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# *GradeQuick Web Teacher Guide*

*January 30, 2014*

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## Introduction

This guide will walk you through the setup and using an Edline Gradebook. It highlights web-specific functions and differences between the web and network/local versions of the gradebook. It is available from the **Tools** menu, **Gradebook Help**. We suggest that you also read information accessed from the **Help** menu in the gradebook. There you will find detailed descriptions of grading methods, calculations, attendance, etc.

## Setup

Follow these setup instructions the first time you use Edline web gradebook on any computer:

### Get the Gradebook Web Plugin

1. Log in to Edline. From the **Tools** menu, you will access your gradebook. If you do not see these options, contact your school's Gradebook Manager.



2. If you are new user of an Edline gradebook, click the **Get Web Plugin** option.
  - At a Windows computer, click **Run** to the prompt. Read and follow the prompts to complete the download and installation of the plugin.
  - At a Macintosh computer:
    - GQWeb. Click **Continue**. Once the plugin image is downloaded, drag the blue GQWeb icon to your Home Folder and double-click it to initialize the plugin.
    - EGP Web. Click **OK** in the dialog box that appears. Double-click the **Installer** and follow the prompts.
3. Once you have the plugin, go back to the **Gradebook** menu at Edline, and click the semester option to open your web gradebook.

If you receive any errors or are unable to successfully complete the installation, contact your school's Gradebook Manager or Super User.

## Using Your Web Gradebook

1. Log in to Edline. If you are a teacher at multiple schools, go to the school page of the school for which you want to use the gradebook.
2. Click your gradebook program from the **Tools** menu. If more than one semester is visible on the **Gradebook** menu, make sure you are using the correct semester for your task. It is important that you select the correct semester, or your gradebooks will not be correctly updated.
3. The gradebook program will run, and all of your gradebooks will open. Your gradebooks will contain up-to-date student roster information. When a new class is created for you on Edline, a gradebook will automatically be created for it, and opened with your other gradebooks.

## Using the Web Gradebook on a Shared Computer

**Windows:** If you share a computer with other gradebook web users, and your computer/network login does not have administrator or power user permissions, each user will have to install the plugin. If you are not sure whether you need to install the plugin, click the semester link. If the gradebook starts up, you do not have to install the plugin again. If you receive a message that tells you to install the plugin, click **Get Web Plugin** and follow the instructions to complete the setup.

**Macintosh:** If you share a computer with other gradebook web users, each user will have to follow the setup steps above the first time they run gradebook web on that computer.

## Updating the Web Gradebook Plugin

The web gradebook will update itself when a new version is available. When you run the gradebook and an update is available, it will be downloaded and installed automatically. The web gradebook will open when the update completes. While updates are generally fast, some may take several minutes, depending on the speed of your connection.

## Syncing Your Gradebooks

All of your gradebook data, including setup and export data, will be automatically synchronized to the web regularly. Unlike a network or local gradebook, you do not have to "save" the gradebook. When you exit the web gradebook, your final changes will be synced to the web automatically. This insures that your most current gradebook information is always available from any computer with Internet access, and that your exported grades and attendance are available to your administrator to pull back in to your Student Information System.

## Gradebook Web Session Timeout

The web gradebook will sync your data to Edline every 4.5 minutes, if you have edited data during that time. If you have the gradebook open and have not made edits to any of your classes in about 70 minutes, you will be logged out. You will then be prompted to log in again to continue working. Please note that your data will be saved to Edline prior to the timeout.

The only time that you will lose data that you entered is if you lose your Internet connection while working in the gradebook, so that the gradebook is not able to access Edline to synchronize the data. In this case, the most data you should ever lose is 4.5 minutes.

## *Managing Your Gradebooks*

By default, on the web there is one gradebook per class. For many teachers, this represents the gradebooks they need, and no additional gradebook management is necessary. However, there are some cases in which you may want to create additional gradebooks, remove existing gradebooks, or organize your gradebooks due to a semester transition. This can be done on the web through gradebook management.

The following options will be explained in more details on the pages that follow.

- **Changing the order of classes on Edline.** Gradebooks appear on the teacher's page sorted alphabetically by class name. The class name is the name you see in the **Classes** list. Changing the name can also affect the order classes appear in GradeQuick Web.
- **Copying from Other Gradebooks.** An option in the web gradebook allows you to copy from a gradebooks saved to the local computer or from a previous semester at Edline.
- **Adding a New Gradebook.** Creating multiple gradebooks for a single class. The two most common applications are elementary school classes that are not separately scheduled by subject, and year-long classes on Edline that have separate gradebooks for each semester.
- **Uploading Existing Gradebooks.** Uploading existing gradebooks from the network version of GradeQuick into a class (including special case of network gradebooks Saved to Edline).
- **Renaming a Gradebook.** Gradebooks that were added or uploaded or automatically created from rosters can be renamed.
- **Deleting Gradebooks.** If you added gradebooks you don't want to use any longer, you can delete them.
- **Editing Gradebook Options.** Here is a series of options you can set to omit gradebooks from exporting, use with SiteReporter or change their semester assignment.
- **Reverting to Previous Gradebooks.** Using the **Recycle Bin** to restore a gradebook.

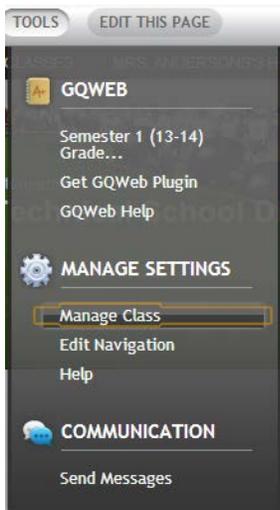
## **Changing the Order of Classes at Edline**

The order of classes at Edline is alphabetical by class name. With the procedure below, you can change the order.

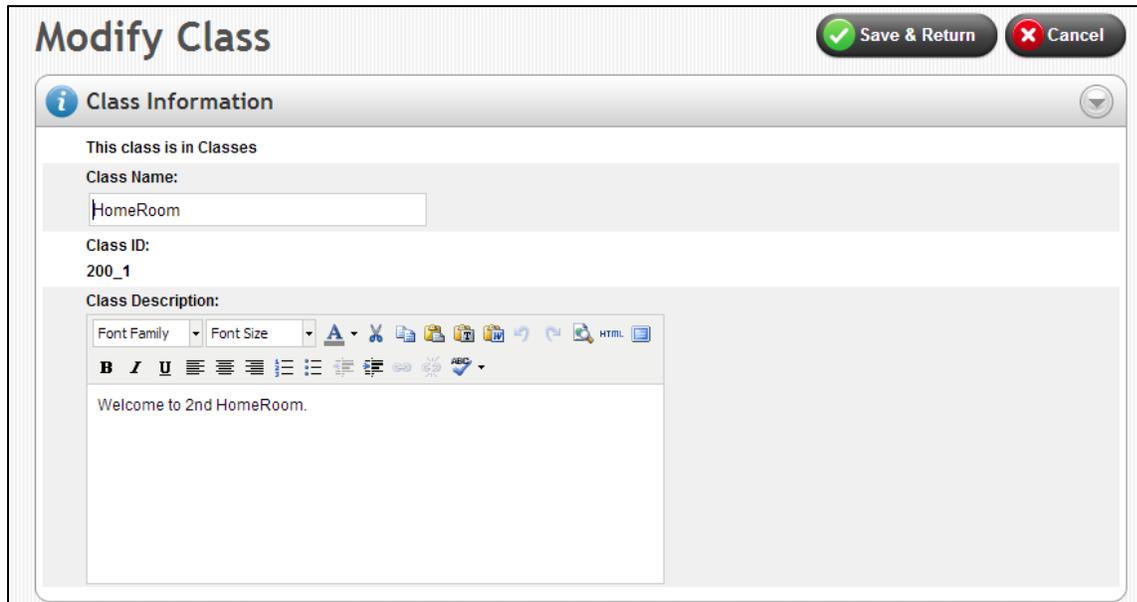
1. Click the class name from **My Edline**.



2. Click **Tools**→**Manage Class**.



3. Modify the class name. In this case, the teacher wants HomeRoom moved from amidst the other classes. Removing her name will cause HomeRoom to move alphabetically to the top of the list.



4. Click Done.

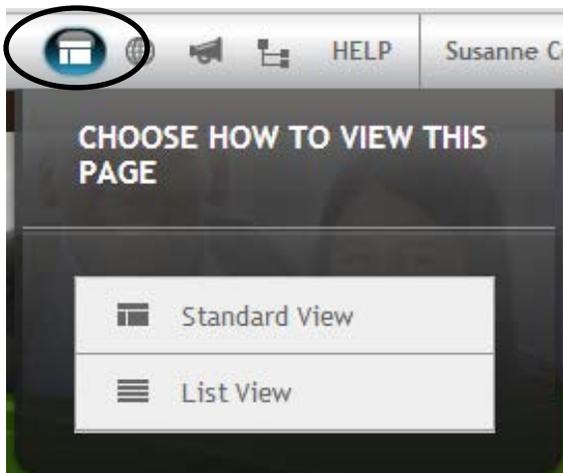


## Using \*Gradebooks to Manage Gradebooks

The gradebook management techniques are done from the **\*Gradebooks** link. To use the **\*Gradebooks** link, display the contents of a class page as a list. Your Gradebook Manager will choose whether or not to allow you to use gradebook management. If you do not see the **\*Gradebooks**, your administrator has decided to hide this option. If you think you need to make any of these changes, talk to your administrator about making this option available.

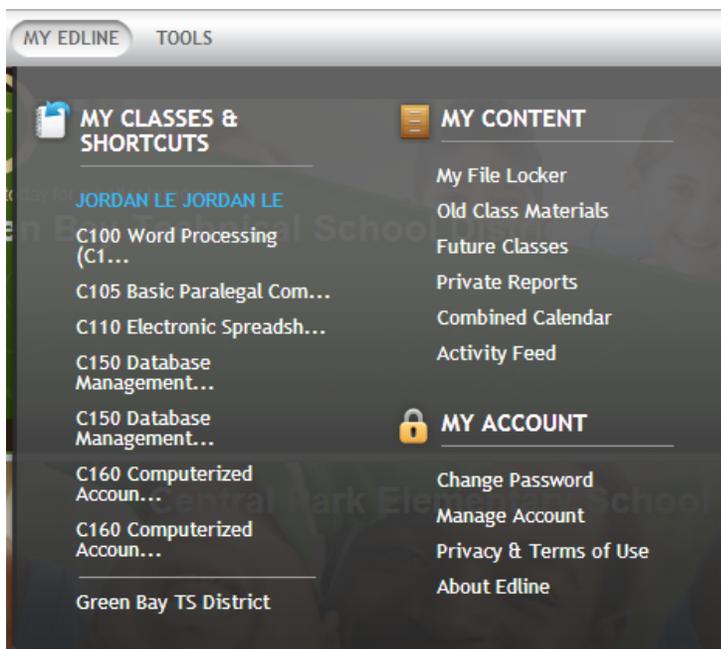
### List View

To display the contents of a page as a list use the Edline top menu bar and click the **View Page** As  icon. Choose **List View** from the menu to display the contents of the web page as a list.

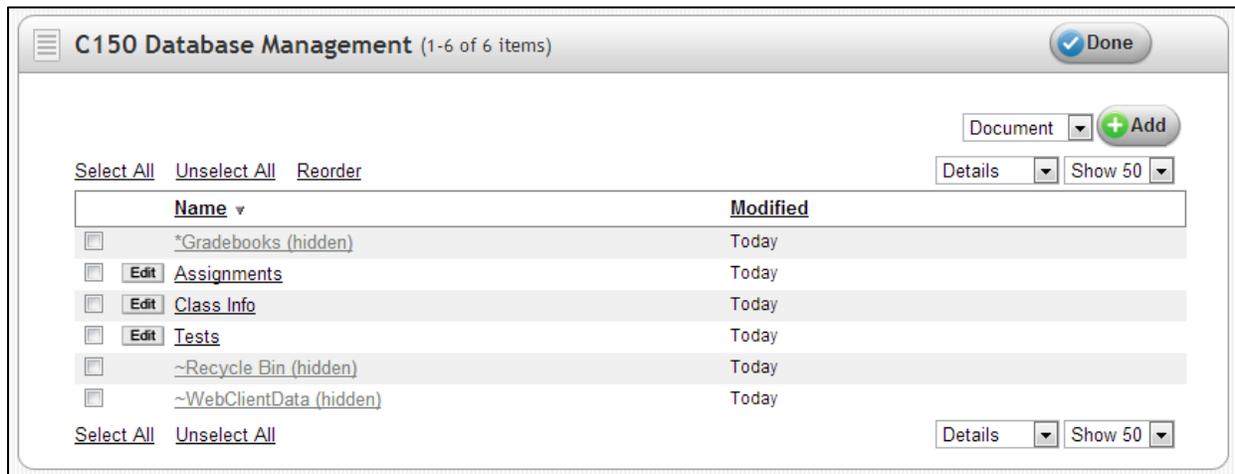


### **Accessing the \*Gradebooks Folder**

1. Select the class for which you want to create additional gradebooks from the **My Edline** list.



2. Access **List View** and double-click **\*Gradebooks**.



### Adding a New Gradebook

In some cases, you will need more than one gradebook per class. Most commonly, this will happen in these cases:

- In elementary schools, where classes may be scheduled for the whole day, but you want separate gradebooks for each subject.
- When you have year-long classes on Edline, but want a separate gradebook for each semester.

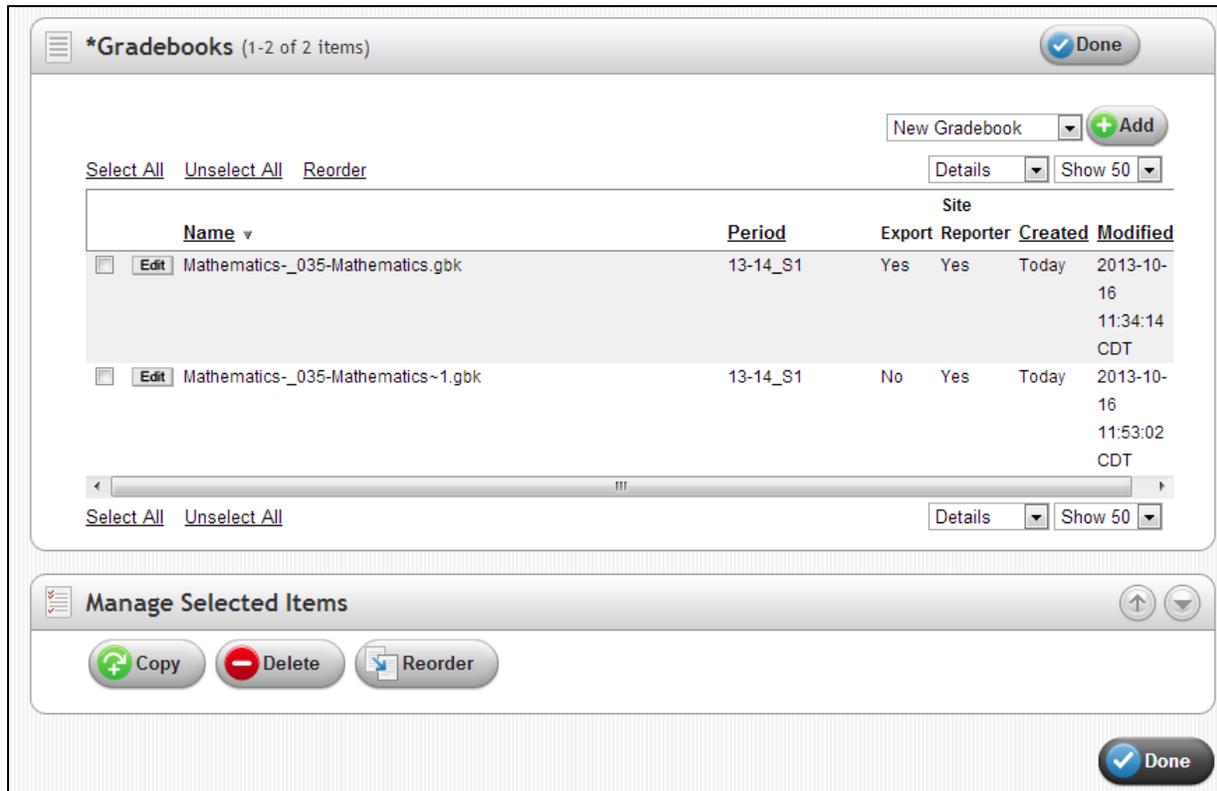
*Note:* If you will be sending grades or attendance data back to your Student Information System, make sure that you only have one gradebook per class set to export, as you can only send grades and attendance for one gradebook per class. This is particularly important if your exports are sent automatically, or sent by your Gradebook Manager. See the section **Editing Gradebook Options** below for information.

1. In the **\*Gradebooks** folder, select **New Gradebook** and click **Add**.



2. A new gradebook will be created for you, named for the class and class ID.

- Continue adding and naming gradebooks, until you have all the gradebooks you want for this class. When you are finished, click **Done**, and repeat the process for your other classes.

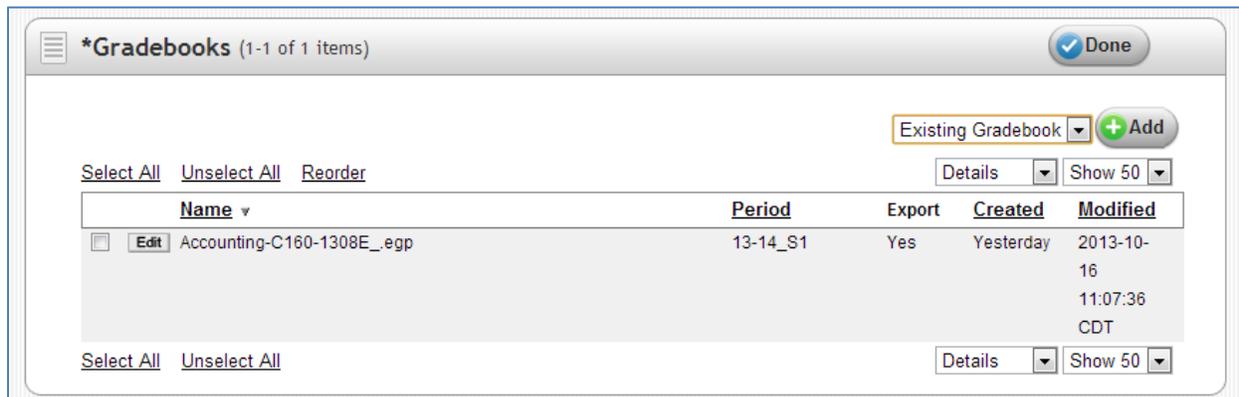


### Uploading Existing Gradebooks

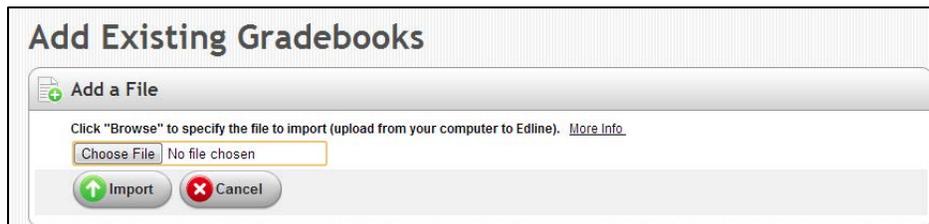
If you have gradebooks that were created with the network/local version of your gradebook software, that you want to upload into a class on Edline, you can do this for individual gradebooks. Please note that gradebooks can be migrated so this step is not usually necessary.

If you are uploading a gradebook in order to copy settings you set up in a previously, see the topic **Copying from Gradebooks in a Previous Semester** in this document.

1. In the **\*Gradebooks** folder, select **Existing Gradebook** and click **Add**.



2. You will be prompted to browse to locate the gradebook on your computer or network. Select the local gradebook and click add/import.



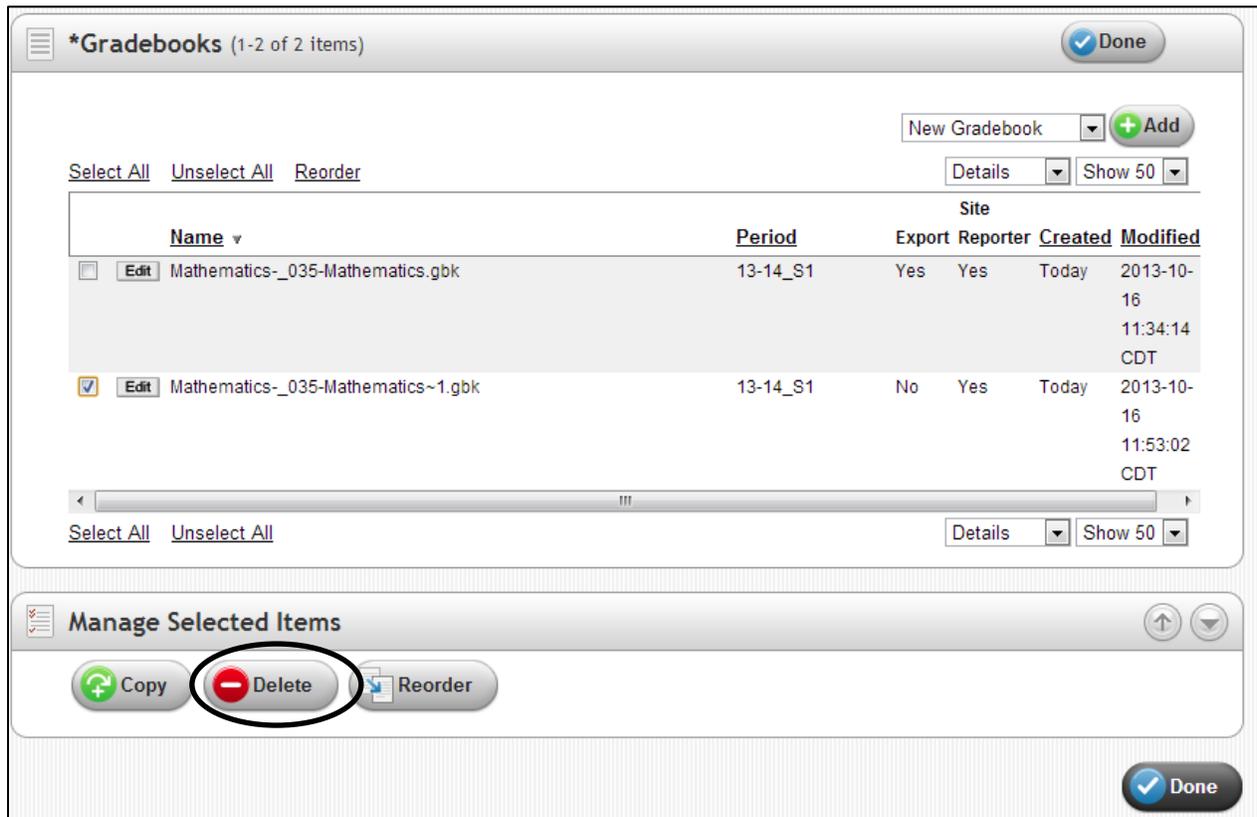
3. The uploaded gradebook will appear in your gradebooks list for this class. Remember that if this gradebook has a different set of students than those in the class, it will be auto-updated to reflect the current roster for the class. All students in the gradebook that do not match the membership of the class will be dropped and students in the current membership will be added.

**Note:** If you saved gradebooks at Edline from the local gradebook program, the latest version of one or more of your gradebooks may be on Edline. You will need to retrieve these gradebooks in order to use them with web. They will not automatically appear in your web gradebook. Use the local gradebook software to download the gradebook before migrating it to Edline.

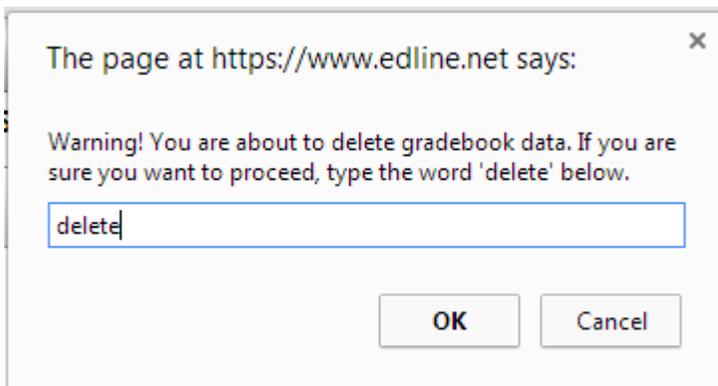
### **Deleting Gradebooks**

If you want to remove a gradebook and you will not need this gradebook again, you can delete it. You can delete gradebooks that you created, or the default gradebooks that are created for you.

1. In the **\*Gradebooks** folder, check-mark the gradebooks that you want to delete, and click **Delete**.



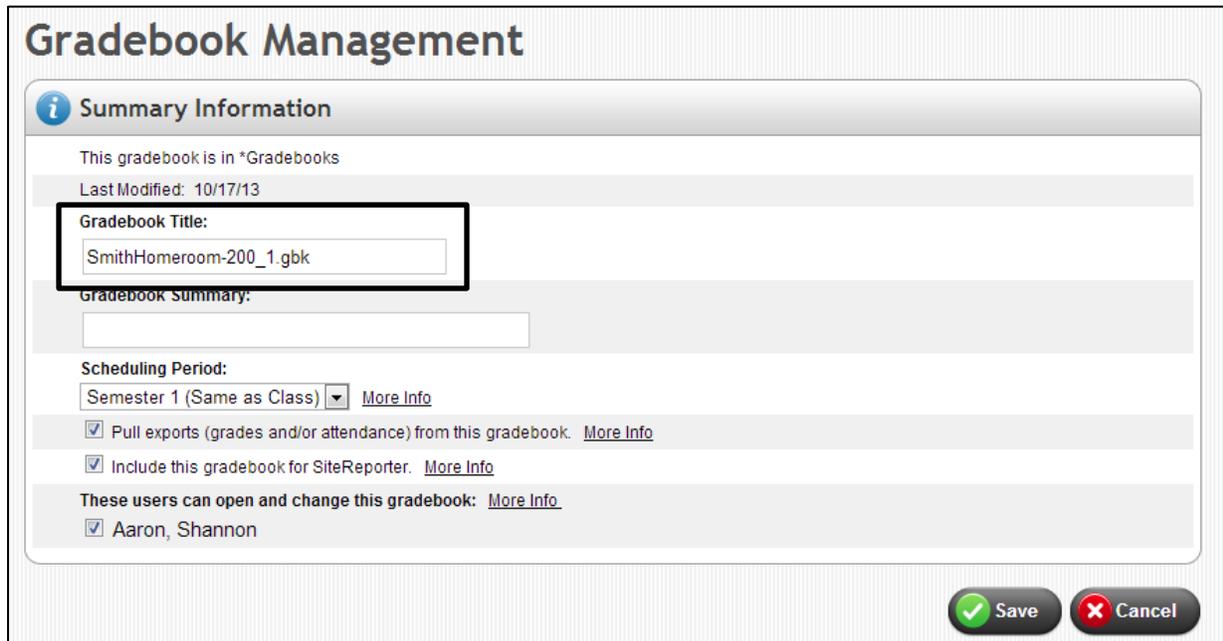
2. You will be prompted to type the word “delete”, to insure that you intended to delete the selected gradebook(s).



Your 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 above for **Using the Recycle Bin to Restore Previous Gradebook**.

## Renaming a Gradebook

In the **\*Gradebooks** folder, you can rename gradebooks created for you. To rename a gradebook to something more personal, like spelling or math, or Algebra 2 Period 6, click the **Edit** button next to the gradebook name, and change the **Gradebook Title**.

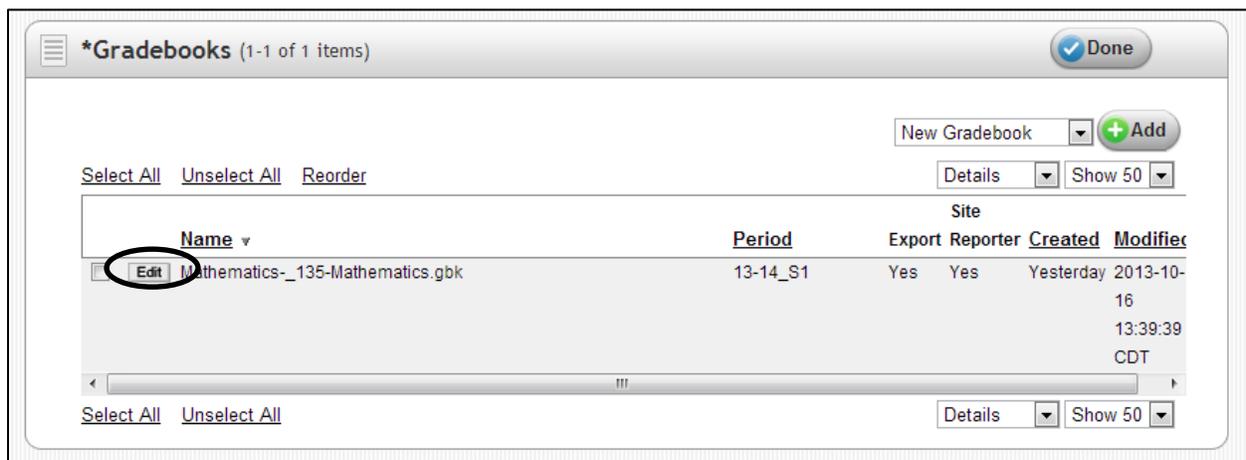


The image shows a 'Gradebook Management' dialog box with a 'Summary Information' tab. The 'Gradebook Title' field is highlighted with a black box and contains the text 'SmithHomeroom-200\_1.gbk'. Other fields include 'Last Modified: 10/17/13', 'Gradebook Summary', 'Scheduling Period' (set to 'Semester 1 (Same as Class)'), and checkboxes for 'Pull exports' and 'Include this gradebook for SiteReporter'. At the bottom, there are 'Save' and 'Cancel' buttons.

## Editing Gradebook Options

The options that can be set are listed below. Click the **Edit** button next to the gradebook name to access the following options.

1. In the **\*Gradebooks** folder, click **Edit** next to a gradebook.



The image shows a folder view titled '\*Gradebooks (1-1 of 1 items)'. It contains a table with one row of gradebook information. The 'Edit' button next to the gradebook name is circled in red.

Name	Period	Export	Reporter	Created	Modified
Mathematics_-_135-Mathematics.gbk	13-14_S1	Yes	Yes	Yesterday	2013-10-16 13:39:39 CDT

2. Change the options by adding or removing checkmarks. The options are explained in the following paragraphs.

## Gradebook Management

### Summary Information

This gradebook is in \*Gradebooks

Last Modified: 10/16/13

Gradebook Title:

Gradebook Summary:

Scheduling Period:  
 [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](#)

Cooper, Susanne

- **Scheduling Period.** From this page, you can quickly change the scheduling period for which this gradebook is associated. This option will only display for Year-Long classes. If your school has year-long classes on Edline, but you have separate gradebooks for each semester within the class, you can set the scheduling period for your gradebooks so that only those from the current semester open in the gradebook.
- **Pull exports (grades and/or attendance) from this gradebook.** By default, this choice will be checked. If you have multiple gradebooks for a class, you must indicate which gradebook will be used for exports. This can be especially useful for year-long classes whose class ID does not change and yet you wish to use a different gradebook per semester. Remember that only one gradebook per class can be set to export.
- **Include this gradebook for SiteReporter.** If you have SiteReporter at your school, this option will be checked by default. If you have extra gradebooks in your class that you use for templates and do NOT want shown in SiteReporter, uncheck it.
- **These users can open and change this gradebook.** This will allow you to choose which teacher can open and change a gradebook. In order for a teacher to appear on this list, they must be added as a member of the class in Edline. See the topic **Rules for Giving More Than One Teacher Access to a Gradebook**. If the gradebook is not used, such as study hall or lunch or it is inactive, the check mark next to the teacher can be removed and the gradebook will no longer open for the teacher.

## Rules for Giving More Than One Teacher Access to a Gradebook

Allowing more than one teacher to have access to a gradebook at one time will result in data loss. For this reason, only one teacher should have access to a gradebook at one time.

If a class is actually taught by a different teacher than the one scheduled or you need for another teacher to temporarily have access to a class, you can add the other teacher to the **Class Membership**. In **\*Gradebooks→Edit** dialog, you can uncheck the scheduled teacher and check the teacher who needs the gradebook. **Only one teacher should be able to open the class or there will be data loss even if one of the teachers does no work in the gradebook.**

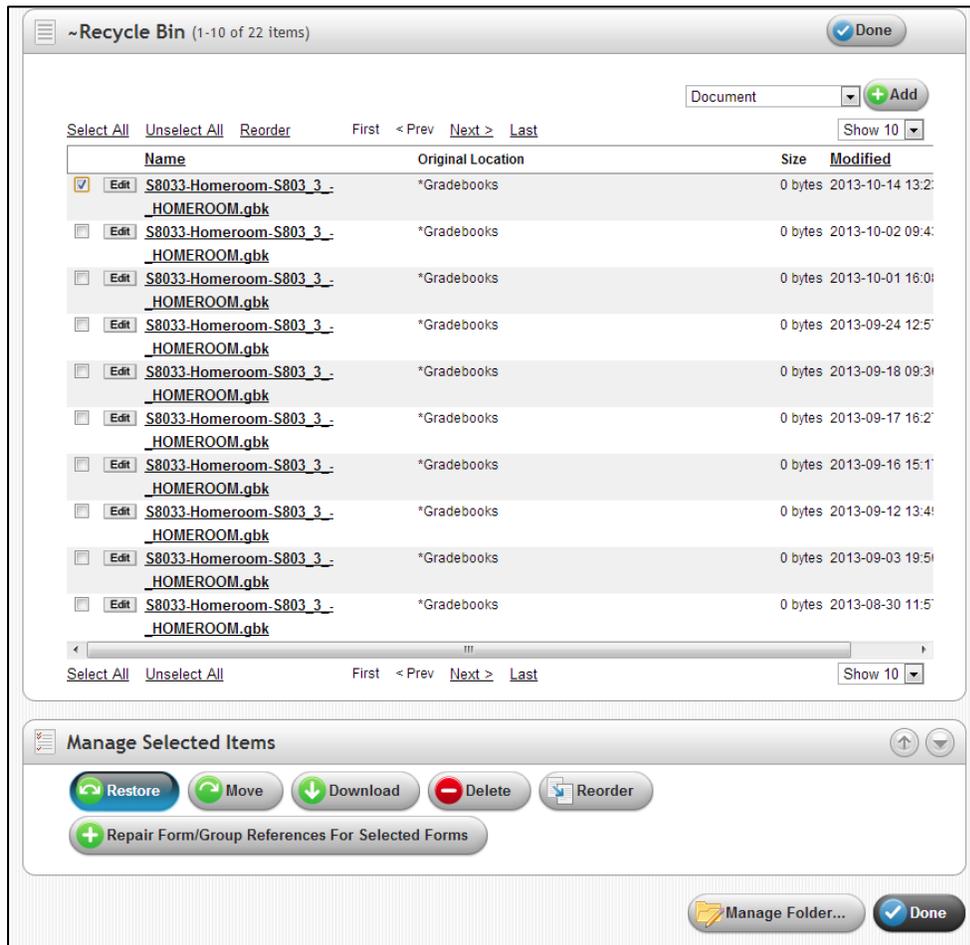
## Using the Recycle Bin to Restore a Previous Gradebook

If you want to restore to the gradebook for the last day you used it (yesterday's gradebook, if you use your gradebooks daily), you can do so. The **Recycle Bin** holds previous gradebooks, adding a gradebook once each day when you first make changes to it. For the first two previous months, gradebooks could be saved daily. After two months, a gradebook is saved for each week for two months. Previous to 4 months, one gradebook is saved for each month. Gradebooks outside these parameters are no longer available for restoring.

1. Log in to Edline, and select the class whose gradebook you want to restore from **My Edline**.
2. Click the **~Recycle Bin** link from **List View**. The list of gradebooks in the recycle bin includes all gradebooks that you deleted, as well as a previous copy of your current gradebooks. All gradebooks list the modify date and time, so that you can select the correct version of a gradebook.

The screenshot shows the Edline interface for a Mathematics class. At the top, it says "Mathematics (1-5 of 5 items)" and has a "Done" button. Below this is a table of gradebooks. The table has columns for "Name" and "Modified". The rows are: "\*Gradebooks (hidden)", "Assignments", "Class Info", "Tests", and "~Recycle Bin (hidden)". The "~Recycle Bin (hidden)" row is highlighted with a black box. Below the table are "Select All" and "Unselect All" links, and "Details" and "Show 50" dropdowns. At the bottom of the interface, there is a "Manage Selected Items" section with buttons for "Copy", "Move", "Approve", "Reject", "Delete", "Change Visibility", and "Reorder". At the very bottom, there are "Manage Class..." and "Done" buttons.

- Once you have found the gradebook you want to restore, check-mark the box next to it, and click **Restore**. This gradebook will be placed back into the **\*Gradebooks** folder



- You will receive a message that the restore was successful. Click **OK**.

## GradeQuick Web

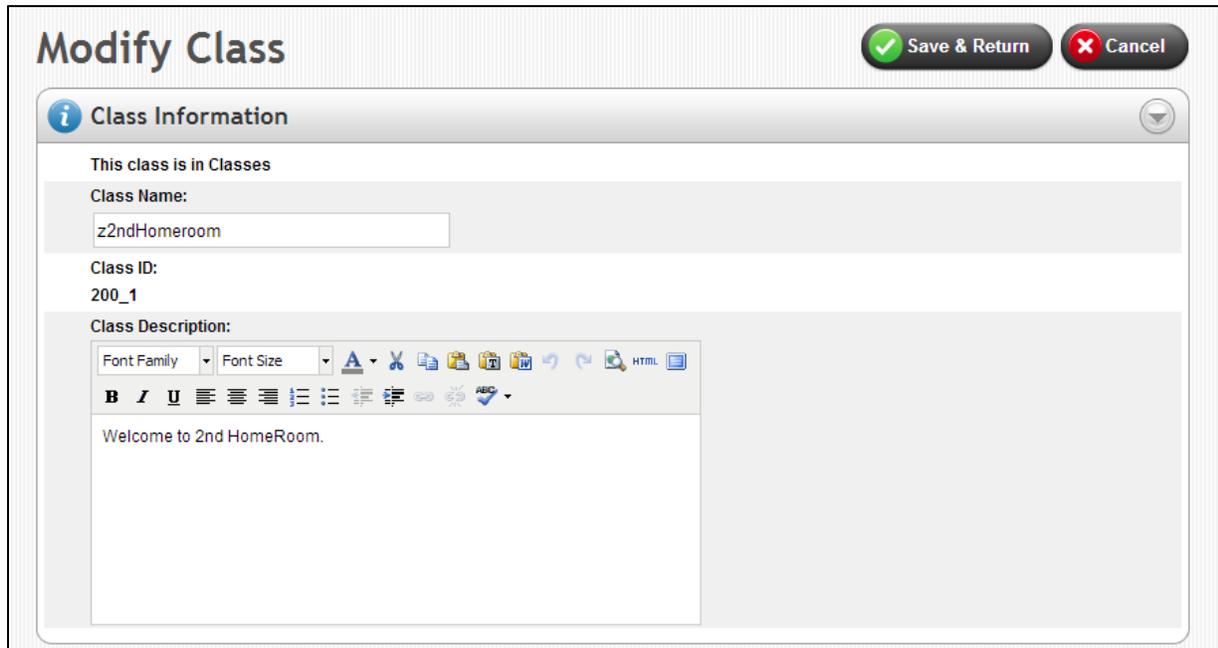
### Changing the Order of Gradebooks in GradeQuick

Changing the class order for Edline will also change the order in GradeQuick's **Window** menu. See the topic **Changing the Order of Classes at Edline**.

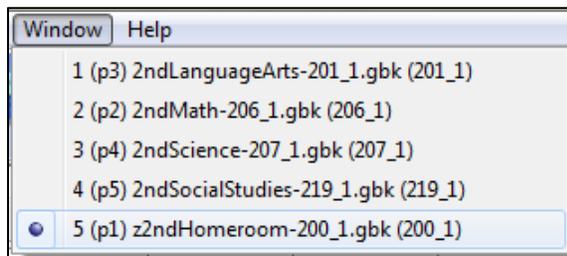
The gradebooks appear on the **Window** menu in GradeQuick sorted alphabetically by their name at Edline. The last gradebook in the list appears when you enter GradeQuick. You can change the order by renaming the gradebooks to sort so that the gradebooks appear in an order that you prefer. If you want a particular gradebook to display when GradeQuick opens, you may only need to make sure that the gradebook sorts to the bottom of the list.

- Click the class from the **My Edline** list of classes.

2. Click **Tools**→**Manage Class**. In this case the teacher wants the Homeroom class to be last on the list of Windows classes in GradeQuick. Adding 'z' to the name of the class easily moves the class to the bottom of the list alphabetically.



3. Click **Done**.
4. View the list of Window classes in GradeQuick. Notice that Homeroom is now the last class on the list and the spreadsheet you will see first when GradeQuick opens.



## Handling More Than 30 Gradebooks

In some situations, teachers may be scheduled with more than 30 classes. GradeQuick Web cannot open more than 30 gradebooks and will give an error message regarding this when it runs.

The Gradebook Manager must create another user account for you and add you to the class membership of your classes. When you activate the new account, do not combine it with your old one.

The new user account will allow you to open all of your gradebooks by choosing up to 30 for each teacher account. We suggest that you choose to open morning classes using one log in and another set of classes with the second log in.

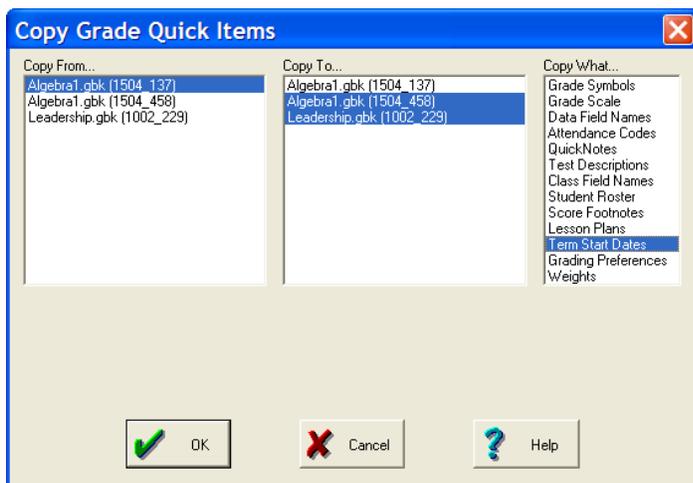
Use the process of changing the teacher that can open the gradebook for a class. Use **\*Gradebooks. Click the Edit next to the gradebook name.** Uncheck one of the teacher names. This option is explained more fully in the section **Editing Gradebook Options.**

## Copying Gradebook Settings to Other Gradebooks

If you are starting new gradebooks and want to create global settings for all of your gradebooks, you should set up your preferences in one gradebook and then use **Gradebook to Gradebook Copy** to copy to other gradebooks. If you were using **Save Settings** for this purpose in GradeQuick Network, you will find that all options that were available in **Save Settings** are now available in **Gradebook to Gradebook Copy.**

To use **Gradebook to Gradebook Copy**:

1. Log in to Edline, and click Semester x GradeQuick Web to run GradeQuick.
2. Choose one of your gradebooks as your template, and create all of your settings, such as grade scales and attendance codes, in that gradebook. For instructions on setting all of these options, see the *Illustrated Roadmap* on the GradeQuick Web **Help** menu.
3. Once all of your settings are complete in this gradebook, select **Edit→Gradebook to Gradebook Copy.**
  - Under **Copy From**, select the gradebook that you used for your settings.
  - Under **Copy To**, select all other gradebooks to which you want to copy these settings. To select multiple gradebooks, use **ctrl+click**.
  - Under **Copy What**, select the item you want to copy, and make any relevant selections at the bottom of the dialog.



4. Click **OK.**
5. Repeat this process for any other settings that you want to copy.

## Posting Reports to Edline

You can easily create and send grade, attendance, and missing work reports in GradeQuick Web. Customizing student progress reports for Edline uses the same procedure in the Print Preview-Editor as printed student progress reports. Once you have customized the report to display the information you want, instead of printing the report you will send the report to Edline for students and parents to view online. When you post reports from GradeQuick, you can send them from one class at a time or from several classes at once. Both methods are described below.

1. Run GradeQuick Web.
2. Choose an Edline report by clicking the **Post to Edline** button on the toolbar, or **Reports → Edline Reports**.



- If you click **Post to Edline**, you will be taken directly to the **Student → Standard 1 Edline Report**.
- If you click **Reports → Edline Reports**, you can then choose any one of the six available Edline reports. Only the Edline Reports can be posted to Edline.

You will see the **Print Preview** for the report you chose. In this window, you can customize and format the report to include the information you want. See your GradeQuick Help or **Help** menu for assistance formatting reports. You can change the content, but not the fonts, on Edline reports.

- Click the world icon on the **Print Preview** toolbar, or select **Print → Send to Edline**. You will see the **Send to Edline Options** dialog. Make your selection from the options below, and then click **OK**.
  - Select **Send Current Student** to post a report for the current gradebook for only the student who currently appears on the screen.
  - Select **Send Selected Students of Current File** to post a report for the current gradebook for the students whom you have selected in the **Print Preview**.
  - Select **Send All Students of Current File** to post a report for the current gradebook for all students in that gradebook.
  - Select **Send Several Files** to post a report for multiple gradebooks and students at once. Steps 4-6 will explain the process of posting reports for multiple gradebooks at once.
3. If you are not sending several gradebooks, skip to step 7. If you are sending several gradebooks, you will see an informational message that discusses how to select individual tests. Because you are sending the report for several gradebooks, you will

not be able to select individual tests to send. You have two options to narrow the selection of tests being sent:

- To send tests for a specific term, you can choose the **Single Term Only** Edline report.
  - To send tests for a specific date range in the **Print Preview**, select **Tests→Select Tests and Subtotals**, and enter a date range in the **Start Date** and **Stop Date** fields in the lower right corner.
4. Click **OK** on the informational message. You will see the Select **Multiple GradeQuick Files** dialog. Choose the gradebooks you want to include.
  5. Next you will see the **Select Students** dialog. All students from the selected gradebooks will appear in the list. Click the **Select All** button to post the report for all students from the selected gradebooks, or select students from the list.

*Note:* If you have the same student in several files, that student will be listed multiple times, and must be selected multiple times. A separate report will be posted for the student for each class; GradeQuick will not create a single report for the student for all classes.

6. You will see the Edline **Report Information** dialog. Enter a description (or title) for this report. The description entered here will appear as the title of the link to the report on Edline. If you are posting reports for multiple gradebooks, the same description will be used for the reports from all gradebooks sent.
  - If you have already sent reports to Edline, all past reports names will be available from the drop-down. You can select one of these to use the same name for your report, or type a new name.
  - If you do re-use the same report name for the same class, then the previous report that was posted to Edline will be replaced with the new version you are currently posting.
  - If you use a different report name, then the previous report(s) will remain at Edline until you remove it.
  - If you are posting progress reports regularly, you will probably want to use the same name for reports, such as Current Grades, and have the most current report replace the previous version.
7. Click **Send This Report**.
  - Wait for your browser to launch and bring up the Edline website. This may take a minute or two, depending on the speed of your computer and Internet connection. You will not have to log in to Edline.
  - You will get a status report telling you the number of reports sent. It will tell you the number of reports added (i.e. sent for the first time), the number updated (i.e. that overwrote an existing report for the student), and the number that had errors. Below this you will see an explanation for each error that occurred (for example a student ID might be incorrect). You should fix any errors and then re-send reports for the students who had errors.

8. To see the reports you just posted, on Edline, select the class whose report you want to see.
  - o The report folder (named based on the description you assigned when you posted the report), will be found in **List View** on the class home page. Click the folder name to open it.
  - o You will see the name of each student for whom this report was sent from GradeQuick. Click the student's name to see the report. The report will look the same as it did in the **Print Preview** in GradeQuick.
  - o You will have the option to modify the contents of the report on the Edline site. However, the changes that you make will not be transferred back to your gradebooks. Therefore, if you want to make permanent changes to a student's grade or other information, you should make those changes in GradeQuick, and re-send the report.

*Note:* When students visit the class home page and click on the report, they will only see their own reports; they will not see other students' reports. Likewise, when parents click on the report, they will only see reports for their own children.

## Differences between GradeQuick Web and GradeQuick Network

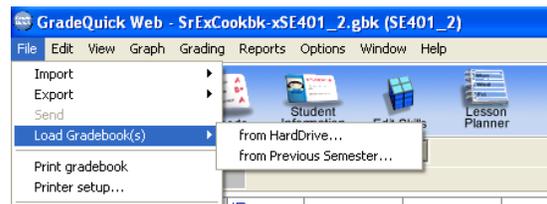
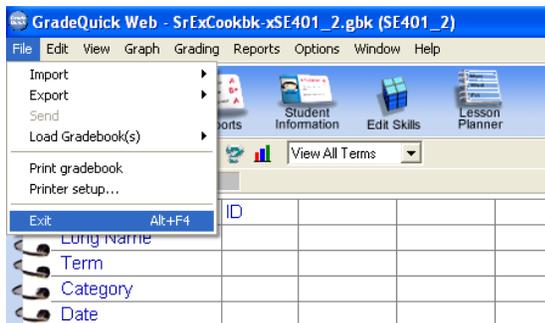
All of the functionality of GradeQuick Web is identical to the functionality of GradeQuick Network, with the few exceptions as explained in this document. Mostly, these exceptions involve things that you no longer need to do, such as saving gradebooks, and check in/out of gradebooks to work at home.

If you have been sending grades and/or attendance from GradeQuick back to your Student Information System, you will still do what you did in GradeQuick Network to send those grades or attendance. If you selected **File→Send**, you will do so in GradeQuick Web as well. If your grades and attendance were sent automatically when files were saved, they will continue to be sent that way. See your Gradebook Manager for instructions on sending grades and attendance at your school.

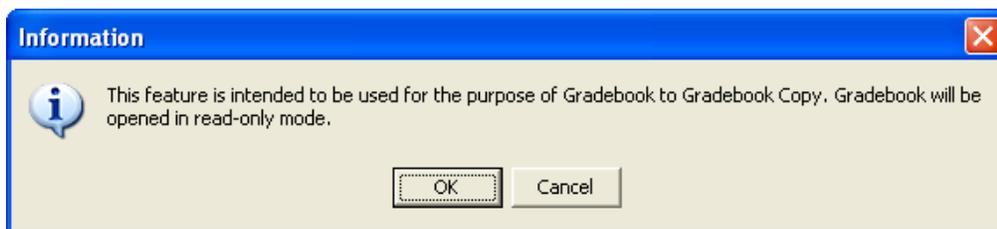
## Copying from Gradebooks in a Previous Semester

You can copy from a gradebook used in a previous semester or one saved locally.

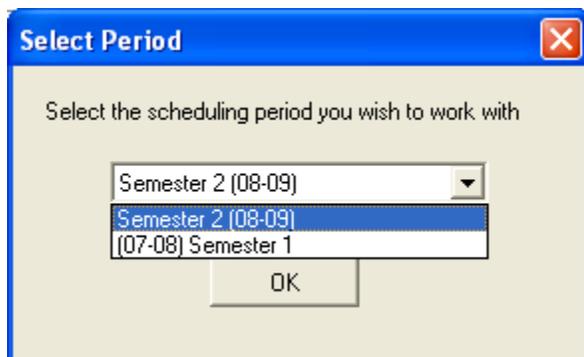
- **Windows.** Use the **Load Gradebook(s)** option on the **File** menu in GradeQuick.
- **Mac.** Use **Load Gradebook(s)** available in the **Gradebook to Gradebook Copy** dialog.



Choose **from Hard Drive** or **from Previous Semester**. You will receive this message. Click **OK**.



- If you choose **from Hard Drive**, you will be present with a dialog box from which you can browse to any location for which you have access.
- If you choose **from Previous Semester**, you will be asked to choose the semester you want to access.



The gradebooks attached to that semester will open in Read Only mode.

- **Windows.** You will be able to see each gradebook as though it was a current gradebook. It will appear that you can make changes but none of the changes will be saved when you close the gradebook. You can also print reports from this gradebook.
- **Mac.** You will be able to copy from the loaded gradebook, not see or print from these gradebooks.

## Notes on Gradebook Settings

### Managing Drop Low Scores

The **Drop Low Scores** feature is available on the **Grading** menu in the gradebook. The scores that are dropped will always result in the highest overall average for the student.

If drop low score(s) is set in the gradebook for overall Categories before multiple terms are created, the calculation of term averages may change as additional terms are added. There are several things to consider in this situation.

- In a term the score(s) dropped using an overall category will likely change as more assignments are entered in the gradebook resulting in changing term averages. If the average has already been posted or exported, this change would be inopportune.
- If the drop low score was meant for the first term, then the number dropped overall should be changed to 0 and the number dropped in the term should be changed to the appropriate number. This should retain the original average.