur automatically.

Changing the Attendance Chart View

To Change the View of the Attendance Chart:

Step 1: From the Attendance Chart click **View→Options**.

Step 2: Click the **Subtotals** tab. You may choose to view no totals, year totals, or term totals. Next, choose the attendance totals to show – tardies, absences, or both. Click **OK**.

Attendance View Options

General Subtotals

Student Attendance Subtotal To Show

☐ None

☒ Year Totals

☐ Current Term Totals

Class Attendance Subtotals To Show

☒ Total Daily Absences

☒ Total Daily Tardies

OK Cancel Help

Individual student attendance totals

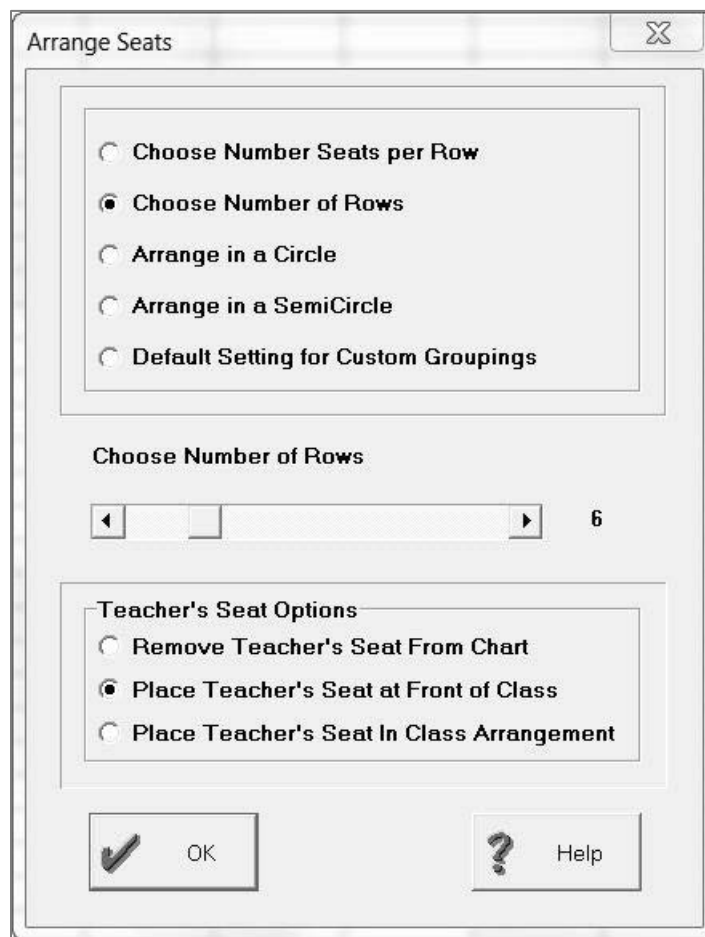
	Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Total
		Sep 2	Sep 3	Sep 4	Sep 5	Sep 6	Sep 7	Sep 8	Absences	Tardies
1	Adler, Leslie								0	0
2	Boyd, Jerry		A		A				1	0
3	Chang, Julia								0	0
4	Cohen, Josh			T					0	1
5	Denton, Bill								1	0
6	Flaherty, Sarah								2	0
7	Gardner, Alex					ATHL			0	0
8	Guth, Michael								1	0
9	Jackson, Martin								0	0
	Number Absent	0	1	0	0	0	0	0		
	Number Tardy	0	0	1	0	0	0	0		

Creating a Seating Chart

You can create several seating charts for each class gradebook.

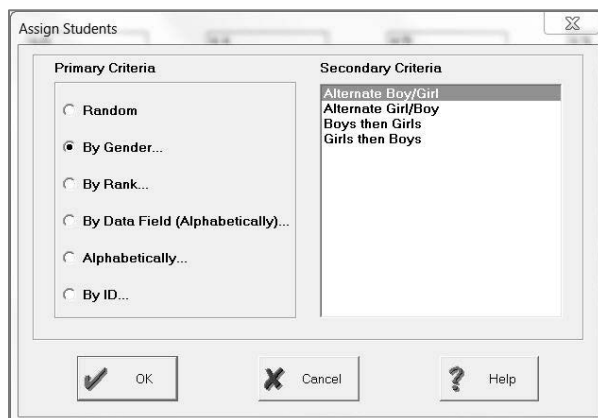
To Create a Seating Chart:

Step 1: Click **Edit→Seating Chart** or click **Seating Chart** on the **BigToolbar**. A reminder will appear. Click **OK**. The **Arrange Seats** dialog box will appear. **Choose Number of Rows**; set number of rows by scrolling. Select one of the **Teacher's Seat Options**. Click **OK**.



Step 2: Your new seating chart appears. You can then choose **Assign Seats from the Seating Chart's Edit menu** and GradeQuick will assign seats based on the criteria you select.

Note: You can always revise the chart by clicking on any seat - hold down the left mouse button - drag the seat to a new location.



You can modify the appearance of your seating chart by using the **Options** menu.



Step 3: Click **File→Save Chart As**. Type the name of the chart, such as **“Lab Groups”**. Click **OK**. Click **File→Exit**.

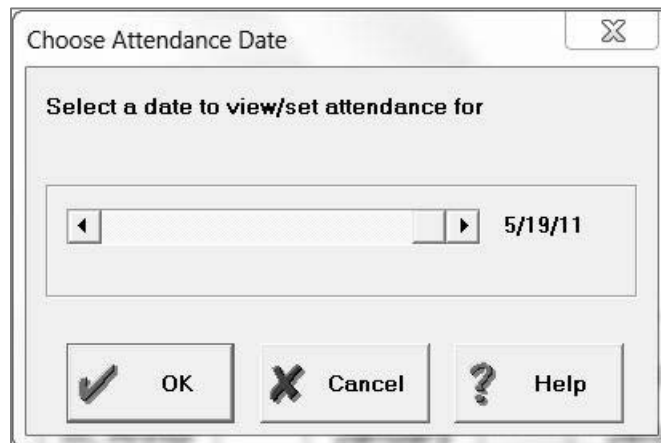


Note: You can create several seating charts for the same students. (e.g., Group work, testing, partners, etc.)

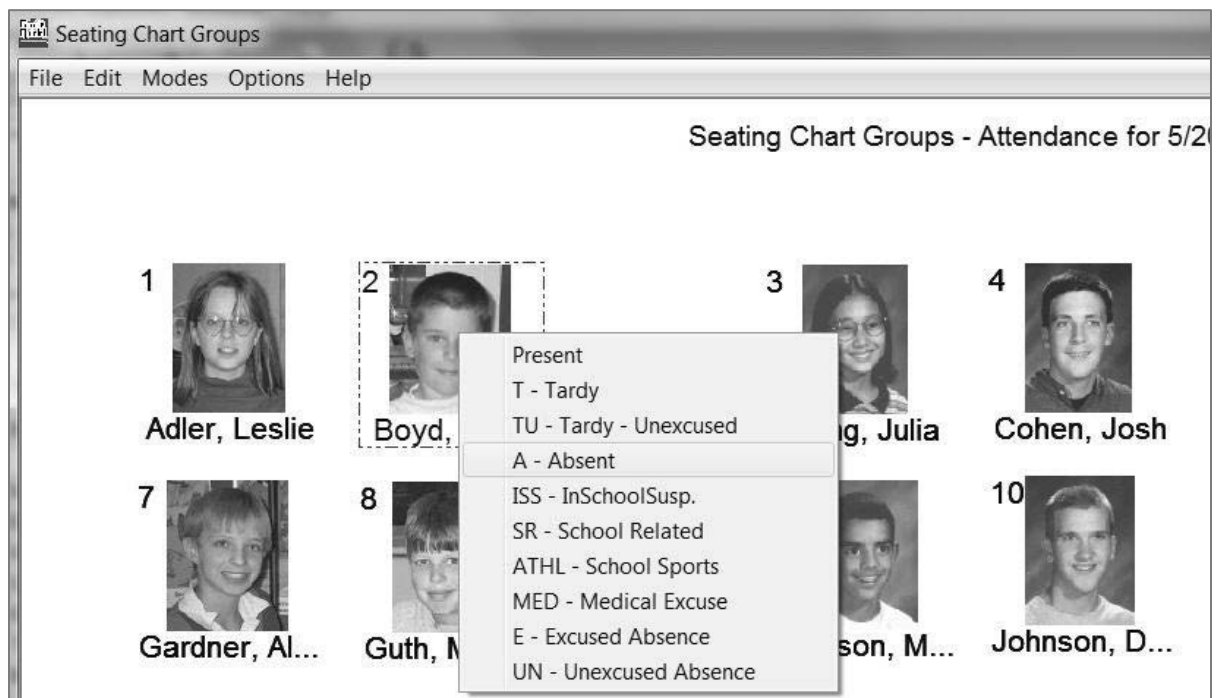
Taking Attendance Using the Seating Chart

Step 1: Select **Modes→Edit Attendance**. Click **OK**.

Step 2: Choose the date you want to edit attendance for by using the right or left arrows.
Click **OK**.



Step 3: Right click a student to bring up a menu of the Absence/Tardy Codes.



Step 4: To return to the seating chart features, select **Modes→Edit Attendance**.

***Note:** After you have recorded your attendance, you can send your daily attendance to the office. In the seating chart, select **File →Send Attendance and Exit**. Select the correct day. Click **OK**. Select the students for whom you want to send attendance information. Click **OK**. Click **OK** again. Export completion is confirmed.*

*Using the Student
Assessment and Lesson
Planner in Your
GradeQuick Gradebooks*

Using Skills in GradeQuick

The **Skills** feature available in GradeQuick allows you to break skills into two levels – standards and individual measurable skills. Skills are often assessed with rubrics or marks different from the traditional A-F or percentage-based grading scales. GradeQuick allows you to define additional assessment scales (rubrics) for Skills than what is used in the traditional gradebook.

There are several ways to enter skills into the gradebook – manually entering them, importing from skill files (.skf), through an Edline add-on product, Standards Builder or as part of the interface with a student administration system. Contact your GradeQuick manager for more information on what method will be available to you.

To manually enter your standards and skills, you'll start first by entering the information by layers. We suggest that you start with creating the assessment scales that you will use to determine how skills are graded.

Once you have entered the data in layers, you'll be able to use them to assess students, link to lesson plans, and associate them to assignment scores.

Standards and Skills

Gradebook Spreadsheet | Assessment Scales | Skills Reports | Lesson Planner | Import | Help

+ Skill Standard - Delete

General

Number - Concepts

- ✓ Compute using operations
- ✓ Work with numbers
 - Work with number groups
 - Work with place value
- Number representation

Number - Skills

- ✓ Add, subtract, multiply, and divide
- ✓ Whole number identification
 - Add/subtract fractions & decimals
 - Whole numbers and fractions

Geometry

- Use visualization, spatial reasoning and geom
- Classify angles relative to 90 degrees
- Locate and identify points in a coordinate plane

Skill Name

Compute using operations

Skill Information | Student Assessments | Lesson Plans | Tests | Student Test Grades

	Student Name	Term #1	Term #2	Year
1.	Adler, Leslie	Mastery	Mastery	Mastery
2.	Boyd, Jerry	Mastery	Mastery	Mastery
3.	Chang, Julia	Mastery	Mastery	Mastery
4.	Cohen, Josh	Developing	Developing	Developing
5.	Denton, Bill	Introduced	Introduced	Introduced
6.	Flaherty, Sarah	Mastery	Mastery	Mastery
7.	Gardner, Alex	Mastery	Mastery	Mastery

CHOOSING STUDENT ASSESSMENT METHOD

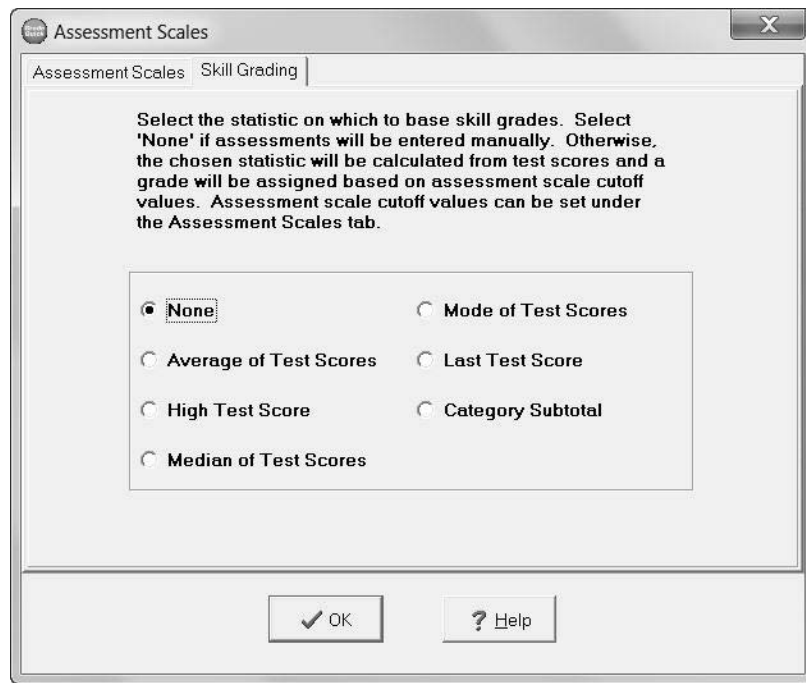
There are two methods that you can use to assess student progress towards skills. The first method is manually. The second is to set GradeQuick to use a statistical analysis to assess the students based on students' performance on related assignments. Applying a statistic requires that you assign skills to tests. (Covered later in this section) If you prefer to manually determine your students' performance based on observation, reviewing individual assignments personally or analyzing individual student scores you may skip to the next topic.

To Set Assessment Statistic:

Step 1: Click the **Skills** icon on the **BigToolbar**. Click the **Assessment Scales** button on the **Skills** toolbar.



Step 2: The **Assessment Scales** window appears. Click the **Skill Grading** tab.



Step 3: Select your preferred method for analyzing student scores to measure student progress towards skills. Click **OK**.

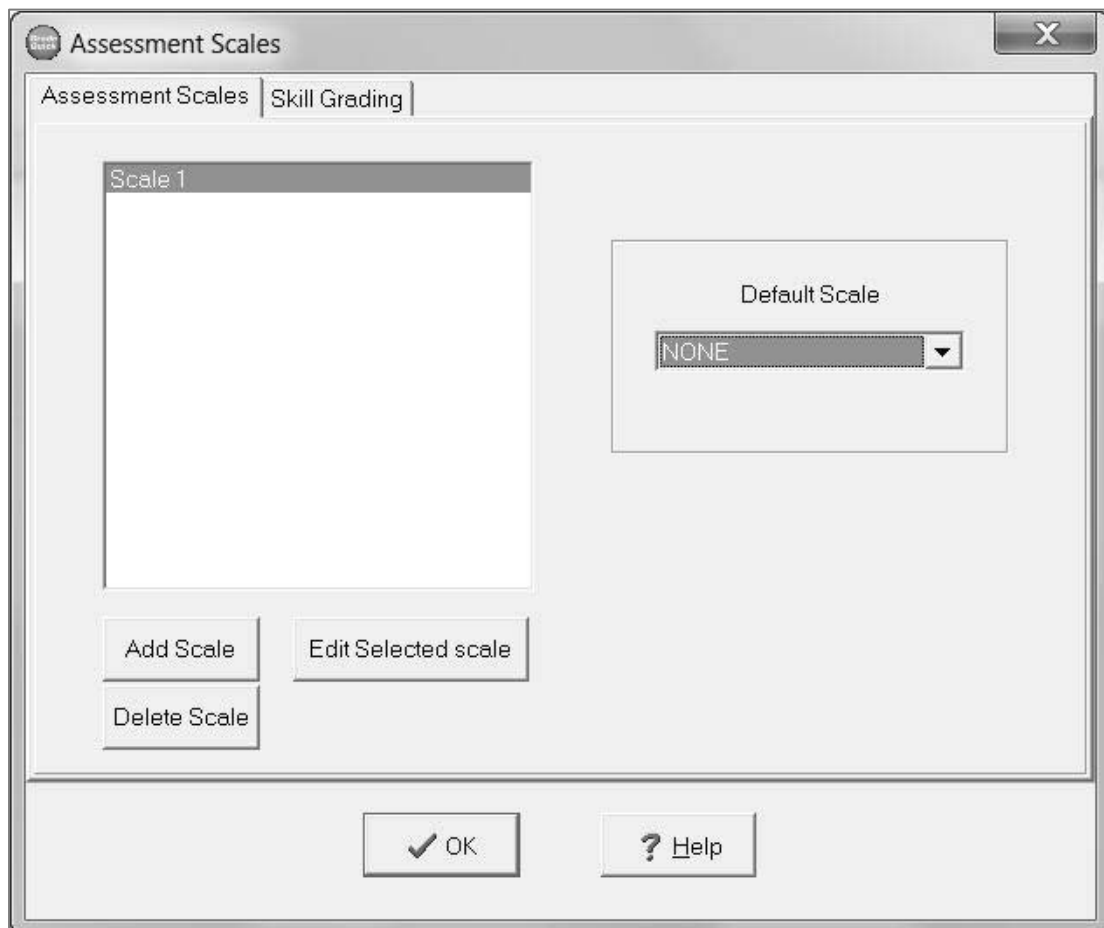
DEFINING A SKILL ASSESSMENT SCALE

Typically, skills are often assigned marks different from the traditional grading scales. Defining those in your gradebook will allow you to assess your students with your defined assessment scale.

To Add Skill Assessment Scale(s):

Step 1: Click the **Skills** icon on the **BigToolbar**. Click the **Assessment Scales** button on the **Skills** toolbar.

Step 2: The **Assessment Scales** window appears. Scale 1 is highlighted; click the **Edit Selected scale** button. The **Edit Assessment Scale Dialog** window opens.



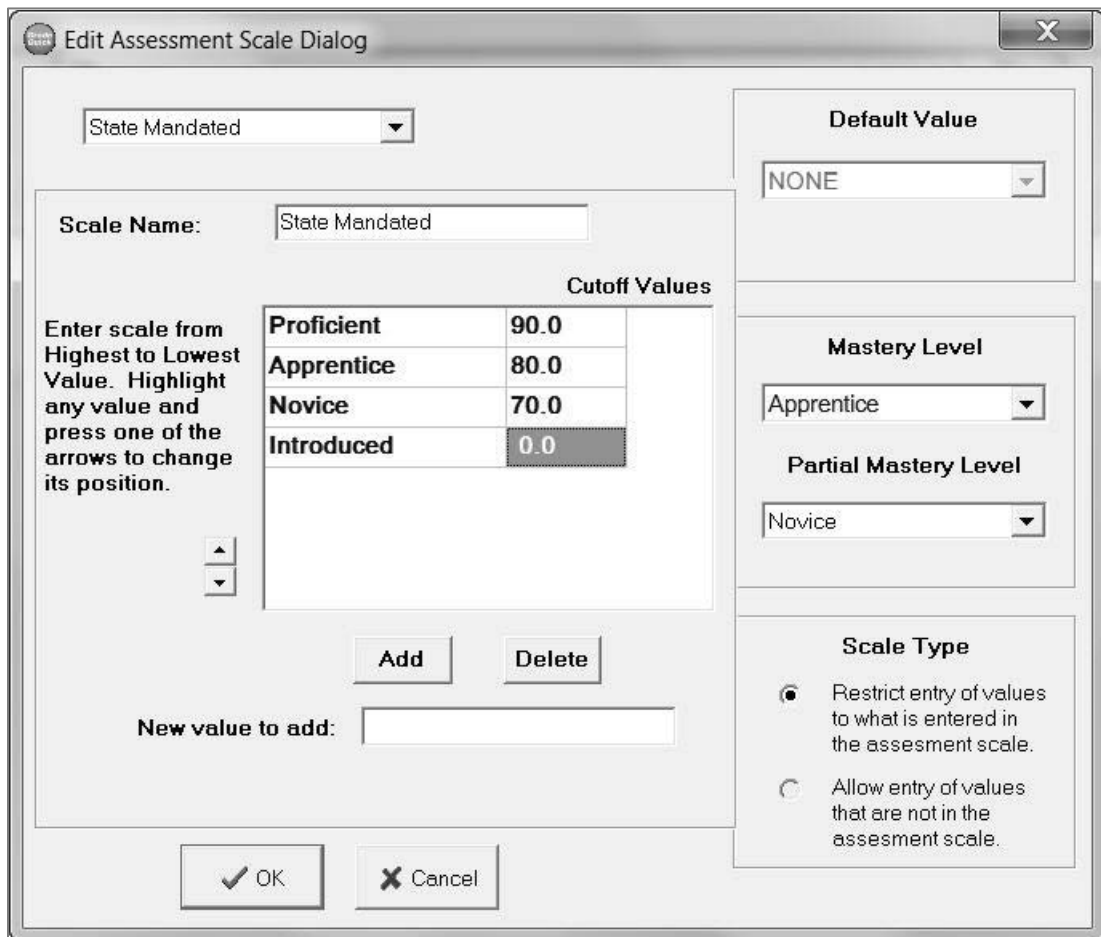
Step 3: Click in the **Scale Name** box and enter/edit the name of the grading scale.

Step 4: Click in the **New value to add** box at the bottom and type the highest value. Click the **Add** button. Continue to add scale values in order from highest to lowest. If you selected GradeQuick to use associated Test/Assignment scores to assess student progress, you will need to enter a cutoff value.

Step 5: Click the drop-down arrow to select your most commonly used mark as the **Default Value**. This will automatically fill in the student assessment with the selected value. (Optional)

Step 6: Click the drop-down arrow to select the **Mastery Level** value that indicates a student has achieved mastery of a skill. You may also select a value for **Partial Mastery Level**. (Class reports listing students that have not mastered specific skills are available in GradeQuick.)

Step 7: Click **Restrict** to lock the grading scale, which limits you to the choices from the scale or you may select to allow entry of values not available in assessment scale. If you entered a Mastery Level, you will not be able to enter any values other than those available in the assessment scale. If you need additional Assessment Scales, continue these steps.

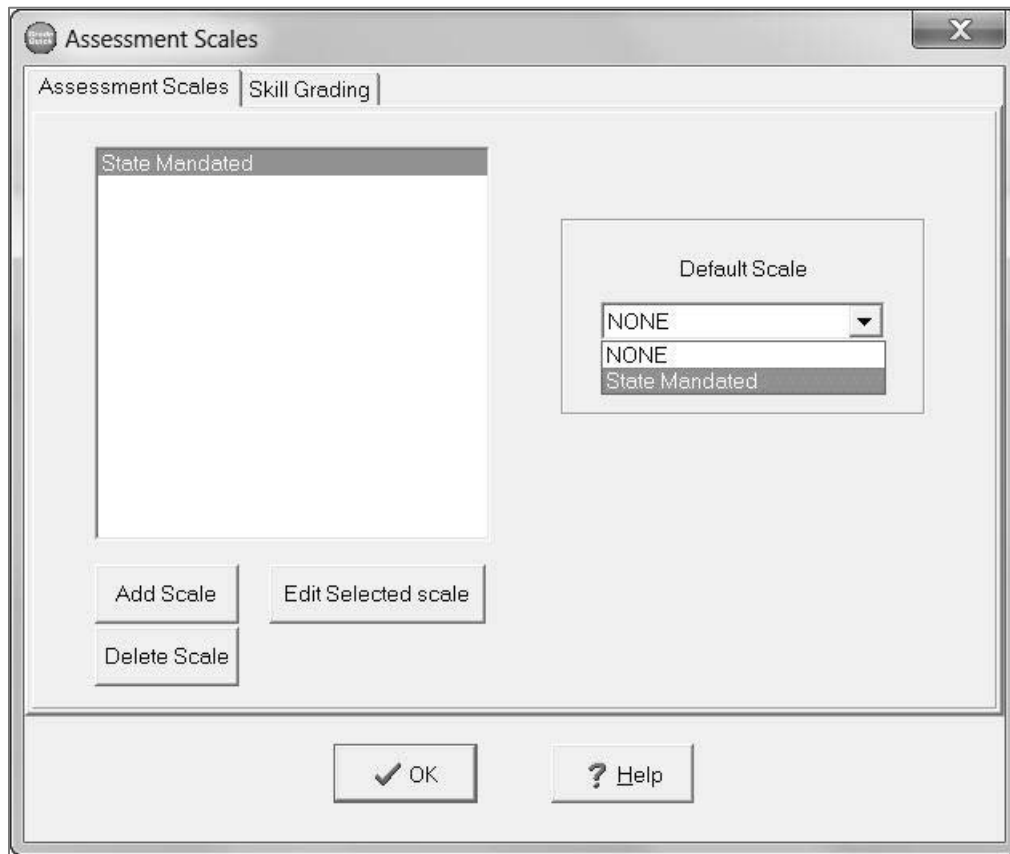


The "Edit Assessment Scale Dialog" window is shown. It features a dropdown menu at the top set to "State Mandated". Below this, the "Scale Name" field also contains "State Mandated". To the left of a table, a text box instructs: "Enter scale from Highest to Lowest Value. Highlight any value and press one of the arrows to change its position." The table, titled "Cutoff Values", has two columns: a level name and a numerical value. The levels are Proficient (90.0), Apprentice (80.0), Novice (70.0), and Introduced (0.0). The "Introduced" row is highlighted. Below the table are "Add" and "Delete" buttons, and a "New value to add:" field. On the right side of the dialog, there are three sections: "Default Value" (set to NONE), "Mastery Level" (set to Apprentice), and "Partial Mastery Level" (set to Novice). At the bottom right, the "Scale Type" section has two radio buttons: "Restrict entry of values to what is entered in the assesment scale." (which is selected) and "Allow entry of values that are not in the assesment scale." At the bottom of the dialog are "OK" and "Cancel" buttons.

	Cutoff Values
Proficient	90.0
Apprentice	80.0
Novice	70.0
Introduced	0.0

Step 8: When you finish, click **OK** to close the **Edit Assessment Scale Dialog** window.

Step 9: Select newly created Assessment Scale as **Default Scale** to automatically have all skills use that scale to assess students. Click **OK**.



ENTERING STANDARDS MANUALLY

GradeQuick divides Skills into a two-tier hierarchy: Standards and Skills. The first step is to create the standards, which will then hold skills within them. If you do not need to use standards, you can skip this step and add all of your skills under the “General” standard.

To Enter a Standard:

Step 1: Click the **Edit Skills** icon on the **BigToolbar**. Begin by selecting the default standard General in the column on the left. It will then appear on the right side under heading **Standard Name**. Change the name to the name of your first standard.

The screenshot shows the 'Standards and Skills' window. At the top is a toolbar with icons for 'Gradebook Spreadsheet', 'Assessment Scales', 'Skills Reports', 'Lesson Planner', 'Import', and 'Help'. Below the toolbar is a row of three buttons: a plus sign labeled 'Skill', a plus sign labeled 'Standard', and a minus sign labeled 'Delete'. The 'Standard' button is active. In the main area, the word 'General' is highlighted in a box on the left. On the right, there are two input fields: 'Standard Name' containing the text 'General' and 'Description' which is currently empty.

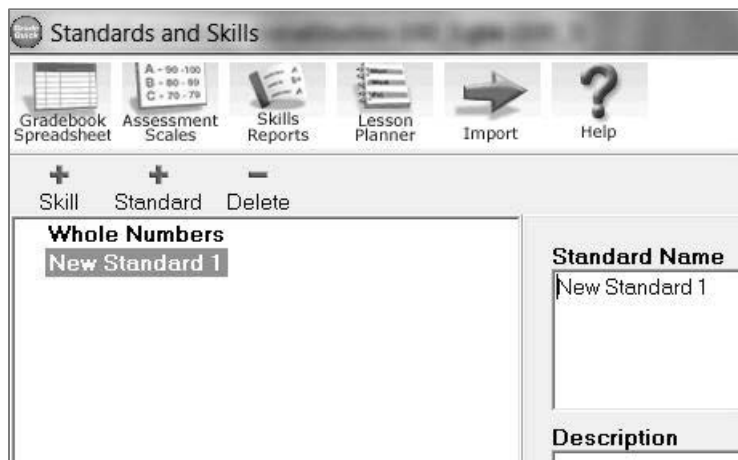
This screenshot shows the same 'Standards and Skills' window, but the 'Standard Name' field now contains the text 'Whole Numbers'. The 'General' standard has been replaced by the new one. The 'Description' field remains empty.

To Add additional Standards:

Step 1: Click the + **Standard** icon. New Standard 1 appears in left column and on right panel under **Standard Name**.



Step 2: Click in the **Standard Name** box and enter the standard's name. Click in the **Description** box and enter a short description. Click in the **Teacher Notes** box and enter any extra notes regarding the standard.



Standards and Skills

Gradebook Spreadsheet Assessment Scales Skills Reports Lesson Planner Import Help

+ Skill + Standard - Delete

Whole Numbers
Rational Numbers

Standard Name
 Rational Numbers

Description

Teacher Notes

Step 3: Continue adding standards by repeating the steps above.

Standards and Skills

Gradebook Spreadsheet Assessment Scales Skills Reports Lesson Planner Import Help

+ Skill + Standard - Delete

Whole Numbers
Rational Numbers
Number Theory
Whole Number Operations
Application and Computation
Estimation
Patterns, Relations and Functions
Geometric Relationships

Standard Name
 Geometric Relationships

Description

Teacher Notes

MANUALLY ADDING SKILLS TO A STANDARD

Skills are the measurable items that you will use to assess student progress. After you enter skills in GradeQuick, you will be able to link them to lesson plans, tests (assignments), and assess students.

To Manually Add Skills to a Standard:

Step 1: Filter the list by selecting a standard from the list on the left. Click the **Add New Skill** icon (+). Type the name in the **Skill Name** box.

Standards and Skills

Grade Quick Assessment Scales Skills Reports Lesson Planner Import Help

+ Skill Standard Delete

Whole Numbers
1.4.1 Recognize equivalent representations for the same whole number and generate them by composing and decomposing numbers

Rational Numbers
Number Theory
Whole Number Operations
Application and Computation
Estimation
Patterns, Relations and Functions
Geometric Relationships

Skill Name
1.4.1 Recognize equivalent representations for the same whole number and generate them by composing and decomposing numbers

Skill Information | Student Assessments | Lesson Plans | Tests | Student Test Grades

Description

Teacher Notes
1076=1000+70+6
1076=500+500+25+25+25+1

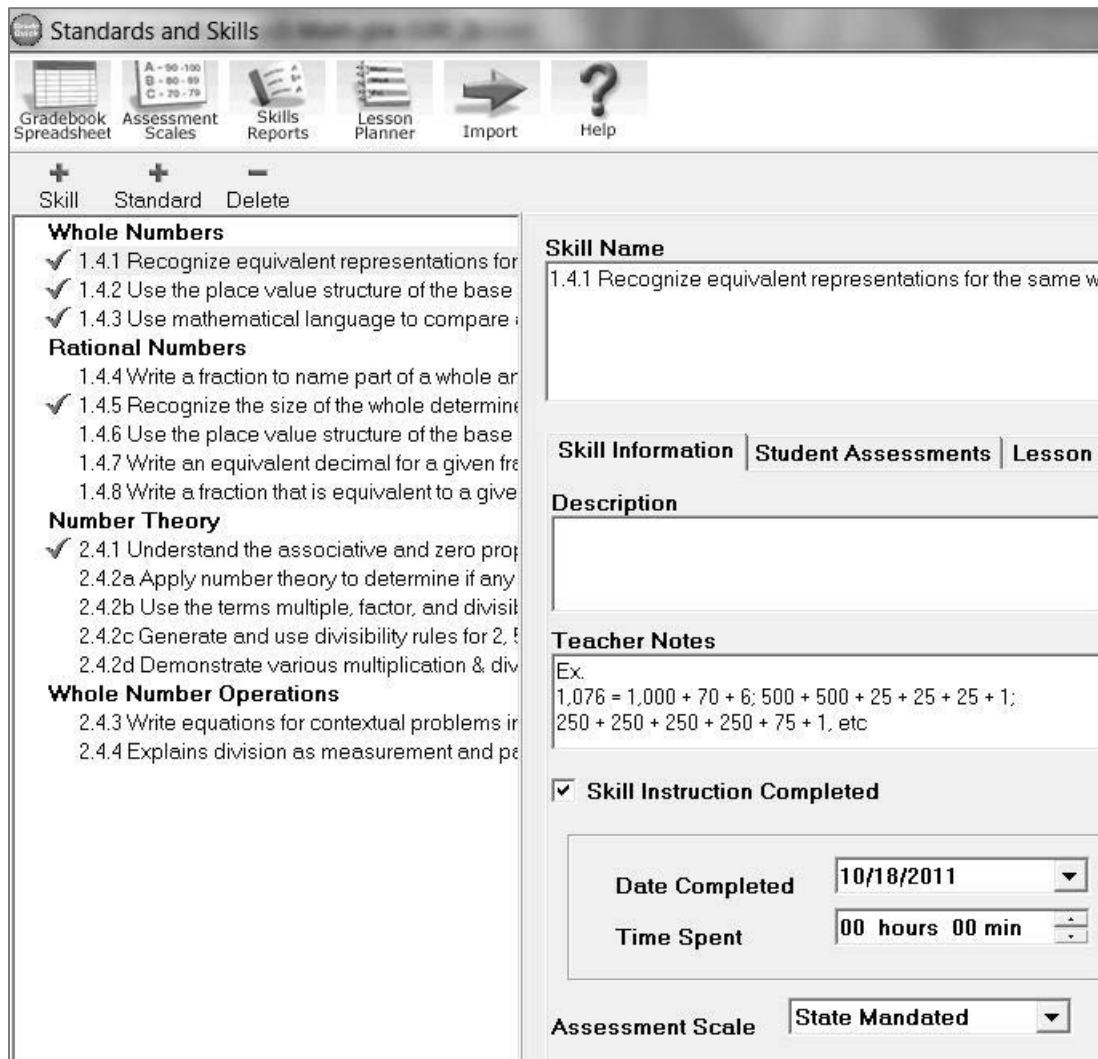
☐ Skill Instruction Completed

Assessment Scale State Mandated

Step 2: The **Description** and **Teachers Notes** boxes allow you to enter a more complete description and additional notes that you would like to include with the skill.

Step 3: Select the **Assessment Scale** by clicking the drop-down arrow to change from the Default scale to another scale.

Step 4: Follow the above steps for each skill.



Standards and Skills

Gradebook Spreadsheet | Assessment Scales | Skills Reports | Lesson Planner | Import | Help

+ + -

Skill Standard Delete

Whole Numbers

- ✓ 1.4.1 Recognize equivalent representations for
- ✓ 1.4.2 Use the place value structure of the base
- ✓ 1.4.3 Use mathematical language to compare

Rational Numbers

- 1.4.4 Write a fraction to name part of a whole ar
- ✓ 1.4.5 Recognize the size of the whole determin
- 1.4.6 Use the place value structure of the base
- 1.4.7 Write an equivalent decimal for a given fre
- 1.4.8 Write a fraction that is equivalent to a give

Number Theory

- ✓ 2.4.1 Understand the associative and zero prop
- 2.4.2a Apply number theory to determine if any
- 2.4.2b Use the terms multiple, factor, and divisi
- 2.4.2c Generate and use divisibility rules for 2, 5
- 2.4.2d Demonstrate various multiplication & div

Whole Number Operations

- 2.4.3 Write equations for contextual problems ir
- 2.4.4 Explains division as measurement and pe

Skill Name

1.4.1 Recognize equivalent representations for the same w

Skill Information | Student Assessments | Lesson

Description

Teacher Notes

Ex.
 $1,076 = 1,000 + 70 + 6$; $500 + 500 + 25 + 25 + 25 + 1$;
 $250 + 250 + 250 + 250 + 75 + 1$, etc

☒ **Skill Instruction Completed**

Date Completed 10/18/2011

Time Spent 00 hours 00 min

Assessment Scale State Mandated

Note: During the year as you complete instruction on the various skills, you can click the box to indicate that you completed instruction. All completed skills are indicated in the list with a red check-mark. To enter the **Date Instruction Completed**, click the **Date Completed** drop-down arrow to select the date on the calendar. Double-click in the **Time Spent** box and use the up and down arrows to enter the time spent on the skill.

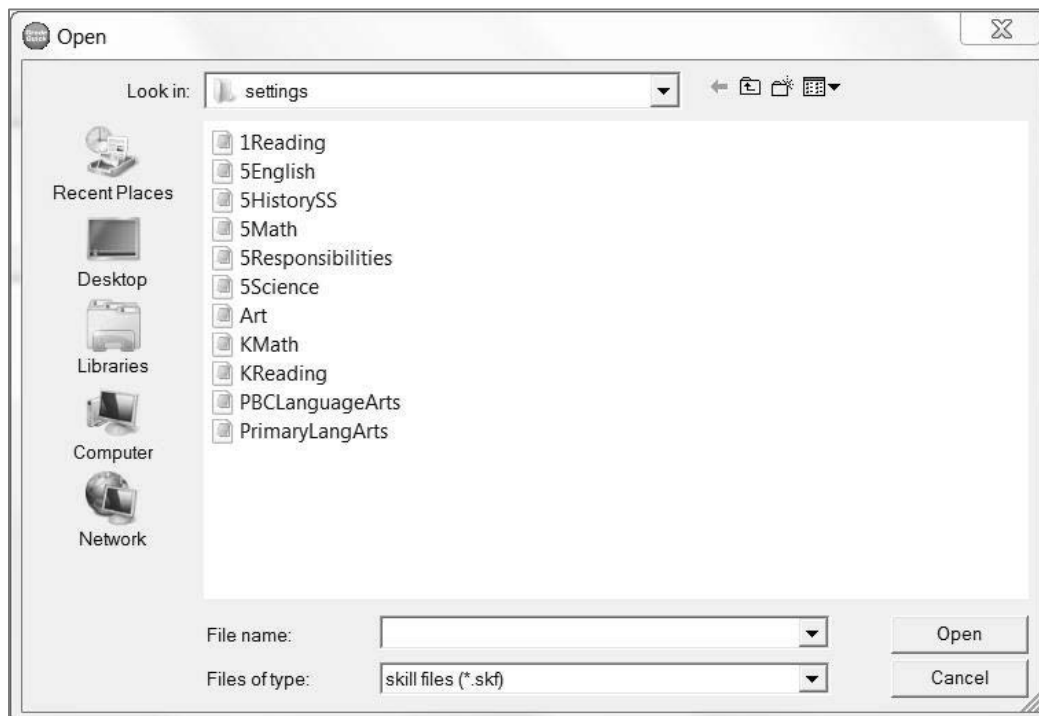
IMPORTING SKILLS

Your GradeQuick manager may create skill import files eliminating the need for you to manually enter all of your skills. GradeQuick managers should contact GradeQuick support for detailed instructions for building these files.

Step 1: Click the **Edit Skills** icon on the **BigToolbar**. Click the **Import** button on the **Skills** toolbar.



Step 2: In the **Open** box, choose the .skf file to import. (Your GradeQuick manager may need to tell you the name of the file.) Click **Open**. The skills will appear in the **Edit Skills Information** dialog box.



Manually Entering Student Assessment Grades

Use this method if you will be manually entering assessments, (i.e., you have chosen None as the method for grading skills).

Step 1: Click the **Skills Assessment** icon on the **BigToolbar**. Select the skill that you wish to assess your students. Select the **Student Assessment** tab.

Step 2: The cursor appears to the right of the first student. Type the skill grade or assessment for the student or choose the grade or assessment value from the drop-down menu. Pressing the **Enter** key will move the cursor down to the next student. If a default value has been set for a skill, each student will initially have that grade in that skill.

Standards and Skills

Gradebook Spreadsheet | Assessment Scales | Skills Reports | Lesson Planner | Import | Help

+ Skill + Standard - Delete

Whole Numbers

- ✓ 1.4.1 Recognize equivalent representations for
- ✓ 1.4.2 Use the place value structure of the base
- ✓ 1.4.3 Use mathematical language to compare

Rational Numbers

- 1.4.4 Write a fraction to name part of a whole ar
- ✓ 1.4.5 Recognize the size of the whole determin
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- 2.4.2d Demonstrate various multiplication & div

Whole Number Operations

- 2.4.3 Write equations for contextual problems ir
- 2.4.4 Explains division as measurement and pe

Skill Name

1.4.5 Recognize the size of the whole determines the size of the frac

Skill Information Student Assessments Lesson Plans

	Student Name	Term #1	
1.	Adler, Leslie	Apprentice	A
2.	Boyd, Jerry	Proficient	P
3.	Chang, Julia	Apprentice	A
4.	Cohen, Josh	Novice	N
5.	Fla	Introduced	In
6.	Gar	NOVICE	In
7.	Gut		In

To enter the same score, regardless of the default value, for a particular marking period, right click and choose **Fill Current Column**. Select the value from the drop down menu. Click **OK**. Click **Yes** to Confirm.

AUTOMATICALLY ASSIGNING SKILL ASSESSMENT GRADES

Use this methodology to assign skill grades based on a statistic. Prior to using this method, you must first set the statistic on which to base the assessment in **Assessment Scales**. Once you have chosen the statistic of your choice, you are able to associate a skill or skills with an assignment to calculate your students' skill assessment grades.

To Attach Skills to Tests/Assignments in the Spreadsheet:

Step 1: Locate the test column in your grade book and right-click.

Apply math facts to real world Avg: 39 Median: 44 High: 50							
Name	ID	Facts-1	Facts-2	Apply	Compare	Test-1	SubTotal
Long Name		Basic mat	Basic mat	Apply			
Term		1	1				
Category		Test	Test	Q			
Weight		2	2				
Possible		100	100				
1. Adler, Leslie	1	100	80				
2. Boyd, Jerry	18	**	75 _m				
3. Chang, Julia	5	94	97				
4. Cohen, Josh	6	100	100	X			
5. Flaherty, Sarah	7	88	84				
6. Gardner, Alex	4	92	76				
7. Guth, Michael	8	66	77	**			
8. Harris, Hillary	30	72	60				
9. Jackson, Martin	9	90	88				
10. Johnson, Dave	2	NC	90				
11. Lansing, Eva	10	70 _j	88				
12. Lee, Thomas	13	97	55				
13. Moran, Lisa	10	77	50				

- Can't Undo
- Add Student(s)...
- Add Tests(s)...
- Insert Test (left of current test)
- Copy Test Apply
- Attach Skills to Test Apply
- View Skills for Test Apply
- Delete Student
- Drop Student
- Hide Dropped
- Delete Test Apply
- Zap Current Column
- Fill Current Column
- Global Changes
- GradeBook To GradeBook Copy

Step 2: Select **Attach Skills to Test** (test name) from the menu.

Attach Skills to Test

Check the skills you wish to attach to the test Apply.

Whole Numbers

- ☐ 1.4.1 Recognize equivalent representations for the same whole number
- ☒ 1.4.2 Use the place value structure of the base ten number system
- ☒ 1.4.3 Use mathematical language to compare and order any whole numbers

Rational Numbers

- ☐ 1.4.4 Write a fraction to name part of a whole and the division of whole numbers
- ☒ 1.4.5 Recognize the size of the whole determines the size of the fraction
- ☐ 1.4.6 Use the place value structure of the base ten number system
- ☐ 1.4.7 Write an equivalent decimal for a given fraction relating to money
- ☐ 1.4.8 Write a fraction that is equivalent to a given fraction

Number Theory

- ☒ 2.4.1 Understand the associative and zero properties of multiplication using objects
- ☐ 2.4.2a Apply number theory to determine if any number is even or odd
- ☐ 2.4.2b Use the terms multiple, factor, and divisible by in an appropriate context
- ☐ 2.4.2c Generate and use divisibility rules for 2, 5, and 10
- ☐ 2.4.2d Demonstrate various multiplication & division relationships

Whole Number Operations

- ☐ 2.4.3 Write equations for contextual problems involving multiplication
- ☐ 2.4.4 Explains division as measurement and partitive division

OK Cancel

Step 3: Click the box(es) beside the skill(s) you want to associate to this assignment.

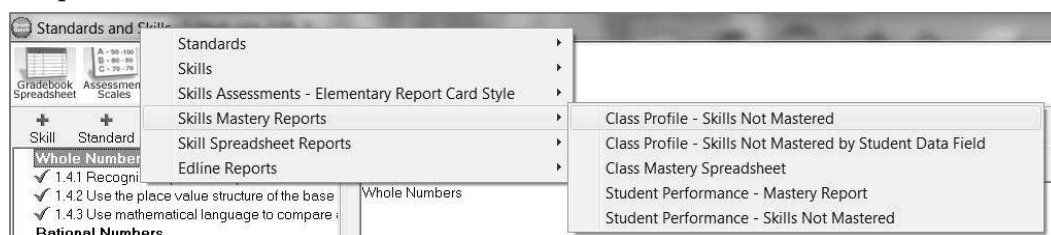
Step 4: Click **OK** to save your changes. Using the scores from tests/assignments associated with specific skills, GradeQuick will assign your students' skill assessment grade based on the statistic you selected in the **Assessment Scale** section.

PRINTING CLASS SKILL REPORT

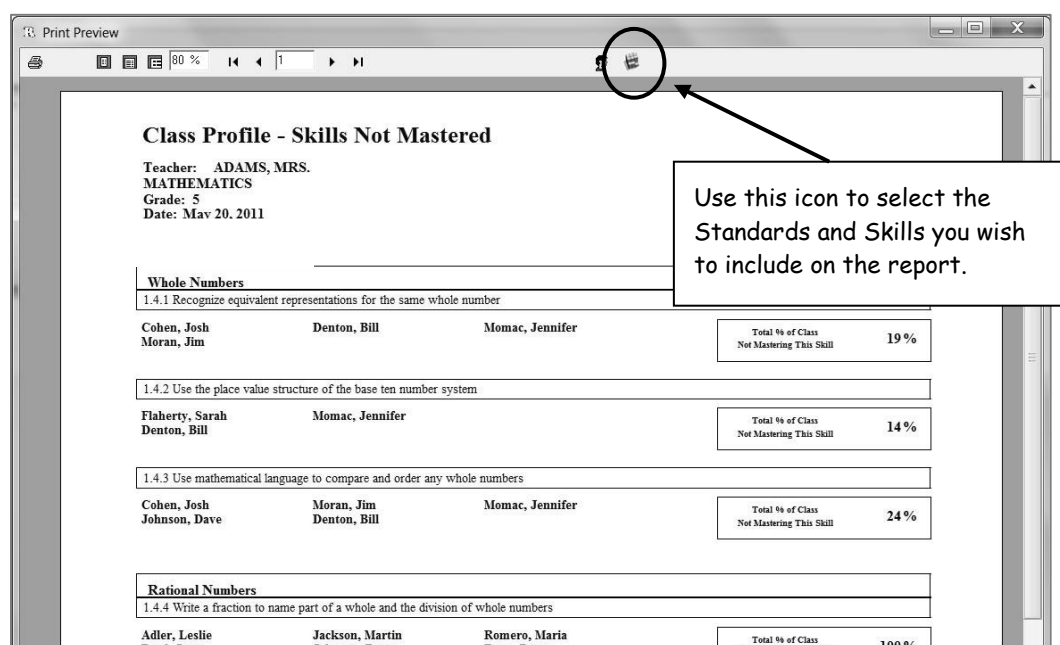
Once students are assessed, you can look at whole class statistics to see how your students are progressing. The **Class Profile – Skills Not Mastered** displays the students not mastering specific skills. The report is a great tool for targeted pull-out remediation, retesting, or re-teaching. There are many other skills reports, and you should take the time to explore all of them including the individual student reports.

To Print Class Skill Report:

Step 1: To print a **Skills Report**, click the **Skills Reports** icon within the Standards and Skills section and choose from the **Skills Report** menu. GradeQuick includes Skills Reports that list all standards/skills, student performance and even class performance.



Step 2: Select **Skills Mastery Reports** → **Class Profile – Skills Not Mastered**. The report will appear in the Print Preview. From here, you can determine which students to include, what skills to include and whether or not to print the report.



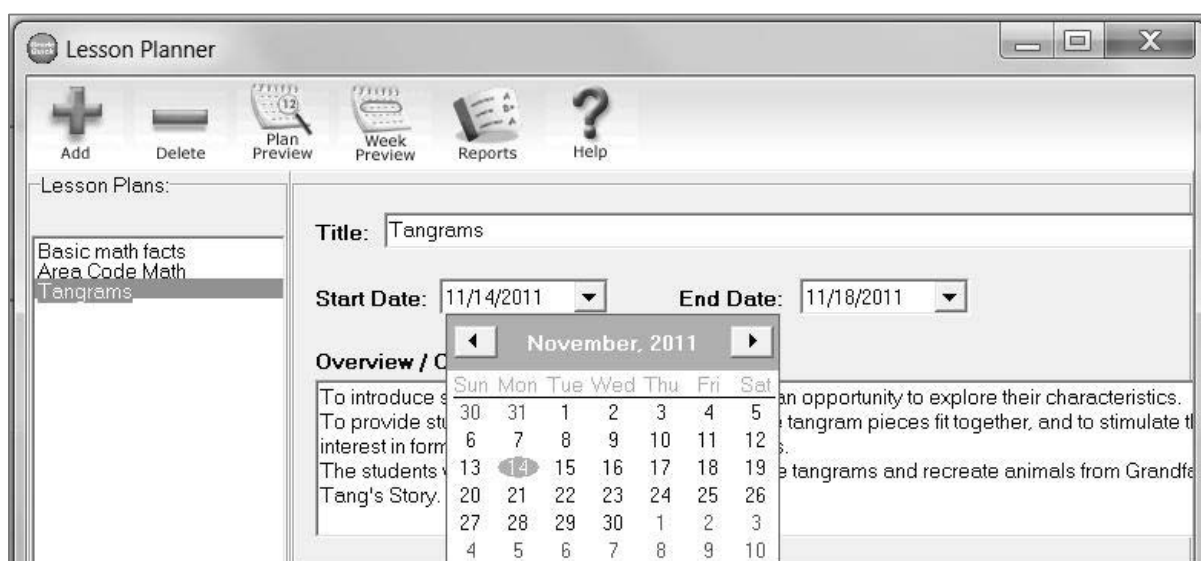
Lesson Planner

Our lesson planner feature allows you to work with your grades and your curriculum all in one convenient location. You may create lesson plans by day, week or unit of study.

CREATING A LESSON PLAN

To Create a Lesson Plan:

- Step 1:** Click the **Lesson Planner** icon on the **BigToolbar**. The **Lesson Planner** window opens. Click the **Add** button to begin a new lesson.
- Step 2:** Click in the **Title** box and give the lesson a name.
- Step 3:** Click the drop-down arrow next to **Start Date** to select the day from the calendar the lesson is to begin. Click the drop-down arrow next to the **End Date** and select the day the lesson or unit ends.






Step 4: Click in the **Overview/Objective** box and enter a summary statement or goals regarding the lesson.

Overview / Objective
To introduce students to tangrams and allow them an opportunity to explore their characteristics. To provide students with some insight as to how the tangram pieces fit together, and to stimulate their interest in forming shapes using the tangram pieces. The students will use problem solving to manipulate tangrams and recreate animals from Grandfather Tang's Story.

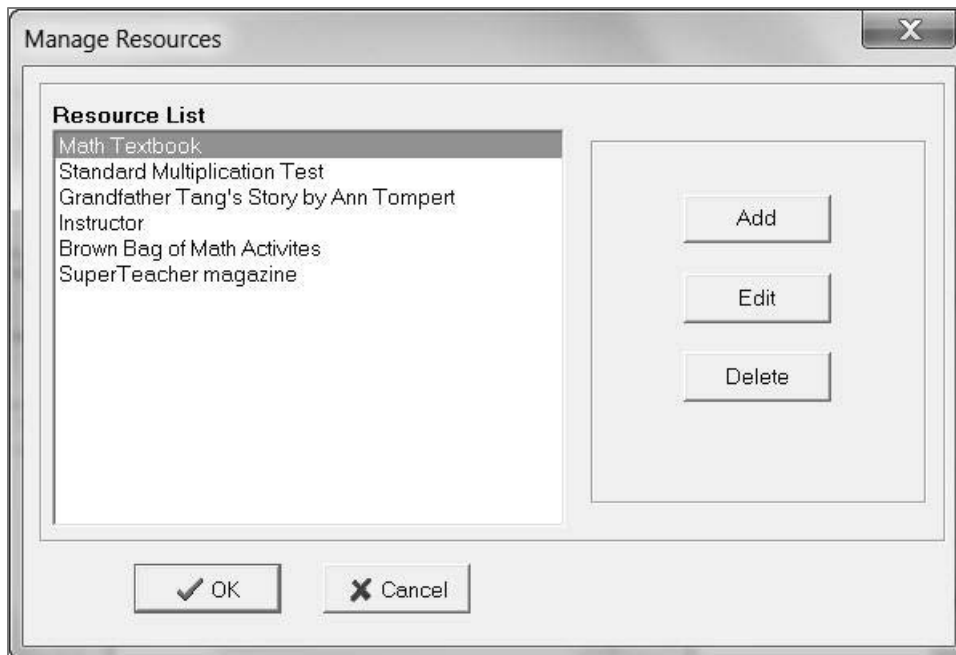
***Note:** Right click in the text boxes for access to Cut, Copy, Paste and Spell Check.*

Step 5: The **Instructional Plans** tab allows you to list **Activities**, **Resources**, and **Materials** you will use during the plan. Click the + button to add a new item. Click the – button to delete an item.

Instructional Plans Skills Methods of Evaluation					
<div>    </div>					
Activity	Materials	Resource	Start ...	End D...	Duration
TTW (The teacher will) ex...	8 ½ x 11 piece of construc...		11/15/...	11/15/...	00 hours 30...
After the students have cre...			11/16/...	11/16/...	00 hours 30...
TTW ask the students to g...	Set of tangrams for each ...		11/17/...	11/17/...	00 hours 30...
TTW ask the students to s...			11/17/...	11/17/...	00 hours 30...
TTW have the students cr...			11/17/...	11/17/...	00 hours 20...
TTW read Grandfather Ta...	Student-made Tangram ...	Grandfather Tang's Story...	11/18/...	11/18/...	01 hours 0 ...

Step 6: After selecting the + button the **Define Instructional Plan** window will appear, type in the activity and materials. Select the **Start** and **End Dates** from the drop-down calendars. Enter the **Duration** in hours and minutes. Click the drop-down arrow next to the **Resource** box to select a **Resource**. Click **OK** to close the **Activity/Resource** window.

Note: Right click in the **Resource Links** window to add a **Web Resource Link** or a **File Resource Link**. Type in the URL and enter a Name for the Web Resource. Click **OK**. Select the file from the **Open** window for a **File Resource**.



Note: Resource List can be managed by clicking the **Add/Edit Resources** button to add/edit/delete all your resources.

Step 7: Click the **Skills** tab to add skills or standards this plan will address. Click the + button to add skills. Any skills you previously defined in the Skills area will be available. If you are not using skills, this area can be ignored. Select the skills by checking it. Click **OK**.

Attach Skills to Lesson Plan

Check the skills you wish to attach to this lesson plan

Number - Concepts

- ☐ **Compute using operations**
Operations of addition, subtraction, multiplication, and division
- ☐ **Work with numbers**
Whole numbers, fractions, mixed numbers, and decimals (0 to 100,000,000)
- ☐ **Work with number groups**
Odd and even numbers, composite and prime numbers, multiples, and factors
- ☐ **Work with place value**
Place value, expanded form, number magnitude to 100,000,000 and decimals through thousandths
- ☐ **Number representation**
Multiple representations of numbers e.g. drawings, manipulatives, symbols

Number - Skills

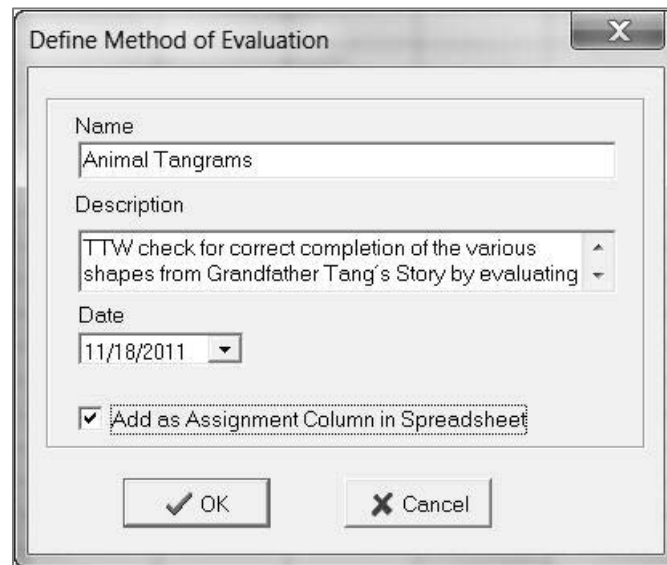
- ☒ **Add, subtract, multiply, and divide**
Using variety of methods includes mental, paper and pencil, calculator
- ☐ **Whole number identification**
Read, write, and rename whole numbers
- ☐ **Add/subtract fractions & decimals**
Add and subtract fractions with like denominators; add and subtract decimals through hundredth
- ☐ **Whole numbers and fractions**
How fractions, decimals, and whole numbers relate (e.g. equivalence, order)

Geometry

- ☒ **Use visualization, spatial reasoning and geome**
- ☐ **Classify angles relative to 90 degrees**
- ☐ **Locate and identify points in a coordinate plane**

☒ OK ☐ Cancel

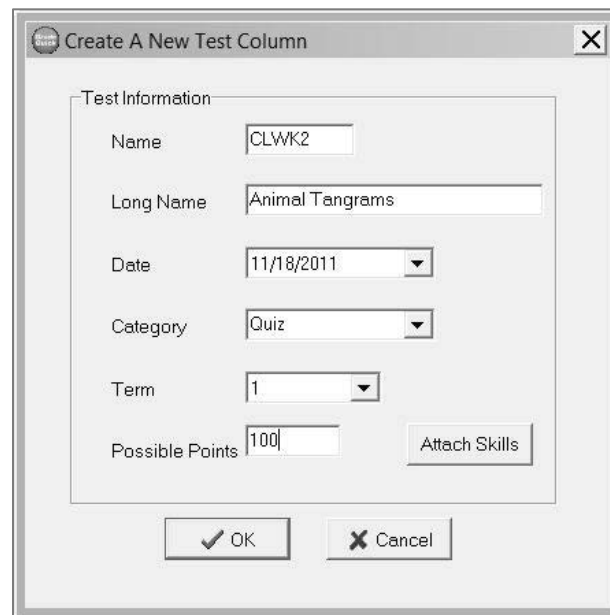
Step 8: Click the **Method of Evaluation** tab to identify how you will gauge student progress through this plan. Click the + button to add a new method of evaluation. Type the **Name** and **Description** for your **Method of Evaluation**. Select a date from the drop-down calendar. Check the box to add an Assignment column in the spreadsheet. Click **OK**.



The "Define Method of Evaluation" dialog box contains the following fields and controls:

- Name:** Text box containing "Animal Tangrams".
- Description:** Text box containing "TTW check for correct completion of the various shapes from Grandfather Tang's Story by evaluating".
- Date:** Drop-down menu showing "11/18/2011".
- Add as Assignment Column in Spreadsheet:** A checked checkbox.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

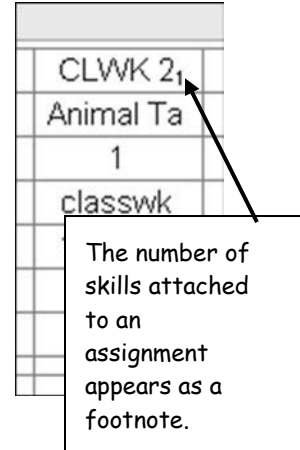
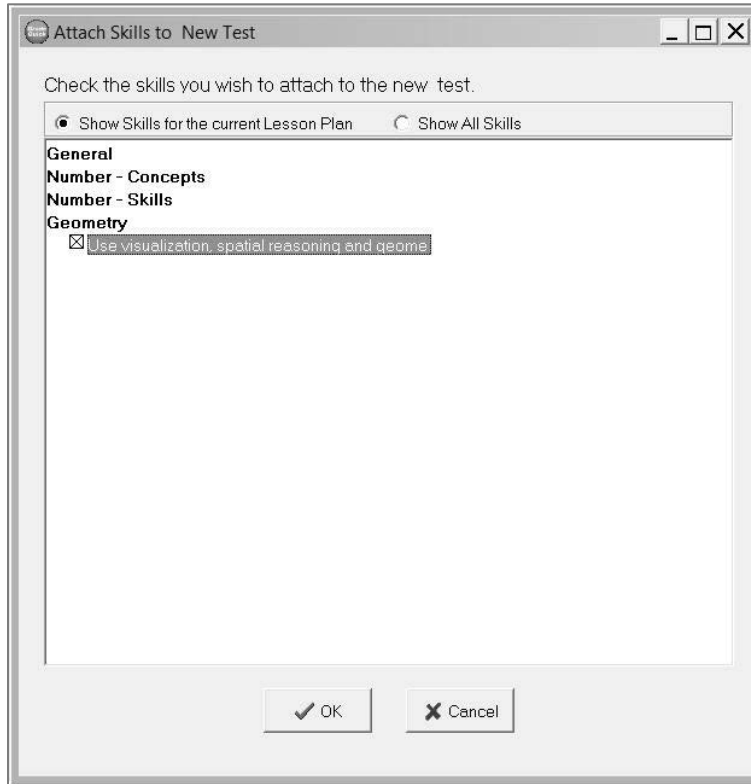
Step 9: Type in the **Name** and **Possible Points** for the test column. Choose the **Date** from the drop-down calendar. Choose the **Category** and **Term** from the previously entered information from the spreadsheet.



The "Create A New Test Column" dialog box contains the following fields and controls:

- Test Information:** A group box containing:
 - Name:** Text box containing "CLWK2".
 - Long Name:** Text box containing "Animal Tangrams".
 - Date:** Drop-down menu showing "11/18/2011".
 - Category:** Drop-down menu showing "Quiz".
 - Term:** Drop-down menu showing "1".
 - Possible Points:** Text box containing "100".
 - Attach Skills:** A button next to the Possible Points field.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Step 10: Click the **Attach Skills** button to assign skills to the test column. Select the skills by clicking on it. You may select to show all skills or just the skills that were added for the lesson plan.



PRINTING A LESSON PLAN

Step 1: To print a report of your lesson plan, click the **Plan Preview** button at the top.



Step 2: Report appears in **Print Preview**. Select the **Printer** icon to actually print your report.

Lesson Plan	
<i>Washington Middle School</i> <i>ADAMS, MRS.</i>	
Tangrams	
Overview/Objective	To introduce students to tangrams and allow them an opportunity to explore their characteristics. To provide students with some insight as to how the tangram pieces fit together, and to stimulate their interest in forming shapes using the tangram pieces. The students will use problem solving to manipulate tangrams and recreate animals from Grandfather Tang's Story.
Methods of Evaluation	Observation TTW check to see that students followed directions by observing how their paper pieces compare to the plastic tangram pieces. Tangram Papers Collect outlines of the shapes students created. Animal Tangrams TTW check for correct completion of the various shapes from Grandfather Tang's Story by evaluating the animal each pair recreated using the paper tangrams.
Instructional Plan1 November 9	
Activity	TTW (The teacher will) explain to the students that a tangram is an ancient Chinese puzzle. TTW explain that the pieces of a tangram puzzle form a square from seven pieces. TTW tell the students that they will be making their own set of tangram pieces using just one piece of construction paper. TTW pass out a piece of construction paper, scissors and directions on how to make the tangram pieces to each student. TTW guide students through the process of creating their own tangrams.
Materials	8 1/2 x 11 piece of construction paper for each student Plastic set of Tangram pieces for each student Overhead set of Tangram pieces Scissors
Resource Link	Tangrams www.tangram-tp.com

Printing Reports from Your GradeQuick Gradebooks

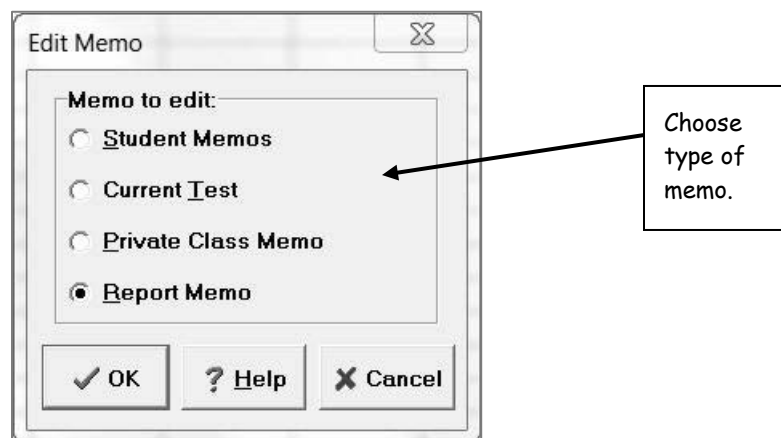
Creating a Report Memo

GradeQuick has a simple method for keeping written messages regarding students, tests or the whole class. Some of these memos can be printed on reports. Types of memos that are available include: **Student Memos** (**Note to Student** and **Private Memo About Student**), **Current Test**, **Private Class Memo** and **Report Memo**. You may also keep a **QuickNotes Library** of frequently used comments to insert into the memos.

The **Report Memo** is a general note to all students or parents, which may appear on your reports. For example, you could use the report memo to inform students/parents of upcoming events, future units of study or ways to better their scores.

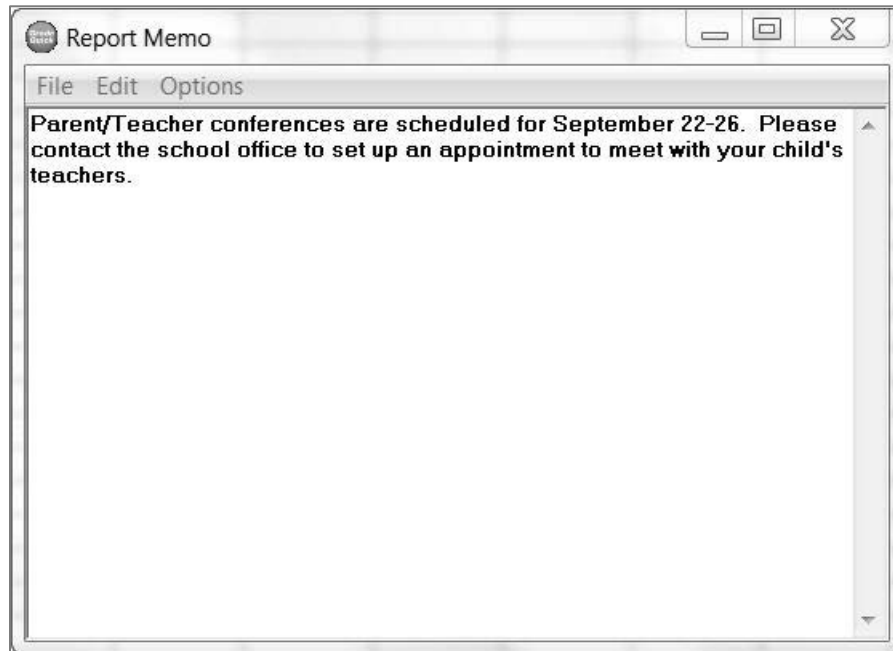
To Create a Report Memo:

Step 1: Click **Edit** → **Memos** → **Edit Memos** or click the **Memo** icon on the **BigToolbar**.



Step 2: The **Edit Memo** dialog box appears. Select **Report Memo**. Click **OK**.

Step 3: A notepad appears. You may type any message or edit the message you have already written. You may make use of certain word processing functions, such as cut, copy, and paste and spell checker.



Step 4: When you are finished typing, close the memo by either clicking **File→Exit memo** or clicking the **X** in the upper right corner of the **Report Memo** notepad. You will be asked if you want to save the changes. Click **Yes**.

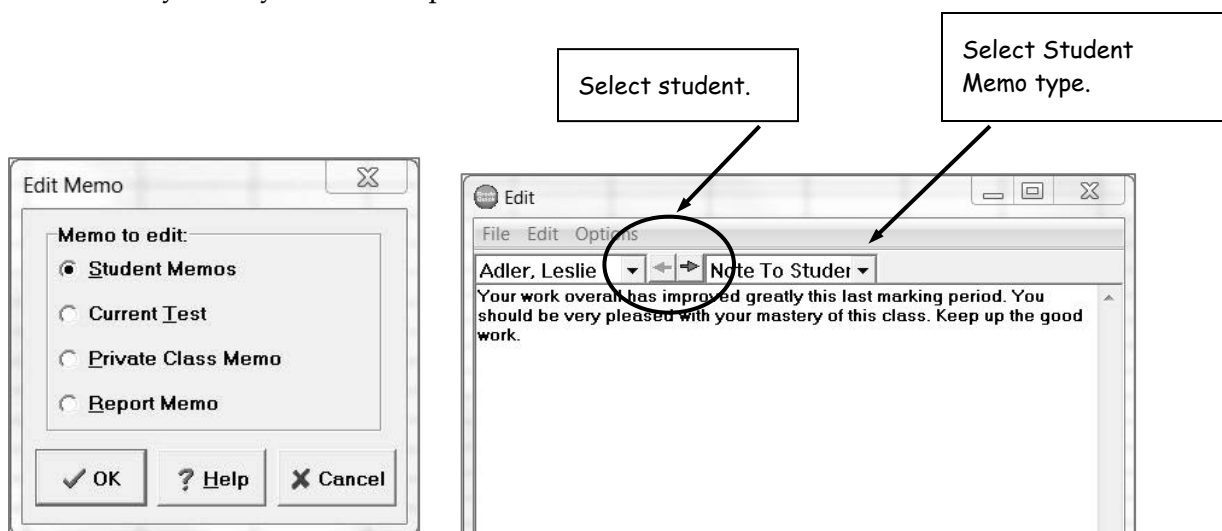
Creating a Note to Student

The **Note to Student** is the place to write any notes to a specific student or parent that you want printed on that student's report.

To Create a Note to Student:

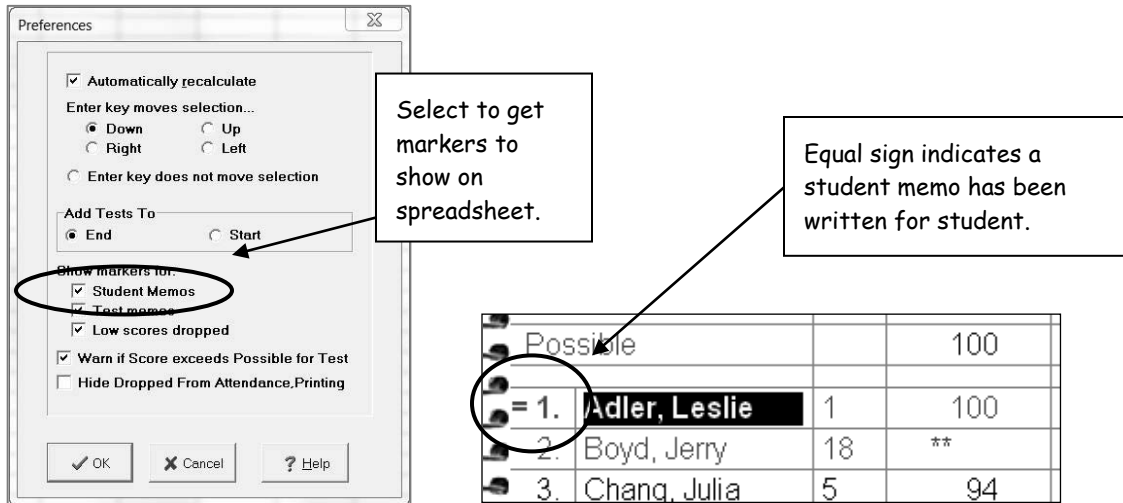
Step 1: Click **Edit→Memos→Edit Memos** or click the **Memo** icon on the **BigToolbar**. The **Edit Memo** dialog box appears. Select **Student Memos**. Click **OK**.

Step 2: A notepad appears. You may type any message or edit the message you have already written. The left and right arrows allow you to switch to the next student, or you may use the drop-down menu.



Step 3: When you are finished typing, close the memo by either clicking **File→Exit memo** or clicking the **X** in the upper right corner of the window. You will be asked if you want to save the changes. Choose **Yes**.

Step 4: To show a marker that you have created a note to that student, click **Options→Preferences**. Check the box for Student Memos under **Show markers for**. Click **OK**. You will notice an equal sign (=) in front of the number before the student's name.



Student Reports

You may choose the style and content you want to include (e.g., whether or not to print missing work lists, student ranks, etc.) If you save the report configuration, the report will appear in this layout each time you print this report for any of your classes.

Note: Be sure that a printer has been selected and saved as a default driver on each local computer. If one is not selected, the reports cannot be printed, customized or viewed in the **Print Preview**.

To Print a Student Report:

Step 1: Click **Reports→Student→Single Term Only**. Your student report appears in the **Print Preview**. This is where you can modify your reports to contain the information and the look you want.

RMS

Progress Report for Adler, Leslie

Term 1

ADAMS, MRS. MATHEMATICS

For the next grading period, we will be working with fractions. Invite your child into the kitchen with you and show them how you use fractions. Show them how fractions are an important part of life.

Term 1 Average: 92.3

Term 1 Grade: A

Absent Days: 0

Tardy Days: 0

Grade Scale	
A	91.50
B	81.50
C	71.50
D	61.50
F	0.00

Footnotes Key	
l	= Late
n	= Needed Assistance
i	= Incomplete
m	= Modified

Name	Date	Category	Term	Score	Max	Footnote
Facts-1	09/07/10	Test	1	100	100	
Facts-2	09/15/10	Test	1	80	100	
Apply	09/28/10	Quiz	1	45	50	1
Compare	10/07/10	Homework	1	√+	50	
Test-1	10/19/10	Test	1	92	100	
Term #1	Subtotal			92.3	100	

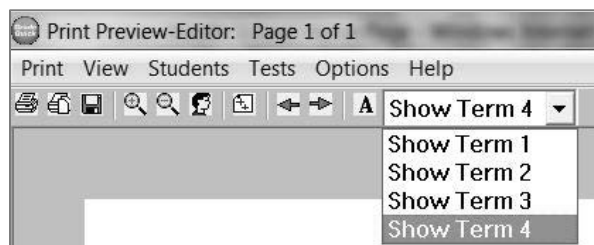
X = Exempt, NC = No Credit

Assignment Descriptions

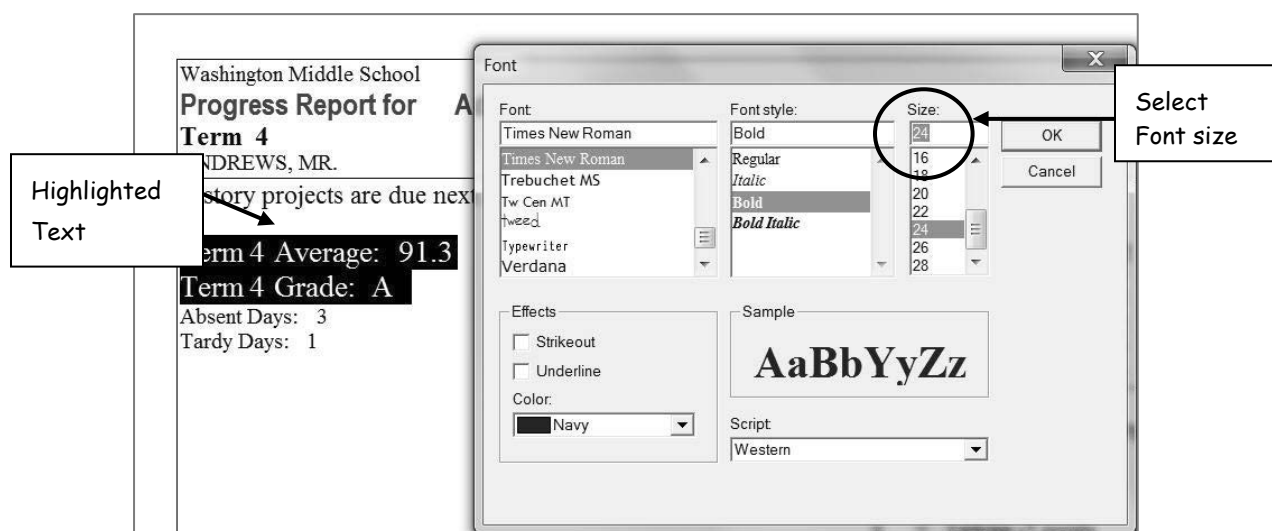
Facts-1 = Basic math facts 2 digit addition

Facts-2 = Basic math facts subtraction 2 digits

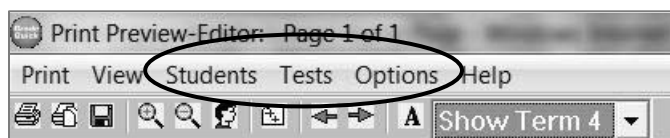
Step 2: To change the **Term** or marking period, use the drop-down menu at the top. The Tests, Subtotals, Average and Final Grade will be displayed only for that Term or marking period.



Step 3: To change the Font or Font Size, highlight the text you want to change by clicking the left mouse button and dragging across the text. Click **Options→Font**. A **Font** dialog box will appear. Choose a different font or change the size. Click **OK**.

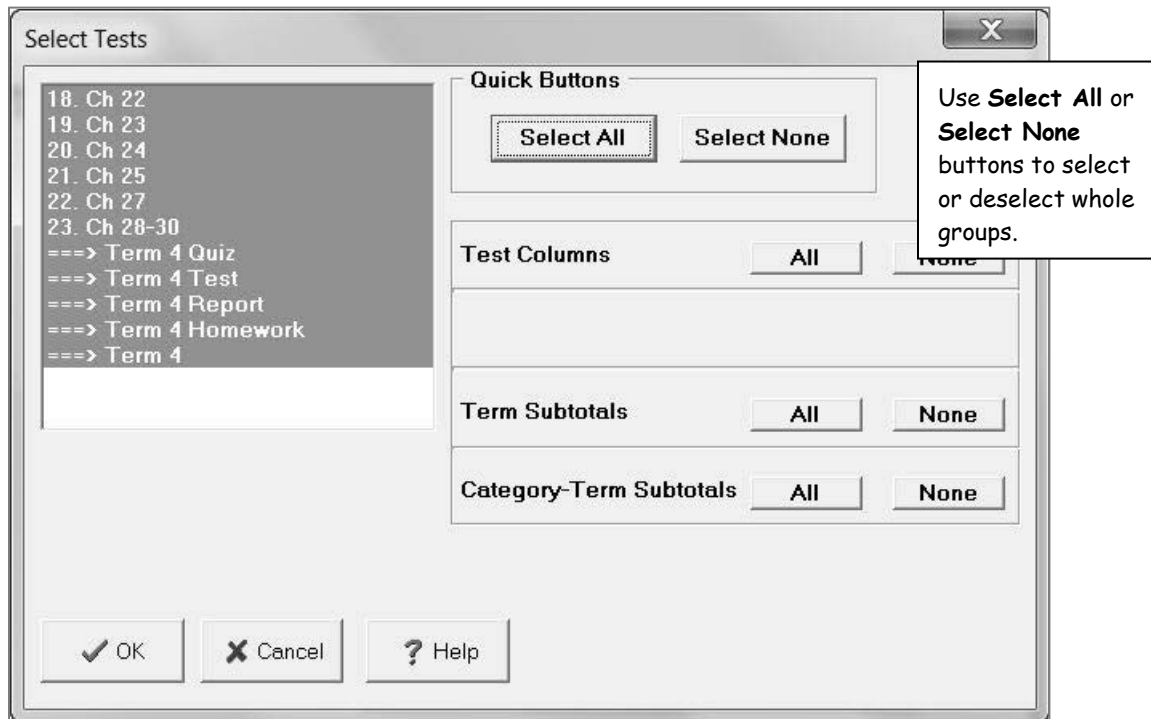


Using the menus in the **Print Preview**, experiment with the items you want to include or exclude from the report.



Note: Once you have created a report with items selected and fonts as you want them to appear, be sure to save your configurations. Choose **Print→Save Configuration**. The next time you choose to use this report for any of your gradebook files, it will be ready for you.

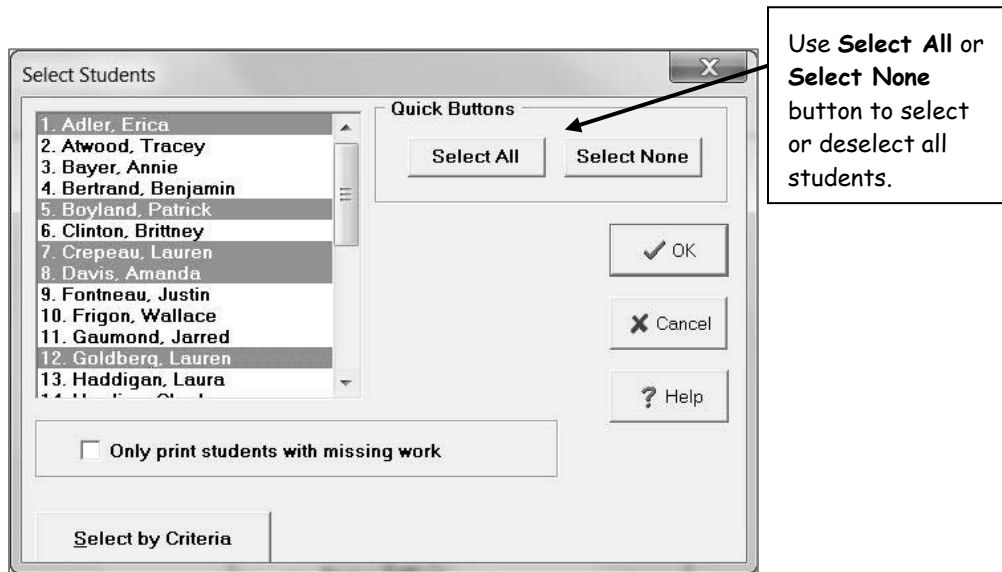
Step 4: Click **Tests→Select Tests and Subtotals** or click **Select Test** icon on the toolbar. A dialog box will appear. Here you can select and deselect tests and subtotals that you would like to include in your report. Deselect **Category Subtotals** and **Term Subtotals**. Click **OK**. You will notice that information has disappeared from the **report**. You can change your mind and reselect the information to see it appear again on the report.



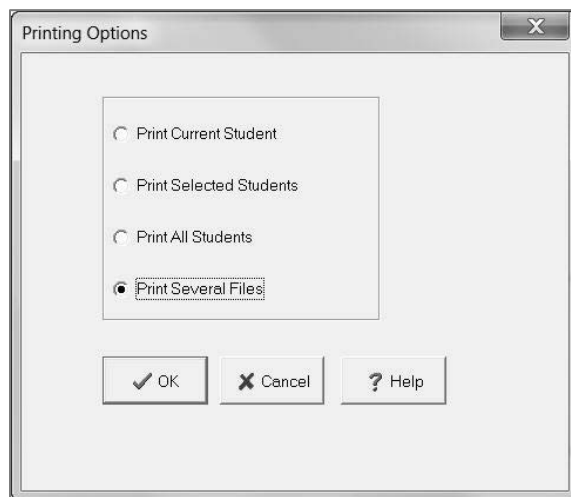
Step 5: The **Options** menu indicates with a checkmark additional items that will appear on the report. For example, the **Grade Scale** is selected by default to appear on the report. By removing the checkmark, the **Grade Scale** will be removed from the report.



Step 6: Click **Students→Select Students** or click **Select Students** icon on the toolbar. A dialog box will appear. Select the student(s) by highlighting the name(s) or print the whole class by clicking the **Select All** button. Click **OK**.

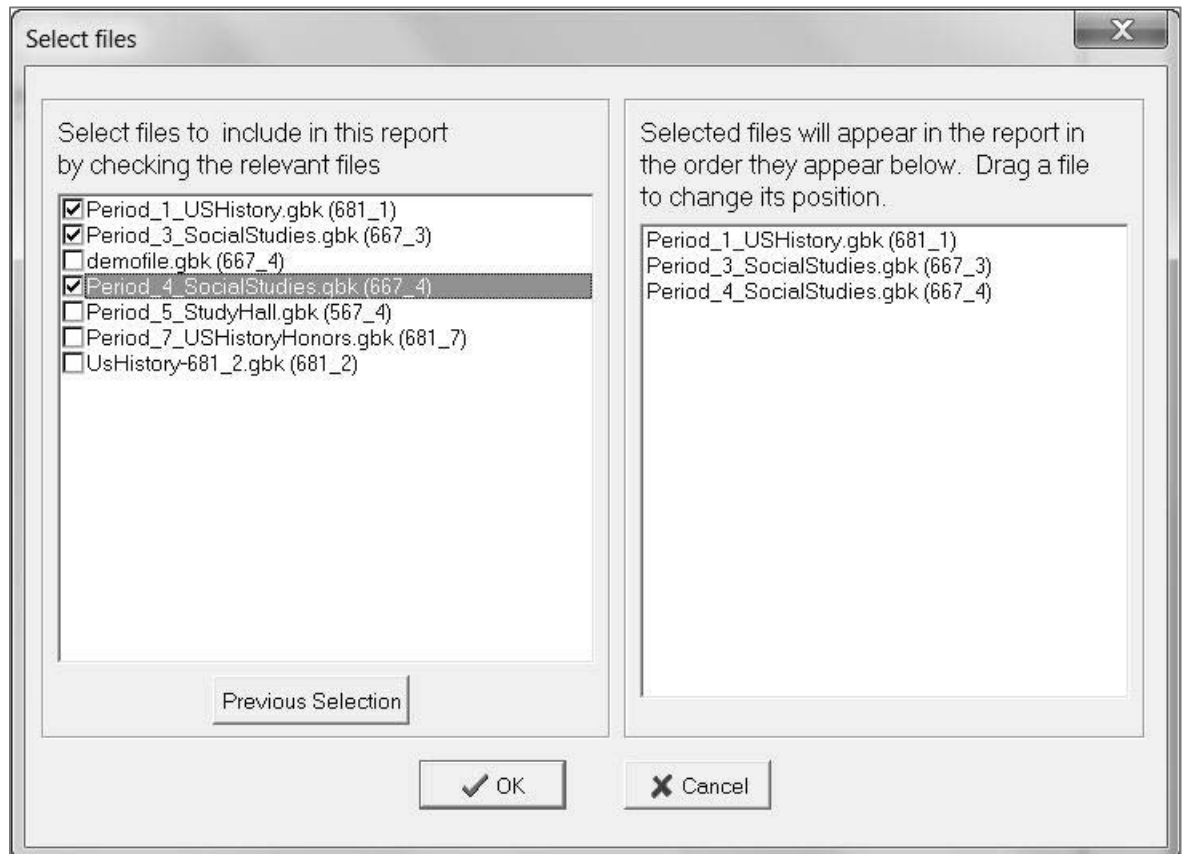


Step 7: Click **Print→Print Report**. A **Printing Options** box will appear. Choose a **Printing Option** and click **OK**. A printer dialog box will appear. Click **OK**. The report will print as you have defined it.



Printing Options allows you to choose students to print or to print several gradebook files at once.

Note: Selecting the feature to print several files will open a Select Multiple GradeQuick Files window. Double-click on each file (gradebook) to include in your print job. This printing option is especially helpful to middle and high school teachers allowing you to print reports for all of your students from all of your gradebooks. The next window will allow you to select the students from all classes. Review Step 6 in this procedure for more information.

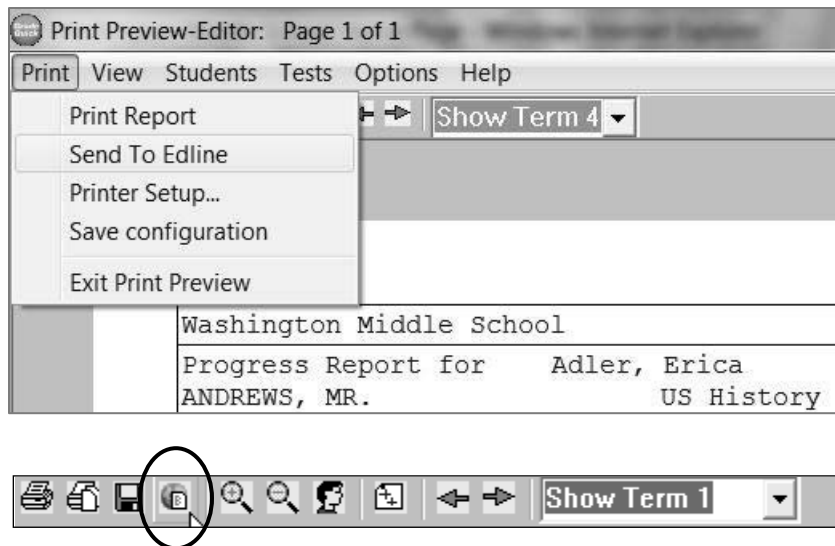


SEND REPORTS TO EDLINE

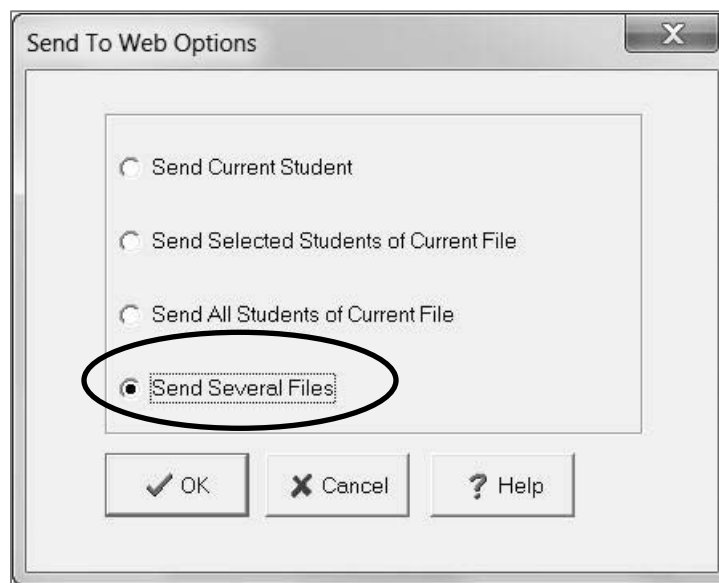
Grade Reports can be created and displayed in EDLINE. When you post reports from your gradebook software, you can post reports for one class at a time or for several classes at once.

Step 1: Click the **Send to Edline** button or to select a different Edline report, click **Reports→Edline Reports**.

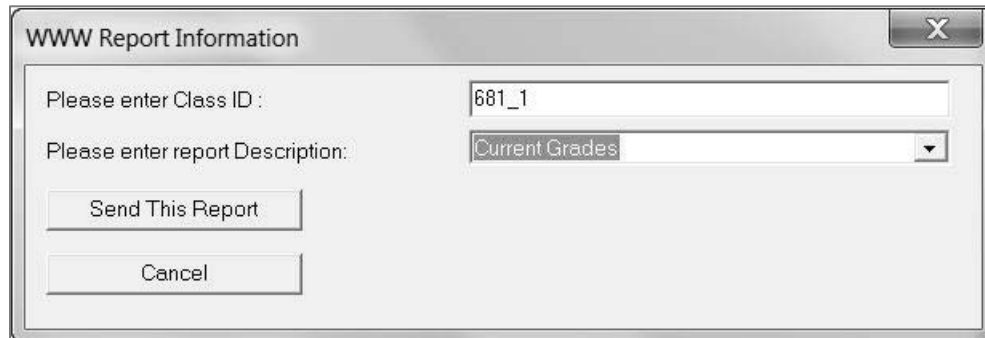
Step 2: After modifying the report, click **Print→Send to Edline**, or click the **Send to Edline** icon on the small toolbar.



Step 3: A **Send to Web Options** dialog box appears. Choose a send option and click **OK**.

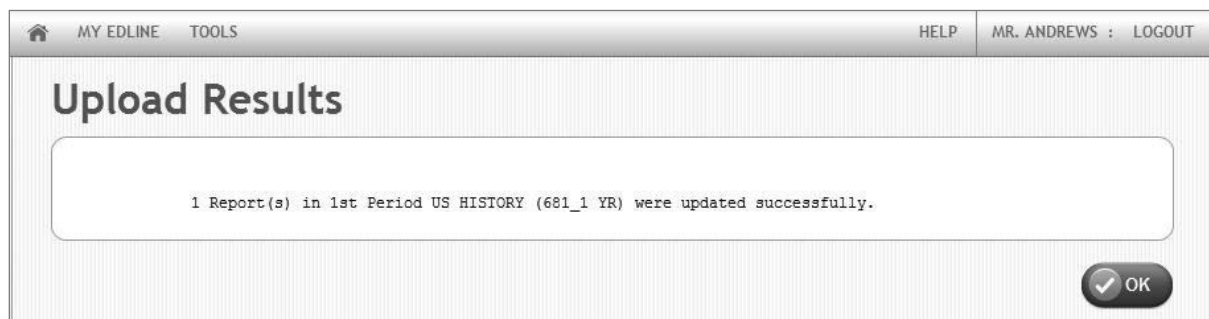


Step 4: Enter a **Report Description** or select one that was previously created by clicking the drop-down arrow. Do not change the Class ID. Click the **Send This Report** button.



The screenshot shows a dialog box titled "WWW Report Information" with a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first is labeled "Please enter Class ID :" and contains the text "681_1". The second is labeled "Please enter report Description:" and is a dropdown menu with "Current Grades" selected. Below these fields are two buttons: "Send This Report" and "Cancel".

Step 5: A confirmation message will appear. Clicking the Back button will take you to the main Edline webpage. You can close your browser and continue to work in GradeQuick.



The screenshot shows a web page titled "Upload Results". At the top, there is a navigation bar with a home icon, "MY EDLINE", "TOOLS", "HELP", and "MR. ANDREWS : LOGOUT". The main content area has a large rounded rectangle containing the message: "1 Report(s) in 1st Period US HISTORY (681_1 YR) were updated successfully." In the bottom right corner of the page, there is a button with a checkmark icon and the text "OK".

Blank Gradebook

If you wish to print a roster and blank grid sheets on which you can write scores at times when a computer is unavailable, choose this option from the **Reports** menu. You may print a grid with your students' names, IDs, or data fields. There are no column headings on this report because the report can have many uses: test scores, attendance, field trips etc.

To Print a Blank Gradebook:

Step 1: Click **Reports**→**Spreadsheets**→**Blank Spreadsheet**.

Step 2: Your blank gradebook report appears in the **Print Preview**. This is where you can modify your report to contain the information and the look you want.

Jackson Academy of Higher Learning										Wednesday, September 8, 2011									
E. Jackson										Math									
1. Adler, Leslie	1																		
2. Boyd, Jerry	18																		
3. Chang, Julia	5																		
4. Cohen, Josh	6																		
5. Denton, Bill	14																		
6. Flaherty, Sarah	7																		
7. Gardner, Alex	4																		
8. Guth, Michael	8																		
9. Jackson, Martin	9																		

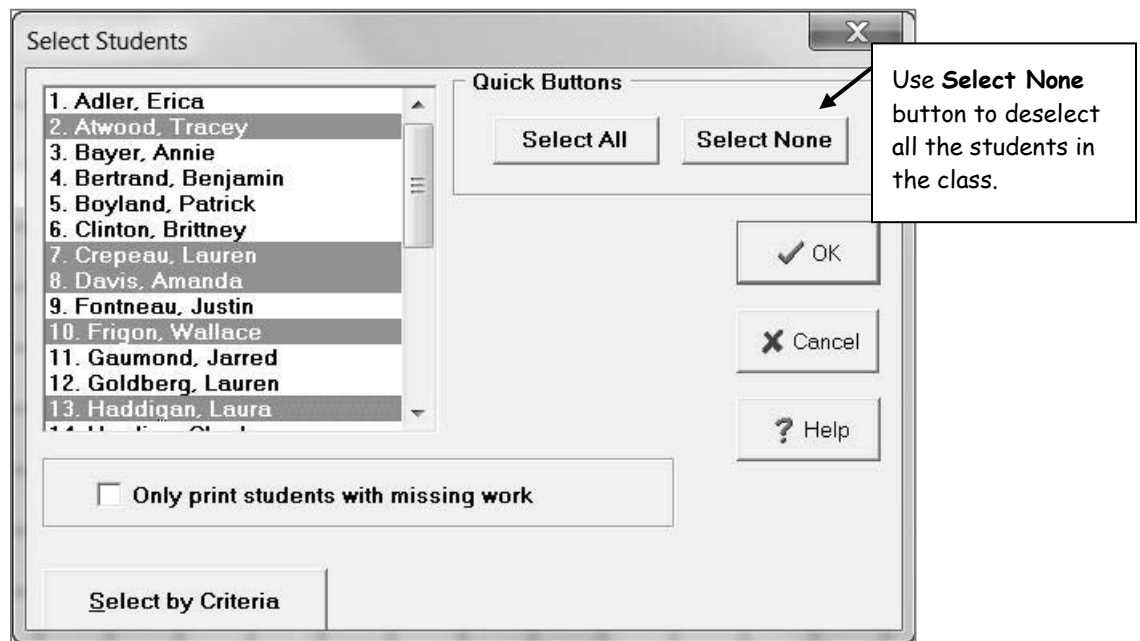
Note: To decrease the number of columns, select **Options**, uncheck **Print in Thin Column Mode**.

Step 3: To add data fields, click **Students→Student info**. Click the data fields you would like displayed on the report from the list on the right. Click **OK**.

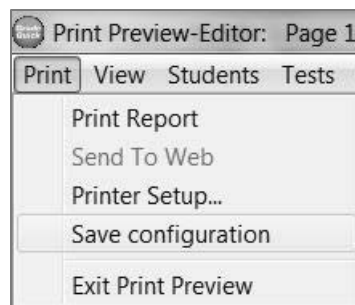
Jackson Academy of Higher Learning										Wed
E. Jackson					Math					
1.	Adler, Leslie	Louise	677-5674							
2.	Boyd, Jerry	Florence	867-9364							
3.	Chang, Julia	Jane	970-7463							
4.	Cohen, Josh	Patricia	677-9375							
5.	Denton, Bill	Page	970-9465							
6.	Flaherty, Sarah	Margaret	677-7689							
7.	Gardner, Alex	Violet	867-9124							
8.	Guth, Michael	Cynthia	970-9975							

The Blank Spreadsheet report displaying student data fields.

Step 4: To select certain students such as a reading group, click **Students→Select Students**. Click **Select None** then select the students by highlighting the name(s). Click **OK**.



Step 5: Click **Print→Save Configuration** if you want to use the same menu options the next time you choose this report for any of your gradebooks.



Printing the Gradebook Spreadsheet

This report is a printout of the entire gradebook spreadsheet for the whole year, looking similar to the gradebook display on your monitor. You may also find that the Single Term Only Spreadsheet useful to see a snapshot of your class for just a single grading period.

To Print a Gradebook Spreadsheet:

Step 1: Click **Reports→Spreadsheets→Gradebook Spreadsheet**.

Step 2: Your gradebook spreadsheet appears in the **Print Preview**. This is where you can modify your reports to contain the information and the look you want.

RMS

MATHEMATICS

ADAMS, MRS.

Course #: 100

Period: 2

Friday, February 19,

Section #: 2

Room #: 222

Facts-1

=

Basic math facts 2 digit addition

Facts-2

=

Basic math facts subtraction 2 digits

Apply

=

Apply math facts to real world situation

Compare

=

Compare whole numbers p.11

Test-1

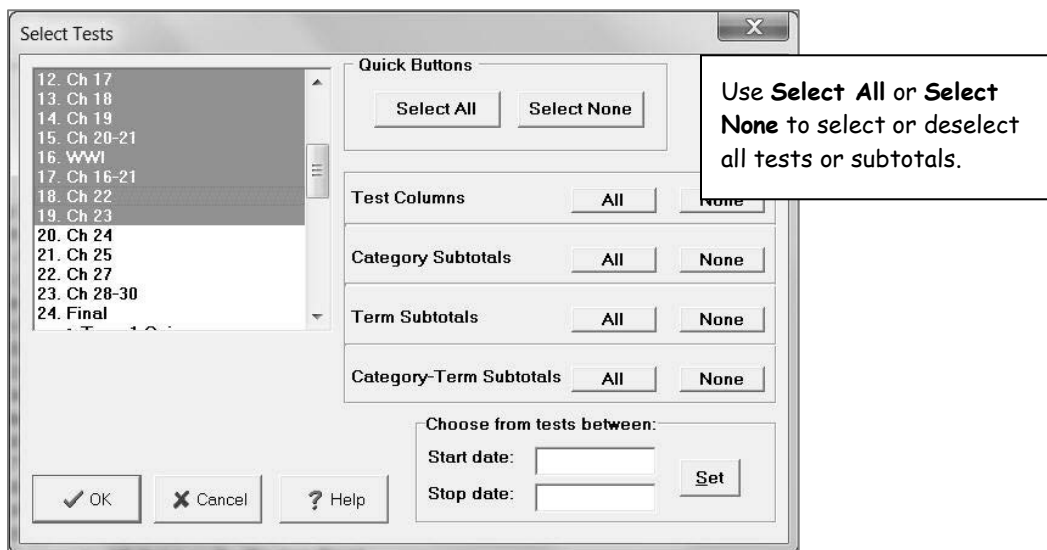
=

Mathematics test on chapter 1

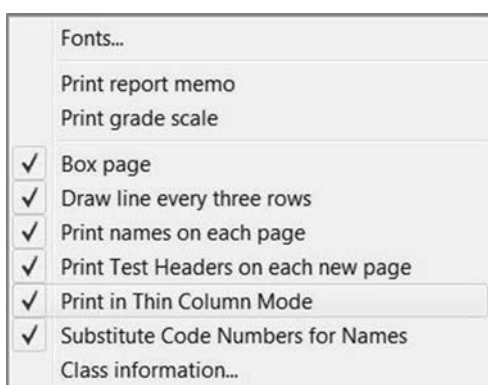
Name	ID	Facts-1	Facts-2	Apply	Compare	Test-1	Subtotal
Term		1	1	1	1	1	1
Category		Test	Test	Quiz	Homework	Test	
Possible		100	100	50	50	100	100%
Mean		84.11	78.63	39.94	41.00	78.77	78.97

1.	Adler, Leslie	1	100	80	45 √+	92	92.3 A
2.	Boyd, Jerry	18		75m	32 ok	75	73.1 C
3.	Chang, Julia	5	94	97	49 Good	91	92.7 A
4.	Cohen, Josh	6	100	100	X √	99	99.7 A
5.	Flaherty, Sarah	7	88	84	45 Fail		80.6 C
6.	Gardner, Alex	4	92	76	50 NC	75	73.2 C

Step 3: To include tests and subtotals, click **Tests→Select Tests and Subtotals** or click **Select Tests** icon on the toolbar. A dialog box will appear. Here you can select and deselect tests and subtotals that you would like to include in your report.



Step 4: The Gradebook Spreadsheet's default setting is to print in thin column mode. This reduces the number of characters displayed in each column to 4 so you can print more columns while still using a larger font. To print with wider columns, thus printing more information, click **Options→Print In Thin Column Mode** will appear with a check mark in front of it. Click **Print In Thin Column Mode** to make the columns wider.



total	Subtotal
work	1
%	100%
39	78.58
.0	93.7 A
.0	72.2 C
.0	93.3 A
.0	97.0 A
.0	88.8 B

Step 5: Click **Print→Save Configuration** if you want to use the new font, font size, and other menu options the next time you choose this report for any of your gradebooks.

Printing the Multi-file Reports

(Student reports for self-contained classrooms)

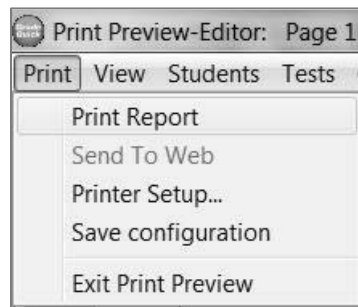
Perhaps you teach the same set of students for several subjects. Using GradeQuick's Multi-file Report, you will be able to print a report for every student that displays grades from many gradebook files for different subjects. You will design your Multi-file Report before you select your students or the gradebook files. Therefore, you will be able to view only the data from the first gradebook.

To Print a Multi-file Report:

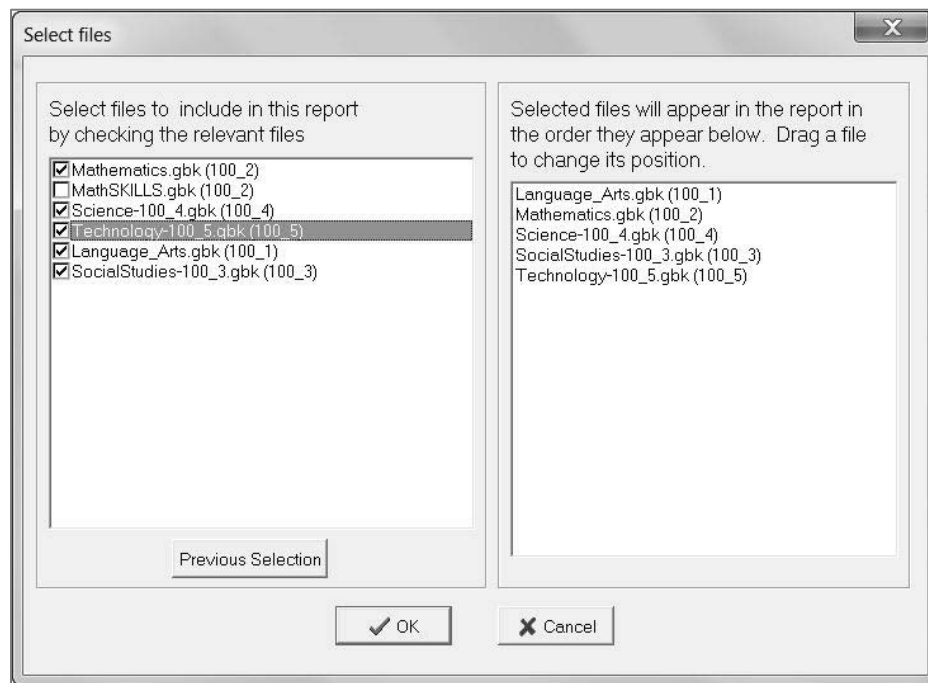
Step 1: Click **Reports→Multi-file - One teacher →Single Term**. An **Information** dialog box appears. (It will describe how to create a Multi-file Report to print.) Click **OK**.

Step 2: The **Print Preview** will display the layout for only one gradebook for the first student. When you print the report, information for the other classes will be added to the report in the same design as the first gradebook. The information in the top header (student name, etc.) will appear only once. *(Refer to previous report pages to modify your report. Be sure to save your configuration after customizing the report.)*

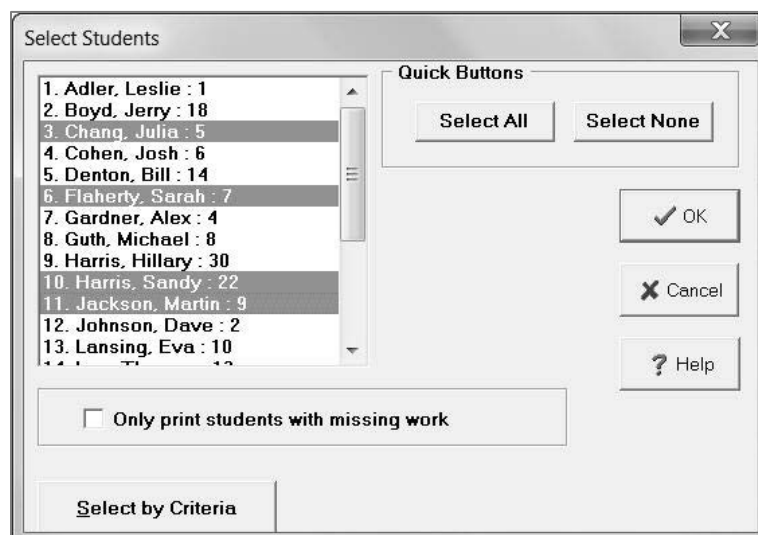
Step 3: Click **Print→Print Report**.



Step 4: The **Select Files** dialog box will appear. Select the gradebooks to use for your report. Click **OK** when your list is complete.



Step 5: The **Select Students** dialog box will appear. Select the student(s) by highlighting the name(s) or print the whole class by clicking the **Select All** button. Click **OK**.



Step 6: The print dialog box appears. Click **OK**.

Ending a Grading Period in Your GradeQuick Gradebooks

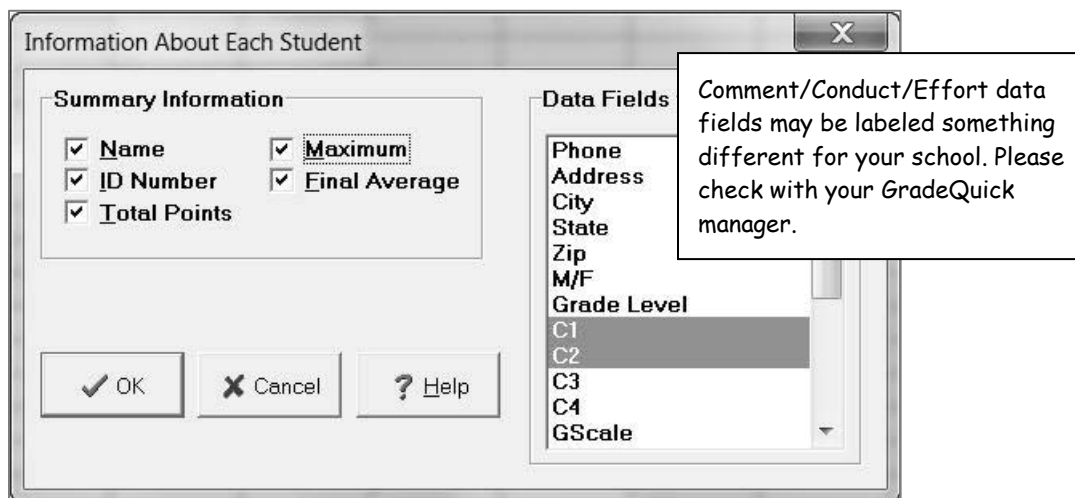
Entering Comment Codes/Conduct/Effort Grades

Schools may be sending special grades such as comments or conduct/effort grades along with term grades, final grades, or a combination of those grades. A **School Note Library** may be set up with predetermined choices. Please consult with your school's GradeQuick manager for more specific details on the procedures for your school's particular customization.

To Enter Comment Codes/Conduct/Effort Grades:

Step 1: Click **View→Student Info**. The **Information About Each Student** dialog box appears.

Step 2: Click the data field for Comment/Conduct/Effort on the right to select it. Click **OK**.



Step 3: To enter data, click in the column for that data field and the **Enter** key or the **Down Arrow** key after each entry. Column width automatically adjusts to the widest entry.

Step 4: If your school has set up a School Note Library for this field, click **Edit→School Note Library**. Select the appropriate Library File at the top. Highlight the information you want inserted and click the **Insert in Data Field** button. The comment code will be entered in the field. The School Note Library can be left open as you move to the next student.

Select the appropriate Library File

Click this button to insert the comment code in the data field.

Name	ID	C1	C2
Long Name			
Term			
Category			
Date			
Weight			
Possible			
1. Antonio, Lisa	92179	4	1
2. Boyle, Thomas	90600	14	17
3. Campbell, Michael	81047		
4. Carmona, Daniel	82013		
5. Devin, Jaimie	92188		
6. Doherty, Brendan	40978		
7. Dowling, Harrison	92159		
8. Driscoll, Amanda	90613		
9. D'Andrea, Lauren	90515		
10. Gavilanez, Chelsea	92181		
11. Gildea, Alexander	90719		
12. Hill, Joseph	21067		
13. Norige, Zachary	90562		
14. Perera, Christina	41051		
15. Perry, Daniel	90764		
16. Provost, Jesse	10452		

School Note Library

Library File: Comments.sn1

1=Shows confidence
2=Shows initiative
3=Shows perseverance
4=Shows respect
5=Shows responsibility & accountability
6=Shows leadership
7=Shows self-discipline
8=Shows teamwork
9=Actively listens
10=Helps and encourages others
11=Respects the rights of others
12=Practices good manners
13=Shows self-control
14=Participates in a positive manner
15=Accepts responsibility for his/her actions
16=Explains ideas and tells why
17=Expresses written ideas
18=Completes tasks

Insert in DataField

Close

Entering Term Grades to Send to Administrative Software

(For teachers who have not entered test scores)

Schools setting up GradeQuick in the middle of a marking period may still wish to send their grades. Rather than entering all of the test scores in the term, enter only the term's averages, known as Term subtotals in GradeQuick. Before a Term subtotal column occurs in GradeQuick, at least one test, or assignment, column must exist for that term.

To Enter Term Ending Grades:

Step 1: Create a new test column by clicking the **add test** icon or by pressing **F6**.

Step 2: The cell for **Name** is highlighted – type a short name for the title of the column, which in this case represents the whole quarter. Press **Enter** or use the **Down Arrow** to move to the next row. You may leave the category and long name blank. You must be certain to enter the correct Term, or marking period, number in the term row. You may need to change the 1 to a 2, or 3, etc. Enter **100** in the **Possible** row. Enter the Term **average** (not term grade) for each student.

Step 3: View the Term subtotals (score that will be sent to the administrative software). Click **View**→**Subtotals**. A **Subtotals** dialog box appears. Select **Term** – Select **Average**. Then click **OK**. View the Subtotals at the end of each Term to be sure the correct information is being sent to the administrative software.

Name		ID	QTR 1	Sub	
Term			1	1	
Category					
Possible			100	100	
1.	Adler, Leslie	1	89	89.0	B
2.	Boyd, Jerry	18	92	92.0	A
3.	Chang, Julia	5	78	78.0	C

Step 4: Remember that although you enter the term average in the 'test' column, it is the grade in the Subtotal column that is actually sent to your administrative software. Thus, any overwriting that you wish to do must occur in the **Subtotal column** for Terms and in the far right column for **Final Grades**.

Overwriting Term (Grading Period) Grades

GradeQuick's grade scale is exact in its calculations. There are times that as a teacher you may want to overwrite the student's grade without having to manipulate actual student assignment scores. Some administrative systems allow teachers to change a grade to an incomplete, no credit, etc. Please check with your GradeQuick administrator before entering overwritten grades.

To Overwrite Term Ending Grades:

Step 1: Begin by displaying the Subtotal columns. **View→Subtotals.**

Step 2: Select **Terms for Subtotal to Show** then choose average, total points or possible points. Click OK.

Name	ID	Facts-1	Facts-2 ₄	Apply ₁	Compare ₃	Test-1	SubTotal
Long Name		Basic mat	Basic mat	Apply math	Compare	Mathemati	
Term		1	1	1	1	1	1
Category		Test	Test	Quiz	Homework	Test	
Weight							1
Possible		100	100	50	50	100	100
1. Adler, Leslie	1	100	80	45 ₁	√+	92	92.3 A
2. Boyd, Jerry	18	**	75 _m	32	ok	75	73.1 C
3. Chang, Julia	5	94	97	49	Good	91	92.7 A

Step 3: Review students' subtotals. The **Term Subtotal** column is sent to your administrative system.

Step 4: Select cell for student whose grade you need to change. Enter new grade. The new grade will appear in green indicating that you have overwritten the grade.

Name	ID	Facts-1	Facts-2 ₄	Apply ₁	Compare ₃	Test-1	SubTotal
Long Name		Basic mat	Basic mat	Apply math	Compare	Mathemati	
Term		1	1	1	1	1	1
Category		Test	Test	Quiz	Homework	Test	
Weight							1
Possible		100	100	50	50	100	100
1. Adler, Leslie	1	100	80	45 ₁	√+	92	92.3 A
2. Boyd, Jerry	18	**	75 _m	32	ok	75	73.1 B
3. Chang, Julia	5	94	97	49	Good	91	92.7 A

Sub-total grades are exported to administrative software.

Creating a Special Score Column

Special Scores such as Midterm Exams, Final Exams, or Term Papers can be created so that the special test/assignment is not associated with any Term or marking period. These scores are included in the overall final or semester grade, but not included in the individual Term or marking period. These scores may be weighted with term or category weighting. This allows you to determine how this score will affect the student's overall final grade.

To Create a Special Score Column:

Step 1: Click the 'add new test' icon or press **F6**.

Step 2: Begin entering test information. The **Name**, (i.e., MIDTERM, SEMEX1, etc.), must be the exact name that is used for your school's export. Be sure to get the name from your GradeQuick manager. After entering a Long Name, the next cell automatically appears with the term number. **Remove the term number** by double clicking in the cell and press **Delete**, then **Enter**. Enter **Possible Points** for the **Special Score** column. Enter the **exam score** for each student.

Test-1	SEMEX1	SubTotal	SubTotal
Mathemat			
2		1	2
Test	**		
	20	40	40
100	100	100	100
92	85 B	92.5 A	92.0 A
75	90 B	72.2 C	75.0 C
91	76 C	93.3 A	91.0 B
99	** **	100 A	99.0 A

Each student's grade for the **Special Score** column will be displayed to the right of the score in the same cell.

To Overwrite a Grade in the Special Score Column:

Note: For most schools, the exam grade is what is exported, not the score. Should you need to change the grade, but want to keep the exam score you will need to overwrite the grade.

Step 1: Double click in the cell to highlight it.

Step 2: Press the right arrow then the spacebar. Enter the **Grade** for the student.

Step 3: Press **Enter** again. (The overwritten grade will appear in the right-most column and the font color will be green.)

Test-1	SEMEX1
Mathemati	
2	
Test	**
	20
100	100
92	85 B
75	80 B
91	76 B

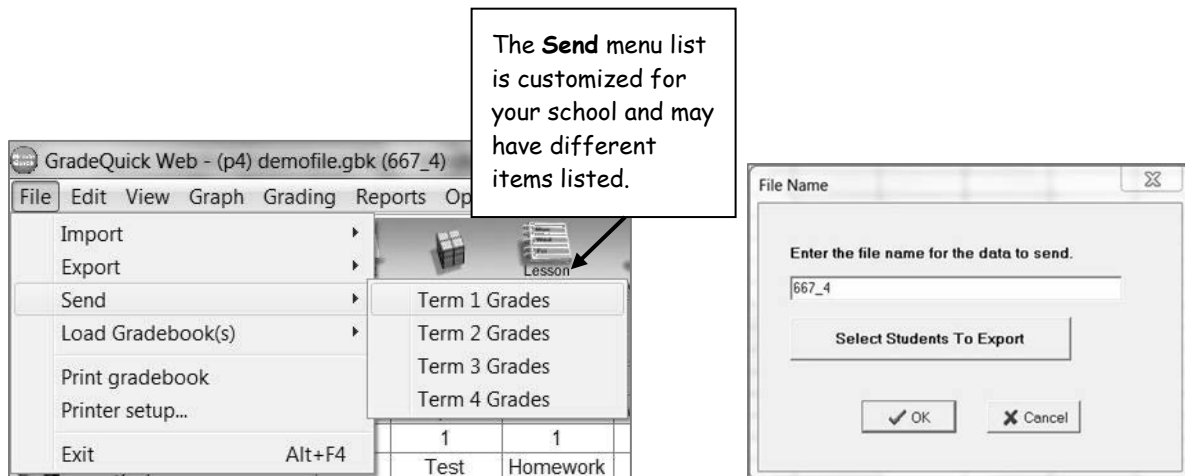
Overwritten Special
Score grade

Sending to Administrative Software (Teachers)

Please consult with your school's GradeQuick manager for more specific details on the procedures for your school's particular customization. You will need to go through the following general procedure for each of your gradebooks each time you export your grades.

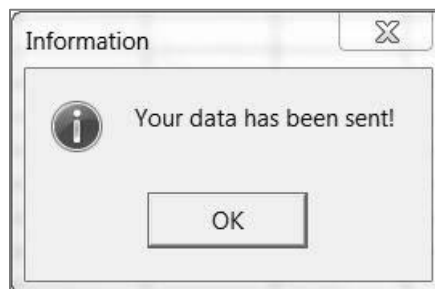
To Send the Grades:

Step 1: Click **File→Send**. Select your administrative software or correct term from the sub-menu. (Consult with your school's GradeQuick manager about the menu choices specific to your school.) The **Export File Name** dialog box appears. (Your export file name automatically appears.) See figure below on the right.

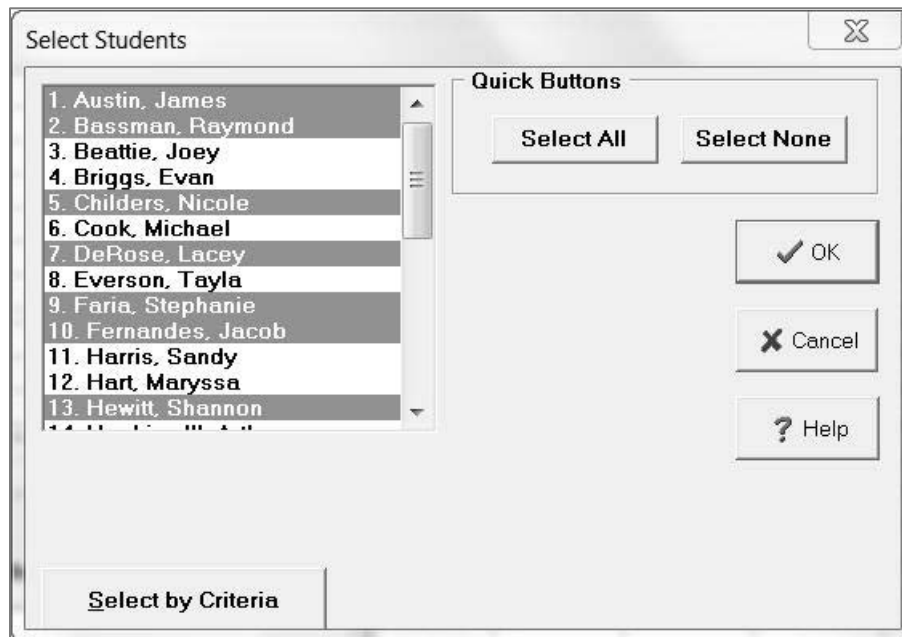


Step 2: Click **OK**.

Step 3: An Information dialog box appears. Click **OK**. Your grades have been sent for this gradebook (class). Remember to go through these steps for each of your gradebooks!



Note: You can select which students to export by clicking **Select Students To Export**. Click **Select None** and then click the students to highlight for those you want to send grades.



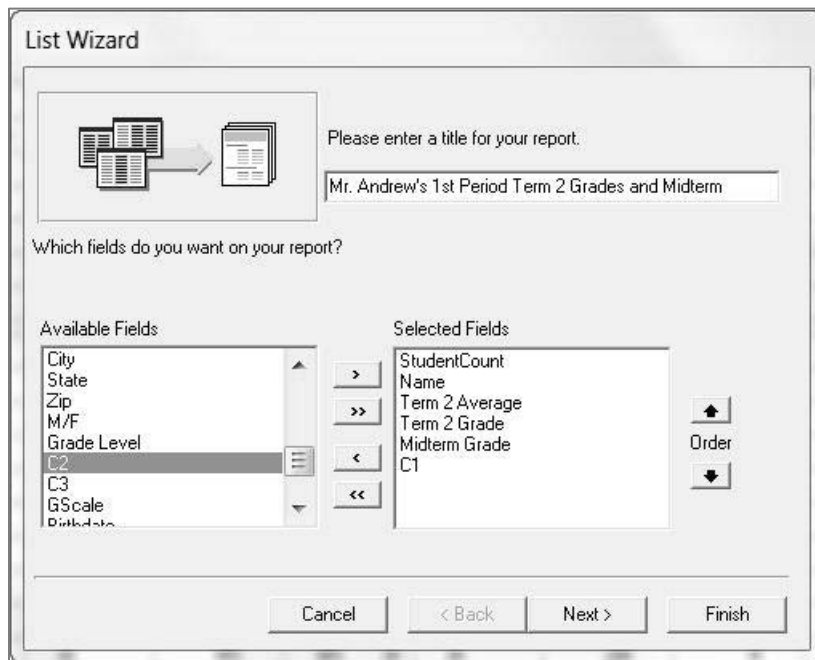
Printing a Summary of Sent Data

GradeQuick's List Wizard allows you to print a report that displays the final averages and grades from each marking period including Semester Exams. This will give you a hard copy of the information that was sent to your administrative software.

To Use the List Wizard:

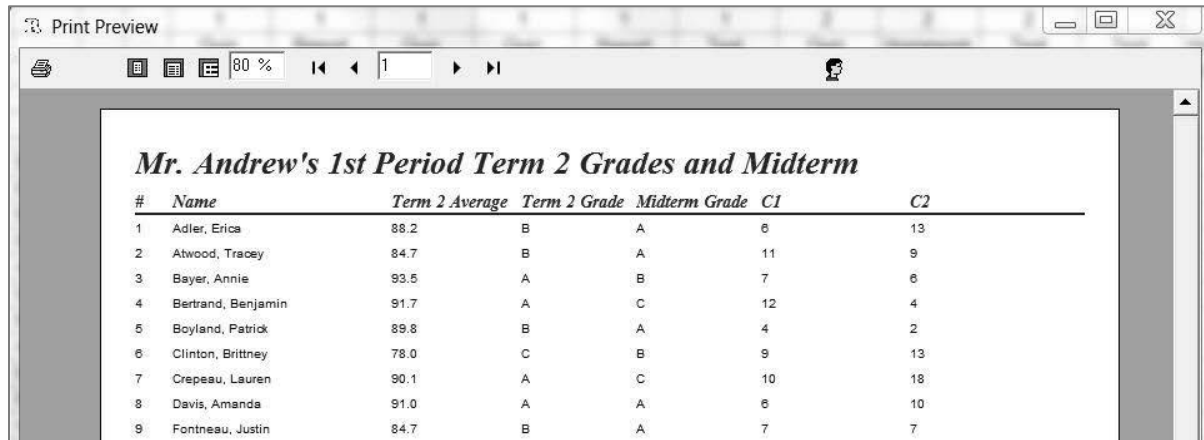
Step 1: Click **Reports**→**List Wizard**.

Step 2: The **List Wizard** window opens. This window allows you to choose various data fields to display/print on the report. Select data on left by double-clicking or by clicking the right arrow button. When you have chosen the fields that you sent to your administrative system, click **Next**.



Step 3: The **List Wizard** window will now list the data that you have requested to print.

Step 4: The **List Wizard** window will allow you to choose different styles for your report. Click **Finish** after you make your selections. The **List Wizard** will display in the **Print Preview**. Click the **Printer** icon to print the list.



Mr. Andrew's 1st Period Term 2 Grades and Midterm

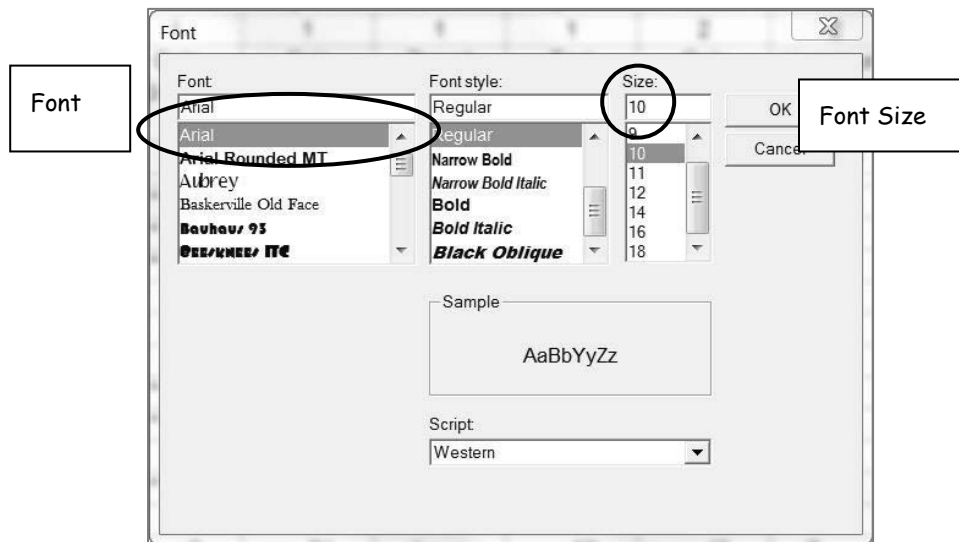
#	Name	Term 2 Average	Term 2 Grade	Midterm Grade	C1	C2
1	Adler, Erica	88.2	B	A	6	13
2	Atwood, Tracey	84.7	B	A	11	9
3	Bayer, Annie	93.5	A	B	7	6
4	Bertrand, Benjamin	91.7	A	C	12	4
5	Boyland, Patrick	89.8	B	A	4	2
6	Clinton, Brittney	78.0	C	B	9	13
7	Crepeau, Lauren	90.1	A	C	10	18
8	Davis, Amanda	91.0	A	A	6	10
9	Fontneau, Justin	84.7	B	A	7	7

Using the Advanced Features in Your GradeQuick Gradebooks

Changing the Font

Step 1: Click **Options**→**Font**. A **Font** dialog box will appear.

Step 2: Choose a font such as Arial. Then select a smaller or larger font size. Click **OK**.

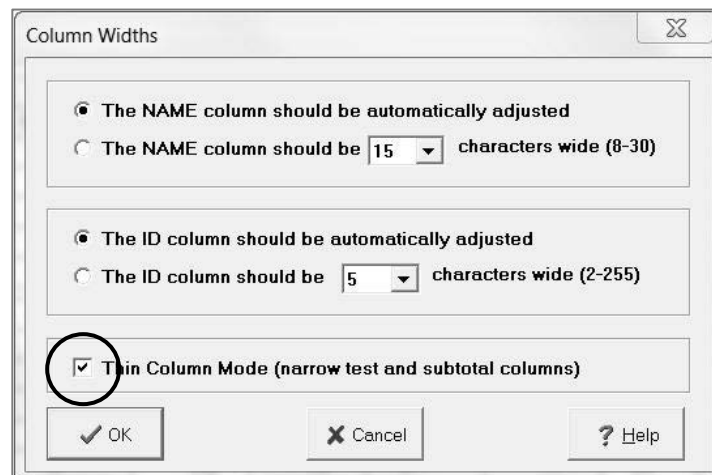


Changing Column Widths

You may also change columns widths or remove the ID column to increase the number of columns displayed.

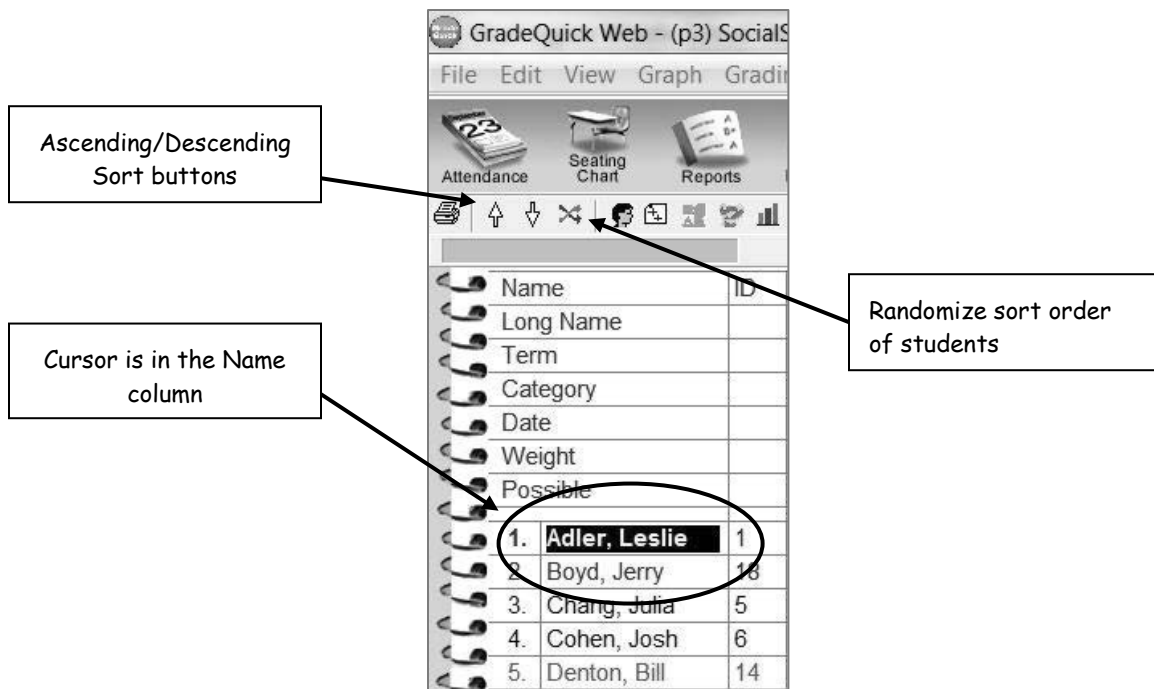
Step 1: Click **View**→**Column Widths**.

Step 2: Check mark the box for **Thin Column Mode** to display more columns.



Sorting Students

You may arrange your student rows alphabetically, by ID number, by data field, or by their performance on any score or overall average. The quickest way to sort your student rows is to place your cursor in the column that you want to use in sorting, then click one of the Sort buttons on the Standard Toolbar to sort ascending or descending.



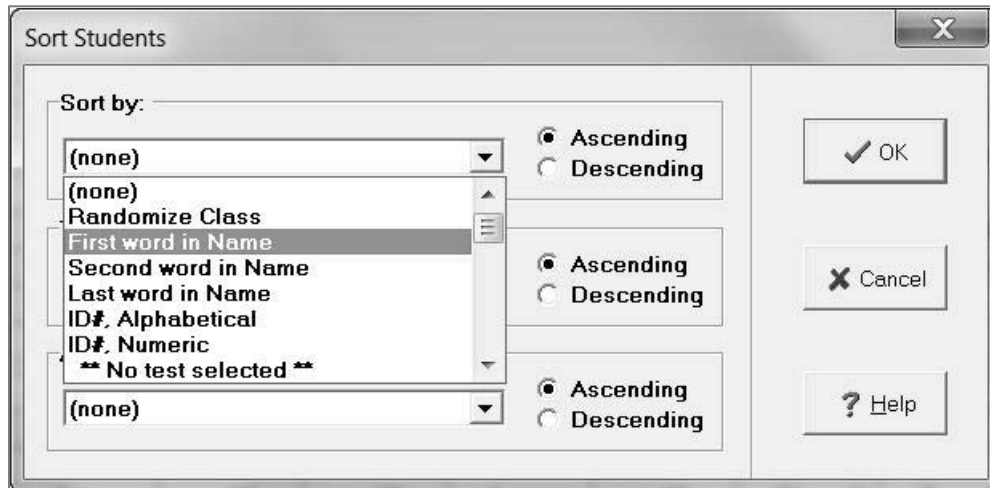
To Sort Students:

Step 1: Click **View→Sort→Students**.

Step 2: There are three levels of sorting available. Select one of the data fields by clicking the black drop-down arrow, and selecting a field such as **First Word in Name**. Use this option if you have entered the names in order, i.e., Smith, Tom or Jones, Mary P.

Step 3: Once you select a sort method, select Ascending (A to Z, 1 to 100) or Descending (Z to A, 100 to 1).

Step 4: If you choose you may select a second sort option such as **Last Word in Name**. Use this option if you have more than one student with the same last name. Select **Ascending** or **Descending**. Click **OK**.

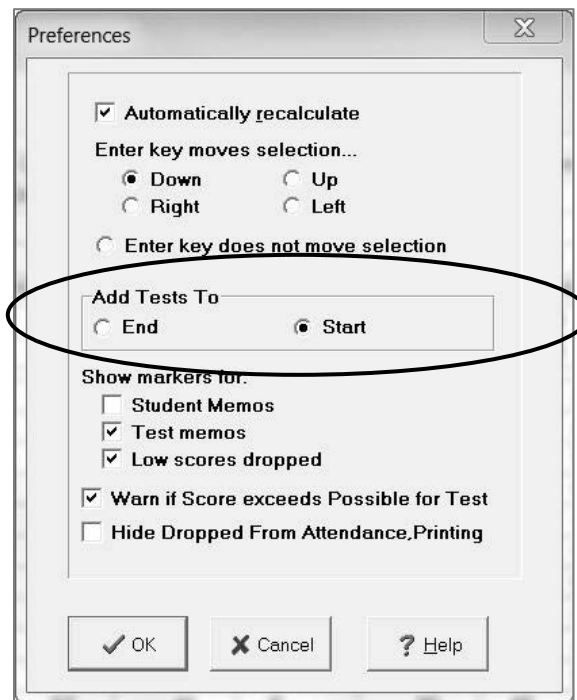


Adding Tests to Follow Student Names

You can select whether to add new tests to the beginning, (next to the Student Name/ID), or the end (next to the summary columns), of your gradebook. Many users find this feature makes entering student assignment scores much easier.

Step 1: Click **Options**→**Preferences**.

Step 2: Select **End** or **Start**. Click **OK**.



File Edit View Graph Grading Reports Options

Attendance Seating Chart Reports Student Information Edit Skills

View All Terms

Mathematics test on chapter 1 Avg: 78 Median: 80 High: 99

Name	ID	**	Facts-1	Facts-2 ₄	Apply ₁	Compare ₃	Test-1	SubTotal
Long Name			Basic mat	Basic mat	Apply math	Compare	Mathemati	
Term	1	1	1	1	1	1	1	1
Category	**	Test	Test	Quiz	Homework	Test		
Weight								40
Possible	**	100	100	50	50	100	100	
1. Adler, Leslie	1	**	100	80	45 ₁	√+	92	92.3 A
2. Boyd, Jerry	18	**	**	75 _m	32	ok	75	73.1 C
3. Chang, Julia	5	**	94	97	49	Good	91	92.7 A
4. Cohen, Josh	6	**	100	100	X	√	99	99.7 A
5. Flaherty, Sarah	7	**	88	84	45 ₁	Fail	**	80.6 C

New assignment column appears to the right of the student names.

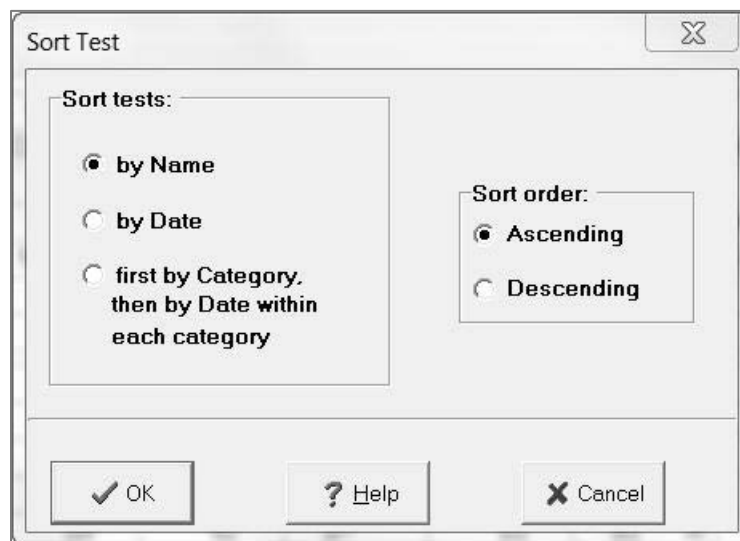
Sorting Tests

To Sort Tests:

Step 1: Click **View→Sort→Tests**.

Step 2: Choose **by Name** to list tests in alphabetical order. Choose **by Date** to list tests in chronological order. It is important to enter the date of the test in each test column. Choose **first by Category then by Date...** to group the tests together by category.

Step 3: Select **Ascending** or **Descending**. Click **OK**.



Dropping Low Scores

GradeQuick allows you to drop as many low scores as you wish from any category or overall, and to restore those scores any time you like. GradeQuick drops the score that will hurt the student's final average the most, even when it is not the lowest absolute score or lowest percentage score.

To Drop Low Scores:

Step 1: Click **Grading**→**Drop Low Scores**. A **Drop Low Scores** dialog box appears (Figure 1).

Note that all the terms you have in your gradebook will appear.

Step 2: Click one of them, such as **Any Category**. Highlight the **0** in the box next to the **Change** button. Type the number of tests you want to drop for that category. Click **Change**.

Step 3: When changes are complete click **OK**.

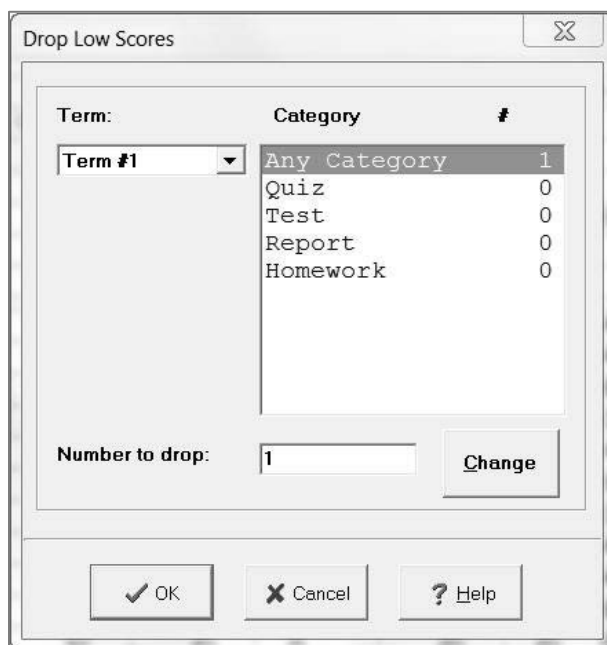


Figure 1

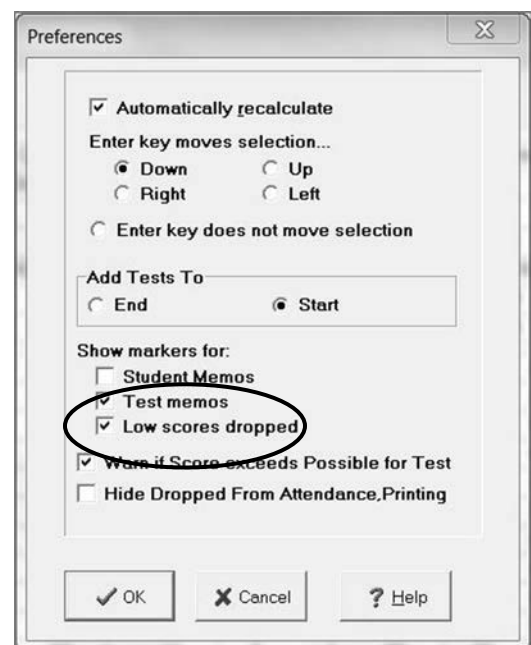


Figure 2

Step 4: To turn display of the marker on or off, click **Options**→**Preferences**. Check or Uncheck **Low Scores Dropped** under **Show markers for:** (Figure 2)

4	Cohen, Josh	6	100	100	X	4
	enton, Bill	14	90	84	48	A
	aherty, Sarah	7	88	84	45	Fail

A line through the score (marker) will show which score is dropped. (Figure 3)

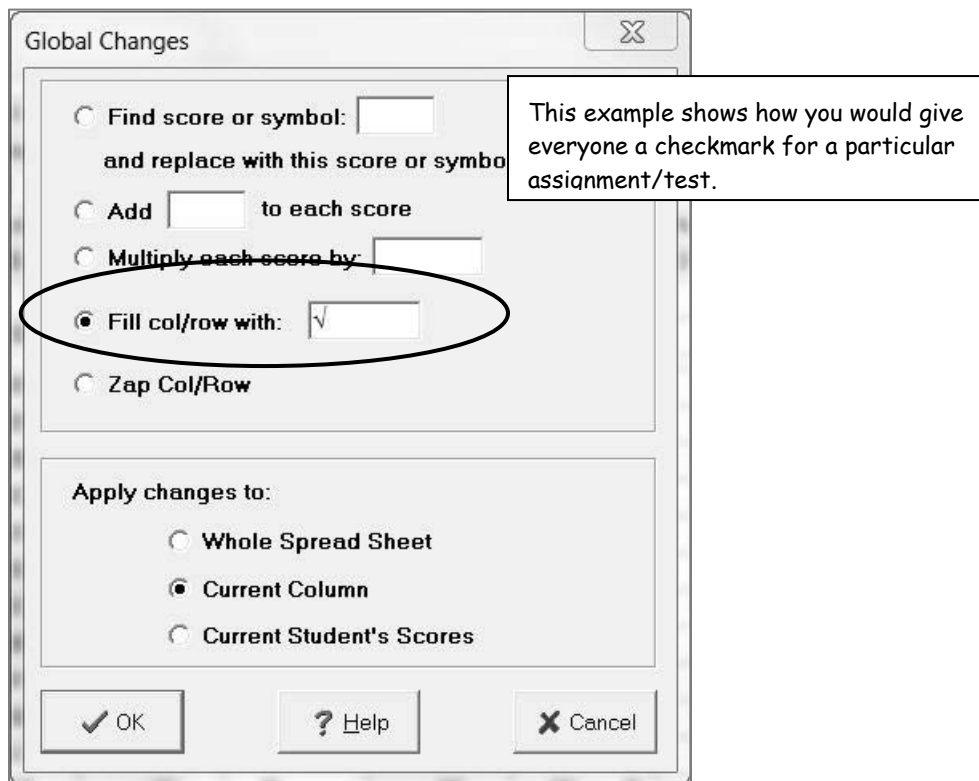
Figure 3

Using Global Changes (Entering or Changing Many Scores at Once)

You may make changes to rows, columns or the entire spreadsheet with Global Changes.

To Make a Global Change:

- Step 1:** Position the cursor in the row or column if you want the change to apply to that section. If you want the change to apply to the entire spreadsheet, it makes no difference which cell is highlighted. Click **Edit→Global Changes**. Or right click the desktop and click **Global Changes** from the menu.
- Step 2:** After you select one of the following options, you must choose to apply it to the **Current Student's Scores**, **Current Column** or the **Whole Spreadsheet**. Click **OK**.



Select **FIND SCORE OR SYMBOL... AND REPLACE WITH THIS SCORE OR SYMBOL...** to change any score or symbol to another score or symbol. For example, if you wish to change all check-marks in a certain lab assignment, or throughout the class, to the number 50. Type the number you want to replace in the box next to FIND and the replacement number in the box next to REPLACE.

When you select **ADD...TO EACH SCORE**, enter the number you wish to add to each score in a row, column or the whole spreadsheet. If you wish to subtract a number, enter it with a minus sign preceding the number (-5).

When you select **MULTIPLY EACH SCORE BY...**, enter the number by which you wish to multiply. If you wish to divide each number, you would enter a fraction in a decimal format as a multiplier, e.g., if you wanted to divide each score in half, you would enter .5 as the number by which you multiply the current score.

Select **FILL COL/ROW WITH...** if you want to enter the same score in many cells without having to repeat it.

Select **ZAP COL/ROW** to remove scores in the row or column you have selected. In this way, you can delete all scores in a selected test column while retaining the test descriptions in the header of the column.

Copying Information from One Gradebook to Another

Information that you create in one gradebook can be copied to another gradebook using the **Gradebook to Gradebook Copy** feature.

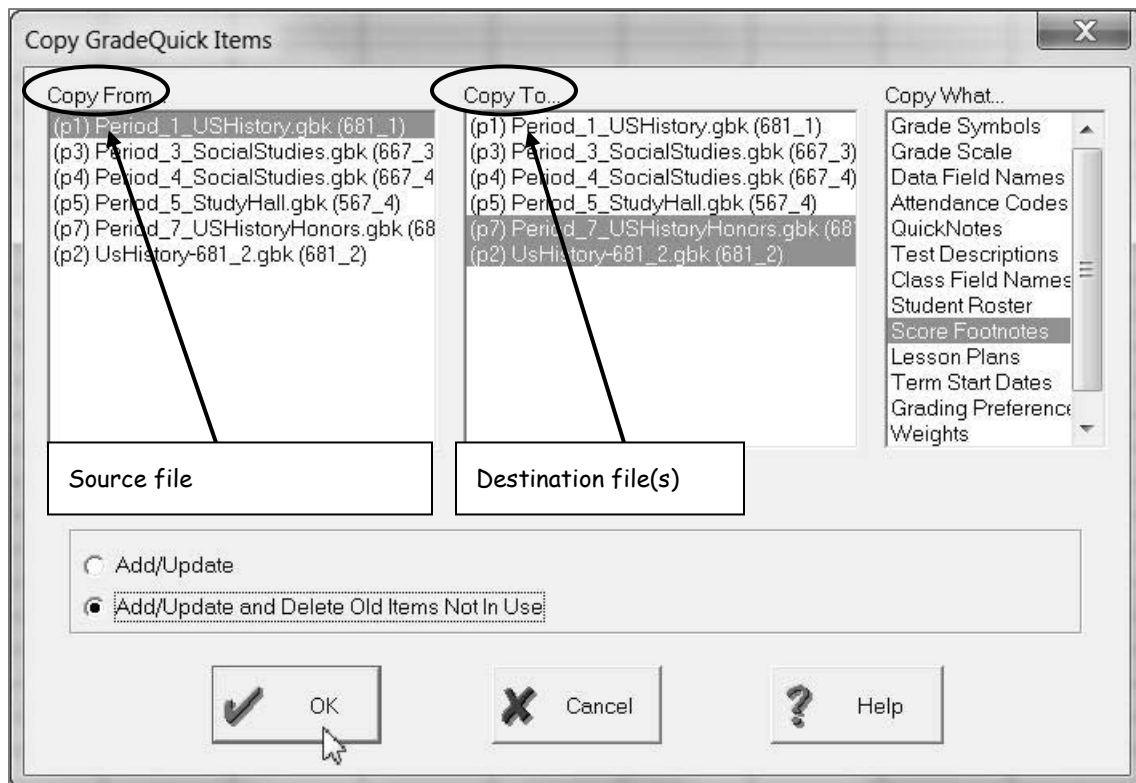
To Copy from One Gradebook to Another:

Step 1: Click **Edit→Gradebook to Gradebook Copy** or you may right click the desktop and click **Gradebook to Gradebook Copy**.

Step 2: In the dialog box, select the source gradebook you want to **Copy From** and the destination gradebook(s) you want to **Copy To**. To choose more than one destination file click the first one and SHIFT + Click the last one to include all the files in between, or CTRL + Click the individual files to select them out of order.

Step 3: Choose the item you want to copy (**Copy What**) from the list. Depending on the item, you may be asked to click the manner in which you want the information treated.

Step 4: Click **OK** to make the copy.



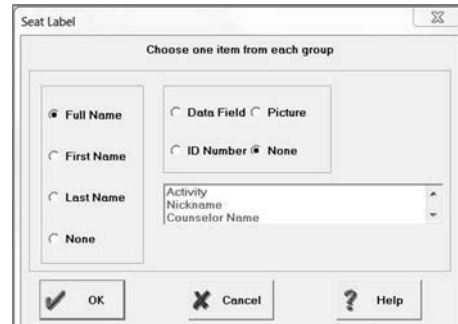
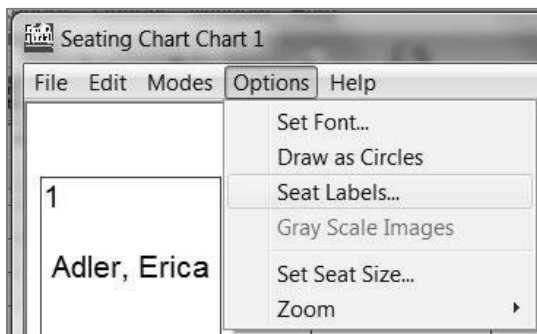
Modify a Seating Chart

To Modify a Seating Chart:

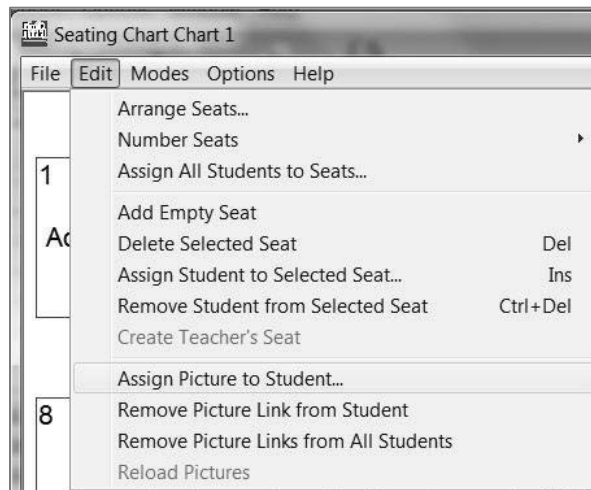
Step 1: To **Add** an empty seat, right click anywhere on the seating chart.

Step 2: If you want to **Delete** a seat, left click the seat and press the delete key. If a student occupies the seat, you will be asked if you're sure you want to delete the seat.

Step 3: To add **Pictures** to the Seating Chart, click **Options→Seat Labels**. Check **Picture** on the Seat Label dialog box. Click **OK**. You will be reminded to assign a picture to each student.



Step 4: Select a student by clicking on their seat. Click **Edit→Assign Picture to Student**.



Step 5: Select the file that contains the picture of the student you have selected. Repeat for each student. Your GradeQuick manager can make the picture files available on the network. Student pictures should be either .bmp or .jpg files.

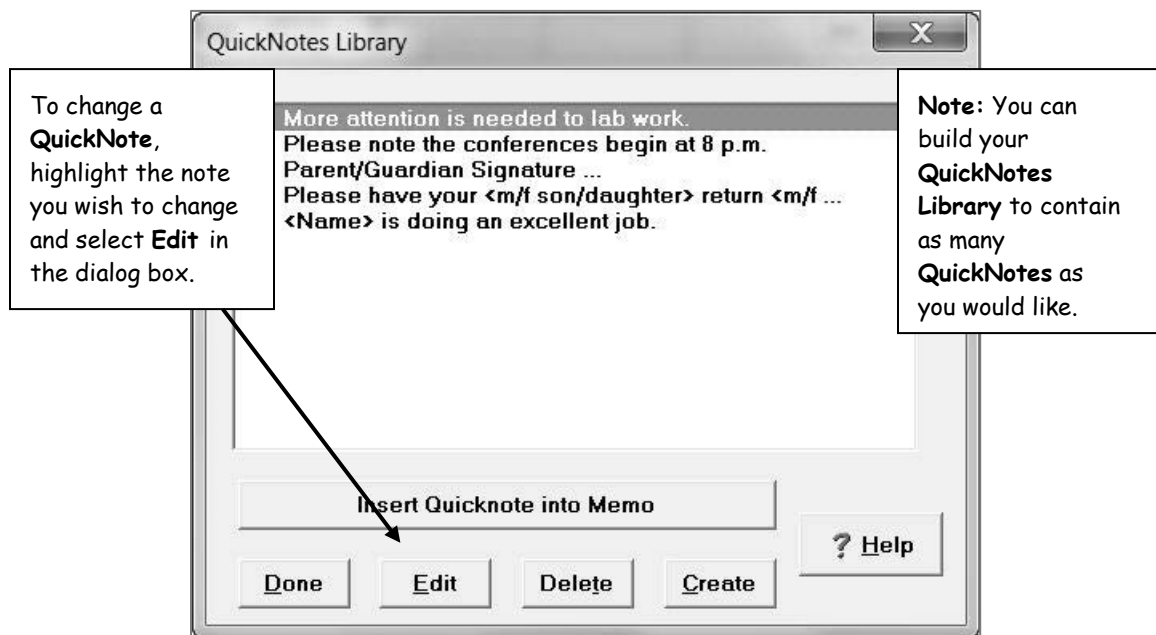
Using the QuickNotes Library

The QuickNotes Library allows you to write memos that you expect to use frequently. You may select the notes to insert as needed.

To Create QuickNotes:

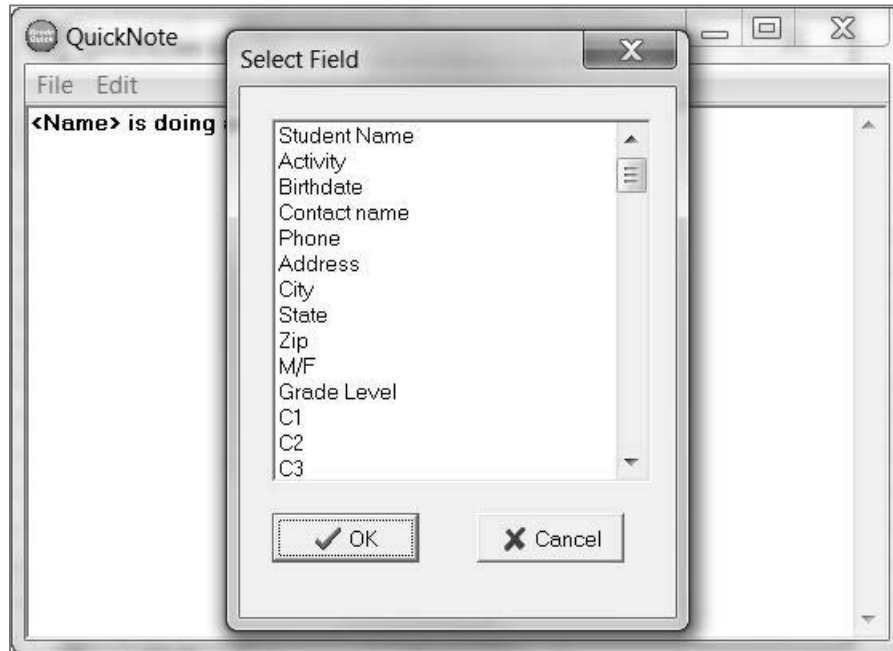
Step 1: Click **Edit**→**Memo**→**Edit QuickNotes Library**.

Step 2: The **QuickNotes Library** dialog box appears. Click **Create** and a QuickNotes dialog box will open to enter the QuickNotes.



Step 3: Type in a phrase, sentence or even a paragraph that you may want to use several times. You may make use of certain word processing functions, such as cut, copy, and paste and spell checker. Close the window by clicking on X in upper right corner. The note you have entered will now appear in the **QuickNotes Library** list available for selection for placing in memos. When you are finished creating QuickNotes, close the **QuickNotes Library** window by clicking **Done**.

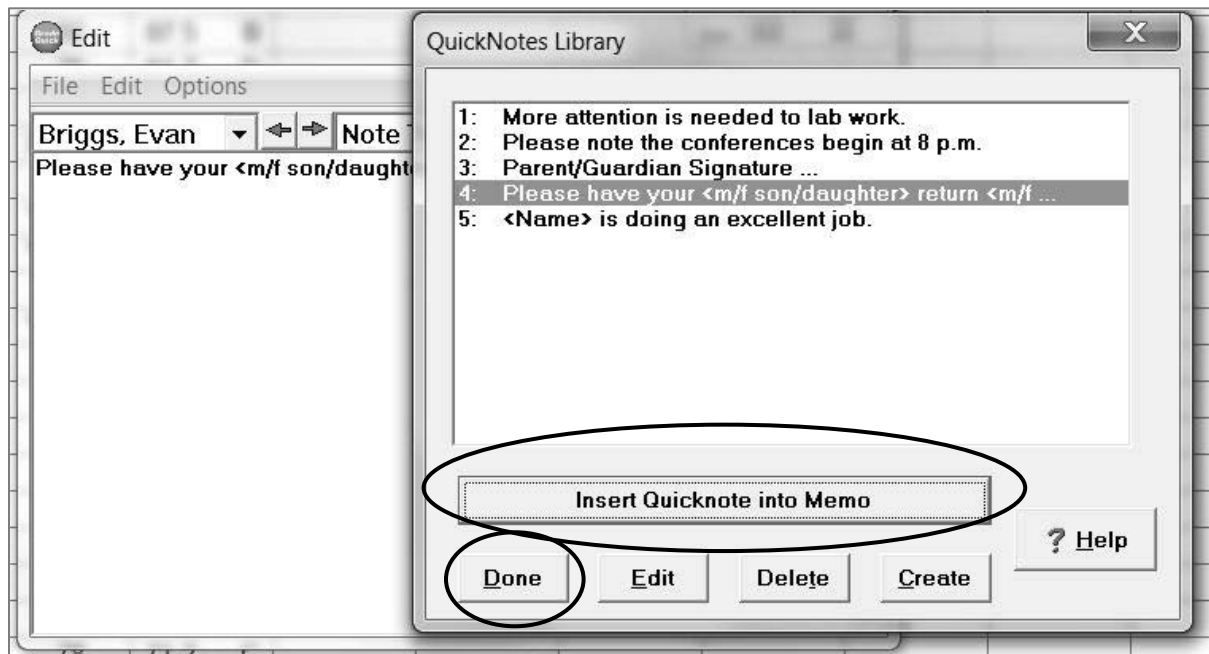
Step 4: Student Data Fields may be inserted into the QuickNotes. Click **File→Insert Field**. A list of student data fields, and score information will appear. Select the information you want to include in the memo. Click **OK**. When you are finished typing, close the QuickNotes by either clicking **File→Exit QuickNotes** or clicking the **X** in the upper right corner of the **QuickNotes** window.



Inserting QuickNotes

To Insert QuickNotes:

- Step 1:** When writing a memo, click **File→Insert QuickNotes** from the menu bar of the Edit memo dialog box.
- Step 2:** The **QuickNotes Library** box appears. Highlight the QuickNote you want to use and click **Insert QuickNote into Memo**. The QuickNote will be entered into your memo.



Step 3: Click **Done** to return to the memo.

Step 4: You may also create new QuickNotes by accessing the library in this manner.

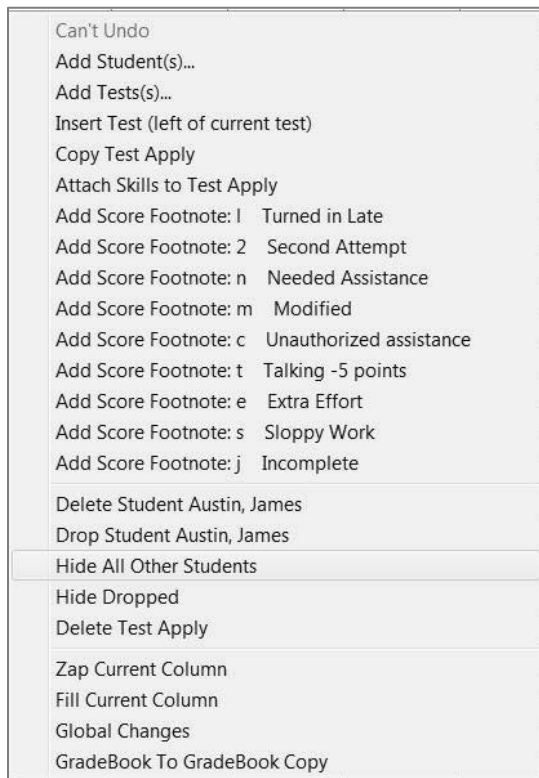
Displaying Students

GradeQuick allows teachers to hide students from the spreadsheet display.

To Hide all but one Student:

Step 1: Click the row for the student you want to isolate.

Step 2: Right click and choose **Hide All Other Students**.



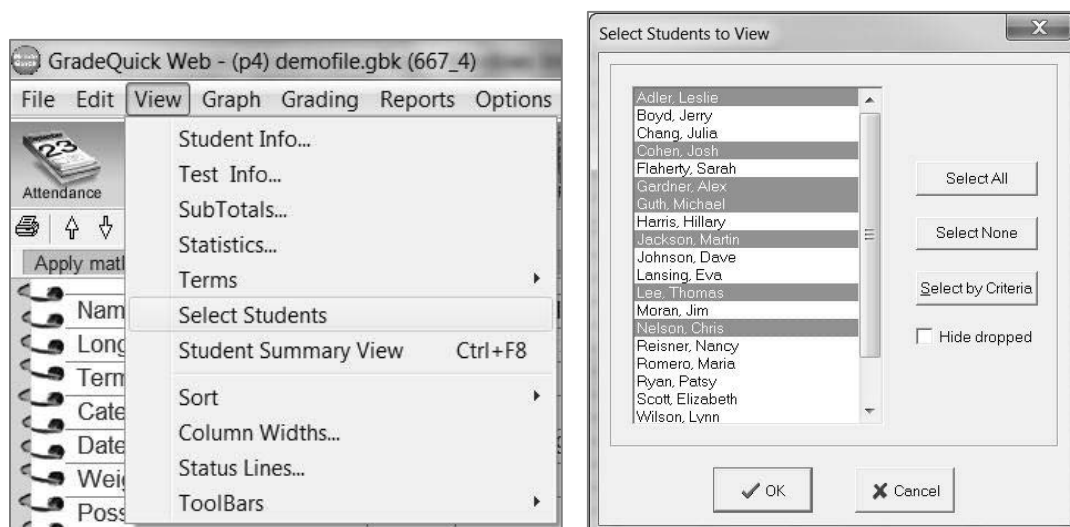
Only selected student and their scores are showing.

Name	ID	Facts-1	Facts-2 ₄	Apply ₁	Compare ₃	Test-1	SubTotal	
Long Name		Basic mat	Basic mat	Apply math	Compare	Mathemati		
Term		1	1	1	1	1	1	
Category		Test	Test	Quiz	Homework	Test		
Weight							40	
Possible		100	100	50	50	100	100	
1. Harris, Hillary	30	72	60	25	√	78	71.2	D

Note: To return to normal view, right click and choose **Show All Students**.

To Select a Group of Students to

Step 1: Click **View**→**Select Students Display:**



Step 2: Make your selections in the **Select Students to View** dialog box. Click **OK**.

Name	ID	Facts-1	Facts-2 ₄	Apply ₁	Compare ₃	Test-1	SubTotal		Avg	Grade
Long Name		Basic mat	Basic mat	Apply math	Compare	Mathemati				Yr
Term		1	1	1	1	1				
Category		Test	Test	Quiz	Homework	Test				
Weight										
Possible		100	100	50	50	100				
Only the selected students are displayed.										
1. Adler, Leslie	1	100	80	45 ₁	√+	92	92.3	A	92.37	A
2. Cohen, Josh	6	100	100	X	√	99	99.7	A	99.71	A
3. Gardner, Alex	4	92	76	50	NC	75	73.2	C	73.25	C
4. Guth, Michael	8	66	77	**	Good	74	73.4	C	73.42	C
5. Jackson, Martin	9	90	88	44	Pass	83	86.8	B	86.87	B
6. Lee, Thomas	13	97	55	38	Pass	72	76.1	C	76.12	C
7. Nelson, Chris	16	50	44	24	ok	56	52.8	F	52.87	F

Step 3: Right click and choose **Show All Students**.

To Hide Dropped Students from the Spreadsheet:

Step 1: Right-click and choose **Hide Dropped**. Dropped students will not be visible on the spreadsheet, in the attendance chart, nor for printing reports. Or click **Options→Preferences**. Check the box for **Hide Dropped from Attendance, Printing**.

Possible	100	100	50	50	100	Avg	Grade
= 1. Adler, Leslie	100	100	45	√+	92	97.37	A
= 2. Boyd, Jerry	**	75 _m	32	ok	75	73.16	C
3. Chang, Julia	94	97	49	Good	91	92.75	Dr
4. Cohen, Josh	100	100	X	√	99	99.71	A
5. Denton, Bill	90	81	48	A	86	88.25	B
6. Flaherty, Sarah	88	84	45	Fail	**	80.66	Dr
7. Gardner, Alex	92	76	50	NC	75	73.25	C

Possible	100	100	50	50	100	Avg	Grade
= 1. Adler, Leslie	100	100	45	√+	92	97.37	A
= 2. Boyd, Jerry	**	75 _m	32	ok	75	73.16	C
3. Cohen, Josh	100	100	X	√	99	99.71	A
4. Denton, Bill	90	81	48	A	86	88.25	B
5. Gardner, Alex	92	76	50	NC	75	73.25	C
6. Guth, Michael	66	77	**	Good	74	73.42	C

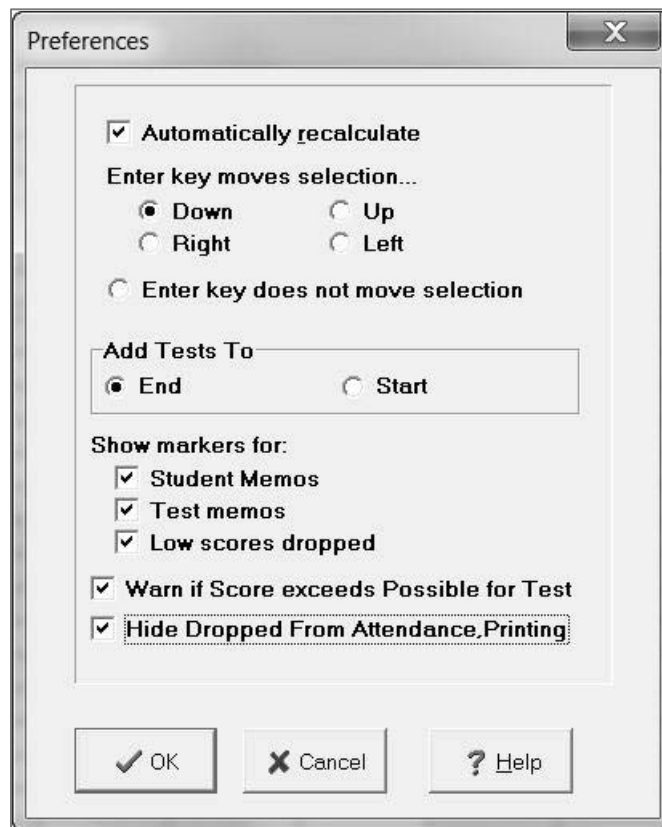
Setting Preferences

Preferences allow you to set a number of options relating to the performance of GradeQuick.

To Change Preferences:

Step 1: Click **Options→Preferences**. The **Preferences** dialog box will appear.

Step 2: Click **OK**.



- If **Automatically recalculate** is selected GradeQuick will recalculate every time you enter a score.
- **Enter key move selection...** You may set the direction of your **Enter** key movement.
- **Add Tests To** – You can choose whether GradeQuick will add new test columns to the start of the spreadsheet (to the left of the previously entered test column) or to the end (to the right of the last entered test column).
- **Select Show Markers for:** to flag the item in the gradebook spreadsheet
- **Student Memos** – displays an = sign in front of students that you have written notes.
- **Test Memos** – Short Test Name will display in a bold font.
- **Low Scores Dropped** – Dropped scores will have a line through them.

- Select **Warn if Score exceeds Possible for Test** if you want a warning to appear. Click **Yes** to continue adding the next student's score. Clicking **No** will keep the current score.
- Select **Hide Dropped From Attendance, Printing** to hide dropped students from the spreadsheet, **Attendance Chart** or the Student list to print reports.

Working at Home

GradeQuick Web provides instant access to your current gradebook data from any computer with an Internet connection.

The first time you use GradeQuick Web on a new computer you will need to download the plug-in needed to access the program.

Step 1: Open your Internet browser to www.edline.net.

Step 2: Type in your **Screen Name** and **Password**. Click **Sign In**.

Step 3: Click **Get GradeQuick Plugin** found in the **Tools→GQWeb** window. Follow the directions that appear.



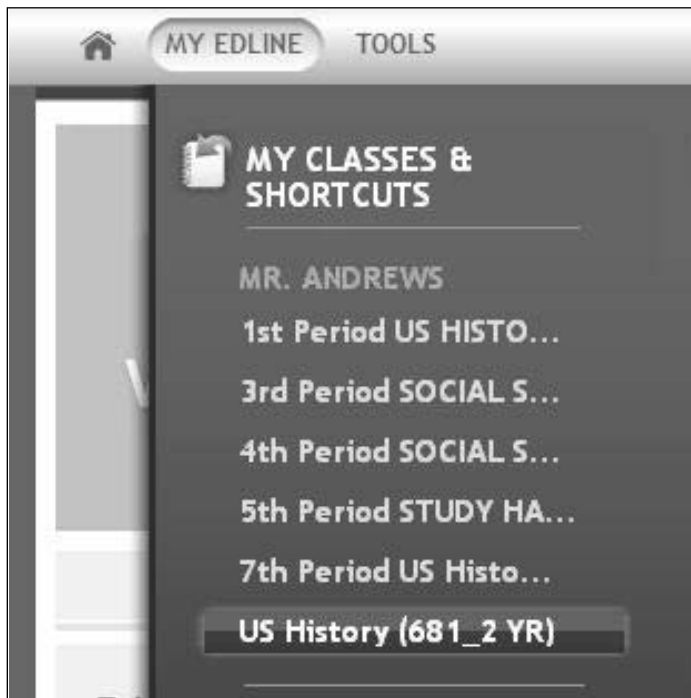
Step 4: Once the plug-in has been downloaded you can click **Semester # GradeQuick Web** to open the program.

Gradebook Management

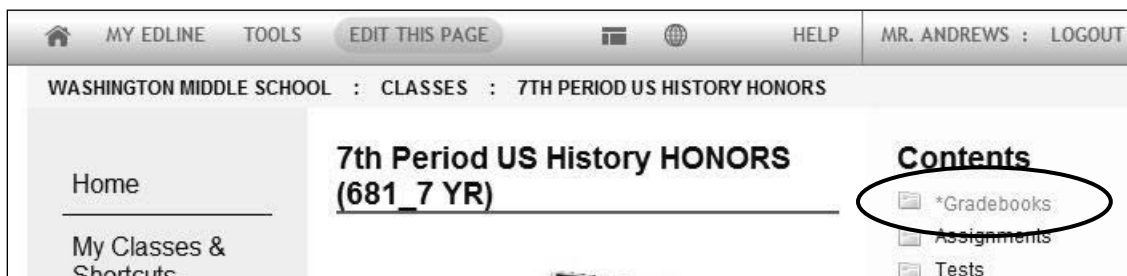
Renaming Gradebooks

By default, GradeQuick Web names the teachers' gradebooks based on the Subject followed by (course and section number). Your teachers may find it more appropriate to name the gradebook Period_1 or Freshman_Biology.

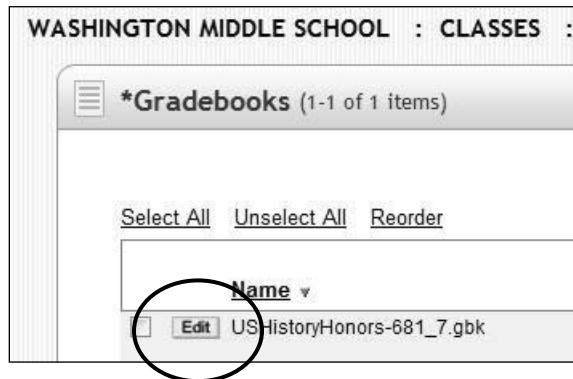
Step 1: Log in to Edline. Select the class for which you want to rename the gradebook from the **My Classes** section on the left side of the page.



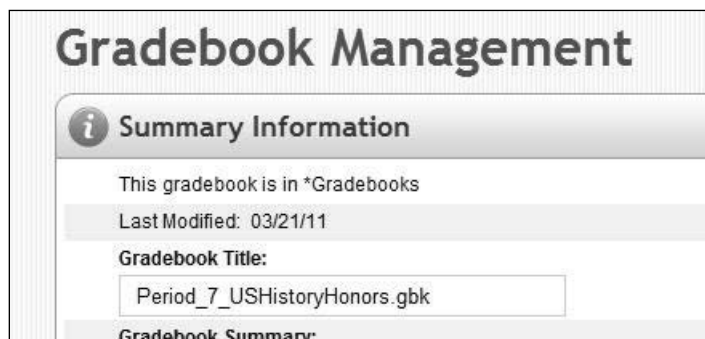
Step 2: On the class page, click the ***Gradebooks** link from the **Contents** section on the right side of the page.



Step 3: Click the **Edit** button next to the gradebook name.



Step 4: Change the **Gradebook Title**. Click the **Save** button.

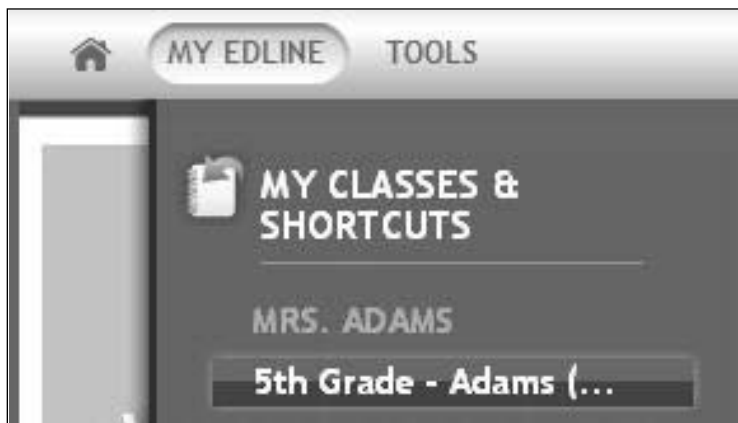


Note: GQWeb gradebooks must use web naming convention. No spaces or special characters can be used except for (\$, -, and _).

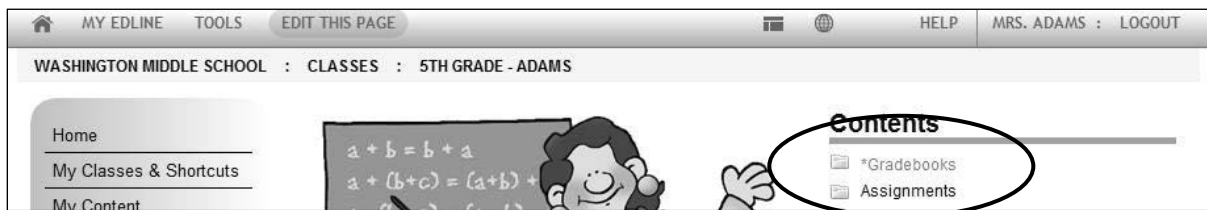
Creating Multiple Gradebooks for a Single Class

By default, GradeQuick Web creates one gradebook per class. In the case of elementary schools, (where classes are NOT scheduled) a self-contained classroom teacher may create gradebooks for all of their subject areas. (**Note:** Be sure to read the section **Selecting Gradebooks for SiteReporter or Exporting Grades** if your teachers use this feature.)

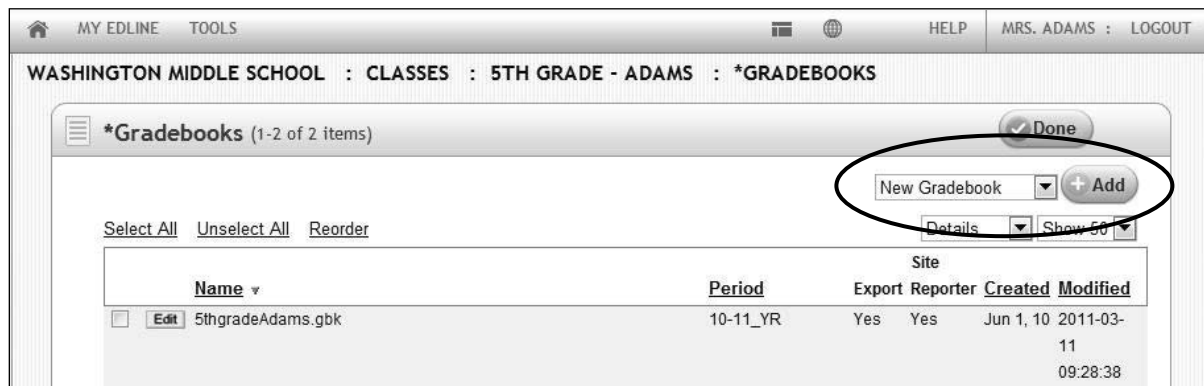
Step 1: Log in to Edline. Select the elementary class that has been created automatically.



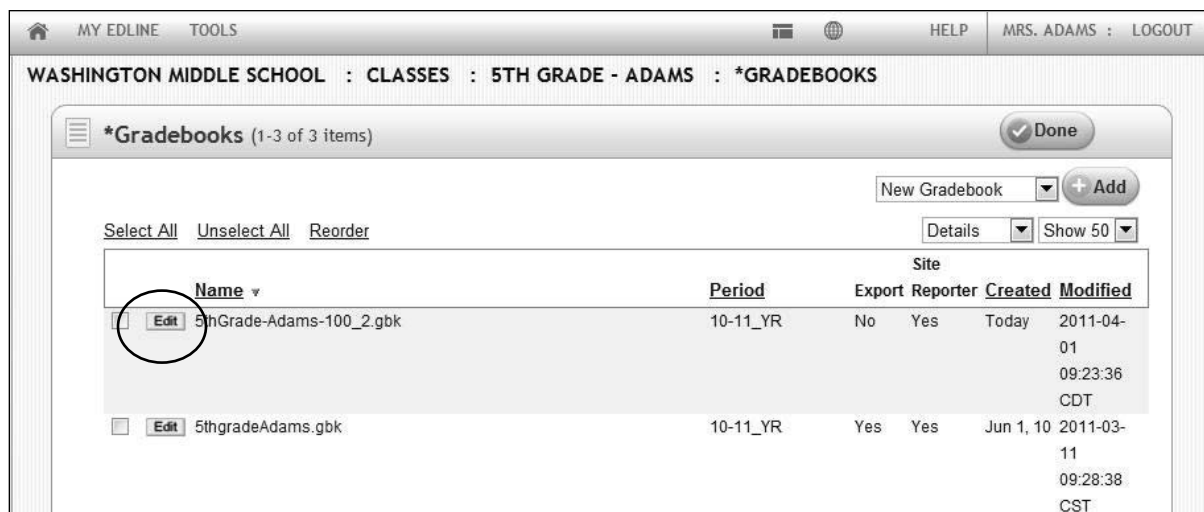
Step 2: On the class page, click the ***Gradebooks** link from the **Contents** section on the right side of the page.



Step 3: Select **New Gradebook** and click **Add**.



Step 4: A new gradebook will be created for you, named for the original class and class ID. Continue these steps until you have created one gradebook for each subject area you teach.



Step 5: Click the **Edit** button next to the gradebook name.

Step 6: Change the Gradebook Title. Click the **Save** button when satisfied with new name.
Continue to rename the gradebooks until you have finished.

Gradebook Management

i Summary Information

This gradebook is in *Gradebooks

Last Modified: 04/01/11

Gradebook Title:

Gradebook Summary:

Error

The gradebook title 'Language Arts.gbk' is not allowed because the title needs to be a valid internet file name. You must use a valid internet file name.

Note: GQWeb gradebooks must use web naming convention. No spaces or special characters can be used except for (\$, -, and _).

***Gradebooks** (1-4 of 4 items)

[Select All](#) [Unselect All](#) [Reorder](#)

	Name ▾
<input type="checkbox"/>	Edit Language_Arts.gbk
<input type="checkbox"/>	Edit Mathematics.gbk
<input type="checkbox"/>	Edit Science.gbk
<input type="checkbox"/>	Edit Social_Studies.gbk

List of gradebooks associated with original **NON-scheduled** class.

Uploading Existing Gradebooks

Teachers may have old gradebooks that they want to copy the assignments, or perhaps lesson plans to their new web gradebook. Following these directions will make the previously used gradebooks available for use for copying information from one gradebook to another in GradeQuick Web. (*Note:* Be sure to read the section on selecting correct gradebooks to be used for SiteReporter and Exporting Grades if your teachers use this feature.)

Step 1: Log in to Edline. Select the class for which you want to add the previously used gradebook from the **My Classes** section on the left side of the page.

Step 2: On the class page, click the ***Gradebooks** link from the **Contents** section on the right side of the page.



Step 3: Select **Existing Gradebook** and click **Add**.

Step 4: You will be prompted to click **Browse** to locate the gradebook on your computer or network. Select the file and click **Add**.



Note: The uploaded gradebook will appear in your gradebooks list for this class. Remember that if this gradebook has a different set of students than those in the class, it will be auto-updated to reflect the current roster for the class.

*Gradebooks (1-3 of 3 items)

Done

Existing Gradebook

+

Add

Select All

Unselect All

Reorder

Details

Show 50

	Name	Period	Site	Export	Reporter	Created	Modified
<input type="checkbox"/>	<div>Edit</div> AdamsMath.gbk	10-11_YR		No	Yes	Today	2011-04-01 09:31:26 CDT
<input type="checkbox"/>	<div>Edit</div> Mathematics.gbk	10-11_YR		Yes	Yes	Jun 1, 10	2011-03-11

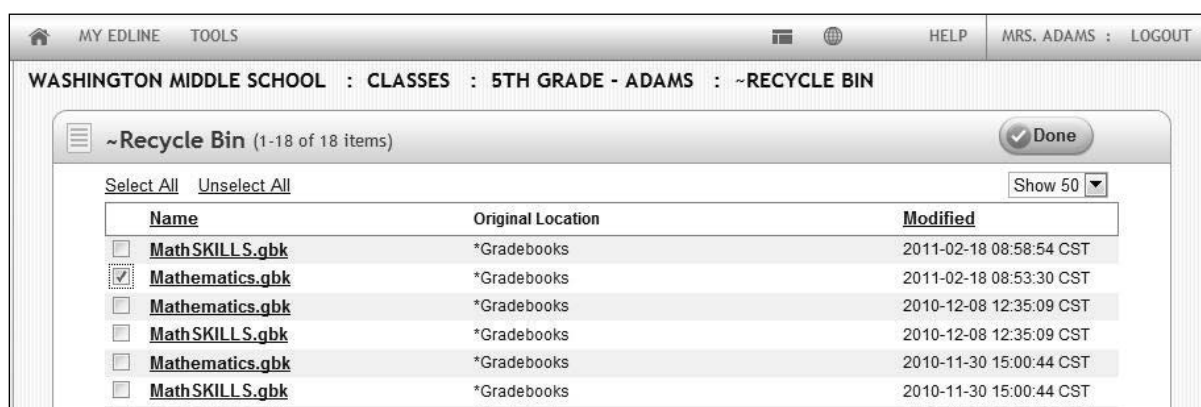
Restoring a Previous Gradebook

GradeQuick Web automatically creates backups of teachers' gradebooks. No settings to set! The gradebooks are saved automatically the first time a teacher accesses the gradebook to the class's Recycle Bin. The list of gradebooks in the Recycle Bin includes all gradebooks that the teacher deleted, as well as a previous copy of the teacher's current gradebooks. All gradebooks in the Recycle Bin lists the modified date and time, so that you can select the correct version of a gradebook. Should a teacher inadvertently delete a column of grades, delete memos or did something else to the current gradebook, a previous version of the gradebook can be restored to be used as the current gradebook from the **Recycle Bin**.

Step 1: Log in to Edline, and select the class whose gradebook you want to **restore**, from the **My Classes** section on the left side of the page.

Step 2: Click the **~Recycle Bin** link from the **Contents** section on the right side of the page.

Step 3: Once you have found the gradebook you want to restore, check-mark the box next to it, and click **Restore** at the bottom of the page. This gradebook will be placed back into the ***Gradebooks** folder. Now the teacher will be able to use the gradebook when they open GradeQuick Web.



Name	Original Location	Modified
<input type="checkbox"/> MathSKILLS.gbk	*Gradebooks	2011-02-18 08:58:54 CST
<input checked="" type="checkbox"/> Mathematics.gbk	*Gradebooks	2011-02-18 08:53:30 CST
<input type="checkbox"/> Mathematics.gbk	*Gradebooks	2010-12-08 12:35:09 CST
<input type="checkbox"/> MathSKILLS.gbk	*Gradebooks	2010-12-08 12:35:09 CST
<input type="checkbox"/> Mathematics.gbk	*Gradebooks	2010-11-30 15:00:44 CST
<input type="checkbox"/> MathSKILLS.gbk	*Gradebooks	2010-11-30 15:00:44 CST

Note: For these settings to be used globally for all of your files, you must use the **Gradebook to Gradebook Copy** feature. Select **Grading Scale** in the **Copy What:** window. Complete directions appear on the last page of this section.

Deleting Gradebooks

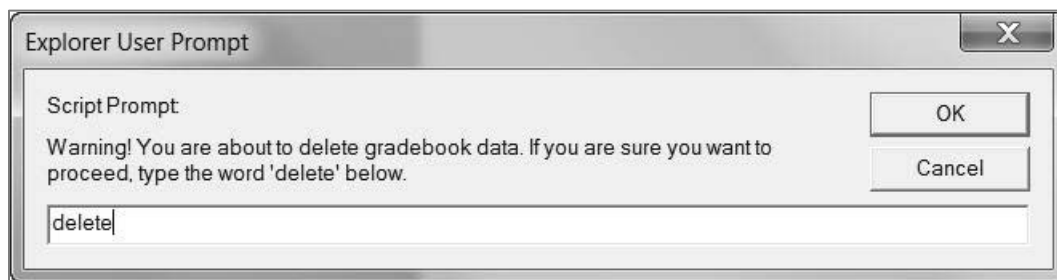
Should a teacher want to permanently remove a gradebook so that GradeQuick Web does not open it, and the teacher will not need this gradebook again, it can be deleted.

Gradebooks that the teacher created, uploaded gradebooks or the default gradebooks that are created for the teacher can be deleted. All gradebooks for a class may be deleted.

Step 1: Log in to Edline, and select the class whose gradebook you want to **delete**, from the **My Classes** section on the left side of the page.

Step 2: On the class page, click the ***Gradebooks** link from the **Contents** section on the right side of the page.

Step 3: Check-mark the gradebook(s) that you want to delete, and click **Delete**. You will be prompted to type the word “delete”, to insure that you intended to delete the selected gradebook(s).



Note: The selected gradebook(s) will be removed from the list of gradebooks, and sent to the **Recycle Bin**. To retrieve a deleted gradebook from the recycle bin, see instructions in the previous section for **Restoring a Previous Gradebook**.

Hiding Gradebooks

If you're unable to separate your rosters by semester, your teachers may find that hiding gradebooks for classes for future grading periods is helpful. (*Note:* Be sure to read the section on selecting correct gradebooks to be used for SiteReporter and Exporting Grades if your teachers use this feature.)

- Step 1:** Log in to Edline, and select the class whose gradebook you want to hide in GQWeb, from the **My Classes** section on the left side of the page.
- Step 2:** On the class page, click the ***Gradebooks** link from the **Contents** section on the right side of the page.
- Step 3:** Click the **Edit** button next to the gradebook(s) that you want to **hide**. You will be taken to a new screen, **Gradebook Management**→**Summary Information**.

MY EDLINE TOOLS HELP MRS. ADAMS : LOGOUT

Gradebook Management

Summary Information

This gradebook is in *Gradebooks

Last Modified: 03/11/11

Gradebook Title:
Mathematics.gbk

Gradebook Summary:

Scheduling Period:
Year-long (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](#)

☒ ADAMS, MRS.

Save Cancel

- Step 4:** Click the checked box in front of the teacher name to unselect it. Click the **Save** button. *Note:* This gradebook will **NOT** open when GradeQuick Web is launched by this teacher.

Selecting Gradebooks for SiteReporter or Exporting Grades

If a teacher has created multiple gradebooks to be used for the same class and your school is using SiteReporter or Exporting grades to your administrative system, you should make sure that your teachers have selected the appropriate gradebooks to be used.

Step 1: Log in to Edline, and select the class to check the gradebook selection for use by SiteReporter and Exporting Grades by selecting it from the **My Classes** section on the left side of the page.

Step 2: On the class page, click the ***Gradebooks** link from the **Contents** section on the right side of the page.

Step 3: Click the Edit button in front of the gradebook that you want to select. The **Gradebook Management**→**Summary Information** page will appear.

The screenshot shows the 'Gradebook Management' interface. At the top, there's a navigation bar with 'MY EDLINE', 'TOOLS', 'HELP', and 'MRS. ADAMS : LOGOUT'. The main heading is 'Gradebook Management'. Below it is a 'Summary Information' section. This section contains the following fields and options:

- 'This gradebook is in *Gradebooks'
- 'Last Modified: 03/11/11'
- 'Gradebook Title:' with a text box containing 'Mathematics.gbk'
- 'Gradebook Summary:' with a large text area
- 'Scheduling Period:' with a dropdown menu set to 'Year-long (Same as Class)' and a 'More Info' link
- A checked checkbox for 'Pull exports (grades and/or attendance) from this gradebook.' with a 'More Info' link
- A checked checkbox for 'Include this gradebook for SiteReporter.' with a 'More Info' link. This entire row is circled in black.
- 'These users can open and change this gradebook:' with a 'More Info' link
- A checked checkbox for 'ADAMS, MRS.'

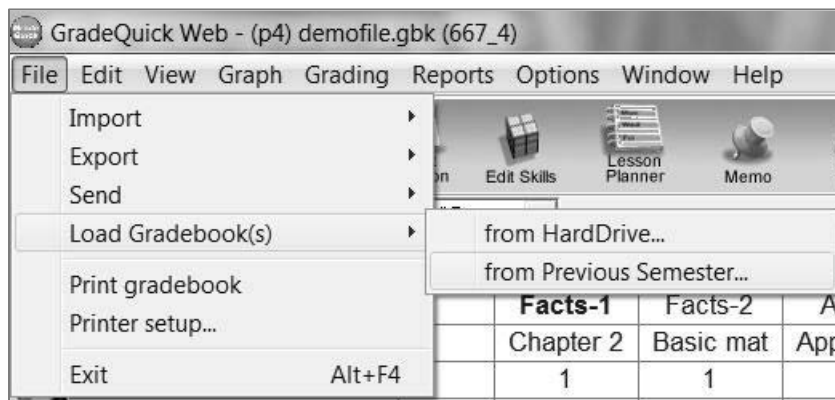
At the bottom right of the form are two buttons: 'Save' (with a checkmark icon) and 'Cancel' (with an X icon).

Step 4: Notice the sections for pulling exports and including gradebook for SiteReporter. Gradebooks are defaulted to be selected. Checkmarks will automatically appear making them used in each case. If the gradebook should **NOT** be included check marks should be removed by clicking on the checkmark to make it disappear. Be sure to click **Save**.

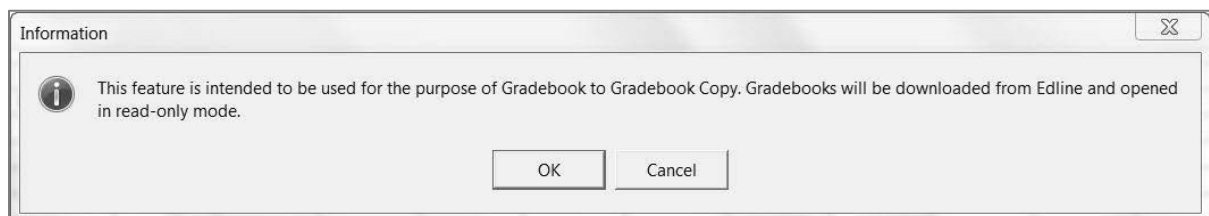
Opening Read Only Gradebooks in GradeQuick Web

A teacher may want to open a previous gradebook in the web version for the purpose of using the feature **Gradebook to Gradebook Copy** or just to compare the gradebooks. Using this method is a temporary view/use of the gradebook. As soon as the teacher logs out of GradeQuick Web, the gradebook will not be available in GradeQuick Web unless the teacher reloads the gradebook again.

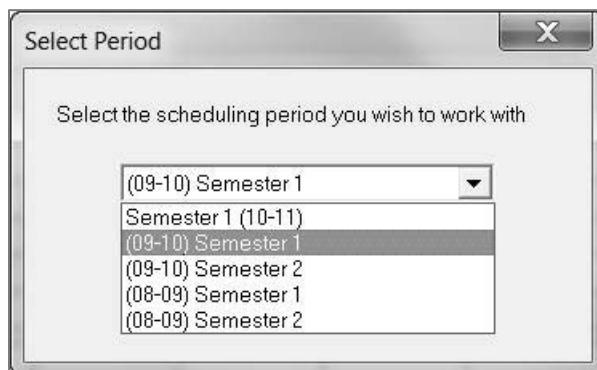
Step 1: Select **File→Load Gradebook(s)**. Choose location either a gradebook locally saved or a gradebook from Previous Semester.



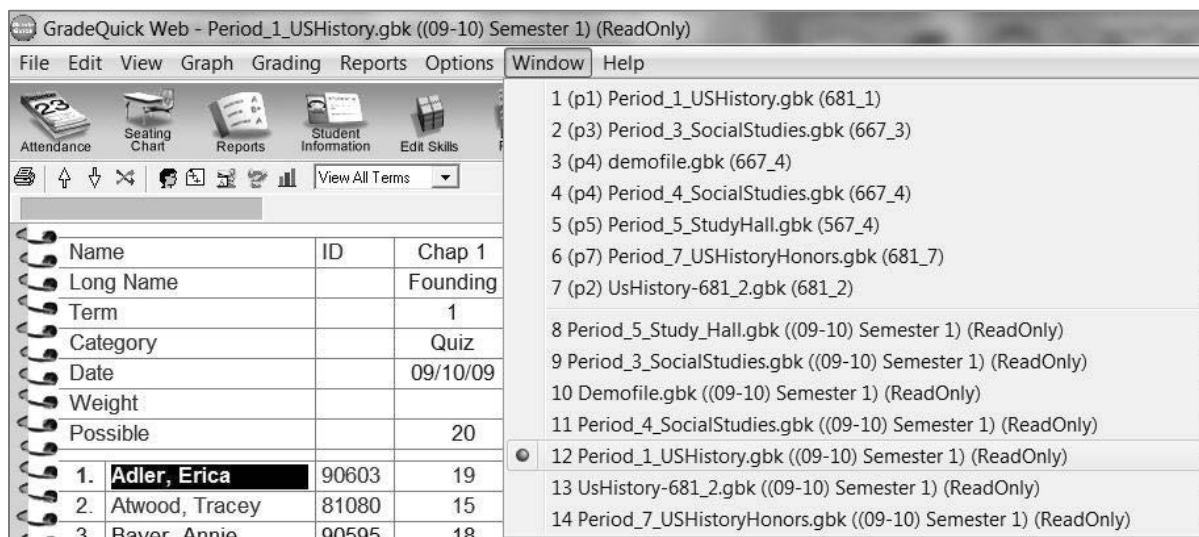
Step 2: Informational message appears. Remember this is a temporary viewing of the gradebook in read only mode.



Step 3: Select previous semester or browse to location of the locally stored gradebook.



Step 4: Gradebooks open in GradeQuick Web. Use the Window menu to select the gradebook you need to use.



Appendix

NOTIFICATION SOLUTIONS



Concise, **RELIABLE COMMUNICATION** that **PROMOTES** student **SAFETY** and **SUCCESS**.

Elevate your school's communication strategy with Edline's robust Notification system—a powerful solution that **SEAMLESSLY** integrates with your Edline LCMS. Use it to push routine and emergency announcements out to your chosen audience in minutes, as well as **KEEP PARENTS INFORMED** daily of **STUDENT PROGRESS** so they can quickly intervene and correct course if a student goes off track. Notification is available in over 20 languages and various communication methods (email, text, phone) for maximum and immediate impact.

REACH OUT TO THE COMMUNITY

Create custom and targeted messages and send via phone, email and/or SMS (text messaging) to designated groups of students, staff, club members, grade levels and more. A choice of pre-determined messages will be available shortly.

- Emergency notification alerts thousands in seconds when it matters most
- Standard notification ensures your community is informed and involved
- Surveys let you listen to your community and know where you stand

MULTIPLE LANGUAGE OPTIONS

Keep your parents informed with consistent communication in their native language.

- Pre-recorded translation in over 20 languages by machine or professional translators
- Text-to-Speech when you need it
- Real human voice and expertly translated messages for guaranteed accuracy

FULLY INTEGRATED WITH YOUR EDLINE WEBSITE

Enhance the reach and impact of your website with our fully compatible Notification System.

- Instantly alert selected audiences to website updates using voice messaging, text or email with embedded links
- Integrates with existing, pre-populated contact data in Edline, requiring no additional data maintenance
- Familiar Edline user interface eliminates the need for additional training

TRACK ATTENDANCE

Send automated messages to parents informing them of student absence or tardiness.

- Seamless integration with your SIS
- Messages by phone, SMS, and/or email
- Keep your school's phone number for easier call recognition for parents
- Period-by-period accounting and real-time messaging options
- Pre-recorded attendance scripts in over 20 languages
- Human translation and human recorded for guaranteed accuracy



Contact Edline today at 800.491.0010 or visit www.edline.com to learn more about our **NOTIFICATION SOLUTIONS**

AVOID NEGATIVE BALANCES

Integrate with your financial, food service and media management systems to warn parents of:

- ASB fees
- Lunch balances
- Library/book fines and more

GIVE ALL STAKEHOLDERS A VOICE

Empower all the groups in your district (teachers, librarians, athletic directors, counselors, etc.) to communicate with parents and each other.

- Unlimited messaging
- Message-merging technology
- Pre-determined messages (Coming soon)

ENHANCED LOGGING AND REPORTING

Track and improve grades while decreasing tardies and absences.

- Automated attendance alerts for students marked absent
- Robust reporting including call results such as hang-ups, disconnected numbers, call delivery times and more
- Reports create a log of Teacher-to-Parent communication that is ideal for Parent-Teacher conferences
- Messages can be used as a part of an "Intervention Pyramid"

EASILY MANAGED INFRASTRUCTURE AND DATA

Save your school time, money and hassle.

- Requires no additional hardware or phone lines for the school
- Links to existing, pre-populated contact data in Edline so there's no additional data maintenance required
- Supports multiple phone or SMS (text alert) numbers and email addresses
- Parents can review missed messages, student messages and intervention reports and manage method of contact preferences

FORMS AND SURVEYS



Data collection—**INTEGRATED** and **SIMPLIFIED**

Take your online **FORMS AND SURVEYS** to the next level with a solution that **FULLY INTEGRATES** your school website!

- General and specialized registration
- Demographic forms
- Permissions slips
- Online applications
- Districtwide surveys and more

EASY FORM CREATION

If you can point and click, you can create a form—no HTML experience required—with our interactive, web-based form builder. Choose from an assortment of different form components including text entry fields, radio buttons, drop-down lists, file attachments and more. You can also customize using a variety of question types such as multiple choice, single choice, open-ended, etc.

TARGET SPECIFIC USER GROUPS

Using your Edline data, you can easily target and/or restrict specific user groups within your school such as parents, teachers, administrators or any other group you create.

POWERFUL RESPONSE MANAGEMENT

A user-friendly viewing pane lets you quickly track responses at a glance and send email reminders to those who haven't responded.

ANALYZE RESULTS

Use our proprietary statistical and item analysis capabilities or download responses and data in a variety of standard formats (CSV, XML, etc.) for use in third-party databases, reporting engines or analytics tools.



Contact Edline today at 800.491.0010 or visit www.edline.com to learn more about our **FORM AND SURVEY SOLUTIONS**

INTERACTIVE CLASSROOM™



Bring your **CLASSROOM** webpages **TO LIFE**. Interactive assignments, **ELECTRONIC HOMEWORK** hand-in, student **WEB LOCKERS**, online assessments and more.

INTERACTIVE ASSIGNMENTS

Post homework that integrates online assignments, quizzes or worksheets. Students complete and submit their learning activities online, which can be graded automatically. Teachers can easily review and send private feedback.

HOMEWORK HAND-IN

Quickly create a homework drop-box where teachers can easily distribute assignments and students can submit documents and other homework files.

FLEXIBLE ONLINE TESTS AND QUIZZES

No experience or knowledge of HTML required. Select from a variety of question types: multiple choice, single choice, open-ended, etc. Choose from several different components when creating a quiz or test: text entry fields, radio buttons, drop-down lists and file attachments. You can even import existing quizzes, saving time and effort.

STUDENT WEB LOCKERS

Provide online storage for your students with secure, cost-effective access to their materials from school, home or anywhere with Internet access. Whether you need a solution for 200 students or 200,000—our hosted Student Web Lockers will meet your needs!

AUTOMATIC GRADING

Assignments can be graded automatically, and grades transferred directly to your gradebook or SIS, with no involvement by the teacher unless required.

TRACK AND REVIEW STUDENT RESPONSES

Quickly track which students have responded and send an email reminder to those who haven't.

PROVIDE FEEDBACK

Teachers can provide individualized, private feedback to students and parents.

ANALYZE RESULTS

Use our proprietary statistical and item analysis capabilities or download responses and data in a variety of standard formats (CSV, XML, etc.) for use in third-party databases, reporting engines or analytics tools.



Contact Edline today at 800.491.0010 or visit www.edline.com to learn more about our **INTERACTIVE CLASSROOM™ SOLUTIONS**

| Heart of the Learning Community |

