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.

Print Pr	eview-Editor: Page 1	l of 1			<u>_8×</u>
Print Pr Print View	Action: Page 1 Students Tests Op C C 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	t of 1 tions Help A Show Term 1 A Show Term 1 true State of 1 Information About Each Test Test Information V Name V Date V Test statistics	▼ Category ✓ Possible ■ Weight	74 1st 15, 2003 ▼ □K	
	Nam sam Term	☐ Mean ☐ Meadian ☐ Standard Deviation ☐ Number Taking ☐ Range ☐ InterQuartile Range Options ☐ Use long test names ☐ Print test memo	 High Score Low Score Variance Top Quartile (3rd) Bottom Quartile (1st) ✓ Print test names key Print symbols key 	X Cancel	ľ

3. Click OK

4. Go to Tests; Score info... view-Editor: Page 1 of 1 Students Tests Options Help Q <u>C</u> Select tests and subtotals... Test info...

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

ITU CDADE Information About Each Score	×
Statistics about each score Percent Quartile Rank Deviations from mean Percentile Normalized	V OK
Options Assign test grades using current scale Print term grades Use long grade names Mark Dropped scores	? Help

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

to	r: Pa	ge 1 of 1		
Γ	Tests	Options	Help	
E.	Select tests and subtotals			m
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7. Click on Select None in Quick Buttons; Click OK

Select Tests	X
1. sam ===> Term 1 ** ===> Term 1	Quick Buttons Select All Select None
	Test Columns All None
	Term Subtotals None
	Category-Term Subtotals All None
V DK X Cancel ?	Help

8. Go to Students; Student info...

Print Preview-Editor: Page 1 of 1					
Print View	Students	Tests	Options	Help	
🚑 🔲 🕘 – Select student				5	
	Studen	t info			
Student overall statistics					
Attendance					

	Click OK		
1	nformation About Each Student	2	K
E F £ X X A	Summary Information V Name ID Number Internation Internation Internation Internation Internation Internation	Student Data Fields: Activity M/F Birth Date Grade Level Phone	
a; : I 0	✓ Print notes to students Missing Work Options ✓ Print missing work lists ✓ Count Exempt Work (X's) as Missing Print only students w/ missing work	Address City State Zip Parent Name GScale Effort Conduct	
	Skill Information		
	Semester Information <u>Sem 1 Total</u> <u>Sem 1 Average</u> <u>Sem</u> <u>Sem 1 Max</u> <u>Sem 1 Grade</u> <u>Sem</u>	2 Total 🔽 <u>S</u> em 2 Average 2 Max 🗖 <u>S</u> em 2 Grade	
	✓ ОК	🗶 Cancel	

a. 9. Take out all checkmarks except Name:



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

tendance	<u>·</u>
🔽 Total absences	🔽 List dates absent
Total tardies	🔽 List dates tardy
🔲 Total days penalty	🔲 Total days present
🗖 Days po	ossible
Count attendance from to	
🗸 ОК	Cancel ? <u>H</u> elp

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

Print Preview-Editor: Page 1					
Print	View	Students	T	ests	Opt
Pri	nt Repo	ort		÷.	+
Ser	Send To Edline				
Pri	Printer Setup				
Save configuration					
Exi					
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14. Under Files, click on all files you wish to print on the report and click Add to list; click OK.

Select Multiple Grade Quick Files	×
Filename: T.gbk Set File Mask Directory: L:\GQWIN\teach	
Files: Directories: Files to Combine: AUTOSAVE.GBK Image: Combine: Files to Combine: demofile.gbk Image: Combine: Image: Combine: LA sample.gbk Image: Combine: Image: Combine: MA sample.gbk Image: Combine: Image: Combine: MA sample.gbk Image: Combine: Image: Combine: SC sample.gbk Image: Combine: Image: Combine: SC sample.gbk Image: Combine: Image: Combine:	
Add to list>	
VOK X Cancel ? Help	

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

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nei	Select Students		×
pq		- Quick Buttons -	
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	2 DATTIE MADICCA AVIEC		
ЧĘ	2. DATTLE, MANISSA AJEE .	Select All	Select None
	J. BRAYU JR., STEVE : U462		
od	4. BRUWN, CHRISTIAN MICHA		
.00	5. CHENG, CHRISTABELLE BIF		
- 1	6. COOK, CHRISTIANA KEYER		
	7. GLAZE, MICHAEL CHRISTON		Ι 🖌 ΟΚ ΙΙ
	8. HAGERMAN, KATHRYN CHC		• • • • • •
	9 HOLLOMAN JB BODBICK K		
	10 HURBARD FMILY MARIE		1
	11 IACKEON LOOUACIOUS C		Y Cancel
	12 LALADA JECCICA LYNN.		
	12. LAJAKA, JESSILA LINN :		
	13. MADDUX, SARAH KATHER 👻		1
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	Oplu print students with mis	sing work	
	Conty print students with his	sing work	
	Select by Criteria		
	Jelect by chiefia		

Printing for Multiple teachers

- 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.

elect Multiple Filename: Directory:	Grade Quick Files *.gbk L:\GQWIN	Se	t File Mask	X
Files: Demofil School	e.gbk gbk	Directories:	Files to Combine:	
	<u>A</u> dd to list>		<u>D</u> rop from list	
	🗸 ОК	🗙 Cancel	? <u>H</u> elp	

- 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.

nei Select Students		×
00	0.1.1.0.0	
1. ADAMS, KATIE MARIE : 0 .	QUICK BUTTONS	
RE 2. BATTLE, MARISSA A'JEE :	Select All	Select None
A REGWN CHRISTIAN MICHA		
5. CHENG, CHRISTABELLE BIH		
¹ 6. COOK, CHRISTIANA KEYER		
7. GLAZE, MICHAEL CHRISTOI		🗸 ок 📘
8. HAGERMAN, KATHRYN CHC		
3. HULLUMAN JR., KUURILK F		
		🗶 Cancel
12. LAJARA, JESSICA LYNN :		
13. MADDOX, SARAH KATHER 🗸		
		7 Help
Only print students with missi	ng w ork	* 110p
Select by Criteria		

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.