

GradeQuick Web Basics for Teachers

James Foster, Director of Instructional Technology
Russellville School District

Section I: Introduction

Electronic grade books enable the teacher to be more efficient in reporting to students and parents. Grade Quick is the electronic grade book program that the school district uses to report information to parents, students, and to the state. The following handout provides the necessary information to get up and running.

Shortcuts provide the end-user with time-saving techniques which are optional. When there is a shortcut, the shortcut key will be located in parenthesis.

Login to the program for the first time:

Go to rsdweb.k12.ar.us
Click on the word Edline
Username:
Password:

Setting up the grade book for the first time:

Under control panel, click "GetGradeQuick Plugin"
Follow directions for installation

Placing students in alphabetical order:

Click on the first student's name.
Click the up arrow.



Setting up the class grading scale:

Automatically set up for academic scale

For SNU Grading Scales:

Click on the *Grading > Set Grading Scale*.

Double click in the *Cutoff* box and enter the appropriate number for rounding. For example, the first number represents 90.00 for an "A". In the box you would type 89.5.

Click on *Make Change*.

Repeat those steps until all grades are entered correctly.
After all grades are entered, click *Ok*.

Setting up the grade book to take attendance:

Automatically set up

Setting up the seating chart:

Click on the word and picture *Seating Chart*.

Click *Ok*.

Select the options of your choice.

Click *Ok*.

Highlight the student boxes and reposition them according to your seating chart.

When finished, click on *File > Save*.

Enter a name.

Click *Ok*.

Eliminating Dropped Students from the Roster:

View > Select Students

Checkmark *Hide Dropped* option

Click *Ok*.

Saving Rosters:

Automatically saved when you exit.

Section II Daily Operation Features

In this section, you will be introduced to operations that are typically used daily.

To open a class roster in Grade Quick:

Window > select class

(F6) To add a new test (daily grade):

Select *Edit > Add/Del Students or Tests*.

A pop-up window will appear. Enter the number of tests you would like to enter.

In your class spreadsheet a blank column will appear for each test you requested to enter.

In the appropriate box enter the following information:

Name – The assignment description that will appear on student reports.

Long Name – A more detailed description of the assignment.

Term – Enter a 1, 2, 3, or 4 for the grading period for which the grade applies. (First nine-weeks, second nine-weeks, etc.)

Category – The weighting category for this grade. Check with your principal or mentor about grading system requirements for your school.

Date – The date this grade was completed or due.

Possible – The maximum number of points possible for this assignment.

To add a column for Nine Week Exams (*Note: Nine Week Tests are not administered at all grades levels and, if given, may be weighted differently at the elementary grades. Check with your mentor or principal before administering Nine Week Tests*)

Insert a new test column using the procedure described above.

In the **Name**, **Long Name** and **Category** fields enter *9WkTest*. Use term weighting to apply the appropriate weights to semester exams.

To add a column for Semester Exams

Insert a new test column using the procedure described above.

In the **Name** field type *SEMEX1* for the first semester or *SEMEX2* for the second semester. Be sure to use ALL CAPS with no spaces. Leave the **Term** and **Category** fields blank. Use term weighting to apply the appropriate weights to semester exams.

Attendance is covered in Section IV Exporting Information to Student Plus

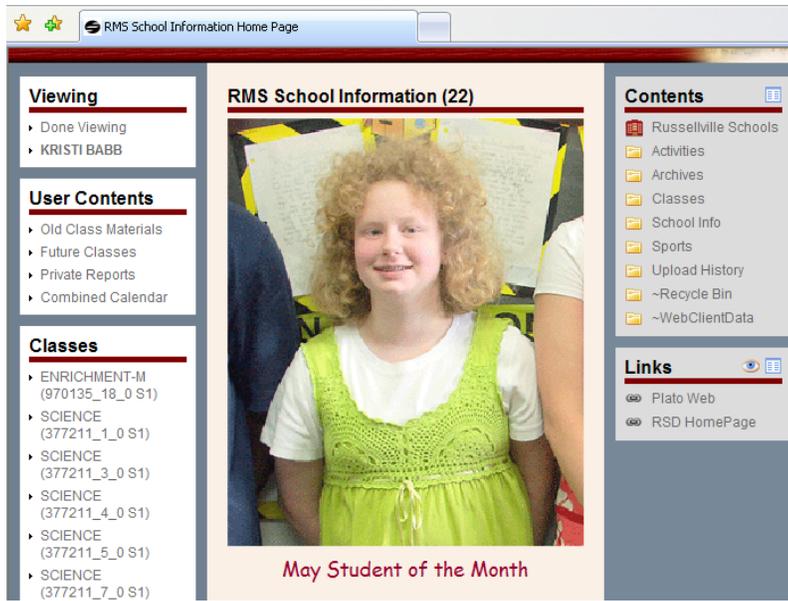
(Ctrl F8) Viewing Student Information and Parent Contact Information:

Click *View > Student Summary View*

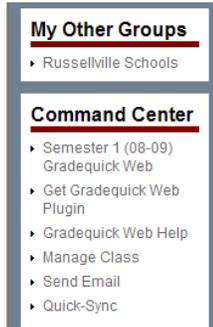
Use the arrow down to select the student information

Placing classes in Period Order for GradeQuick Web

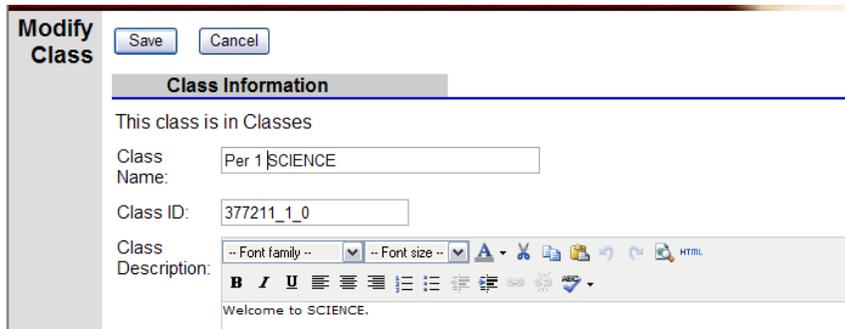
1. Login to Edline
2. Click on one of the classes under the Classes title.



- Under the command center of EACH class, click on Manage Class



- In the Class Name Section IN FRONT OF THE CLASS NAME, type PER and the number of the period of the class.
- Click the Save button.



- Repeat these steps for each class. If you do these steps, your gradebooks will be in period order.

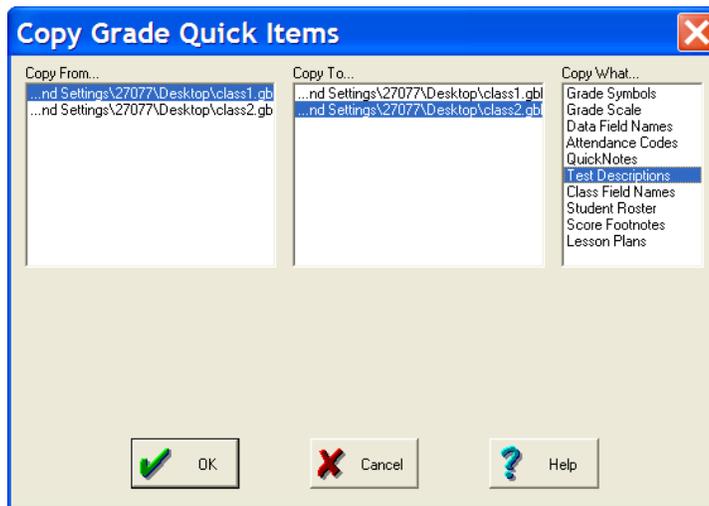
Section III: Operational Procedures (Copy, Weighting, Printing, and Sending)

Using Gradebook to Gradebook Copy:

Open one of your gradebook files and enter as many grades as necessary. Choose *File > Open* to open other class files which will use the same test descriptions as those you just entered.

Note that, since you now have several gradebook files open, you can switch from one file to another by choosing *Window > the name of the file you wish to view*.

Choose *Edit > Gradebook to Gradebook Copy* to open the **Copy Grade Quick Items** window. In the **Copy From...** pane select the file containing the test descriptions you just entered. In the **Copy To...** pane select the files that will use the same test descriptions as those you just entered. In the **Copy What...** pane choose the items that you want to copy to your class files. In this case you will choose *Test Descriptions*. Click *OK*.



In the **Select Tests** window choose the test descriptions that you would like to copy. You may choose all available tests by clicking the *Select All* button. Once you have selected the appropriate test click *OK*. Copies of these test descriptions will be placed in the gradebook files that you selected. You can now enter your student's scores into the gradebook.



To weight categories:

Select *Grading > Weighting*. A pop-up window will appear (see ***Appropriate Weights for First/Second Semester.***)

Check the *weight categories* box in the window. When you do so the names of each of the categories you have entered will appear in the box. These will show a weight of zero at this point.

To change a category weight, select the category name and then double-click in the **Change** box near the bottom of the window. Category weights should total 100. Check with your principal or mentor about grading system requirements for your school.

Type a number for the category weight. Then, click the *Change* button.

Repeat this process for each of the categories you wish to weight. Click *OK* when all categories have been weighted.

To weight terms:

Select *Grading > Weighting*. A pop-up window will appear (see ***Appropriate Weights for First/Second Semester.***)

Check the *weight terms* box in the window. When you do so the names of each of the terms you have entered will appear in the field. (Term names include Term #1, Term #2, term #3, Term #4, SEMEX1 and SEMEX2). These will show a weight of zero at this point.

To change a term weight, select the term name and then double-click in the *Change* field near the bottom of the window.

Type a number for the term weight in the field to the right of the *Change* button (nine-week periods should be weighted 40%, and semester exams should be weighted 20%). Then, click the *Change* button.

Repeat this process for each of the terms. When all categories have been weighted click *OK*.

Appropriate Weights: ← **New**

GradeQuick Web is configured to weight each quarter, semester appropriately. **YOU DO NOT HAVE TO CHANGE ANY WEIGHTING.** To access a current terms grades use the following drop down menus to access the desired information



Viewing subtotals:

Once you have weighted your terms you may view individual quarter grades as Term-Subtotals.

Select *View > Subtotals*. A pop-up window will appear. Check the box next to *Terms*. Your spreadsheet will show subtotal columns for each term in which you have entered grades.

Note: The average and grade columns at the right hand side of the Grade Quick screen reflect a yearly average using the current weight settings. This does not necessarily

represent an accurate grade for the current term. Double-check your grades against the grade shown in the Term-Subtotal column.

Semester Grades: ← **New** _____

Do not delete the SEMEX 1 or SEMEX 2, if you give a semester test. These test columns are pre-configured with the correct and weighting/semester alignment. When it is time to input the semester exams, type the test scores with the student. Change the view on the right hand of the tool bar to reflect the appropriate semester. Your semester grades will appear.



To view quarter grades, you select the correct view from the quarter display.

New

Printing Progress Reports: ← _____

Select *Reports > Student > Single Term Only* to print individual student reports displaying student scores for the current term only.

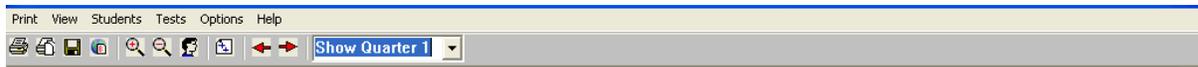
Printing Spreadsheets:

Select *Reports > Spreadsheets > Single Term Gradebook* to print a gradebook spreadsheet displaying student scores from the current term only.

You may also select *Reports > Summary > Overall with Terms*. Ask your principal or mentor which report is appropriate for your school.

Sending Gradebooks to Edline:

1. Select *Reports > Edline > Edline Reports > Single Term only* ← **New** _____
The first student report will appear. Make sure the appropriate term appears in the tool bar



2. Select the fourth icon over.
3. Follow the directions for adding several files or select students
4. In the screen where you may type a title for the report, always use **Current Grade**. Using the same title each and every time helps the parents find the grades for their child.

Section IV: Exporting Information to Student Plus

Sending Attendance to the Office: (this process will begin when your building administrator informs you of the start date.)

There are two ways to take attendance—via seating chart or through the regular attendance option.

To send information to Student Plus:

Seating Chart	Attendance Chart
Open Seating Chart Click on Student Desks for those students who are absent File > Send Attendance and Exit	Open Attendance Chart Click on the box across from the student's name and enter "A" for absent Click on the Attendance Done option when attendance has been taken File > Send Attendance Exit Attendance

New ←

Additional information will be provided when the situation warrants.

Overwriting Grades:

Click on the grade you want to overwrite and type in the revised grade. The new (overwritten) grade will be displayed in green. As you add new grades to the marking period Grade Quick will continue to re-calculate, but **the overwritten grade will not change until you do so manually or remove the overwrite.**

Restoring Overwritten grades:

Double-click on the grade. Press DELETE, and then ENTER. The grade will automatically revert to the calculated average.

Section V: Customizing Edline

Directions: In order to make any changes to your pages, login to Edline and select one of your classes. All functionality is available from this view:

RMS

...home of the gales

Viewing

- Done Viewing
- [SALLY RAMEY](#)

User Contents

- Private Reports
- Combined Calendar

Classes

- PHYSICAL SCIENCE (366212_4_0)
- PHYSICAL SCIENCE (366212_5_0)
- PHYSICAL SCIENCE (366212_6_0)
- RAMEY'S SCIENCE CLASS (366212_7_0)
- SCIENCE (366212_1_0)
- SCIENCE (366212_2_0)

My Other Groups

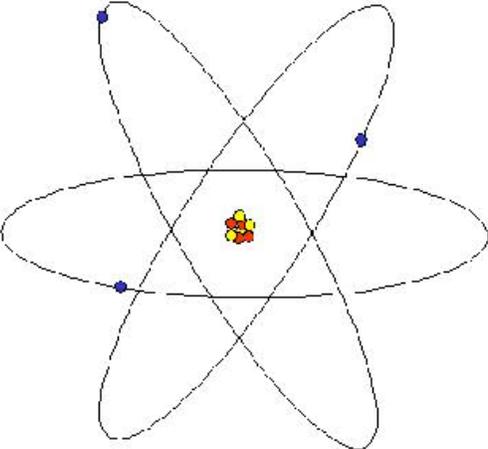
- Russellville Schools

Command Center

- Manage Class
- Send Email
- Quick-Sync

Copyright © 2004, Edline
[Privacy & Terms of Use](#)

PHYSICAL SCIENCE (366212_4_0)



RAMEY'S ROCKET SCIENTISTS

News

[This a reminder...](#)

Calendar

Send email to **S. RAMEY** at sally.ramey@rsdmail.k12.ar.us for questions about this class.

Contents

- Assignments
- current grades
- Tests

Links

- NASA
- RSD Homepage
- rsdweb.k12.ar.us

To change picture on your home page:

1. Find the picture of your liking on the web
2. Right Click on the image
3. Save the image on your desktop.

Under Command Center:

1. Click on Manage Class.
2. Image Line
 - a. Browse for the location of your image (remember if you save the image to your desktop, the easier it will be find it)
 - b. Select the image
 - c. Click Open
3. Click on Update

To change text on your home page:

Under Command Center:

1. Click on Manage Class
2. Under Class Information, you may change the name of your class
3. DO NOT CHANGE CLASS ID!
4. Click on update.

Both of the above options must be completed on each class homepage. The following options can be globally managed from one of your class' home page.

To add information pertaining to class assignments, information, etc.

Calendar:

1. Click Edit on the calendar toolbar
2. Add event
3. Type in the desired information in the Title Headline
4. Add other classes by highlighting the class
5. Click on Create
6. Calendar Date: Date that the information/project is due
7. Repeat daily: the day you would like the information to disappear from the class homepage.
8. Click on Update.

News:

1. Click Edit on the News toolbar
2. Add to news
3. Type in the desired information in the Title Headline
4. Add other classes by highlighting the class
5. Click on Create
6. Calendar Date: Date that the information/project is due
7. Repeat daily: the day you would like the information to disappear from the class homepage.
8. Click on Update.

To add links from other web pages to your class home page:

1. Click on Edit on the links toolbar
2. Add to links
3. Continue
4. Title of Home page
5. Select the classes you would like to share in this web site
6. You can set a beginning and ending date if desired.
7. Type in the URL in the URL box.
8. Update



Russellville School District Office of Instructional Technology

James Foster
Director of Instructional Technology

479.968.3106
james.foster@rsdmail.k12.ar.us

2009-2010 Edline Schedule

Here are the dates by which all secondary teachers should update their GradeQuick rosters into Edline:

- Friday September 4th
- Friday September 18th
- Friday October 2nd
- Friday October 16th —1st Quarter Grades
- Friday November 6th
- Friday November 20st
- Friday December 4th
- Tuesday January 5th —2nd Quarter Grades
- Friday January 22nd
- Friday February 5th
- Friday February 19th
- Friday March 5th
- Friday March 12th —3rd Quarter Grades
- Friday April 2nd
- Friday April 16th
- Friday April 30th
- Friday May 14th
- Thursday May 27th — 4th Quarter Grades