

## GradeQuick Quick Start Guide

1. There should be a GradeQuick icon on your computer screen.  
If there is not and you know how to create a shortcut, you may do so and point it to Q:\gqwin\WGRADE32.EXE
2. Double click on the GradeQuick icon.
3. You will be asked for your user name. Your user name is the same name you use to log into the network.
4. Once GradeQuick opens, click on file at the top left and then “new”.
5. Click YES on the next window that opens up.
6. If the teacher ID and name that shows up next is not you, click on the button that says, “Change”.
7. Find your name in the list and click on it so it is highlighted and then click OK.
8. You should now see a list of your classes. It may not be obvious which class is which so you will need to find out your class number and section number from the Guidance Office. When you get your class list from the office it will have the information you need at the top. Click on the class you want to import and click OK.
9. You will be told how many students were added to the list. Click OK again. **You may use this process anytime you like to update your gradebook with class changes anytime you want.** At the beginning of a new semester when a class is just starting, you have to go through this process.
10. Click File and then Save from the menu just as you would for a word processing document. You will then be shown a box where you can type the name you want to give to this particular grade book. Make sure that the “Save In” location is the folder with your login name on it.
11. Repeat this process (steps 4-10) for all your classes.
12. If you want to work on your grades at home or on a laptop not connected to the school system you will need to do the following:
  - a. Get an install CD from Roger
  - b. Install the software on your computer
  - c. To take the actual gradebook info home, click on file, then file management, then check out to disk.
  - d. When you bring back the changed gradebook, you need to use this same approach i.e. file →file management→check in gbk file to update it on our system.

13. A few hints:

- a. Use the help menu in GradeQuick
- b. The short name for each assignment should be distinct. Don't just use HW (for homework) for each assignment, trusting the long name to distinguish them. If you don't distinguish on the short name, the parent reports will be confusing. So use HW1, HW2, etc. for homeworks or Test1, Test2 for short names.
- c. When you get to the second term, the computer will continue to put a 1 in the term. You need to be sure to double click on the 1 to turn it blue and then change it to 2.

### Exam Grades

In order for final exam grades to be exported, you must create a "test" (assignment) column with this name: **SemEx1** for first semester; **SemEx2** for second semester.

You only need these at the end of the semester and you only need the one for the semester that is ending.

You also need to remove the marking period number for these. To do this click on the marking period number, then press enter. You should now be able to press delete to erase the number. You only need to do this in the final exam columns.

### Uploading Grades

- In GradeQuick, open the class you are getting ready to upload.
- Click on **File**, then down to the word **Send**.
- Then choose which Quarter to send. It will always be either a 1 or a 2. Third 9-weeks is 1, 4<sup>th</sup> is 2.
- The next box that opens up asks you for the file name for the class you want to send. The file name listed in the box should be fine. It should be the same as the class you have open.
- If you are **NOT** going to send grades for all the students in your list, click on the **Select Students to Export** button. Otherwise press **OK**.
- You may get messages that tell you that certain fields are empty. This is not a problem. It just means you didn't give a citizenship grade or a comment. If you want to assign a citizenship grade or comment, see below.
- Once you have sent this class, close it and follow the same procedure for other classes.
- **IMPORTANT\*\***If you submit grades to the school system through GradeQuick, you **MUST** submit changes through GradeQuick also. During grading time, every time we upload grades, your last submission is resubmitted. That means if you sent a C for a particular student and then verbally told a secretary to change it to a B, the next time we upload grades, that student will be given the C again. So make sure your most recent submission is the one you want to count. This especially applies to senior grades. Sometimes GradeQuick changes a senior's grade after it was submitted because you have added additional assignments for the other students. That revised senior grade will be submitted the next time you submit your grades. Be careful.

## Citizenship Grades and Comments

- In GradeQuick to open up the columns needed for citizenship and comments, open a class. Choose **view** at the top, then choose **student info**.
- In the right hand window find **citizenship, c1 and c2**. Click on each of these so they are blue, then click OK. You will then have the columns in your gradebook where you can enter this information. You can remove them later if you wish.

The citizenship marks are O for outstanding, S for satisfactory or U for unsatisfactory

The comment codes are as follows:

- |  |   |
|--|---|
| 1. Low test or quiz score                    | 6 Excessive absences or tardies         |
| 2. Not completing assignment                 | 7. Showing improvement                  |
| 3. Does not come to class prepared           | 8. Good class participation             |
| 4. Does not pay attention in class           | 9. Consistently making an effort        |
| 5. Displays inappropriate classroom behavior | 0. Parent/teacher conference requested. |