

# GradeQuick Basics

## 1. Opening a new file on the network for the first time

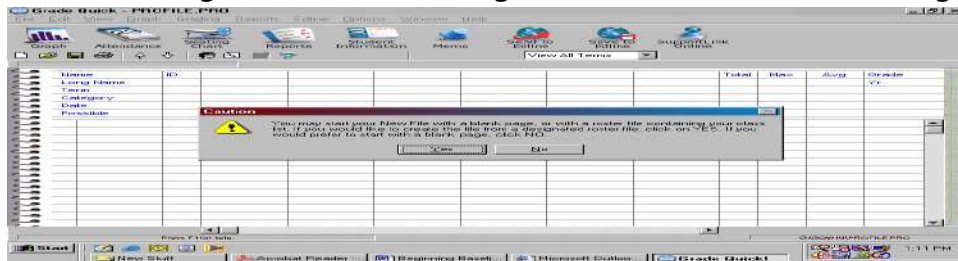
- Double click the GradeQuick icon on the desktop to see the following login screen.



➤ Type your 5-digit employee number GradeQuick

will then open for that employee.

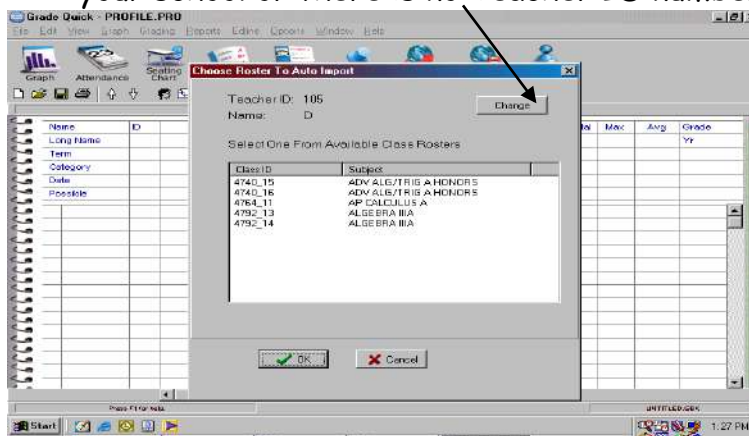
- The GradeQuick program will open and you will see a basic screen with NO names or data.
- The FIRST time you open a class, Go to File and choose New
- You will get a Caution message that looks like the following:



➤ Click

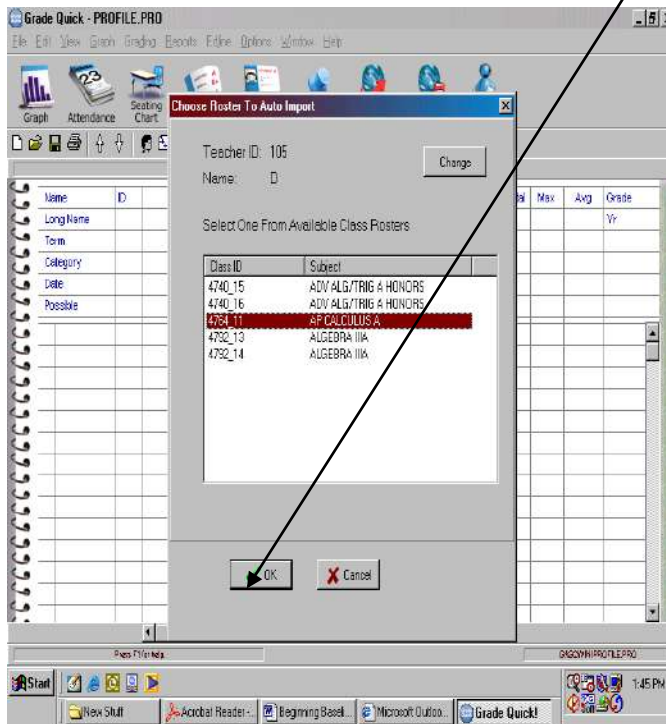
YES.

- A "Choose Roster to Auto Import" window will open that looks similar to the following. **NOTE** that a teacher's classes are now viewed in the open window. Your window may not show any classes.
- Look at the Teacher ID number. For example, the Teacher ID number below is 105. If this is not your Teacher ID number at your school or there is no Teacher ID number, click on Change.

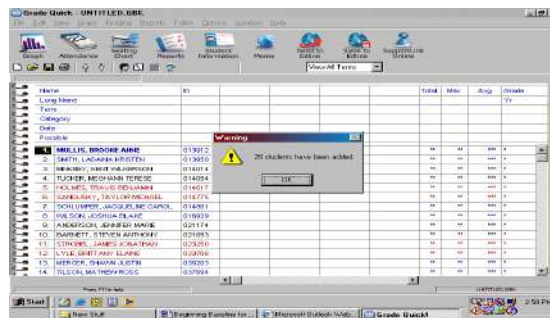


➤ Choose your Teacher ID number.

- Your Homeroom roster will be the only class to appear in the list. Click on your Homeroom and choose OK at the bottom of the screen.



- You will get a message (Warning) about the number of students that have been added to your class roster.
- Click OK and your will automatically be in the open GradeQuick spreadsheet.
- You may also choose to sort the students by last by clicking on the



roster placed  
sort name

↑ ↓ arrows to sort ascending or descending. However, once you sort, you cannot undo the action.

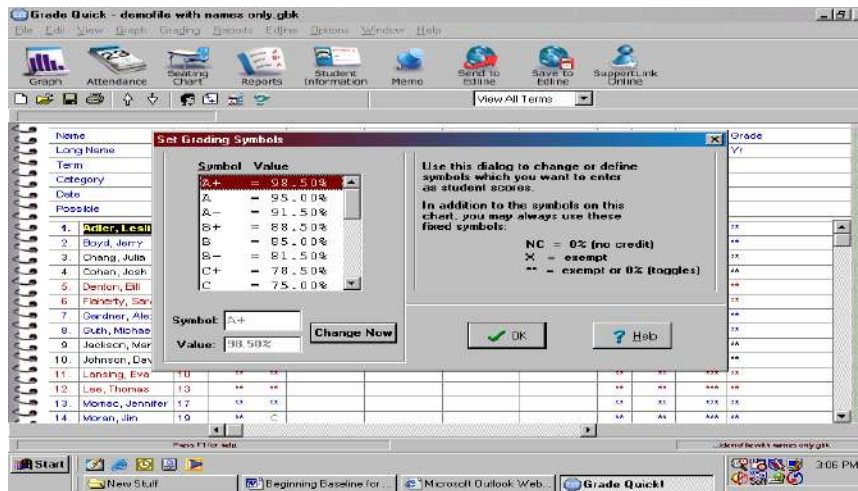
## 2. Saving A File Back to the Fileserver

- To save a file the first time you use it, click on File, Save As and name the file. (Example: Nanney Homeroom).

- To save the same file after the first time you use it and have already saved it previously, click on File, Save. This will overwrite any information in the file that you are using.
- To save a file under a different name (keeping student names and ID numbers), click on File, Save As and name the file. (Example: Nanney 3rd Grade Math)

### 3. Setting grading symbols

- Go to Grading, Set Grading Symbols



➤ Highli

- highlight a grading symbol by clicking once on the symbol
- At the bottom left of the open window, you can change the symbol and/or value of the symbol.
- Click Change Now
- **NOTE** the fixed symbols in the right side of the box that will always be present in the program.
- If you want to use check marks for grades, you can set a check mark to equal a number grade. For example,
  - ✓ + = 98
  - ✓ = 95
  - ✓ - = 92

To type a check mark in GradeQuick, hold the Control (Ctrl) key on the keyboard while typing the letter c.

Ctrl C = a check mark

- Click OK to save the grade symbols.

## 4. Adding activities with grades

### a. DEFINITIONS:

- i. **TEST** means any task or assignment for which you wish to enter scores. A "test" column can be a quiz, lab, speech or any assignment you wish.
- ii. **CATEGORY** means a group of individual assignments by type, such as QUIZZES, DAILY GRADES, TESTS, LABS, HOMEWORK, etc.
- iii. **TERM** means a grading interval or marking period within a year.

**NOTE:** Henry County uses 6 terms.

**Term 1** = the first 6 weeks grading period of the fall semester

**Term 2** = the second 6 weeks grading period of the fall semester

**Term 3** = the third 6 weeks grading period of the fall semester

**Term 4** = the first 6 weeks grading period of the spring semester


**Term 5** = the second 6 weeks grading period of the spring

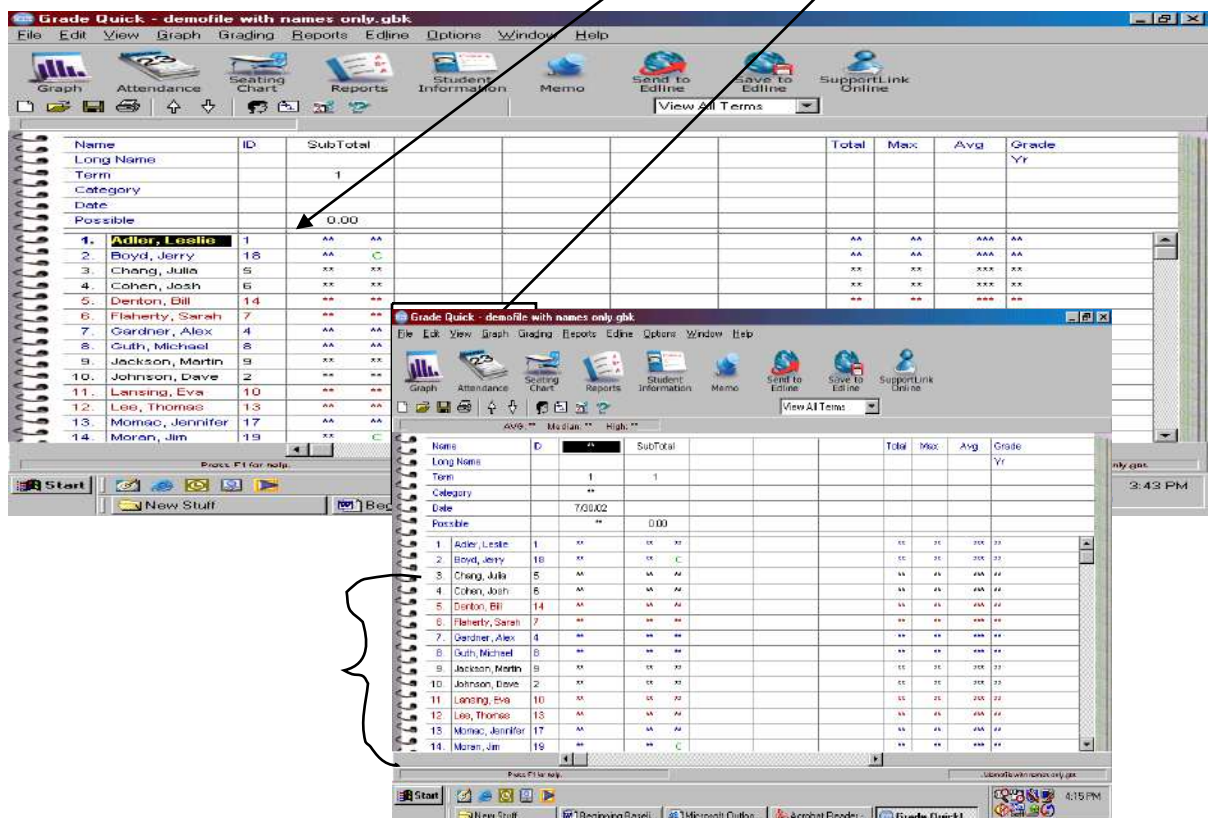
semester

**Term 6** = the third 6 weeks grading period of the spring

semester

### b. Adding activities information

- To add an activity, click on the Add New Test icon  on the Standard Toolbar OR click to the right of the last test column.



The screenshot shows the Grade Quick software interface. The main window displays a list of students and a grid for entering grades. The toolbar includes icons for Graph, Attendance, Seating Chart, Reports, Student Information, Memo, Send to Editline, Save to Editline, and SupportLink Online. A callout box highlights the 'Add New Test' icon on the toolbar and the right side of the grid.

Name	ID	SubTotal	Total	Max	Avg	Grade
1. Adior, Leslie	1	AA	AA	AA	AA	AA
2. Boyd, Jerry	18	AA	C	AA	AA	AA
3. Chang, Julie	5	XX	XX	XX	XX	XX
4. Cohen, Josh	6	XX	XX	XX	XX	XX
5. Denton, Bill	14	AA	AA	AA	AA	AA
6. Fisherly, Sarah	7	AA	AA	AA	AA	AA
7. Gardner, Alex	4	AA	AA	AA	AA	AA
8. Guth, Michael	8	AA	AA	AA	AA	AA
9. Jackson, Martin	9	XX	XX	XX	XX	XX
10. Johnson, Dave	2	XX	XX	XX	XX	XX
11. Lansing, Eva	10	AA	AA	AA	AA	AA
12. Lee, Thomas	13	AA	AA	AA	AA	AA
13. Momec, Jennifer	17	AA	AA	AA	AA	AA
14. Moran, Jim	19	XX	C	XX	XX	XX

- At the top of the column are facts to add about the activity.
  - Click in the **Name** field and begin typing. For Name, replace the \*\* with the short name of that specific assignment or test. The name should be unique. Space is limited to 8 characters. Click or hit Enter to get to the Long Name field.
  - In the **Long Name** field begin typing. For Long Name, teachers may enter a longer name or description of the assignment up to 40 characters.
  - For the **Term** field, choose the term in which the grade is to be entered. (See #5 above).
  - For the **Category** field, type the name of the category such as QUIZZES, DAILY GRADES, TESTS, LABS, HOMEWORK, etc. Once the category has been entered here by typing, you can choose the category from a drop down list on all other activities. NOTE: Each class file can contain up to 16 categories.
  - The current **date** (according to your computer's clock) will automatically appear in the date field. It is important to replace the date with the correct date on which you actually gave the assignment or exam. Click on the drop-down arrow to choose a date in the calendar.
  - For the **POSSIBLE** field, you must enter the maximum number of points possible for any activity in this field BEFORE you will be able to enter scores for that test. If you choose to give extra credit on an activity, those points should NOT be included as part of the POSSIBLE
- C. Entering student activity scores
- Click in the activity column by a student's name and enter a score. Click ENTER to go to the next student's name to enter another score.
  - Entering a grade, which is LARGER THAN THE POSSIBLE points for an activity, is the same as a student receiving EXTRA CREDIT for the activity.

- Never enter a zero (0) as a score unless the student actually scored 0 on the assignment and you want it to count as zero (0) in the student's average.
- Leave the \*\* to signify Incomplete. If you do not change the grade, it will show that the student is exempt from the activity.
- Type X if the student is exempt from the activity.
- Type NC for NO CREDIT. (No Credit = zero (0) and will average as a zero.)

D. Entering the same scores for all or most students

- If all or most students receive the same score for an activity, then click in the column for that activity BEFORE typing in scores.

- Right click on the mouse to Choose Fill Current Column.



see a menu.

- Type in the number of points (or most) student(s) receives activity and click OK. For on this 10-point homework most students completed the and received all 10 points.



that each for this example, activity, assignment

- Click OK.
- GradeQuick will ask "Are you sure?" Click Yes.

- The column will completely fill with the number grade you have chosen.
- If any student does not receive the full credit for the assignment, that student's grade can be changed in the column simply by typing over the filled-in grade.

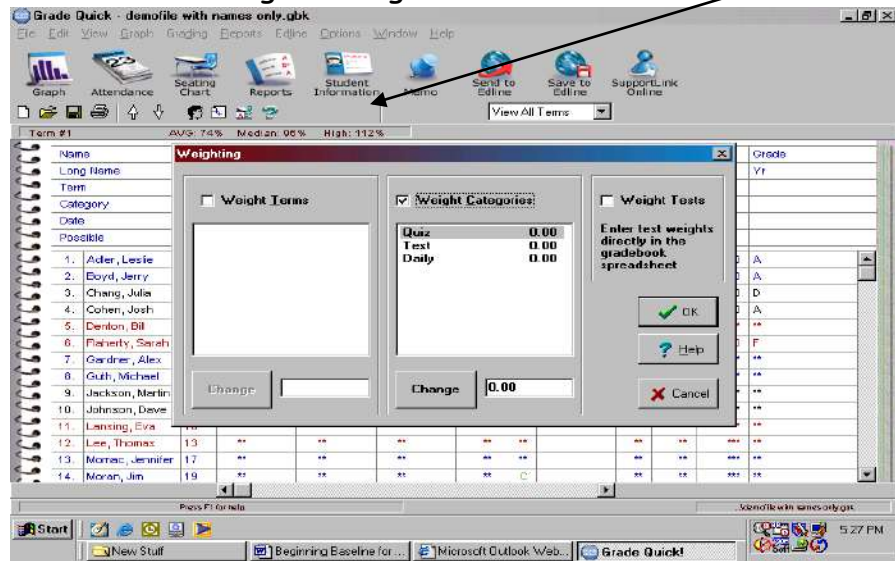
## 5. Weighted and Unweighted Grading Methods

### b. Unweighted Grading Methods

- i. If you do not create special weights for particular tests or categories, GradeQuick uses a POINTS system.
- ii. The teacher assigns points to activities and "weights" them by making an activity count more points.
- iii. The program computes an average by dividing the points earned by the total possible points.

### c. Weighted Grading Methods

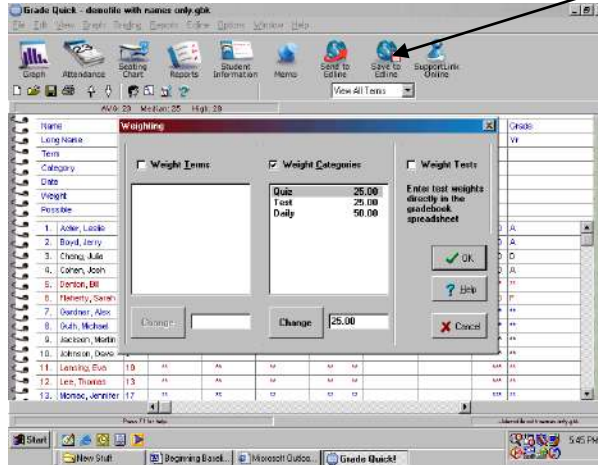
- i. AFTER adding activities in each category, you can weight the categories.
- ii. Go to Grading and click Weighting.
- iii. The weight categories area will be blank. Place a check mark in Weight Categories.



you want to give a category.

- In Percent Weighting, each category is assigned a percent value. You DO NOT have to type in the percent symbol. The weights do not have to equal 100%. GradeQuick will compute the final average regardless of the sum.

- If you would like to weight individual activities WITHIN a category, place a check mark in the Weight Tests box.

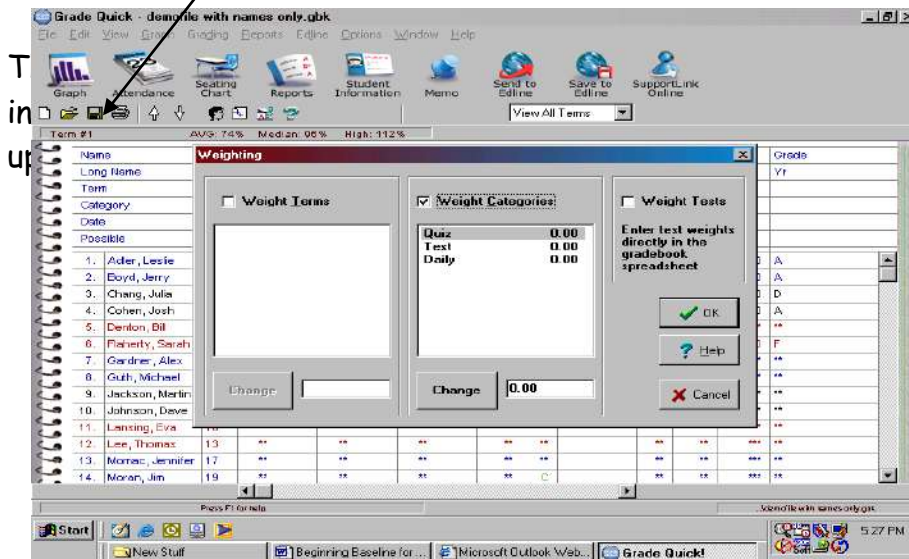


## 6. Weighting Terms

For grades two - five, the semester grades reflect the averages of the three six-week reporting periods (see Elementary Handbook 2003-2004).

To weight terms,

- Go to Grading and click Weighting.
- Place a check mark in Weight Terms.
- Highlight Term and change its weight to 1. When you add grades in Terms 2 and 3, each of those terms must also be weighted 1. All terms must be weighted the same number for each six weeks period to be weighted equally.



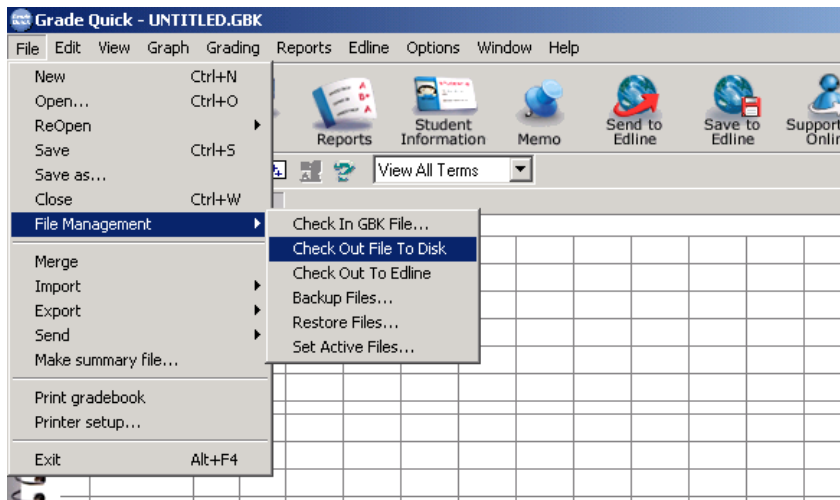
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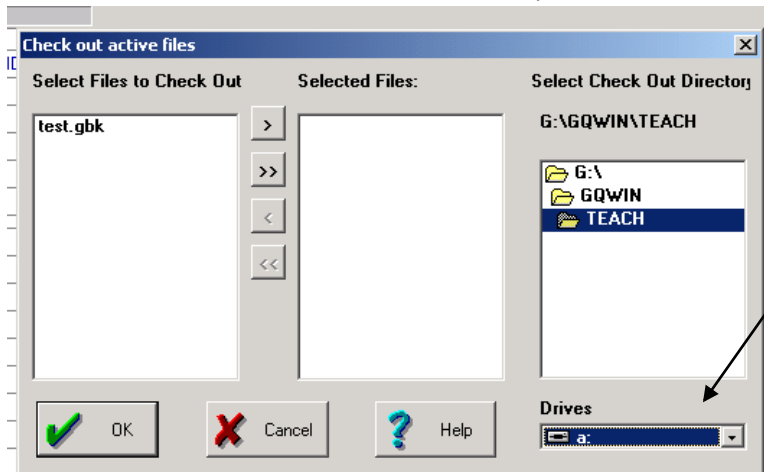
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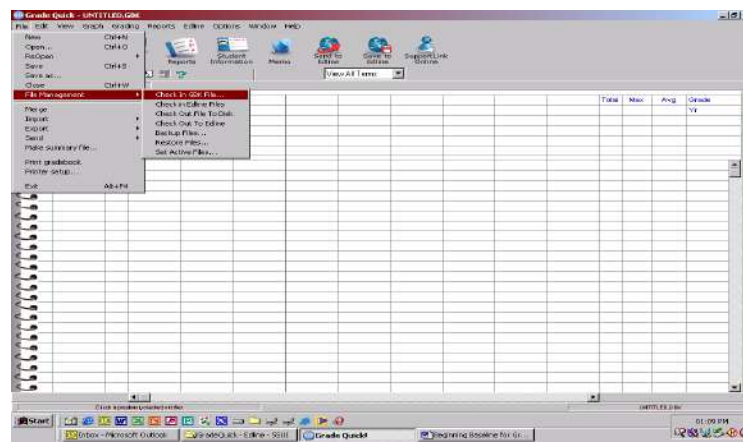
Choose the a: drive from the drives drop down list:



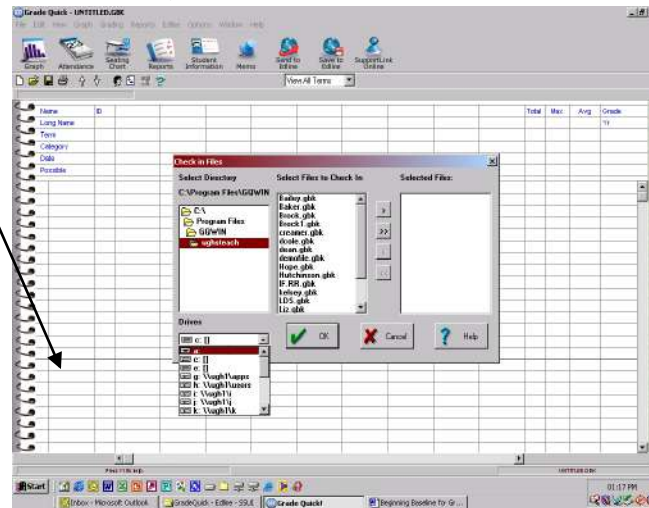
Choose the file names in the list by clicking on the file names in the left section. Send them over to the Selected Files list by clicking on the >. Click OK.

## 8. Checking In a File From Another Destination Other Than the Fileserver.

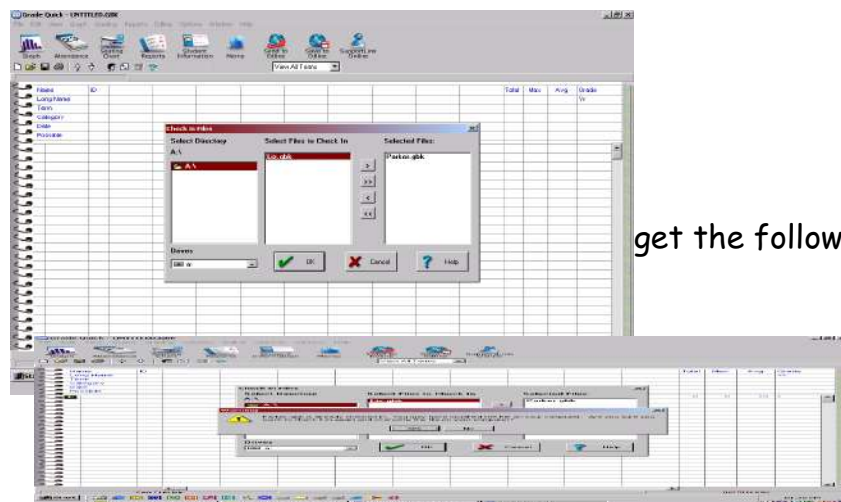
If you wish to bring in a file from a floppy disk after working on it and saving it at another location, go to File, File Management, Check In GBK File...



Choose the a: drive in the drop down list.



Choose the file names in the list by clicking on the file names in the center section. Send them over to the Selected Files list by clicking on the >. Click OK.



You will message.

get the following

You will overwrite the file on the fileserver by clicking Yes above. Be sure that you want to overwrite the file.

## **9. Opening a file AFTER the first time**

- Double click the GradeQuick icon on the desktop
- Go to File, Open
- Choose the class from the list and click Open

## **10. Security of Class Files**

- Set up a password for each file by opening the file, clicking on Options, Password, Set Password.
- **PASSWORDS ARE CASE SENSITIVE.** Mary is a different password than mary.
- **SET A PASSWORD FOR EACH CLASS!**
- **REMEMBER** the passwords and place them in a safe place!

**NOTE\*\*** You cannot change a password once it has been set.

## **11. Adding a Column for ordering students by number**

- Click on Edit; Student Information
- Click on “Add new field at end”
- Double click in the field name and call it “Order”
- Click OK- Then “Yes”
- To have the column listed beside to student name; Go to View; Student Information, scroll down to Order
- Click on Order, then OK
- Teachers may want to use this function if they are working from a paper grade book. Each “Order” number can correlate to a student number in the paper grade book.
- Note- use 01, 02, 03 when putting in numbers
- You may sort these numbers by using the up arrow on the toolbar.