

GradeQuick 5.0

Network procedures and getting started guide

January 2001

Conventions and details

Conventions used

Click → click on the indicated item or icon **once** using the **left** mouse button.

Double click → click on the indicated item or icon **twice** using the **left** mouse button.

Right Click → click on the indicated item or icon **once** using the **right** mouse button.

Select → move the mouse pointer over the indicated item or icon

You do **NOT** have to click the indicated item or icon

Other details

1. Pay attention to words in **Bold**. They usually indicate an action you have to perform.
2. Your screen may be slightly different that what is shown or described. Don't panic; just use a little logic and experiment. You can't do anything that can't be fixed (it may just take a little while to fix some problem).
3. This document replaces all previous instructions
4. This document does not tell you everything about GradeQuick. This is mainly concerned with importing and exporting your rosters. Each library has several copies of the official users manual. GradeQuick also features a tutorial accessed through the Help menu (Help→Tutorial) that may answer your questions.
5. Before calling for help:
 - a. Reboot your computer
 - b. Log on
 - c. If it still doesn't work, reboot again
6. Remember to save your work after every change

Getting started instructions for GradeQuick version 5

(Thanks to Sherry Killian of MHHS for the rough draft of this page)

The major difference between GradeQuick 4 and 5 is that the new version is a 32-bit network application, meaning that it is not installed on each workstation. The shortcut is installed on each workstation through ScriptLogic, so it is **NECESSARY** that you log on each time you plan to use your computer. Anything done in GQ4 is not compatible with 5, so you can simply uninstall and delete the older version. If ScriptLogic does not run when you log on or GradeQuick will not work, contact me (Keith) immediately. ScriptLogic also maps your personal drive on the server, so you can't really do anything without it.

To get started with GradeQuick, you should double-click on the icon that now appears on your desktop. It is called “GradeQuick! MHHS” and looks quite a bit different than the older version. You must also be patient with the application. It can be very, very slow at times.

After starting GradeQuick you will be asked for your login name. This is the same as your user name when you log on to the network. Most login names consist of your first initial and last name. Mine, for example, is kalman. GradeQuick will eventually start.

To import your rosters click **File** and then **New**. A message box will appear telling you how to get started with a blank page or a roster file. Click **Yes** to import a roster. You will have to wait again. Then a box will ask for your class ID. Enter the course number, section number and session number (always 0). An example is course 1747 section 1. The class ID for this course is 174710. Wait again and your class will appear. You will need to alphabetize them, which is covered in a later section.

One word of caution: **DO NOT** delete students who drop your class. They can be designated as inactive and the system will take care of them later. More on this as we get more in-depth with the software. You can also read more about it in the official GradeQuick users manual. The library now has several copies for check out by teachers.

When you save a class for the first time just click **File** and **Save As**. You can name it whatever you want this time, up to 255 characters. By default it will save to your M drive. This is the network drive that is backed up every day. When you get ready to work with your grade book next time just use **File** and **Open**. GradeQuick will direct you to your M drive automatically. After the first time, you just click on the disk icon to save or Click **File** then **Save**.

Now you’re ready to start using GradeQuick!

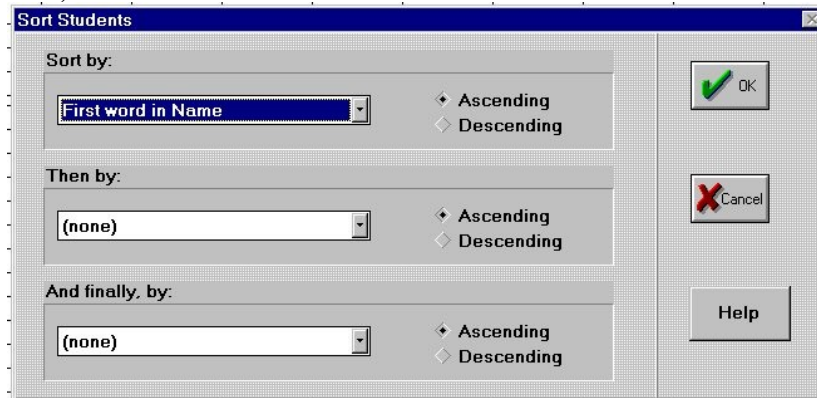
Starting a grade book

1. You **MUST** import your official APSCN rosters. Typing in your class lists will not work because there is class information coded into the APSCN roster that you cannot add. If you type in your own rosters the grades will not export.
2. Follow the import instructions for **each class** to import your class rosters.

Alphabetizing your Students

1. Open the file you want to work with.
2. Click on **View**
3. Click on **Sort**
4. Click on **Students**

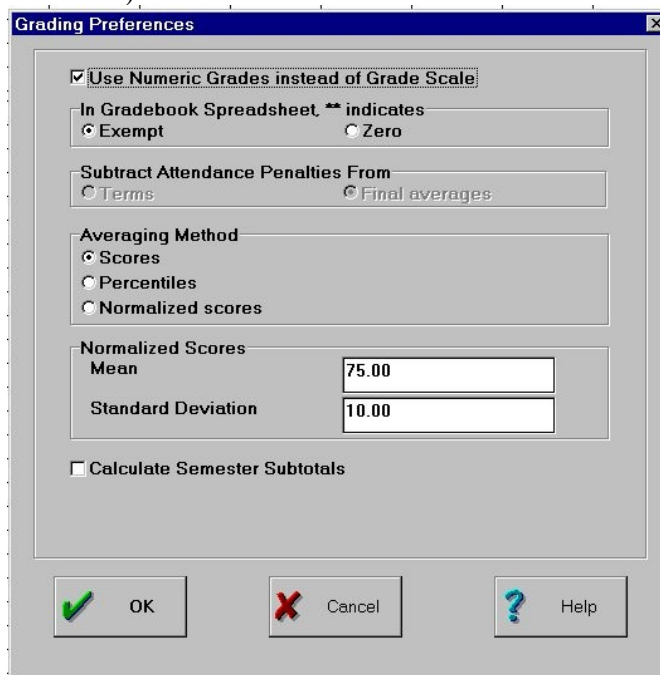
5. Click on little arrow and go to **First Word in Name** (this is because the first word is the last name)



6. Click **OK**
7. Save the file
8. Do this to all files

Changing to Numeric Grades

1. Open the file you want to work with.
2. Click on Grading
3. Click on Grading Preferences
4. In the box that pops up, make sure the top check box (Use Numeric Grades instead of Grade Scale) is checked:



5. If the box is not checked, check it.
6. Click **OK**
7. Save the file
8. Do this for all classes

Adding and Deleting Students

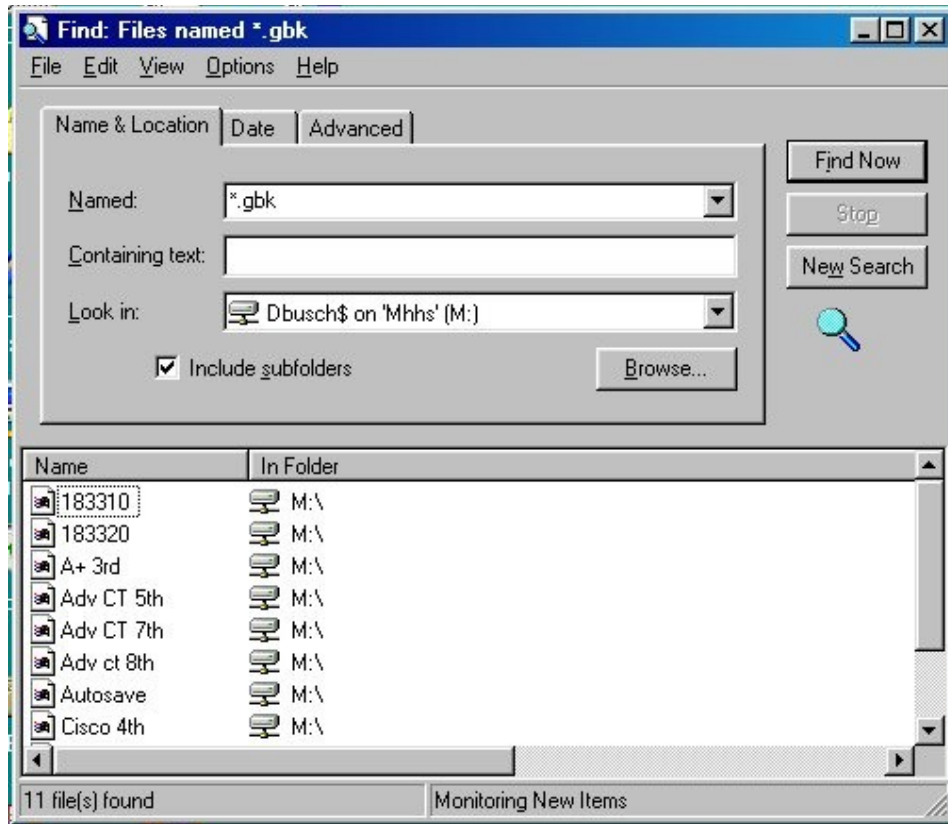
One of the problems with getting rosters quickly is that changes to your classes may not show up immediately. The system will update your rosters as soon as the revised data becomes available. Students who are listed as dropped in APSCN will be moved to the end of your roster and coded “dr” in GradeQuick. Just ignore these students. Deleting them will do no good, they will reappear the next time you start GradeQuick. Do NOT try to manually add and delete students.

Backups of your grade book

By saving to the server (your “M” drive) you are saved the hassle of backing up your files. All home directories are backed up every weeknight at 11:00. If you accidentally lose any of your classes contact a secretary or Keith directly and we’ll try to restore them to the last known good set. We only keep backups for 10 days, though.

Saving and Deleting old GradeQuick files

1. Insert a clean, formatted floppy disk in your floppy disk drive
2. With the mouse, click on the **Start** button on your desktop
3. Select **Find**
4. Click **Files or Folders...**
5. The box below will appear.
6. Type ***.gbk** in the box next to **Named:**
7. In the box next to **Look in:** make sure the drive your files are on (“M”) is selected.
8. Click the **Find Now** button.
9. All your GradeQuick files will show up
10. To **backup** all files:
 - a. Insert a clean, formatted floppy disk in your floppy disk drive
 - b. In the **Find** window, click **Edit** on the menu bar
 - c. Click **Select All**
 - d. After the files are highlighted in blue, click **Edit** on the menu bar then click **Copy**
 - e. Double-click on **My Computer** (on the desktop)
 - f. Double-click on **3 ½ floppy (A:)**
 - g. In the window that opens click **Edit** on the menu bar then click **Paste**

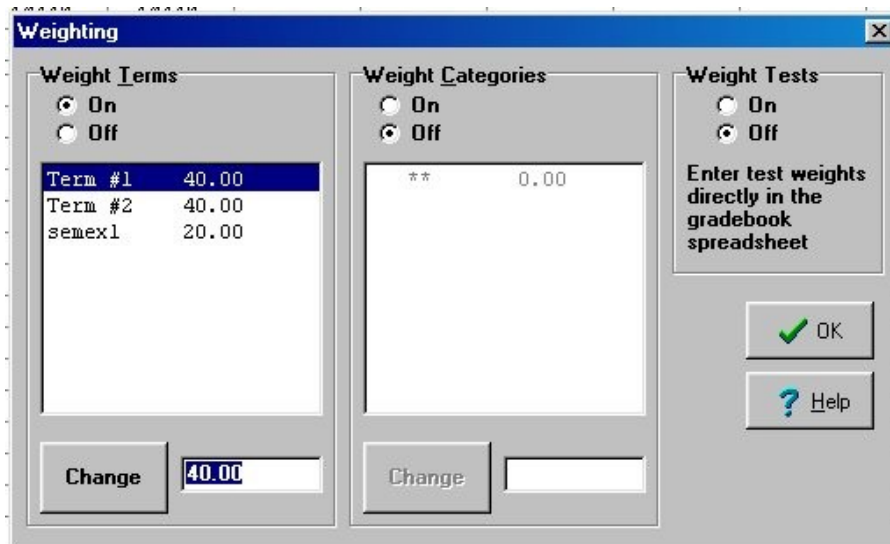


11. To **delete** all old files:
 - a. In the **Find** window, click **Edit** on the menu bar
 - b. Click **Select All**
 - c. After the files are highlighted in blue, press the **Delete** key on the keyboard
 - d. Click the **Yes** button to confirm that you want to delete the file
12. To get rid of one or more files, but not all of them
 - a. Click once on the first file you want to delete
 - b. Hold down the **CTRL** key on your keyboard and click any other files you want to delete
 - c. When you've selected all the files to delete, release **CTRL**
 - d. Press the **Delete** key on the keyboard
 - e. Click the **Yes** button to confirm that you want to delete the files.

Recording and Weighting Semester Tests

1. Create a new column in the class in which you are working.
2. Type "semex1" or "semex2" in the row labeled **name**. Put the same in the **long name** row.
3. Double click on the "2" in the row labeled **Term**. It should now be highlighted in blue.

4. Press **delete** on the keyboard. The cell should now be empty. Press **Enter**.
5. Click on **Grading** from the menu bar.
6. Click on **Weighting**.
7. Click the **On** option under **Weight Terms**.
8. Click **yes**.
9. Three items should appear: **Term #1**, **Term #2**, and **semex1**. (or Term #3, Term #4 and semex2).
10. Double click on **Term #1** (or 3).
11. Type the percent YOU want Term #1 to be in the box beside the **Change** button. It should be that bluish-purple color before you type in it.
12. Click **Change**.
13. Repeat instruction numbers 10 – 12 for **Term #2** (or 4) and “semex.” The three percentages should total 100%.



14. Click **Ok**.

To View Subtotals for Term 1 and Term 2

1. Click on **View** from the menu bar.
2. Click on **SubTotals**.
3. Click on **Terms**.
4. Click **Ok**.
5. The subtotals for the terms will now appear at the end of your grade book in the final two columns.

Mapping a GradeQuick export drive

When you turn the computer on, **YOU MUST LOG ON**. Hitting **cancel** at the logon screen will prevent you from using the network, which is the basis for the gradebook export. This is extremely important. ScriptLogic will run when you log on and

create the network connections for the shortcut to GradeQuick, the program files and your home directory.

Exporting grades from GradeQuick to APSCN

1. Log on to your computer
2. Log on to GradeQuick
3. Open the first class to export
4. Make sure the grades are numeric, not letters.
5. If you have added any students manually make sure you've added their ID number in the ID space
6. Click File→Send→Export Term 1 Grades
 - a. Click on Term 2, Term 3 or Term 4 depending on the term
7. Click OK to confirm export
8. Click OK when export is finished
9. Do the same for your other classes.

Edline

Edline is an independent module integrated with GradeQuick that allows you to post grade sheets and several other things to the Internet. They are posted to a secure server. This is not a function of our local servers. It is a service offered through Jackson Software. Access to the site and to individual grades is controlled through access codes generated through the web site. If you do not have an access code or a copy of the Edline Teacher Quick-Start Guide check with your building secretary or a member of the Technology department. All the instructions you need for using Edline are in that guide.