

# Using GradeQuick Web

## Teacher Guide

This guide will walk you through the setup and use of GradeQuick Web. It highlights Web-specific functions and differences between the web and network editions of GradeQuick. It is available from the **Command Center** at Edline, and also on your GradeQuick Web **Help** menu.

We suggest that you also read the **Tutorial -Illustrated Roadmap for Web**, which is also available on your GradeQuick Web **Help** menu. This will step you through all of the main GradeQuick Web functionality and is a good tool to use when first learning the program.

In addition, more detailed descriptions of functions common to both the network and web edition such as grading methods, calculations or attendance are contained in the **GradeQuick Manual** on the GradeQuick Web **Help** menu.

To get started, read the **Setup** and **Running GradeQuick Web** sections.

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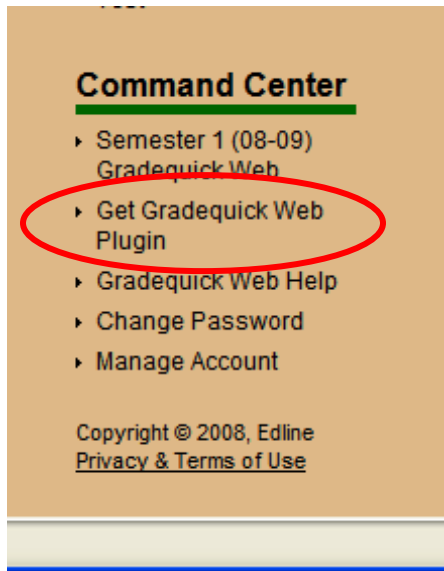
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## I. Setup

Follow these setup instructions the first time you use GradeQuick Web on any computer:

### ***Get the GradeQuick Plugin***

1. Log in to Edline. You should see these new options in your Command Center: **Semester 1 GradeQuick Web**, **Get GradeQuick Plugin**, and **GradeQuick Web Help**. If you do not see these options, contact your school's GradeQuick Web administrator.



2. Click **Get GradeQuick Plugin**.

- At a **Windows** computer, click **Run**. Read and follow the prompts to complete the download and installation of the plugin.
- At a **Macintosh** computer, click **Continue**. Once the GradeQuick plugin image is downloaded:
  - a. Drag the blue **GQ Web** icon to your **Home Folder**.
  - b. Double-click the **GQ Web** icon to initialize the plugin.

3. Once you have the plugin, go back to the Command Center at Edline, and click **Semester 1 GradeQuick Web** (or whatever is your current semester) to run GradeQuick Web.

If you receive any errors or are unable to successfully complete the installation, contact your school's GradeQuick Web administrator.

### ***Using GradeQuick Web on a Shared Computer***

**Windows:** If you share a computer with other GradeQuick Web users, and your computer/network login does not have administrator or power user permissions, each user will have to click the Setup GradeQuick link prior to running GradeQuick Web. If you are not sure whether you need to run the setup, click Semester x GradeQuick Web. If GradeQuick Web runs, you do not have to run the setup again. If you receive an error, click Get GradeQuick Plugin and follow the instructions to complete the setup.

**Macintosh:** If you share a computer with other GradeQuick Web users, each user will have to follow the setup steps above the first time they run GradeQuick Web on that computer.

## **GradeQuick Web Plugin Updates**

GradeQuick Web will update itself when a new version is available. When you run GradeQuick and an update is available, you will see a message that updates are being downloaded. GradeQuick Web will run when the update completes. While updates are generally fast, some may take several minutes, depending on the speed of your connection.

## **II. Running GradeQuick Web**



1. Log in to Edline. If you are a teacher at multiple schools, go to the school page of the school for which you want to run GradeQuick Web.
2. In the **Command Center**, click **Semester x GradeQuick Web**, selecting your current semester. It is important that you select the correct semester, or your gradebooks will not be correctly updated.
3. GradeQuick Web will run, and all of your gradebooks will open. Your gradebooks will contain up-to-date student roster information. When a new class is created for you on Edline, a gradebook will automatically be created for it, and opened with your other gradebooks.

## **Syncing your Gradebooks**

All of your gradebook data, including setup and export data, will be automatically synchronized to the Web regularly. Unlike GradeQuick Network, you do not have to "save" the gradebooks. When you exit GradeQuick Web, your final changes will be synced to the Web automatically. This insures that your most current gradebook information is always available from any computer with Internet access, and that your exported grades and attendance are available to your administrator to pull back in to your Student Information System.

## **Copying Gradebook Settings to Other Gradebooks**

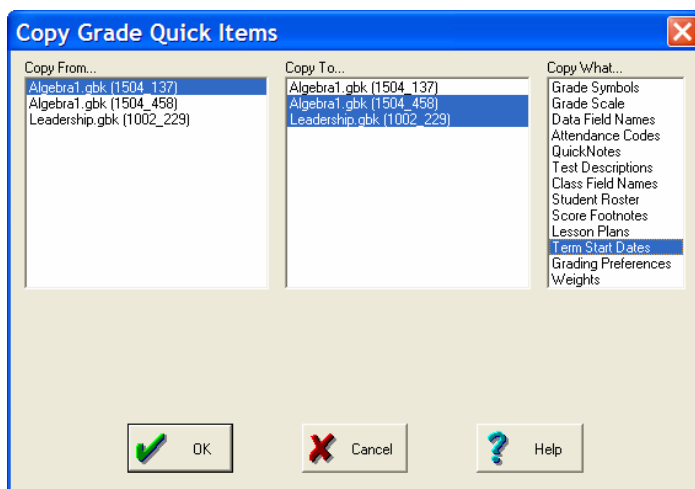
If you are starting new gradebooks and want to create global settings for all of those gradebooks, you should set up your preferences in one gradebook and then use **Gradebook to Gradebook Copy** to copy to other gradebooks. If you were using Save Settings for this purpose in

GradeQuick Network, you will find that all options that were available in Save Settings are now available in Gradebook to Gradebook copy.

To use **Gradebook to Gradebook Copy**:

1. Log in to Edline, and click **Semester x GradeQuick Web** to run GradeQuick.
2. Choose one of your gradebooks as your template, and create all of your settings, such as grade scales and attendance codes, in that gradebook. For instructions on setting all of these options, see the **Illustrated Roadmap** on the GradeQuick Web **Help** menu.

Once all of your settings are complete in this gradebook, select **Edit→Gradebook to Gradebook Copy**.



3. Under **Copy From**, select the gradebook that you used for your settings.
4. Under **Copy To**, select all other gradebooks to which you want to copy these settings. To select multiple gradebooks, use **ctrl+click**.
5. Under **Copy What**, select the item you want to copy, and make any relevant selections at the bottom of the dialog.

6. Click **OK**.

7. Repeat this process for any other settings that you want to copy.

## **Posting Reports to Edline**

You can easily create and send grade, attendance, and missing work reports in GradeQuick Web. Customizing student progress reports for Edline uses the same procedure in the Print Preview-Editor as printed student progress reports. Once you have customized the report to display the information you want, instead of printing the report you will send the report to Edline for students and parents to view online. When you post reports from GradeQuick, you can send them from one class at a time or from several classes at once. Both methods are described below.

1. Run GradeQuick Web. Choose an Edline report by clicking the **Post to Edline** button on the toolbar, or selecting **Reports→Edline Reports**.



If you click **Post to Edline**, you will be taken directly to the **Student→Standard 1 Edline Report**. If you select **Reports→Edline Reports**, you can then choose any one of the six available Edline reports. Only the **Edline Reports** can be sent to Edline.

2. You will see the Print Preview/Editor for the report you chose. In this window, you can customize and format the report to include the information you want. See your GradeQuick manual or **Help** menu for help formatting reports. You can change the content, but not the **fonts**, on Edline reports.
3. Click the **world** icon on the Print Preview toolbar, or select **Print→Send to Edline**. You will see the **Send to Edline Options** dialog. Make your selection from the options below, and then click **OK**.
  - Select **Send Current Student** to post a report for the current gradebook for only the student who currently appears on the screen.
  - Select **Send Selected Students of Current File** to post a report for the current gradebook for the students whom you have selected in the Print Preview/Editor.
  - Select **Send All Students of Current File** to post a report for the current gradebook for all students in that gradebook.
  - Select **Send Several Files** to post a report for multiple gradebooks and students at once. Steps 4-6 will explain the process of posting reports for multiple gradebooks at once.
4. **If you are not sending several gradebooks, skip to step 7.** If you are sending several gradebooks, you will see an informational message that discusses how to select individual tests. Because you are sending the report for several gradebooks, you will not be able to select individual tests to send. You have two options to narrow the selection of tests being sent:
  - To send tests for a specific term, you can choose the **Single Term Only** Edline report.
  - To send tests for a specific date range in the Print Preview/Editor, select **Tests→Select Tests and Subtotals**, and enter a date range in the Start Date and Stop Date fields in the lower right corner.
5. Click **OK** on the informational message. You will see the **Select Multiple GradeQuick Files** dialog. Choose the gradebooks you want to include.
6. You will see the **Select Students** dialog. All students from the selected gradebooks will appear in the list. Click the **Select All** button to post the report for all students from the selected gradebooks, or select students from the list.

**Note:** If you have the same student in several files, that student will be listed multiple times, and must be selected multiple times. A separate report will be posted for the student for each class; GradeQuick will not create a single report for the student for all classes.

7. You will see the **Edline Report Information** dialog. Enter a description (or title) for this report. The description entered here will appear as the title of the link to the report on Edline, in the **Contents** section. If you are posting reports for multiple gradebooks, the same description will be used for the reports from all gradebooks sent.

If you have already sent reports to Edline, all past reports names will be available from the drop-down. You can select one of these to use the same name for your report, or type a new name. If you do re-use the same report name for the same class, then the previous report that was posted to Edline will be replaced with the new version you are currently posting. If you use a different report name, then the previous report(s) will remain at Edline until you remove it. If you are posting progress reports regularly, you will probably want to use the same name for reports, such as **Current Grades**, and have the most current report replace the previous version.

8. Click **Send This Report**.
9. Wait for your browser to launch and bring up the Edline website. This may take a minute or two, depending on the speed of your computer and Internet connection. You will not have to log in to Edline.
10. You will get a status report telling you the number of reports sent. It will tell you the number of reports added (i.e. sent for the first time), the number updated (i.e. that overwrote an existing report for the student), and the number that had errors. Below this you will see an explanation for each error that occurred (for example a student ID might be incorrect). You should fix any errors and then re-send reports for the students who had errors.

To see the reports you just posted:

1. On Edline, select the class whose report you want to see.
2. The report folder (named based on the description you assigned when you posted the report), will be found in the Contents box on the class home page. Click the folder name to open it.
3. You will see the name of each student for whom this report was sent from GradeQuick. Click the student's name to see the report. The report will look the same as it did in the Print Preview/Editor in GradeQuick.
4. You will have the option to modify the contents of the report on the Edline site. However, the changes that you make will **not** be transferred back to your gradebooks. Therefore, if you want to make permanent changes to a student's grade or other information, you should make those changes in GradeQuick, and re-send the report.

**Note:** When students visit the class home page and click on the report, they will only see their own reports; they will not see other students' reports. Likewise, when parents click on the report, they will only see reports for their own children.

## ***GradeQuick Web Session Timeout***

GradeQuick Web will sync your data to Edline every 4.5 minutes, if you have edited data during that time. If you have GradeQuick Web running and have not made edits to any of your gradebooks in about 70 minutes, you will be logged out. You will then be prompted to log in again to continue working. Please note that your data will be saved to Edline prior to the timeout. The only time that you will lose data that you entered is if you lose your Internet connection while working in GradeQuick Web, so that GradeQuick is not able to access Edline to synchronize the data. In this case, the most data you will ever lose is 4.5 minutes.

## ***Differences between GradeQuick Web and GradeQuick Network***

All of the functionality of GradeQuick Web is identical to the functionality of GradeQuick Network, with the few exceptions as explained in this document. Mostly, these exceptions involve things that you no longer need to do, such as saving gradebooks, and check in/out of gradebooks to work at home.

If you have been sending grades and/or attendance from GradeQuick back to your Student Information System, you will still do what you did in GradeQuick Network to send those grades or attendance. If you selected **File→Send**, you will do so in GradeQuick Web as well. If your grades and attendance were sent automatically when files were saved, they will continue to be sent that way. See your GradeQuick administrator for instructions on sending grades and attendance at your school.

## **III. Managing your Gradebooks**

By default, GradeQuick Web creates one gradebook per class. For many teachers, this represents the gradebooks they need, and no additional gradebook management is necessary. However, there are some cases in which you may want to create additional gradebooks, remove existing gradebooks, or organize your gradebooks due to a semester transition. This can be done on the Web through gradebook management.

Managing gradebooks includes:

- **Changing the order of gradebooks in GradeQuick.** Gradebooks appear on the Windows menu in GradeQuick sorted alphabetically by class name. The class name is the name you see in the Classes list.
- **Copying from Other Gradebooks.** An option in GradeQuick allows you to copy from a gradebooks saved to the local computer or from a previous semester at Edline.
- **Adding a New Gradebook.** Creating multiple gradebooks for a single class. Its two most common applications are elementary school classes that are not separately

scheduled by subject, and year-long classes on Edline that have separate gradebooks for each semester.

- **Uploading Existing Gradebooks.** Uploading existing gradebooks from the network version of GradeQuick into a class (including special case of network gradebooks Saved to Edline).
- **Renaming a Gradebook.** Gradebooks that were added or uploaded or automatically created from rosters can be renamed.
- **Editing Gradebook Options.** Here is a series of options you can set to omit gradebooks from exporting, use with SiteReporter or change their semester assignment.
- **Reverting to Previous Gradebooks.** Using the Recycle bin to restore a gradebook.
- **Deleting Gradebooks.** If you added gradebooks you don't want to use any longer, you can delete them.

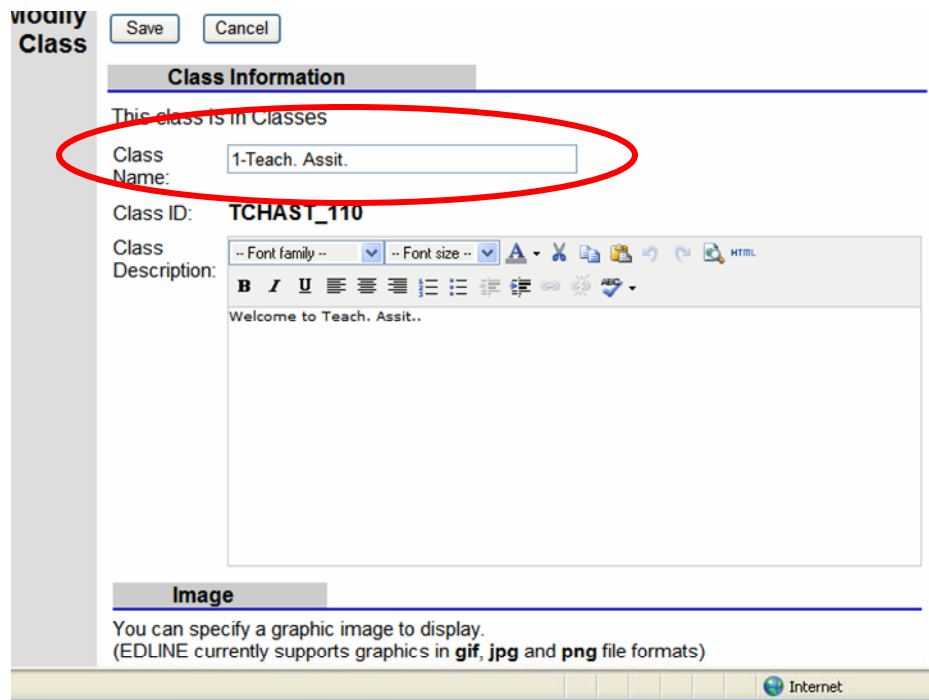
### ***Changing the order of gradebooks in GradeQuick***

The gradebooks appear on the Windows menu in GradeQuick sorted alphabetically by their name in Edline. The last gradebook opened appears on the screen when you enter GradeQuick. You can change the order by renaming the gradebooks to sort so that the gradebooks appear in an order that you decide. Remember that the name you give the gradebook is also the name that appears on your Edline page so it must make sense to others who have access to your teacher page. In general, it is recommended that the naming convention should make sense across your school as well.

1. Click **Classes** on the right side of your teacher page.
2. Sort the page by **Teacher** so your classes appear together.
3. Scroll the pages to find your classes.

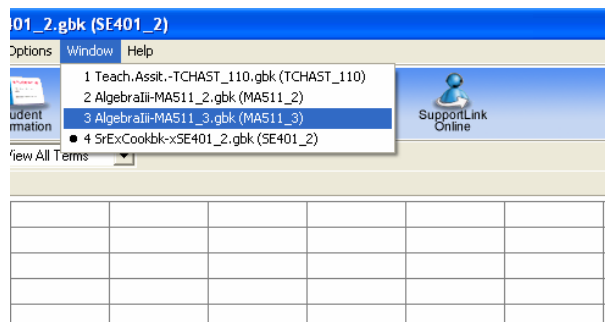
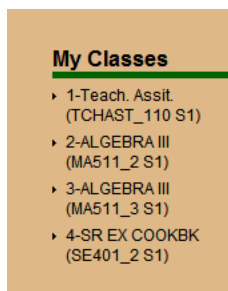
	<a href="#">SR EX MCHIP PGR</a>	08-09_S1	SE422_2 S1	D. Arias	Aug 17
	<a href="#">MATH 1</a>	08-09_S1	MA112X3_5 S1	S. Armstrong	Aug 17
	<a href="#">MATH 1</a>	08-09_S1	MA112X3_6 S1	S. Armstrong	Aug 17
	<a href="#">STATISTICS</a>	08-09_S1	MA951_2 S1	S. Armstrong	Aug 17
<a href="#">Edit</a>	<a href="#">1-Teach. Assit.</a>	08-09_S1	TCHAST_110 S1	E. Arnold	Today
<a href="#">Edit</a>	<a href="#">2-ALGEBRA III</a>	08-09_S1	MA511_2 S1	E. Arnold	Today
<a href="#">Edit</a>	<a href="#">3-ALGEBRA III</a>	08-09_S1	MA511_3 S1	E. Arnold	Today
<a href="#">Edit</a>	<a href="#">4-SR EX COOKBK</a>	08-09_S1	SE401_2 S1	E. Arnold	Today
	<a href="#">ENGLISH 10</a>	08-09_S1	EN121_3 S1	L. Arundale	Aug 17
	<a href="#">ENGLISH 10</a>	08-09_S1	EN121_6 S1	L. Arundale	Aug 17

4. Click the Edit button to access the class page.



5. Change the name. In this case, the names are changed so they sort in numbered order 1-4.
6. Click **Save**.

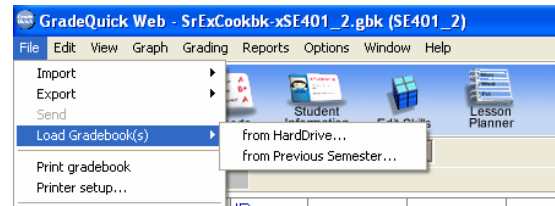
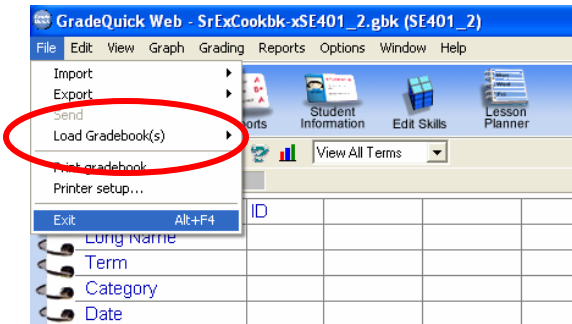
Of the left below is how the list of classes appears on the teacher's page at Edline. On the right the classes are shown on the **Window** menu in GradeQuick.



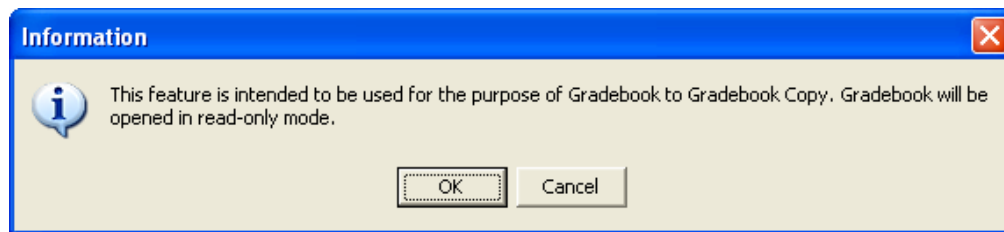
## Copying from Other Gradebooks

You can copy from a gradebook used in a previous semester or one saved locally.

- Windows. Use the **Load Gradebook(s)** option on the **File** menu in GradeQuick.
- Mac. Use **Load Gradebook(s)** available in the **Gradebook to Gradebook Copy** dialog.

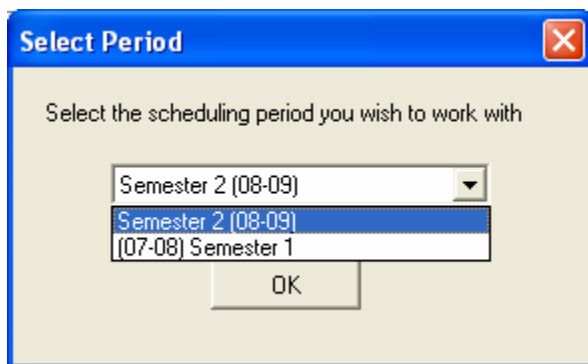


Choose **from Hard Drive** or **from Previous Semester**. You will receive this message. Click **OK**.



If you choose **Hard Drive**, you will be present with a dialog box from which you can browse to any location for which you have access.

If you choose **Previous Semester**, you will be asked to choose the semester you want to access.



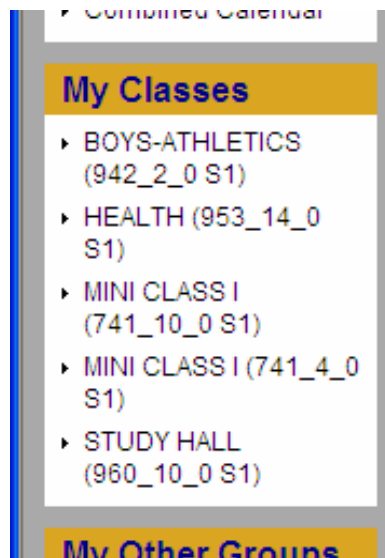
The gradebooks attached to that semester will open in **Read Only** mode.

- Windows. You will be able to see each gradebook as though it was a current gradebook. It will appear that you can make changes but none of the changes will be saved when you close the gradebook. You can also print reports from this gradebook.
- Mac. You will be able to copy from the loaded gradebook, not see or print from these gradebooks.

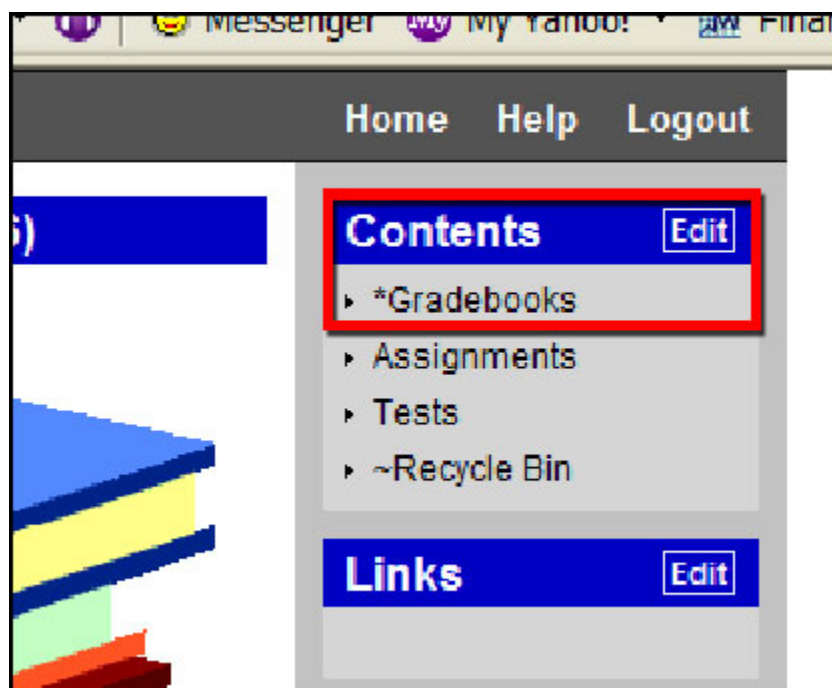
## Using \*Gradebooks to Manage Gradebooks

The remaining gradebook management techniques are done from the **\*Gradebooks link**. Your Edline Super User/GradeQuick Administrator will choose whether or not to allow you to use gradebook management. If you do not see the **\*Gradebooks** link under **Contents** on Edline, your administrator has decided to hide this option. If you think you need to make any of these changes, talk to your administrator about making this option available.

Access gradebook management by double-clicking the **\*Gradebooks** folder as shown below:



1. Log in to Edline. Select the class for which you want to create additional gradebooks from the **My Classes** section on the left side of the page.



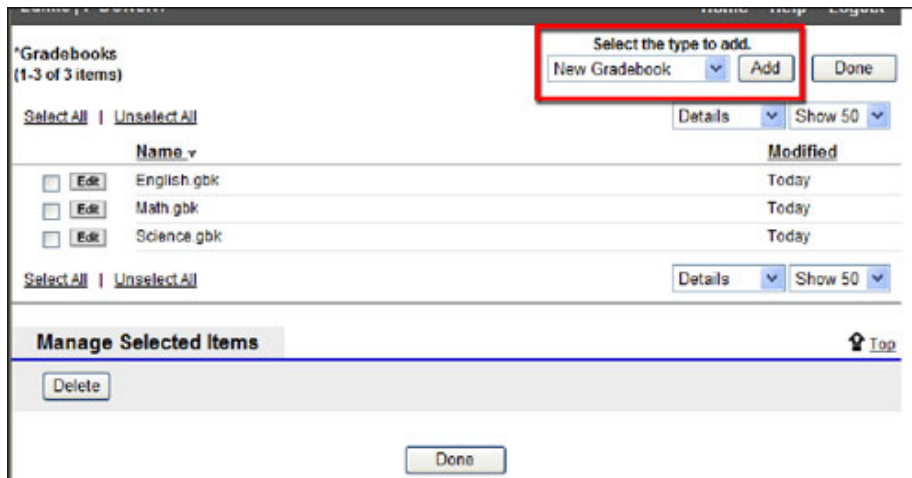
2. On the class page, click the **\*Gradebooks** link from the **Contents** section on the right side of the page. If this option is not visible, your administrator has chosen not to make it available to you.

## Adding a New Gradebook

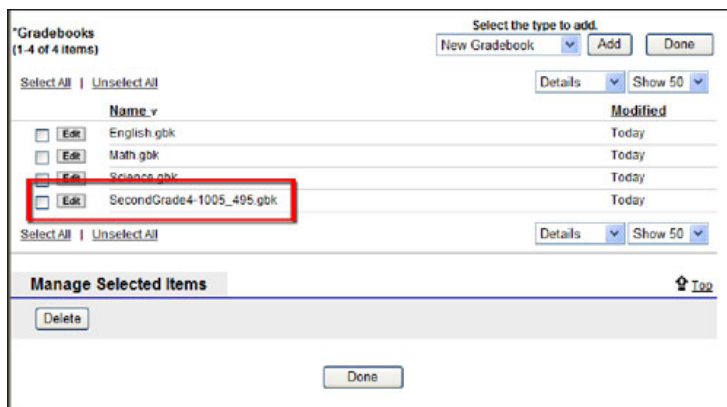
In some cases, you will need more than one gradebook per class. Most commonly, this will happen in these cases:

- In elementary schools, where classes may be scheduled for the whole day, but you want separate gradebooks for each subject.
- When you have year-long classes on Edline, but want a separate gradebook for each semester.

**Note:** If you will be sending grades or attendance data back to your Student Information System, make sure that you only have one gradebook per class set to export, as you can only send grades and attendance for one gradebook per class. This is particularly important if your exports are sent automatically, or sent by your GradeQuick administrator. See the section *Editing Gradebook Options* below for information.



1. Select **New Gradebook** and click **Add**.

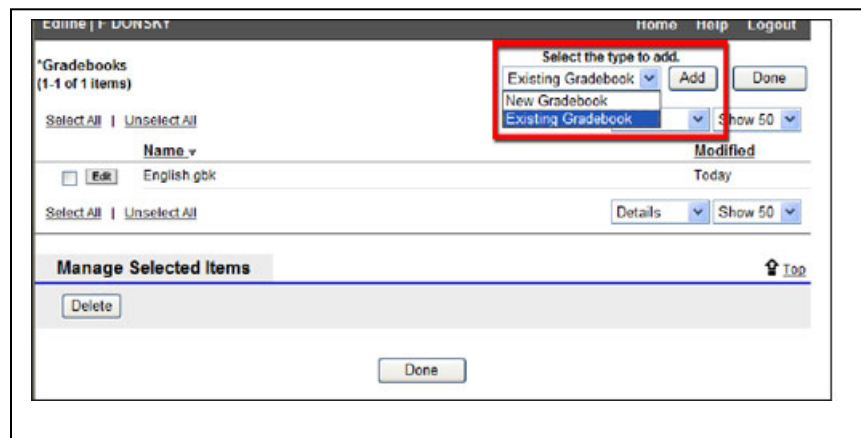


2. A new gradebook will be created for you, named for the class and class ID.

3. Continue adding and naming gradebooks, until you have all the gradebooks you want for this class. When you are finished, click **Done**, and repeat the process for your other classes.

## Uploading Existing Gradebooks

If you have gradebooks that were created with the network version of GradeQuick, that you want to upload into a class on Edline, you can do this for individual gradebooks. Please note that GradeQuick Web allows your administrator to migrate all of your GradeQuick Network gradebooks, so you should check with your administrator to see if the gradebooks are going to be migrated for you. If a gradebook was not migrated for you, you can upload it as follows:



1. Select **Existing Gradebook** and click **Add**.
2. You will be prompted to **browse** to locate the gradebook on your computer or network. Select the file and click **Add**.

**Note:** If you are uploading a gradebook in order to copy from it such things as test descriptions or lesson plans, use the option to **Load Gradebook(s)**, previously explained, instead.

**Special Case--Gradebooks that were Saved to Edline with GradeQuick Network.** If you were using GradeQuick Network with Edline, and used the Save to Edline feature, the latest version of one or more of your gradebooks may be on Edline. You will need to retrieve these gradebooks in order to use them with GradeQuick Web; they will not automatically appear in GradeQuick Web.

If you have any gradebooks whose most current version is on Edline, make sure to use **check-in from Web** to check those gradebooks back in to the network version, before you upload as explained above. If your administrator will be migrating for you, you should also make sure to check in all gradebooks from Edline before the migration occurs. Your administrator has a GradeQuick Web guide that explains the process of gradebook migration.

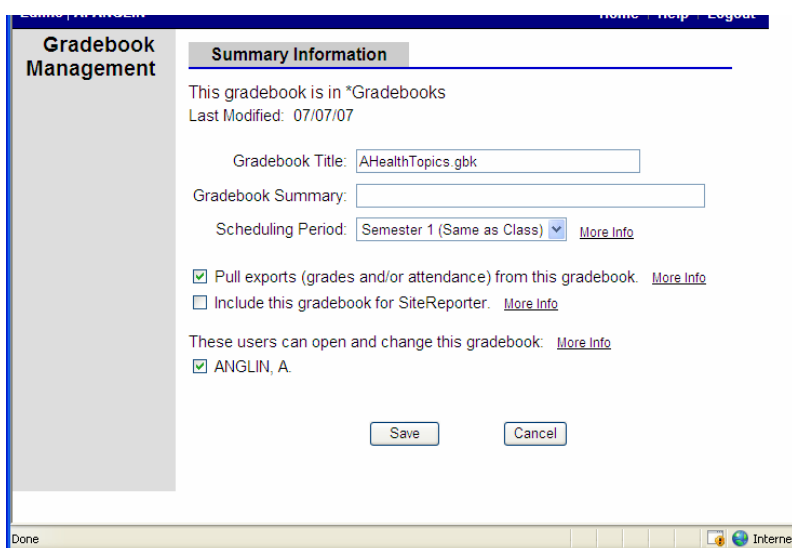
## Renaming a Gradebook

In the **\*Gradebooks** folder, you can rename gradebooks created for you. To **Rename** a gradebook to something more personal, like **spelling** or **math**, or **Algebra 2 Period 6**, click the **Edit** button next to the gradebook name, and change the **Document Title**.

## Editing Gradebook Options

The options that can be set are listed below. Click the **Edit** button next to the gradebook name to access the following options.

- **Scheduling Period** – From this page, you can quickly change the scheduling period for which this gradebook is associated. This option will only display for Year-Long classes. If your school has year-long classes on Edline, but you have separate gradebooks for each semester within the class, you can set the scheduling period for your gradebooks so that only those from the current semester open in GradeQuick Web.
- **Pull exports (grades and/or attendance) from this gradebook** – By default, this choice will be checked. If you have multiple gradebooks for a class, you must indicate which gradebook will be used for exports. This can be especially useful for year-long classes whose class ID does not change and yet you wish to use a different gradebook per semester. Remember that only one gradebook per class can be set to export.



The screenshot shows a web browser window with the title "Gradebook Management". The page has a sidebar on the left with the text "Gradebook Management". The main content area is titled "Summary Information" and contains the following fields and options:

- This gradebook is in \*Gradebooks
- Last Modified: 07/07/07
- Gradebook Title:
- Gradebook Summary:
- Scheduling Period:  [More Info](#)
- Pull exports (grades and/or attendance) from this gradebook. [More Info](#)
- Include this gradebook for SiteReporter. [More Info](#)
- These users can open and change this gradebook: [More Info](#)
- ANGLIN, A.

At the bottom of the form are "Save" and "Cancel" buttons. The browser's status bar at the bottom shows "Done" and "Internet".

- **Include this gradebook for SiteReporter** – If you have SiteReporter at your school, this option will be checked by default. If you have extra gradebooks in your class that you use for templates and do NOT want shown in SiteReporter, uncheck it.
- **These users can open and change this gradebook** – This will allow you to choose which teacher can open and change a gradebook. In order for a teacher to appear on this list, they must be added as a member of the class in Edline.

**Caution!** Allowing more than one teacher to have access to a gradebook at one time will result in data loss. For this reason, only one teacher should have access to a gradebook at one time.

Allowing another teacher to open the gradebook is essential when you want another teacher to teach your students some of the subjects. Using this feature, only the right teacher will be presented with the gradebook when they run GradeQuick Web. Remember, to prevent data loss only one person at a time should be able to open the gradebook.

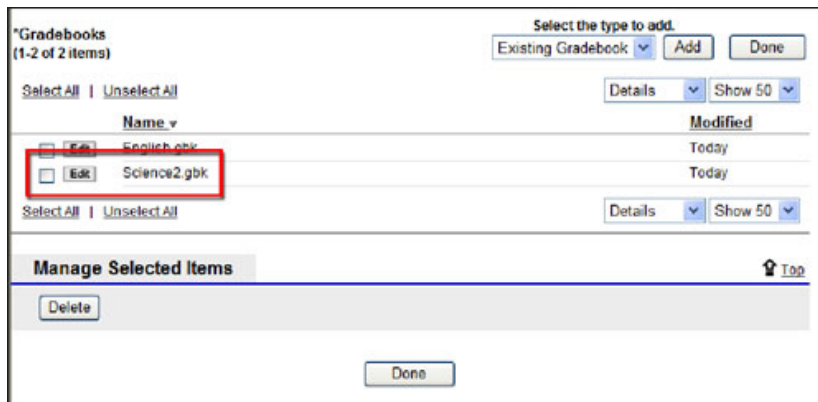
If you don't want a particular gradebook for your class to open by default when you click your gradebook link, unclick your name. The gradebook will remain, but not open for you, until you click your name again.

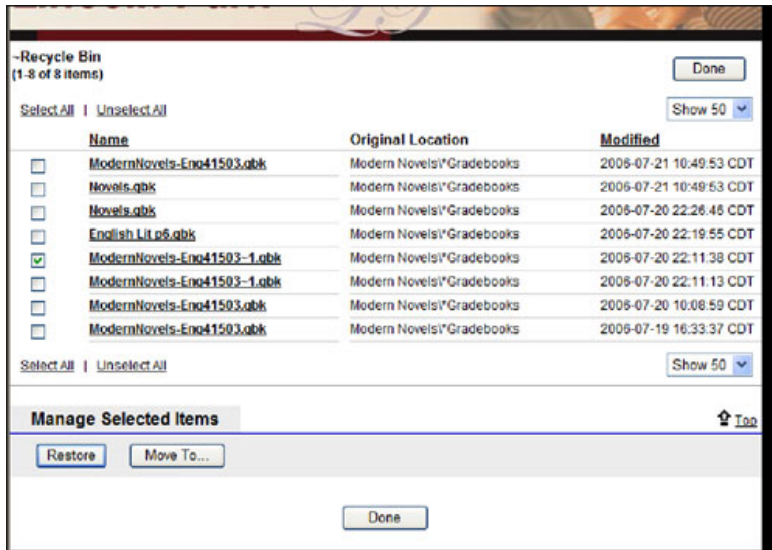
**Special case – More than 45 gradebooks.** In some situations, teachers may be assigned many gradebooks. GradeQuick Web cannot open more than 45 gradebooks and will give an error message when GradeQuick tries to run. Teachers who have many gradebooks may find that as the gradebooks grow with more information, that even 45 gradebooks may not open. Some gradebooks will have to be marked to not open if the teacher is to be able to use GradeQuick.

## ***Reverting to Previous Gradebook***

If you want to revert to the gradebook for the last day you used it (yesterday's gradebook, if you use GradeQuick daily), you can do so. The recycle bin holds up to 30 gradebooks for the last 90 days. Previous gradebooks outside these parameters are no longer available for restoration.

1. Log in to Edline, and select the class whose gradebook you want to revert, from the **My Classes** section on the left side of the page.
2. Click the **~Recycle Bin** link from the **Contents** section on the right side of the page. The list of gradebooks in the recycle bin includes all gradebooks that you deleted, as well as a previous copy of your current gradebooks. All gradebooks list the modified date and time, so that you can select the correct version of a gradebook.

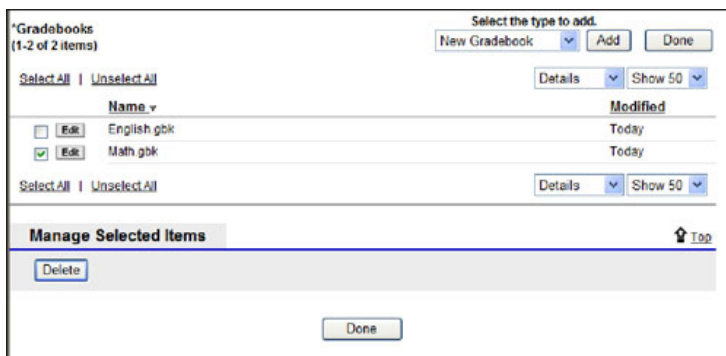




- Once you have found the gradebook you want to restore, check-mark the box next to it, and click **Restore**. This gradebook will be placed back into the **\*Gradebooks** folder, and **will overwrite** a gradebook of the same name if there is one there.

## Deleting Gradebooks

If you want to remove a gradebook so that GradeQuick Web does not use it, and you will not need this gradebook again, you can delete it. You can delete gradebooks that you created, or the default gradebooks that are created for you. If you want to, you can delete all gradebooks for a class, so that GradeQuick has no gradebooks for that class. To delete gradebooks:



- Log in to Edline, select the class for which you want to delete gradebook(s), and click the **\*Gradebooks** link in the **Contents** section on the right side of the page.
- Check-mark the gradebooks that you want to delete, and click **Delete**.

- You will be prompted to type the word “delete”, to insure that you intended to delete the selected gradebook(s).
- Your selected gradebook(s) will be removed from the list of gradebooks, and sent to the **Recycle Bin**. To retrieve a deleted gradebook from the recycle bin, see instructions above for **Reverting to a Previous Gradebook**.