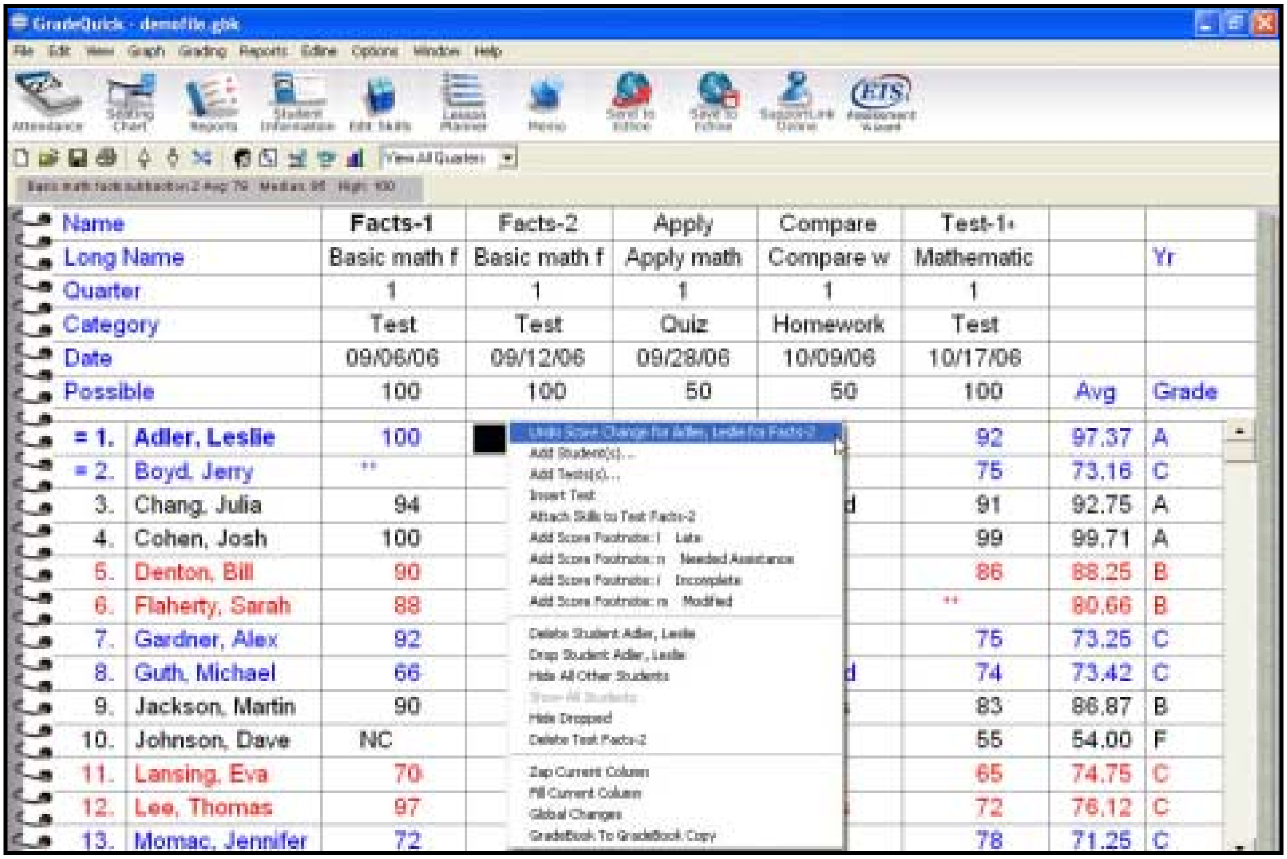
Jackson

GradeQuick

Illustrated Roadmap

for Windows

This Illustrated Roadmap was designed to help the Computer Coordinator customize GradeQuick 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.


GradeQuick - demofile.gbk
File
Edit
View
Graph
Grading
Reports
Edline
Options
Window
Help
Attendance
Seating Chart
Reports
Student Information
Edit Skills
Lesson Planner
Memo
Send to Edline
Save to Edline
SupportLink Online
Assessment Wizard
View All Quarters
Undo Score Change for Adler, Leslie for Facts-2
Add Student(s)...
Add Test(s)...
Insert Test
Attach Skills to 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
Show All Students
Hide Dropped
Delete Test Facts-2
Zap Current Column
Fill Current Column
Global Changes
GradeBook To GradeBook Copy

Basic math facts subtraction 2 Avg: 79 Median: 95 High: 100

Name	Facts-1	Facts-2	Apply	Compare	Test-1		
Long Name	Basic math f	Basic math f	Apply math	Compare w	Mathematic		Yr
Quarter	1	1	1	1	1		
Category	Test	Test	Quiz	Homework	Test		
Date	09/06/06	09/12/06	09/28/06	10/09/06	10/17/06		
Possible	100	100	50	50	100	Avg	Grade
= 1. Adler, Leslie	100				92	97.37	A
= 2. Boyd, Jerry	**				75	73.16	C
3. Chang, Julia	94				91	92.75	A
4. Cohen, Josh	100				99	99.71	A
5. Denton, Bill	90				86	88.25	B
6. Flaherty, Sarah	88				**	80.66	B
7. Gardner, Alex	92				75	73.25	C
8. Guth, Michael	66				74	73.42	C
9. Jackson, Martin	90				83	86.87	B
10. Johnson, Dave	NC				55	54.00	F
11. Lansing, Eva	70				65	74.75	C
12. Lee, Thomas	97				72	76.12	C
13. Momac, Jennifer	72				78	71.25	C

www.jacksonsoftware.com 07/11/06

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Before You Begin Your GradeQuick Gradebooks

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Customizing Your Gradebook

Successful use of GradeQuick begins with setting GradeQuick features to correspond with your school/district policies or your personal user preferences. Technology coordinators 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 the Jackson Software supplemental program called SiteManager. More information on global settings can be found in the Site License notebook.

Please consider setting the following GradeQuick features prior to using GradeQuick. Keep in mind that as a teacher your technology coordinator/GradeQuick administrator 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 to 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

Creating a template file is the first step in customizing your GradeQuick gradebooks. The following directions will step you through the process of creating your template file. The remainder of this section can be used page by page or you may omit any page that does not pertain to your school environment or your preferences.

After you have customized your chosen features, be sure to follow the directions on the last page of this section to save your settings. Saving your settings will allow you to use these same features in all of your new gradebooks.

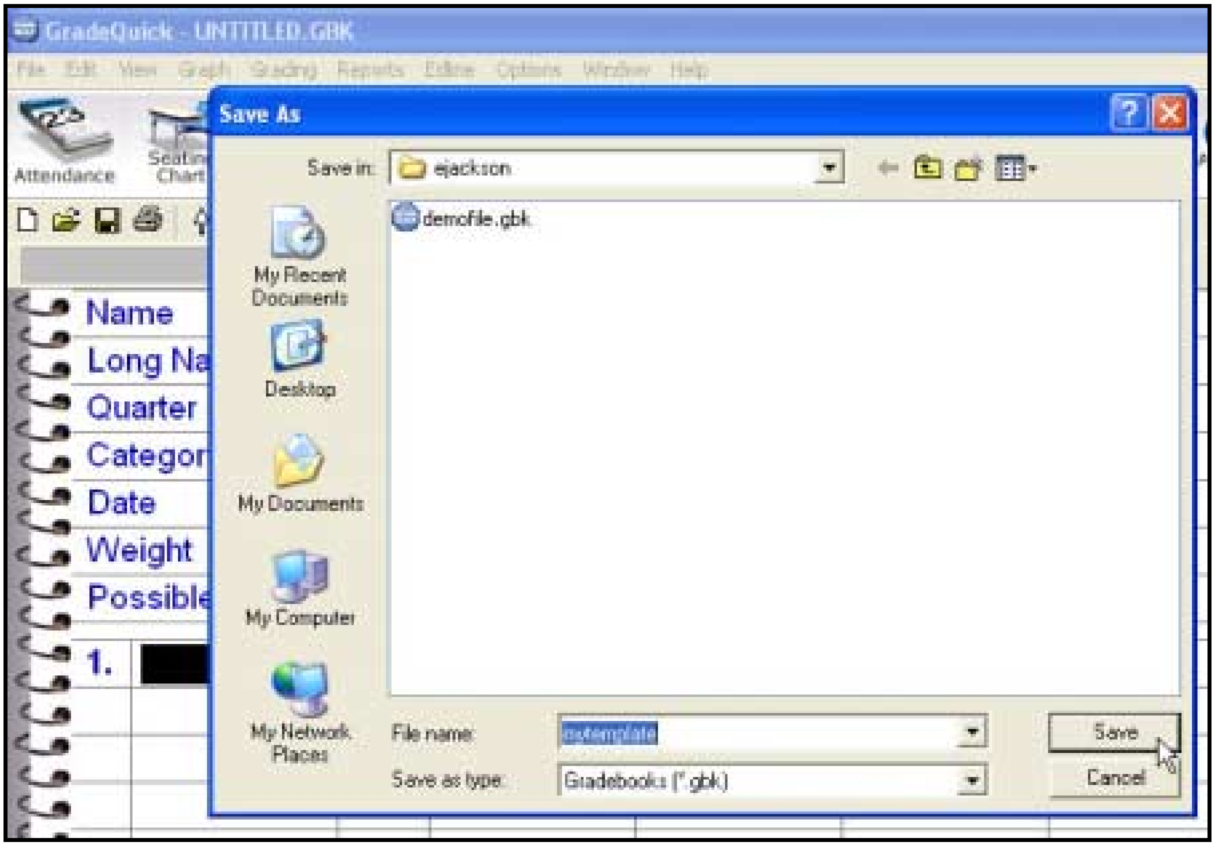
To Create a Template File:

Note: *GradeQuick administrators should use the included school template file named school.gbk. To use this file, you must be logged into GradeQuick as administrator. For more information, please refer to the Site License notebook*.

Step 1: With GradeQuick open and an untitled gradebook showing, select **File → Save As**.

Step 2: Enter the file name as mytemplate or myclass.

Step 3: Click **Save**.


GradeQuick - UNTITLED.GBK
File Edit View Graph Grading Reports Edline Options Window Help
Attendance
Seating Chart
Name
Long Na
Quarter
Categor
Date
Weight
Possible
1.
Save As
Save in:
ejackson
demofile.gbk
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Save
Cancel

File name: mytemplate

Save as type: Gradebooks (*.gbk)

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.

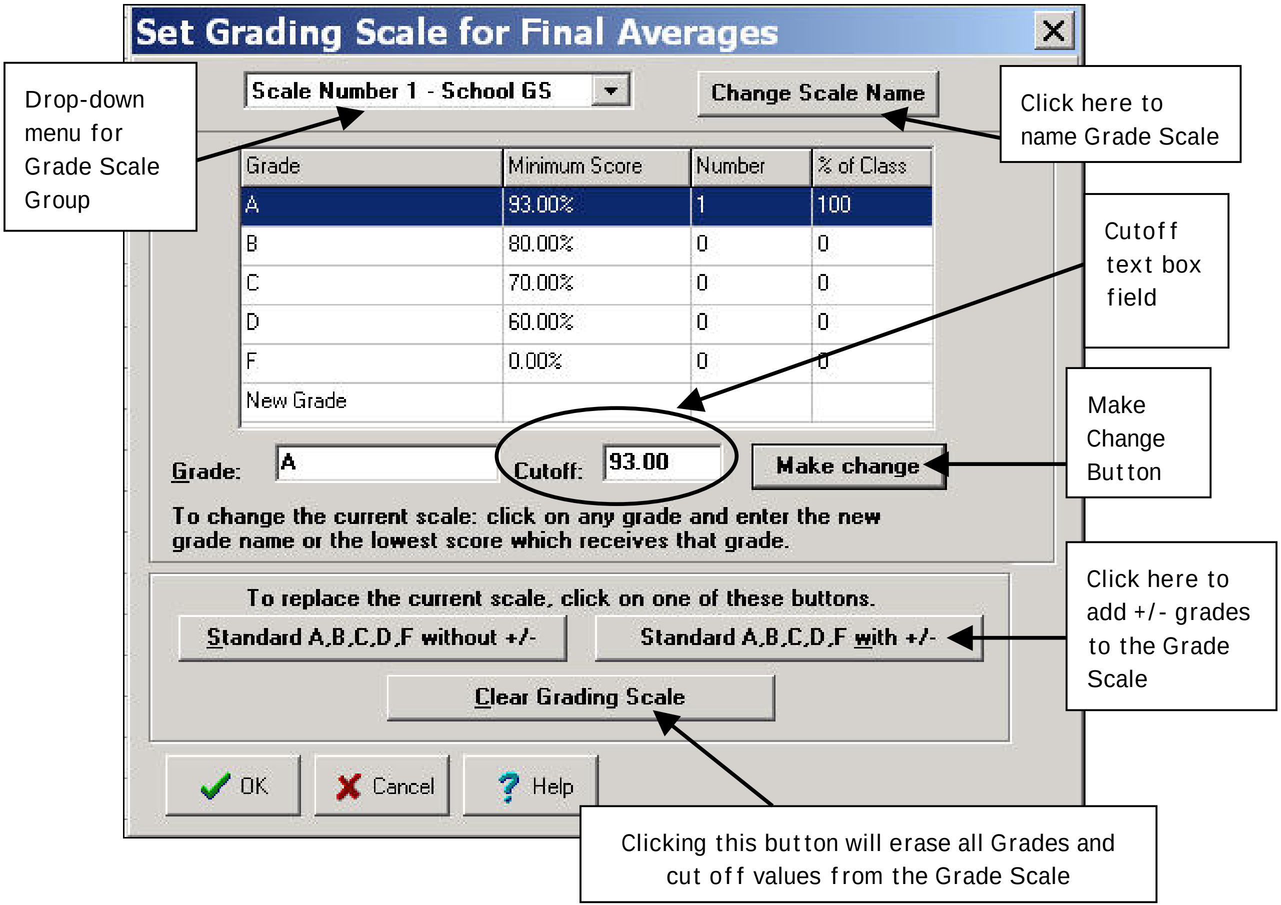
To Set a Grade Scale:

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**.



Set Grading Scale for Final Averages
Scale Number 1 - School GS
Change Scale Name
Make change
Standard A,B,C,D,F without +/-
Standard A,B,C,D,F with +/-
Clear Grading Scale
OK
Cancel
Help

Grade	Minimum Score	Number	% of Class
A	93.00%	1	100
B	80.00%	0	0
C	70.00%	0	0
D	60.00%	0	0
F	0.00%	0	0
New Grade			

Grade: A

Cutoff: 93.00

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.

Drop-down menu for Grade Scale Group

Click here to name Grade Scale

Cutoff text box field

Make Change Button

Click here to add +/- grades to the Grade Scale

Clicking this button will erase all Grades and cut off values from the Grade Scale

Note: For these settings to be used globally for all teachers or for use for all of your files, you must save the settings.

Click **Options → Save Settings**. Select **Grade Scale**. Click **OK**.

Complete directions appear on the last page of this section.

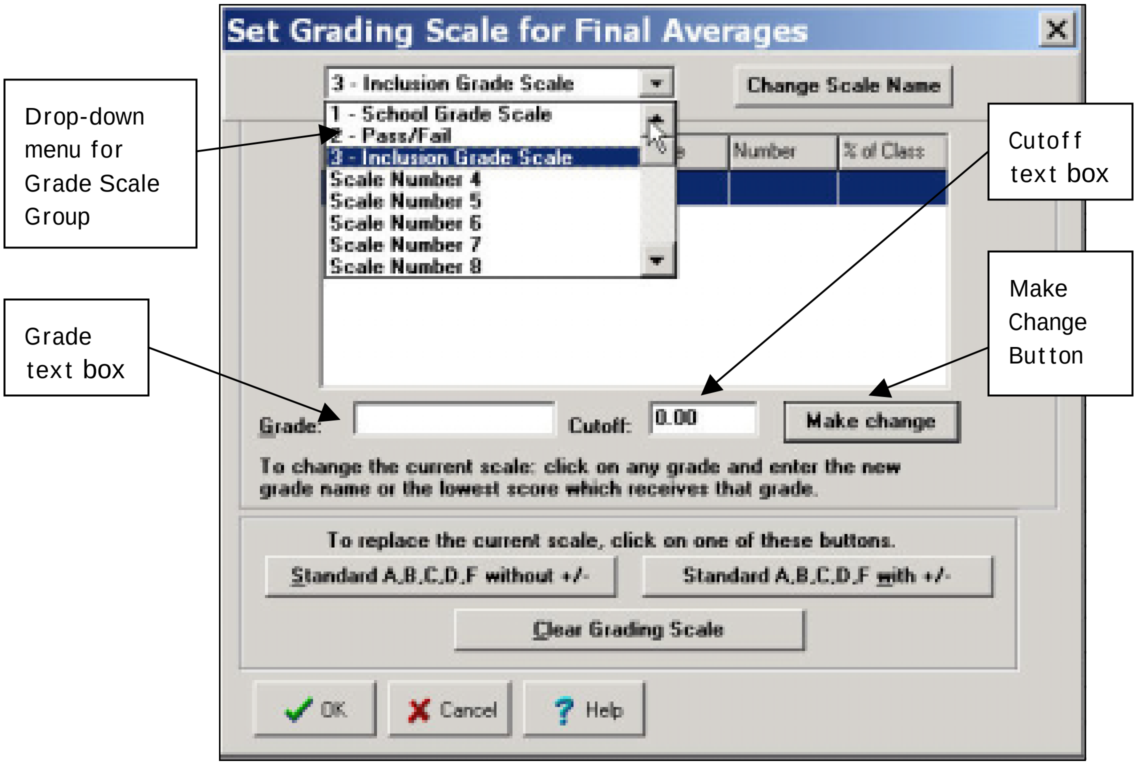
Setting Multiple Grade Scales

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**.


Set Grading Scale for Final Averages
3 - Inclusion Grade Scale
Change Scale Name
1 - School Grade Scale
2 - Pass/Fail
3 - Inclusion Grade Scale
Scale Number 4
Scale Number 5
Scale Number 6
Scale Number 7
Scale Number 8
Number
% of Class
Grade:
Cutoff:
0.00
Make change
Standard A,B,C,D,F without +/-
Standard A,B,C,D,F with +/-
Clear Grading Scale
OK
Cancel
Help
Drop-down menu for Grade Scale Group
Grade text box
Cutoff text box
Make Change Button

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 teachers or for use for all of your files, you must save the settings.

Click **Options → Save Settings**. Select **Grade Scale**. Click **OK**.

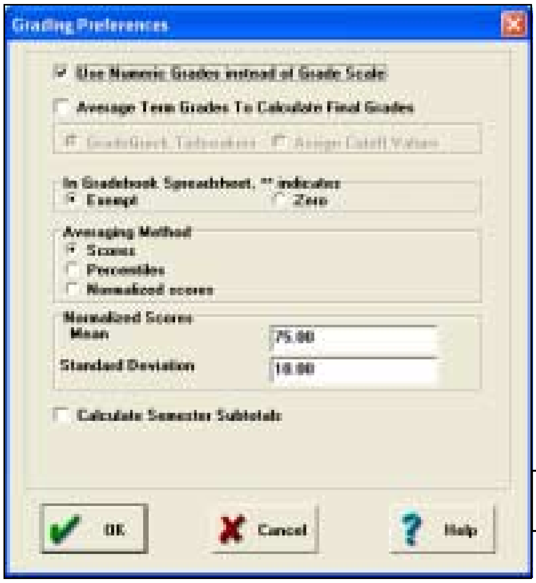
Complete directions appear on the last page of this section.

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
OK
Cancel
Help

☑ Use Numeric Grades instead of Grade Scale
☐ Average Term Grades To Calculate Final Grades
● GradeQuick Tiebreakers ○ Assign Cutoff Values

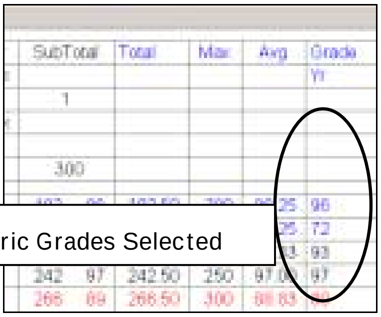
In Gradebook Spreadsheet, "" indicates
● Exempt ○ Zero

Averaging Method
● Scores
○ Percentiles
○ Normalized scores

Normalized Scores
Mean: 75.00
Standard Deviation: 10.00

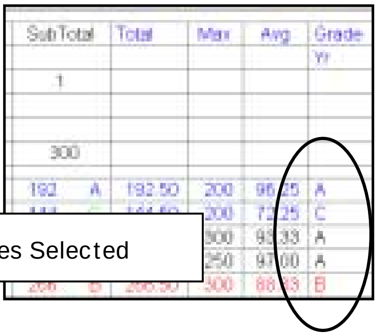
☐ Calculate Semester Subtotals

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
Yr
1
300
96
72
93
242
97
242.50
250
97.00
97
266
89
266.50
300
88.83

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
Yr
1
300
192
A
192.50
200
96.25
A
200
72.25
C
300
93.33
A
250
97.00
A
B
300
88.83
B

Letter Grades Selected

Note: For these settings to be used globally for all teachers or for use for all of your files, you must save the settings.

Click **Options → Save Settings**. Select **Grading Preferences**. Click **OK**.

Complete directions appear on the last page of this section.

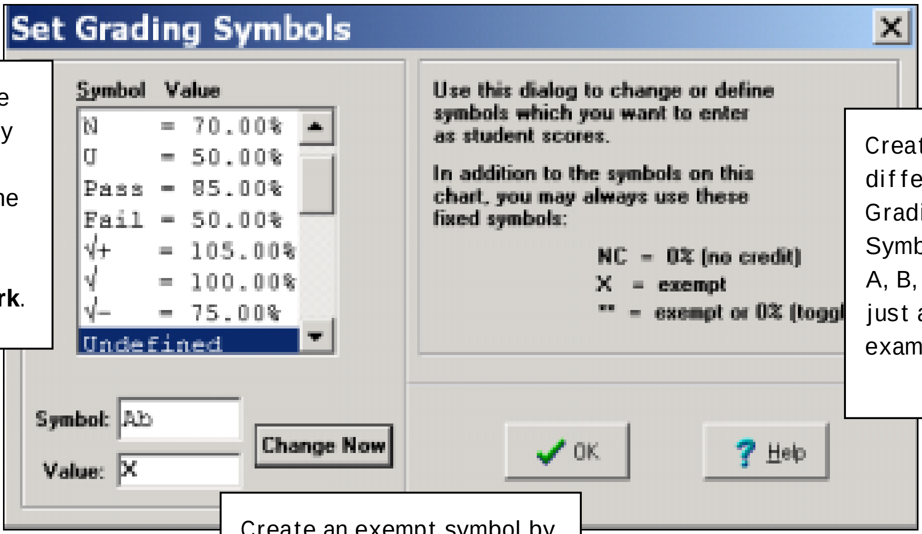
Setting Grading Symbols

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.

Holding the **Control** Key down and pressing the **C** key creates a **Check-mark**.



Symbol	Value
N	= 70.00%
U	= 50.00%
Pass	= 85.00%
Fail	= 50.00%
√+	= 105.00%
√	= 100.00%
√-	= 75.00%
Undefined	

Use this dialog to change or define symbols which you want to enter as student scores.

In addition to the symbols on this chart, you may always use these fixed symbols:

NC = 0% (no credit)
X = exempt
** = exempt or 0% (toggl

Symbol: Ab
Value: X

Create up to 20 different Grading Symbols. Symbols such as A, B, +, - , are just a few examples.

Create an exempt symbol by entering the new symbol and entering an X for the value

Note: For these settings to be used globally for all teachers or for use for all of your files, you must save the settings.

Click **Options → Save Settings**. Select **Grade Symbols**. Click **OK**.

Complete directions appear on the last page of this section.

Setting Score Footnotes

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

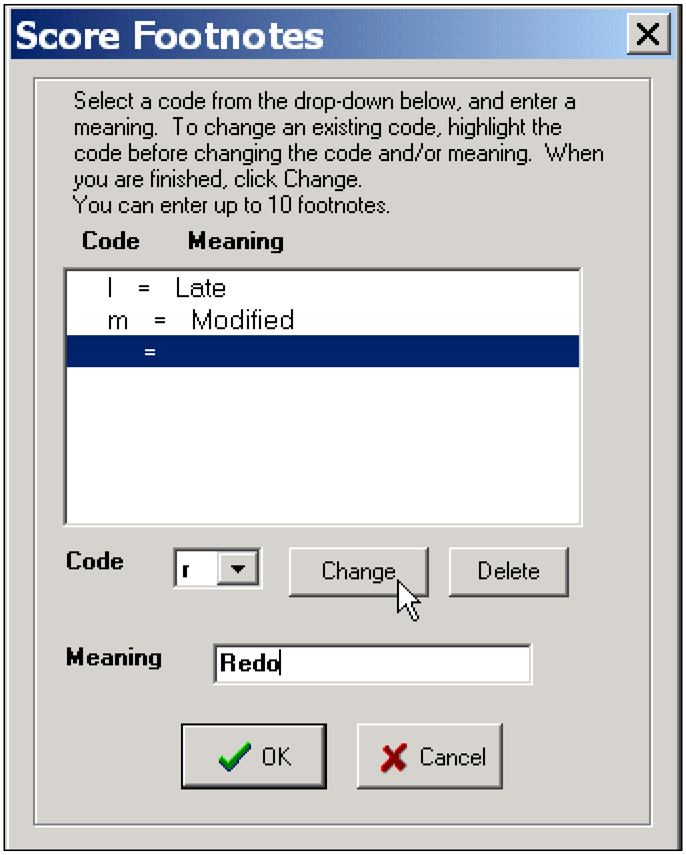
To Set Up Score Footnotes:

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**.



Select a code from the drop-down below, and enter a meaning. To change an existing code, highlight the code before changing the code and/or meaning. When you are finished, click Change.
You can enter up to 10 footnotes.

l = Late
m = Modified
=

Code: r

Meaning: Redo

Note: For these settings to be used globally for all teachers or for use for all of your files, you must save the settings.

Click **Options** → **Save Settings**. Select **Score Footnotes**. Click **OK**.

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:

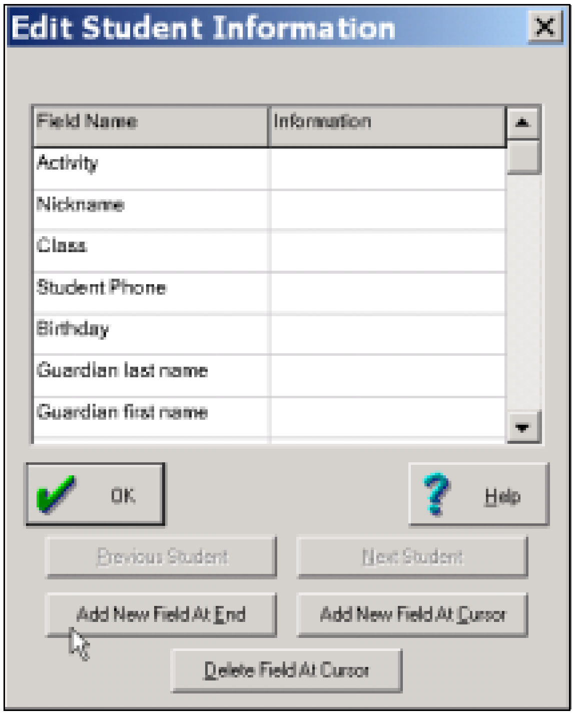
Step 1: Click **Edit → Student Information** or click the **Edit Student Information** button on the toolbar. The **Edit Student Information** dialog box will appear.

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

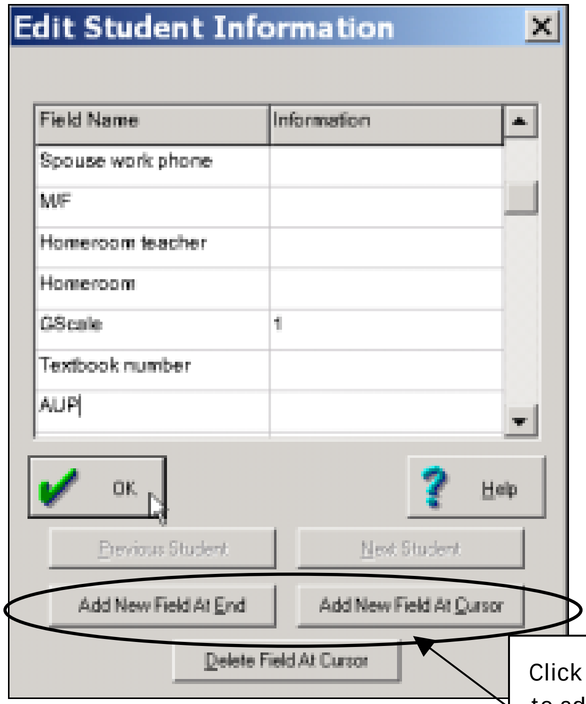
Step 3: Type the name of your new field. Press **Enter**. Click **Yes** – on the warning dialog box. Continue the same procedure to add as many fields as you would like.

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.*


Edit Student Information
OK
Help
Previous Student
Next Student
Add New Field At End
Add New Field At Cursor
Delete Field At Cursor

Field Name	Information
Activity	
Nickname	
Class	
Student Phone	
Birthday	
Guardian last name	
Guardian first name	


Edit Student Information
OK
Help
Previous Student
Next Student
Add New Field At End
Add New Field At Cursor
Delete Field At Cursor

Field Name	Information
Spouse work phone	
M/F	
Homeroom teacher	
Homeroom	
GScale	1
Textbook number	
AUP	

Click buttons to add a new Student Data Field.

> **Note:** For these settings to be used globally for all teachers or for use for all of your files, you must save the settings.
>
> Click **Options → Save Settings**. Select **Student Date Field Names**. Click **OK**.
>
> 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:

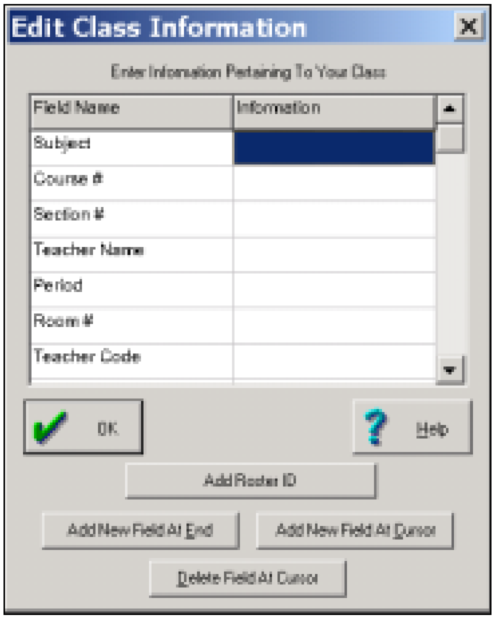
Step 1: Click **Edit → Class** Information. The **Edit Class Information** dialog box will appear.

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

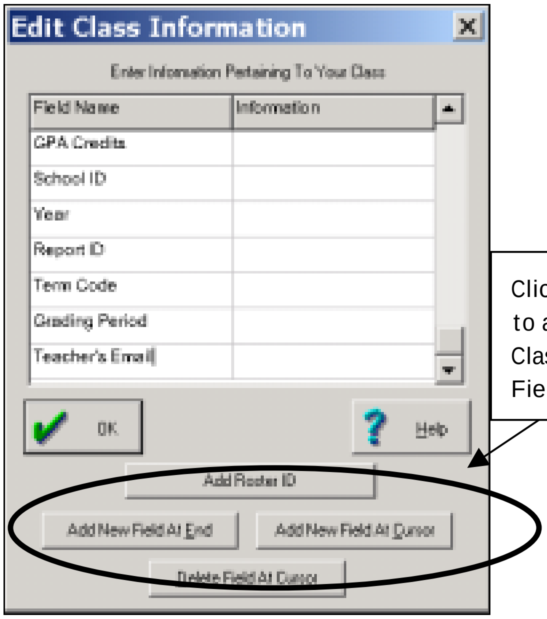
Step 3: Type the name of your new field. Press **Enter**. Click **Yes** – on the warning dialog box. Continue the same procedure to add as many fields as you would like.

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.*


Edit Class Information
Enter Information Pertaining To Your Class
OK
Help
Add Roster ID
Add New Field At End
Add New Field At Cursor
Delete Field At Cursor

Field Name	Information
Subject	
Course #	
Section #	
Teacher Name	
Period	
Room #	
Teacher Code	


Edit Class Information
Enter Information Pertaining To Your Class
OK
Help
Add Roster ID
Add New Field At End
Add New Field At Cursor
Delete Field At Cursor

Field Name	Information
GPA Credits	
School ID	
Year	
Report ID	
Term Code	
Grading Period	
Teacher's Email	

Click buttons to add a new Class Data Field.

> **Note:** For these settings to be used globally for all teachers or for use for all of your files, you must save the settings.
>
> Click **Options → Save Settings**. Select **Class Field Names**. Click **OK**.
>
> Complete directions appear on the last page of this section.

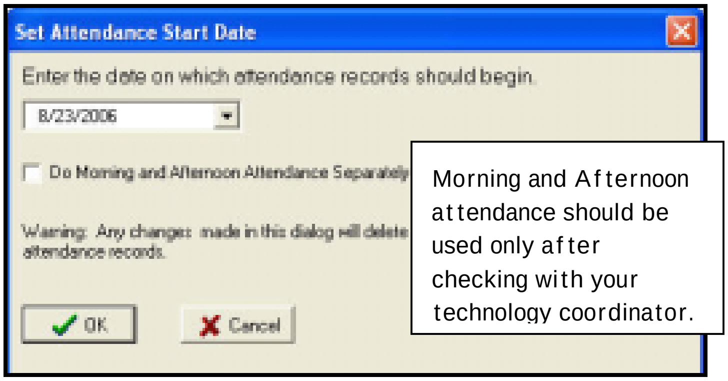
Setting Up Attendance Dates

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**.



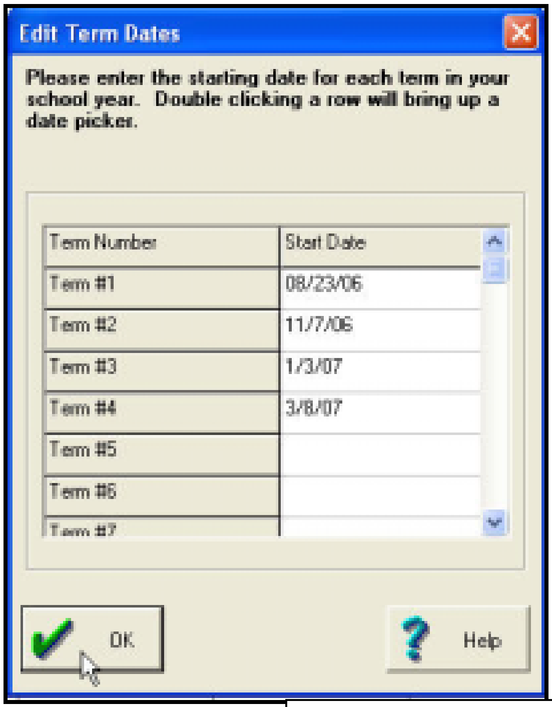
Enter the date on which attendance records should begin.

8/23/2006

☐ Do Morning and Afternoon Attendance Separately

Warning: Any changes made in this dialog will delete attendance records.

Morning and Afternoon attendance should be used only after checking with your technology coordinator.



Please enter the starting date for each term in your school year. Double clicking a row will bring up a date picker.

Term Number	Start Date
Term #1	08/23/06
Term #2	11/7/06
Term #3	1/3/07
Term #4	3/8/07
Term #5	
Term #6	
Term #7	

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**.

Note: For these settings to be used globally for all teachers or for use for all of your files, you must save the settings.

Click **Options → Save Settings**. Select **Attendance Start Dates**. Click **OK**.

Complete directions appear on the last page of this section.

Setting Attendance Codes

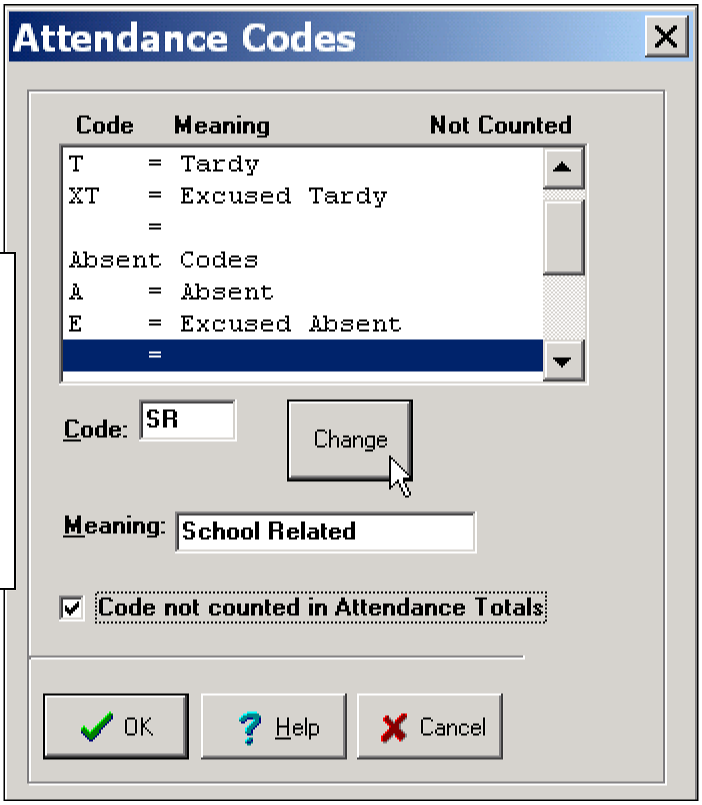
Step 1: Click **Edit → Attendance → Set Absence/Tardy Codes**.

Step 2: The **Attendance Code** window appears. Click a blank 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**.



T = Tardy
XT = Excused Tardy
=
Absent Codes
A = Absent
E = Excused Absent
=

Code: SR

Meaning: School Related

☑ Code not counted in Attendance Totals

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

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 teachers or for use for all of your files, you must save the settings.

Click **Options → Save Settings**. Select **Attendance Codes**. Click **OK**.

Complete directions appear on the last page of this section.

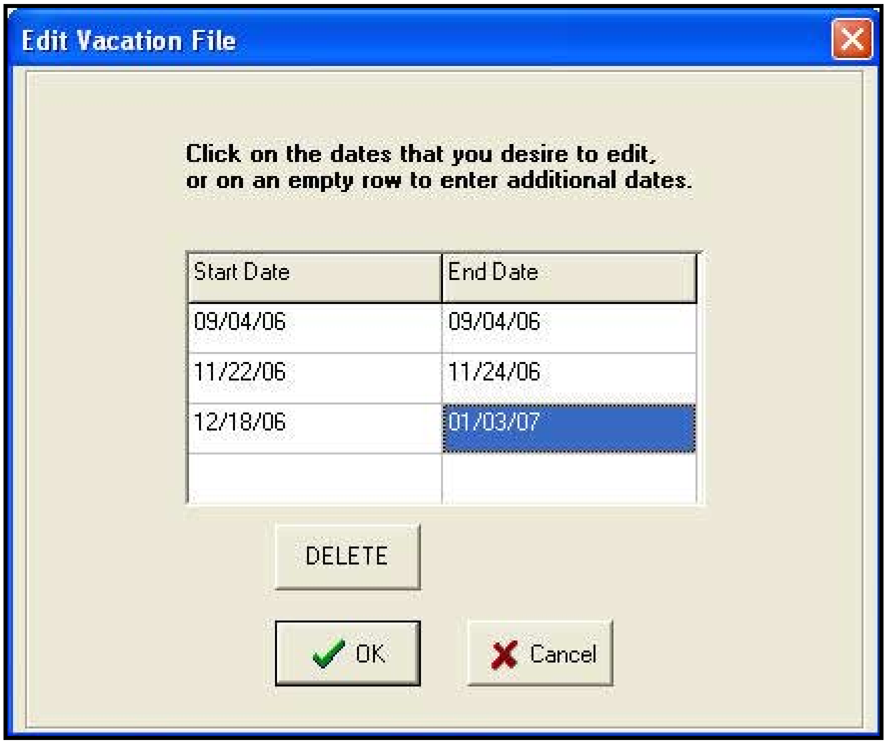
Vacation Calendar Wizard

The Edit Vacation File allows you to manage vacation and non-school days.

To Set Up the Vacation Calendar:

Step 1: Click **Edit** → **Attendance** → **Edit Vacation File**. The **Edit Vacation File** dialog box appears.

Step 2: Click an empty row to add a date. Select the date from the calendar. Click **OK**. If the end date is different, click the End Date and select it from the calendar. Click **OK**.



Click on the dates that you desire to edit,
or on an empty row to enter additional dates.

Start Date	End Date
09/04/06	09/04/06
11/22/06	11/24/06
12/18/06	01/03/07

Step 3: To remove a date, click the date and then click the **Delete** Button.

Step 4: Continue adding or modifying the vacation dates. When finished, click **OK**.

Step 5: Confirm setting vacation dates for all new files by clicking **OK**.

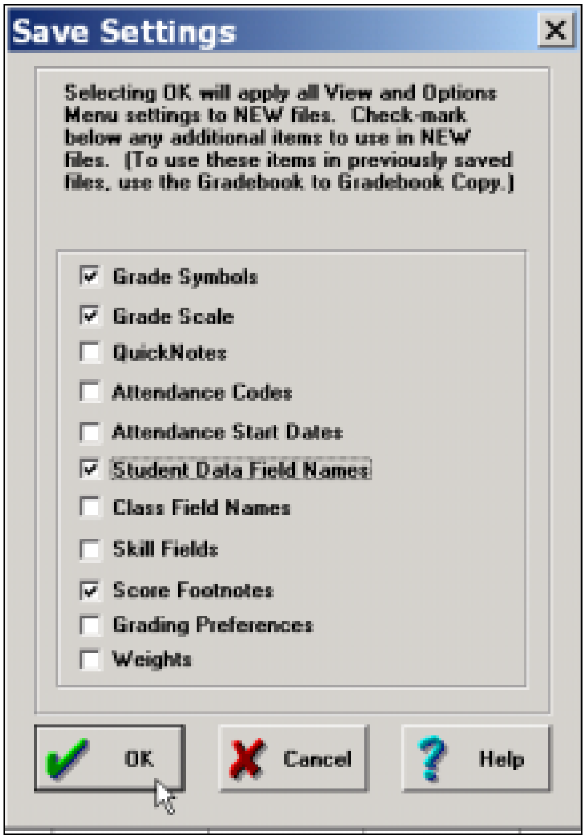
Saving Settings

Saving your settings will allow you to use your customizations for all your future gradebook files. Customizing and saving your settings prior to beginning your gradebooks will require to set features once instead of setting them for each gradebook you will use.

To Save Your Settings:

Step 1: Click **Options** → **Save Settings**. The **Save Settings** dialog box appears.

Step 2: Select each feature you customized to use for all of your gradebooks. Click each item that you customized so that a check mark appears before the feature. Click **OK**.



Selecting OK will apply all View and Options Menu settings to NEW files. Check-mark below any additional items to use in NEW files. (To use these items in previously saved files, use the Gradebook to Gradebook Copy.)

☑ Grade Symbols
☑ Grade Scale
☐ QuickNotes
☐ Attendance Codes
☐ Attendance Start Dates
☑ Student Data Field Names
☐ Class Field Names
☐ Skill Fields
☑ Score Footnotes
☐ Grading Preferences
☐ Weights

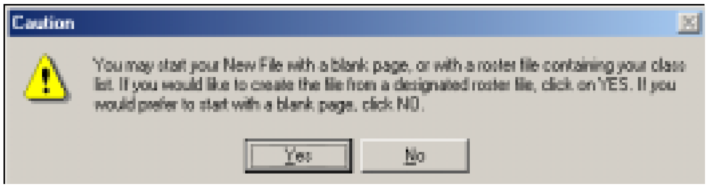
Starting Your GradeQuick Gradebooks

JACKSON

Importing Your First Gradebook File

(Use only if you are Importing Student Rosters)

To Import Student Rosters:

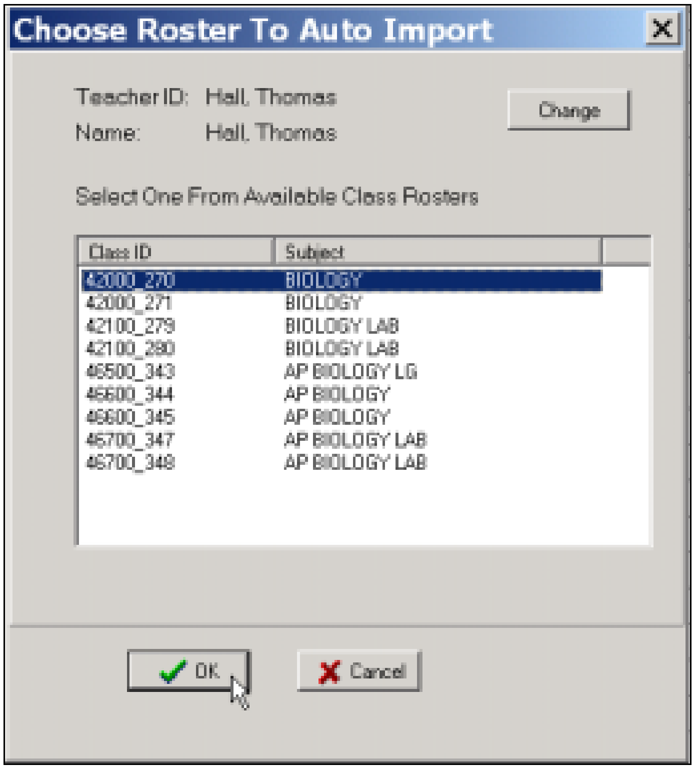


You may start your New File with a blank page, or with a roster file containing your class list. If you would like to create the file from a designated roster file, click on YES. If you would prefer to start with a blank page, click NO.

Step 1: Click **File → New**.

Step 2: Click **Yes** on the **Caution** dialog box.

Step 3: The **Choose Roster to Auto Import** dialog box will appear. Click **Change** to choose your teacher name from the list of teachers in your school. Select your teacher name and click **OK**. A list of your classes will appear on the screen.



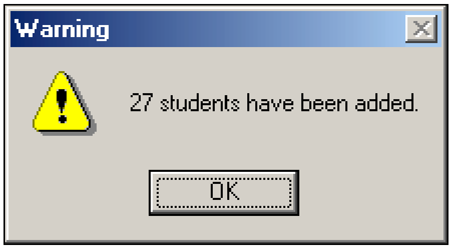
Teacher ID: Hall, Thomas
Name: Hall, Thomas

Select One From Available Class Rosters

Class ID	Subject
42000_270	BIOLOGY
42000_271	BIOLOGY
42100_279	BIOLOGY LAB
42100_280	BIOLOGY LAB
46500_343	AP BIOLOGY LG
46600_344	AP BIOLOGY
46600_345	AP BIOLOGY
46700_347	AP BIOLOGY LAB
46700_348	AP BIOLOGY LAB

Note: You will either be prompted to choose your classes from a list or to enter the **Class ID** for each of your classes. Check with your school technology coordinator for information on entering your **Class ID**.

Step 4: Click a class and click **OK**. A **Warning** dialog will appear, advising you of how many students have been added to your roster. *(This message shows anytime you open this file if new students have been added or students have been dropped.)*



27 students have been added.

Step 5: Click **OK**. Your class will appear.

Creating Your First Gradebook File

(Use ONLY if you are not Importing Student Rosters)

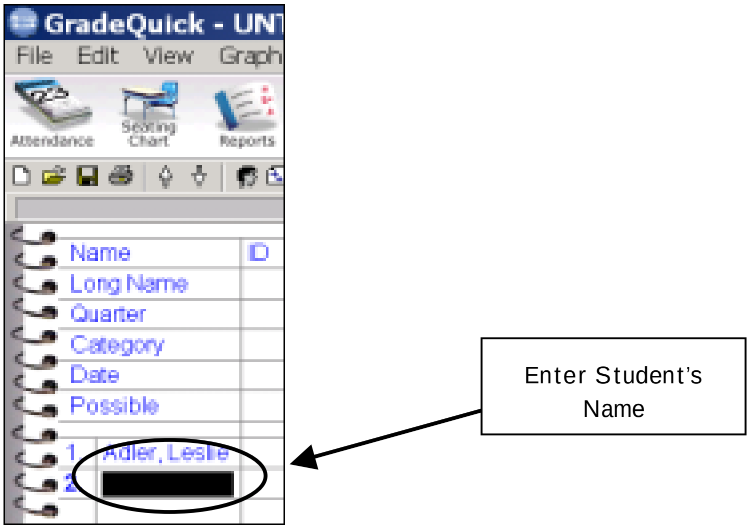
Now that you have customized GradeQuick, you are ready to begin your first gradebook file by entering student names and IDs.

To Enter Student Names: (If you are not importing rosters)

Step 1: Click **File → New.** The cell next to the 1 is highlighted.

Step 2: Type your first ***student's name*** in the space. Type the name the way you want to see it – last name first, or first name first.

Step 3: Press **Enter**. Continue adding student names. Press the **Enter** or the **Down Arrow** key after entering each student. Column width adjusts to largest entry.

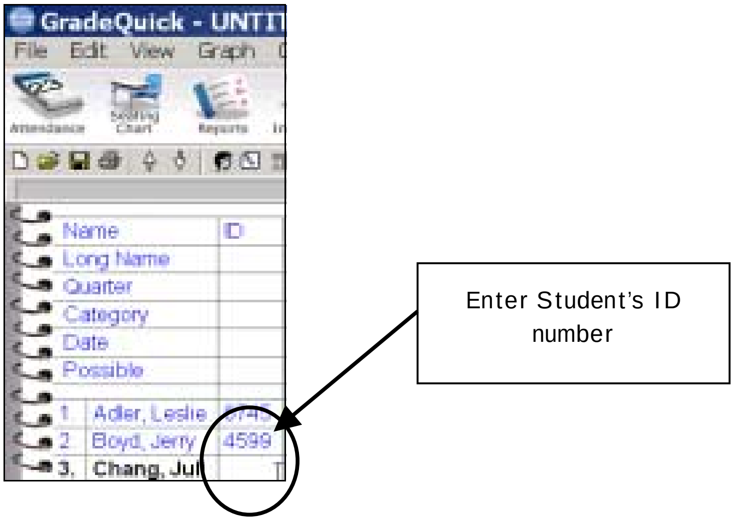

GradeQuick - UN
File
Edit
View
Graph
Attendance
Seating Chart
Reports
Name
ID
Long Name
Quarter
Category
Date
Possible
1
Adler, Leslie
2

Enter Student's Name

To Enter Student IDs: (If you are not importing rosters)

Step 1: Click the cell next to name and type your first student's ***ID number***.

Step 2: Press **Enter**. Continue adding student IDs. Press the **Enter** or the **Down Arrow** key after entering each student. Column width adjusts to the widest number.


GradeQuick - UNTIT
File
Edit
View
Graph
Attendance
Seating Chart
Reports
Name
ID
Long Name
Quarter
Category
Date
Possible
1. Adler, Leslie
2 Boyd, Jerry
4599
3. Chang, Jul

Enter Student's ID number

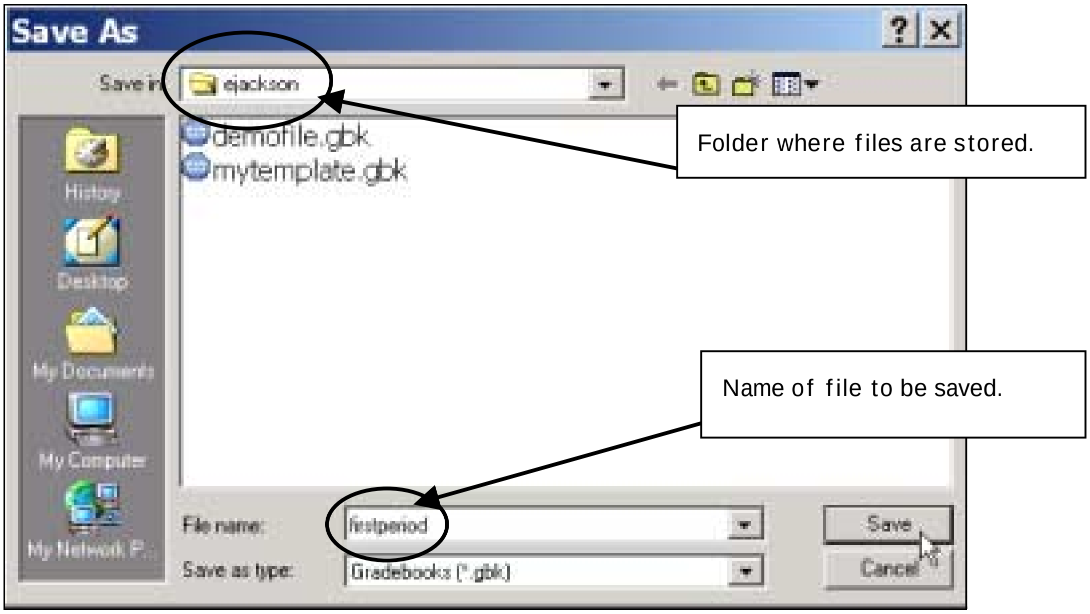
Saving Files

After you have either imported your student names for your first class or entered the student names by typing them, you are now ready to save the file.

To Save a File:

Step 1: Click **File → Save.** The **Save As** dialog box appears.

Step 2: Click in the text box below **File Name:** Type the file name and **DO NOT** use punctuation in the name. The extension .gbk will be added automatically. If you are not importing and plan to use this as a model for other subjects, name it Model. Otherwise, choose an appropriate name that will help you recognize this file by its name.



Save in: ejackson

File name: firstperiod

Save as type: Gradebooks (*.gbk)

Folder where files are stored.

Name of file to be saved.

Step 3: Click **Save**. The file you just created is now saved. Continue creating a class file/gradebook file for every class that you teach either through importing your class files or by manually entering your student names.

Note: *After all of your files are created and saved, you should* ***not*** *use* ***File*** *→* ***Save As*** *to save your data files to disks if GradeQuick prompts you to enter your user name. Please refer to the* ***File Management*** *section found in this document for the correct procedure for taking files home on disk*.

Making Copies of the Same Roster

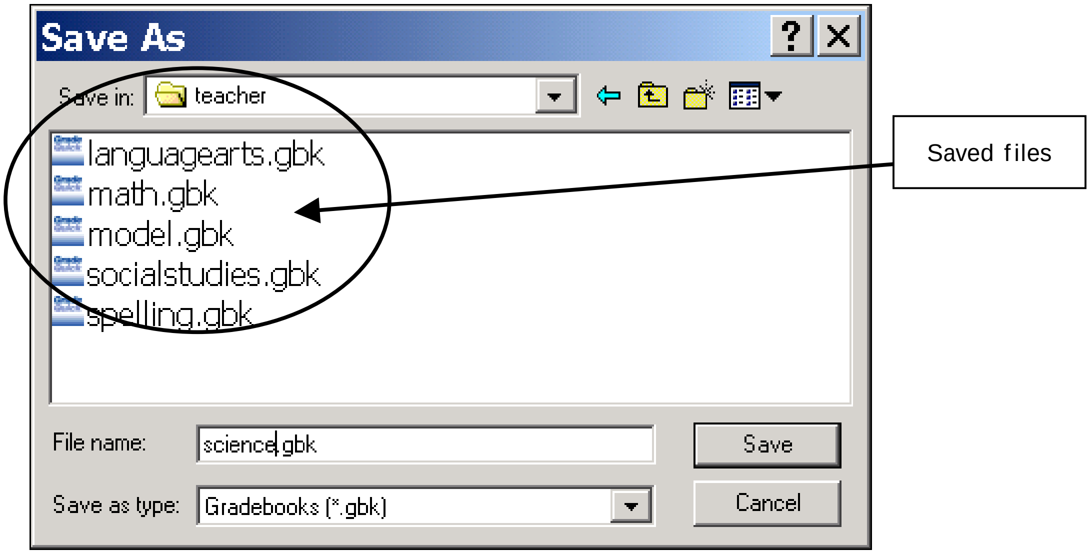
(Use only if you are not importing rosters)

To make several class files from the same set of students:

Step 1: Once you have entered your student names you are ready to set up your model class file. Save the file, you just created with the name Model. Click **File → Save As**. Enter the file name Model. Click **Save**.

Step 2: Repeat the above step, but this time type a new name (**math, spelling, period1, etc.**)

Step 3: Repeat the above step for each subject you teach, giving the file a name for each class. Then add the subject-specific information, such as test scores and class information, to each file. Be sure to complete the Class Information area for each class file.


Save As
?
Save in:
teacher
languagearts.gbk
math.gbk
model.gbk
socialstudies.gbk
spelling.gbk
Save
Cancel
Saved files

File name: science.gbk

Save as type: Gradebooks (*.gbk)

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. Once the Student Data Fields have been created you will need to enter the information for each student.

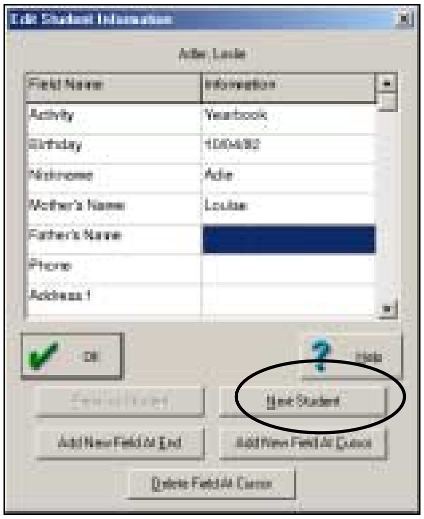
To Enter Student Information:

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.



Adler, Leslie

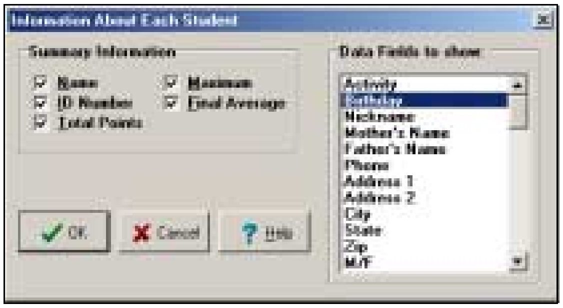
Field Name	Information
Activity	Yearbook
Birthday	10/04/82
Nickname	Adie
Mother's Name	Louise
Father's Name	
Phone	
Address 1	

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.

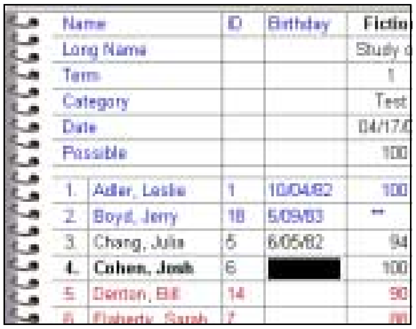


Summary Information

☑ Name
☑ ID Number
☑ Total Points
☑ Maximum
☑ Final Average

Data Fields to show

Activity
Birthday
Nickname
Mother's Name
Father's Name
Phone
Address 1
Address 2
City
State
Zip
M/F



	Name	ID	Birthday	Fictio
	Long Name			Study o
	Term			1
	Category			Test
	Date			04/17/0
	Possible			100
1.	Adler, Leslie	1	10/04/82	100
2.	Boyd, Jerry	18	5/09/83	--
3.	Chang, Julia	5	6/05/82	94
4.	Cohen, Josh	6		100
5.	Denton, Bill	14		90
6.	Flaherty, Sarah	7		88

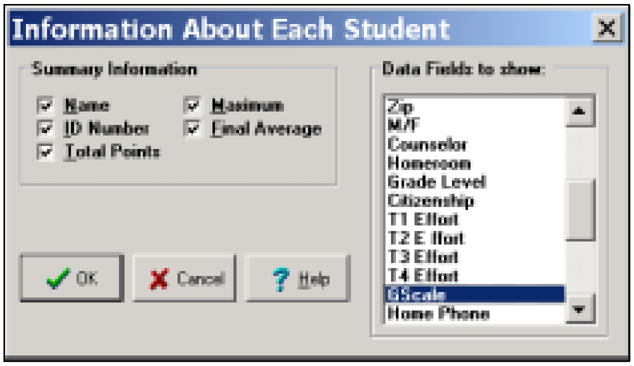
> ***Note:*** *Student Information may have been downloaded when the roster was imported. This information may also be automatically updated when new information is made available.*

Entering Student Information – Assigning Multiple Grade Scales

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

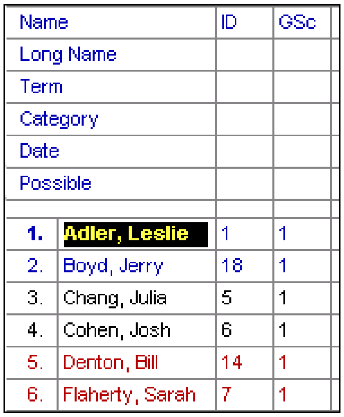
Step 1: Click **View → Student Information.**

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 Number
☑ Total Points
☑ Maximum
☑ Final Average

Zip
M/F
Counselor
Homeroom
Grade Level
Citizenship
T1 Effort
T2 Effort
T3 Effort
T4 Effort
GScale
Home Phone

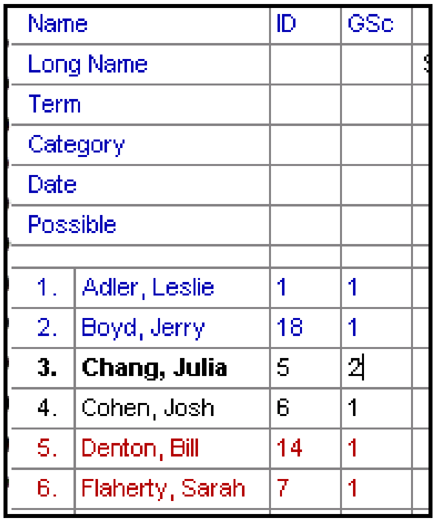


Name		ID	GSc
Long Name			
Term			
Category			
Date			
Possible			
1.	Adler, Leslie	1	1
2.	Boyd, Jerry	18	1
3.	Chang, Julia	5	1
4.	Cohen, Josh	6	1
5.	Denton, Bill	14	1
6.	Flaherty, Sarah	7	1

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

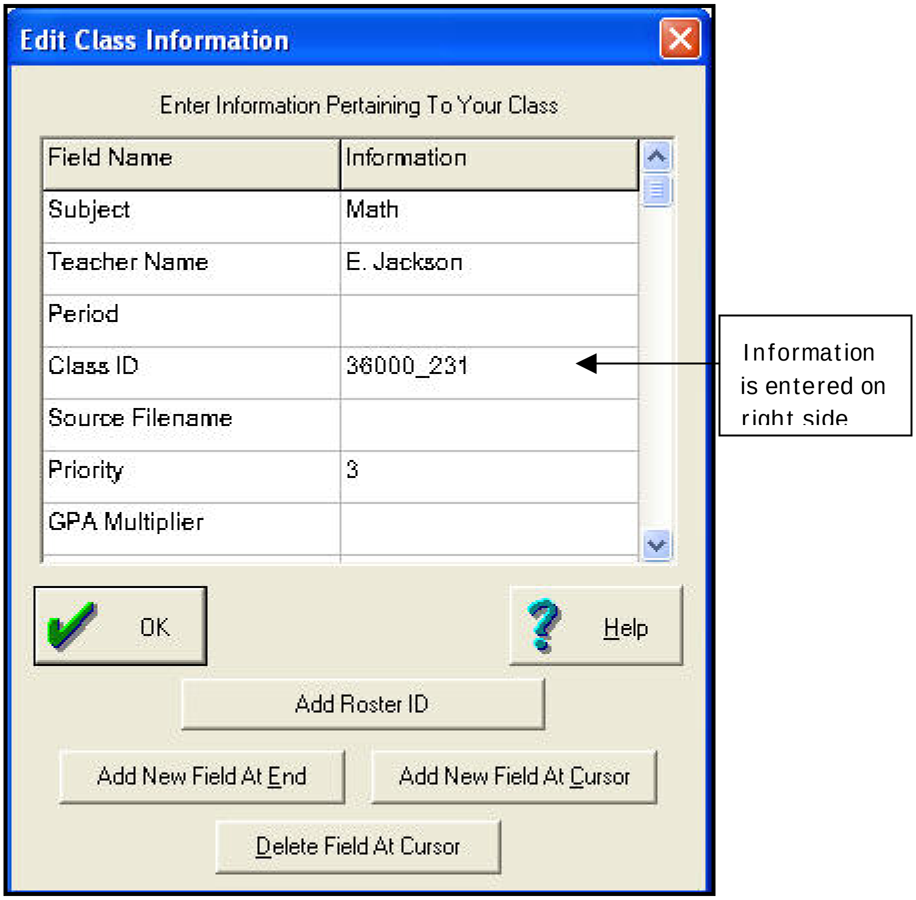
To assign the whole class to a different GScale, you can use the **Global Changes** feature. For more information, see the **Global Changes** section in this document.

Entering Class Information

The Class Information fields contain information specific to each gradebook, class or file. 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, Teacher Name, and School 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**.


Edit Class Information
Enter Information Pertaining To Your Class
OK
Help
Add Roster ID
Add New Field At End
Add New Field At Cursor
Delete Field At Cursor

Field Name	Information
Subject	Math
Teacher Name	E. Jackson
Period	
Class ID	36000_231
Source Filename	
Priority	3
GPA Multiplier	

Information is entered on right side

Note: *The data in the Class Information fields may have been downloaded when the roster was imported. 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.*

Using Your GradeQuick Gradebooks

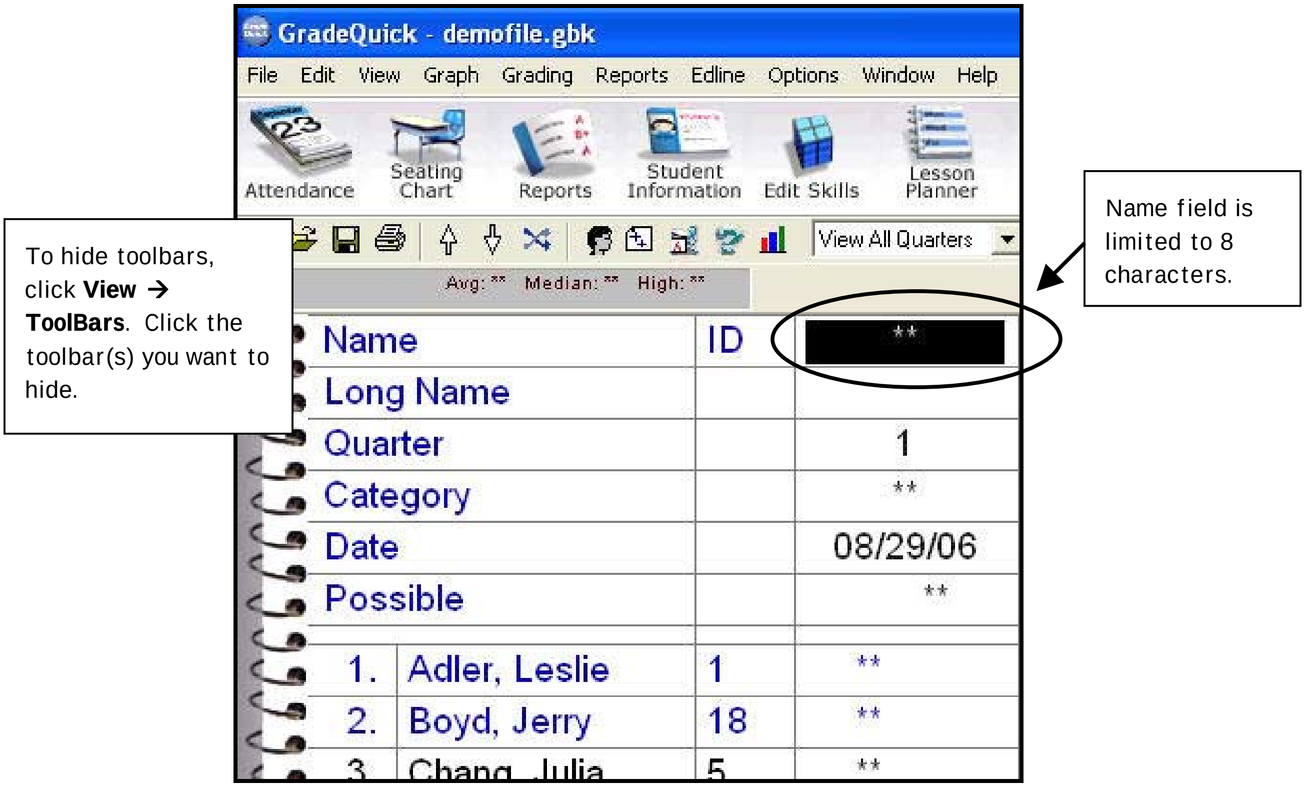
Entering Test/Assignment Information

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, 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: The cell for **Name** is highlighted – type a short name for the title of the assignment. Press **Enter** or use the **Down Arrow** to move to the next row.

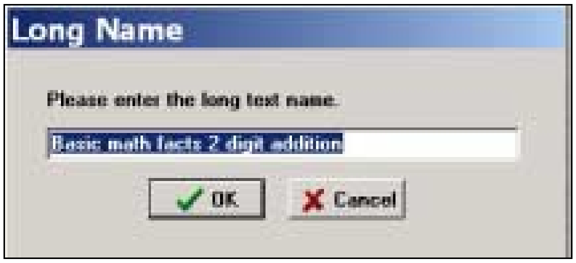

GradeQuick - demofile.gbk
File
Edit
View
Graph
Grading
Reports
Edline
Options
Window
Help
Attendance
Seating Chart
Reports
Student Information
Edit Skills
Lesson Planner
View All Quarters
Avg: **
Median: **
High: **

Name	ID	**
Long Name		
Quarter		1
Category		**
Date		08/29/06
Possible		**
1. Adler, Leslie	1	**
2. Boyd, Jerry	18	**
3. Chang, Julia	5	**

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

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**.

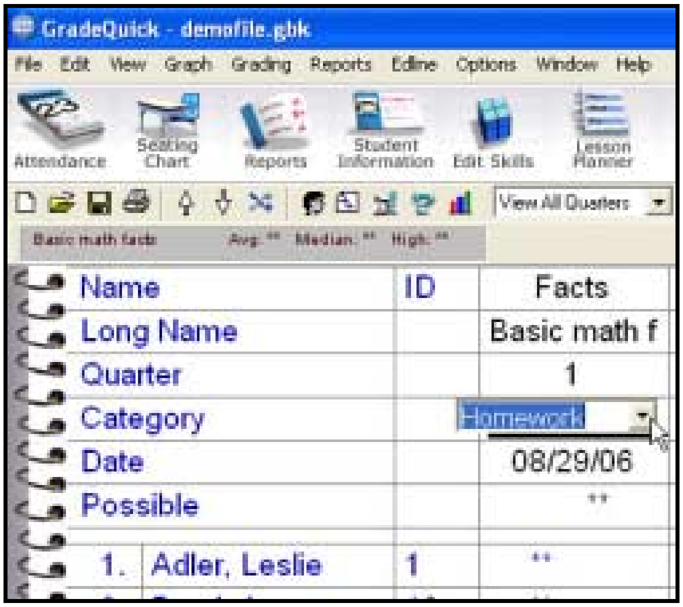

Long Name
✓ OK
✗ Cancel

Please enter the long text name.

Basic math facts 2 digit addition

Step 4: The cell for **Term** 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.

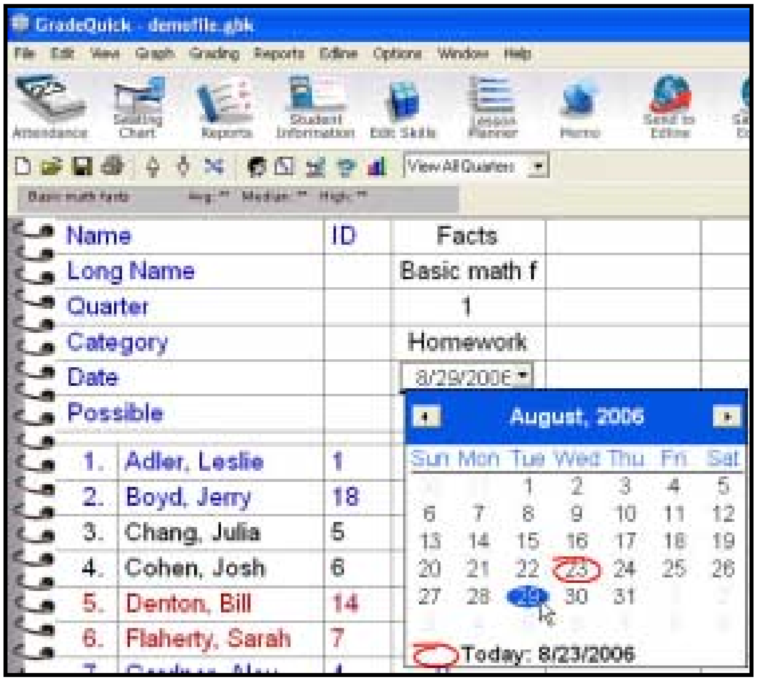

GradeQuick - demofile.gbk
File Edit View Graph Grading Reports Edline Options Window Help
Attendance
Seating Chart
Reports
Student Information
Edit Skills
Lesson Planner
View All Quarters
Basic math facts Avg: ** Median: ** High: **

Name	ID	Facts
Long Name		Basic math f
Quarter		1
Category		Homework
Date		08/29/06
Possible		**
1. Adler, Leslie	1	**

Category names may be up to 8 characters long.

You may have up to 32 categories in one gradebook.

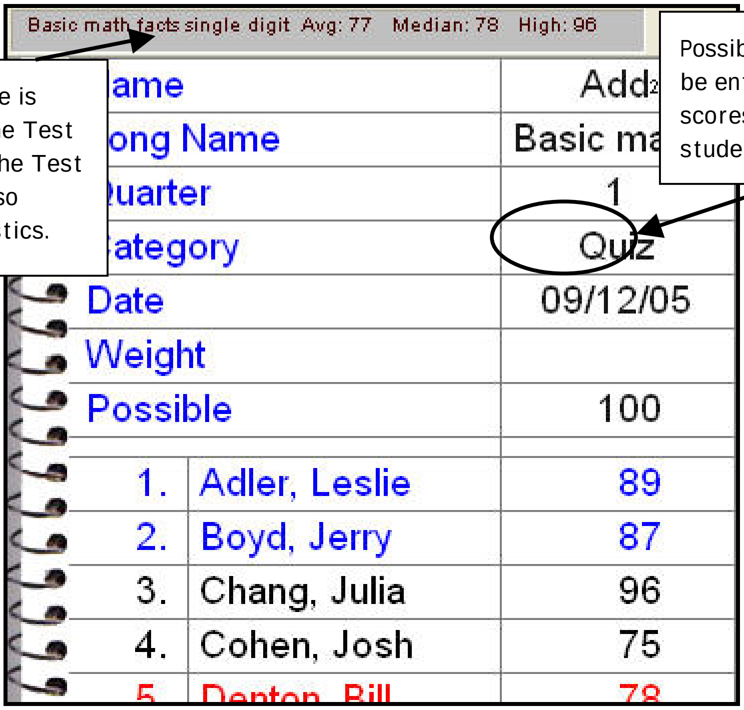
Step 6: The **Date** cell is highlighted – By default, today's date will appear. To change the date, double click in the cell. The drop-down calendar will appear. Select the date by double clicking on the date. The arrow buttons allow you to move through the calendar. Press **Enter** to move to the next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


GradeQuick - demofile.gbk
File Edit View Graph Grading Reports Edline Options Window Help
Attendance
Seating Chart
Reports
Student Information
Edit Skills
Lesson Planner
Memo
Send to Edline
View All Quarters
Basic math facts Avg: ** Median: ** High: **
August, 2006
Sun Mon Tue Wed Thu Fri Sat
Today: 8/23/2006

Name	ID	Facts
Long Name		Basic math f
Quarter		1
Category		Homework
Date		8/29/2006
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	

Step 7: Possible cell is 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.

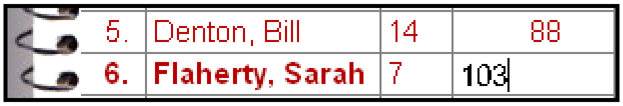


Basic math facts single digit Avg: 77 Median: 78 High: 96

ame		Add
ong Name		Basic ma
uarter		1
ategory		Quiz
Date		09/12/05
Weight		
Possible		100
1.	Adler, Leslie	89
2.	Boyd, Jerry	87
3.	Chang, Julia	96
4.	Cohen, Josh	75

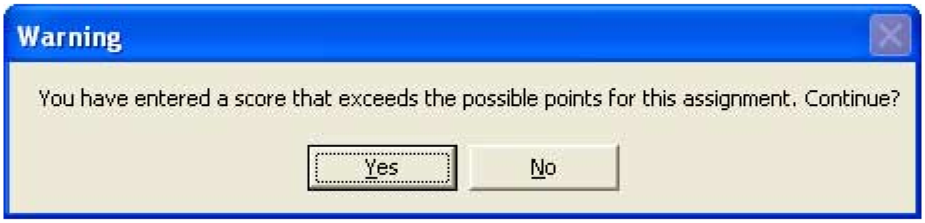
The Long Name is displayed in the Test Status Line. The Test Status Line also includes statistics.

Possible points must be entered to enter scores or symbols for students.



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.



Warning

You have entered a score that exceeds the possible points for this assignment. Continue?

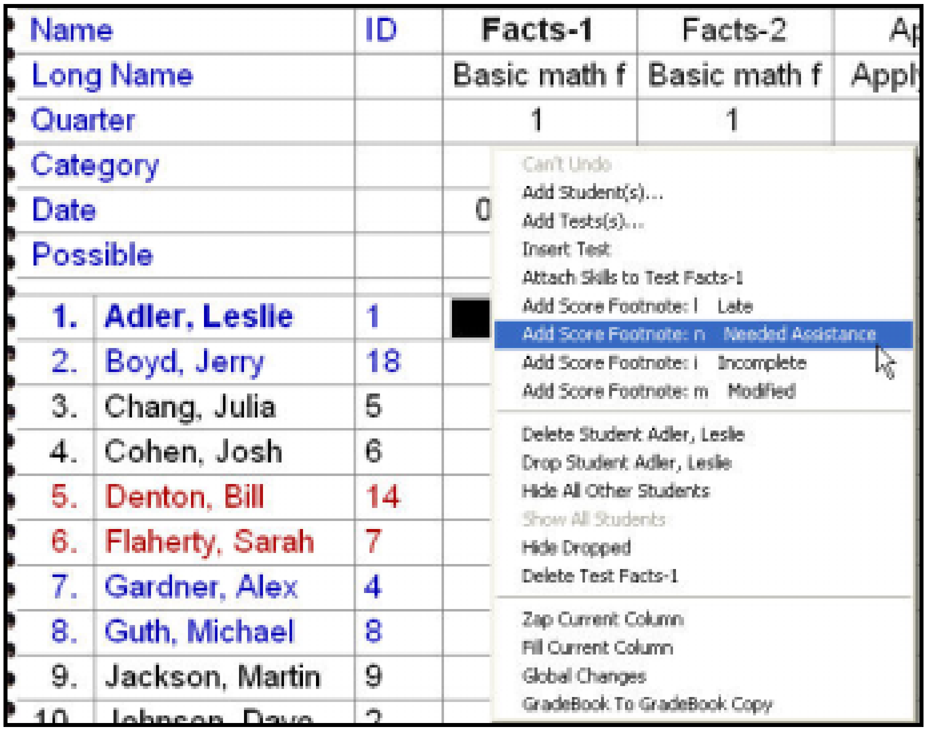
***Note:** To turn off the warning, click **Options** → **Preferences**. Uncheck the box for **Warn if Score exceeds Possible for Test**. Click **OK**.*

Using Score Footnotes

To Use Score Footnotes:

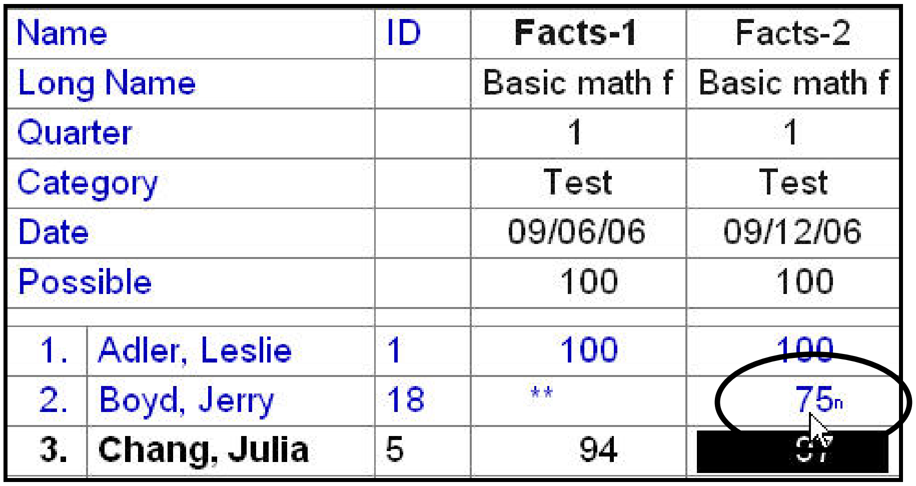
If you or your administrator created Score Footnotes, you may add the Score Footnotes to specific scores in your gradebook.

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
Long Name		Basic math f	Basic math f
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		

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



Name	ID	Facts-1	Facts-2
Long Name		Basic math f	Basic math f
Quarter		1	1
Category		Test	Test
Date		09/06/06	09/12/06
Possible		100	100
1. Adler, Leslie	1	100	100
2. Boyd, Jerry	18	**	75n
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**.

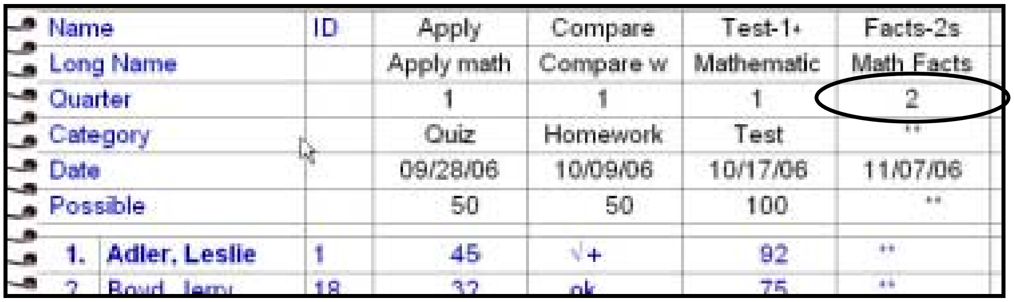
Starting New Term

GradeQuick begins each gradebook file with Term 1. Term 1 refers to your first grading period or marking period. For schools using two terms for each semester, Term 1 and Term 2 make up the first Semester. On the first day of a new Term, if Attendance Dates have not been set, you must change the Term number that appears in the header of each test or assignment column to reflect the new marking period.

To Set a New Term:

Step 1: Fill in the test information (Name, long name, category, etc.) in the column headers in the usual manner until you reach the Term row.

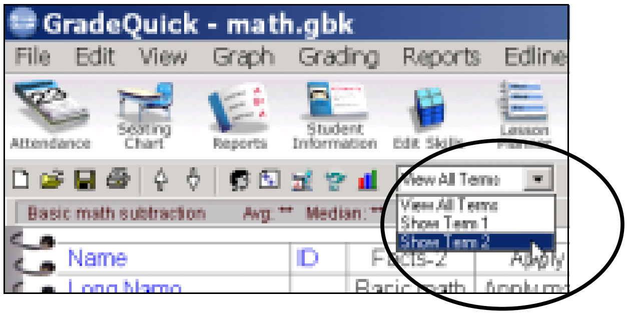
Step 2: Change the Term number to a 2 for the start of the 2nd marking period. The next time you enter a test column, the 2 will automatically appear in the Term row.



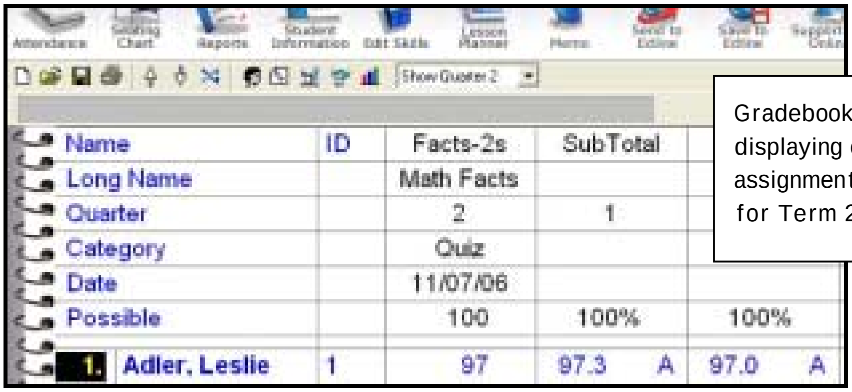
Name	ID	Apply	Compare	Test-1+	Facts-2s
Long Name		Apply math	Compare w	Mathematic	Math Facts
Quarter		1	1	1	2
Category		Quiz	Homework	Test	**
Date		09/28/06	10/09/06	10/17/06	11/07/06
Possible		50	50	100	**
1. Adler, Leslie	1	45	√+	92	**
2. Boyd, Jerry	18	32	ok	75	**

Step 3: Continue to complete the rest of the Test Information as you have for your earlier tests. If you are weighting terms, the term weighting dialog box will appear prompting you to enter a weight for the new term.

Step 4: You may want to view only assignments for the current grading period. Select the drop-down menu and select Show Term 2.


GradeQuick - math.gbk
File
Edit
View
Graph
Grading
Reports
Edline
Attendance
Seating Chart
Reports
Student Information
Edit Skills
Lesson Planner
View All Terms
View All Terms
Show Term 1
Show Term 2
Basic math subtraction
Avg: **
Median: **
Name
ID
Facts-2
Apply
Long Name
Basic math
Apply ma

GQ Administrators can change the terminology from Term to Quarter or other marking period name. See SiteLicense Notebook for more information.

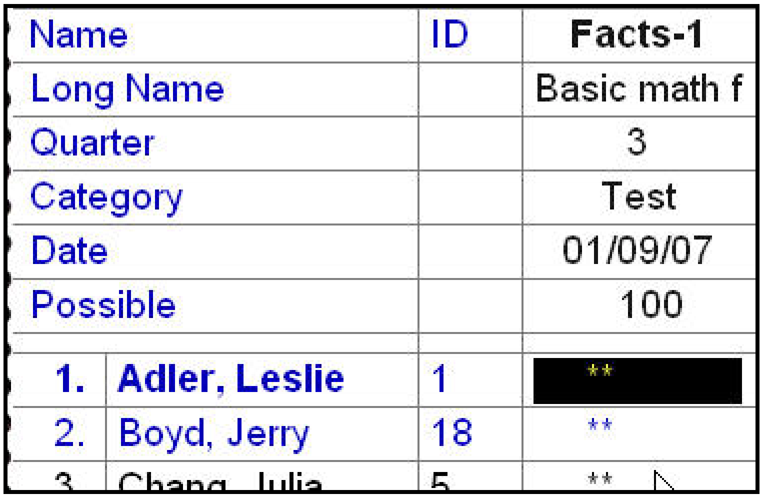

Attendance
Seating Chart
Reports
Student Information
Edit Skills
Lesson Planner
Memo
Send to Edline
Save to Edline
Support Online
Show Quarter 2

Name	ID	Facts-2s	SubTotal	
Long Name		Math Facts		
Quarter		2	1	
Category		Quiz		
Date		11/07/06		
Possible		100	100%	100%
1. Adler, Leslie	1	97	97.3 A	97.0 A

Gradebook displaying only assignment(s) for Term 2.

Starting a New Semester

If you start a new gradebook file for your second semester, be sure to replace the 1 in the Term row with the number of the new marking period if Attendance Dates have not been set. For example, if your second semester starts with the 3rd quarter, enter a 3 in the Term row of the first test, or assignment column.



Name		ID	**Facts-1**
Long Name			Basic math f
Quarter			3
Category			Test
Date			01/09/07
Possible			100
1.	**Adler, Leslie**	1	**
2.	Boyd, Jerry	18	**
3	Chang, Julia	5	**

Note: *It is essential to enter the correct Term number in your columns in order for the correct term grades to calculate and export.*

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.

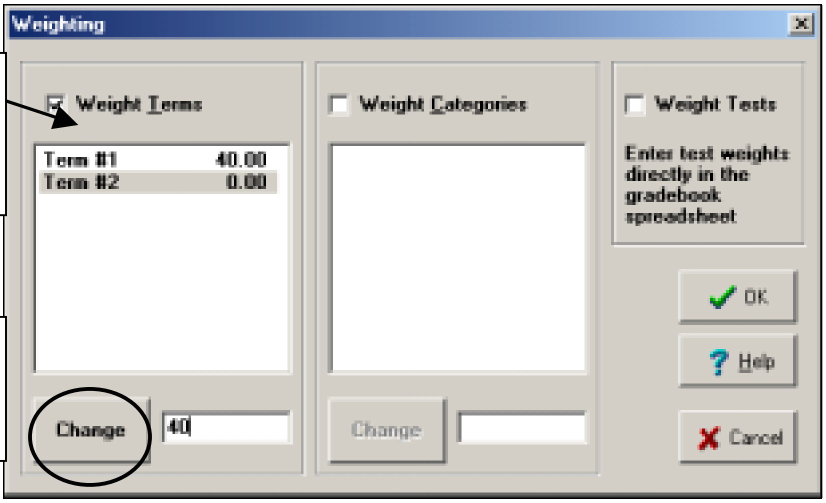
To Set Term Weights:

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

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



Term #1 40.00
Term #2 0.00
40

Enter test weights directly in the gradebook spreadsheet

This is an example with Term Weighting options selected. It can be modified to meet your needs.

Any term for which you keep the weight at **0** will not be averaged in the final grade.

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.*

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.*

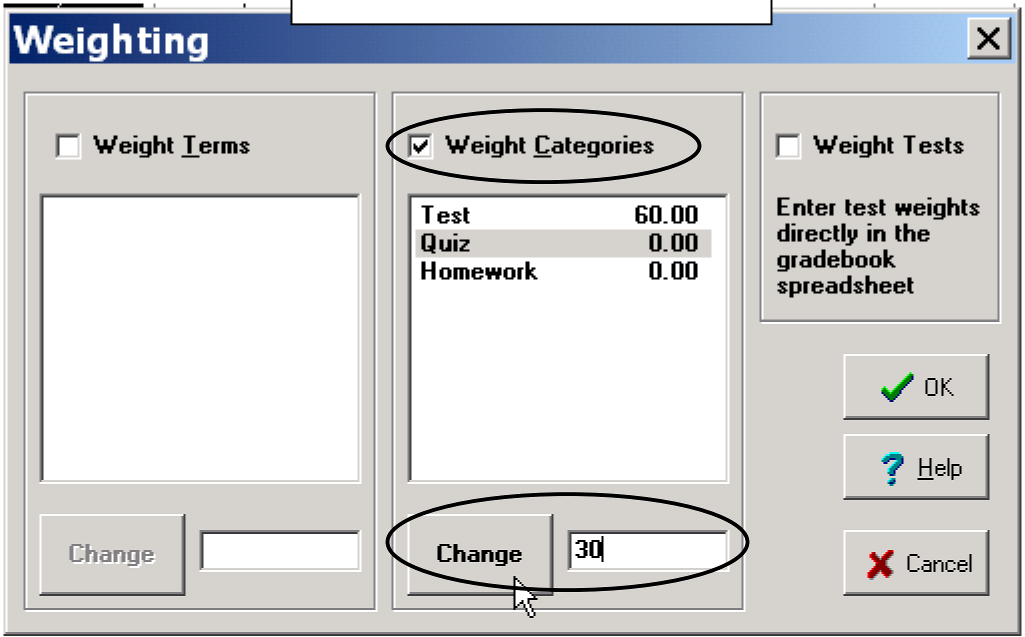
Step 2: Note that all the categories you have in your file will appear.

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**.

Category Weighting options selected



Weighting

☐ Weight Terms

☑ Weight Categories

Test	60.00
Quiz	0.00
Homework	0.00

Change: 30

☐ Weight Tests

Enter test weights directly in the gradebook spreadsheet

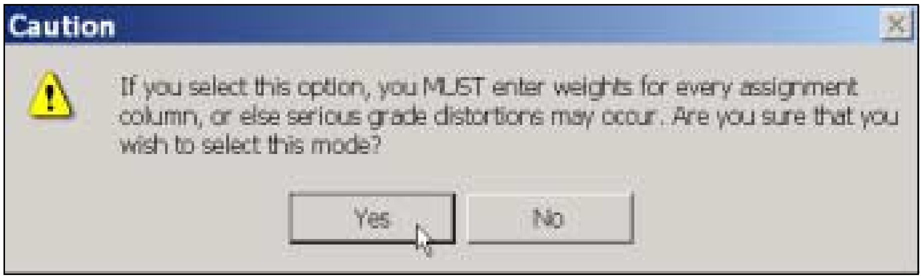
Note: Any category for which you keep the weight at **0** will not be averaged in the term or final grade.

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:

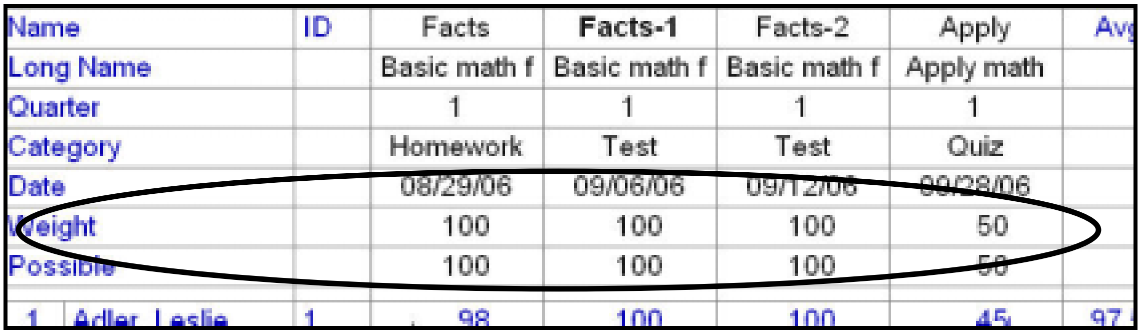
Step 1: Click **Grading → Weighting**. The **Weighting** dialog box appears. Click **Weight Tests**. Caution message appears advising you to enter a weight for all test/assignments. Click **Yes**.



Caution

If you select this option, you MUST enter weights for every assignment column, or else serious grade distortions may occur. Are you sure that you wish to select this mode?

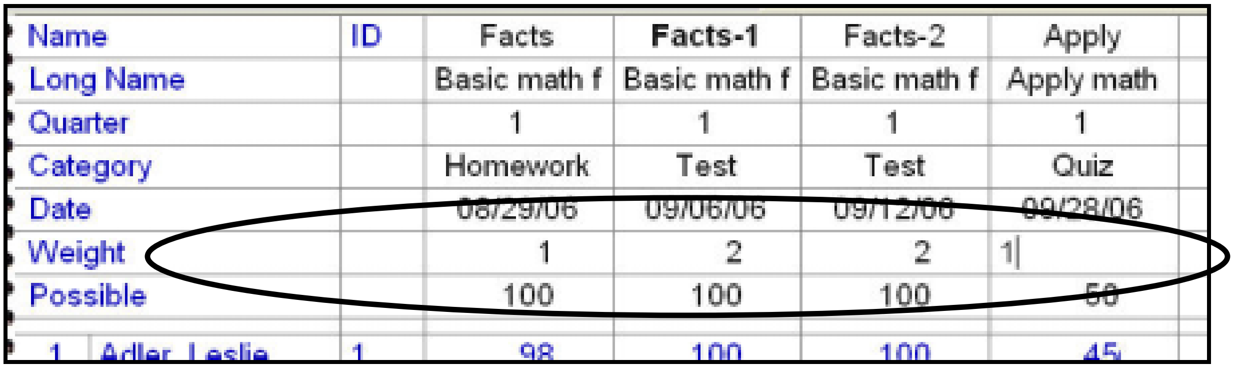
Step 2: Click **OK** to close the **Weighting** dialog box. The **Weighting** dialog box closes and you return to the gradebook spreadsheet and a new row appears in the **Test Description** area. The possible point value is duplicated in the Weight row for all current tests/assignments.



Name	ID	Facts	**Facts-1**	Facts-2	Apply	Av
Long Name		Basic math f	Basic math f	Basic math f	Apply math	
Quarter		1	1	1	1	
Category		Homework	Test	Test	Quiz	
Date		08/29/06	09/06/06	09/12/06	09/28/06	
Weight		100	100	100	50	
Possible		100	100	100	50	
1 Adler, Leslie	1	98	100	100	45	97

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	**Facts-1**	Facts-2	Apply
Long Name		Basic math f	Basic math f	Basic math f	Apply math
Quarter		1	1	1	1
Category		Homework	Test	Test	Quiz
Date		08/29/06	09/06/06	09/12/06	09/28/06
Weight		1	2	2	1
Possible		100	100	100	50
1 Adler, Leslie	1	98	100	100	45

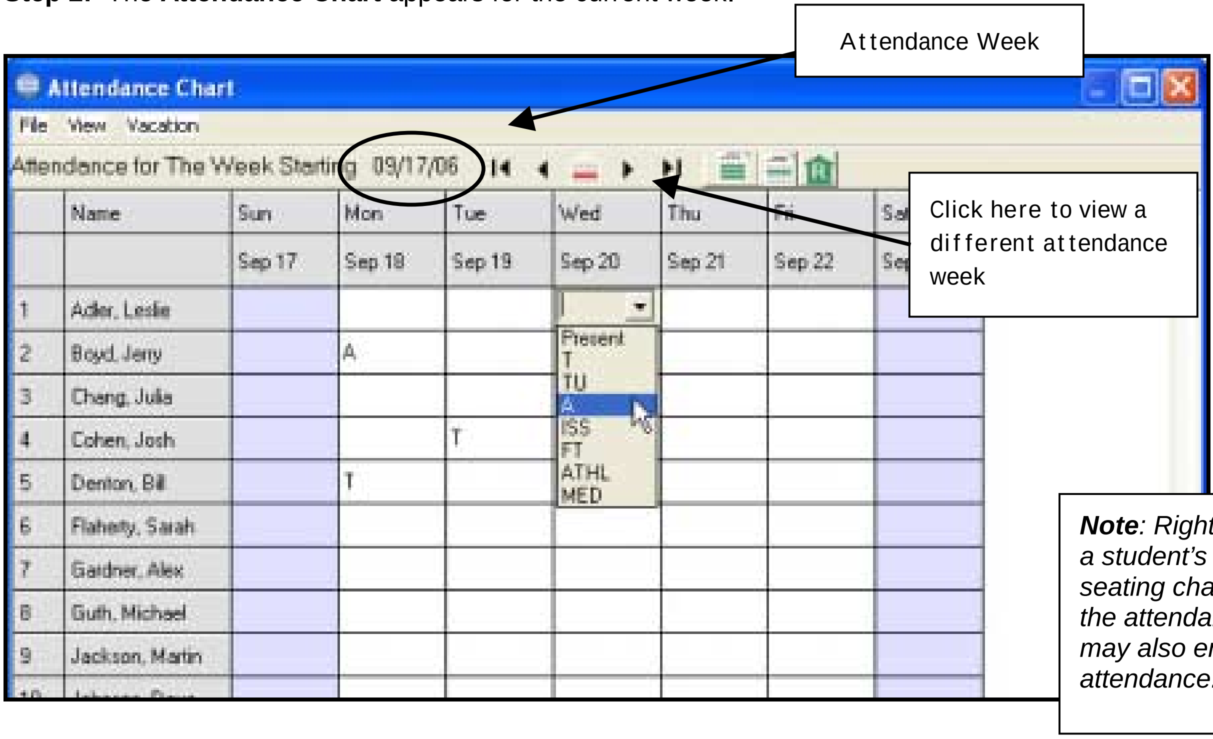
Entering Attendance

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.



Attendance for The Week Starting 09/17/06

	Name	Sun Sep 17	Mon Sep 18	Tue Sep 19	Wed Sep 20	Thu Sep 21	Fri Sep 22	Sa Se
1	Adler, Leslie							
2	Boyd, Jerry		A					
3	Cheng, Julia							
4	Cohen, Josh			T				
5	Denton, Bill		T					
6	Flaherty, Sarah							
7	Gardner, Alex							
8	Guth, Michael							
9	Jackson, Martin							

Attendance Week

Click here to view a different attendance week

***Note**: Right clicking on a student's seat in the seating chart, when in the attendance mode may also enter attendance.*

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**.

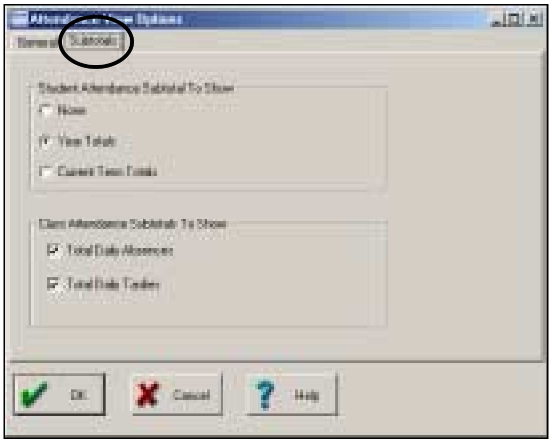
Note: *After you have recorded your attendance, you can send your daily attendance to the office. From the Attendance Chart or seating chart, select **File** → **Send Attendance**. The current date appears. Click **OK**. (Select the Students for whom you want to send attendance information. Unless you select specific student(s), all attendance will be exported.) Click **OK**. Click **OK** again. Export completion is confirmed. Check with your Technology Coordinator to see if Attendance Export is available to you.*

Changing the Attendance Chart View

To Change the View of the Attendance Chart:

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

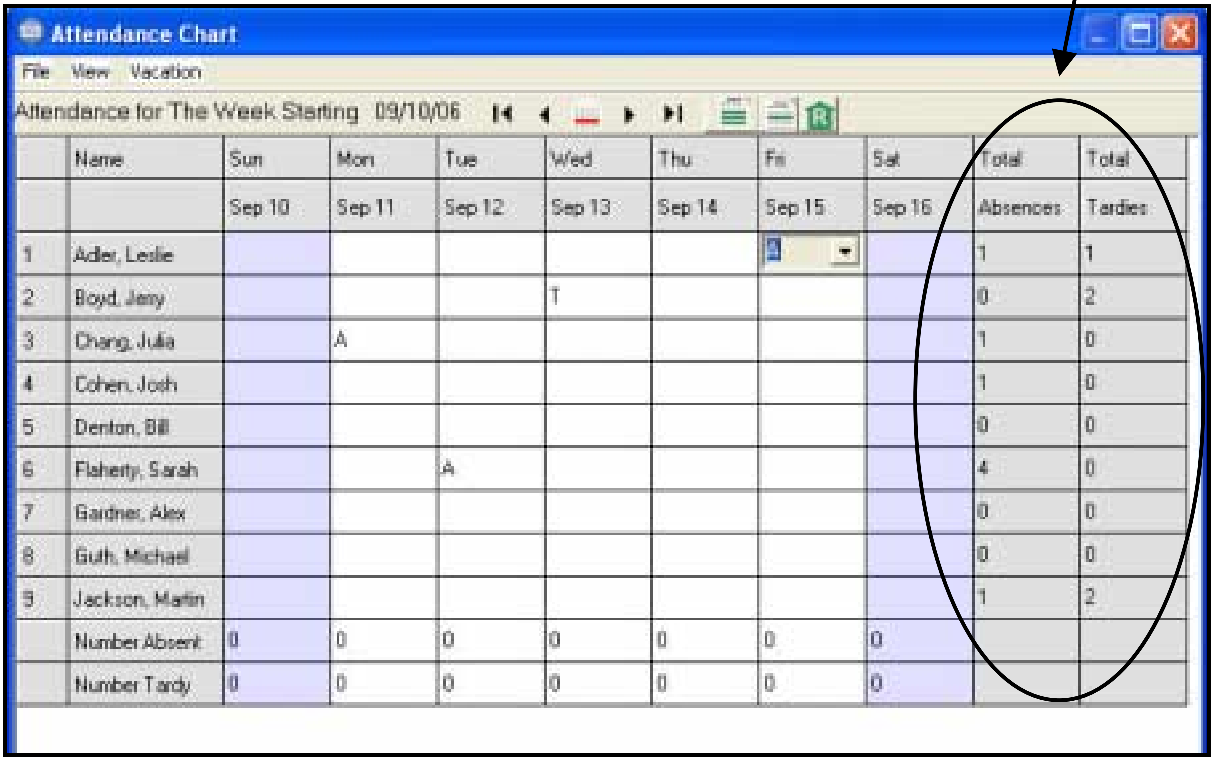
Step 2: Click the **Subtotals** tab. You may choose to view no totals, year totals, or term totals. Next, choose the attendance totals to show – tardies, absences, or both. Click **OK**.



Student Attendance Subtotal To Show
○ None
● Year Totals
○ Current Term Totals

Class Attendance Subtotals To Show
☑ Total Daily Absences
☑ Total Daily Tardies

Individual student attendance totals



Attendance for The Week Starting 09/10/06

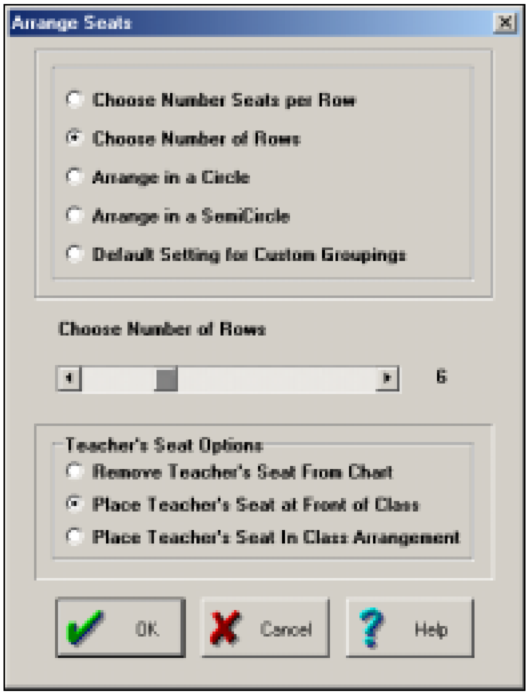
	Name	Sun Sep 10	Mon Sep 11	Tue Sep 12	Wed Sep 13	Thu Sep 14	Fri Sep 15	Sat Sep 16	Total Absences	Total Tardies
1	Adler, Leslie								1	1
2	Boyd, Jerry				T				0	2
3	Chang, Julia		A						1	0
4	Cohen, Josh								1	0
5	Denton, Bill								0	0
6	Flaherty, Sarah			A					4	0
7	Gardner, Alex								0	0
8	Guth, Michael								0	0
9	Jackson, Martin								1	2
	Number Absent	0	0	0	0	0	0	0		
	Number Tardy	0	0	0	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**.



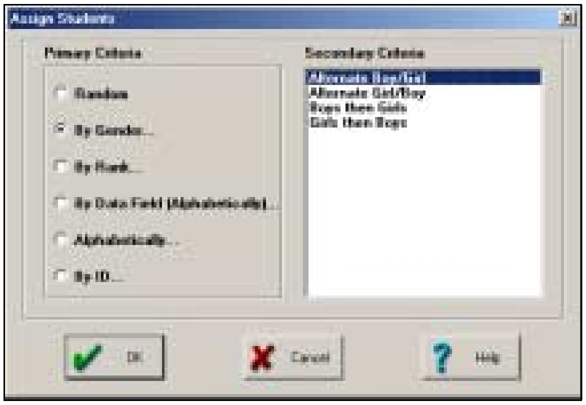
Arrange Seats

○ Choose Number Seats per Row
● Choose Number of Rows
○ Arrange in a Circle
○ Arrange in a SemiCircle
○ Default Setting for Custom Groupings

Choose Number of Rows: 6

Teacher's Seat Options
○ Remove Teacher's Seat From Chart
● Place Teacher's Seat at Front of Class
○ Place Teacher's Seat In Class Arrangement

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.



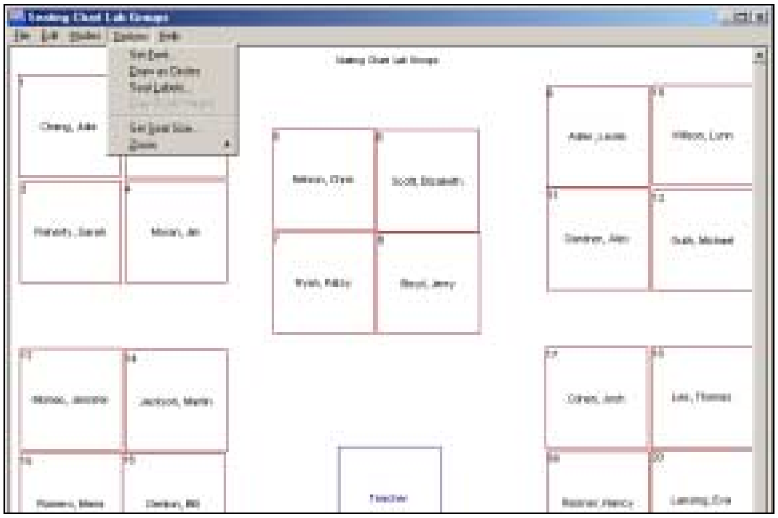
Assign Students

Primary Criteria
○ Random
● By Gender...
○ By Rank...
○ By Data Field (Alphabetically)...
○ Alphabetically...
○ By ID...

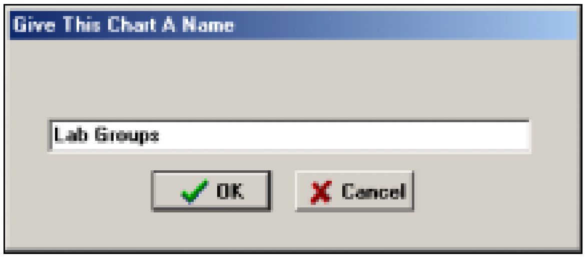
Secondary Criteria
Alternate Boy/Girl
Alternate Girl/Boy
Boys then Girls
Girls then Boys

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.**



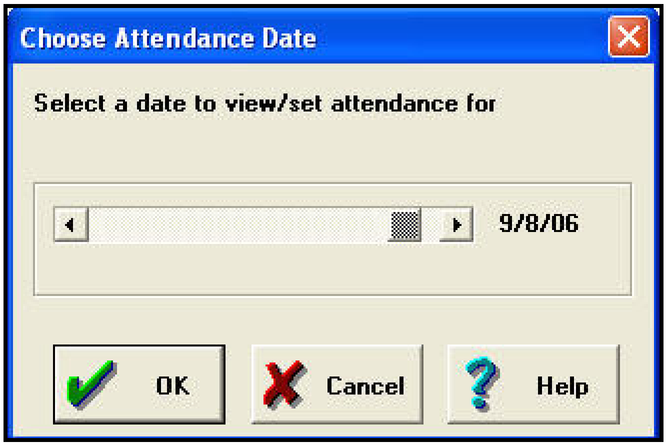
Lab Groups

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

Step 4: Be sure to **SAVE the gradebook file** after you exit the Seating Chart.

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**.

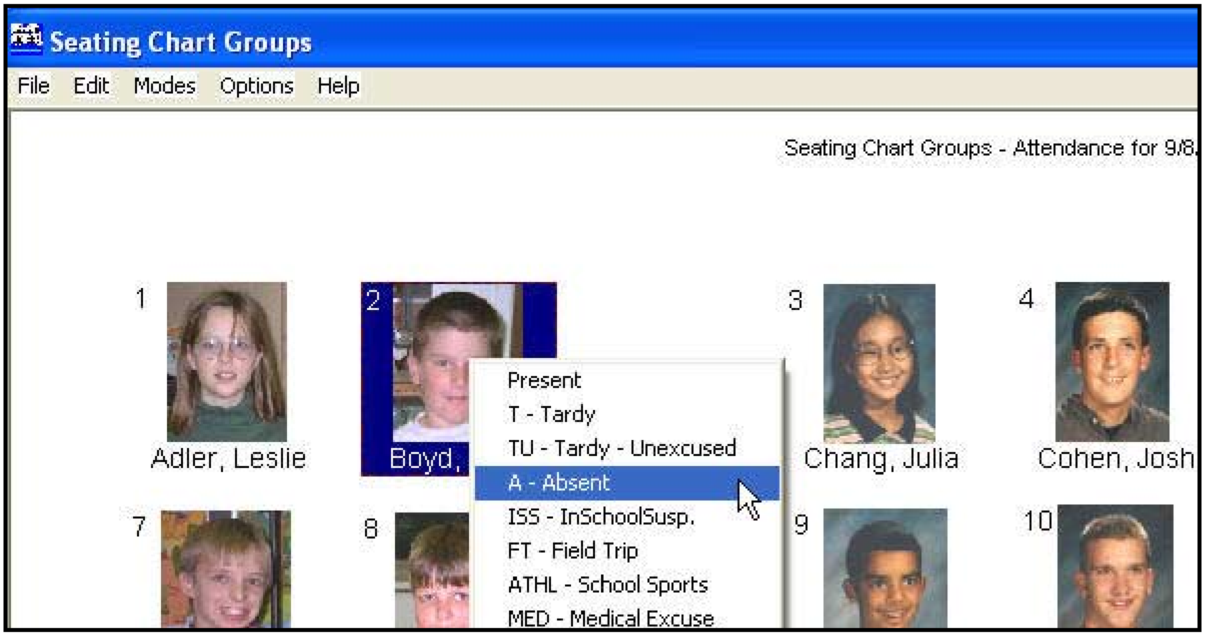


Choose Attendance Date
OK
Cancel
Help

Select a date to view/set attendance for

9/8/06

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



Seating Chart Groups
File
Edit
Modes
Options
Help
1
Adler, Leslie
2
Boyd,
3
Chang, Julia
4
Cohen, Josh
7
8
9
10
Present
T - Tardy
TU - Tardy - Unexcused
A - Absent
ISS - InSchoolSusp.
FT - Field Trip
ATHL - School Sports
MED - Medical Excuse

Seating Chart Groups - Attendance for 9/8

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

JACKSON

Using Skills in GradeQuick

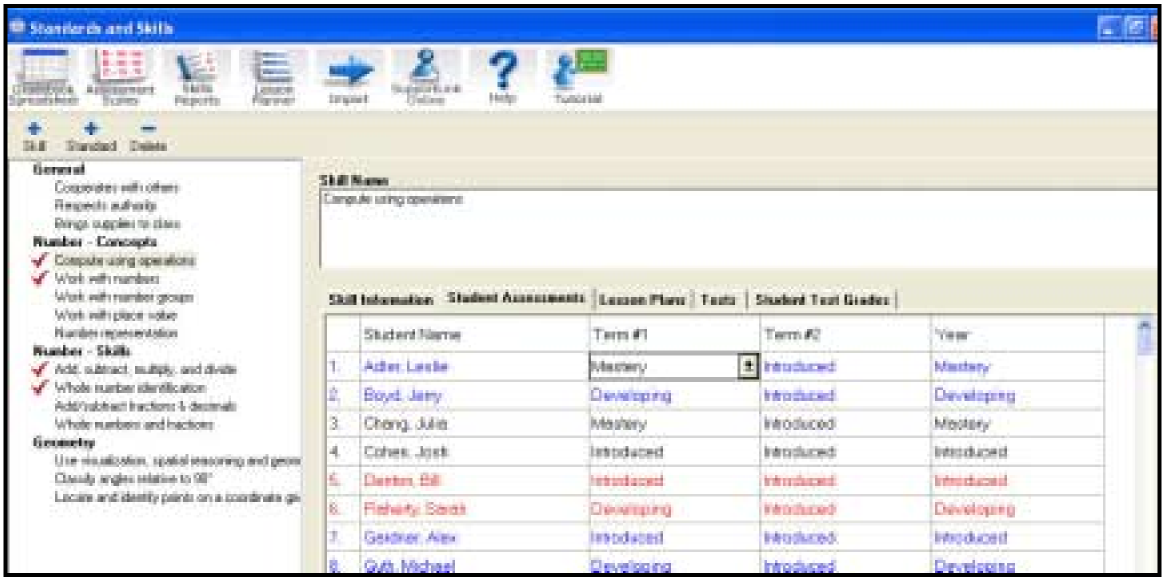
The Skills feature available in GradeQuick allows you to break skills into two levels – standards and individual measurable skills. Skills are often assessed with rubrics or marks different from the traditional A-F or percentage-based grading scales. GradeQuick allows you to define additional assessment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

There are three ways to enter skills into the gradebook – manually entering them, importing from skill files (.skf) or through a Jackson Software add-on product, Standards Builder. Contact your Technology Coordinator 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.

After skills are entered into the gradebook, the skills may be linked to lesson plans created with the Lesson Planner available in GradeQuick.



General
- Cooperates with others
- Respects authority
- Brings supplies to class

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°
- Locate and identify points on a coordinate gr

Skill Name

Compute using operations

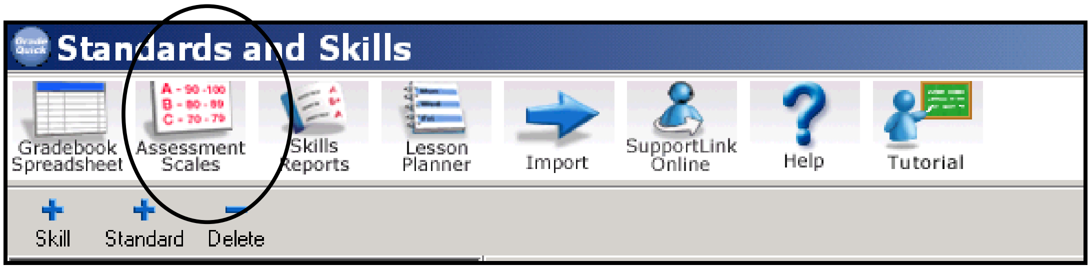
	Student Name	Term #1	Term #2	Year
1.	Adler, Leslie	Mastery	Introduced	Mastery
2.	Boyd, Jerry	Developing	Introduced	Developing
3.	Chang, Julia	Mastery	Introduced	Mastery
4.	Cohen, Josh	Introduced	Introduced	Introduced
5.	Denton, Bill	Introduced	Introduced	Introduced
6.	Flaherty, Sarah	Developing	Introduced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

CHOOSING STUDENT ASSESSMENT METHOD

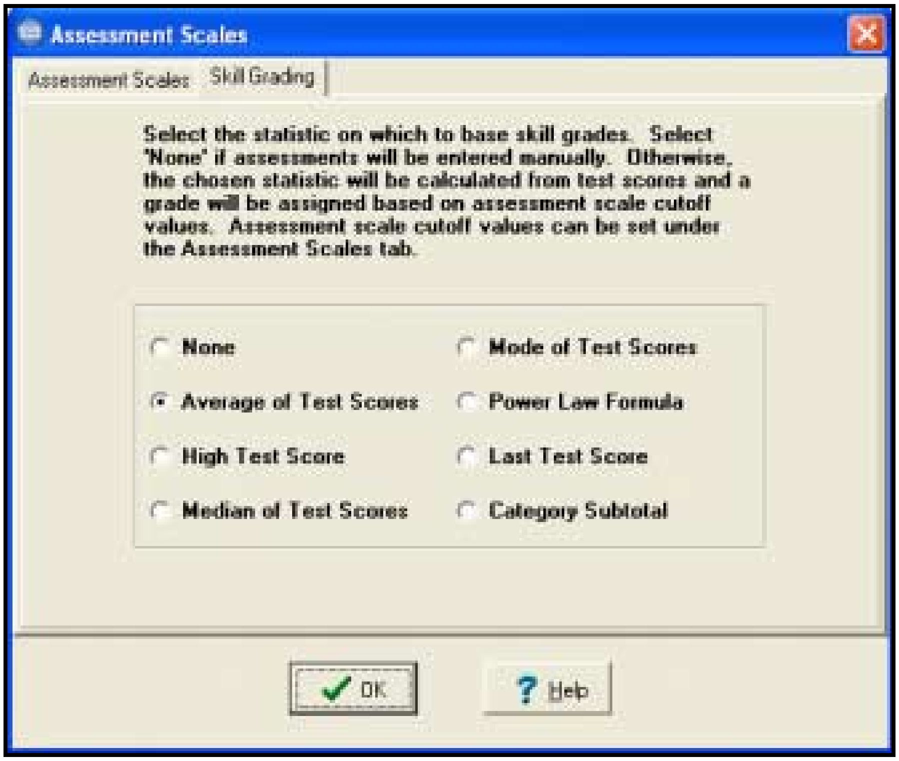
There are two methods that you can use to assess student progress towards skills. The first method is manually. The second is to set GradeQuick to use a statistical analysis to assess the students based on students' performance on related assignments. Applying a statistic requires that you assign skills 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.


Standards and Skills
Gradebook Spreadsheet
A - 90 -100
B - 80 - 89
C - 70 - 79
Assessment Scales
Skills Reports
Lesson Planner
Import
SupportLink Online
Help
Tutorial
Skill
Standard
Delete

Step 2: The **Assessment Scales** window appears.


Assessment Scales
Assessment Scales
Skill Grading

Select the statistic on which to base skill grades. Select 'None' if assessments will be entered manually. Otherwise, the chosen statistic will be calculated from test scores and a grade will be assigned based on assessment scale cutoff values. Assessment scale cutoff values can be set under the Assessment Scales tab.

○ None
● Average of Test Scores
○ High Test Score
○ Median of Test Scores
○ Mode of Test Scores
○ Power Law Formula
○ Last Test Score
○ Category Subtotal

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

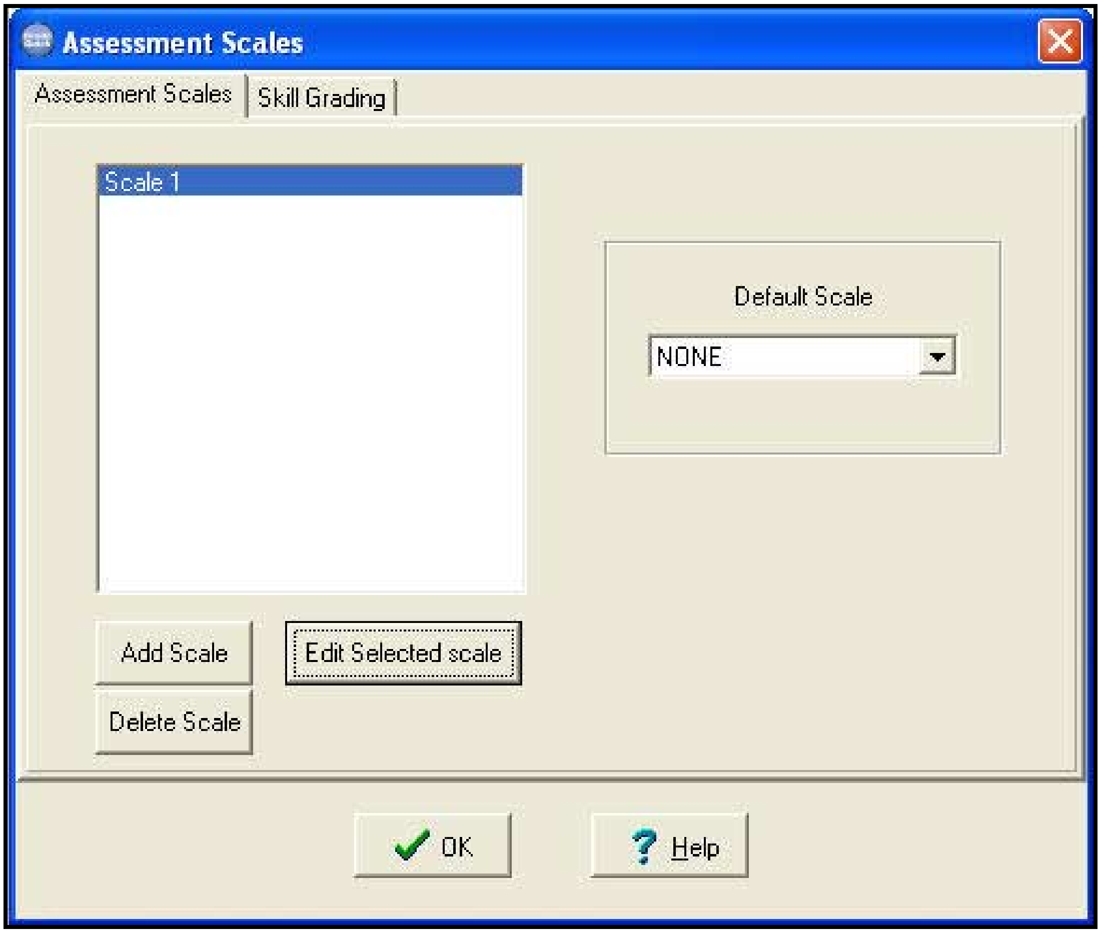
DEFINING A SKILL ASSESSMENT SCALE

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):

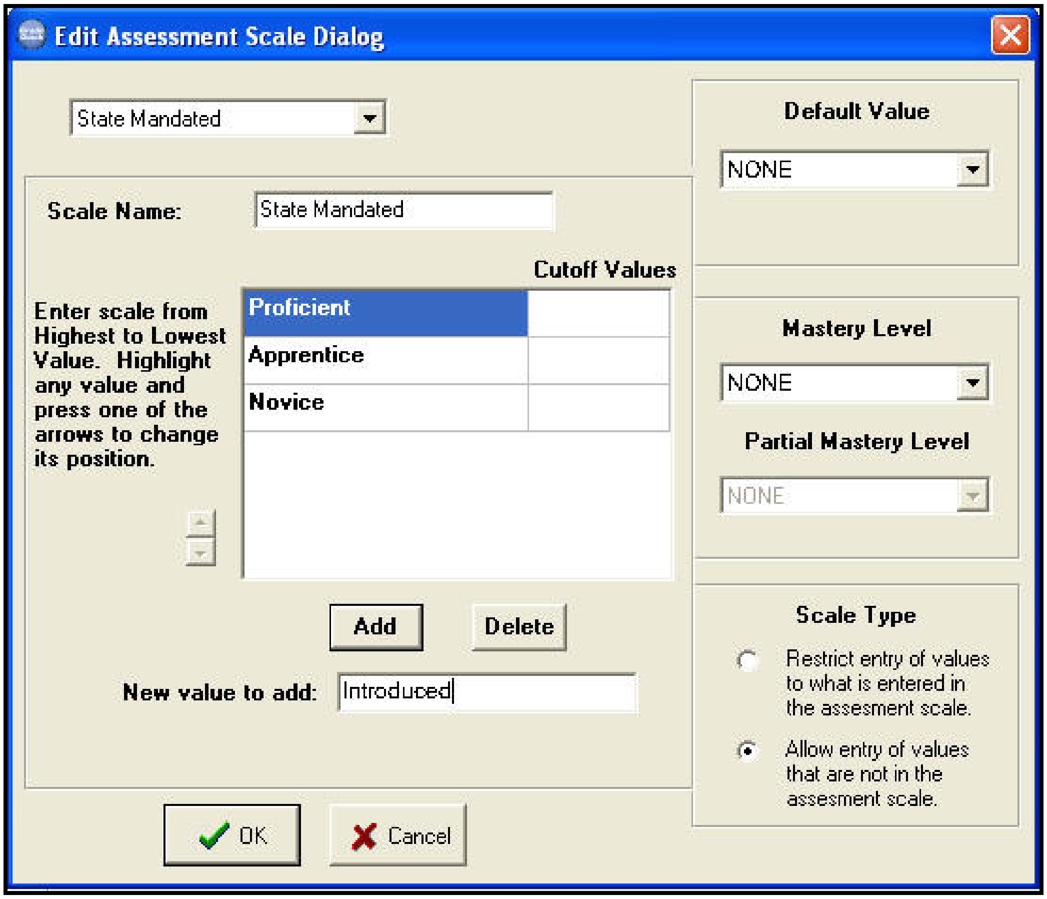
Step 1: Click the **Skills** icon on the BigToolbar. Click the **Assessment Scales** button on the **Skills** toolbar.

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


Assessment Scales
Assessment Scales
Skill Grading
Scale 1
Default Scale
NONE
Add Scale
Edit Selected scale
Delete Scale
OK
Help

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.



State Mandated

Scale Name: State Mandated

Enter scale from Highest to Lowest Value. Highlight any value and press one of the arrows to change its position.

	Cutoff Values
Proficient	
Apprentice	
Novice	

New value to add: Introduced

Default Value: NONE

Mastery Level: NONE

Partial Mastery Level: NONE

Scale Type

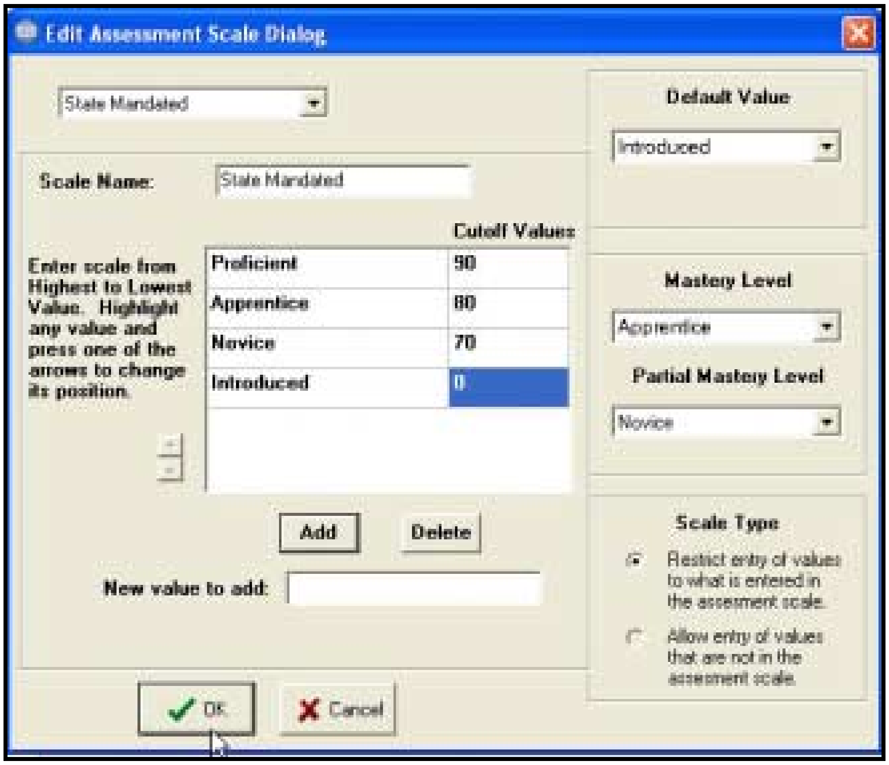
○ Restrict entry of values to what is entered in the assesment scale.

● Allow entry of values that are not in the assesment scale.

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.



State Mandated

Scale Name: State Mandated

Enter scale from Highest to Lowest Value. Highlight any value and press one of the arrows to change its position.

	Cutoff Values
Proficient	90
Apprentice	80
Novice	70
Introduced	0

Default Value
Introduced

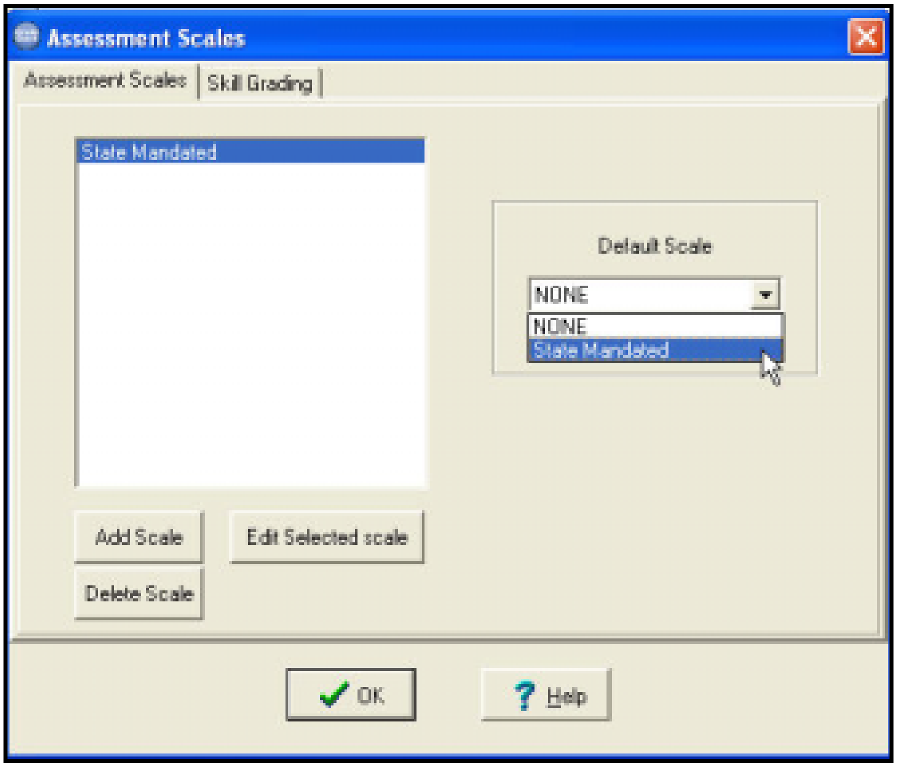
Mastery Level
Apprentice

Partial Mastery Level
Novice

Scale Type
● Restrict entry of values to what is entered in the assesment scale.
○ Allow entry of values that are not in the assesment scale.

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**.


Assessment Scales
Assessment Scales
Skill Grading
State Mandated
Default Scale
NONE
NONE
State Mandated
Add Scale
Edit Selected scale
Delete Scale
OK
Help

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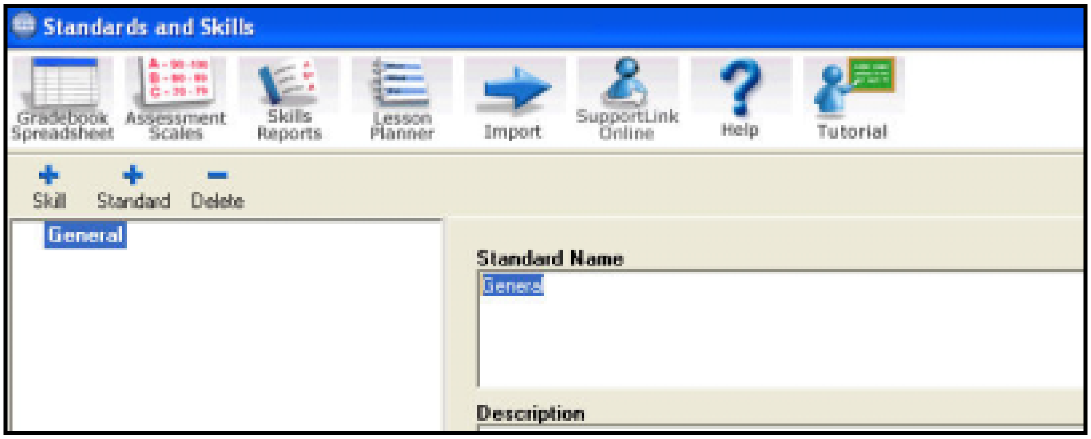
www.jacksonsoftware.com 07/11/06

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 add a standard, do the following:

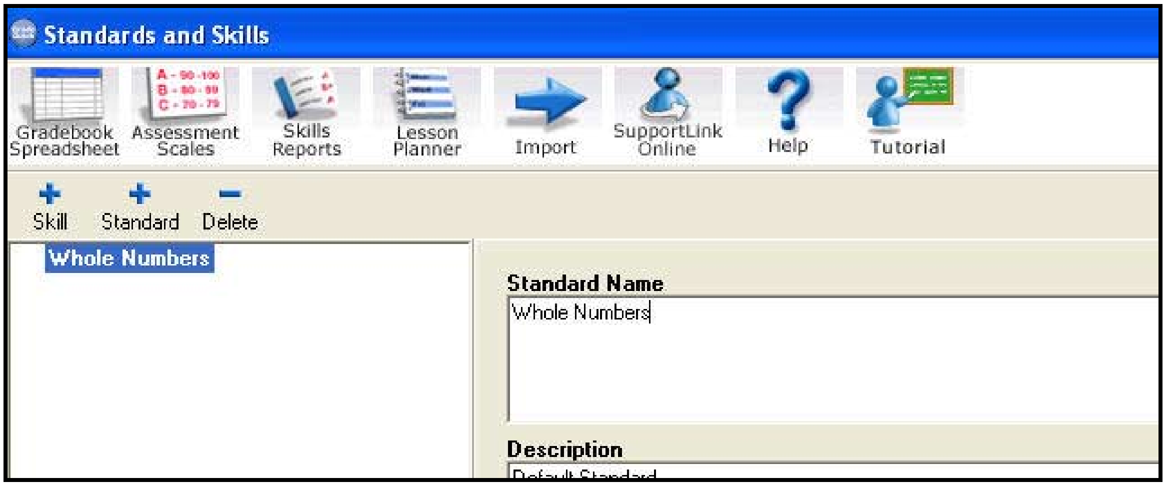
To Enter a Standard:

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.


Standards and Skills
Gradebook Spreadsheet
A - 90-100
B - 80-89
C - 70-79
Assessment Scales
Skills Reports
Lesson Planner
Import
SupportLink Online
Help
Tutorial
Skill
Standard
Delete
General

Standard Name: General

Description

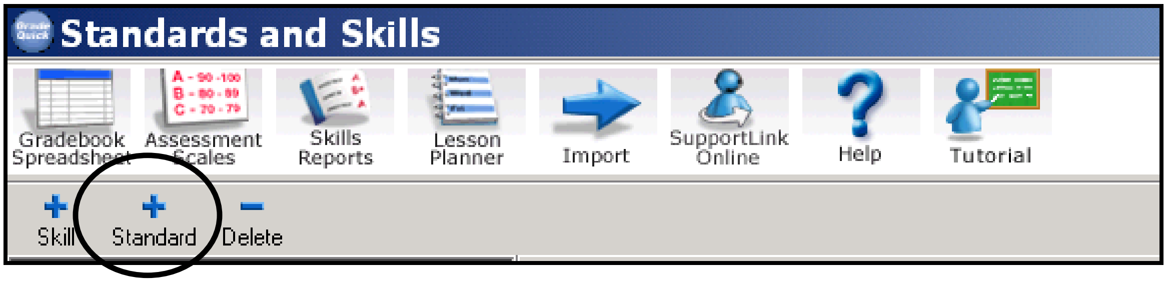

Standards and Skills
Gradebook Spreadsheet
A - 90-100
B - 80-89
C - 70-79
Assessment Scales
Skills Reports
Lesson Planner
Import
SupportLink Online
Help
Tutorial
Skill
Standard
Delete
Whole Numbers

Standard Name: Whole Numbers

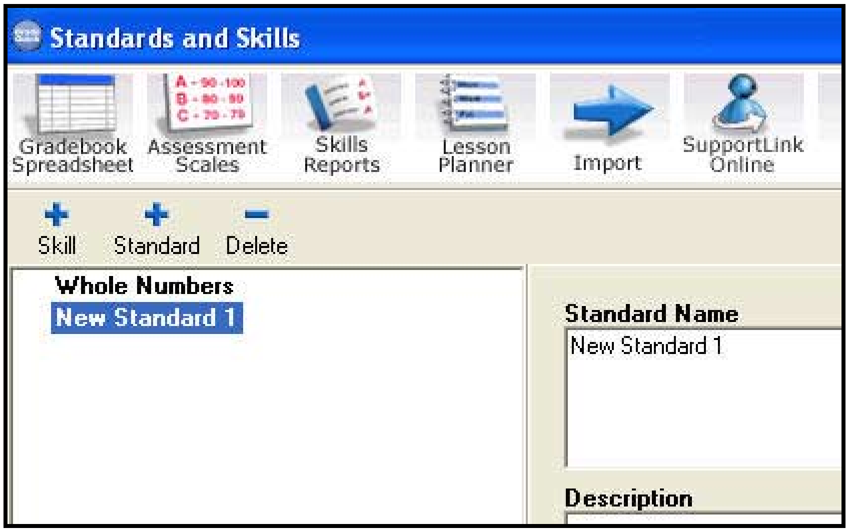
Description: Default Standard

To Add additional Standards:

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


Standards and Skills
Gradebook Spreadsheet
Assessment Scales
Skills Reports
Lesson Planner
Import
SupportLink Online
Help
Tutorial
Skill
Standard
Delete

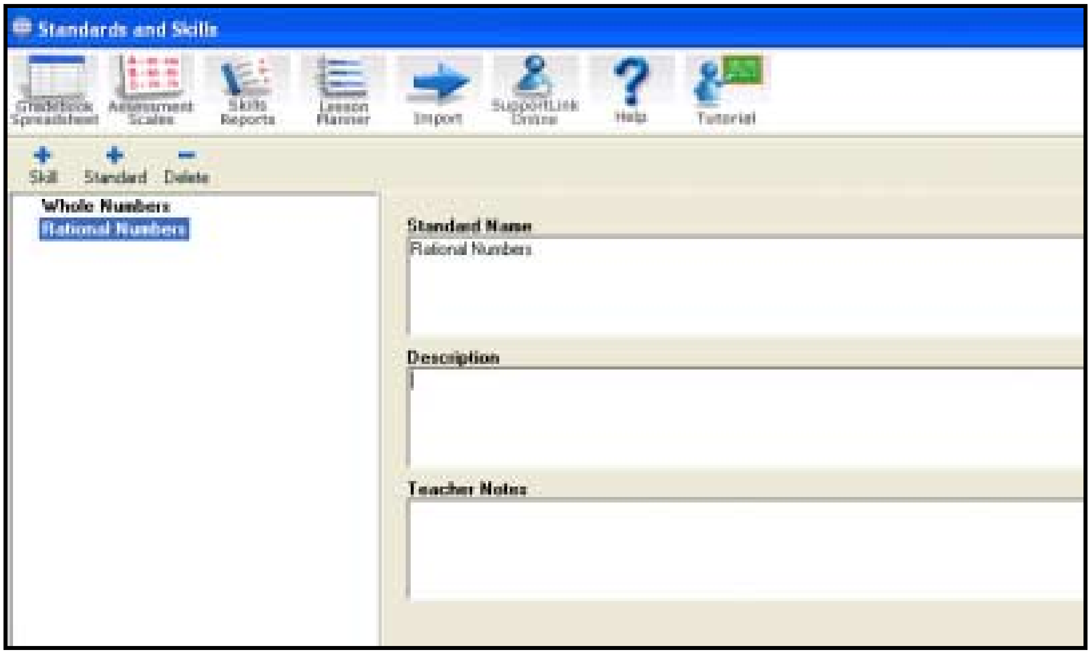
Step 2: Click in the **Standard Name** box and enter the standard's name. Click in the **Description** box and enter a short description. Click in the **Teacher Notes** box and enter any extra notes regarding the standard.


Standards and Skills
Gradebook Spreadsheet
Assessment Scales
Skills Reports
Lesson Planner
Import
SupportLink Online
Skill
Standard
Delete

Whole Numbers
New Standard 1

Standard Name: New Standard 1

Description


Standards and Skills
Gradebook Spreadsheet
Assessment Scales
Skills Reports
Lesson Planner
Import
SupportLink Online
Help
Tutorial
Skill
Standard
Delete

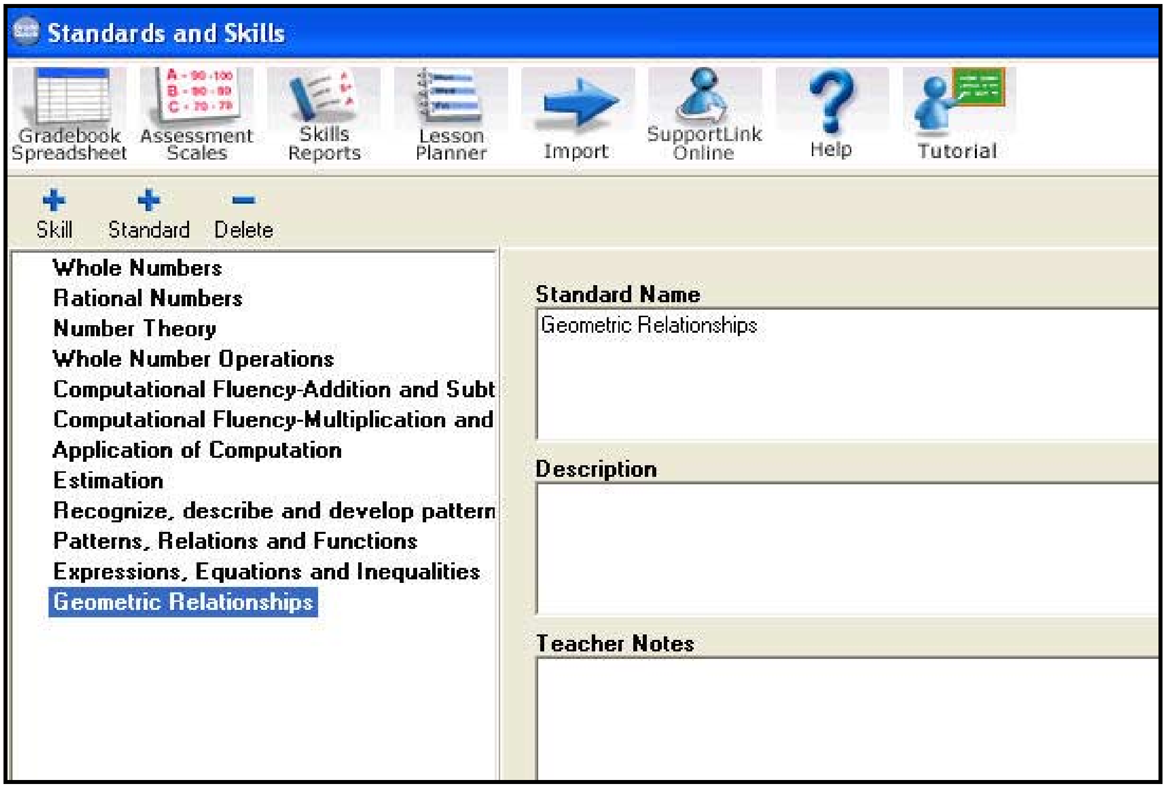
Whole Numbers
Rational Numbers

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
SupportLink Online
Help
Tutorial
Skill
Standard
Delete

Whole Numbers
Rational Numbers
Number Theory
Whole Number Operations
Computational Fluency-Addition and Subt
Computational Fluency-Multiplication and
Application of Computation
Estimation
Recognize, describe and develop pattern
Patterns, Relations and Functions
Expressions, Equations and Inequalities
Geometric Relationships

Standard Name: Geometric Relationships

Description

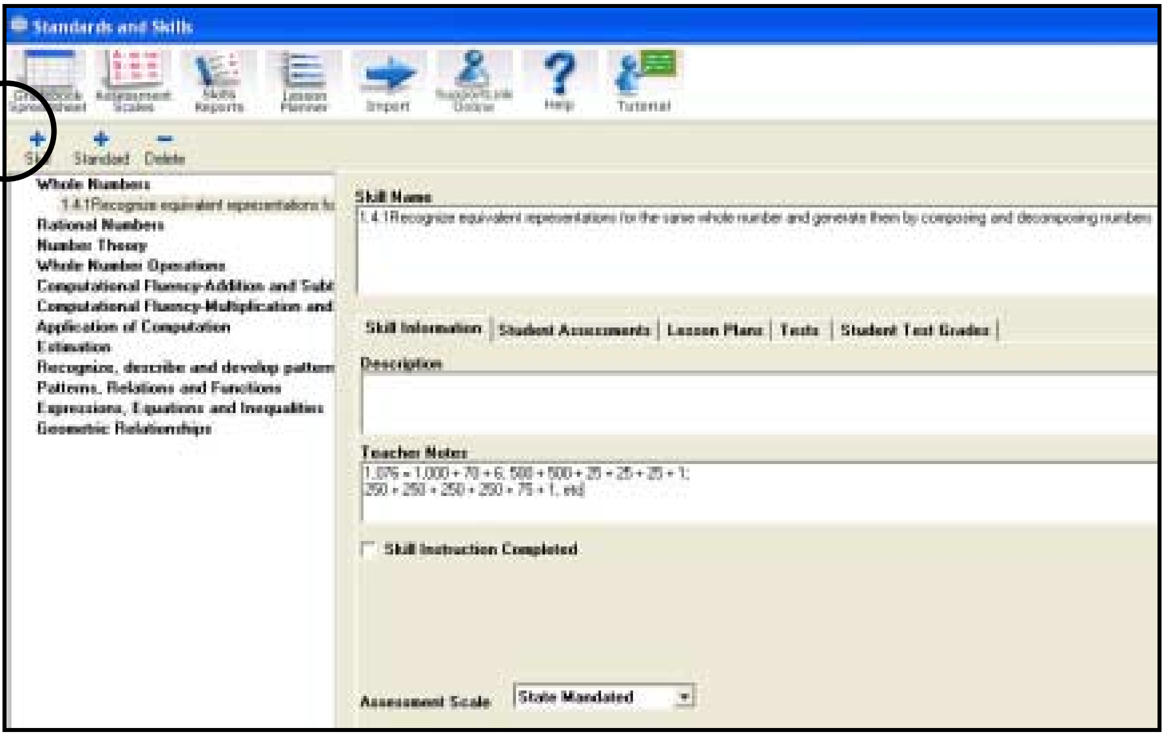
Teacher Notes

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
Gradebook Spreadsheet
Assessment Scales
Skills Reports
Lesson Planner
Import
SupportLink Online
Help
Tutorial
+ Skill
+ Standard
− Delete
Whole Numbers
1.4.1Recognize equivalent representations fo
Rational Numbers
Number Theory
Whole Number Operations
Computational Fluency-Addition and Subt
Computational Fluency-Multiplication and
Application of Computation
Estimation
Recognize, describe and develop pattern
Patterns, Relations and Functions
Expressions, Equations and Inequalities
Geometric Relationships
Skill Information
Student Assessments
Lesson Plans
Tests
Student Test Grades

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

Description:

Teacher Notes: 1,076 = 1,000 + 70 + 6; 500 + 500 + 25 + 25 + 25 + 1;
250 + 250 + 250 + 250 + 75 + 1, etc)

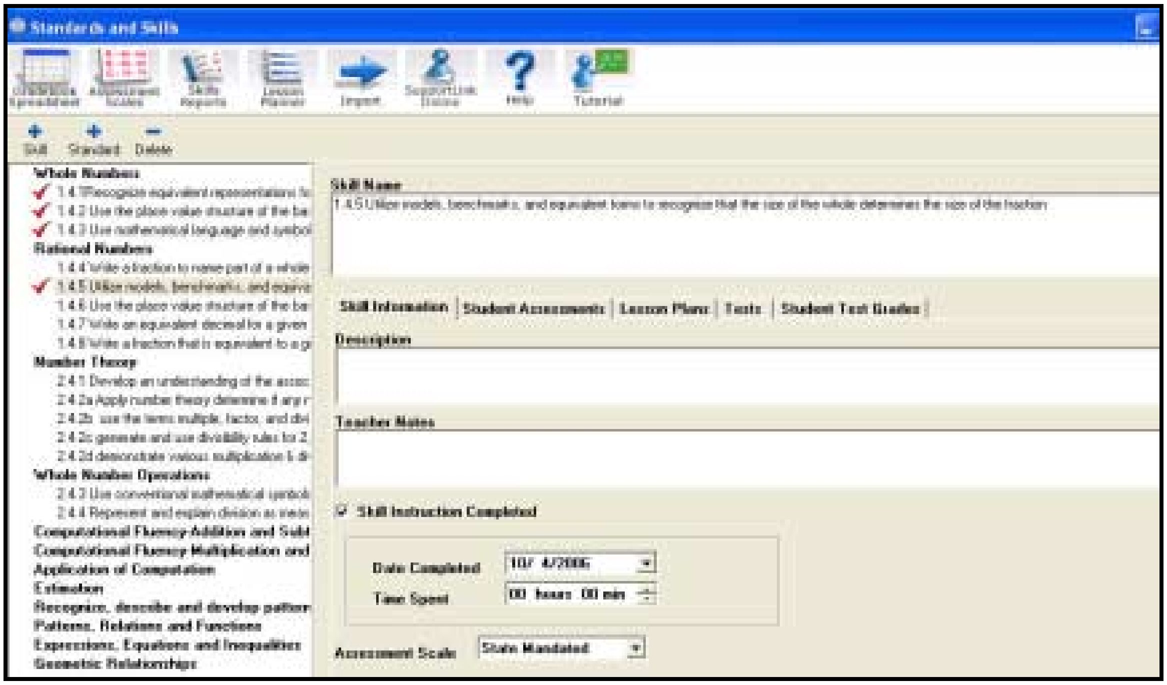
☐ Skill Instruction Completed

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
SupportLink Online
Help
Tutorial
Skill
Standard
Delete
Skill Information
Student Assessments
Lesson Plans
Tests
Student Test Grades
Description
Teacher Notes

Whole Numbers
✓ 1.4.1 Recognize equivalent representations fo
✓ 1.4.2 Use the place value structure of the ba
✓ 1.4.3 Use mathematical language and symbol
Rational Numbers
1.4.4 Write a fraction to name part of a whole
✓ 1.4.5 Utilize models, benchmarks, and equiva
1.4.6 Use the place value structure of the ba
1.4.7 Write an equivalent decimal for a given
1.4.8 Write a fraction that is equivalent to a gi
Number Theory
2.4.1 Develop an understanding of the assoc
2.4.2a Apply number theory determine if any r
2.4.2b use the terms multiple, factor, and divi
2.4.2c generate and use divisibility rules for 2
2.4.2d demonstrate various multiplication & di
Whole Number Operations
2.4.3 Use conventional mathematical symbols
2.4.4 Represent and explain division as mea
Computational Fluency-Addition and Subt
Computational Fluency-Multiplication and
Application of Computation
Estimation
Recognize, describe and develop pattern
Patterns, Relations and Functions
Expressions, Equations and Inequalities
Geometric Relationships

Skill Name: 1.4.5 Utilize models, benchmarks, and equivalent forms to recognize that the size of the whole determines the size of the fraction

☑ Skill Instruction Completed

Date Completed: 10/ 4/2006

Time Spent: 00 hours 00 min

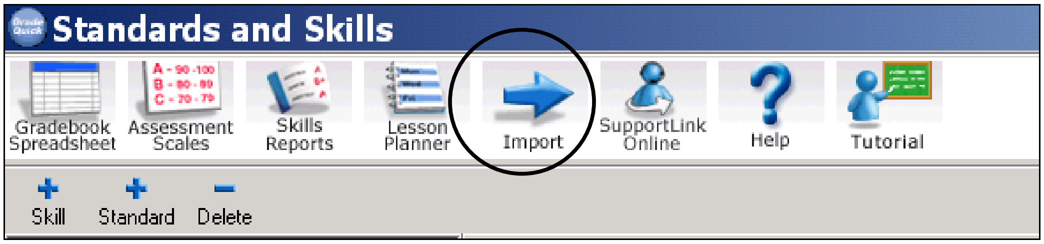
Assessment Scale: State Mandated

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

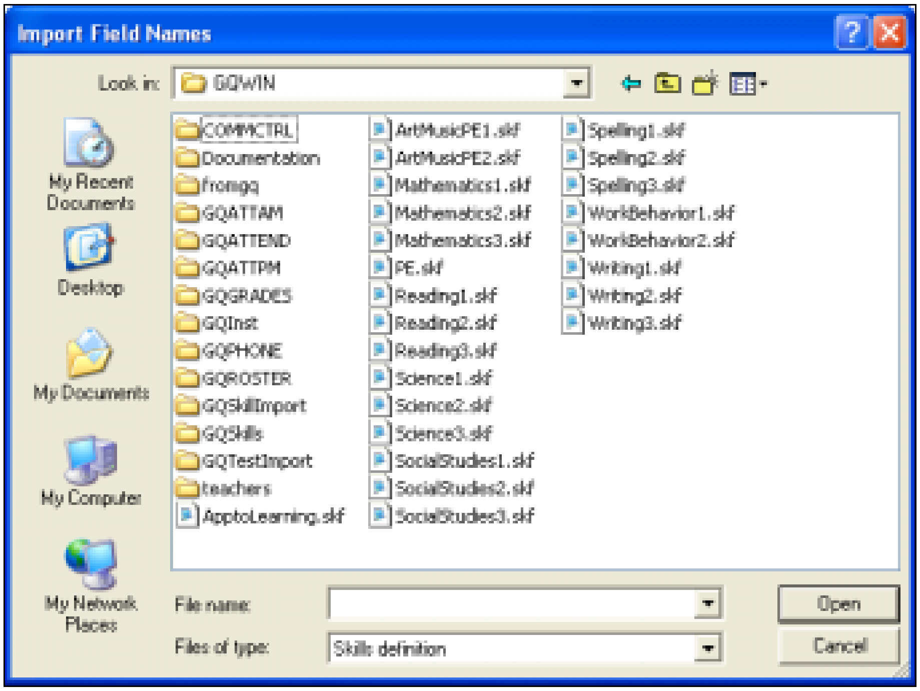
Your GradeQuick manager may create skill import files eliminating the need for you to manually enter all of your skills. GradeQuick managers will find detailed instructions for building these files in their SiteLicense Notebook.

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



Standards and Skills
Gradebook Spreadsheet
Assessment Scales
A - 90 -100
B - 80 - 89
C - 70 - 79
Skills Reports
Lesson Planner
Import
SupportLink Online
Help
Tutorial
Skill
Standard
Delete

Step 2: In the **Import Field Names** box, choose the .skf file to import. (*Your computer coordinator may need to tell you where to find the file, as well as, the name of the file.*) Click **Open**. The skills will appear in the **Edit Skills Information** dialog box.



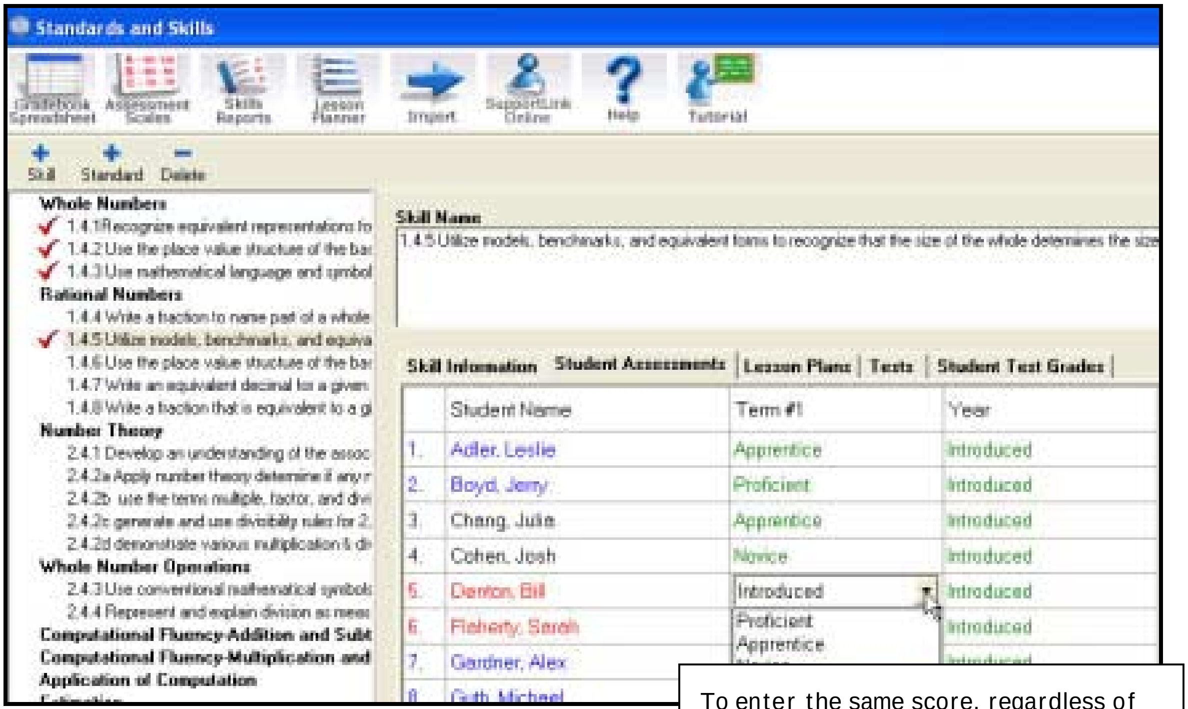
Import Field Names
Look in:
GQWIN
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
COMMCTRL
Documentation
fromgq
GQATTAM
GQATTEND
GQATTPM
GQGRADES
GQInst
GQPHONE
GQROSTER
GQSkillImport
GQSkills
GQTestImport
teachers
ApptoLearning.skf
ArtMusicPE1.skf
ArtMusicPE2.skf
Mathematics1.skf
Mathematics2.skf
Mathematics3.skf
PE.skf
Reading1.skf
Reading2.skf
Reading3.skf
Science1.skf
Science2.skf
Science3.skf
SocialStudies1.skf
SocialStudies2.skf
SocialStudies3.skf
Spelling1.skf
Spelling2.skf
Spelling3.skf
WorkBehavior1.skf
WorkBehavior2.skf
Writing1.skf
Writing2.skf
Writing3.skf
File name:
Files of type:
Skills definition
Open
Cancel

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
SupportLink Online
Help
Tutorial
Skill
Standard
Delete
Whole Numbers
1.4.1 Recognize equivalent representations fo
1.4.2 Use the place value structure of the ba
1.4.3 Use mathematical language and symbol
Rational Numbers
1.4.4 Write a fraction to name part of a whole
1.4.5 Utilize models, benchmarks, and equiva
1.4.6 Use the place value structure of the ba
1.4.7 Write an equivalent decimal for a given
1.4.8 Write a fraction that is equivalent to a g
Number Theory
2.4.1 Develop an understanding of the assoc
2.4.2a Apply number theory determine if any r
2.4.2b use the terms multiple, factor, and div
2.4.2c generate and use divisibility rules for 2,
2.4.2d demonstrate various multiplication & di
Whole Number Operations
2.4.3 Use conventional mathematical symbols
2.4.4 Represent and explain division as mea
Computational Fluency-Addition and Subt
Computational Fluency-Multiplication and
Application of Computation
Skill Information
Student Assessments
Lesson Plans
Tests
Student Test Grades
Proficient
Apprentice

Skill Name
1.4.5 Utilize models, benchmarks, and equivalent forms to recognize that the size of the whole determines the size

	Student Name	Term #1	Year
1.	Adler, Leslie	Apprentice	Introduced
2.	Boyd, Jerry	Proficient	Introduced
3.	Chang, Julie	Apprentice	Introduced
4.	Cohen, Josh	Novice	Introduced
5.	Denton, Bill	Introduced	Introduced
6.	Flaherty, Sarah		Introduced
7.	Gardner, Alex		
8.	Guth, Michael		

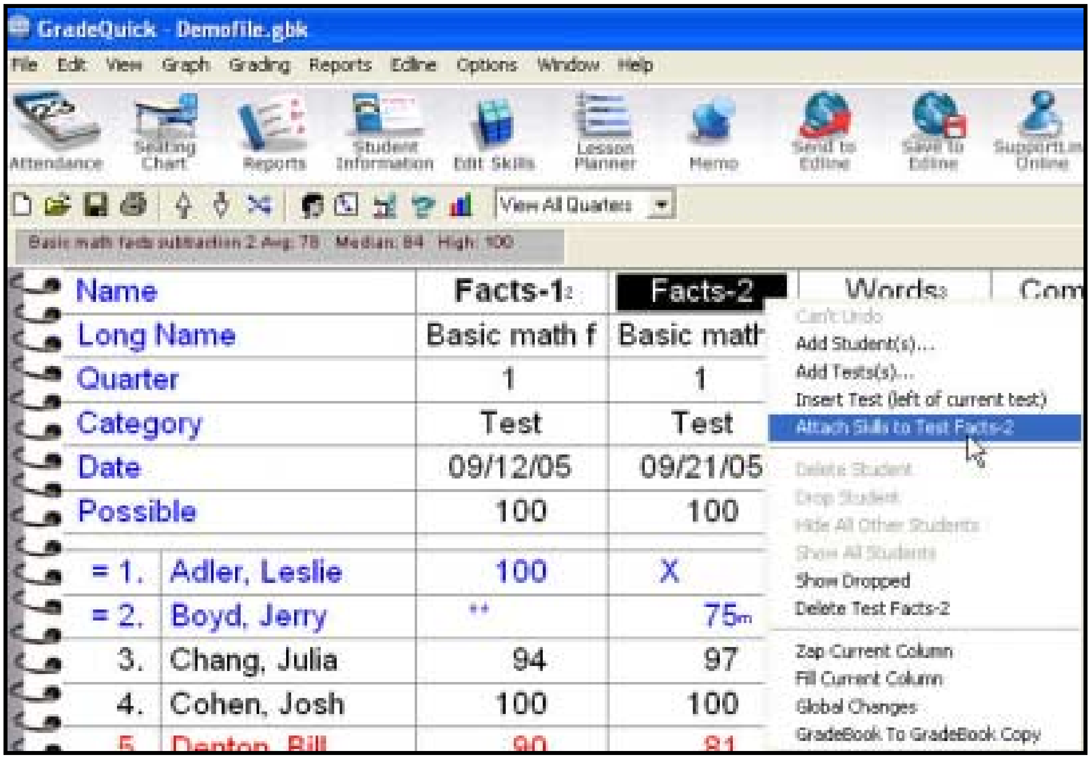
To enter the same score, regardless of the default value, for a particular marking period, right click and choose **Fill Current Column**. Select the value from the drop down menu. Click **OK**. Click **Yes** to Confirm.

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 to base the assessment with the 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:

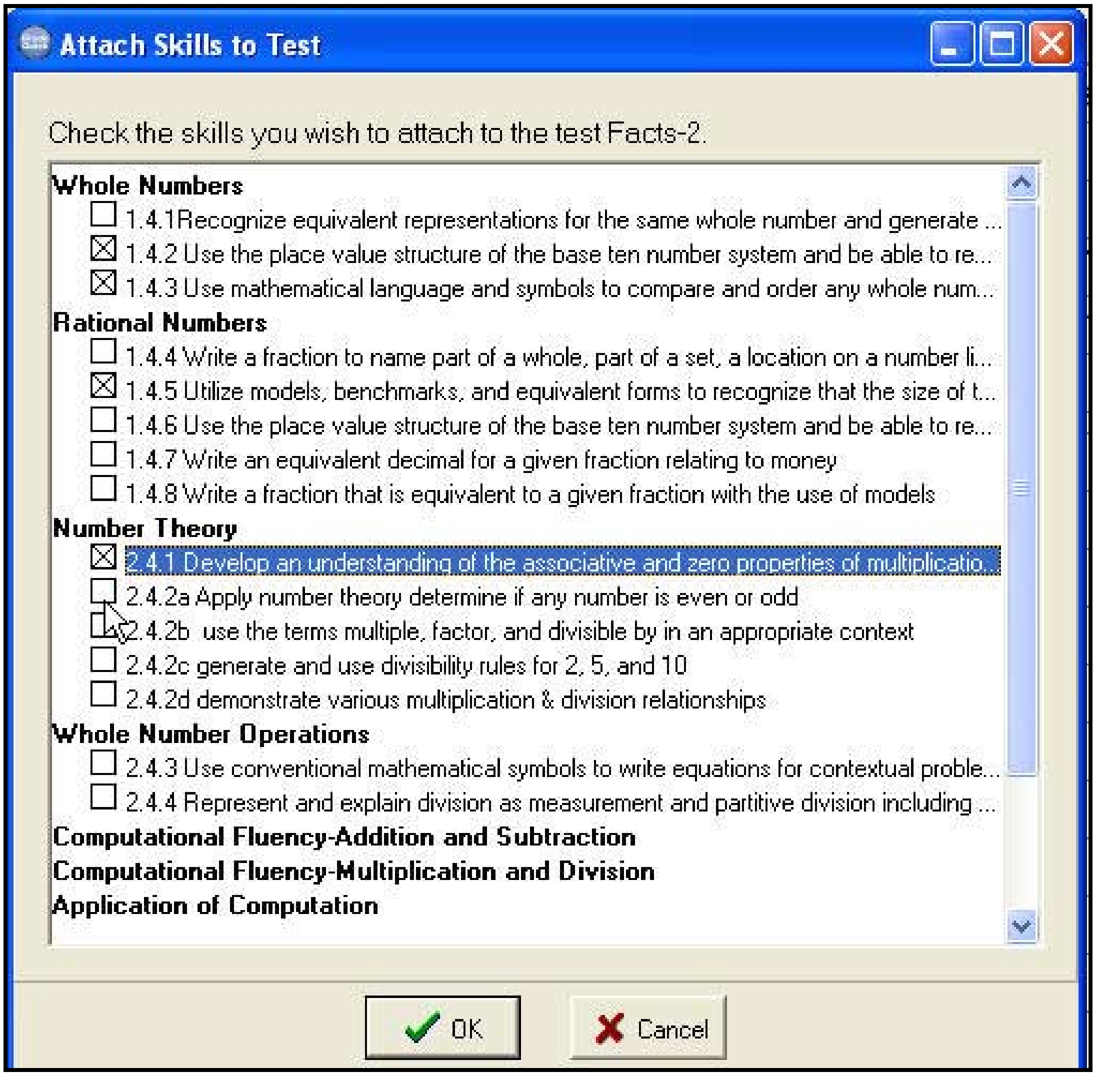
Step 1: Locate the test column in your grade book and right-click.


GradeQuick - Demofile.gbk
File
Edit
View
Graph
Grading
Reports
Edline
Options
Window
Help
Attendance
Seating Chart
Reports
Student Information
Edit Skills
Lesson Planner
Memo
Send to Edline
Save to Edline
SupportLine Online
View All Quarters
Words
Can't Undo
Add Student(s)...
Add Tests(s)...
Insert Test (left of current test)
Attach Skills to Test Facts-2
Delete Student
Drop Student
Hide All Other Students
Show All Students
Show Dropped
Delete Test Facts-2
Zap Current Column
Fill Current Column
Global Changes
GradeBook To GradeBook Copy

Basic math facts subtraction 2 Avg: 78   Median: 84   High: 100

Name		Facts-1	Facts-2
Long Name		Basic math f	Basic math
Quarter		1	1
Category		Test	Test
Date		09/12/05	09/21/05
Possible		100	100
= 1.	Adler, Leslie	100	X
= 2.	Boyd, Jerry	**	75m
3.	Chang, Julia	94	97
4.	Cohen, Josh	100	100
5.	Denton, Bill	90	81

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



Check the skills you wish to attach to the test Facts-2.

Whole Numbers
- ☐ 1.4.1Recognize equivalent representations for the same whole number and generate ...
- ☒ 1.4.2 Use the place value structure of the base ten number system and be able to re...
- ☒ 1.4.3 Use mathematical language and symbols to compare and order any whole num...

Rational Numbers
- ☐ 1.4.4 Write a fraction to name part of a whole, part of a set, a location on a number li...
- ☒ 1.4.5 Utilize models, benchmarks, and equivalent forms to recognize that the size of t...
- ☐ 1.4.6 Use the place value structure of the base ten number system and be able to re...
- ☐ 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 with the use of models

Number Theory
- ☒ 2.4.1 Develop an understanding of the associative and zero properties of multiplicatio...
- ☐ 2.4.2a Apply number theory 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 Use conventional mathematical symbols to write equations for contextual proble...
- ☐ 2.4.4 Represent and explain division as measurement and partitive division including ...

Computational Fluency-Addition and Subtraction

Computational Fluency-Multiplication and Division

Application of Computation

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

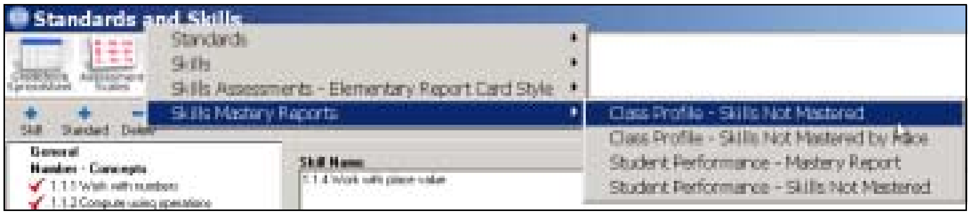
Step 4: Click **OK** to save your changes. Using the scores from tests/assignments associated with specific skills, GradeQuick will assign your students' skill assessment grade based on the statistic you selected in the Assessment Scale section.

PRINTING CLASS SKILL REPORT

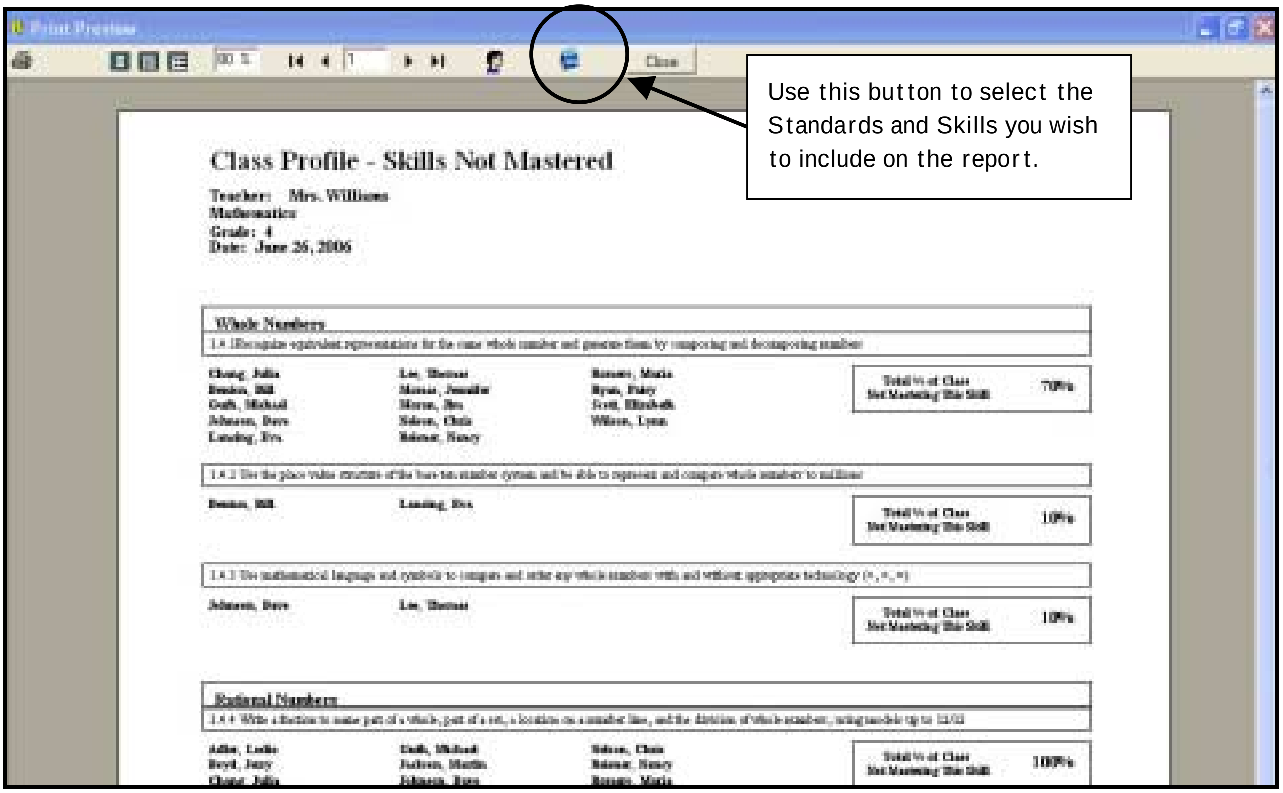
Once students are assessed you can look at whole class statistics to see how your students are progressing. The Class Profile – Skills Not Mastered displays the students not mastering specific skills. The report is a great tool for targeted pull-out remediation, retesting, or re-teaching. There are many 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.


Standards and Skills
Standards
Skills
Skills Assessments - Elementary Report Card Style
Skills Mastery Reports
Class Profile - Skills Not Mastered
Class Profile - Skills Not Mastered by Race
Student Performance - Mastery Report
Student Performance - Skills Not Mastered
Skill
Standard
Delete
General
Number - Concepts
1.1.1 Work with numbers
1.1.2 Compute using operations
Skill Name
1.1.4 Work with place value

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.


Print Preview
Close

Use this button to select the Standards and Skills you wish to include on the report.

Class Profile - Skills Not Mastered

Teacher: Mrs. Williams
Mathematics
Grade: 4
Date: June 26, 2006

Whole Numbers

Lesson Planner

GradeQuick is no longer just a gradebook. Our lesson planner feature allows you to work with your grades and your curriculum all in one convenient location. Lesson plans may be created by day, week or unit of study.

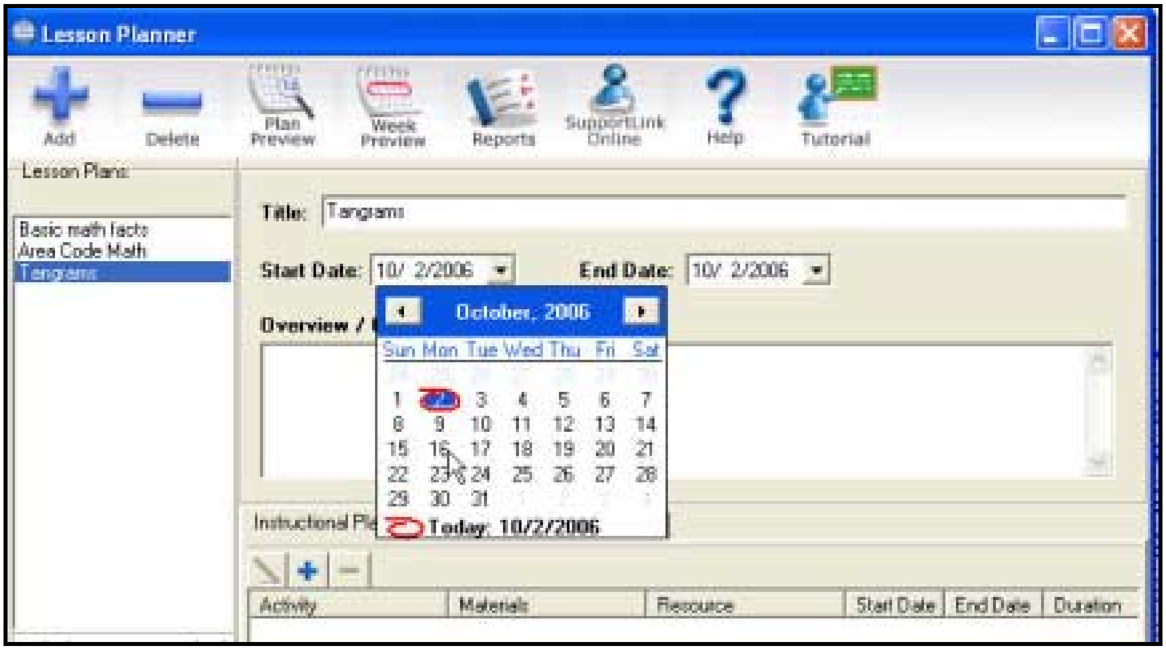
CREATING A LESSON PLAN

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.



Lesson Plans:
Basic math facts
Area Code Math
Tangrams

Title: Tangrams

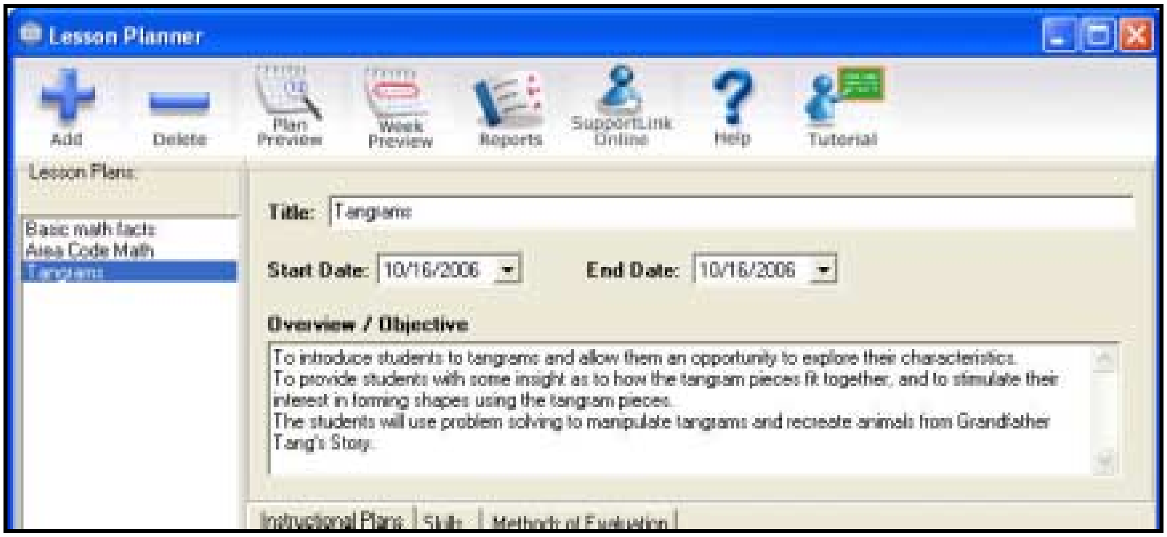
Start Date: 10/ 2/2006

End Date: 10/ 2/2006

Today: 10/2/2006

Lesson Planner
Add
Delete
Plan Preview
Week Preview
Reports
SupportLink Online
Help
Tutorial
Overview /
October, 2006
Sun Mon Tue Wed Thu Fri Sat
Instructional Pl
Activity
Materials
Resource
Start Date
End Date
Duration

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


Lesson Planner
Add
Delete
Plan Preview
Week Preview
Reports
SupportLink Online
Help
Tutorial
Lesson Plans:
Basic math facts
Area Code Math
Tangrams
Instructional Plans
Skills
Methods of Evaluation

Title: Tangrams

Start Date: 10/16/2006

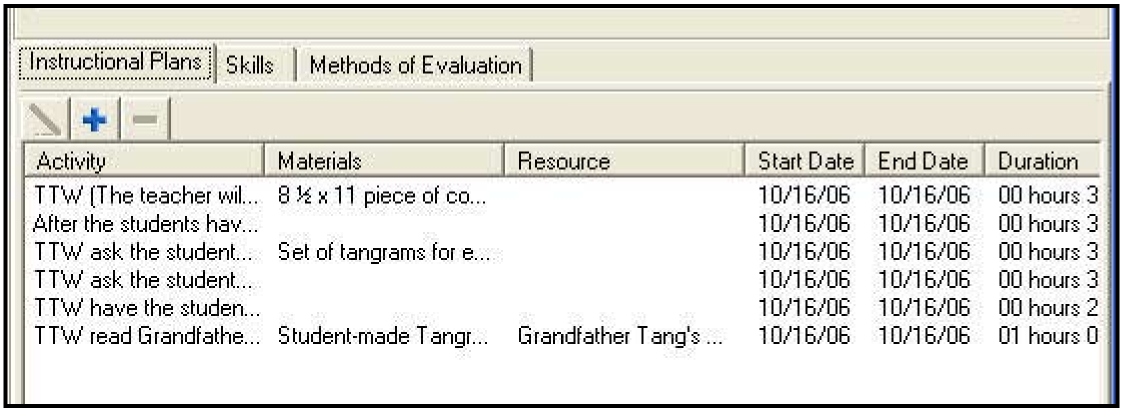
End Date: 10/16/2006

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.

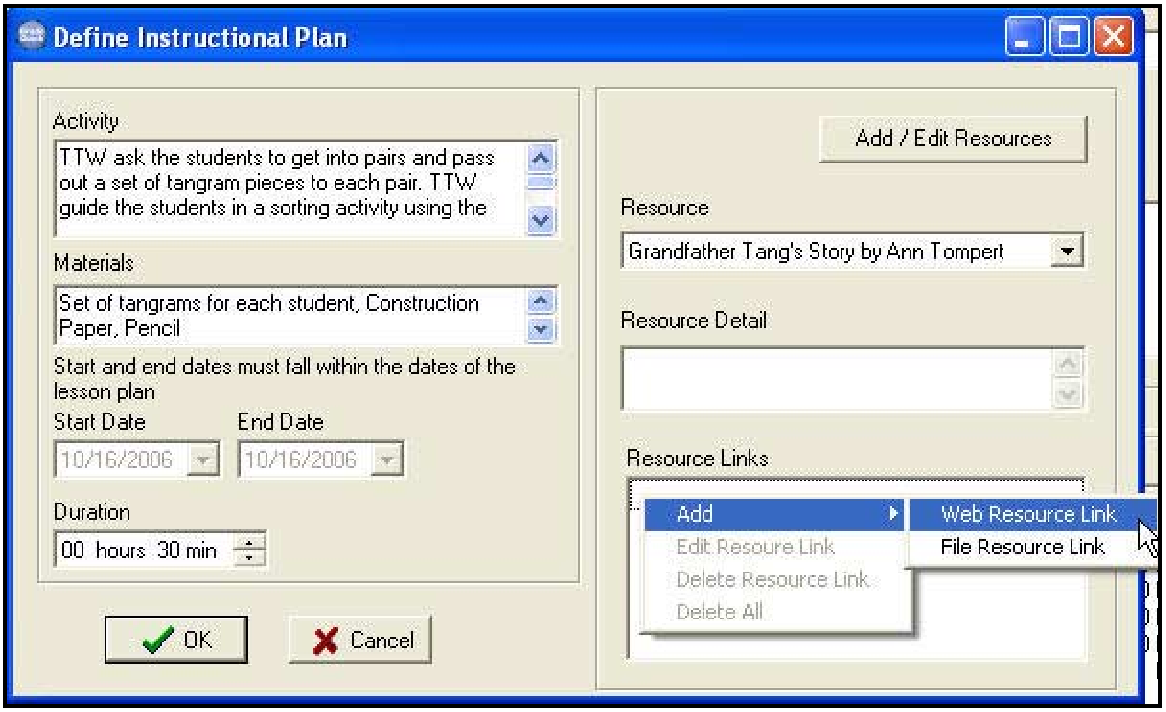
__Note:__ Right click in the text boxes for access to Cut, Copy, Paste and Spell Check.

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

Activity	Materials	Resource	Start Date	End Date	Duration
TTW (The teacher wil...	8 ½ x 11 piece of co...		10/16/06	10/16/06	00 hours 3
After the students hav...			10/16/06	10/16/06	00 hours 3
TTW ask the student...	Set of tangrams for e...		10/16/06	10/16/06	00 hours 3
TTW ask the student...			10/16/06	10/16/06	00 hours 3
TTW have the studen...			10/16/06	10/16/06	00 hours 2
TTW read Grandfathe...	Student-made Tangr...	Grandfather Tang's ...	10/16/06	10/16/06	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.


Define Instructional Plan
Add / Edit Resources
Resource Detail
Resource Links
Add
Web Resource Link
File Resource Link
Edit Resoure Link
Delete Resource Link
Delete All
OK
Cancel

Activity
TTW ask the students to get into pairs and pass out a set of tangram pieces to each pair. TTW guide the students in a sorting activity using the

Materials
Set of tangrams for each student, Construction Paper, Pencil

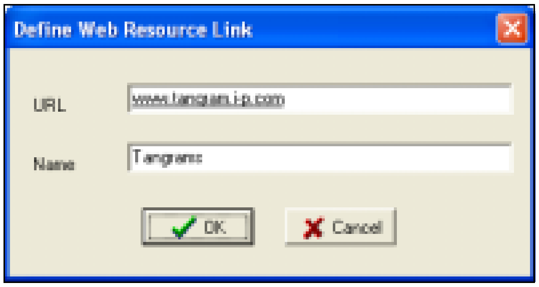
Start and end dates must fall within the dates of the lesson plan

Start Date 10/16/2006
End Date 10/16/2006

Duration 00 hours 30 min

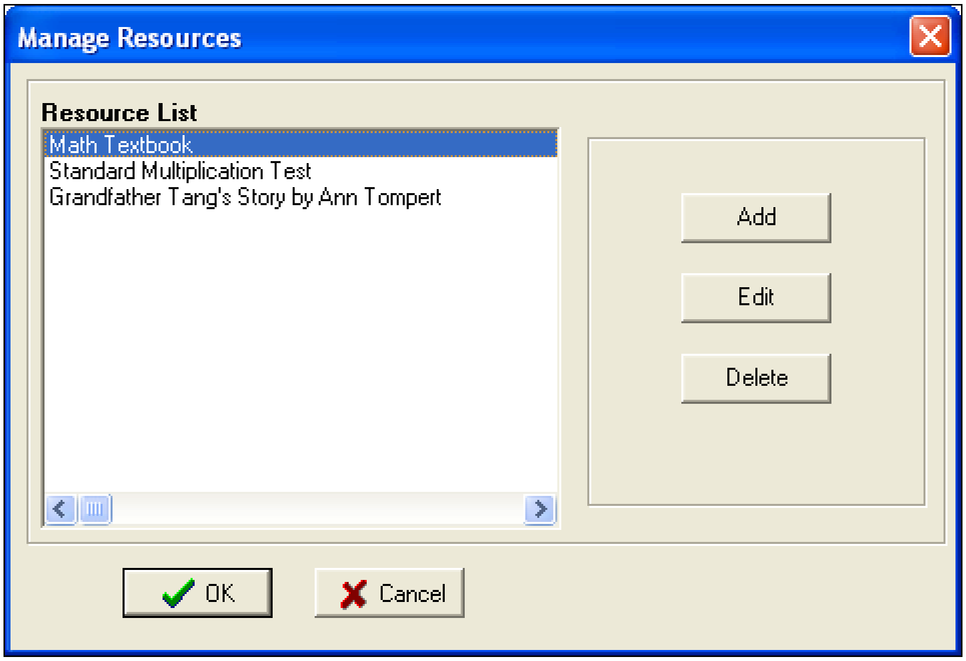
Resource Grandfather Tang's Story by Ann Tompert

Note: Right click in the Resource Link window to add a Web Resource or a File Resource. 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.


Define Web Resource Link
OK
Cancel

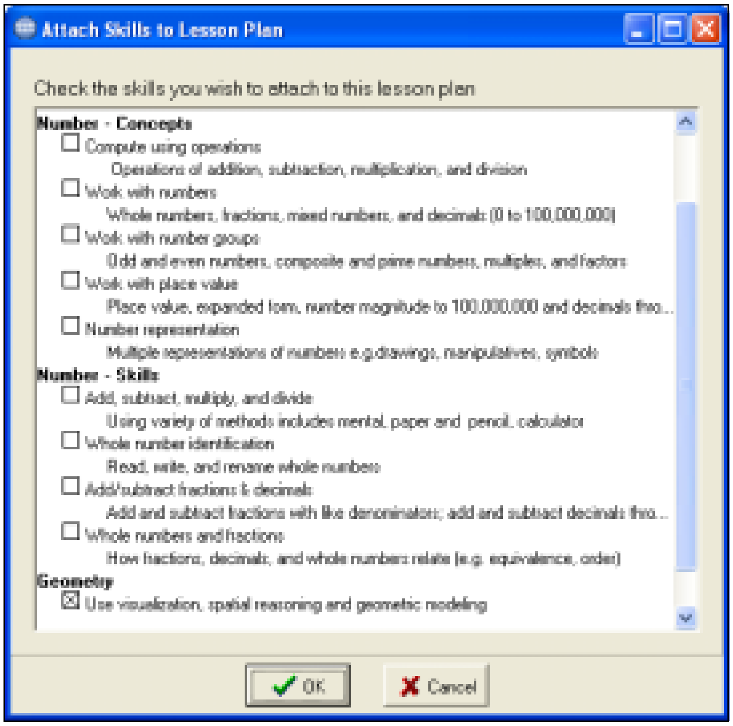
URL www.tangram.i-p.com

Name Tangrams


Manage Resources
Resource List
Math Textbook
Standard Multiplication Test
Grandfather Tang's Story by Ann Tompert
Add
Edit
Delete
OK
Cancel

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 Editor will be available. If you are not using the Skills Editor, this area can be ignored. Select the skills by clicking on it. Click **OK**.



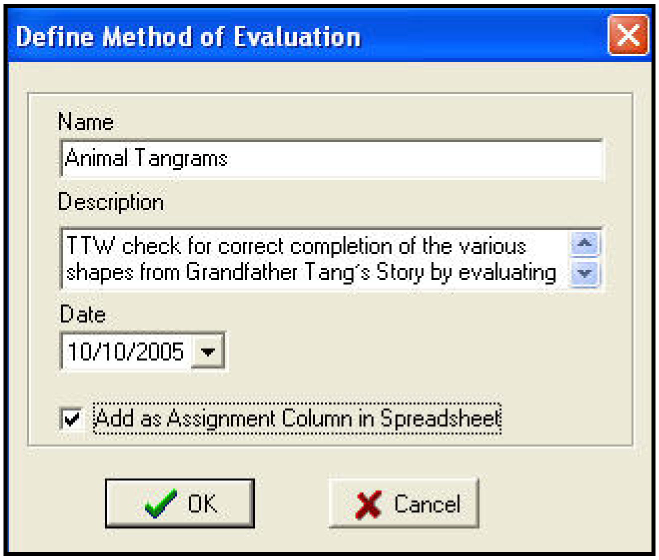
Check the skills you wish to attach to this lesson plan

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 thro...
- ☐ 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 thro...
- ☐ Whole numbers and fractions
  How fractions, decimals, and whole numbers relate (e.g. equivalence, order)

Geometry
- ☒ Use visualization, spatial reasoning and geometric modeling

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**.



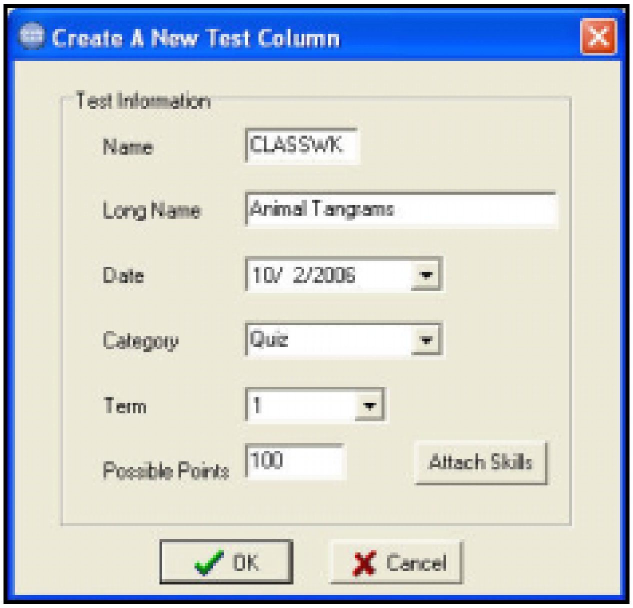
Name: Animal Tangrams

Description: TTW check for correct completion of the various shapes from Grandfather Tang's Story by evaluating

Date: 10/10/2005

☑ Add as Assignment Column in Spreadsheet

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.


Create A New Test Column

Test Information

Name: CLASSWK

Long Name: Animal Tangrams

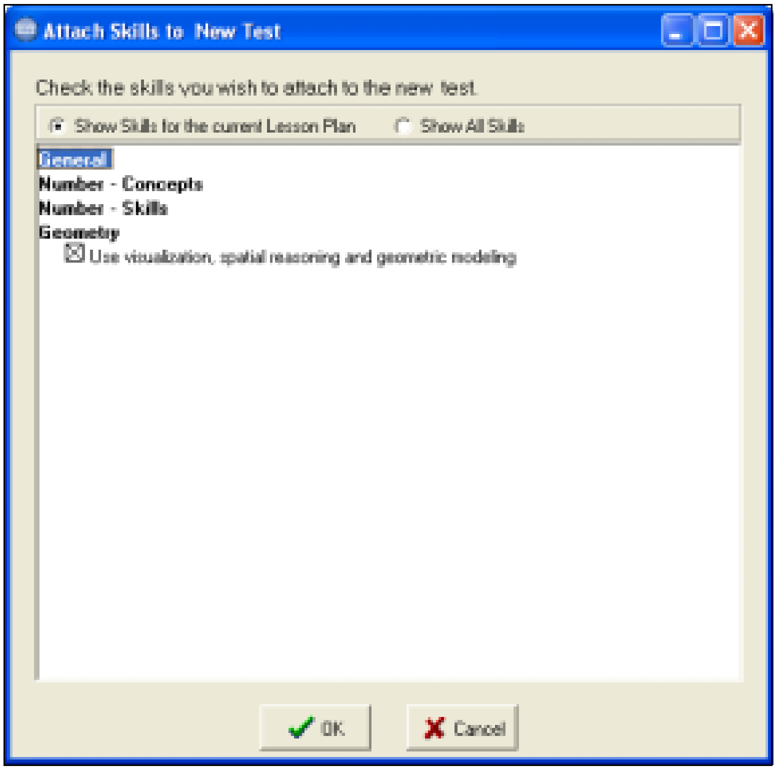
Date: 10/ 2/2006

Category: Quiz

Term: 1

Possible Points: 100

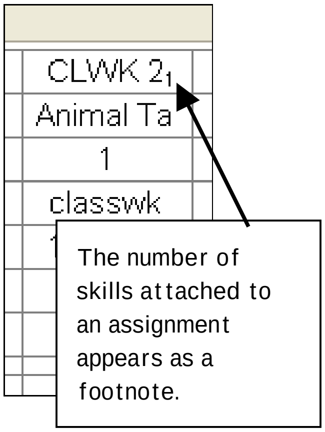
Step 10: Click the **Attach Skills** button to assign skills to the test column. Select the skills by clicking on it. You may select to show all skills or just the skills that were added for the lesson plan.


Attach Skills to New Test

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

● Show Skills for the current Lesson Plan ○ Show All Skills

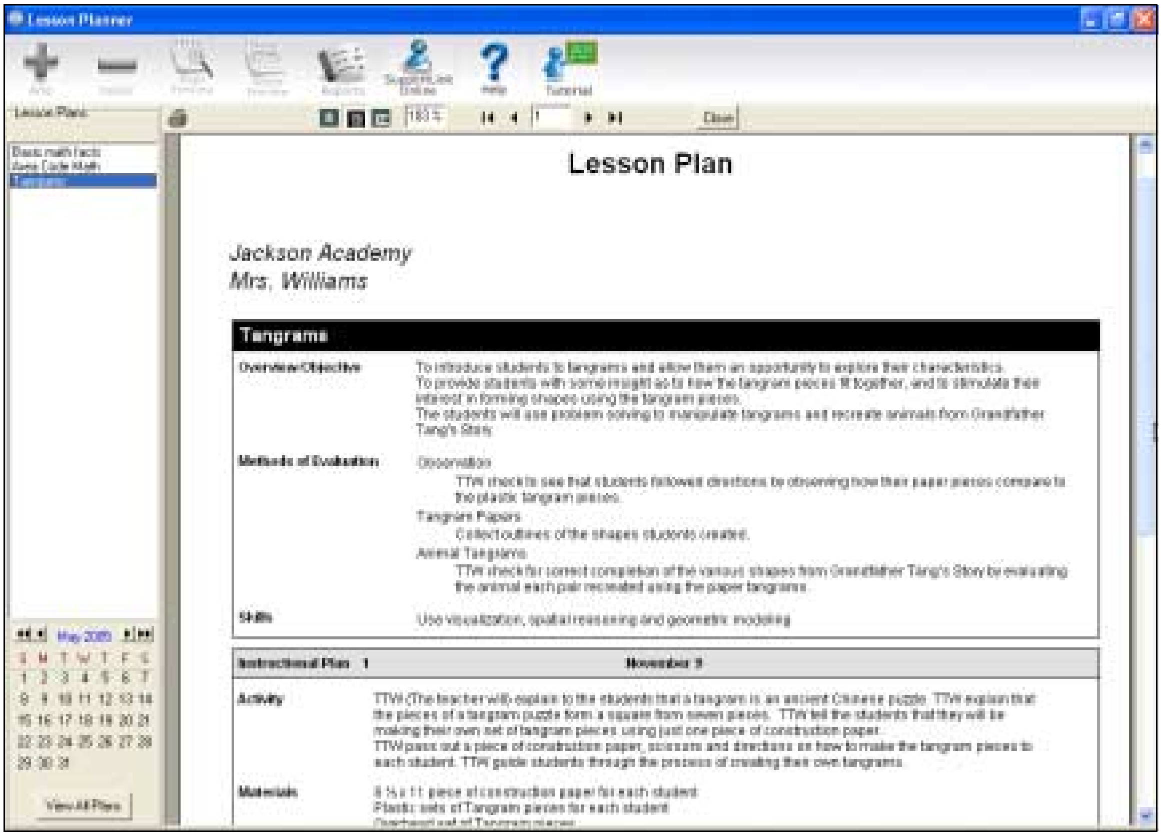
General
Number - Concepts
Number - Skills
Geometry
☒ Use visualization, spatial reasoning and geometric modeling



The number of skills attached to an assignment appears as a footnote.

PRINTING A LESSON PLAN

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



Lesson Plan

Jackson Academy
Mrs. Williams

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.

Skills Use visualization, spatial reasoning and geometric modeling

Instructional Plan 1 **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 ½ x 11 piece of construction paper for each student
Plastic sets of Tangram pieces for each student
Overhead set of Tangram pieces

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

Printing Reports from Your GradeQuick Gradebooks

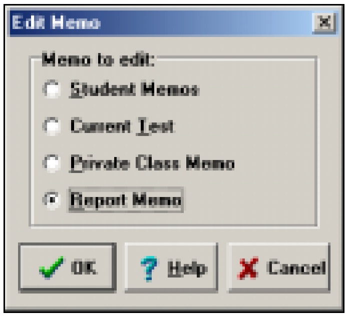
Creating a Report Memo

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.

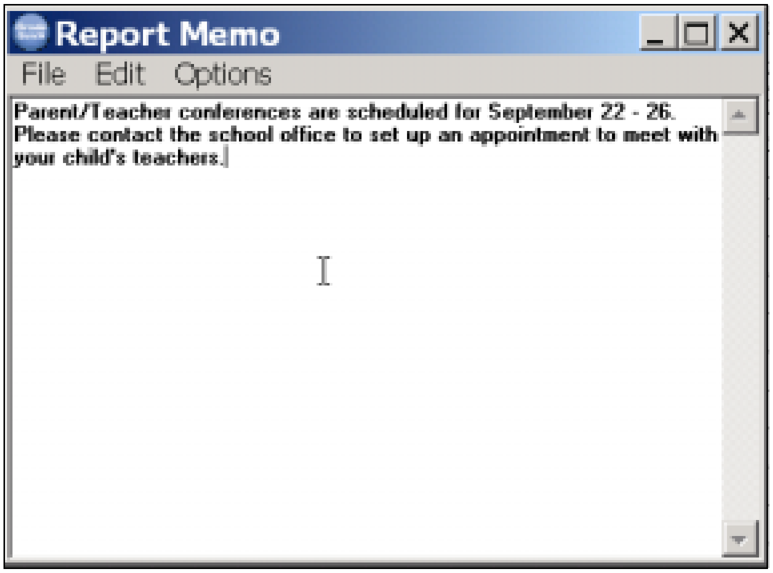


Memo to edit:
○ Student Memos
○ Current Test
○ Private Class Memo
● Report Memo

Choose type of memo.

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.



Parent/Teacher conferences are scheduled for September 22 - 26. Please contact the school office to set up an appointment to meet with your child's teachers.

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**.

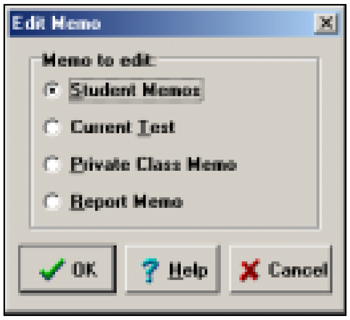
Creating a Note to Student

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

To Create a Note to Student:

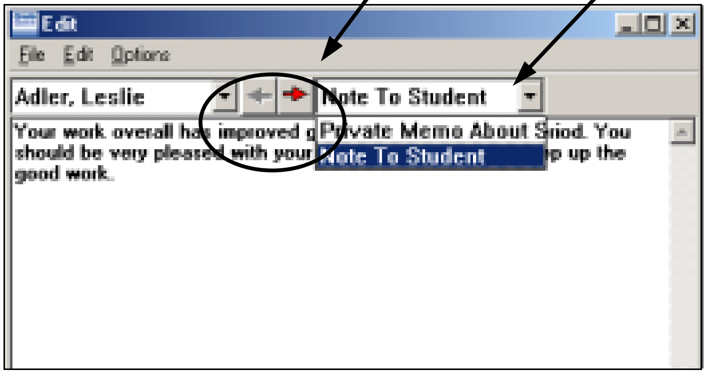
Step 1: Click **Edit → Memos** → **Edit Memos** or click the **Memo** icon on the BigToolbar**.** The **Edit Memo** dialog box appears. Select **Student Memos**. Click **OK**.

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.


Edit Memo
Memo to edit:
● Student Memos
○ Current Test
○ Private Class Memo
○ Report Memo
OK
Help
Cancel

Select student.

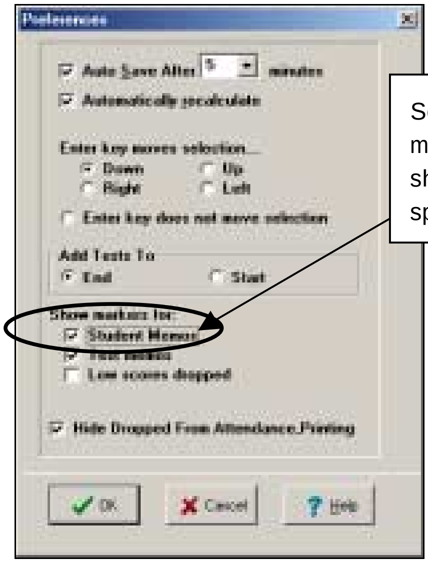
Select student memo type.


Edit
File Edit Options
Adler, Leslie
Note To Student
Private Memo About S
Note To Student

Your work overall has improved g
should be very pleased with your
good work.

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**.

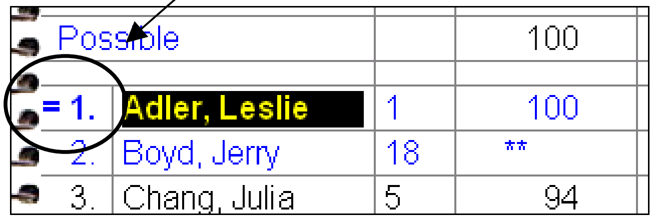
Step 4: To show a marker that you have created a note to that student, click **Options** → **Preferences**. Check the box for Student Memos under **Show markers for.** Click **OK**. You will notice an equal sign (=) in front of the number before the student's name.


Preferences
OK
Cancel
Help

☑ Auto Save After 5 minutes
☑ Automatically recalculate
Enter key moves selection...
● Down ○ Up
○ Right ○ Left
☐ Enter key does not move selection
Add Tests To
● End ○ Start
Show markers for:
☑ Student Memos
☑ Test memos
☐ Low scores dropped
☑ Hide Dropped From Attendance Printing

Select to get markers to show on spreadsheet.

Equal sign indicates a student memo has been written for student.



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

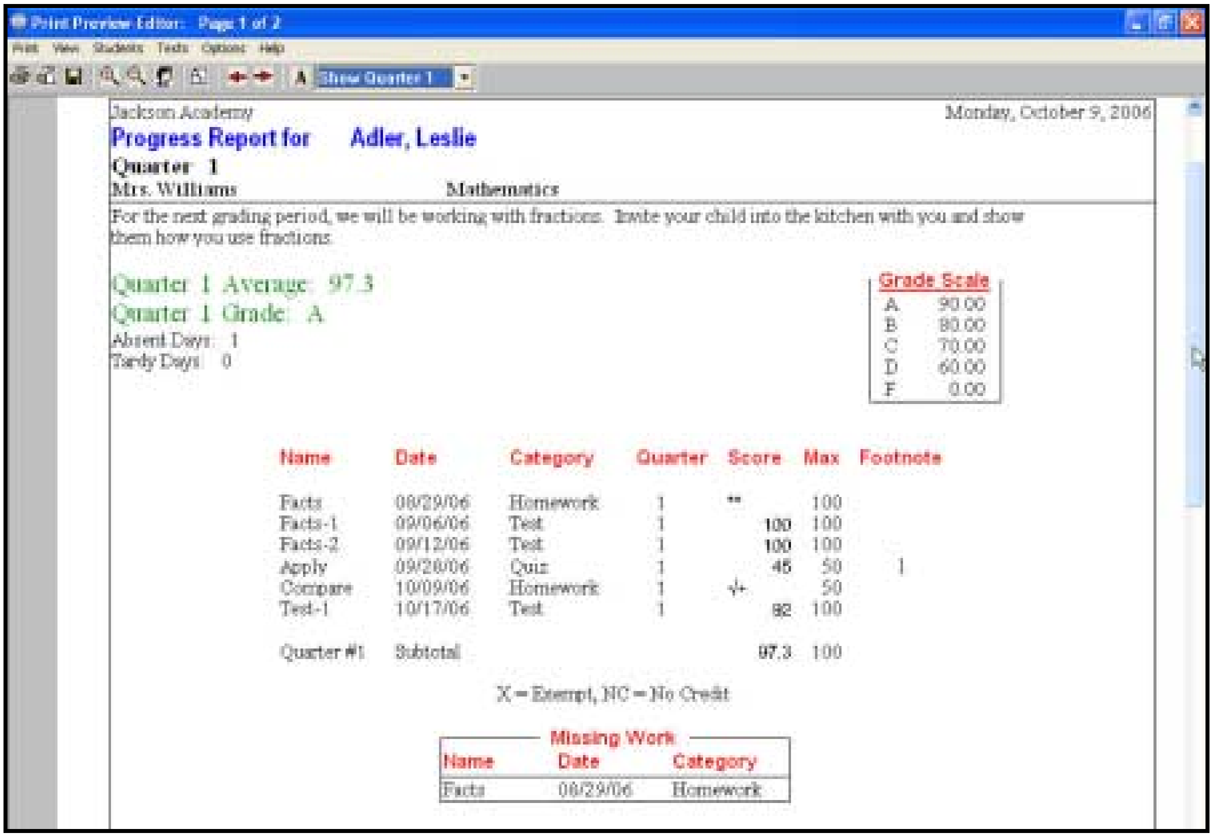
Student Reports

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-Editor.*

To Print a Student Report:

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



Print Preview-Editor: Page 1 of 2
Print
View
Students
Tests
Options
Help
Show Quarter 1

Jackson Academy

Monday, October 9, 2006

Progress Report for Adler, Leslie

Quarter 1

Mrs. Williams 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.

Quarter 1 Average: 97.3

Quarter 1 Grade: A

Absent Days: 1

Tardy Days: 0

Grade Scale

A	90.00
B	80.00
C	70.00
D	60.00
F	0.00

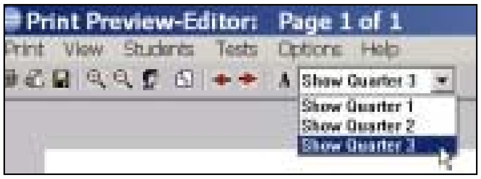
Name	Date	Category	Quarter	Score	Max	Footnote
Facts	08/29/06	Homework	1	**	100	
Facts-1	09/06/06	Test	1	100	100	
Facts-2	09/12/06	Test	1	100	100	
Apply	09/28/06	Quiz	1	45	50	1
Compare	10/09/06	Homework	1	√+	50	
Test-1	10/17/06	Test	1	92	100	
Quarter #1	Subtotal			97.3	100	

X = Exempt, NC = No Credit

Missing Work

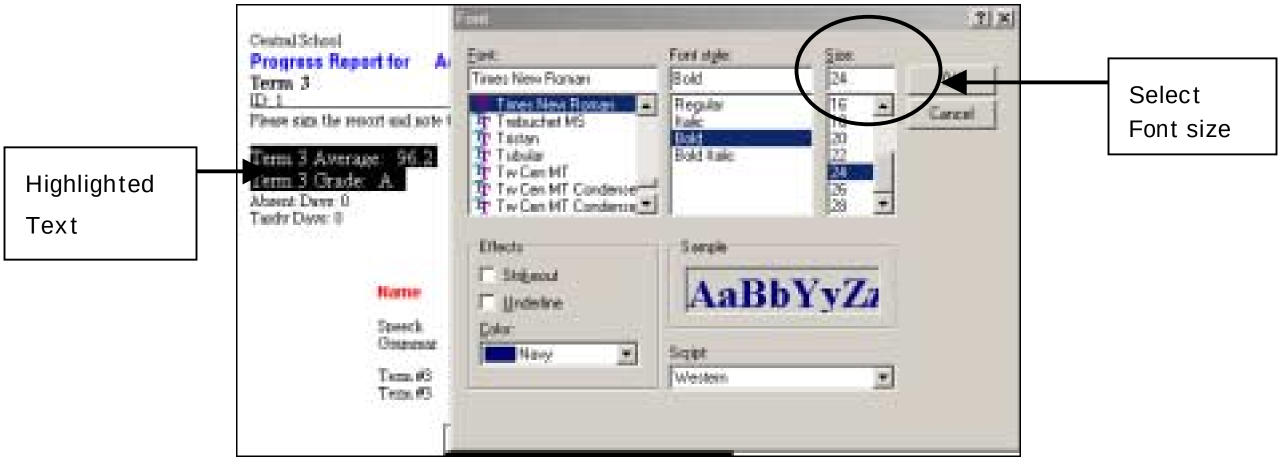
Name	Date	Category
Facts	08/29/06	Homework

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.



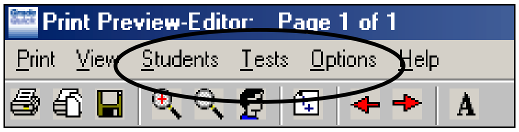
Print Preview-Editor: Page 1 of 1
Print
View
Students
Tests
Options
Help
Show Quarter 3
Show Quarter 1
Show Quarter 2
Show Quarter 3

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**.


Highlighted Text
Select Font size
Font
Font:
Font style:
Size:
Cancel
Effects
Strikeout
Underline
Color:
Sample
AaBbYyZz
Script:

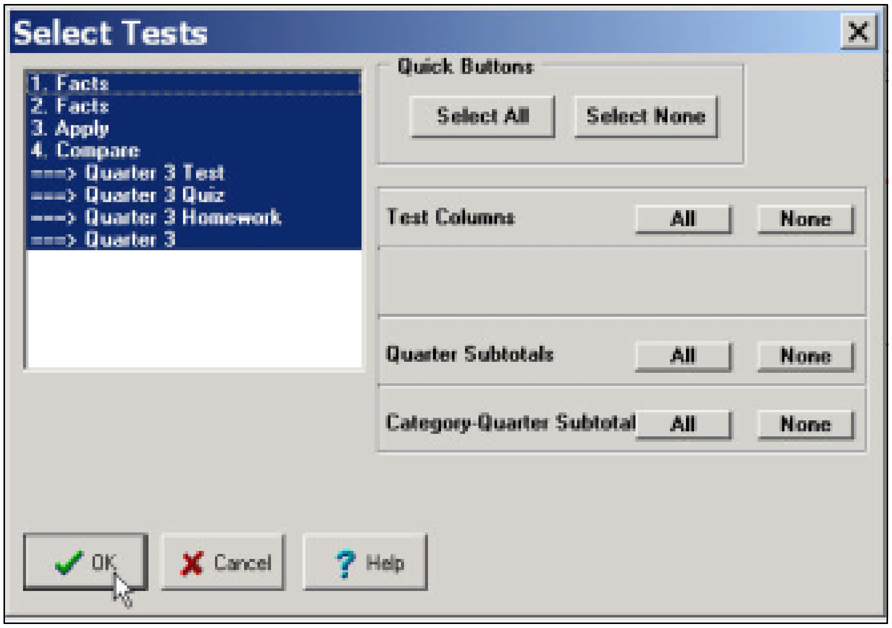
Font: Times New Roman
Font style: Bold
Size: 24
Color: Navy
Script: Western

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


Print Preview-Editor: Page 1 of 1
Print
View
Students
Tests
Options
Help

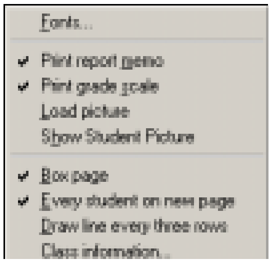
Note: *Once you have created a report with items selected and fonts as you want them to appear, be sure to save your configurations. Choose* ***Print*** *→* ***Save Configuration****. The next time you choose to use this report for any of your gradebook files, it will be ready for you.*

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.

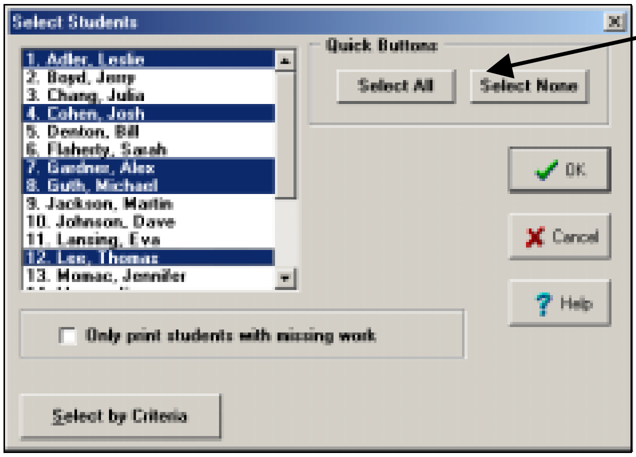

Select Tests
1. Facts
2. Facts
3. Apply
4. Compare
===> Quarter 3 Test
===> Quarter 3 Quiz
===> Quarter 3 Homework
===> Quarter 3
Quick Buttons
Select All
Select None
Test Columns
All
None
Quarter Subtotals
All
None
Category-Quarter Subtotal
All
None
OK
Cancel
Help

Use **Select All** or **Select None** buttons to select or deselect whole groups.

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.

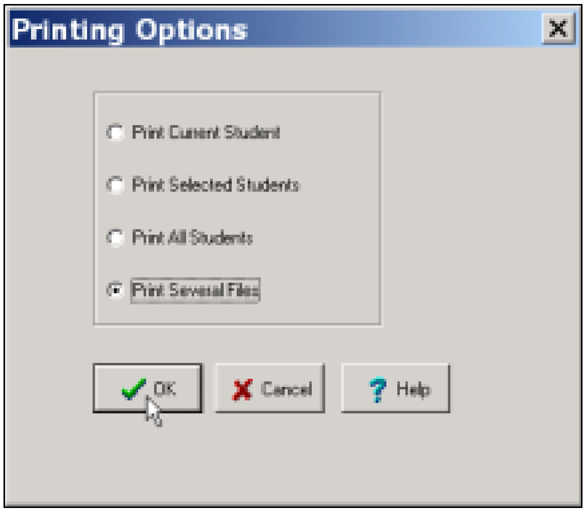

Fonts...
✓ Print report memo
✓ Print grade scale
Load picture
Show Student Picture
✓ Box page
✓ Every student on new page
Draw line every three rows
Class information...

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**.


Select Students
1. Adler, Leslie
2. Boyd, Jerry
3. Chang, Julia
4. Cohen, Josh
5. Denton, Bill
6. Flaherty, Sarah
7. Gardner, Alex
8. Guth, Michael
9. Jackson, Martin
10. Johnson, Dave
11. Lansing, Eva
12. Lee, Thomas
13. Monac, Jennifer
Quick Buttons
Select All
Select None
OK
Cancel
Help
☐ Only print students with missing work
Select by Criteria

Use **Select All** or **Select None** button to select or deselect all students.

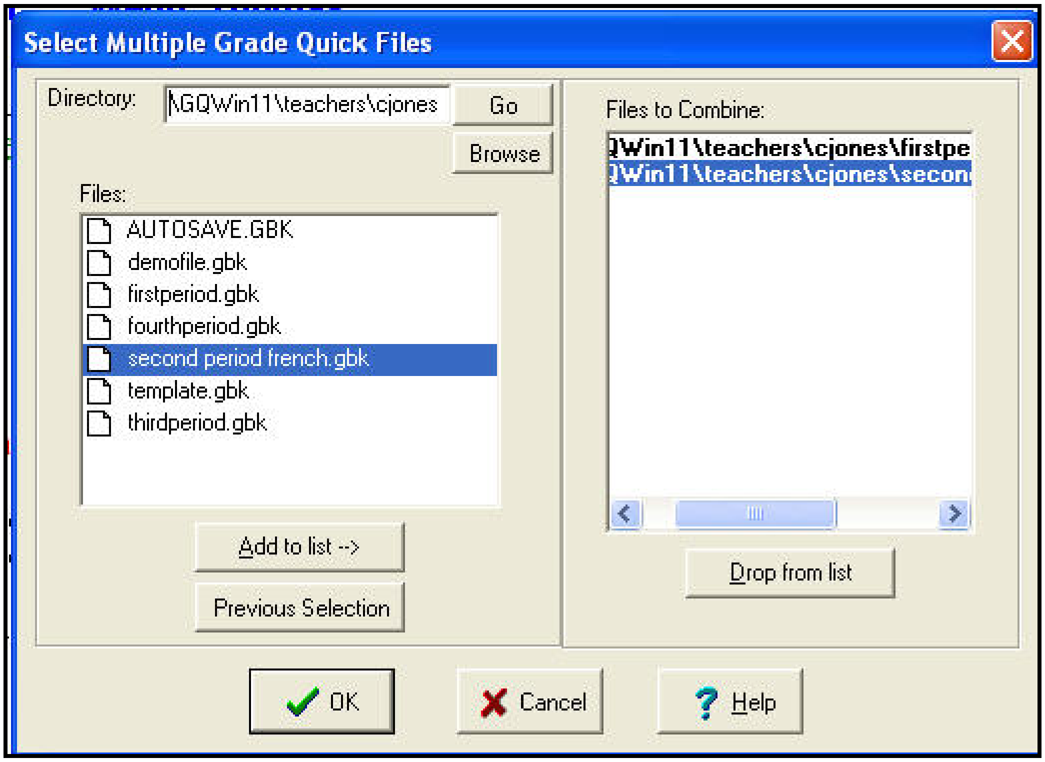
Step 7: Click **Print** → **Print Report**. A **Printing Options** box will appear. Choose a **Printing Option** and click **OK**. A printer dialog box will appear. Click **OK**. The report will print as you have defined it.


Printing Options
OK
Cancel
Help

○ Print Current Student
○ Print Selected Students
○ Print All Students
● Print Several Files

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.*


Select Multiple Grade Quick Files
Go
Browse
Add to list -->
Previous Selection
Drop from list
OK
Cancel
Help

Directory: \GQWin11\teachers\cjones

Files:
- AUTOSAVE.GBK
- demofile.gbk
- firstperiod.gbk
- fourthperiod.gbk
- second period french.gbk
- template.gbk
- thirdperiod.gbk

Files to Combine:
- QWin11\teachers\cjones\firstpe
- QWin11\teachers\cjones\secon

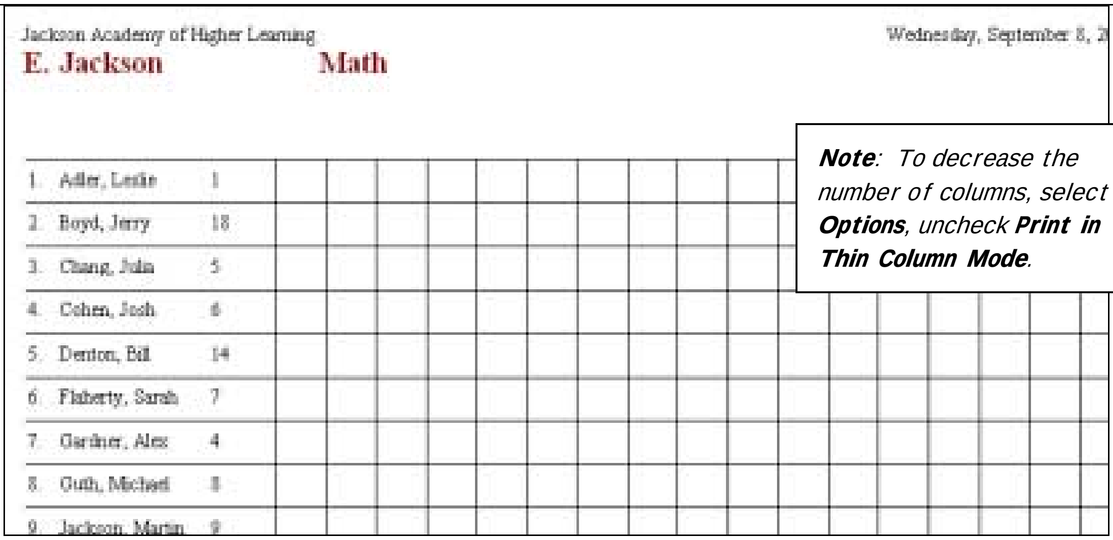
Blank Gradebook

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-Editor. This is where you can modify your report to contain the information and the look you want.



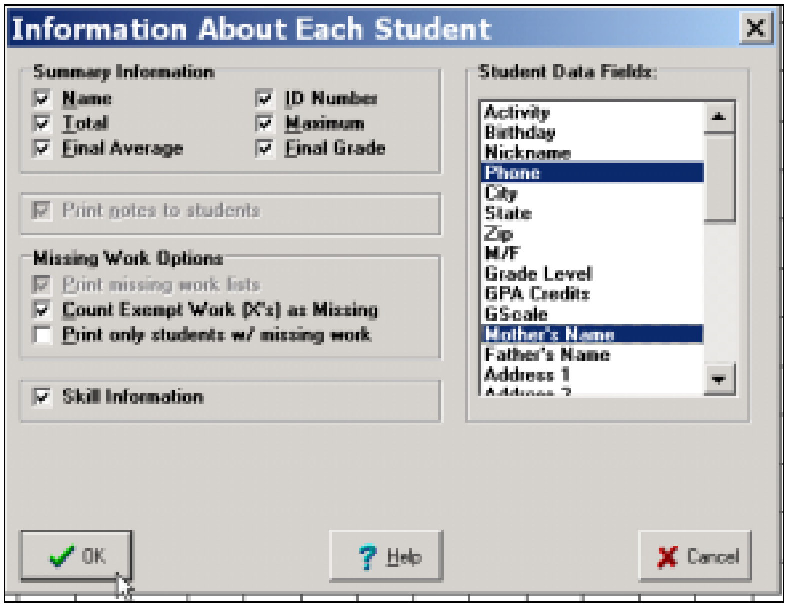
Jackson Academy of Higher Learning
Wednesday, September 8, 2

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**.



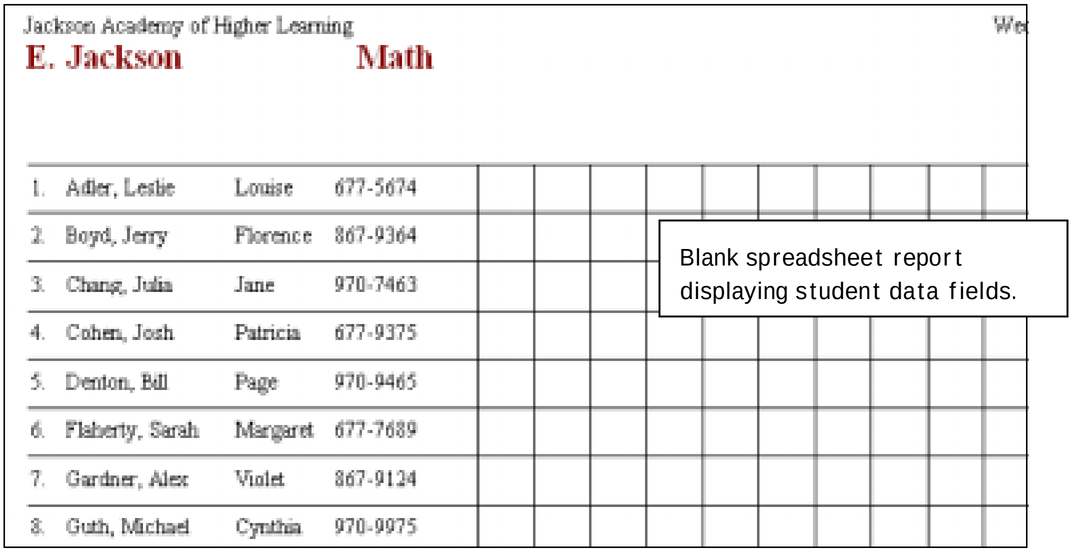
Summary Information
☑ Name ☑ ID Number
☑ Total ☑ Maximum
☑ Final Average ☑ Final Grade

☑ Print notes to students

Missing Work Options
☑ Print missing work lists
☑ Count Exempt Work (X's) as Missing
☐ Print only students w/ missing work

☑ Skill Information

Student Data Fields:
Activity
Birthday
Nickname
Phone
City
State
Zip
M/F
Grade Level
GPA Credits
GScale
Mother's Name
Father's Name
Address 1
Address 2



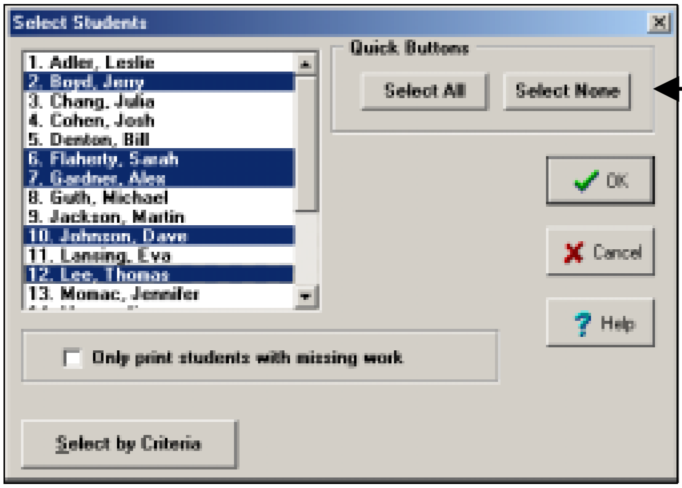
Jackson Academy of Higher Learning

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

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**.



Select Students

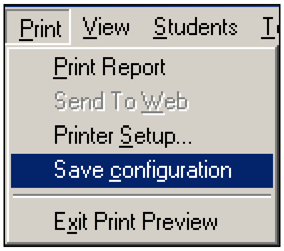
1. Adler, Leslie
2. Boyd, Jerry
3. Chang, Julia
4. Cohen, Josh
5. Denton, Bill
6. Flaherty, Sarah
7. Gardner, Alex
8. Guth, Michael
9. Jackson, Martin
10. Johnson, Dave
11. Lansing, Eva
12. Lee, Thomas
13. Monac, Jennifer

☐ Only print students with missing work

Quick Buttons
Select All
Select None
OK
Cancel
Help
Select by Criteria

Use **Select None** button to deselect all the students in the class.

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 gradebook files.


Print
View
Students
Print Report
Send To Web
Printer Setup...
Save configuration
Exit Print Preview

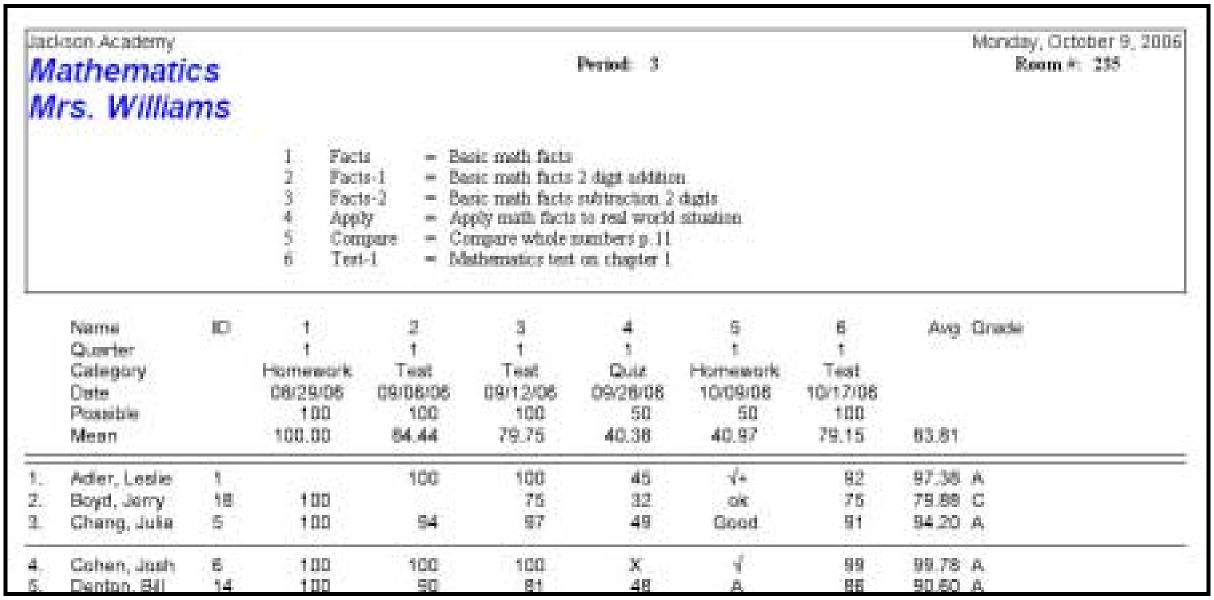
Printing the Gradebook Spreadsheet

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-Editor. This is where you can modify your reports to contain the information and the look you want.



Jackson Academy

Monday, October 9, 2006

Mathematics

Mrs. Williams

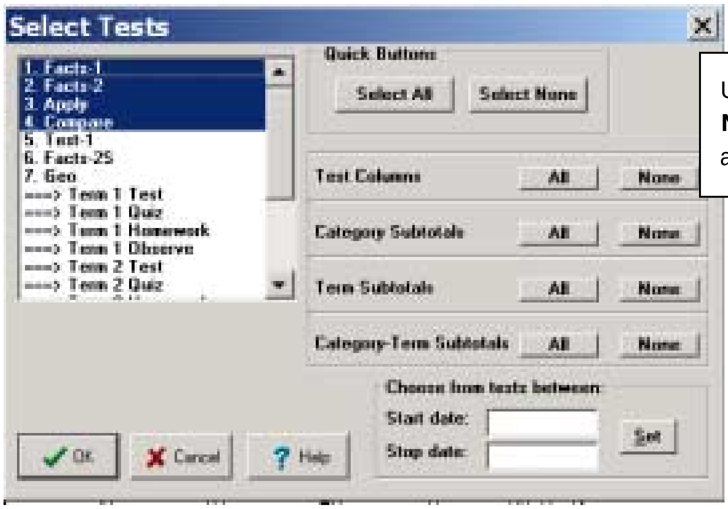
Period: 3

Room #: 235

1 Facts = Basic math facts
2 Facts-1 = Basic math facts 2 digit addition
3 Facts-2 = Basic math facts subtraction 2 digits
4 Apply = Apply math facts to real world situation
5 Compare = Compare whole numbers p.11
6 Test-1 = Mathematics test on chapter 1

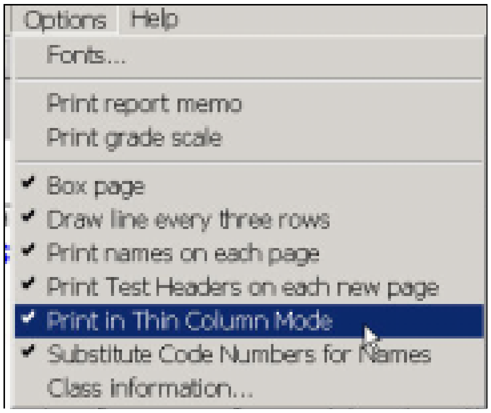
	Name	ID	1	2	3	4	5	6	Avg	Grade
	Quarter		1	1	1	1	1	1		
	Category		Homework	Test	Test	Quiz	Homework	Test		
	Date		08/29/06	09/08/06	09/12/06	09/28/06	10/09/06	10/17/06		
	Possible		100	100	100	50	50	100		
	Mean		100.00	84.44	79.75	40.38	40.97	79.15	83.81	
1.	Adler, Leslie	1		100	100	45	√+	92	97.38	A
2.	Boyd, Jerry	18	100		75	32	ok	75	79.88	C
3.	Chang, Julia	5	100	94	97	49	Good	91	94.20	A
4.	Cohen, Josh	6	100	100	100	X	√	99	99.78	A
5.	Denton, Bill	14	100	90	81	48	A	86	90.60	A

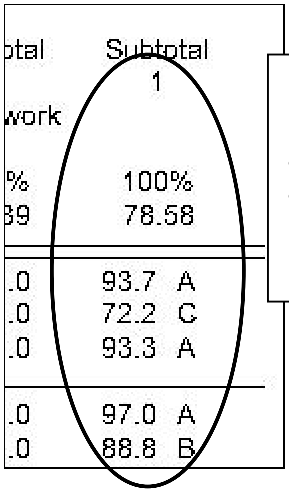
Step 3: To include tests and subtotals, click **Tests** → **Select Tests and Subtotals** or click **Select Tests** icon on the toolbar. A dialog box will appear. Here you can select and deselect tests and subtotals that you would like to include in your report.


Select Tests
1. Facts-1
2. Facts-2
3. Apply
4. Compare
5. Test-1
6. Facts-2S
7. Geo
===> Term 1 Test
===> Term 1 Quiz
===> Term 1 Homework
===> Term 1 Observe
===> Term 2 Test
===> Term 2 Quiz
Quick Buttons
Select All
Select None
Test Columns
All
None
Category Subtotals
All
None
Term Subtotals
All
None
Category-Term Subtotals
All
None
Choose from tests between:
Start date:
Stop date:
Set
OK
Cancel
Help

Use **Select All** or **Select None** to select or deselect all tests or subtotals.

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.


Options
Help
Fonts...
Print report memo
Print grade scale
✓ Box page
✓ Draw line every three rows
✓ Print names on each page
✓ Print Test Headers on each new page
✓ Print in Thin Column Mode
✓ Substitute Code Numbers for Names
Class information...


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

Use wide column mode to display and print both average/total points and grades for subtotals.

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 gradebook files.

Printing the Multi-file Reports (Student reports for self-contained classrooms)

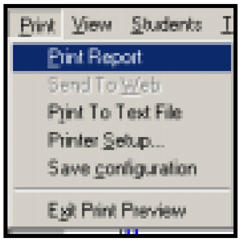
Perhaps you teach the same set of students for several subjects. Using GradeQuick's Multi-file Report, you will be able to print a report for every student that displays grades from many gradebook files for different subjects. You will design your Multi-file Report before you select your students or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

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**.

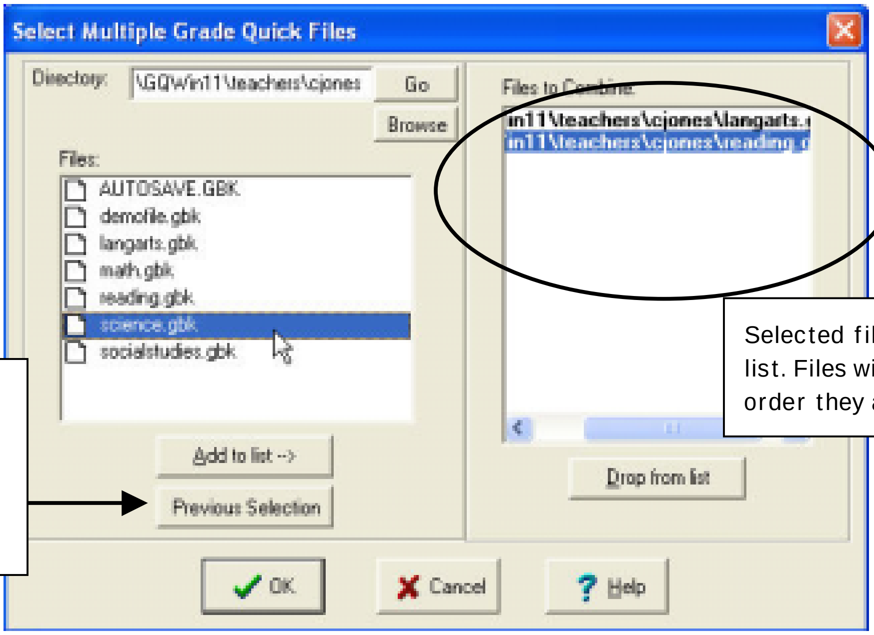
Step 2: The **Print Preview-Editor** will display the layout for only one class file for the first student. When you print the report, information for the other classes will be added to the report in the same design as the first file. The information in the top header (student name, etc.) will appear 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**.



Print
View
Students
Print Report
Send To Web
Print To Text File
Printer Setup...
Save configuration
Exit Print Preview

Step 4: The **Select Multiple GradeQuick Files** dialog box will appear. Select the gradebook files to use for your report. Double click the file or select the file and click **Add to List**. The file will be listed on the far right under **Files to Combine**. When your list is complete, click **OK**.

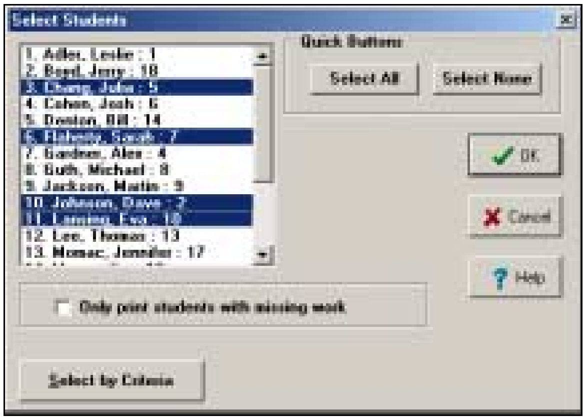


Select Multiple Grade Quick Files
Directory:
\GQWin11\teachers\cjones
Go
Browse
Files:
AUTOSAVE.GBK
demofile.gbk
langarts.gbk
math.gbk
reading.gbk
science.gbk
socialstudies.gbk
Add to list -->
Previous Selection
Files to Combine
in11\teachers\cjones\langarts.
in11\teachers\cjones\reading.
Drop from list
OK
Cancel
Help

Clicking the **Previous Selection** button will display the files that were previously selected.

Selected files appear in the list. Files will print in the order they are selected.

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**.


Select Students
Quick Buttons
Select All
Select None
OK
Cancel
Help
☐ Only print students with missing work
Select by Criteria

1. Adler, Leslie : 1
2. Boyd, Jerry : 18
3. Chang, John : 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
11. Lamina, Eva : 10
12. Lee, Thomas : 13
13. Monac, Jennifer : 17

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

> ***Note about Multi-file Report Styles**: One teacher Style 1 and 2 prints out information such as attendance, teacher name, and report memo in the header. The Multi-teacher Style 1 and 2 prints attendance, teacher name, and the report memo for every subject.*

Ending a Grading Period in Your GradeQuick Gradebooks

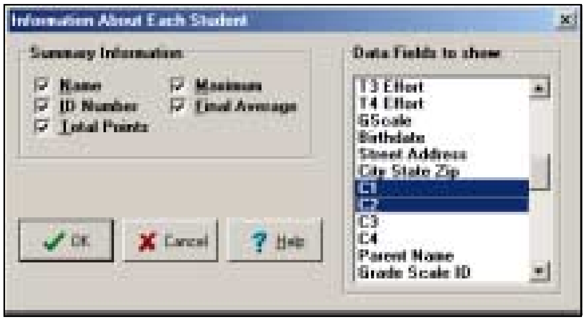
Entering Comment Codes/Conduct/Effort Grades

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 technology coordinator 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.

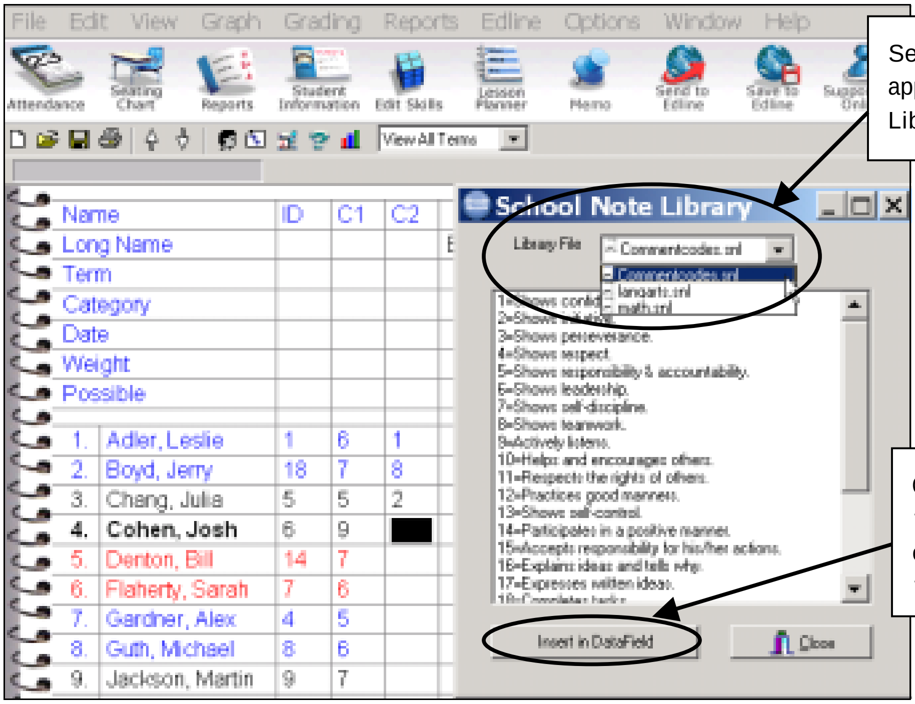
Step 2: Click the data field for Comment/Conduct/Effort on the right to select it. Click **OK**.


Information About Each Student
Summary Information
☑ Name
☑ ID Number
☑ Total Points
☑ Maximum
☑ Final Average
Data Fields to show
T3 Effort
T4 Effort
GScale
Birthdate
Street Address
City State Zip
C1
C2
C3
C4
Parent Name
Grade Scale ID
OK
Cancel
Help

Comment/Conduct/Effort data fields may be labeled something different for your school. Please check with your technology coordinator.

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


File
Edit
View
Graph
Grading
Reports
Edline
Options
Window
Help
Attendance
Seating Chart
Reports
Student Information
Edit Skills
Lesson Planner
Memo
Send to Edline
Save to Edline
Support Online
View All Terms
School Note Library
Library File
Commentcodes.xml
langarts.xml
math.xml
Insert in DataField
Close

Name		ID	C1	C2
Long Name				
Term				
Category				
Date				
Weight				
Possible				
1.	Adler, Leslie	1	6	1
2.	Boyd, Jerry	18	7	8
3.	Cheng, Julia	5	5	2
4.	Cohen, Josh	6	9	
5.	Denton, Bill	14	7	
6.	Flaherty, Sarah	7	6	
7.	Gardner, Alex	4	5	
8.	Guth, Michael	8	6	
9.	Jackson, Martin	9	7	

1=Shows confid
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.

Select the appropriate Library File

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

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.

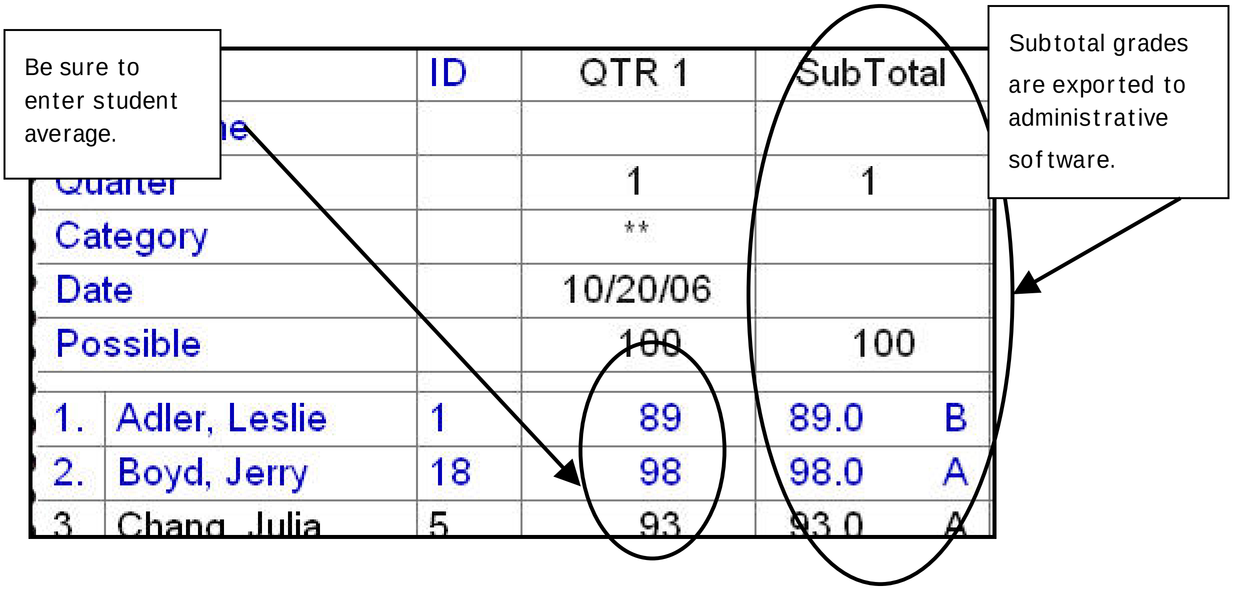
To Enter Term Ending Grades:

Step 1: Begin by importing a class roster. (**File → New**)

Step 2: Create a new test column by clicking the **add test** icon or by pressing **F6**.

Step 3: 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 4: 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.



		ID	QTR 1	SubTotal	
Quarter			1	1	
Category			**		
Date			10/20/06		
Possible			100	100	
1.	Adler, Leslie	1	89	89.0	B
2.	Boyd, Jerry	18	98	98.0	A
3	Chang, Julia	5	93	93.0	A

Be sure to enter student average.

Subtotal grades are exported to administrative software.

Step 5: 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**.

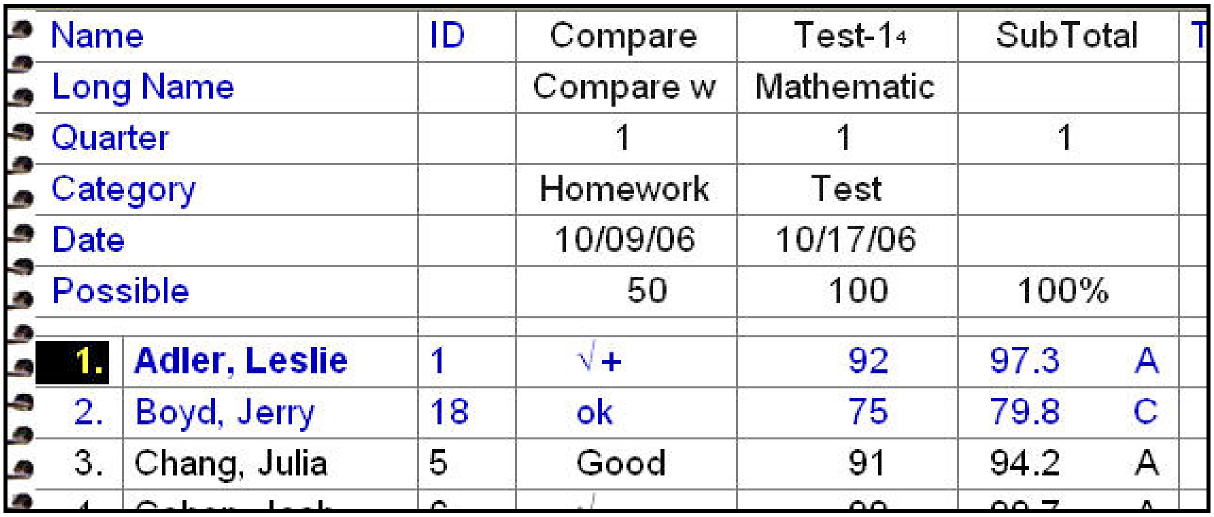
Overwriting Term (Grading Period) Grades

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**.

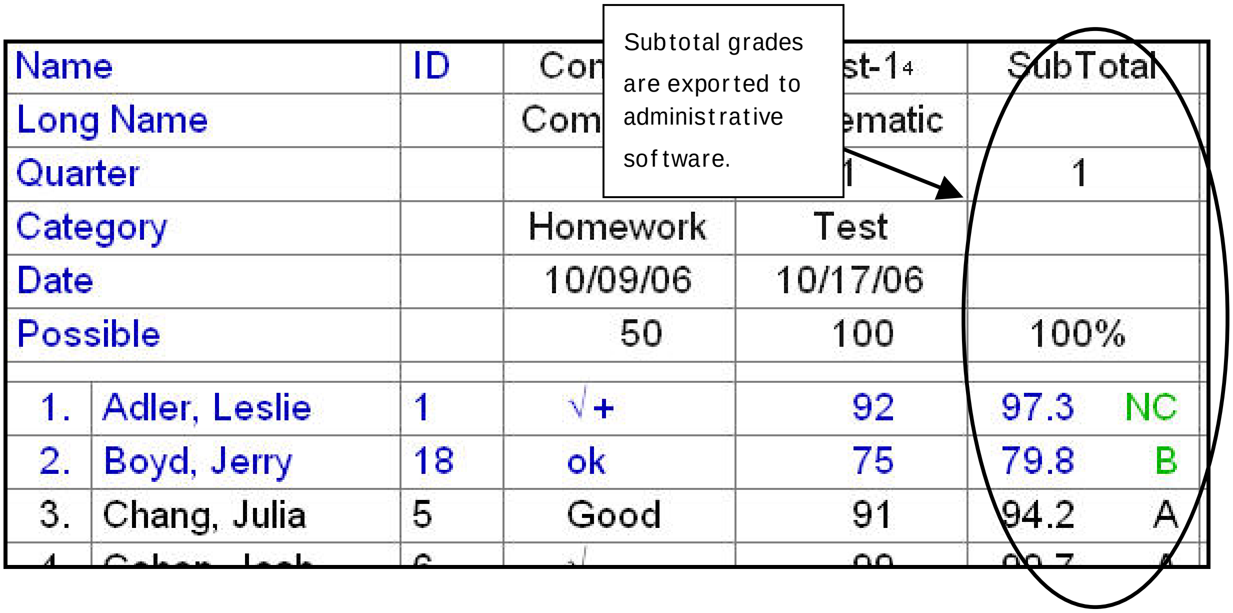
Step 2: Select **Terms** for **Subtotal to Show** then choose average, total points or possible points. Click **OK**.



Name	ID	Compare	Test-14	SubTotal		T
Long Name		Compare w	Mathematic			
Quarter		1	1	1		
Category		Homework	Test			
Date		10/09/06	10/17/06			
Possible		50	100	100%		
1. Adler, Leslie	1	√+	92	97.3	A	
2. Boyd, Jerry	18	ok	75	79.8	C	
3. Chang, Julia	5	Good	91	94.2	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.



Subtotal grades are exported to administrative software.

Name	ID	Con	st-14	SubTotal	
Long Name		Com	ematic		
Quarter			1	1	
Category		Homework	Test		
Date		10/09/06	10/17/06		
Possible		50	100	100%	
1. Adler, Leslie	1	√+	92	97.3	NC
2. Boyd, Jerry	18	ok	75	79.8	B
3. Chang, Julia	5	Good	91	94.2	A

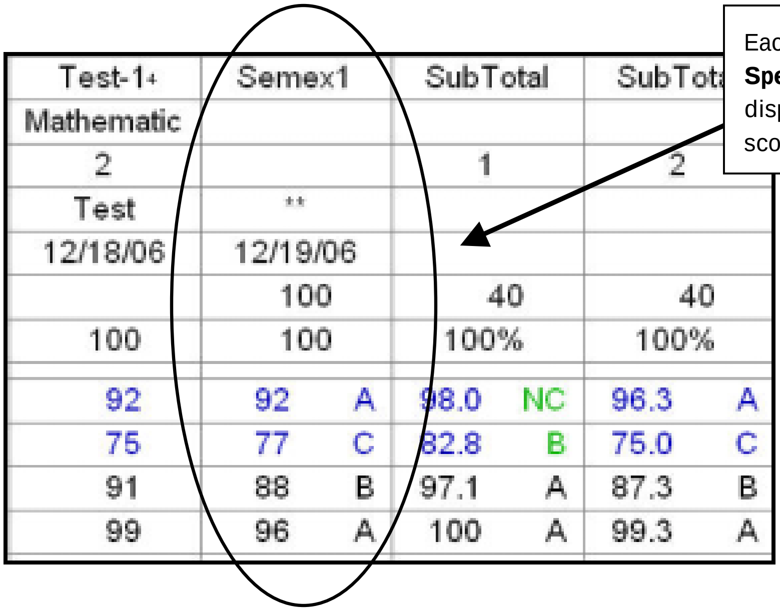
Creating a Special Score Column

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 technology coordinator. 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		SubTot	
Mathematic						
2			1		2	
Test	**					
12/18/06	12/19/06					
	100		40		40	
100	100		100%		100%	
92	92	A	98.0	NC	96.3	A
75	77	C	82.8	B	75.0	C
91	88	B	97.1	A	87.3	B
99	96	A	100	A	99.3	A

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

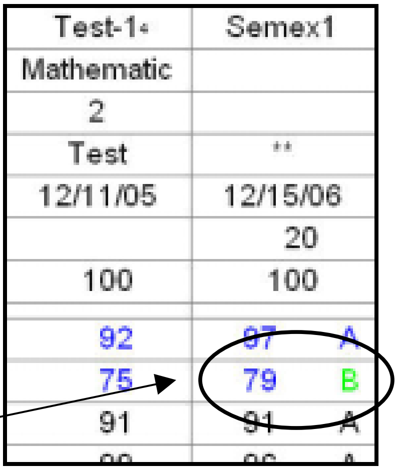
To Overwrite a Grade in the Special Score Column:

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	
Mathematic		
2		
Test	**	
12/11/05	12/15/06	
	20	
100	100	
92	97	A
75	79	B
91	91	A

Overwritten Special Score grade

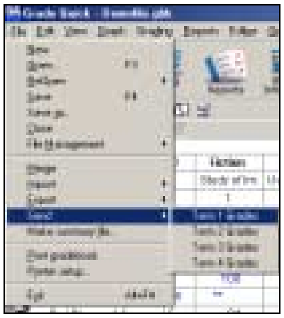
Sending to Administrative Software (Teachers)

Please consult with your school technology coordinator 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 gradebook files each time you export your grades. **Note**: Exporting is advised only for teachers that began their gradebooks by importing class rosters (students) to the gradebook files.

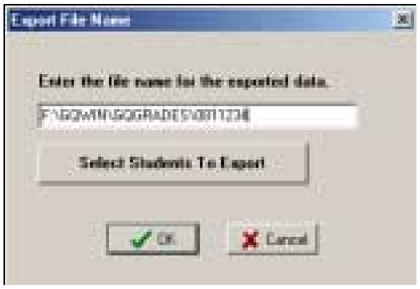
To Send the Grades:

Step 1: Open the gradebook file.

Step 2: Click **File → Send.** Select your administrative software or correct term from the sub-menu. (Consult with your school technology coordinator 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.



The **Send** menu list is customized for your school and will have different items listed.

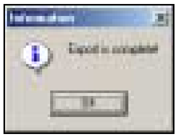


Enter the file name for the exported data.

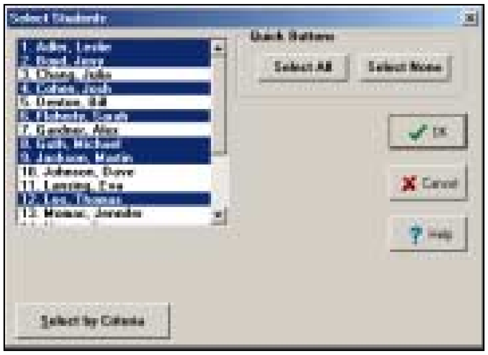
F:\GQWIN\GQGRADES\0811234

Step 3: Click **OK**.

Step 4: A confirmation dialog box appears. Click **OK**. Your grades have been sent for this gradebook (class). **Remember to go through these steps for each of your gradebook files!**



> ***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.*



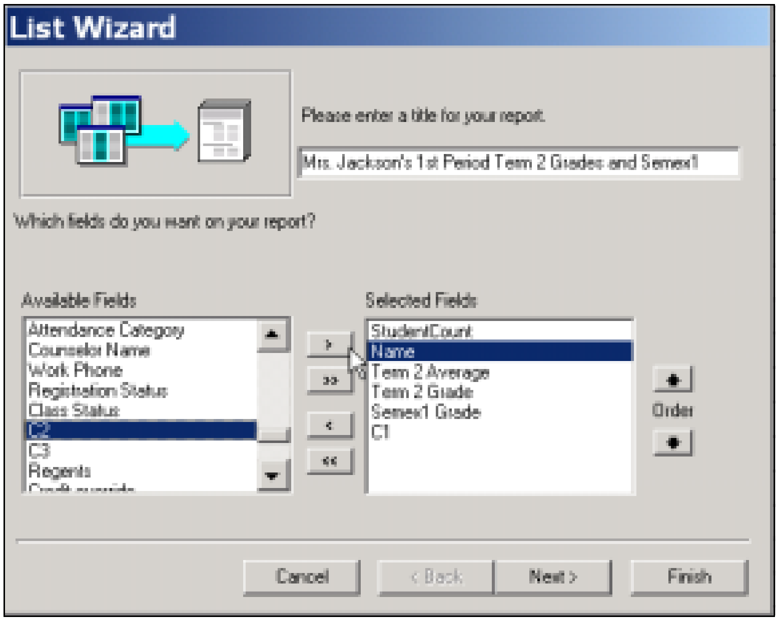
Printing a Summary of Sent Data

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 may have been sent to your Administrative Software.

To Use the List Wizard:

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

Step 2: **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**.



Please enter a title for your report.

Mrs. Jackson's 1st Period Term 2 Grades and Semex1

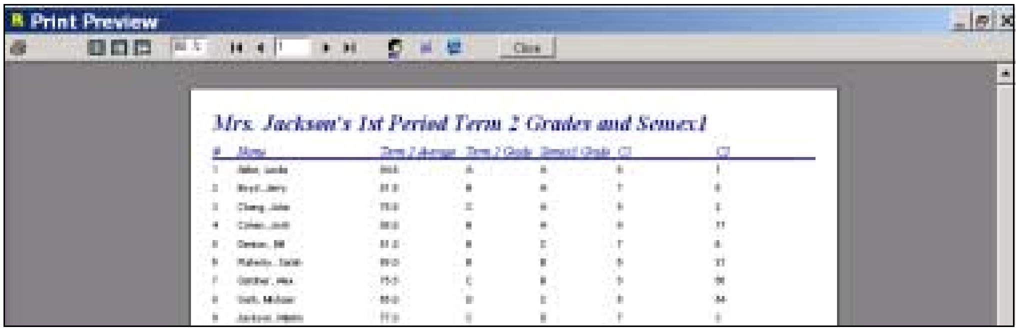
Which fields do you want on your report?

Available Fields:
- Attendance Category
- Counselor Name
- Work Phone
- Registration Status
- Class Status
- C2
- C3
- Regents

Selected Fields:
- StudentCount
- Name
- Term 2 Average
- Term 2 Grade
- Semex1 Grade
- C1

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 a Print Preview. Click the Printer icon to print the list.

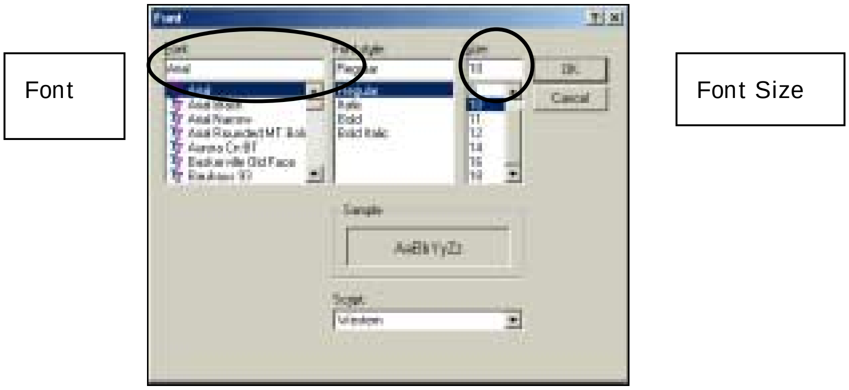


Mrs. Jackson's 1st Period Term 2 Grades and Semex1

Using the Advanced Features in Your GradeQuick Gradebooks

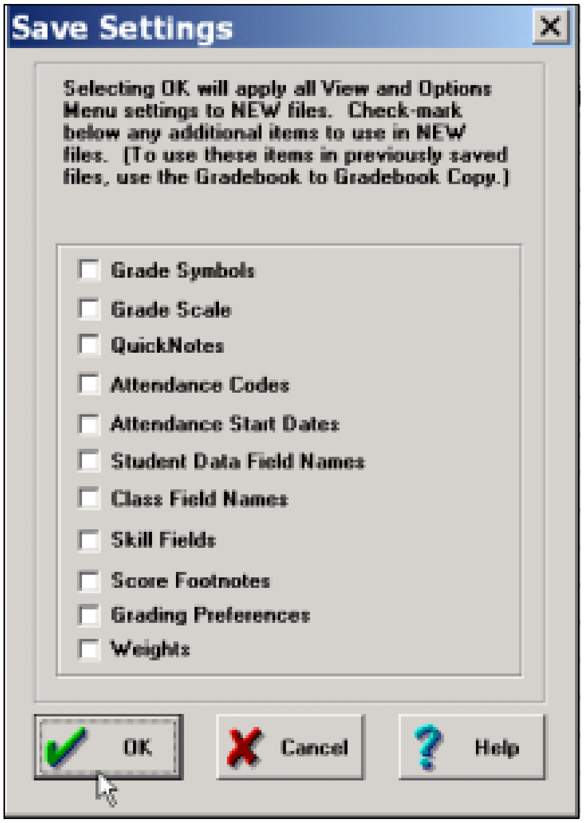
Changing the Font

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**.



To save the new font for new gradebook files:

Click **Options → Save Settings**. Click **OK**. (You do not need to checkmark any of the items, if you are just changing the font.)



Save Settings

Selecting OK will apply all View and Options Menu settings to NEW files. Check-mark below any additional items to use in NEW files. [To use these items in previously saved files, use the Gradebook to Gradebook Copy.]

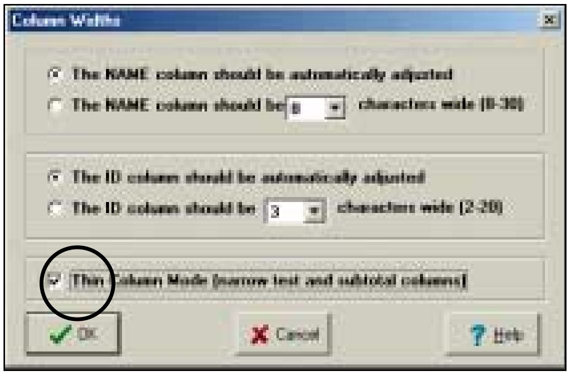
☐ Grade Symbols
☐ Grade Scale
☐ QuickNotes
☐ Attendance Codes
☐ Attendance Start Dates
☐ Student Data Field Names
☐ Class Field Names
☐ Skill Fields
☐ Score Footnotes
☐ Grading Preferences
☐ Weights

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.



Column Widths

● The NAME column should be automatically adjusted

○ The NAME column should be 8 characters wide (8-30)

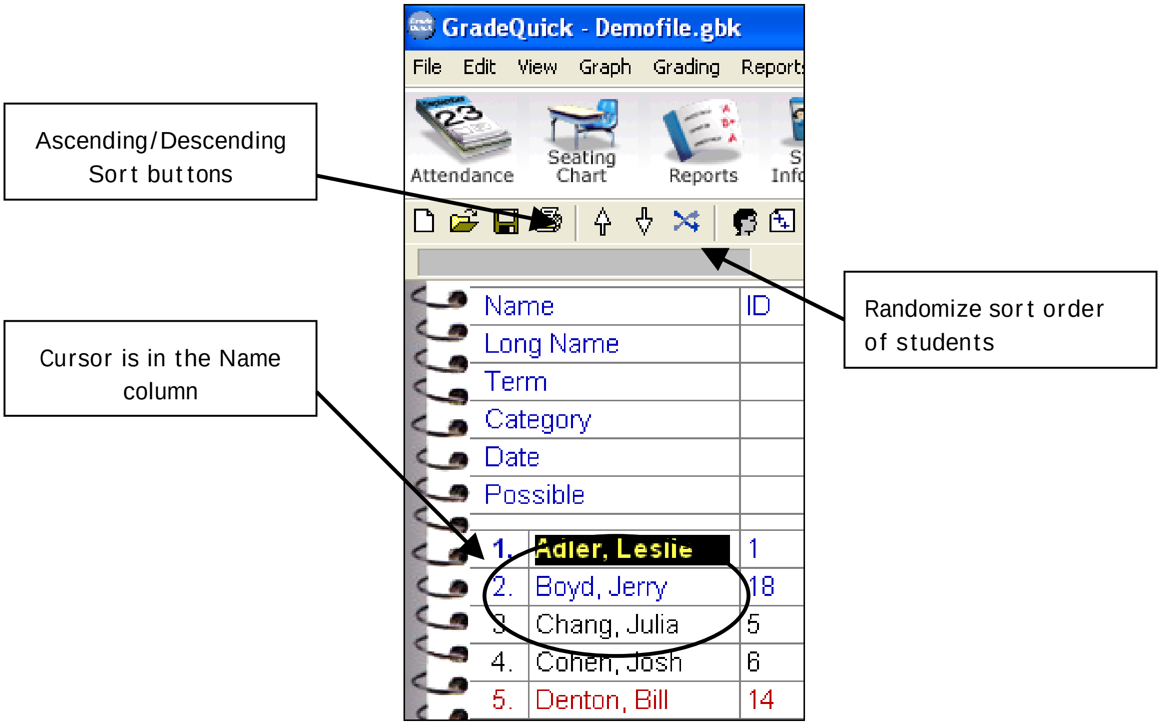
● The ID column should be automatically adjusted

○ The ID column should be 3 characters wide (2-20)

☑ Thin Column Mode (narrow test and subtotal 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.


Ascending/Descending Sort buttons
Cursor is in the Name column
Randomize sort order of students
GradeQuick - Demofile.gbk
File Edit View Graph Grading Reports
Attendance
Seating Chart
Reports
S Info
Name
Long Name
Term
Category
Date
Possible
ID
1. Adler, Leslie 1
2. Boyd, Jerry 18
3. Chang, Julia 5
4. Cohen, Josh 6
5. Denton, Bill 14

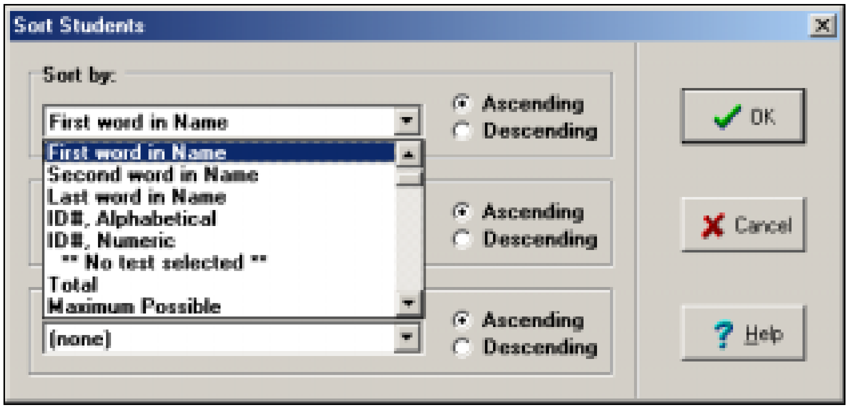
To Sort Students:

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**.

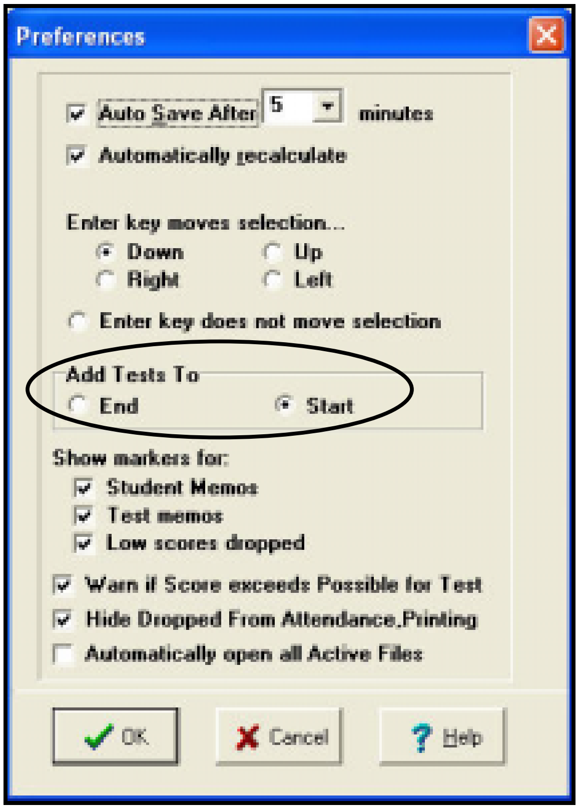

Sort Students
Sort by:
First word in Name
First word in Name
Second word in Name
Last word in Name
ID#, Alphabetical
ID#, Numeric
** No test selected **
Total
Maximum Possible
(none)
● Ascending
○ Descending
● Ascending
○ Descending
● Ascending
○ Descending
OK
Cancel
Help

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**.



☑ Auto Save After 5 minutes

☑ Automatically recalculate

Enter key moves selection...

● Down ○ Up

○ Right ○ Left

○ Enter key does not move selection

Add Tests To

○ End ● Start

Show markers for:

☑ Student Memos

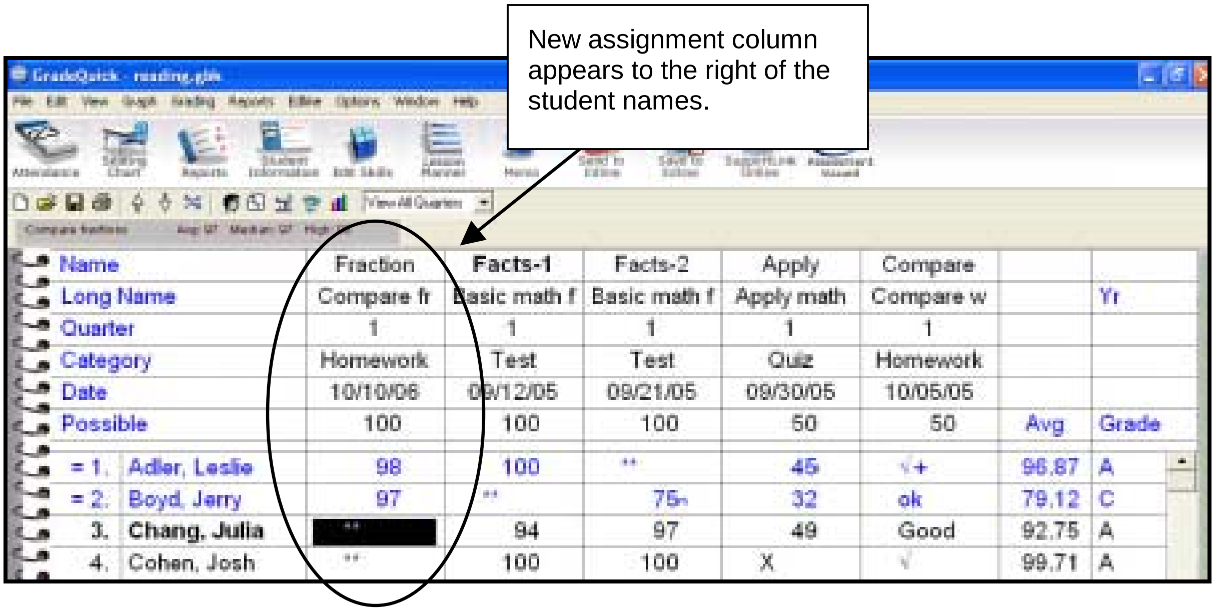
☑ Test memos

☑ Low scores dropped

☑ Warn if Score exceeds Possible for Test

☑ Hide Dropped From Attendance,Printing

☐ Automatically open all Active Files



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

		Fraction	Facts-1	Facts-2	Apply	Compare		
Long Name		Compare fr	Basic math f	Basic math f	Apply math	Compare w		Yr
Quarter		1	1	1	1	1		
Category		Homework	Test	Test	Quiz	Homework		
Date		10/10/06	09/12/05	09/21/05	09/30/05	10/05/05		
Possible		100	100	100	50	50	Avg	Grade
= 1.	Adler, Leslie	98	100	**	45	√+	96.87	A
= 2.	Boyd, Jerry	97	**	75	32	ok	79.12	C
3.	Chang, Julia	**	94	97	49	Good	92.75	A
4.	Cohen, Josh	**	100	100	X	√	99.71	A

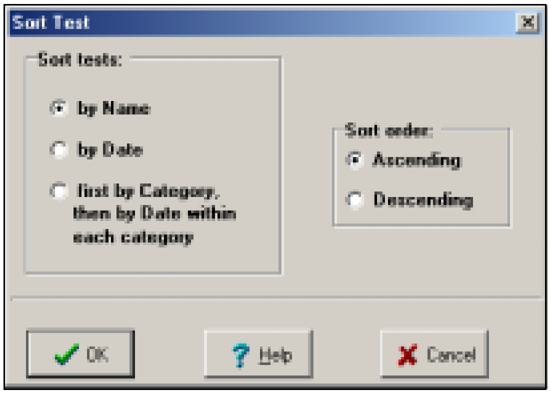
Sorting Tests

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**.



Sort Test

Sort tests:
● by Name
○ by Date
○ first by Category, then by Date within each category

Sort order:
● Ascending
○ Descending

Dropping Low Scores

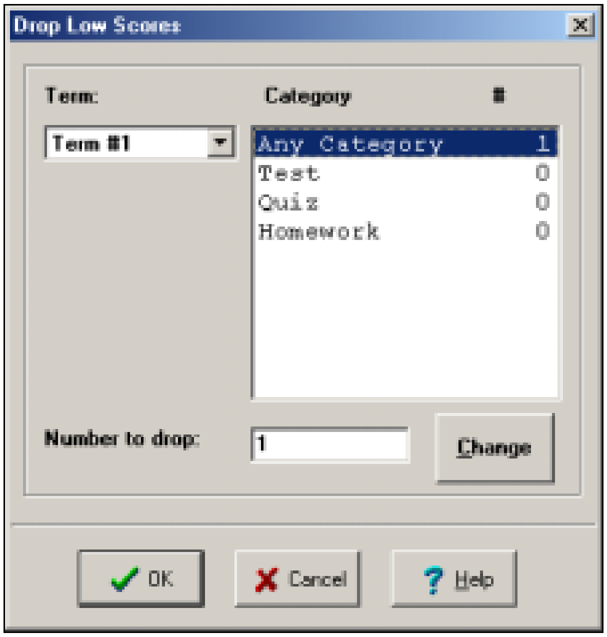
GradeQuick allows you to drop as many low scores as you wish from any category or overall, and to restore those scores any time you like. GradeQuick drops the score that will hurt the student's final average the most, even when it is not the lowest absolute score or lowest percentage score.

To Drop Low Scores:

Step 1: Click **Grading → Drop Low Scores.** A **Drop Low Scores** dialog box appears (Fig. 1) – Note that all the terms you have in your file 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**.

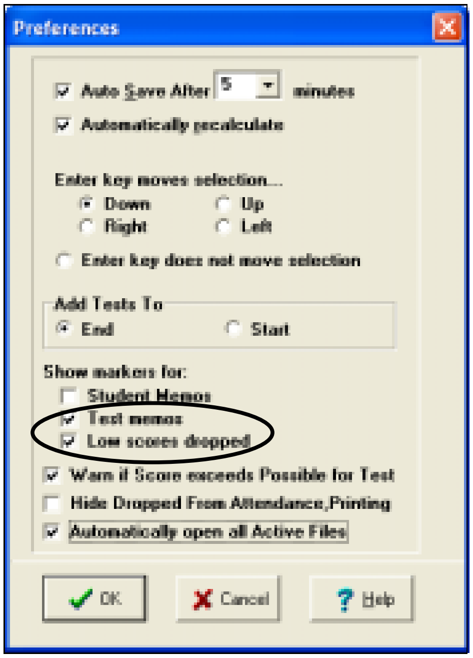


Term: Term #1

Category	#
Any Category	1
Test	0
Quiz	0
Homework	0

Number to drop: 1

Figure 1



☑ Auto Save After 5 minutes
☑ Automatically recalculate

Enter key moves selection...
● Down ○ Up
○ Right ○ Left
○ Enter key does not move selection

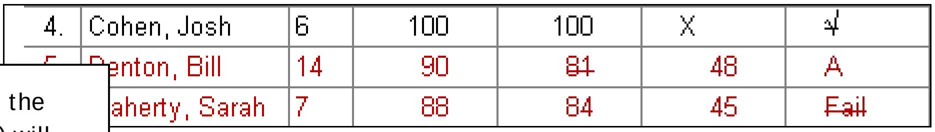
Add Tests To
● End ○ Start

Show markers for:
☐ Student Memos
☑ Test memos
☑ Low scores dropped

☑ Warn if Score exceeds Possible for Test
☐ Hide Dropped From Attendance,Printing
☑ Automatically open all Active Files

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	√
	enton, Bill	14	90	~~81~~	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

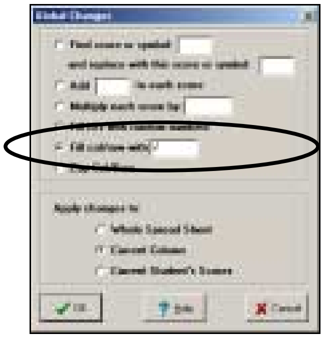
Using Global Changes (Entering or Changing Many Scores at Once)

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**.



This example shows how you would give everyone a checkmark for a particular assignment/test.

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 file can be copied to another file using the Gradebook to Gradebook Copy feature. You can copy these items from other files you have already created or from files you used last term or last semester.

To Copy from One Class File to Another:

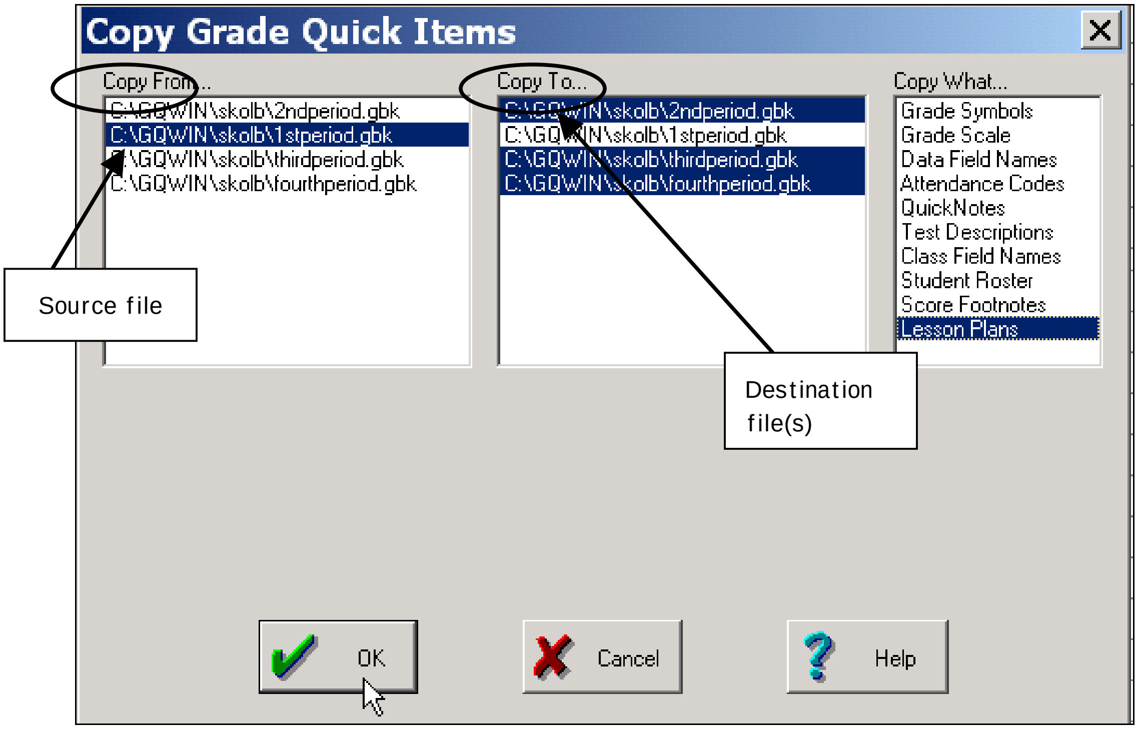
Step 1: Open both the source file and the destination file(s).

Step 2: Click **Edit** → **Gradebook to Gradebook Copy** or you may right click the desktop and click **Gradebook to Gradebook Copy**.

Step 3: 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 4: 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 5: Click **OK** to make the copy.



Copy Grade Quick Items
Copy From...
C:\GQWIN\skolb\2ndperiod.gbk
C:\GQWIN\skolb\1stperiod.gbk
C:\GQWIN\skolb\thirdperiod.gbk
C:\GQWIN\skolb\fourthperiod.gbk
Copy To...
C:\GQWIN\skolb\2ndperiod.gbk
C:\GQWIN\skolb\1stperiod.gbk
C:\GQWIN\skolb\thirdperiod.gbk
C:\GQWIN\skolb\fourthperiod.gbk
Copy What...
Grade Symbols
Grade Scale
Data Field Names
Attendance Codes
QuickNotes
Test Descriptions
Class Field Names
Student Roster
Score Footnotes
Lesson Plans
OK
Cancel
Help

Source file

Destination file(s)

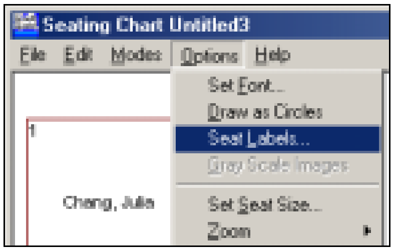
Modify a Seating Chart

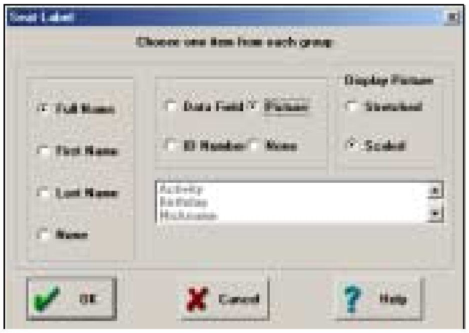
To Modify a Seating Chart:

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

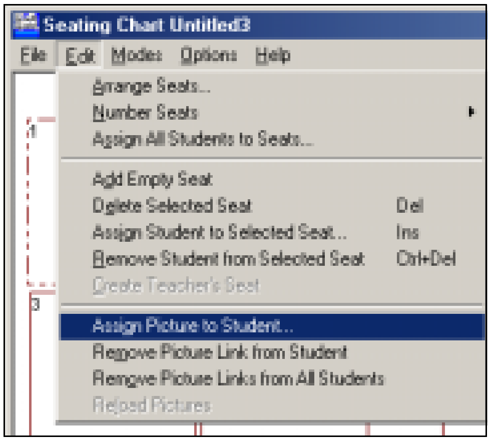
Step 2: If you want to **Delete** a seat, left click the seat and press the delete key. If a student occupies the seat, you will be asked if you're sure you want to delete the seat.

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.


Seating Chart Untitled3
File
Edit
Modes
Options
Help
Set Font...
Draw as Circles
Seat Labels...
Gray Scale Images
Set Seat Size...
Zoom
1
Cheng, Julia


Seat Label
Choose one item from each group
Full Name
First Name
Last Name
None
Data Field
Picture
ID Number
None
Display Picture
Stretched
Scaled
Activity
Birthday
OK
Cancel
Help

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


Seating Chart Untitled3
File
Edit
Modes
Options
Help
Arrange Seats...
Number Seats
Assign All Students to Seats...
Add Empty Seat
Delete Selected Seat
Del
Assign Student to Selected Seat...
Ins
Remove Student from Selected Seat
Ctrl+Del
Create Teacher's Seat
Assign Picture to Student...
Remove Picture Link from Student
Remove Picture Links from All Students
Reload Pictures
1
3

Step 5: Select the file that contains the picture of the student you have selected. Repeat for each student. The student picture files should be stored in the GQWin directory or your computer coordinator can make them available on the network. Student pictures should be either .bmp or .jpg files.

Using the QuickNotes Library

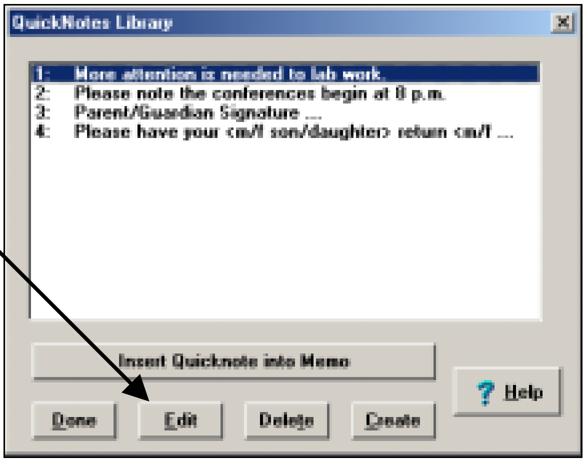
The QuickNotes Library allows you to write memos that you expect to use frequently. You may select the notes to insert as needed.

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.

To change a **QuickNote**, highlight the note you wish to change and select **Edit** in the dialog box.

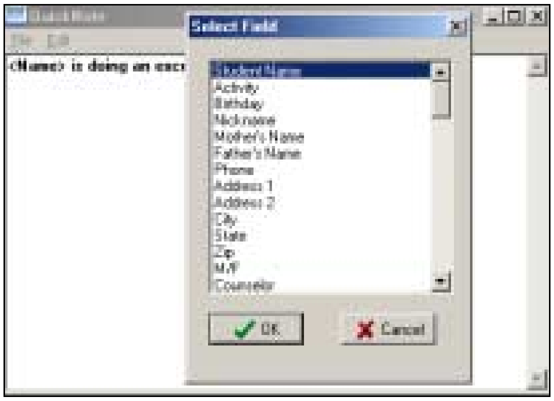

QuickNotes Library
Insert Quicknote into Memo
Help
Done
Edit
Delete
Create

1: More attention is needed to lab work.
2: Please note the conferences begin at 8 p.m.
3: Parent/Guardian Signature ...
4: Please have your <m/f son/daughter> return <m/f ...

Note: *You can build your* ***QuickNotes Library*** *to contain as many* ***QuickNotes*** *as you would like.*

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.


QuickNote
File Edit
Select Field
Student Name
Activity
Birthday
Nickname
Mother's Name
Father's Name
Phone
Address 1
Address 2
City
State
Zip
M/F
Counselor
OK
Cancel

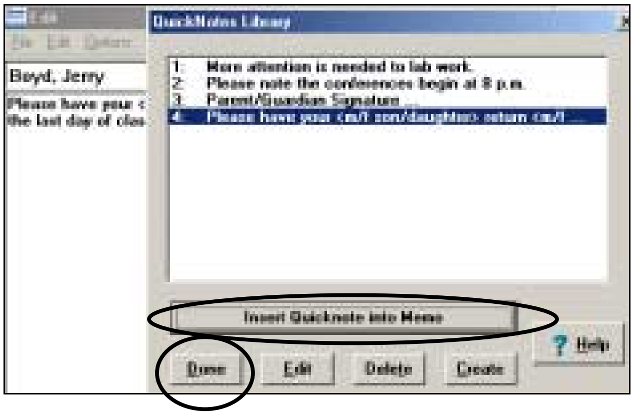
<Name> is doing an exc

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.


Edit
File Edit Options
QuickNotes Library
Insert Quicknote into Memo
Help
Done
Edit
Delete
Create

Boyd, Jerry

Please have your <
the last day of clas

1: More attention is needed to lab work.
2: Please note the conferences begin at 8 p.m.
3: Parent/Guardian Signature ...
4: Please have your <m/f son/daughter> return <m/f ...

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

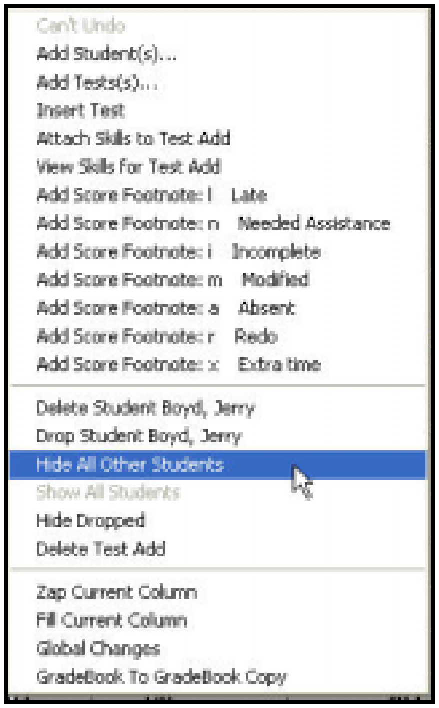
Step 4: You may also create new QuickNotes by accessing the library in this manner.

Students Displayed

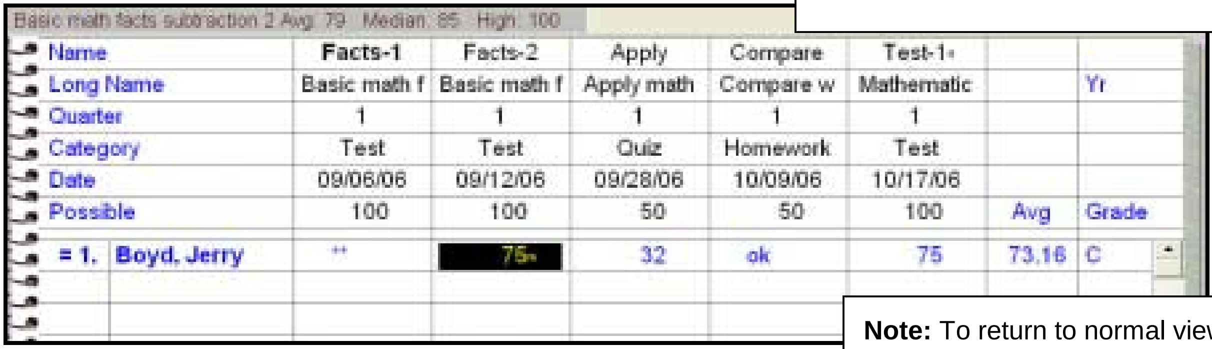
GradeQuick allows teachers to hide students from the spreadsheet display.

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.**


Can't Undo
Add Student(s)...
Add Tests(s)...
Insert Test
Attach Skills to Test Add
View Skills for Test Add
Add Score Footnote: l Late
Add Score Footnote: n Needed Assistance
Add Score Footnote: i Incomplete
Add Score Footnote: m Modified
Add Score Footnote: a Absent
Add Score Footnote: r Redo
Add Score Footnote: x Extra time
Delete Student Boyd, Jerry
Drop Student Boyd, Jerry
Hide All Other Students
Show All Students
Hide Dropped
Delete Test Add
Zap Current Column
Fill Current Column
Global Changes
GradeBook To GradeBook Copy

Only selected student and their scores are showing.



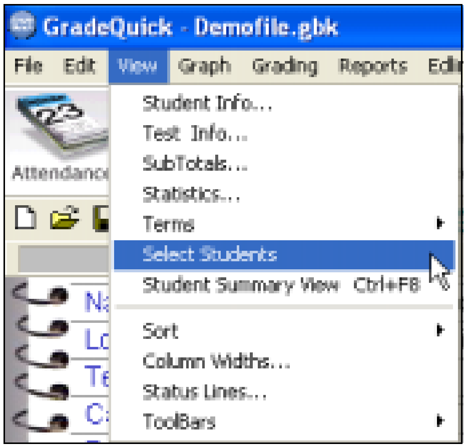
Basic math facts subtraction 2 Avg: 79 Median: 85 High: 100

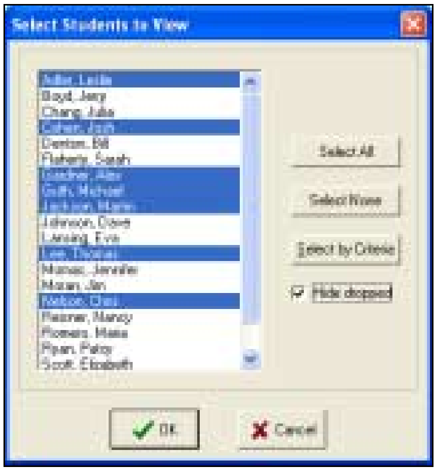
		Facts-1	Facts-2	Apply	Compare	Test-1		
Name		Facts-1	Facts-2	Apply	Compare	Test-1		
Long Name		Basic math f	Basic math f	Apply math	Compare w	Mathematic		Yr
Quarter		1	1	1	1	1		
Category		Test	Test	Quiz	Homework	Test		
Date		09/06/06	09/12/06	09/28/06	10/09/06	10/17/06		
Possible		100	100	50	50	100	Avg	Grade
= 1.	Boyd, Jerry	**	75	32	ok	75	73.16	C

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

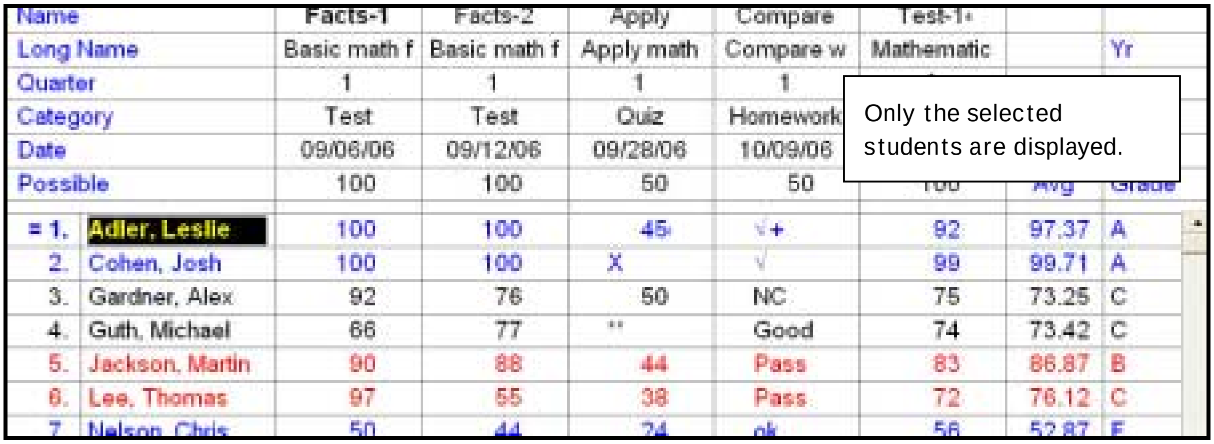
To Select a Group of Students to Display:

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


GradeQuick - Demofile.gbk
File
Edit
View
Graph
Grading
Reports
Edi
Attendance
Student Info...
Test Info...
SubTotals...
Statistics...
Terms
Select Students
Student Summary View Ctrl+F8
Sort
Column Widths...
Status Lines...
ToolBars


Select Students to View
Adler, Leslie
Boyd, Jerry
Chang, Julie
Cohen, Josh
Denton, Bill
Flaherty, Sarah
Gardner, Alex
Guth, Michael
Jackson, Martin
Johnson, Dave
Lansing, Eva
Lee, Thomas
Munoz, Jennifer
Moran, Jan
Nelson, Chris
Ryan, Patsy
Scott, Elizabeth
Select All
Select None
Select by Criteria
☑ Hide dropped
OK
Cancel

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



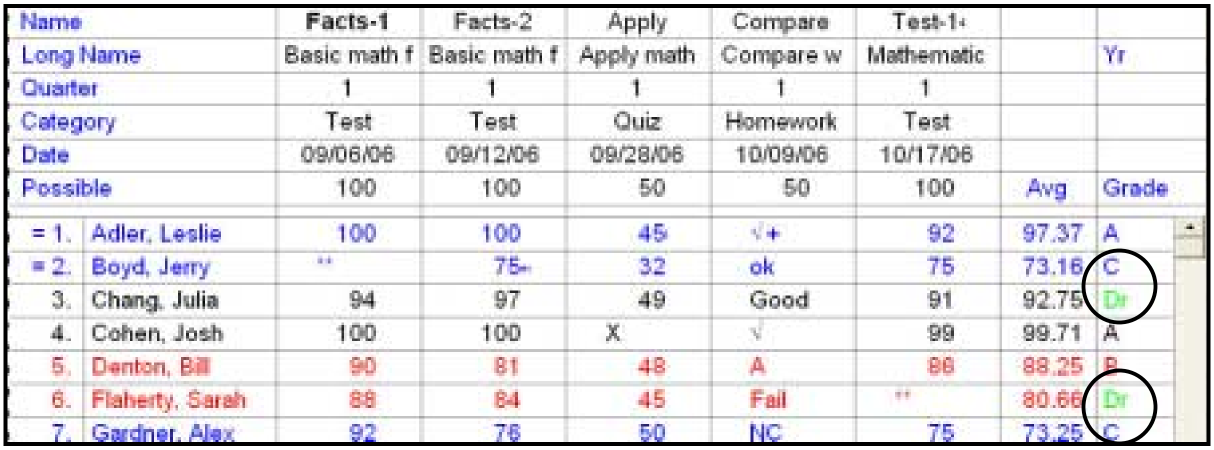
Name		Facts-1	Facts-2	Apply	Compare	Test-1		
Long Name		Basic math f	Basic math f	Apply math	Compare w	Mathematic		Yr
Quarter		1	1	1	1			
Category		Test	Test	Quiz	Homework			
Date		09/06/06	09/12/06	09/28/06	10/09/06			
Possible		100	100	50	50	100	Avg	Grade
= 1.	Adler, Leslie	100	100	45	√+	92	97.37	A
2.	Cohen, Josh	100	100	X	√	99	99.71	A
3.	Gardner, Alex	92	76	50	NC	75	73.25	C
4.	Guth, Michael	66	77	**	Good	74	73.42	C
5.	Jackson, Martin	90	88	44	Pass	83	86.87	B
6.	Lee, Thomas	97	55	38	Pass	72	76.12	C
7.	Nelson, Chris	50	44	24	ok	56	52.87	F

Only the selected students are displayed.

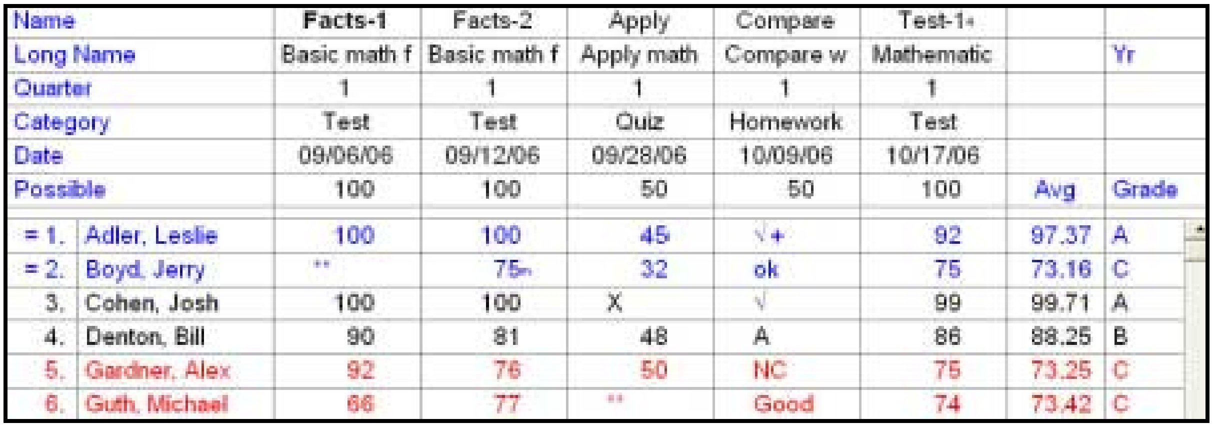
Step 3: Right click and choose **Show All Students.**

To Hide Dropped Students from the Spreadsheet:

Step 1: Right click and choose **Hide Dropped**. Dropped students will not be visible on the spreadsheet.



Name	Facts-1	Facts-2	Apply	Compare	Test-1		
Long Name	Basic math f	Basic math f	Apply math	Compare w	Mathematic		Yr
Quarter	1	1	1	1	1		
Category	Test	Test	Quiz	Homework	Test		
Date	09/06/06	09/12/06	09/28/06	10/09/06	10/17/06		
Possible	100	100	50	50	100	Avg	Grade
= 1. Adler, Leslie	100	100	45	√+	92	97.37	A
= 2. Boyd, Jerry	**	75	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



Name	Facts-1	Facts-2	Apply	Compare	Test-1		
Long Name	Basic math f	Basic math f	Apply math	Compare w	Mathematic		Yr
Quarter	1	1	1	1	1		
Category	Test	Test	Quiz	Homework	Test		
Date	09/06/06	09/12/06	09/28/06	10/09/06	10/17/06		
Possible	100	100	50	50	100	Avg	Grade
= 1. Adler, Leslie	100	100	45	√+	92	97.37	A
= 2. Boyd, Jerry	**	75	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

Note: Dropped students will still be visible in the Attendance Chart and available to Print Reports. To hide dropped students from Attendance and Printing, click **Options → Preferences**. Check the box for **Hide Dropped from Attendance, Printing**.

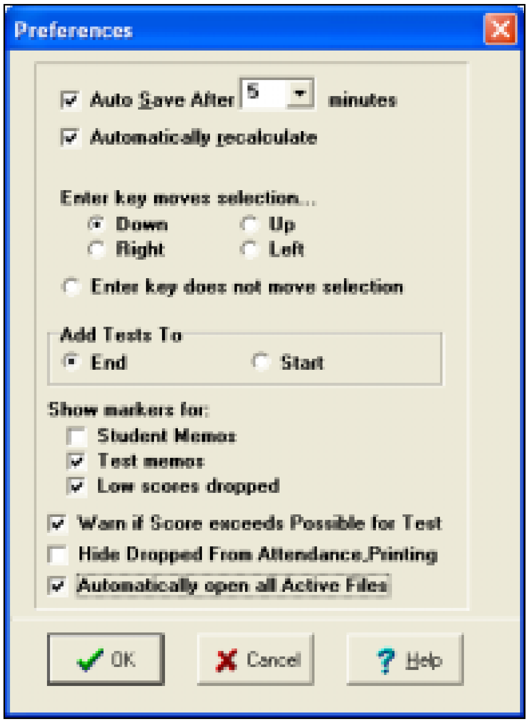
Preferences

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**. The bottom three setting will be saved for all gradebooks automatically. To save the other changes globally for all of your files, you must save the settings. Click **Options → Save Settings**. Click **OK**.



Preferences

☑ Auto Save After 5 minutes
☑ Automatically recalculate

Enter key moves selection...
● Down ○ Up
○ Right ○ Left
○ Enter key does not move selection

Add Tests To
● End ○ Start

Show markers for:
☐ Student Memos
☑ Test memos
☑ Low scores dropped

☑ Warn if Score exceeds Possible for Test
☐ Hide Dropped From Attendance,Printing
☑ Automatically open all Active Files

When **Auto Save After 5 minutes** is selected, GradeQuick automatically saves your file periodically while you are working in the program. It creates a special file called Autosave.gbk, which contains only the data of the most recent file on which you are working.

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 Attendance Chart or the Student list to print reports.

When you select **Automatically open all Active Files**, Active gradebooks will automatically be opened when a teacher launches GradeQuick.

Working with Your GradeQuick Gradebooks at Home

JACKSON

File Management – Check-Out Procedure

The Check-Out procedure for copying files from the network to floppy disks is necessary for Jackson's SchoolCom modules to work properly. It guarantees data integrity when importing or exporting for custom interfaces or when using SiteReporter. It also offers version control for the teacher and is more convenient when copying multiple files to take home. **You should not use Windows Explorer, DOS commands, or "Save As" to copy files between school and home computers.** To Check-Out a file, it must have a Class ID.

To Check-Out Gradebook Files:

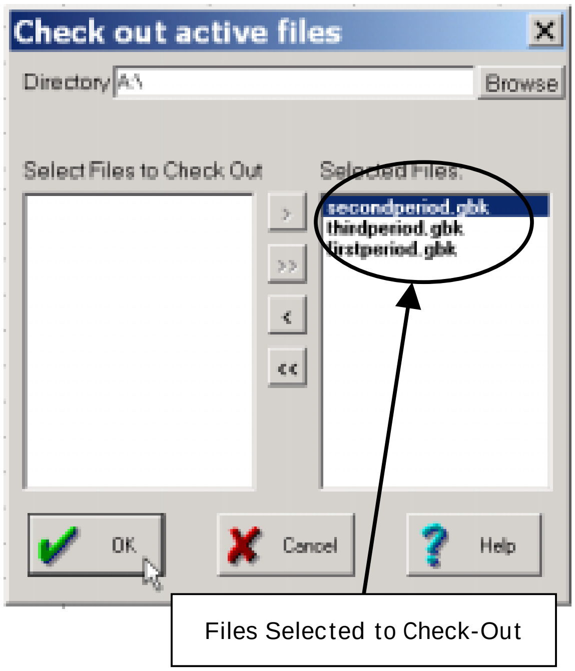
Step 1: Put a formatted disk in the floppy disk drive or choose another location or device. Close your gradebook files.

Step 2: Click **File → File Management**. Click **Check-Out Files to Disk**.

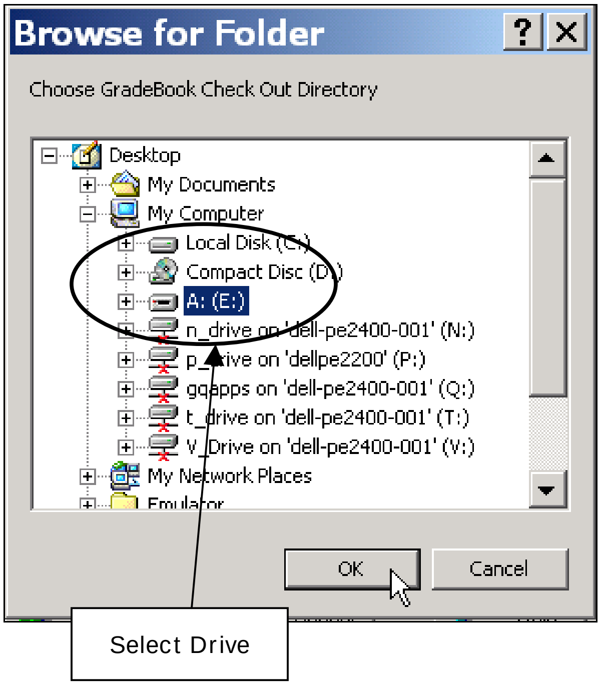
Step 3: The **Check out active files** dialog box appears. Click the file(s) from the list of files in the left box that you want to Check-Out. Only files with a Class ID will appear on the list.

Step 4: Click the > button to **Check-Out** the selected file, or click the >> button to select all the files on the list. The file name(s) will move to the **Selected Files** list.

Step 5: From the directory window, in the upper part of the dialog box, choose the browse button and browse to the location you want to check your files out to such as **A:** Click **OK**.


Check out active files
Directory A:\
Browse
Select Files to Check Out
Selected Files:
secondperiod.gbk
thirdperiod.gbk
firstperiod.gbk
>
>>
<
<<
OK
Cancel
Help

Files Selected to Check-Out


Browse for Folder
?
Choose GradeBook Check Out Directory
Desktop
My Documents
My Computer
Local Disk (C:)
Compact Disc (D:)
A: (E:)
n_drive on 'dell-pe2400-001' (N:)
p_drive on 'dellpe2200' (P:)
gqapps on 'dell-pe2400-001' (Q:)
t_drive on 'dell-pe2400-001' (T:)
V_Drive on 'dell-pe2400-001' (V:)
My Network Places
Emulator
OK
Cancel

Select Drive

*Note: **Do not open a file from your hard drive directory if it is checked out.** Use the Check-In option to check it in first and then **Open** it. If you try to **Open** a file from your hard drive that has been checked out, you will be warned that the file on your hard drive is an older file than the one you checked out. (Presumably it has been updated elsewhere.) Using the older file will override version control and use a file that is not your latest version.*

File Management – Check-In Procedure

To copy files from the network to take home, you must first ‘Check-Out’ the file. Then ‘Check-In’ the files at home. Likewise, when you have finished working at home, you will check it out and then check it back in to the school network.

Note: *When you are finished working with your files at home, you will check-out the files from your home computer using the procedure from the preceeding page, and then check-in files to the network.*

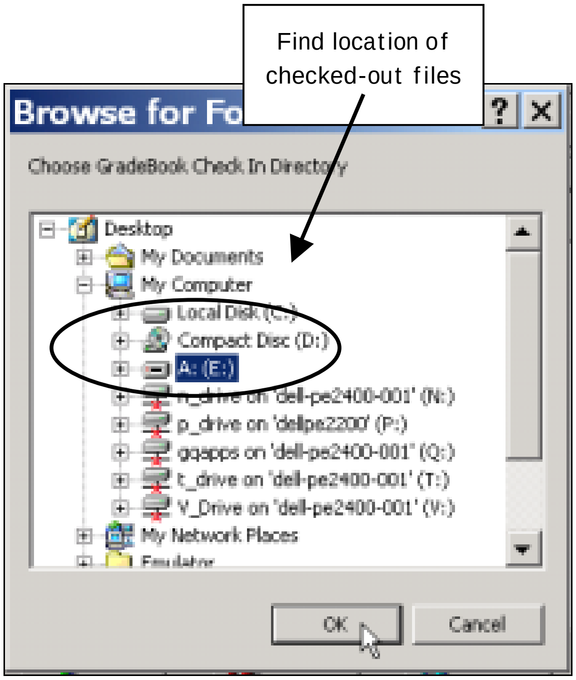
To Check-In Gradebook Files:

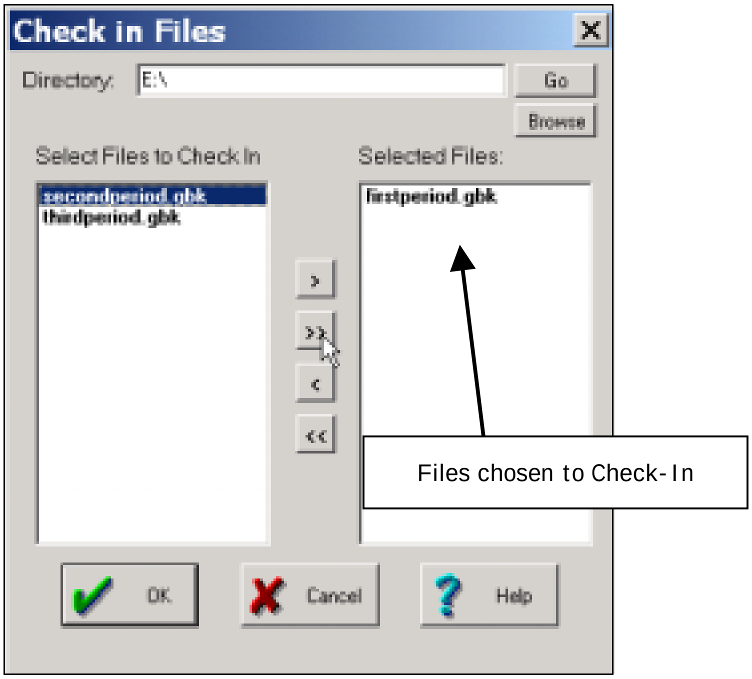
Step 1: Put the disk with checked out files in the floppy disk drive.

Step 2: Click **File → File Management**. Click **Check-In GBK File**.

Step 3: Click **Browse** to locate the directory where you data is located. Such as the floppy drive **A:**.

Step 4: Click the file(s) from the list of selected files that you want to Check-In. Click the > button to **Check-In** the selected file, or click the >> button to select all the files on the list. The file name will move to the **Selected Files** list. Click **OK**.


Find location of checked-out files
Browse for Fo
Choose GradeBook Check In Directory
Desktop
My Documents
My Computer
Local Disk (C:)
Compact Disc (D:)
A: (E:)
n_drive on 'dell-pe2400-001' (N:)
p_drive on 'dellpe2200' (P:)
gqapps on 'dell-pe2400-001' (Q:)
t_drive on 'dell-pe2400-001' (T:)
V_Drive on 'dell-pe2400-001' (V:)
My Network Places
Emulator
OK
Cancel


Check in Files
Go
Browse
Select Files to Check In
Selected Files:
>
>>
<
<<
Files chosen to Check-In
OK
Cancel
Help

Directory: E:\

Select Files to Check In: secondperiod.gbk, thirdperiod.gbk

Selected Files: firstperiod.gbk

Note: *Now that your file(s) are active in your working directory, you may Open a file(s) to work on it.*

Using Your GradeQuick Gradebooks in Special Circumstances

File Management – Laptop Check-Out Procedure

Checking files in and out using a laptop that is connected to your school's network requires special instructions. Remember that while in school your laptop functions as part of the network; once you are at home you will not have access to the network files. Therefore, it is important that you follow these instructions exactly to insure that you are using the correct files at home.

Note: *Since the GradeQuick installation on the Network will not be available to you at home, you must install GradeQuick on your laptop to use your GradeQuick files at home. Name the icon on your laptop that points to the GradeQuick program that is installed directly on the laptop "GQHome". Name the icon on your laptop that points to the network version of GradeQuick "GQNetwork".*

To Check-Out Gradebook Files (from the Network):

Step 1: Create a directory on your laptop to store your GradeQuick files. We will call it \gqfiles for home.

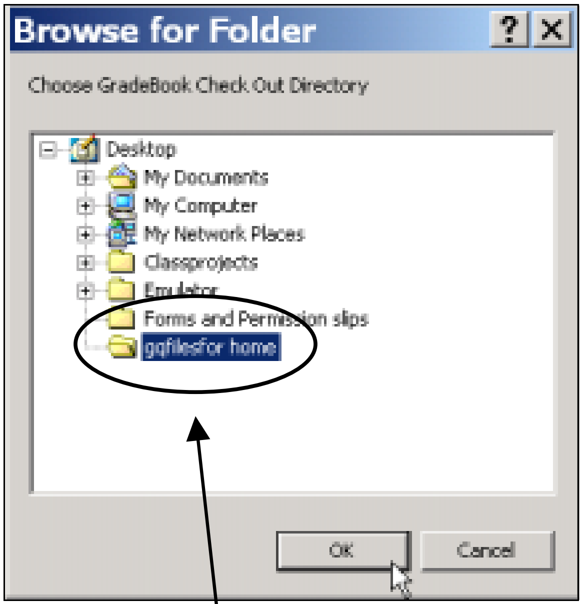
Step 2: Open GradeQuick using the "GQNetwork" icon.

Step 3: Click **File → File Management**. Click **Check-Out Files to Disk**.

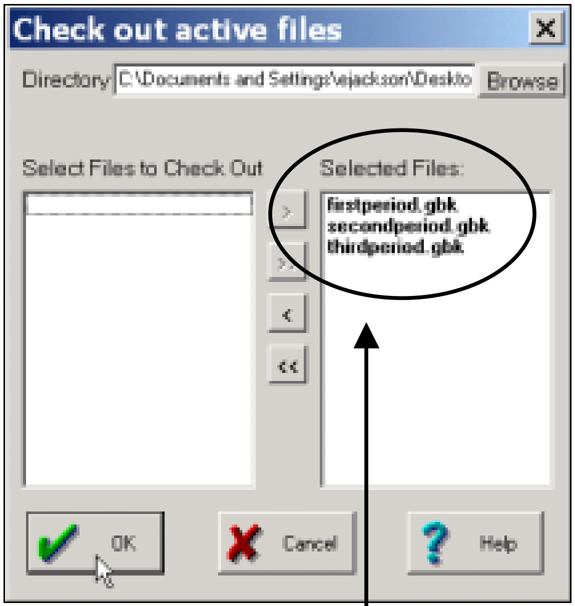
Step 4: The **Check out active files** dialog box appears. Click the file(s) from the list of files in the left box that you want to Check-Out. Only files with a Class ID will appear on the list.

Step 5: Click the **>** button to **Check-Out** the selected file, or click the **>>** button to select all the files on the list. The file name will move to the **Selected Files** list.

Step 6: Click **Browse**, in the upper part of the dialog box to choose the directory \gqfiles for home. Click **OK**.


Browse for Folder
Choose GradeBook Check Out Directory
Desktop
My Documents
My Computer
My Network Places
Classprojects
Emulator
Forms and Permission slips
gqfilesfor home
OK
Cancel

Directory on laptop for GQ files


Check out active files
Directory
Browse
Select Files to Check Out
Selected Files:
>
>>
<
<<
OK
Cancel
Help

Directory: C:\Documents and Settings\vejackson\Deskto

Selected Files:
firstperiod.gbk
secondperiod.gbk
thirdperiod.gbk

Files Selected to Check-Out

File Management – Laptop Check-In Procedure

To copy files from the network to take home, you must first ‘Check-Out’ the file. Then ‘Check-In’ the files at home. Likewise, when you have finished working at home, you will check it out and then check it back in to the school network.

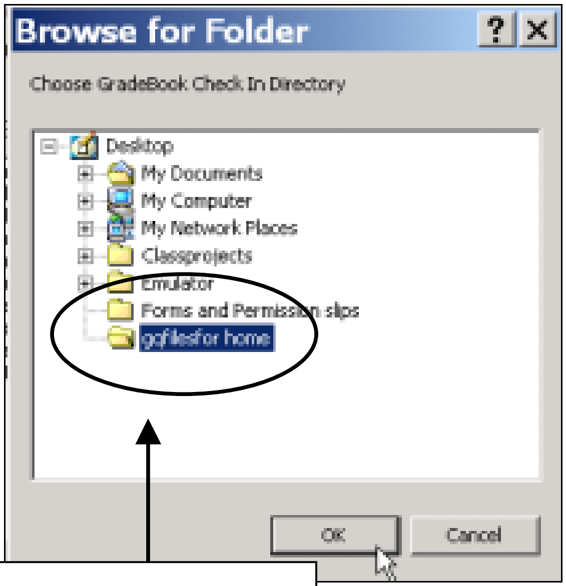
To Check-In Gradebook Files (to your Laptop):

Step 1: Open GradeQuick using the “GQHome” icon.

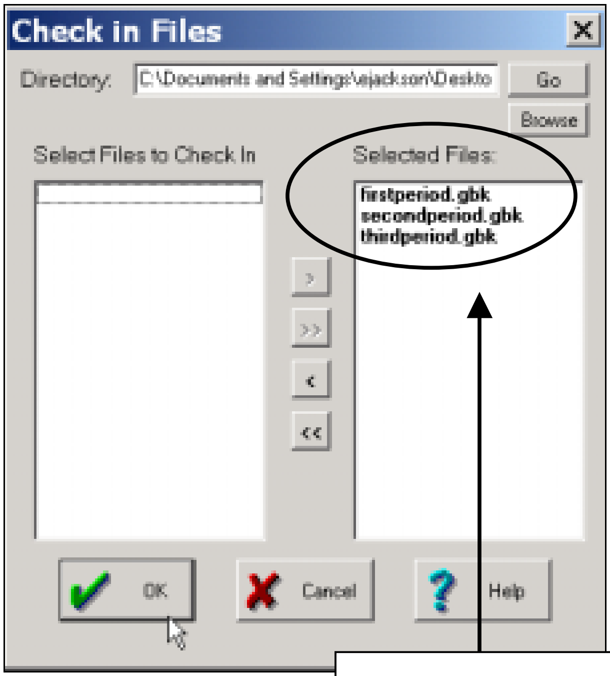
Step 2: Click **File → File Management**. Click **Check-In GBK File**.

Step 3: From the **Check in Files** dialog box choose \gqfiles for home. Your files are displayed in the left box.

Step 4: Click the file(s) from the list of files in the left box that you want to Check-In. Click the > button to **Check-In** the selected file, or click the **>>** button to select all the files on the list move to the right box. The file name will move to the **Selected Files** list. Click **OK**.


Browse for Folder
?
Choose GradeBook Check In Directory
Desktop
My Documents
My Computer
My Network Places
Classprojects
Emulator
Forms and Permission slips
gqfilesfor home
OK
Cancel

Directory on laptop for GQ files


Check in Files
Go
Browse
Select Files to Check In
Selected Files:
>
>>
<
<<
OK
Cancel
Help

Directory: C:\Documents and Settings\ejackson\Deskto

Selected Files:
firstperiod.gbk
secondperiod.gbk
thirdperiod.gbk

Files chosen to Check-In

***Note:** Now that your file(s) are active in your working directory, you may Open a file(s) to work on it.*

Setting Up Global Term and/or Category Weighting

In order to set up Term and/or Category Weighting for all your gradebooks you will need to create a template gradebook file that contains the terms and/or categories you will eventually have in the gradebooks along with their weights.

To Create the Template Gradebook:

Step 1: Click **File → New.** A **Caution** dialog box appears. Click **No**. (You may also choose to open the template file that you created at the beginning of this document.)

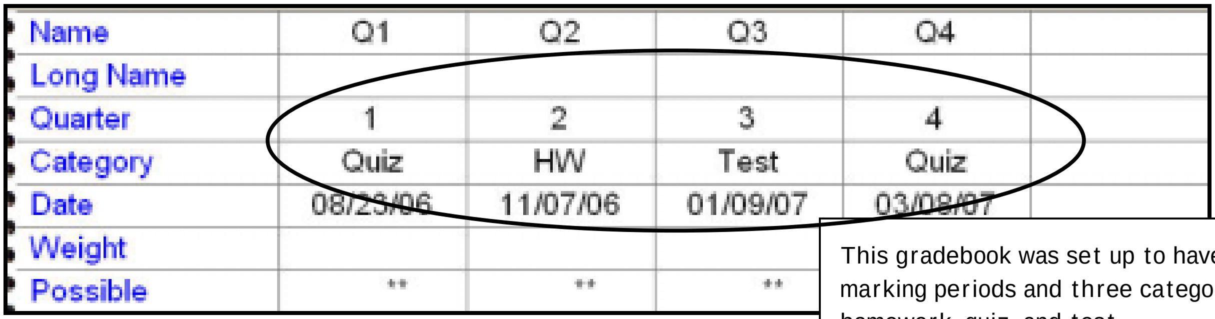
Step 2: The cell next to the 1 is highlighted. Type '**Student Name**' as the only student in this gradebook. Click the cell next to name and type '**ID#**' as that student's ***ID number***.

Step 3: Click the **Add New Test** icon or press **F6.** Note cell for **Term** has a default of 1. Highlight the **Category** cell. Type the kind of assignment such as homework, quiz, test, etc. Press **Enter**.

Step 4: Click **Add New Test** or press **F6** to create a second assignment/test column. Note cell for **Term** has a default of 1. Change the term number to the number of the next marking period. Highlight the **Category** cell. Type the next category you want to have in your gradebooks. Press **Enter**.

Step 5: Continue to add test columns to include all the terms and categories you want to set up.

Step 6: Save the gradebook with the filename 'mytemplate.gbk'.



Name	Q1	Q2	Q3	Q4	
Long Name					
Quarter	1	2	3	4	
Category	Quiz	HW	Test	Quiz	
Date	08/23/06	11/07/06	01/09/07	03/08/07	
Weight					
Possible	**	**	**		

This gradebook was set up to have four marking periods and three categories: homework, quiz, and test.

Note: *If you are going to weight by terms, you should set up your template to include an assignment for every grading period. If you are going to weight by category, you should set up your template file to include an assignment column for every category you will use.*

Setting Up Global Term Weighting

To Set Up Term Weighting:

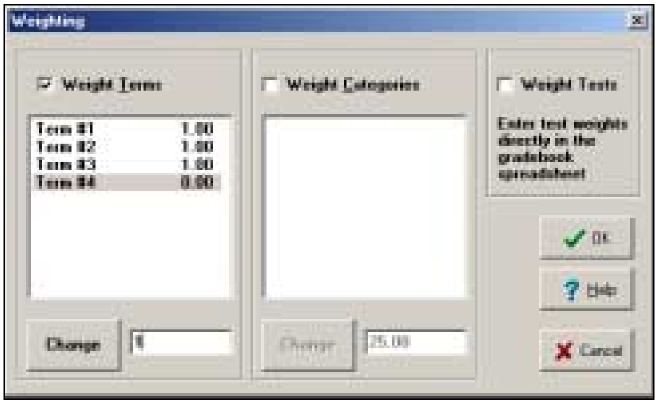
Step 1: Click **Grading → Weighting.** The **Weighting** dialog box appears.

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

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

Step 4: The highlight will move down to the next term, such as **Term 2** – change the **0.00** to its weight, such as **1**. 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**.



☑ Weight Terms

Term #1	1.00
Term #2	1.00
Term #3	1.00
Term #4	0.00

☐ Weight Categories

☐ Weight Tests

Enter test weights directly in the gradebook spreadsheet

***Note:** Any term for which you keep the weight at **0** will not be averaged in the final grade.*

Remember to save the Setting for Term Weighting for new gradebook files.

Click **Options → Save Settings**. Select **Grading Preferences/Weights**. Click **OK**.

Setting Up Global Category Weighting

To Set Up Category Weighting:

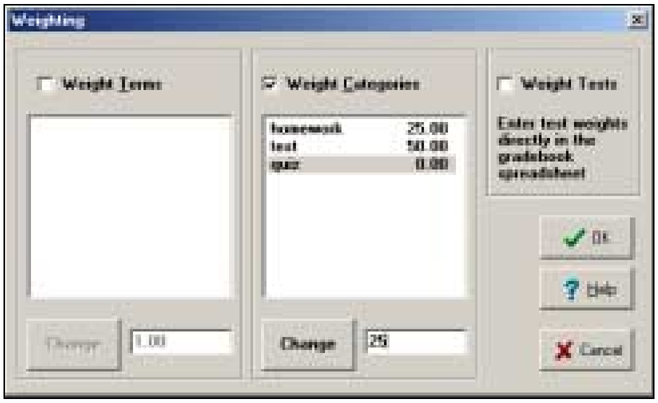
Step 1: Click **Grading → Weighting**. A **Weighting** dialog box appears. Click **Weight Categories**.

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

Step 3: Click one of the categories, such as **Homework**. Highlight the **0.00** in the box next to **Change**. Type a weight, such as **25**. Click **Change**.

Step 4: The highlight will move down to the next category, such as **Test**. Change the **0.00** to its weight, such as **50**. 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.**


Weighting
☐ Weight Items
☑ Weight Categories
☐ Weight Tests
Enter test weights directly in the gradebook spreadsheet
Change
1.00
Change
25
OK
Help
Cancel

homework	25.00
test	50.00
quiz	0.00

***Note:** Any category for which you keep the weight at **0** will not be averaged in the final grade.*

Remember to save the Setting for Category Weighting for new gradebook files.

Click **Options → Save Settings**. Select **Grading Preferences/Weights**. Click **OK**.

Using the Same Roster to Create Multiple Class Files for Different Subjects

(Use only if you are importing a class roster file and will not be sending grades.)

Only elementary school teachers who are importing their class rosters and teach the same set of students for different subjects should use this procedure to create multiple gradebook files from the same roster. This method should only be used if grades will not be sent to the administration software. Using this method will insure data integrity for school-wide reports and other Jackson modules.

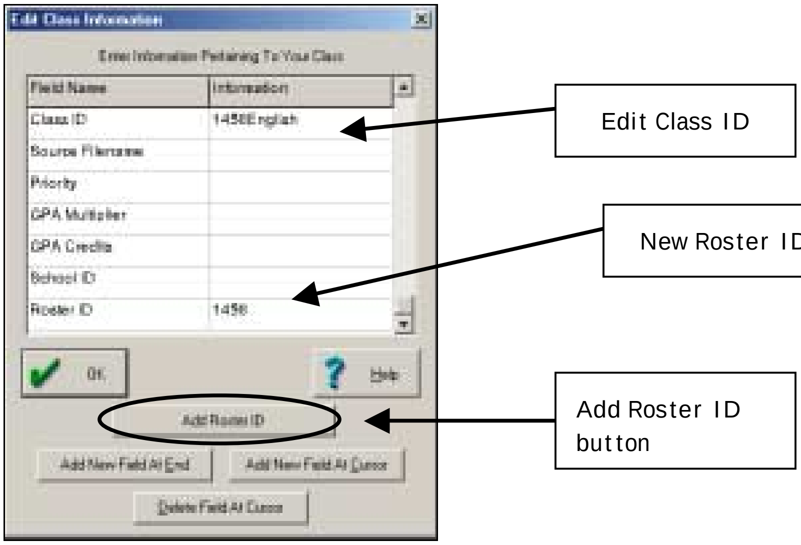
To Create Multiple Class Files for Different Subjects: (if you are importing a roster file)

Step 1: Using the saved file you have already created from importing your class roster, click **Edit → Class Information.**

Step 2: The **Edit Class Information** dialog box appears. Click **Add Roster ID**. A **Warning** dialog will appear. The **Warning** dialog instructs you to change the Class ID by adding a suffix. Click **OK**. New field Roster ID appears with original Class ID displayed.

Step 3: In the **Edit Class Information** dialog box the Class ID field information cell is highlighted. We suggest that you add the subject name that appears e.g. 1456English. Click **OK**.

Step 4: Click **File → Save As**. Enter a new name for this class file. Click **OK**.



Field Name	Information
Class ID	1456English
Source Filename	
Priority	
GPA Multiplier	
GPA Credits	
School ID	
Roster ID	1456

Edit Class ID

New Roster ID

Add Roster ID button

***Note**: To create a file for another subject you need to start another new file as you did with the first one. Then follow the directions to create a new Roster ID.*