

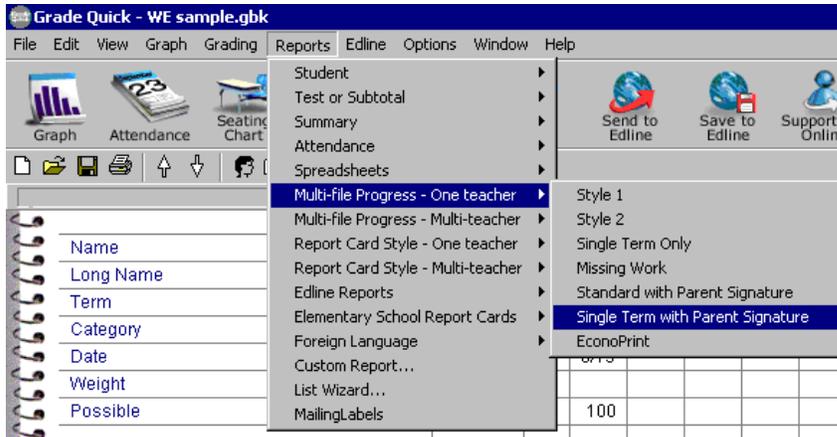
Printing multiple classes on one report

(You can print all subjects of a students progress reports on one page)

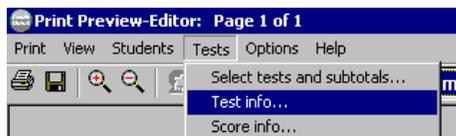
Once you have finished entering all grades in Gradequick, close the individual grade books, keeping the program open.

Printing for One Teacher

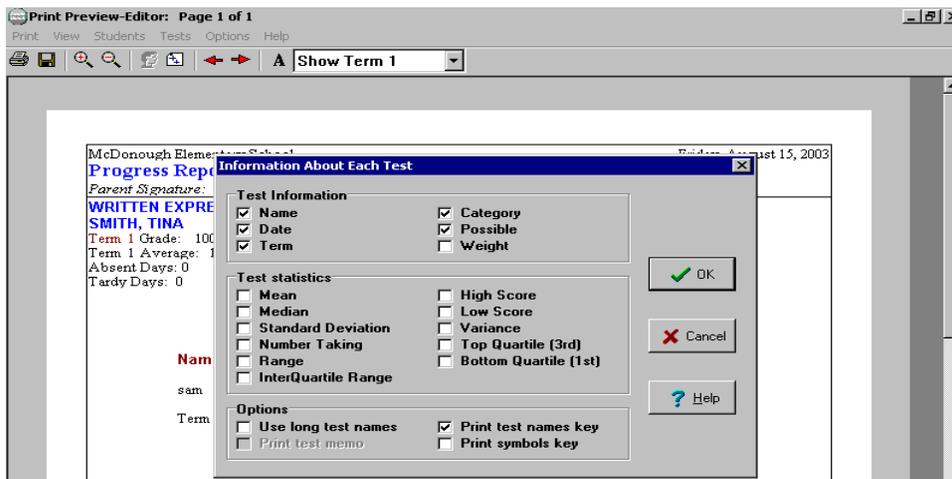
1. Go to Reports; Multi-file Progress – One teacher; single term with parent signature; click OK.



2. Go to Tests; Test info...

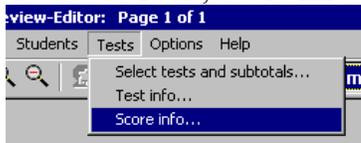


3. Take Out the check marks in All fields.

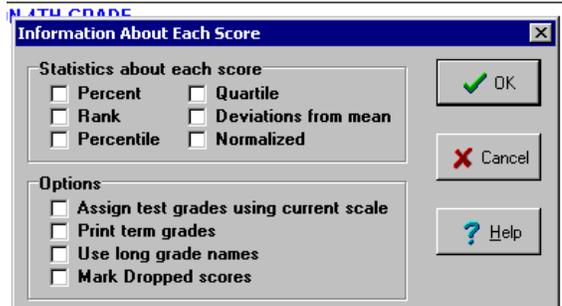


3. Click OK

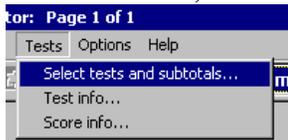
4. Go to Tests; Score info...



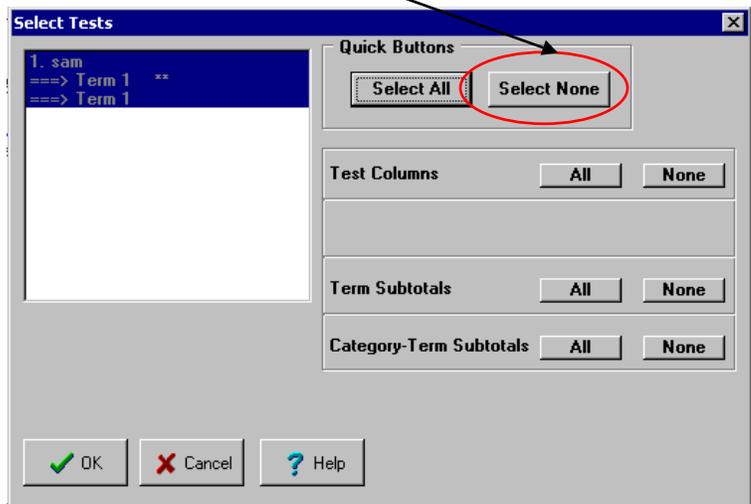
5. Take Out All checkmarks in All fields; click OK.



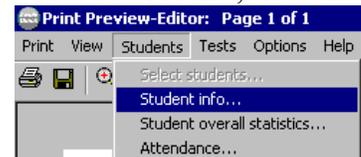
6. Go to Tests; Select Tests and subtotals...



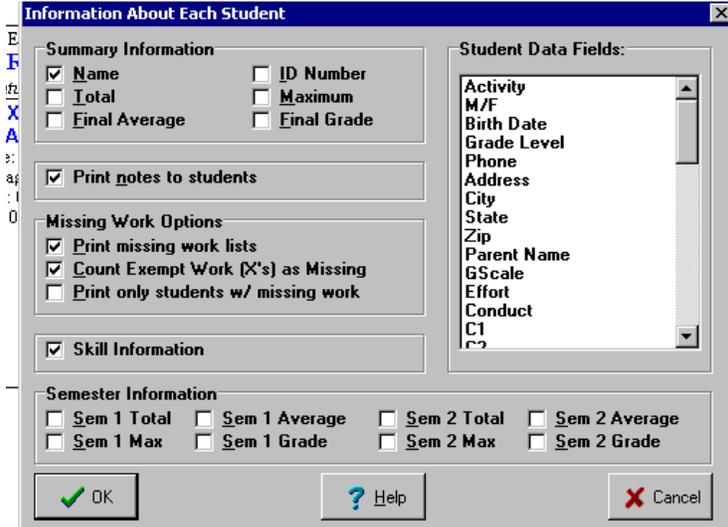
7. Click on Select None in Quick Buttons; Click OK



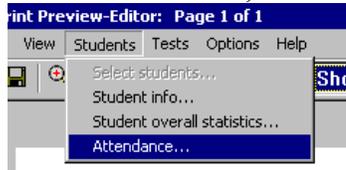
8. Go to Students; Student info...



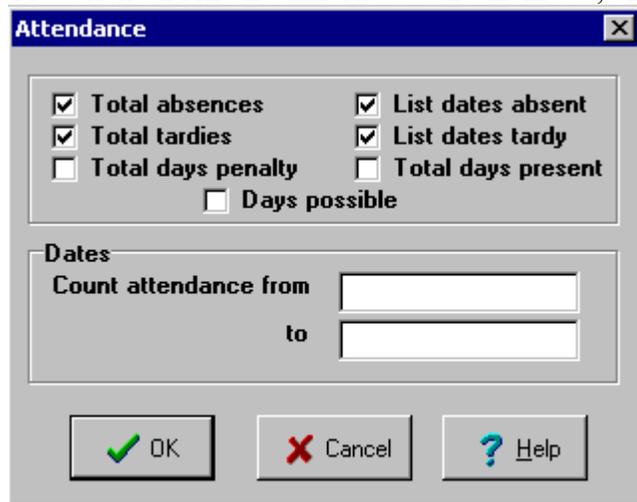
- a. 9. Take out all checkmarks except Name:
Click OK



10. Go to Students; Attendance;



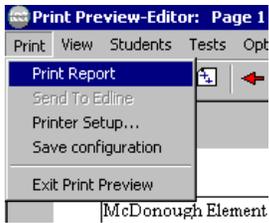
11. Click on All checkmarks to take them out; click OK.



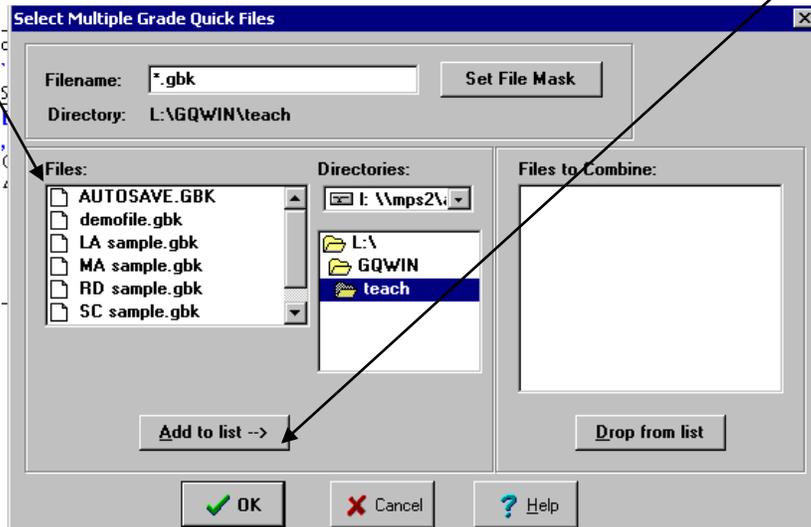
12. Drag your mouse across the Grade Scale to highlight it; then go to Options; fonts and make the size 12. (This will allow everything to print on one page).

**NOTE: You may also change colors and other fonts in this section.

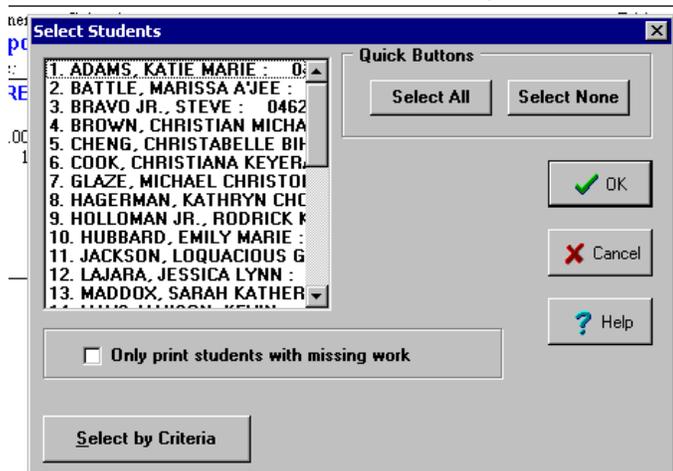
13. Go to Print; Print Report



14. Under Files, click on all files you wish to print on the report and click Add to list; click OK.

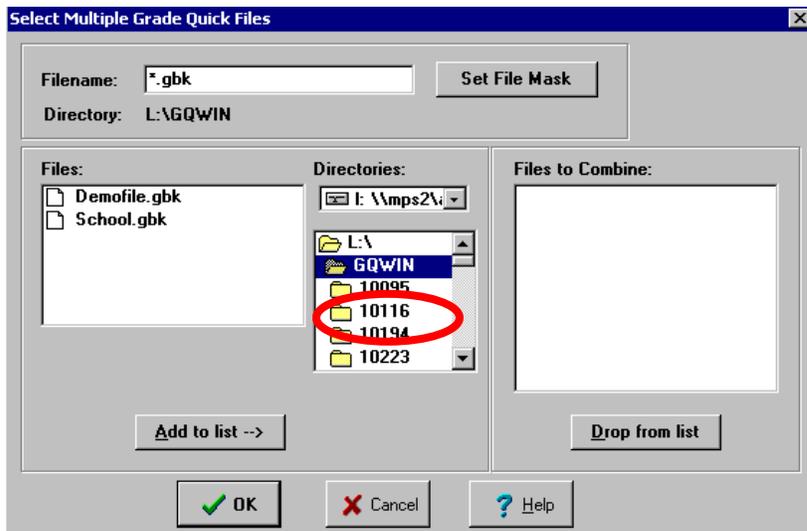


15. Click Select All to select All students; click OK and reports will print.



Printing for Multiple teachers

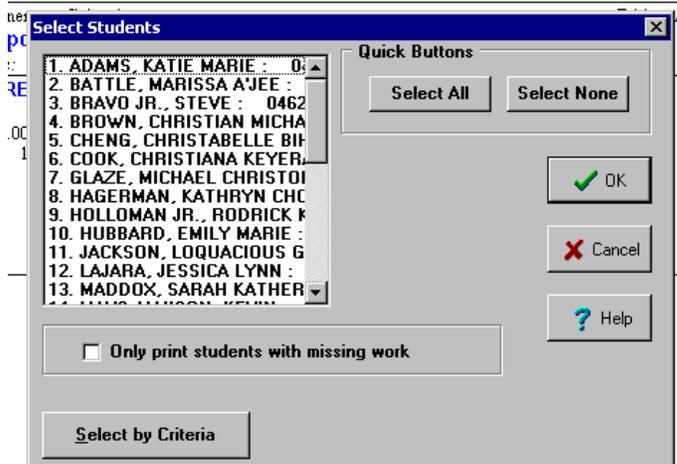
1. Go to Reports; Multi-file Progress – Multi-teacher; Single term with Parents Signature; click OK
2. Follow steps 2-13 from Printing for Single Teacher.
3. Under GQWIN; click on the first teacher employee number to add classes from; add the classes from this teacher by clicking on the class and clicking add to list.



4. Under GQWIN; click on the next teacher employee number to add classes from; add the classes from this teacher by clicking on the class and clicking add to list.

*After adding all classes for the report click OK.

5. Click Select All from the Quick Buttons to select all students' reports. Click OK to print.



Remember that you can choose to add or remove items from the report by selecting or Take Outing the check mark beside the box. If you select more items than have been recommended you may not be able to get the report on one sheet of paper.