

*jackson*

# ***GradeQuick***<sup>®</sup>

Version 10 for WINDOWS

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*Jackson Software*  
361 Park Avenue  
Glencoe, IL 60022

Phone: 847 835-1992  
Fax: 847 835-4926

[www.gradequick.com](http://www.gradequick.com)

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Manual V10-0

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## QUICK START

Although you may be able to run **GradeQuick** without additional help, we recommend that you use the on-screen **Tutorial** which gives step by step directions to help you get started quickly and introduces you to time-saving hints and unique features. (Choose **TUTORIAL** from the **GradeQuick Help Menu**.) First, however, read the **READMEGQ** file that contains information about any last-minute changes or new features.

### Important GradeQuick Terminology

**Test:** any task or assignment. A ‘test’ column contains scores for an assignment whether it is a test, quiz, lab, etc.

**Category:** groups individual assignments by type, such as quiz, homework, lab, etc.

**Term:** marking period or grading interval within the overall semester or year.

**Grading Symbol:** any letter, symbol, or word entered as a score in the grade book. The associated value is the percentage of the total points the student will receive for that assignment.

### To use GradeQuick immediately:

- Insert the GradeQuick CD disk in your disk drive. Select GradeQuick from the program options that appear. Follow the on-screen instructions to complete the installation.
- Be certain you have installed a printer driver on your machine, whether or not you will print from the machine. Without a driver, you will be unable to use the Print Preview.
- Set your monitor display for High or True color (more than 256K) to display pictures in the seating chart with the best color. You will need to have your monitor set to at least 256 to run GradeQuick.
- When you open GradeQuick, you will be prompted to enter your **User Name**. Then, you will be asked to set a **password**. If your school has a Site License, your School’s System Administrator will set the User Name. **Both the User Name and password are case-sensitive.** See *Setting Your Password* on page 6 for detailed instructions regarding the **Login to GradeQuick** dialogue box and your password.
- Begin using GradeQuick by clicking the main menu items at the top of the window, clicking a button from one of the toolbars, or clicking a cell to access it for data entry.
- **To enter student names:** Type the name of your first student on the first row and press ENTER. A new row will be created automatically for the next student. You can also add new students by clicking below the last student, clicking the **Add Student** button on the Standard Toolbar, or clicking the right mouse button and choosing add students.
- **To add tests:** To create a new test or assignment column, either press **F6**, click to the right of the last test column, click the **Add Test** button on the Standard Toolbar, or click the right mouse button and choose add tests.
- **To enter test scores:** Type information in the heading of each test column, including possible points, and begin entering scores for each student.
- **To change screen colors:** If the text or highlights are difficult to read, you can make the colors “brighter” or “darker.” Select **Options→Adjust Colors**. Click the adjustment you wish to make. You can see the screen change as you continue clicking on the buttons. When you want to accept the change, click OK.
- For faster menu access, use the **ALT** key plus the underlined letter in the menu item (e.g. **ALT+F** for the File menu). See *How Keys Function* on page 159 and *Entering Data Into The Gradebook* on page 10.

- Use the scroll bar at the bottom of the window to view more 'test' columns if you have created more than will fit on your screen. Use the scroll bar on the right side of the screen to view any students you add beyond the last visible row.

# UPGRADING TO GRADEQUICK 10

## GradeQuick Manual

To easily identify new information or new sections of the manual, look for **New!** in the left margin.

## Program Level Enhancements

### Security at the Program Level

*GradeQuick Version 10* has added security. A **Login to GradeQuick** feature has been added at the program level, requiring users to have a valid **User Name** and **Password** to open *GradeQuick*. In this feature, passwords are case sensitive and can be reset by the school's system administrator. See *Setting Your Password* on page 6.

### Communicating with GradeQuick Users

*GradeQuick Version 10* gives site administrators the ability to send start-up **Alert Messages** to *GradeQuick* users. Important messages such as deadline reminders or special instructions can be easily sent by the administrator and are received whenever a user enters the program until the message is removed.

## Spreadsheet Features

### Student Summary View

*GradeQuick Version 10* introduces **Student Summary View**: a way to view a student's basic information, including photo, student memos, class average, and grade at a glance. From **Student Summary View**, teachers can also add or edit Student Information, Memos, Scores and Grades, and Attendance. See *Student Summary View* on page 14 for more information.

### Assigning Terms

*GradeQuick Version 10* **automatically assigns Terms** for new tests according to the **Term Start Dates** you have set for the grade book. You may also edit a test's term by highlighting it and typing over it. See *Adding New Test Columns* on page 22.

### Randomized Sort

A **Randomized Sort** button has been added to the Standard Toolbar in *GradeQuick Version 10*. The Randomized Sort button appears immediately to the right of the Ascending and Descending Sort arrows on the Standard Toolbar. See *Reordering Student Rows* on page 45.

### Globally Update Term Start Dates

*GradeQuick Version 10* gives administrators the opportunity to globally update **Term Start Dates** in all active gradebooks at any time. This ensures that every gradebook will contain the correct term dates.

## Grading

### Enhanced Grading Preferences

*GradeQuick Version 10* lets you set custom cut-offs for Average Term Grades or use convenient grading tiebreakers to determine final grades. See *Averaging Grades* on page 60.

## Skills and Standards

### Attaching Skills to Tests

After you add skills to your gradebook, *GradeQuick Version 10* lets you link them to tests. You can also report on which tests make up a skill grade. See *Attaching Skills to Tests* on page 69.

### **Skills Reporting a la carte**

*GradeQuick Version 10* lets you select which skills to include on many assessments and skills reports. See *Skills* on page 67.

### **ETS Assessment Wizard**

For *SupportLink* members, *GradeQuick* taps into ETS assessment content and wizard technology to you create your own lesson content.

## **Lesson Planner**

### **Spell Check**

*GradeQuick Version 10* includes a **spell check** feature for Lesson Plans. In Lesson Planner text boxes, right-click to access spell check. If errors are found, spell check will access a list of suggestions from which you can choose the correct word or spelling. See *Spell Checking Lesson Plans* on page 79.

### **Resource Links**

*GradeQuick Version 10* has the ability to link to resources you use in Lesson Plans, such as worksheets or other items that may be stored any where on your computer, network, or the Internet. The **Resource Links** feature is located in the **Define Instructional Plan** dialogue box. See *Managing Lesson Plan Resources* on page 77.

### **Import Lessons Plans from Standards Builder**

*GradeQuick Version 10* gives you access to the best lesson plans and state standards with **StandardsBuilder+**. **Skills ID** information from StandardsBuilder will be carried over to elementary/skills reports to help you stay organized.

## **Attendance**

### **Half-Day 2-Way Attendance**

*GradeQuick Version 10* works with your SIS to import or export half-day attendance information.

## **Seating Chart**

### **Dropped Students**

When you **Hide Dropped Students** for attendance and printing functions, they will also be hidden in your seating charts. See *Preferences* on page 156.

## **Reports**

### **New Reports**

*GradeQuick Version 10* offers you 30 new reports options. See *Reports* on page 97 for a complete list.

### **Multi-file Reports Made Easier**

In *GradeQuick Version 10*, **if you have already printed a Multi-file Report**, you can push the **Previous Selection** button to recall the files you selected last time and add them to the list. To eliminate a file from the list, highlight the file name and push **Drop From List** button. See *Multi-file Reports* on page 110.

### **StandardsBuilder+ Skill ID and Skill Names Print on Your Reports**

When you import skills, **Skills ID** information from StandardsBuilder will be carried over to elementary/skills reports automatically.

## **UPGRADING TO GRADEQUICK 9**

This section includes new features and changes that have been added since Version 8. If you are upgrading from Version 6 or 7, the section *Upgrading to Versions 6.0-8.0* on page xvi covers features added since version 6.0. If you are upgrading from Versions 1-5.1, there have been many changes made to the program since those versions, and we therefore recommend that you read through this complete manual to insure that you are taking advantage of all the features currently available in GradeQuick.

### **Spreadsheet Features**

#### **500 Tests in a Gradebook**

GradeQuick will now allow up to 500 tests in a gradebook, doubling the 250 tests that were allowed in GradeQuick 8.

#### **32 Categories in a Gradebook**

GradeQuick will now allow up to 32 categories in a gradebook, doubling the 16 categories that were allowed in GradeQuick 8.

#### **Hiding Students**

You can now choose which students you would like to view and which students you'd like to hide from view in your Gradebook. This will allow you to show a student (or parent) his grades on the spreadsheet, including "what if" scenarios, without exposing the scores of other students. This will also allow you to view an individual group, such as 12<sup>th</sup> grade students, and to hide dropped students from view. For instructions on using this feature, see *Hiding Student Rows* page 41.

### **Skills and Standards**

GradeQuick's updated **Standards and Skills** area allows you an easy to use and detailed interface to enter and evaluate skills, state standards, etc. for each of your classes. See *Managing Standards & Skills*, page 67, for complete instructions on the updated skills and standards area.

### **Skills Mastery Reports**

New skills reports have been added to GradeQuick, to track students who have not achieved the mastery level for the skills in a Gradebook. Note that for purposes of these reports, a student who has achieved partial mastery of a skill will be counted as having mastered that skill and will not be reported as having not mastered it. For a list of Skills Mastery Reports, see *Skills Mastery Reports*, page 74.

### **Lesson Planner**

#### **Gradebook to Gradebook Copy of Lesson Plans**

Lesson Plans that you create in one file can be copied to multiple files using the Gradebook to Gradebook Copy feature. You can copy these lesson plans from other files you have already created, or from files you used last term or last semester. See *Copying Information From One Class File to Another*, page 23.

### **Expanded Fields in Lesson Planner**

Many fields in the Lesson Planner, such as the Title, Objective, and Activity, have been expanded to hold more information, so that you can create and maintain more detailed lesson plans in GradeQuick.

### **Skills and Lesson Plan Reports**

The Elementary Style reports and all other Skills and Lesson Plan reports will now allow you to select the order in which the Gradebooks appear on a report, and also to select files from directories other than your home directory. See *Selecting Files for Multi-file Skills Reports*, page 75.

### **Graphs**

The Graphs button has been removed from the main toolbar. The Graphs feature is still available through the Graphs menu, or from the new graphs button on the small toolbar.

### **ETS Assessment Wizard**

This online assessment-building tool will allow you to build assessments around standards and rubrics, and save those to a file for classroom use. This feature will be available through GradeQuick in early fall.

### **Saving Settings**

The Grading Preferences and Weights have been separated into 2 different options in GradeQuick 9, so that you can choose to save one without the other.

## **UPGRADING TO VERSIONS 6.0-8.0**

### **Lesson Planner**

GradeQuick's Lesson Planner allows you to scope out *what* you are teaching by setting the plan's start/end dates, entering an overview/objective statement, and listing any standards/skills the plan will address. Then, once you've defined the scope, you can outline *how* you'll accomplish the lesson plan in the Instructional Plan section, which includes assigning each item in your plan a start/end date, duration, activity description, resource, resource detail, materials used. You can also include a method of evaluation. For more information on using the Lesson Planner, see *Building a Lesson Plan* on page 76.

### **Skills**

GradeQuick's Skills functionality has been enhanced. Earlier versions of Skills still work with version 8, but now you can import or build state standards/skills and any other curriculum benchmarks you may wish to assess student progress. For more information, see *Managing Standards & Skills* on page 67.

### **Score Footnotes**

This new notation system lets you add meaningful symbols (defined by you or your administration) to specific scores in your gradebook. The first step in using Score Footnotes is to define the symbols and their meanings. Footnotes are defined under the new menu option Grading > Set Score Footnotes. The Score Footnotes window is where you define each footnote (the Code) and its description (the Meaning). Available codes are every letter of the alphabet and numbers zero through nine. For more information, see *Score Footnotes* on page 65.

## **Custom-Named Grading Scales**

GradeQuick now lets you customize the name of each grading scale, to use names like Pass-Fail Scale, PE Classes Scale, and so on, instead of using generic scale names like Grading Scale 1 and Grading Scale 2. For more information, see *Custom-Naming Grading Scales* on page 53.

## **Attendance Features**

### **Edit Vacation Days**

GradeQuick now features a Vacation Days Editor that allows you to manage vacation days through a user-friendly interface. In previous versions of GradeQuick, editing vacation and non-school days involved entering dates directly into the Vacation.txt file. In the new Edit Vacation File window, you can enter a new vacation day (or days) by clicking the new date row and entering your start and end dates. You can also edit existing vacation days by clicking the row and changing the start and end dates. For more information, see *Vacation Days (all non-school days)* on page 130.

### **4-Character Attendance Codes**

Your Attendance codes can now be up to four characters in length, instead of the single character allowed in previous versions of GradeQuick. See *Setting Up Attendance Codes* on page 132.

### **Codes not Counted in Attendance Totals**

GradeQuick now allows you to set absence and tardy codes to not count in Attendance Totals, so that you can enter a code to indicate, for example, a field trip, without counting that class absence against the student. See *Setting Up Attendance Codes* on page 132.

### **Future Dates in Attendance Chart**

You can now enter attendance codes for future dates, for example, if a student has a known absence that you want to record ahead of time. These codes will not count in the attendance totals until the dates occur. See *Editing the Attendance Record* on page 133.

## **Exporting Features**

### **Export for Selected Students**

If you do not want to send grades or attendance for the whole class, you can select specific students for export. See *Exporting From Class Files* on page 37.

## **Gradebook to Gradebook Copy**

### **Copy to Multiple Files**

Simultaneously copy data to multiple files in gradebook-to-gradebook copy. See *Copying Information From One Class File to Another* on page 23.

### **Copy Seating Chart**

Copy the seating chart along with a student roster in gradebook-to-gradebook copy. See *Copying Information From One Class File to Another* on page 23.

## **Grading Features**

### **Reduced Grading Symbols**

Fewer default grading symbols allow users to add more of their own grade symbols. See *Using Grade Symbols* on page 58.

### **Grading Preferences and Weights are available in Save Settings**

Weighting and Grading Preferences can now be saved through Save Settings and available with each new gradebook. See *Customizing Program Default Settings* on page 149.

## **Memo Features**

### **Insert Student Data Fields in Memos**

Student data fields or student score information can be inserted in student memos. See *Shortcuts to Writing or Editing Memos* on page 151.

### **Limit Memo Length**

Limit the length of memos in each of your gradebooks. See *Shortcuts to Writing or Editing Memos* on page 151.

### **Option to Move between Student Memos**

Move between student memos with the shortcut keys: CTRL + N for Next Student; CTRL + P for Previous Student. See *Shortcuts to Writing or Editing Memos* on page 151.

### **AutoSave Memos**

When you click Options → AutoSave Memo in the memo dialog, any changes made to memos will now be automatically saved. See *Shortcuts to Writing or Editing Memos* on page 151.

## **Reports Features**

### **List Wizard**

Create a printable list of students along with student data information, score information and attendance data with List Wizard. See List Wizard on page 121.

### **Mailing Labels**

Create mailing labels of up to five lines. See *Mailing Labels* on page 121.

### **Single Term Only Spreadsheet Report**

There is now a Single Term Only Spreadsheet report that is similar to the Gradebook Spreadsheet report that shows term-specific data. See Gradebook Spreadsheet on page 109.

### **Weekly Attendance Report**

Weekly attendance analysis reports. See Weekly Attendance Report on page 121..

### **Elementary School Report**

An elementary-style report card that lists Skill Information, Notes to Students as well as attendance for each quarter. See Elementary School Report on page 115.

### **Parent Signature Reports**

Reports with a Parent Signature line. See *Reports* on page 97.

## **Spreadsheet Changes**

### **Highlight Current Student Name**

The name of the student whose row your cursor is in is now highlighted.

### **Mouse Scroll Wheel**

The Microsoft scroll wheel on the mouse now works on the GradeQuick spreadsheet.

### **Serial Number and Activation Code appear on Splash Screen**

Both the serial number and activation code appear at program start-up and when you click Help → About. See *Registering* on page 2.

### **Customize “Term” name in your Gradebooks and on Reports**

Change “Term” to the word by your school. See *Entering Test (Assignment) Descriptions* on page 16.

### **Term Grade and Average in Summary columns**

Select which term’s summary information you want to view in the far right summary columns of the spreadsheet. See *Showing or Hiding Terms* on page 43.

### **Long Test Name can be up to 40 characters**

The Long Name of a test can be up to 40 characters in length. See *Entering Test (Assignment) Descriptions* on page 16.

### **New Shortcut Keys**

New File → **Control + N**.

Open File → **Control + O**.

Save File → **Control + S**.

Close File → **Control + W**.

**F11**: Opens Skills Information dialog.

**F12**: Opens Class Information dialog.

See *How Keys Function* on page 159.

# Chapter 1

## INTRODUCTION TO GRADEQUICK®

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### GETTING THE MOST OUT OF GRADEQUICK

GradeQuick offers you a fast and easy method for keeping attendance records, making seating charts and entering test or assignment scores, with instant computation of students' final averages, subtotals, and letter grades. In addition to saving you time in preparing your records, GradeQuick has many other features that make it an invaluable addition to your teaching tools.

GradeQuick features were designed with three goals in mind - to save you time in executing basic tasks, to provide you with meaningful, extensive data to enhance your class analysis, and to help you communicate the information in clear and colorful reports. Although you could immediately use this program to enter your records, reading the manual will help you to discover small "tricks". For example, you don't have to search your class list to find each name before entering a test score. GradeQuick can search for you and put your cursor on the desired spot.

GradeQuick offers color graphs of student progress and grade distribution to help you analyze your class performance; it offers complete printed reports detailing data that would take days to assemble without the program. It provides you with instant statistical analysis of students, including their ranks and percentiles. Eleven different statistics, (mean, median, etc.) about each test and the final class averages are also available. You can keep written private memos about students and also write notes to be printed on their reports.

Finally, GradeQuick allows you to design your grading system to your exact needs. You can use the standard grade scales already set by us, define your own grade scale, or quickly create new grading symbols. You can easily implement a variety of weighting methods. You can drop low scores based on a computer determination of the score that would hurt each student most, and not necessarily the lowest absolute score or lowest percent score. Carefully reading the manual will help you take full advantage of the many features of GradeQuick so you can do your school grading with automated power, flexibility and ease!

### Using this Manual

Please note that menu selections in this manual are designated by arrows so that instructions are easier to follow and more concise. Arrows are used as in the following example:

Click **Edit→Attendance→Attendance Chart**.

In the Attendance Chart, click **Vacation→SetUp Work Week**.

Means:

Click the Edit menu.

From the Edit menu, point to the Attendance submenu.

From the Attendance submenu, click Attendance Chart.

In the Attendance Chart, click the Vacation menu.

From the Vacation menu, choose SetUp Work Week.

## REGISTERING

### Single Users:

If you have purchased GradeQuick and *downloaded the software from the Internet*, you must contact Jackson Software to receive a registration code to activate GradeQuick. To receive your registration code, please go to [www.jacksoncorp.com](http://www.jacksoncorp.com) and select the registration tab. Please allow 24 hours to receive your registration code via e-mail.

If you have purchased GradeQuick and *received the software on a CD*, you may be pre-registered. To determine whether you are a pre-registered customer, check the “Reg” line on the left side of the CD label for a value. If a value exists, all you need to do is load the CD and your software will automatically be activated. If no value exists, you **MUST** obtain your registration code from Jackson Software to activate GradeQuick. To receive your registration code, please go to [www.jacksoncorp.com](http://www.jacksoncorp.com) and select the registration tab. Please allow 24 hours to receive your registration code via e-mail.

### Site License Users:

If you have purchased a GradeQuick site license, you do not require any intervention to activate your software. Your GradeQuick CD has been pre-registered and once you have installed your site license CD, your software will be activated.

## README FILE -- THE LAST WORD

To get the last word on any additional features or instructions that were added to GradeQuick after this manual was printed, open the **READMEGQ** file on your disk, as follows:

- 1) Start Windows. Select Start→Programs→Accessories→Notepad.
- 2) In Notepad, select File→Open. The Open dialog box will appear.
- 3) Select the **READMEGQ.TXT** file from the directory where GradeQuick was installed.
- 4) You may read the contents of this file or print it.

## UPDATES - THE LATEST VERSION

To insure that you are running the latest version of GradeQuick 10, please click **Help→Update Information** to visit the updates page on our Web site. SupportLink members will be able to download updates to the newest version as they become available. You can access our Web site at [www.jacksoncorp.com](http://www.jacksoncorp.com).

## GETTING STARTED

### Hard Disk Installation Or Upgrade

1. Insert the GradeQuick CD. When the Jackson Software Product Installer window appears, select GradeQuick from the program options. If the Jackson Software Product Installer window does not appear, go to the Start menu, select Run, and type **D:\Windows\Cdrom.exe**, replacing D with the drive letter of your CD-Rom drive.
2. Follow the instructions on screen. The installation will complete. The installation program automatically puts a GradeQuick shortcut on your desktop, so that you can simply click on the GradeQuick icon to run the program.
3. If your program was not pre-registered for you already, the installation asks you to enter your name. This name will print at the top of all GradeQuick reports. If you have purchased an

individual copy of GradeQuick, this must contain your proper name and may not contain your school, department or organization name.

**Note:** If you are upgrading from a previous version of GradeQuick, be sure to read about important differences between versions in the sections.

## Creating a Separate Working Directory

If you want to save your files to a location other than the program directory, you can set a Home Directory in the System Information for GradeQuick. This will be the location where your files, customizations, and report configurations are saved. If you do not set a Home Directory, the default is the program directory, likely \GQWIN. See the section Setting a Home Directory.

**Note:** If your school has a site license for GradeQuick and you log on to utilize it, your default directory is the user directory assigned to you by your administrator, and should not be changed. You may still set a Home Directory for any home or laptop installations.

## BACKING-UP CLASS FILES

**Making backup copies of your own class files is of critical importance. Floppy disks, hard drives and computers occasionally fail. Without a backup, your work cannot be recovered.**

See *Backing-Up Class Files* on page 3.

## GETTING HELP

If you have any problems with GradeQuick, help is at your fingertips:

- You can access the **Support Link Online** knowledge base from the icon on the toolbar.
- You may choose the Help menu on the Main Menu bar. For a full description of all the options available, see *Getting Help From The Help Menu* on page 3.
- Click the Help button in each dialog box to jump to the Help Topic pertaining to that dialog box.
- When you are working in GradeQuick, a Help Line is displayed at the bottom of the screen whenever a menu item is highlighted. This line gives you, in a few words, a quick description of the highlighted menu item
- Read the manual sections that relate to your question. The manual is included on the CD. You can read it or print it out by accessing the \Documentation folder installed with GradeQuick.
- Read the Illustrated Roadmap sections that relate to your questions. If you have Adobe Acrobat Reader installed, you can read the roadmap by selecting it from the Help menu in GradeQuick. If you do not have Adobe Acrobat Reader installed, you can install it from the GradeQuick installation CD.

## Getting Help From The Help Menu

From the Help menu on the GradeQuick Main Menu Bar, you may choose from the following items:

- **HELP TOPICS**  
The HELP TOPICS contains the complete GradeQuick manual, in searchable form. Once you access this menu item, there are additional choices on the **Help Window Menu Bar**.

Depending on what type of help you want you may choose from the following options on that menu.

**CONTENTS** - This contains the chapter titles from the GradeQuick manual. If you click any one of the subjects, help for that section will open and you will be provided with a list of topics in that section. You may click any of them to read about subjects that interest you.

**TOPICS** - This provides a list of the sections *and* the subject topics in each section. This gives a good overview of the program and which sections you might want to read. If you click any topic, you will go directly to that location in the Contents. You may also browse through the Contents from topic to topic in the sequential order of the manual by using the standard “<<” and “>>” button functions of help.

**INDEX** - To see an index of the sections and extensive list of items for which you may want help. You may choose the item of interest and use the standard Windows “go to” menu to see the places in which that topic occurs. From that list you choose the particular reference you want to read.

**<< >>** - To browse through the help sequentially, either forward or backward, from the topic you have chosen. **HISTORY** and **BACK** are also available.

If you are unfamiliar with how to use the Windows searching and jump features, you may press **F1** from the Help Window to learn how to use Windows Help.

- **GRADEQUICK MANUAL**

Clicking this option displays the entire GradeQuick User’s Guide that you can view and print. You must have Adobe Acrobat Reader installed on your computer in order to view this document. If you do not have Acrobat Reader installed on your computer, you will be prompted to download it from the Adobe website, or you can install it from the GradeQuick CD.

- **TUTORIAL**

The Tutorial presents a guided tour through many GradeQuick features. It explains the functions of the features as it guides you in using them.

- **ILLUSTRATED ROADMAPS**

Clicking this option displays an Illustrated Roadmap that walks you through using GradeQuick’s features. You must have Adobe Acrobat Reader installed on your computer in order to view this document. If you do not have Acrobat Reader installed on your computer, you will be prompted to download it from the Adobe website, or you can install it from the GradeQuick CD.

- **SUPPORTLINK ONLINE**

Clicking this option gives you a direct link to Jackson SupportLink Online, where you can get help and information about GradeQuick 24-hours a day. You can search our frequently asked questions, knowledge base, and documentation.

- **EDLINE HELP**

If you are an Edline user, clicking this option will take you to a website containing information about Edline.

- **JACKSON HOME PAGE**

Clicking this option will open your browser and take you to Jackson Software’s home page.

- **UPDATE INFORMATION**

Clicking this option gives you a direct link to Jackson Software's updates page, where you can download free enhancements to your software as they become available.

# Chapter 2

## STARTING A CLASS FILE

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### OVERVIEW OF A CLASS FILE

This chapter will focus on the basic things you need to know to use GradeQuick for the first time. Although, basic operations are described the first time they are mentioned, *How Keys Function*, on page 159, provides a complete list of keystrokes and shortcut keys. After using the program for a while, you should review those sections to learn the fastest ways to use GradeQuick. Throughout this chapter and the manual, there are **Notes** and **Tips** as reminders and suggestions about using the program.

### SETTING YOUR PASSWORD

**New!** *If your school has a Site License*, GradeQuick 10 users are required to have a valid **User Name** and **Password** to open the program. **Your system administrator will set User Names.** He or she can also reset a user's password, if necessary.

The first time you access *GradeQuick 10*, you will be prompted to enter your User Name and to set a **case-sensitive** password to use whenever you open the program.

To set your password and log-in:

1. Enter your **assigned User Name** in the **Login to GradeQuick** dialogue box. **Leave the password field blank.**
2. Select **OK** to continue.
3. Select **OK** at "You must now set a password" prompt.
4. Enter a password that is a minimum of four (4) characters long in the **Set Password** dialogue box. Re-type your password to confirm it.
5. Select **OK**.

The next time you open *GradeQuick*, type your **User Name** and **Password** in the **Log-in to GradeQuick** dialogue box. *Remember that GradeQuick passwords must be at least four (4) characters long and are case-sensitive. They cannot be entirely numeric. If you set your password using lower case letters, you must use the lower case every time you type it or the program will not accept it.*

### THE FIRST STEP - USING THE DEMO FILE

The best way to learn about GradeQuick is to use it! Before setting up your own class files, it is advisable to use the on-screen tutorial, which gives step-by-step directions to help you get started quickly. To use it, follow instructions in the first chapter on running GradeQuick. Once the program runs, an empty gradebook appears. Click **Help**→**Tutorial** and follow the 'what to do' instructions. By following them, you will be shown how to quickly enter names and scores in a new file. After practicing this, you will be using the **DEMOFILE** to see many other GradeQuick features. This will give you a good overview of what features you may want to pursue further.

While the **DEMOFILE** is on screen, you should also read *Understanding The Screen* below, to understand GradeQuick basics. After experimenting with the **DEMOFILE**, you can set up your own class file following the directions in subsequent sections of this chapter. You may select Tutorial from the Help menu anytime you want to review it.

## UNDERSTANDING THE SCREEN

The opening screen displays a spreadsheet that looks like an empty page of a teacher's gradebook.

If the text or highlights are difficult to read, you can make the colors “brighter” or “darker.” Click **Options→Adjust Colors**. Select the adjustment you wish to make. You can see the screen change as you continue clicking the buttons. When you want to accept the change, click OK.

The most important parts of the screen are the Gradebook Spreadsheet, the Menu Bar, and the Toolbars. As we describe how to move between these sections, how to select cells from the gradebook, commands from a menu or options in dialog boxes, we use the word “click.” To click an item, you must first point to it. Pointing means to move the mouse until the mouse pointer on the screen rests on the item or choice. **Click** means to quickly press and release the mouse button, generally the left button. **Double-click** means to quickly click twice. Right-click means to click the right mouse button once.

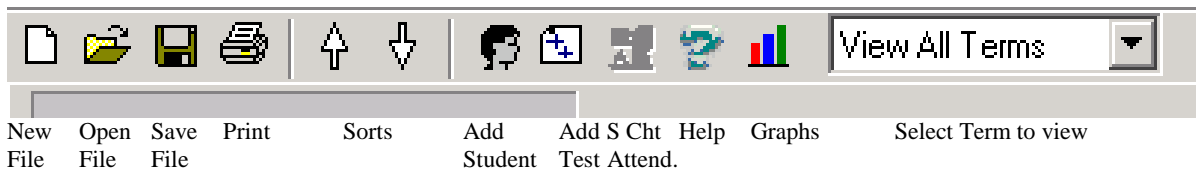
### The Gradebook Spreadsheet

The gradebook, or spreadsheet, is where you will enter information you would put in a gradebook -- the student names, test or assignment names, scores, memos on students, etc. To select a cell where you wish to enter data, single click the cell, or use the ARROW keys to move your pointer to the cell. The selected cell will appear in reverse color, or highlighted, and you may immediately type to enter data into it, pressing ENTER when done or clicking in another cell.

### The Toolbars

GradeQuick has three toolbar options to bring the most used features to your fingertips. Click **View→Toolbars** to select the toolbar options that you find most helpful.

#### The Standard Toolbar:



**Note:** Sort Ascending/Descending- These buttons will sort the students in your spreadsheet based on the column in which your cursor is sitting when you choose this option.

#### The Big Toolbar:



The Big Toolbar allows you to access GradeQuick’s most frequently used menu options with one click.

### The Menu Bar

The Menu Bar refers to the top line of your screen. The names of nine different drop-down menus are written across this bar. You may look at these menus as the tools with which you control, or

communicate with, your gradebook. Each menu contains a list of features, often referred to as commands.

To see the items, or commands, on one of the drop-down menus on the Menu Bar, move the mouse to place the pointer on the menu and click the left mouse button. To select or choose a command or an option, move the highlight bar to the item and press ENTER or point to it with the mouse and click to execute. When you are in the spreadsheet, you may also issue some menu commands directly from the keyboard by using the “shortcut” key shown next to the commands on the menus. See *How Keys Function* on page 159.

If you choose a menu item with a triangle at its right edge, another sub-menu appears. To select an item from a sub-menu, point to it and click, just as with the main menus.

**Note:** ‘Select’ or ‘Choose’ means put the highlight bar on the spot and press ENTER, (or click with the mouse) to execute a function, checkmark an item, or view a menu.

## Right-Click Shortcuts

Right-clicking your mouse anywhere on the spreadsheet brings up a menu with the following options:

Add Student(s)  
Add Test(s)  
**New!** Attach Skills to Test (test name)  
Delete Students (student name)  
Drop/Undrop Student (student name)  
Hide All Other Students  
Show All Students  
Hide Dropped  
Delete Tests  
Zap Current Column  
Fill Current Column  
Global Changes  
Gradebook to Gradebook Copy

## Using Dialog Boxes

If an ellipsis (...) follows a command name, selecting the command displays a dialog box that contains options that let you direct how the command should be carried out. The manual describes the specific dialog boxes in the sections for each feature but, in general, clicking a square box will put a checkmark in it and selects that option. Multiple options can be chosen at once in this manner. If you are supposed to choose only one alternative from a group of options, you will need to click to put a dot in a diamond-shaped box next to the option in the list of items from which you are choosing. Some options require you to enter information in a text box that is blank, such as Global Changes.

Lastly, some options require several pieces of information for lists of items, such as class information or student data fields, attendance codes, or grades on your scale. In general, the following method is used to enter data to those lists:

### Entering or changing data in dialog boxes

- 1) When the dialog box opens, the first (or top left) item on the list will be highlighted. You may use the UP and DOWN ARROW keys, or point and click the mouse, to highlight another item, or to select an ‘undefined’ or ‘new’ item on the list.
- 2) To make changes you will need to type the change in the text box. To activate the text box, do one of the following:

- Double-click the item you want to select from the list. This will activate the text box by highlighting its contents. You will be in type over mode and you may immediately enter the new text to replace the current text.
  - Point the mouse to the text box below the list. When the insertion point appears, click the mouse to anchor the insertion point. Then type the new text. You may use the DELETE or BACKSPACE keys to remove characters that are already present or the ARROW keys to move to a particular position. You may insert new characters, change characters using delete or backspace and insert or simply remove some characters.
  - To remove a code or symbol, highlight it and press ENTER.
- 3) If there are two parts to the input data (a letter grade and corresponding cutoff value or an attendance code with a description), press TAB to move to the next field or point to the next text area with the mouse and click. Enter the data as in (2) above.
  - 4) After **each** item is entered, press ENTER or click CHANGE (sometimes CHANGE NOW or MAKE CHANGE) to accept your new text. If you press ENTER, the highlight will move to the next item in the list and you may continue adding text.
  - 5) When you have finished, be certain that all items on the list are as you want them set before clicking OK to return to the spreadsheet.

### Entering or changing data in dialogues without text boxes

When the dialog box opens, the first (or top left) item on the list will be highlighted. Click an item you wish to change or move the highlight to it, (or to a blank space or an “undefined” item you wish to add to the list.) You may use the UP and DOWN ARROW keys, or point and click the mouse, to highlight an item on the list.

To type over the entire data in the highlighted field, begin to type immediately. To edit the data, click twice and the position the insertion point on the letters you want to change. Click OK when all the items on the list are as you want them. You may also use the buttons on the bottom of this type of dialog to add or delete new items, or fields.

On those dialog boxes that have a CANCEL button, selecting the CANCEL button maintains the selected options, as they were set when the dialog box appeared. CANCEL discards any new options you may have selected, closes the dialog box, and returns you to the spreadsheet with no changes made in the dialog box.

### **The Bottom Line -- Help Lines**

The bottom of the screen is a permanent message line stating: *Press F1 at any time to access help.*

- When the pointer passes over a button on the screen, a Help Line replaces the ‘Press F1’ direction. The Help Line is a short description of the button/function.
- The name of the file you are working on. Until you have named a new class file, it is called **UNTITLED.GBK.**
- **Search Mode.** When you press F10 to start a search for a particular student, the word ‘Searching’ will be displayed in the lower left corner. When you type in the letters of a name or word, search mode locates them on the screen. **Search mode toggles on and off using F10.**

### **The Status Line**

When you first run the program, the Test Status Line appears at the top of the spreadsheet, just below the Menu Bar. Once you have entered a name for your tests, this row will display the Long Name and other information about the test in which column your cursor is located, changing as you move your cursor to other columns. See the screen illustration *Screen including Display of Term Subtotals, Final Exam* on page 18, where the Test Status Line is shown. A similar feature is available to display

information about the student where your cursor is located. To learn how to choose whether to display those two Status Lines and how to change what data is in them, see *Status Lines* on page 47.

## ENTERING DATA INTO THE GRADEBOOK

After experimenting with entering data (information) and seeing the range of features available by using the **DEMOFILE**, it's time to start your first file. If you want to modify any common information such as Attendance Codes, Grade Scales, Class Information Fields, Student Data Fields, or Grade Symbols for use in several files, or use the same roster for several files, you should set up common information before continuing with the data entry which follows. See *Using The Same Roster In Many Files* on page 25.

When you enter information, remember that in GradeQuick manuals and on-screen instructions such as 'Select' or 'Choose' mean **point with the mouse and click, OR move the highlight bar using the arrow keys to move to the menu item you want and press ENTER**. In some cases, these actions will execute a function or will checkmark an item to indicate it has been selected. In other cases, it will offer a sub-menu or dialog box that prompts you to make additional selections.

### Entering Student Roster

#### Name

If you can obtain your class list as a text file, or can download it from your school mainframe computer system as a text file, you will use either **File→New** or **File→Import**. See your Computer Coordinator for details on importing at your school, and see *Importing Student Information From Other Software* on page 34. This will enable you to transfer the names and ID numbers directly into your class file without having to type them in. Otherwise, enter them as follows:

1. Click on an empty space in the first row of the names column.
2. Type in the name of the first student. (You can begin with either first or last name and alphabetize later by either one. See *Reordering Student Rows* on page 45.)
3. When you have completed the first entry, press ENTER or the DOWN ARROW key or click in the next cell. You will notice that if the student name is longer than the space, the letters will scroll inside the name window and you will not be able to see all the letters as you type. After you have pressed ENTER or the DOWN ARROW key, the name column will automatically adjust to make all characters visible until you have reached the maximum number of characters, which is 30. If you press ENTER to enter the first student name, you will automatically create a new empty row and your cursor will move down to it. To change the movement of the ENTER key, see *Setting Direction Of ENTER Key Movement* on page 21.

Should you wish to later reduce the width of the column to allow the viewing of more tests on your spreadsheet page, you can set that width by selecting **View→Column Widths**. Regardless of the width of the names window, you can always scroll through it to view or edit the letters. Just press ENTER on a highlighted cell and move the SIDE ARROW keys until all letters have scrolled through. Or double-click a cell and then use the SIDE ARROW keys. See *Setting Width Of Name Or ID Column* on page 42.

After entering your first student name, a new student row will automatically be created and your highlight bar will move to it automatically so you can enter another name. Continue steps 1-3 until you have entered your roster. When you have reached the last student name, press UP ARROW so that another blank row will not be created.

**Note:** The order of the student names (first, then last or last, then first) will be the way their full names are displayed on printed reports unless you customize them. The order does not matter for alphabetizing the list of students or exporting.

### ID Number

If you wish to enter the ID numbers for any students:

1. Click the empty space in the first row of the ID number column.
2. Type an ID for the student. It can contain alphabetic or numeric characters.
3. Press ENTER or the DOWN ARROW when done.

### **Notes:**

To provide more space on the screen for test columns, you may want to remove the ID numbers from the display when you are done entering them. See *Hiding Student Name Or ID Number* on page 41.

If your students do not have IDs, you may assign them randomly. Click **Edit→Global Changes**, and then select FILL IDs WITH RANDOM NUMBERS. You can then use the IDs rather than names, to post grades and maintain privacy. See *Entering Or Changing Many Scores At Once* on page 63.

## **Entering Additional Student Information**

### Overview of Student Information Fields

Information about a student can be kept in an unlimited number of special columns designated Student Data Fields. This information can be automatically imported along with student names and IDs so that you don't have to type in the information. If your school does not have that information in a text file, there are several ways to enter the information into student data fields, depending on the content. This can be done using the data field dialog box or from a spreadsheet column. See the respective sections below. The first few fields have been given commonly used titles, such as activity, birthday, and nickname, but you can rename them or create new ones to reflect whatever information you wish to keep, such as locker number or book number, etc. See *Adding Or Removing Students Or Tests* on page 22.

If any of the Student Data Fields are selected from the View menu, they will appear next to the student's ID column in the left pane of the spreadsheet. Since GradeQuick is primarily a gradebook, however, it may not make sense to fill the screen with background data, so you might display only one or perhaps none at all. The data can be printed on reports and can also be used as criteria when choosing which student reports to print, such as those students on the football team, those in a certain advisory, etc. It can also be used as a key when sorting the class for screen display or exporting to administrative systems.

For an explanation of how to enter special comment codes (or behavior codes) in the student data fields, read the section *Entering Comment Codes* below in this section. Also refer to *Using QuickNotes Numbers for Comments* on page 154 if you want to enter your own comments from your QuickNotes library as codes in the data fields.

### Entering Student Information Using the Edit Student Information Dialog Box

If you want to enter many fields of information at once about each student, (such as their parent's names, phone numbers, counselor, activity, etc.) it is fastest to enter each student's data on one entry form.

- Click any cell in a student row or highlight a student's name in the gradebook spreadsheet, and either click the **Student Information** button on the Big Toolbar, press **F8**, or click **Edit→Student Information**. A dialog box appears for that student in which you may enter data about the student in fields that already exist, change the name of fields or create new fields. You may move to another student by clicking the PREVIOUS STUDENT or NEXT STUDENT buttons.

- Click in, or tab to, the cell to the right of a field name and type the data you wish to add. When you are finished typing, press ENTER to move to the next field, or click the mouse on another field. You may continue entering data for other students by clicking NEXT STUDENT or PREVIOUS STUDENT. If your school has a GradeQuick license, this data may be imported from your school administrative software along with your class roster so you do not have to enter it at all!

To edit data in the student information fields without first deleting the current data, hit the F2 key when your cursor is in the correct field, and your insertion point will be placed at the end of the data, ready for editing.

### Entering Student Information Directly into Spreadsheet Columns

1. For data that you want to enter for every student by running down the roster, such as comment codes or behavior grades, it is preferable to enter it via the spreadsheet column, just as you do with test scores. Click **View→Student Info**.
2. Click to highlight the data fields you want to show as columns in the spreadsheet.
3. Click **OK**. (Should you wish to keep those columns displayed in future gradebook files, see *Customizing Program Default Settings* on page 149.)
4. New columns corresponding to the data fields you selected will appear in the spreadsheet. When the additional columns are displayed on the spreadsheet, you may enter data directly into the column. The column width will be adjusted automatically.

If you want to enter the same data for many students, such as a course or section number, without having to repeat it, click any cell in the column where you want to enter the data and click **Edit→Global Changes**. You may also right-click a cell and choose **Global Changes** from the pop-up menu. Choose FILL COL/ROW WITH and enter data. Under the 'Apply Changes To' section in the dialog box, select **Current Column**, and then click OK.

To remove information from an entire data field, click any cell in the column where you want to remove information. Again, click **Edit→Global Changes**, and choose ZAP COL/ROW. Under 'Apply Changes To,' select **Current Column**, and then click OK. See *Entering Or Changing Many Scores At Once* on page 63.

### Using Student Data (Information) Fields With Administrative Software or Set By the Computer Coordinator

If your school is using a custom interface for importing or exporting information to your school's administrative software, **do not change or remove any of the field names in GradeQuick**. Your Computer Coordinator may have already changed the names of some data (information) fields if your school has a site license.

You can safely add additional field names to the end of the field names list in the Edit Student Information dialogue box. See *Changing Student Information Field Names* below for instructions.

### Changing Student Information Field Names

Click the **Student Information** button on the Big Toolbar or click **Edit→Student Information**. The first Student Information Fields are named for you to use when you begin the program. These standard names can be changed as follows:

- **Change Field Names:** To change the name of a field, click the name (the name will then be highlighted) and type in the new name. Press ENTER when you are finished typing or click in another cell. You may edit a name by clicking to highlight the name and retyping the name, or by positioning the insertion point at the end of the name and using the arrow keys to position the insertion point and edit the name. To automatically position the insertion point at the end of the name, hit the F2 key when your cursor is in the correct field.

- **Add or Delete Fields:** You may also create new information fields either at the end of the list or inserted among those that already exist. Click the button ADD NEW FIELD AT END to create a new field at the end of the list. If you want to insert a new field in the list, highlight the cell below where you want to add a data field, and then click the button ADD NEW FIELD AT CURSOR. The new field will be added above the cell that was highlighted. (You must give names to any new fields before you leave the dialog box). A field may be removed by highlighting it and then clicking the button DELETE FIELD AT CURSOR.

**Caution:** If you delete a field, both the field name and any information that has been entered will be deleted for all students.

When you have changed field names the new names will be saved with the file. If you want the revised names to be available for all NEW files when you create them, click **Options**→**Save Settings**. See *Customizing Program Default Settings* on page 149. The field names will not be changed in files you have previously saved before you made the name changes. If you want to copy the data field names to previously saved files, use the Gradebook-to-Gradebook Copy on the Edit menu. See *Copying Information From One Class File to Another* on page 23.

**Tip: Changing field names does not change or remove the information associated with it in the Student Information dialogue box or in the gradebook.** Change your field names before you enter the information associated with it to prevent mix-ups between the type of information entered in a field and the field's name.

### Entering Comment Codes

If your school has a special interface with its administrative software, certain rules must be followed about how to enter comment codes, or behavior codes, and you must be sure to follow them. Otherwise, there are three approaches to using the comment code data fields, depending on your personal needs.

- You may create as many more comment code fields as you wish by adding new data fields or renaming other data fields that you are not using. (If you are exporting to administrative software, do not rename any of the existing fields.)
- If you need to export the comment codes each quarter with the same title (C1, C2), you may reuse the same column each marking period. First remove ("zap") the data from C1 and C2 by choosing ZAP COL/ROW from the **Edit**→**Global Changes**. Before zapping the column, you might print a class summary Overall style report with comment codes for your records. Then you should enter the next marking period comment codes in C1 and C2 at the end of the next quarter.
- If you need to export the codes each quarter with the same title **and** want to keep the data in the gradebook file, you may do so. Rename the columns after you have exported the codes and create new C1 and C2; in this way the new codes always are entered in columns titled C1 and C2 as required for exporting. For example, rename data field C1 as FirstCom and rename C2 as SecCom. Whenever you display FirstCom it will contain the first comment code that was once C1. Then add new data fields and name them C1 and C2.

You may also keep a QuickNote library of frequently used comments to use for comment codes. See *Using QuickNotes Numbers for Comments* on page 154.

### **Viewing Student Information Using Student Summary View**

**New!** *GradeQuick Version 10* introduces **Student Summary View**: a way to view a student's basic information, including photo, student memos, class average, and grade, at a glance. From **Student Summary View**, teachers can also add or edit Student Information, Memos, Scores and Grades, and Attendance.

Student Summary View

**Accessing Student Summary View:**

1. Highlight the name of the student you would like to view in the gradebook spreadsheet.
2. Select **View**→**Student Summary View**.
3. The student’s name and ID appear at the top of the window.

In addition to basic information, **Student Summary View** lets the teacher view all test scores, attendance, and skills assessments for a student if this information has been entered in the grade book. **Test Scores**, **Attendance**, and **Skills** tabs will be located behind the **Basic Information** tab, if those views are available for the open grade book.

**STUDENT SUMMARY VIEW: BASIC INFORMATION TAB**

The Student Information fields available in this window are fixed and correspond to those already set in your gradebook. You may edit the titles of the Student Information fields see *Changing Student Information Field Names* on page 13.

**Selecting a Different Student to View:**

Click the arrow by the **student name field** to view a drop-down list of all students in the open grade book.

**Saving Changes and Exiting**

Click the **Done** button to save changes to the student’s information and/or to exit **Student Summary View**.

**Adding or Editing Student Information in Student Summary View**

Click to highlight the white text field. Type to edit or add information. These changes will affect the **Student Information** in your grade book.

### Loading or Editing a Student's Picture

Click the **Load Picture** button.

Locate the student's picture file on your computer or network using the **Open File** dialogue box.

### Adding a Student Memo

Click the **Student Memos** button, to access GradeQuick's Student Memo editor.

For more information about writing student memos, see *How to Write or Edit Memos* on page 147.

## **STUDENT SUMMARY VIEW: TEST SCORES TAB**

**Student Summary View** lets the teacher view all test scores that have been entered in the grade book.

### Viewing a Different Term:

Click the arrow to the right of the **Tests for Term** field.

Select a new term from the drop-down list.

### Viewing a Different Test Category

Click the arrow to the right of the **Categories** field.

Select a new category or *All Categories* from the drop-down list.

### Selecting Student Test Statistics

Click the **Statistics** button.

Check boxes to add Percent, Rank, Percentile, Quartile, Deviations from Mean, and/or Normalized score columns to the Tests Scores view.

### Adding or Editing a Score

Highlight the score or score field you would like to change.

Type a numeric grade or click the arrow to select a letter grade or grading symbol from the drop-down list.

## **STUDENT SUMMARY VIEW: SKILLS ASSESSMENTS TAB**

**Student Summary View** lets the teacher view skills assessments for a student if this information has been entered in the grade book. The **Skills Assessments** tab will be located behind the **Basic Information** tab, if it is available for the open grade book.

### Viewing Skills for a Different Standard

Click the arrow to the right of the **Skills for Standard** field.

Select the Standard associated with the Skills you want to view from the drop-down list.

### Viewing a Different Marking Period

Click the arrow to the right of the **Marking Period** field.

Select a term, Year, or View All Periods from the drop-down list.

### Adding or Editing a Skill Grade

1. Highlight the grade or the **Grade** field.
2. Click the arrow to the right.
3. Select a grade from the drop-down list.
4. The options are: Above Grade Level, At Grade Level, Below Grade Level, and Needs More Work

### Highlighting Grades or Filling a Column

Highlight the grade or the **Grade** field and right-click.

Select an option from the drop-down menu.

**Fill Current Column** allows you to fill all skill fields for a particular student with the same grade instantly. Selecting **Fill Current Column** opens an input form. Click the arrow in the Fill Column With field to select a grade from the drop-down menu.

### STUDENT SUMMARY VIEW: ATTENDANCE TAB

If you are using the attendance features in *GradeQuick*, you can view and edit student attendance using the calendar in Student Summary View.

**Note:** If you are using **Half-Day Attendance**, a **Morning/Afternoon toggle** will appear above Attendance Totals. Morning attendance will be selected by default. Select the arrow in the toggle box to switch to Afternoon attendance.

### Viewing Attendance Totals by Year

A tally of student tardiness and absences appears on the right.

Click the arrow in the Attendance Totals field and select an option from the list.

### Viewing a Different Calendar Month

Click the < and > located beside the month field to change calendar months.

### Adding or Editing Attendance

You may add or edit attendance for days that appear white in the **Attendance Calendar**. *If a student is marked tardy or absent or has already been marked as such in Attendance or Seating Chart*, a red letter will appear on the day. The date will also be in red. When a student is present, the day is left blank.

To record attendance, right-click to on the day and select Present, 'T' for tardy or 'A' for absent from a list.

## **Entering Test (Assignment) Descriptions**

As you read this section to learn about properly entering test information, note how certain words are used in GradeQuick manuals and on-line Help screens. The word 'TEST' means any task or assignment for which you wish to enter scores. A "test" column can be a quiz, lab, speech or any assignment you wish. The TEST or assignment name is entered at the top of its column; the CATEGORY name is used to group the individual assignments by type, such as homework, lab, etc. The word 'TERM' is used to mean a grading interval, or marking period, within an overall semester or year. The term number in the header of each test column indicates to which Term a specific test is assigned.

To create your first test column, click the **Add New Test** button on the Standard Toolbar. You can also press **F6**, click to the right of the last test column and answer Yes when prompted to add a new column, OR right-click anywhere in the spreadsheet and select **Add Test** to create a new test column. You can choose whether you want new assignments to be added to the beginning, (next to the Student Name/ID), or the end, (next to the summary columns), of your spreadsheet. **Click Options→ Preferences**, and select whether to add new tests to the End or Start of your gradebook. If you click to the right of the last test column, and you have selected to add new assignments to the beginning, they will be added to the beginning of your test columns.

In the top section of the column, you will enter five facts (or six facts if you weight tests) about each test or assignment column you create. These facts, or Test descriptions, are needed for GradeQuick to compute averages, present statistics, graph or print reports. It will identify each assignment, assign it

to the appropriate Category and Term, and may also be used if you choose to reorder test columns to group them by date or type of assignment. Once you have entered the information, you can choose not to display them. See *Displaying Or Hiding Test Descriptions* on page 43.

Enter the information just as you entered the student names: use the mouse or arrow keys to select the desired cell and type in the data. Changes or corrections are also made in the same way as correcting data for student names. See *Entering Student Roster* on page 10 and *Correcting Mistakes* on page 22. When you have finished entering the test description for the new column, you may copy the same test column descriptions to another file by using the Gradebook to Gradebook Copy option. See *Copying Information From One Class File to Another* on page 23.

### Name

In the first row of the test column, replace the asterisks (\*\*) with the short name of that specific assignment or test. Space is limited to 8 characters, so you may need to abbreviate titles, such as “Chap 6.1”. Each test or assignment name should be unique. Use the Category row (described later in this section) to give a common label to group individual assignments by types, such as labs, tests, projects, etc.

### Long Name

Directly below the Name of the test or assignment, in the header of the test column is a second row where you may enter a longer name or description of the assignment, up to 40 characters. As you begin to type in that field (or by pressing ENTER), a text box will appear where you enter the full name. Click OK or press ENTER when done. Only the first 8 characters appear in the spreadsheet, (or 4 if you are in Thin Column Mode to display more columns) unless you scroll through the field with the cursor. However, you may print the full name on reports. You may also display the Test Status Line so that a line at the top of the screen tells you the full long name for whatever column your cursor is in, as described in the section *Status Lines*, page 47. In the screen illustration *Screen including Display of Term Subtotals, Final Exam* on page 18 the Long Name row is displayed and the Test Status Line is also displayed.

### Term

“Term” in GradeQuick refers to a grading interval or marking period **within** an overall semester or year. These marking periods may be referred to as quarters, 9-week periods, etc. The term number in the header of each test column indicates to which Term each specific test is assigned. **If you have set term dates in your gradebook** (see *Setting Term Start Dates*, page 124), the term number will be assigned automatically based on these dates when you create a test column. If you want to edit the term number for a specific test, highlight and type over it.

To add new test columns, see *Adding New Test Columns*, page 20.

To decide how many Terms to keep in each file, see *Determining Number Of Gradebook Files Per Year* on page 27.

If you prefer to title your term with another name in printed reports, such as “quarter”, you may do so. See *Creating Custom Reports* on page 116.

### ***How to customize the word “Term”:***

The word “Term” can be changed to reflect the word used by your school to mean marking period. This change will reflect the way the word appears within the program, and also how it appears on reports. To change the word “Term,” do the following:

1. Close GradeQuick.
2. Open the file GQ.INI in the \GQWIN directory using a text editor such as Notepad.
3. Under “[Dictionary],” change the word “Term” that appears after the equals sign to the word you want to use. For example, if you want to use the word “Quarter” instead of “Term” in GradeQuick, change the GQ.ini from “Term=Term” to “Term=Quarter.”
4. Save the GQ.INI file.

When you open GradeQuick, Term will be changed to Quarter in the spreadsheet, the menu, the dialogs, and the reports.

**How to display Term subtotal grades:**

Each Term in GradeQuick is actually a “subtotal” of the final overall grade which is the combined score displayed on the far right of the screen. You may display the Term Subtotal scores by selecting **View→Subtotals** and checking the box next to Term. You will then see a column for each Term in your file, and it will display each student’s total points, or average for each of the terms, or marking periods. In the screen illustrations *Screen including Display of Term Subtotals, Final Exam* on page 18, two Term Subtotal columns are displayed. For instructions, see *Displaying Subtotals For Categories Or Terms* on page 44. Or, if you are viewing a single term in the spreadsheet by selecting it from the toolbar, the summary information on the far right of the screen will be the term subtotal information.

**How to create special scores:**

To create special scores, such as Final Exams or a term paper, that you wish to be handled as a grade outside term marking periods, you should **remove** the number in the Term row. These scores will be counted toward your final or semester grade, but not toward the average of any Term or marking period. If you have set GradeQuick to calculate semester averages, whenever you create a special score, you will be prompted to choose whether to assign that score to a particular semester or to the final average. You can then weight that single score independently as a term or category. Note the Final Exam column in the illustration *Screen including Display of Term Subtotals, Final Exam* on page 18. Also see *Weighting Final Exams Or Special Projects* on page 84.

**Note:** If you are not interested in using term numbers to assign tests to different marking periods, leave the term number as assigned and simply remove the row from view. See *Displaying Or Hiding Test Descriptions* on page 43. **Do not** remove the term number from test columns unless you want to treat the column as a special score. You may enter up to 10 special scores in each gradebook.

Test Status Line (Long Test Name, Average, Median and High Score) is displayed for the test where the highlight is located

Final Exam with the Term Number removed making it distinct from a test during the marking period.

Term Subtotals displayed.

Name	ID	T1	T2	T3	T4	Exam	SubTotal	SubTotal	SubTotal	SubTotal	Total	Max	Avg	Grade
Long Name														
Term		1	2	3	4	**	1	2	3	4				
Category		Test	Test	Test	Test	**								
Date		08/03	09/03	10/03	04/05/04	06/05/03								
Possible		100	100	100	100	100	100	100	100	100				
1. Mike Brewer	9191	**	94	95	95	95 B	**	94 B	95 D	95 D	387 B	430	91.75	A
2. Scott Poplin	9001	94	95	94	95	95 A	94 B	95 B	94 B	95	348 B	430	85.50	B
3. Steve Pittner	9002	78	75	75	74	74 C	75 B	75 C	65 B	65 B	397 B	500	79.43	C
4. Kevin Sand	0902	95	93	95	95	95 A	95 B	93 B	75 D	C	393 B	430	95.75	B
5. Kevin Ruffa	0501	95	95	95	95	97.5 A	95 B	95 A	95 D	A	405 B	500	97.18	A
6. Wayne Worswick	0701	97	95	95	97.5	94.5 A	97 B	95 A	95 D	A	400 B	500	95.00	A

Screen including Display of Term Subtotals, Final Exam

### **How to remove the term number:**

To remove the Term number, highlight the term number, press ENTER, press DELETE or SPACE and press ENTER again.

If you are exporting these special scores, such as a Final Exam or Midterm, be sure to title the test column on top as FINAL or MIDTERM, or it will not export properly. If you are exporting special scores to your administrative software, check with your Computer Coordinator for naming of these scores, and see *Exporting From Class Files* on page 37.

### **Category**

Categories provide a way of grouping individual tests or assignments by types, such as labs, homework, tests, etc. This is an excellent way to analyze a student's performance by comparing subtotal scores in different categories, such as Exams vs. Homework. To compare category scores or to weight categories differently as components in determining final grades, it is necessary to enter the Category title in the Category row; you may create any category title you want, up to 8 characters in length. Each class file may contain up to sixteen categories. To display the Category Subtotal scores, click **View→Subtotals**, then select CATEGORY from the dialog box that appears. Click **OK** to return to the spreadsheet. In the illustration *Screen including Display of Category Subtotals, Student Data Field*, page 45. Category Subtotals are displayed for the Tests and Quiz categories. See *Displaying Subtotals For Categories Or Terms* on page 44.

When you enter a new category name, it will be added to the drop-down list of categories that will appear when you click in the category row. If you are using a category name that has already been entered, you can select it from this list, instead of typing it in again. If you begin typing the name of a category that already exists in your gradebook, GradeQuick will suggest the name of the existing category. This insures that your category names are exactly the same, so that category subtotals and weighting will work properly.

Do not confuse the assignment Name with the assignment Category. For example, if you have seven reading drills, the title in the Category row, (for example, ReadDrill), should be the same for each of the seven individual assignments, but the Name (in the Name row) of each assignment should be different, such as RD1, RD2 etc. Should you forget to type in the category in one assignment column after you have typed in other categories, the asterisks (\*\*\*) that appear automatically will be taken as a category name and appear as a subtotal column called "\*\*\*". Just go back to the tests where you left the category marked \*\* and fill in the appropriate label, so those scores can be kept in the correct category. If you only give a few tests or assignments, and you don't care to group tests by category, you can leave the asterisks in the Category row.

### **Date**

The current date will automatically appear if your computer clock is working properly. It is important to replace this date with the correct date on which you actually gave the assignment or exam because it will appear as the test date on printed reports. It is also the basis for reordering tests if you choose to sort them by date, or print by date. Be sure to enter the date in the form MM/DD/YY, such as 03/21/01. If you need to change the date, double-click on the date field and click on the arrow to display the calendar. Scroll through the calendar and click on the date you wish to enter in the date field. You can also use the arrow keys to change month, day, or year.

**Note:** If the date in the display shows 1/1/80, the clock's battery is no longer working. You must replace the computer's battery. Contact your dealer for help.

### **Weight**

You will not be able to enter numbers here unless you have first selected a weighted mode on the Grading menu. The weight row will be automatically removed from the screen when you open a class file not using weighted modes. This row should be used to enter weights for individual tests. Term and category weights are entered in the Weighting dialog box. See *How To Use Weights* on page 82.

### Possible

You must enter the maximum number of points possible for any test in this row before you will be able to enter scores for that test. If you choose to give extra credit on an exam, those points should **not** be included as part of the Possible. See *Extra Credit* on page 65.

### **Entering Test Scores**

As described above, you must first enter the possible points for an assignment before entering student scores in its column. There are two methods for entering test scores. You can move the highlight bar to a spot, and then enter the score, just as you entered student and test names. Or you can let GradeQuick search and put the highlight bar on the right cell for you, and then you can enter the score, as described below.

Never enter 0 as a score unless the student actually scored 0 on the assignment and you want it to count as 0 in the student's average -- leave the "\*\*\*" to signify Incomplete or choose the X (exempt) or NC (No credit = 0) score described in *Symbols For Selective Exempts Or Zero Credit* on page 58.

**Remember, when you enter scores, you must save your file before leaving the program or closing the class file.**

**It is important to save your file every 10-15 minutes.** See *Naming And Saving Your File* on page 29.

### Automatic Search & Find

1. Put the highlight bar in the column where you would enter a test score.
2. Press the **F10** key or click **Options**→**Search**.
3. Type the first letter of the first word in the name of the student whose score you will enter. For example, if you want to enter a score for Tom Smith, and if you entered his name as Tom Smith, type T. (If you entered his name as Smith, Tom, type S.) The highlight will automatically move to the first row of students whose name begins with T or S depending what you typed.
4. Enter the score if the highlight bar is in Tom Smith's row. Press ENTER.
5. If the bar is not in his row, type the second letter in the name, (O for Tom) if you wish GradeQuick to search further. Repeat the process until you reach the right name.
6. Type in the number score and press ENTER, or, if you are entering letter grades instead of numbers, press ENTER before typing the letter grade, so GradeQuick will know you are not searching for another letter in the name. Type in the letter grade and press ENTER when you are done.
7. Type the first letter of another student's name and continue as above.
8. Press **F10** again to turn off the Search Mode or it will keep searching whenever a letter is typed.

### **Entering and Using Class Information**

The information specific to a class can be kept in the Class Information fields and used in printed reports. See *Printing Class Information*, on page 93 to learn about selecting Class Information fields for printed reports. A number of these fields are already set up with suggested titles such as period, course number, subject, etc., but you can rename them or add your own. If you are exporting to administrative software, **do not** change or remove any class field names. You can add new class fields at the end.

#### **Note:**

The report layouts are set to extract certain class information fields for display on reports. Class

Information fields are identified in reports by name, so the field names will need to be identical to those listed below, or they will not be recognized in the report. GradeQuick can display 8 fields (Subject, Teacher Name, School Name, Course #, Section #, Period, Room #, and Class ID) on the standard reports, with Subject and Teacher Name displayed by default. In addition, GradeQuick's SiteReporter module uses the School ID, Year and Report ID fields, so these fields must be named correctly in your gradebook if your school uses SiteReporter. Each of these fields is included in Class Information by default, so you should simply leave the field names intact for any fields you want to include in reports.

To enter Class Information in your file, do the following:

1. Click **Edit→Class Information**. In the dialog box that appears you may change the names listed by clicking on the cell at the left and typing the descriptive class information field name.
2. Click in, or tab to, the cell to the right of an information field name and type the information you wish to add. When you are finished typing, press ENTER to move to the next data field, or click in another field. If your school has a GradeQuick license, this information may be imported from your school administrative software along with student data so you do not have to enter it at all.
3. To edit data in the student data fields without first deleting the current data, hit the F2 key when your cursor is in the correct field, and your insertion point will be placed at the end of the data, ready for editing.
4. You may add another class information field by clicking the button labeled ADD NEW FIELD AT END or ADD NEW FIELD AT CURSOR. You can also delete fields by clicking on the field you want to delete and then choosing DELETE FIELD AT CURSOR. The field name and information will be deleted.
5. Click OK when you have finished editing Class Information.

**Note:**

- If you import class rosters and export grades or attendance to a student information system, check with the Computer Coordinator about which field names and information must not be changed or deleted. Usually the fields Course #, Section #, Class ID and Source Filename should not be deleted or changed.
- The Class ID field is used with the Send to Edline feature.
- The new class information fields Year and Current Term may be used in GradeQuick or SiteReporter for printing reports.

### **Setting Direction Of ENTER Key Movement**

Currently, the ENTER key default is set so that the highlight bar moves down after you have pressed ENTER. This is to facilitate the entering of test scores. If you prefer, however, you may set the bar to move in another direction. To set the general movement of the key:

1. Click **Options→Preferences**.
2. You will see a dialog box where you can select the direction in which you want the highlight bar to move when pressing ENTER. Select Up, Down, Left, Right or no movement for the ENTER key.

**Note:** When you enter a student on the last row of the spreadsheet, a new row will be created below it. This empty row will be deleted when the file is saved.

## CORRECTING MISTAKES

To replace an incorrect entry:

Single click the incorrect entry. Type the new name or number. The old one will disappear immediately and be replaced with the letters you are currently typing. Press ENTER again.

To change, or edit, a previous entry:

If you only wish to change one or two letters, double click the incorrect entry. The insertion point will appear at the end of the text in the cell. Use the mouse to position the insertion point (I-beam) to the left of the letters you want to change and click. Then delete the letters or numbers you want to remove and type in the new ones or insert new ones. You may also use the arrow keys to move the cursor to the desired spot. Press ENTER when done.

**Tip:** If you ever type over a previous entry by mistake, you may undo it by pressing ESC before pressing the final ENTER and the original entry will return.

## ADDING OR REMOVING STUDENTS OR TESTS

### Adding New Student Rows

The quickest way to add a student row at the bottom of your class list is to click the Add New Student button on the standard toolbar. You may also right-click on the spreadsheet and choose Add Student from the menu, press **F5** or click below the last row, except when entering your class list for the first time. In that case, the new row will be created automatically when you finish typing the name of a student and press ENTER.

You may also click **Edit→Add/Del Students Or Tests→Add Student(s)**. Type in the number of rows you wish to add, and click OK or press ENTER to return to the spreadsheet. The program will create the designated number of student rows.

**Note:** When you save your file, the last blank student row that may have been created after you entered the last student name will be eliminated. If you use the UP ARROW after the last student instead of the ENTER key, a blank row will not be created.

### Adding New Test Columns

The fastest way to add a new column is to click the Add New Test button on the standard toolbar. You may also press **F6**, click to the right of the last test column when your highlight bar is in the spreadsheet, or click **Edit→Add/Del Students Or Tests→Add Test(s)** and type in the dialog box the number of test columns you wish to make. Click OK to return to the spreadsheet or press ENTER. When you have finished entering the test description for the new column, you may copy the same test column descriptions to another file by using the Gradebook to Gradebook Copy option. See *Copying Information From One Class File to Another* on page 23.

**New!** GradeQuick Version 10 **automatically assigns Terms** for new tests according to the **Term Start Dates** you have set for the grade book. You may also edit a test's term by highlighting it and typing over it. See additional information about *Setting Term Start Dates* on page 128.

**Note:**

- When you create a new test column, it will be displayed in the window.
- If there are too many columns to fit on the screen, use the scroll bar at the bottom of the window to scroll between the older and newer columns in the center pane.

New!

- Since new columns are created with the current date, you can save yourself the effort of correcting dates by creating the columns as they are needed.
- If you want to create new tests to the left next to the ID column instead of to the right of the last test column, you can do so by changing your preferences. Click **Options→Preferences**. In the box labeled Add Tests To, choose End (to add tests to the right of the last test column) or Start (to add tests to the left of the first test column).
- If you have added **Standards and Skills** to your grade book, you can attach skills to your tests. **If you have attached skills to a test**, a subscript number will appear after the test name in the **Name Field** to indicate the number of skills attached to the test. (For instructions, see *Adding and Editing Standards and Skills: Attaching Skills to Tests* on page 68.

## Deleting Students or Tests

The fastest way to delete students or tests is to click the right mouse button on the spreadsheet. Choose Delete Student(s) or Delete Test(s). You may also click **Edit→Add/Del Students Or Tests→Delete Student(s)** or **Delete Test(s)** to remove either. Click each test or student you wish to remove or click the ALL button to select all names in the list. Click OK to remove the selected entries. You may also choose criteria with which to select the students to delete. See *Using Criteria Selection To Select Students*, on page 101.

## Dropping Students and Hiding Dropped Students

To drop a student from a class while retaining information about the student in your gradebook, **highlight the student's name and right-click**. Select **Drop Student (student name)** from the menu. Students that have been dropped from the class will be indicated in the Grade column by a green 'DR'.

If you select **Options→Preferences** from the main menu and indicate to **Hide Dropped Students from Attendance, Printing**, dropped students will not be available in the Seating Chart, the Attendance Chart, or in Reports.

To remove dropped students from view in the gradebook spreadsheet, right-click and select **Hide Dropped** from the menu. You may select **Show Dropped** students from the same menu at a later time.

## COPYING INFORMATION FROM ONE CLASS FILE TO ANOTHER

Information that you create in one file can be copied to one or more files using the Gradebook to Gradebook Copy feature. You can copy these items from other files you have already created or from files you used last term or last semester. If you want to save any of these items so that they appear whenever you start a new file, click **Options→Save Settings**. See *Customizing Program Default Settings* on page 149.

To copy from one class file to another do the following:

Open both the source file and the destination file. Although you can only see one file at a time, you will be able to know which files are open by clicking WINDOW from the Main Menu bar. The drop-down menu displays the files you have opened and you can choose which one to display.

1. Click **Edit→Gradebook To Gradebook Copy**.
2. In the dialog box that appears, select the source file you want to 'Copy From.' For the destination files, you want to 'Copy To.' Then click the item you want to copy from the list, which includes Grade Symbols, Grade Scale, [Student] Data Fields, Attendance Codes, QuickNotes, Test Descriptions, Class [Information] Fields and Student Roster. Depending on the item, you may be asked to click the manner in which you want the information treated.

- **For Grade Symbols and Attendance Codes, the choices are:**
    - Add/Update - add new items from the source file to the bottom of the list in the destination file.
    - Add/Update and Delete items not in use - add new symbols or attendance codes to the bottom of the list and delete any symbols or codes that are not found in the source file and are not being used in the destination file.
  - **For Data Field Names and Class Field Names, the choices are:**
    - Add/Update - add new items to the bottom of the list.
    - Replace All - replace the destination file list with the list from the source file. This will overwrite the destination file list.
    - Add/Update and Delete old items that are not in use - add new items to the bottom of the list and delete field names that are not used. If a student in the destination file has information entered in the data field, or there is information in the class field, the field will remain in the destination file.
  - **For Test Descriptions**

You will be shown another dialog box where you may select all test descriptions or choose specific ones to copy to the destination file.
  - **For QuickNotes**

New QuickNotes will be added to the bottom of the list in the destination file and none will be deleted.
  - **For Grade Scale**

The scale of the source file will replace the scale in the destination file.
  - **For Student Roster**
    - Only copy name and ID - Copies names and IDs for all selected students from one file to another.
    - Include Student Information Data and Seating Charts - Copies names, IDs, student information and seating charts.
    - Include Student Info Data, Attendance Data, Seating Charts and Test Data - Copies names, IDs, student information, attendance data, test scores and seating charts.
      - In order to transfer attendance data, you must (1) set the first day of class in the destination file to match that in the source file, and (2) ensure that vacation days in the destination file match those in the source file.
      - In order to copy test scores to existing test columns, the test information in the source file must exactly match the test information in the destination file. Any tests that do not match exactly will be transferred to newly created test columns.
      - In order to copy the seating charts, you have to copy the data to a new file. You cannot copy a seating chart to a gradebook that already has students added.
  - **For Lesson Plans**
    - Copies all information related to lesson plans. You will be able to choose which lesson plans you want to copy.
    - If there is a lesson plan selected for copy from the source file, and there is already another lesson plan with the same name in the destination file, the lesson plan will still be copied over, and there will be 2 lesson plans in the destination file with the same name. If you want to replace a lesson plan in the destination file, you can delete the plan you want to replace, and then copy the plan from the source file.
    - If there are skills attached to lesson plans that are copied, they will be copied to the destination file as well. If there are already skills in the destination file with the same name as the skills being copied, they will not be copied over, and the skills with the same name in the destination file will be attached to the copied plans.
3. Click **OK** to make the copy.
4. **When you close the file or Exit GradeQuick, remember to SAVE the file to which information was copied.**

## USING THE SAME ROSTER IN MANY FILES

If you want to make several class files with the same student roster, you can use the Gradebook to Gradebook Copy feature to copy the student roster, (see *Copying Information From One Class File to Another* on page 23) or you can use the Save As command to make a model file which will store your roster and settings. You must make this model **before** you add information that will not be common to all the files that will share the basic information. In other words, if you have the same students for many subjects, (Math, Reading, etc.) you should make this model before you enter any test scores. Then you can just copy that file, or roster, each time you begin a new file with that roster. If you want to customize your grade scale or grade symbols, define the Student Data Field Names, enter Attendance Start Dates or set special Attendance Codes, you can also include this data in this model file or you can set a configuration before starting your file. See *Customizing Program Default Settings* on page 149. To create and use a model file:

1. Follow the directions for entering your information as explained in *Entering Student Roster* on page 10. Put in this model file only the information you plan to use in all future files, such as the student names and Ids, or other demographics. If you plan to modify the default grade scale or symbols and use the same one in each class, you can do that in this model file also.
2. Click **File→Save** and name the file something like **MODEL**. This will be the basic file that you will copy each time you want to use the same roster and settings.
3. Open the **MODEL** file whenever you want to make another class file containing the same names or information. Click **File→Save As** and give a new name to this file, which will be identical to the **MODEL** file, but any changes you make will be saved only to the new file, leaving the model intact. Select Save As anytime you want to make a file containing the same names or information. See *Naming And Saving Your File* on page 29.

**Note:** If you are importing student rosters from your administrative software, **do not** use the Save As command to create new files. Each class file should be imported from your administrative software using **File→New**. See your computer coordinator for details about starting files at your school.

## INTERPRETING SUMMARY DATA COLUMNS

GradeQuick automatically computes statistics about student performance for the year or semester. These statistics are shown in the columns at the far right.

### Total

The column titled Total displays the total number of points that a student received on all the tests he or she took, including extra credit.

### Max

In the column called Max will be the sum of all the points possible (excluding extra credit) the student could have received on all the tests taken. Both Total and Max exclude exempt tests with student scores of X or an \*\* (By default, \*\* means exempt, though you can change it to mean no credit. See *Globally Changing Asterisk (\*\*) Scores To 0* on page 61.)

### Avg

The Avg is the expression for the percent of correct answers on all the tests taken. This is derived by dividing the student's Total score by the student's Max, in an unweighted system. For a more complete explanation of how these statistics are computed, and how weighting changes them, see *Weighted and Unweighted Grading Methods* on page 81.

## Grade

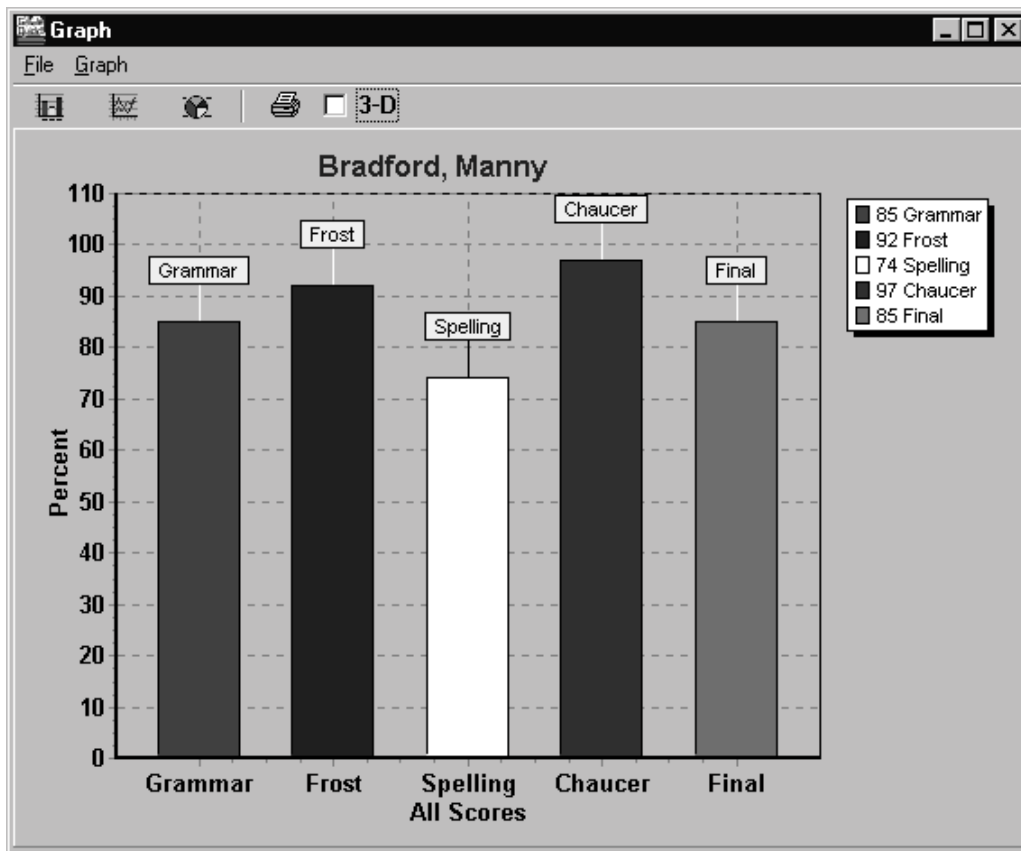
The last column, Grade, is the final grade for the semester or year. It is based on the student's final average and the grading scale you have selected. The (default) grading scale that will operate, unless you change it, is the standard scale in which 90-100=A, 80-89=B, etc. To change this scale, see *Customizing Your Grade Scale* on page 51.

## A GLANCE AT STATISTICS AND GRAPHS

### Statistics

You may wish to see some statistics about the test you just entered. To do this:

1. Click **View**→**Statistics**.
2. Select the statistics you wish to see for each test, by clicking in the box to the left of each item. Since selecting these items acts as a toggle, clicking on a checked item will deselect (uncheck) it and remove it from view in the spreadsheet. If you select Mean on this menu, a Mean row will appear below the points Possible row, and the Mean of each test will appear on screen. For a complete description of this process, see *Displaying Test Statistics* on page 48.



Student Progress 2D Bar Graph

### Graphs

You may also wish to use graphs to analyze the information you have entered. See *Using Graphs* on page 123 for an explanation of how to create different graph styles.

To see a graph of grade distributions for the test you just entered:

Click **Graph**→**Test or Subtotal** and a dialog box will appear.

Click the group, test and graph type you wish to display. Click OK to display the graph.

Graph styles available include 3D bars, 2D bars, line graphs, distribution functions and pie charts. You may also print your graphs. See *Using Graphs* on page 123, for further explanation and illustrations.

## SAVE YOUR FILES!

When you finish entering your data, you should save your file before looking at graphs, printing reports, starting another class file or leaving the program. **It is important to save your file every 10-15 minutes.** If there is a power interruption, computer failure, or Windows system problem your work will be lost if it has not been saved. See *Naming And Saving Your File* on page 29 in the next chapter. In addition, GradeQuick can automatically save your file periodically. See *Using Autosave* on page 157.

## PRINTING YOUR CLASS FILE

After you have entered your student names, information about them, and their test or assignment scores, you may print reports about students, tests, or the entire gradebook. To print reports, click the Reports button on the Big Toolbar or click Reports on the Menu Bar. You will see a menu listing various reports. When you choose one of the variations, the Print Preview/Editor window will appear with the report in its current report layout. From this menu, you may select which information to display by choosing from the Students, Tests or Options Menus. See *Overview Of The Print Preview/Editor* on page 90 for descriptions of all the options that are available. If you want the name of the class to appear on your reports, read *Entering and Using Class Information* on page 20 and *Printing Class Information*, on page 93. To print the entire gradebook, click either File→Print Gradebook, or Reports→Gradebook Spreadsheet.

## DETERMINING NUMBER OF GRADEBOOK FILES PER YEAR

In determining how many files you want for each class, the main point to remember is that all scores in a file contribute toward the final averages of that file. For example, if you have 4 terms, or quarters that make your year grade, you may keep them all in one file. But if you have 2 terms, or marking periods, in one semester, that have no effect on the grades in the second semester, you should not keep the year's scores in one file; you should keep a file for each semester. The chart below is not the only way of organizing your classes; it is a suggested guideline.

A Class Period refers to the same group of students meeting at a given time or for a given subject. For high school, 3rd period Algebra represents one class period, while 4th period Algebra is another. In category III, grades for 3rd period Algebra would be kept in two files, one for each semester. For elementary school, a teacher's Math grades represent one "class subject" and Reading grades represent another. Under category III, Math grades would be kept in two files, one for each semester, Reading grades in two files, etc. Remember that Term refers to grading intervals, or quarters, during a semester or year.

SCHOOL'S GRADING SYSTEM				YOUR SUGGESTED SET-UP	
Report Grades for				# Files per class	Description
Terms	Semesters	Year		Period or subject	
I.	Yes	No	No	1 per term	Final Average/Grade from each file is the term grade.
II.	Yes	No	Yes	1 per year	Term Subtotals are term grades; Final Average/ Grade is the year grade.
III.	Yes	Yes	No	1 per semester	The Final Average/Grade from each file is the semester grade; Term Subtotals are term grades.
IV.	Yes	Yes	Yes	1 per year	The Final Average/Grade is the year grade; Term Subtotals are term grades; Semester subtotals are semester grades. ***
V.	No	Yes	No	1 per semester	Final Average/Grade from each file is the semester grade.
VI.	No	No	Yes	1 per year	Final Average/Grade is the year grade.

\*\*\* **Note:** If you are exporting grades directly from GradeQuick to an administrative system, you must check with your Computer Coordinator to determine if you need to keep all semesters in one file. See *Creating Semester Subtotals in Gradebook Files* on page 61 and *Making Summary Files* on page 32.

## Chapter 3

# BASIC FILE OPERATIONS

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Each class record or gradebook page is referred to interchangeably as a document or as a file. Most of the file operations such as opening, saving and creating new files are controlled by the File menu or buttons on the Standard Toolbar.

### NAMING AND SAVING YOUR FILE

#### Save

Select **File→Save**, click the save button on the Standard Toolbar, or press **F4** from the spreadsheet to take the gradebook data currently in computer memory and save it in a file.

You must **not** turn off the computer before saving the current file. You will lose work. **Save frequently**, not only when you complete your work but before graphing or printing reports, or every 15 minutes. If there is a power interruption or computer failure, any unsaved work will be lost. GradeQuick can automatically save your file periodically, but this is **not** a substitute for saving manually. See *Using Autosave* on page 157.

When you first SAVE a file, the Save As dialog box appears. Type the document name over the words **UNTITLED.GBK**. Users of earlier versions, note that you can now use long Filenames and are not restricted to 8 characters.

GradeQuick will automatically add the extension **.GBK**, identifying your gradebook files and displaying them in the 'Open' dialog box.

After entering the name in the input window, click OK. The file will be saved under your new name, such as **ENGLISH2.GBK**. From now on, whenever you open **ENGLISH2.GBK** and SAVE your work, the most recent additions and changes will be saved in the file **ENGLISH2.GBK**, replacing what was in the older version.

#### Save As

Click **File→Save As** if you want to create another version of an already named file. You must give the version another name to keep it from replacing the old version when it is saved. For example, if you wish to save a version of **ENGLISH2.GBK** using a different grading scale, you could select SAVE AS and save it as **NEWENG2.GBK** when asked for a name. That way the previous version of **ENGLISH2.GBK** remains unchanged under the old name.

Use this feature to make a new class file from the Model file that was described in *Using The Same Roster In Many Files* on page 25.

**Note:** **Do not** use the Save As command if your school is importing student rosters from your administrative software system. See your computer coordinator for instructions and documentation on using GradeQuick at your school.

**Tip:** If you did not create a **MODEL** file that included just your students' names, you can still create one using the Save As feature. Open the file that has the list of student names that you want to use. Save the file as **MODEL.GBK** using Save As. With this model file open, delete all tests using Edit→Add/Del Students or Tests. Save the model file again. Now, you can use it to start a new class file. Remember to use Save As to save the new class file with an appropriate name. Alternately, you can always use the gradebook to gradebook copy of student roster that was described in *Copying Information From One Class File to Another* on page 23.

## Save files to Edline

You can also save your GradeQuick files to Edline so that you can access them from any computer on which you have GradeQuick installed without transporting them using floppy disks. Click the Save to Edline button on the Big Toolbar to save your current file to Edline. Please note that you must have the toolbar displayed to access this option. If you do not see the toolbar, click View→Toolbars, and select the Big Toolbar.

## SETTING A HOME DIRECTORY

If you want to save your files to a location other than the program directory, you can set a Home Directory in the System Information for GradeQuick. This will be the location where your files, customizations, and report configurations are saved. If you do not set a Home Directory, the default is the program directory, likely **\GQWIN**.

**Note:** If your school has a site license for GradeQuick and you log on to utilize it, your default directory is the user directory assigned to you by your administrator, and should not be changed. You may still set a Home Directory for any home or laptop installations.

### Set Your Home Directory

1. In **Options→System Information**, verify that you have a field called Home Directory. If you do not, choose to Add a New Field and name it exactly as written: Home Directory.
2. Enter the complete path to the folder you want to use as your Home Directory in the Information for that field. For example, if you have a folder called 'Gradebooks' in your 'My Documents' folder, the path could be written as **C:\My Documents\Gradebooks**.
3. Check the box next to "Save System Information on Exit" before exiting the System Information window.

## BACKING UP CLASS FILES -- A MUST!

Making backup copies of your own class files is of critical importance. Floppy disks, hard drives and computers occasionally fail. We can replace GradeQuick if you send us the bad disk, but no one can replace the work you have created in your class files. Although GradeQuick automatically makes a backup of your file every time you save it, you should have a copy on another disk in case the disk is damaged. There are three ways listed below to backup your work easily and quickly on another disk.

### Note:

Files are particularly susceptible to corruption when they are stored on floppy disks long-term. If you are only saving your files in one location (the school network, or your home computer,) a floppy disk is a good backup in case of corruption on the saved copy. However, you should not save your files solely to floppy disks, as you are likely to lose class files. If you are using GradeQuick at home and at school, you should keep backup copies of your files in both locations, and using floppy disks for the short-term transportation of files only.

## Method I -- while running from the hard disk

- 1) Click **File→Save** to save your file in the directory from which you opened it.
- 2) Put a backup floppy disk in your floppy disk drive (usually **A** or **B**).
- 3) Click **File→Save As** and enter the letter of the disk drive, followed by **: \** plus a file name, i.e., **A: \ENGLISH.GBK**. Your work is now saved on the hard disk and a floppy.

## Method II -- using Windows Explorer

Exit GradeQuick and open Windows Explorer. Click the drive, directory and file name of the file you want to copy, and click **Edit→Copy**. Next, click to the drive that contains your floppy disk (usually **A** or **B**), and click **Edit→Paste**.

## Method III -- using GradeQuick file backup

If your school has purchased a deluxe network version, there will be a backup option in **File→File Management**. This backup feature and other File Management options are explained in separate documentation that you should have received from your coordinator.

## OPENING A PREVIOUSLY SAVED FILE

Select **File→ReOpen** and select your file from a list of recently opened files. Or, to select a file that does not appear on this list, click the Open button on the Standard Toolbar, click **File→Open**, or press **F3** from the spreadsheet to retrieve a previously saved GradeQuick file. When you select Open and the dialog window appears, do one of the following:

- Type the name of the file you wish to open in the Filename box. The **.GBK** extension is already there. Replace the asterisk (\*) with the file name. Then click OK.
- In the Files scroll box, find the file you wish to open and double click the file in the list or single click to highlight the file and click OK. If the file you want is not in the scroll list, then you must click the drive or directory where your file is saved. The drives are listed in the Drives scroll box and directories are listed in the Directories scroll box. The directory name that is listed above the directories scroll box will change to the one you select. The files in the Files scroll box will change to those in the new directory. Find the file by scrolling and click to highlight it.
- Enter your own "mask" to see a list containing a subgroup of files from your directory. For example, if you wish to see a list of all English files, and they all begin with **ENG**, you would enter **ENG\*.\***. Used as a mask, the \* serves to replace any string of characters. You can also use ? to replace any single character.
- Enter a path to retrieve a file from another directory or disk. For example, if you are running GradeQuick from the **C:** drive, and you wish to open a class file from the **A:** drive, click the Drive drop-down list on the dialog box. Select **A:** from the list. Then use one of the ways described above to select the file.

**Note:** If you need to use one of the back-up files that is automatically saved each time you save a gradebook file, change the mask to read **\*.BAK** instead of **\*.GBK**.

## OPENING MORE THAN ONE FILE

To open multiple gradebooks, select **File→Open** and hold down the CTRL key while selecting individual files.

*GradeQuick* displays 1 open file at a time. **View a list of open gradebooks** or display a different open gradebook by clicking **Windows** on the Main Menu. The current file appears with a checkmark.

NOTE: For information about Gradebook to Gradebook Copy, see *Copying Information from One Class File to Another* on page 20.

## REOPENING A FILE

*GradeQuick* maintains a list of the ten most recently used gradebooks so they can be conveniently located and reopened.

To **ReOpen** a file, select **File→ReOpen** from the Main Menu. *GradeQuick* maintains a list of the ten most recently used gradebooks. Select a file from the list to open it.

## STARTING A NEW FILE

There are three ways to start a new file.

- Run the program. A new blank page is immediately available to start a file
- If you have already been working in one file and want to create another, save the current file and click **File→Close**. This will clear the screen and present an empty gradebook "page."
- You may keep the current file open and start a new one by clicking **File→New**.

If you are importing your student rosters from your administrative software, the procedure for starting a new file is explained in the documentation you should have been given by your coordinator.

**Note:** If you use the NEW command, the new gradebook will display the default or saved settings that appear when you first run the program. See the introduction to the *Design Your Gradebook Display*, on page 41 and *Customizing Program Default Settings* on page 149.

## MERGING A FILE

To merge two files together, use Gradebook-to-Gradebook Copy of student rosters. For more information on merging files with this feature, see *Copying Information From One Class File to Another* on page 23.

Earlier versions of *GradeQuick* used a Merge feature to bring two files together. In *GradeQuick* 8 and later, however, the more powerful Gradebook-to-Gradebook Copy has the same capabilities as Merge, but with added versatility.

## MAKING SUMMARY FILES

This feature is most useful if you wish to combine several subject (math, reading) averages to compute a summary grade, or if you wish to combine several semesters' averages into a year's average and don't want to keep all the semesters in a single file. See *Determining Number Of Gradebook Files Per*

*Year* on page 27. It is also useful if you wish to combine several Terms' averages into a year or semester average and don't want to keep every term in the same file.

**Notes:**

- If you don't want to average grades together, but want to print them together, just use the Multi-File print option instead of making a Summary File. See *Multi-File Reports* on page 110.
- Since the combined file includes **only** the student names and their final average from each file (not data fields or attendance), keep in mind the following:
- Attendance information is **not** combined. The attendance chart, even if the Start Dates are the same, will not be summarized. If you need to report comprehensive attendance information, you should keep all terms (and perhaps semesters, too) in one file.
- If you are exporting grades directly from GradeQuick to an administrative system, you must check with your Computer Coordinator to determine if you need to keep all semesters in one file. In that case, you would not use the Make Summary File feature, but would keep the whole year in one file. See *Creating Semester Subtotals in Gradebook Files* on page 61. If you need to export grades to an administrative package, you should not export from a summary file. Check with your Computer Coordinator.
- **Do not** use summary files if you have selected Average Term Grades to Calculate Final Grades in the Grading Preferences dialog box for ANY OF THE FILES you want to summarize. If you use these two options together, summary grades will likely be calculated incorrectly.

### **Combining Several Subject Files To Create A Single Overall Average**

If you keep a separate file for each subject, such as math, spelling, etc., and want to average the final grade in each subject into one final overall grade, you should use this method. This allows you to keep, for example, your Math grades in a separate file so that you can utilize many categories of math work (such as computation, story problems, etc.). Each subject then has a final grade in its own file. These final grades can now be put in this new summary file where they will be averaged into the single grade.

### **Combining Several Semester Averages Into A Year's Average**

If your school records final semester grades that are each comprised of their own set of interim marking periods, and if your school also records a year's grade that is based on an average of both final semester grades, you may use this feature. In other words, if in June you need to calculate a second semester grade based only on terms 3 & 4 scores, and you also want to calculate a year's grade based on the average of the first and second semester grade, you may want to keep two semester files and use this feature to combine the two semesters' averages. See *Determining Number Of Gradebook Files Per Year* on page 27. However, if you are exporting grades, the preferred method is to keep all grades in one file. If you want to calculate semester averages and the final average in one file, you may do so using the semester feature. See *Creating Semester Subtotals in Gradebook Files* on page 61.

### **Combining Several Term Averages Into A Year's Average**

Even if you do not need semester grades, but you keep more than 250 tests per year for each class, you may find it faster and easier to keep each quarter in a separate file. At year's end, you would copy the final averages from four files into a new file, weight each of the columns appropriately and combine those quarter scores for your final grade. Since the files come in with equal weight, you would need to enter your own weights if you do not want them treated equally. If you normally use no term weights, you must enter the total points for each term as the weight in order to retain the same relationship.

**To implement the summary file function, do as follows:**

1. First, keep a separate gradebook file for each semester, subject, or term you wish to summarize.
2. Once you have completed each file, select **File→Make Summary File**.
3. In the dialog box, select a gradebook file you want to include in the summary and click ADD TO LIST to add it to the list of files that will be used to determine the year's final grade. Do this for each file you wish to combine.

When the summary file is complete, you can add a special year's final exam and weight it and weight the Terms or semesters as you desire. The Avg (final average) on the far right is the combination of your semesters, final exam, or whatever else you choose to add to the file. You can also write comments or enter comment codes in the usual manner.

Remember that when you bring in the columns they will automatically be weighted equally as 100 in the new gradebook file, since each score is a percentage average out of 100. You can re-establish their original values relative to one another. To do so, use the total points Possible in the Term Subtotal column header from the original file as the weight in the new gradebook.

## **CLOSING FILES**

After you have completed your work with a file, you may close it and continue working with other files or create a new one. To end your work with a file, click **File→Close**. If you have not saved the file, you will be asked to do so. If you Exit the program without first closing all the open files, you will be asked to save each file as it closes if you have not already done so.

## **DELETING A FILE**

Use Windows Explorer to delete a file.

1. Click **File→Exit** to leave GradeQuick, and then go to Windows Explorer.
2. Locate the file by selecting the drive and directory where the class file resides. Click the filename you wish to delete, and press the DELETE key.

## **LEAVING THE PROGRAM**

Click **File→Exit** to leave GradeQuick. If you have any unsaved files open, you will be asked to save each of them. In order to prevent any data loss in the case that there is a problem during program exit (such as a lost network connection at your school), you should save your files individually prior to exiting the program. Do not wait to be prompted to save each file after selecting **File→Exit** or clicking the X in the upper right corner of the screen.

## **IMPORTING STUDENT INFORMATION FROM OTHER SOFTWARE**

GradeQuick has special custom interfaces with certain administrative software packages that provide seamless exchange of information, without teachers ever having to use the Import menu options. This interface may allow you to simply use **File→New** or **File→Open** to read in your roster, without needing to use the IMPORT option at all. If your school has a customized GradeQuick interface for importing and exporting from administrative software, see your Computer Coordinator for specific information for your school. S/he will have a specific custom document to be distributed to teachers describing import/export steps at your school.

If your school is not using one of these interfaces, however, you can still import and export your data. Database information can be exported from other programs and sent to a file in text or ASCII format. These become source files for student names, IDs, and other information, such as phone numbers, etc., which may be imported into GradeQuick. In order to import information successfully from a text file into GradeQuick, you must determine whether the text is formatted in fixed-columns or separated by commas, tabs or other characters (delimited). If you can receive the information from a tab-delimited or comma delimited ASCII file, you can import student data with the Names & IDs. If your information is in a fixed-column format, you will need additional customization if you want to import more than Names and IDs for your roster. If you want to import additional information or need to adjust the format, contact us for help with customization.

**Note:** If you want to use the same list of students that you have in another class file, do not choose this option. Importing requires an ASCII file not a GradeQuick file. To use information from another GradeQuick file, see *Using The Same Roster In Many Files* on page 25 and *Copying Information From One Class File to Another* on page 23.

### Importing Names And IDs From Fixed-Column Files

You may follow these steps to import, or bring in, student names and ID numbers from an ASCII fixed-column file to a class file without having to type them in yourself. (If you wish to bring in data other than Names and IDs in fixed-column format, contact us for customization.)

1. Download an ASCII file with the names of your students from a mainframe, or get them on a diskette from your school.
2. Copy the file to the hard drive directory containing GradeQuick (usually **C:\GQWin**).
3. Read the file on screen or print it in order to find the information necessary to answer the following questions that will appear in the dialog:
  - On what line do the names begin?
  - In what column do the names start?
  - What is the maximum name length?
  - At what column do the IDs start?
  - What is the maximum ID length?
4. Click **File→New** to create a new file, or **File→Open** to open an existing file if you plan to update the roster in an existing file.
5. Click **File→Import→Import Class Names/IDs**. (If you are using a customized import, you may need to choose Import ASCII Fixed Column Roster/Data instead.)
6. To select the source of the import, type in the name of the file containing the class roster, double-click the file name in the list, or single click to highlight the file name and then click OK.
7. Respond to the questions about columns and lengths and then choose from these options:
  - Select CREATE NEW CLASS if you are importing the entire roster to an empty file.
  - Select ADD NEW STUDENTS if you are adding new students to a class file that you have previously set up. Any new names on the list will be appended to the bottom of your file.
  - Select UPDATE (Add or Delete as Needed) if you wish to not only add new students to your file, but also drop any student in your class whose name does not appear on the new import list.

**Note:**

If you are importing a file created by another application, be sure you have saved the file as text. The file must not use tab characters between the fields but rather spaces. Each student name must be on a separate line. The column in which it begins in the file determines the order of the name and ID. (Column refers to 'character-columns' not 'field-columns.')

If you save the file in a spreadsheet or word processing application and do not specifically save it as a text file, it will contain formatting that GradeQuick cannot identify and the import will not work.

## Importing Names, IDs And Student Data From Delimited ASCII Files

To import student names, ID numbers and other student data from an ASCII delimited file to a class file without having to type them in yourself, you may follow this procedure:

1. Download an ASCII file with the names of your students from a mainframe, or get them on a diskette from your school. See the Note below for formatting guidelines.
2. Copy the file to the hard drive directory containing GradeQuick (usually **C:\Gqwin**).
3. Click **File→New** to create a new file, or **File→Open** to open an existing gradebook file if you plan to update the roster in an existing file.
4. Click **File→Import→Import ASCII Delimited Roster/Data**.
5. In the dialog box that appears, select whether your import file layout is TAB or COMMA delimited.
6. To select the source of the import, type in the name of the file containing the class roster, double-click the file name in the list or single click to highlight the file name and then click OK.
7. Choose from these options in the next dialog box:
  - CREATE NEW CLASS if you are importing the entire roster to an empty file.
  - ADD NEW STUDENTS if you are adding new students to a class file that you have previously set up. Any new names on the list will be appended to the bottom of your file.
  - UPDATE (Add or Delete as Needed) if you wish to not only add new students to your file, but also drop any student in your class whose name does not appear on the new import list.

The data from the text file will be imported into a GradeQuick file in the following order: Name, ID, Birthday, M/F, Grade Level, Mother's name, Father's name, Phone, Address 1, Address 2, City, State, Zip, Homeroom, Counselor, Nickname; the default Student Information fields.

### **Note:**

If you are importing a file created by another application, be sure you have saved the file as text. Each student's information must be on a separate line with the student name first, followed by the ID. If you save the file in a spreadsheet or word processing application and do not specifically save it as a text file, it will contain formatting that GradeQuick cannot identify and the import will not work.

The import will not work unless the text file is also formatted as follows:

- A comma-delimited file must have commas to separate the fields. Double-quotes surrounding the information are required.
- A tab-delimited file must have the TAB character to separate the fields, e.g. save as a Tab delimited **.txt** file in Excel. Student names displayed as last name, comma, first name will be saved with double-quotes surrounding the name. To save the file as tab delimited with no double-quotes, the name must not have a comma separator.

## Importing Test Scores Or Grades

GradeQuick allows you to import test scores from a fixed column text file. If you would like to import scores directly into GradeQuick as tests are scanned, please contact Jackson Software to discuss the interface between GradeQuick and Scantron. To import the scores manually, do as follows:

Open the gradebook file into which you wish to import the scores.

1. Create a test column in your gradebook and enter the NAME of the test and the POSSIBLE points for the test. Then look at the **text** file you wish to import to find the information necessary to answer the following questions in the dialog that will appear:
  - On what line do the names (or IDs) begin?
  - In what column do they start?
  - What is the maximum length of that column?
  - In what column does the test score you wish to import begin?
  - How many columns are the scores in?
2. **Be sure to select a cell in the test column for the assignment into which you want to import the scores.** Click **File→Import**. Click the IMPORT SCORES BY NAME in the dialog if you want to import the scores from the **text** file using student names as the identifier. Select the IMPORT SCORES BY ID to use the student ID as the identifier.
3. Answer the questions about the length of the fields that you are importing in the dialog.
4. If there are additional students on the import list that are not in the open class document, the check box for Yes next to 'Add students who are not un the class' should be checked to bring in those scores. If you choose to import scores for those not currently on your class file, it will enter the new name or ID and scores, but it will write "\*\*\*\*NOT FOUND\*\*\*\*" next to the name or ID to indicate that the student was not found in your original roster.
5. As GradeQuick imports the scores, if a student already has a score for the given test, it will open a dialog box with the following choices:
  - Replace the existing score for this student.
  - Keep the existing score for this student.
  - Replace ALL students' old scores with scores from the import file.
  - Keep ALL students' scores that are already in this Gradebook.

You can handle each imported score individually, or use the last two options to prevent the dialog box from opening each time there are different scores for the same student.

## EXPORTING FROM CLASS FILES

GradeQuick can create an Export File to send your grades, attendance, comment codes, and even full-length comments to your administrative software. If you do not already have a customized export, you can use our standard export so that teachers can avoid submitting grades in writing or scanning bubble-sheets. The export file created by GradeQuick is an ASCII **text** file. If your other software can import text files, the information from GradeQuick can be received into other files without manual data entry. If you want to export data other than that on the standard export, or in another format, contact Jackson Software to customize your export.

If we are providing a special interface for your school's administrative software, you will choose the interface from the Send menu or Custom Export dialog box. The Computer Coordinator will inform teachers of the correct title for their school's export. If you do not have a custom export, you may export your information as follows:

### Choosing An Export

Under **File→Export**, you may choose the Standard Export or Custom Export. Choose Custom Export if you want to use a Tab or Comma delimited format or a special interface, if one has been customized for your school. When you choose Tab or Comma, the items exported from the class file are the same ones in the same order as described in *Exported ASCII Data Chart* on page 39.

### Setting Export Path & File Name

After you select the name of the export, a dialog box will appear with your Export File Name using the extension **.TXT**, (or a custom extension). This is the name of the file containing your exported data, not the name of the class data file you keep your grades in. The exported data is normally saved to the default directory in which the class files are kept unless your Computer Coordinator has set another directory.

If you are working on a network, the Computer Coordinator can set that path so the correct export directory automatically appears as part of your filename. If your school does not have a network, the export path may be set to the floppy disk drive (usually **A** or **B**) so that you can use floppy disks to transfer exported data between computers. **Do not** change the path or filename.

### Select Students to Export

In the same dialog where you set the export path and file name, there is a button called Select Students to Export. Click on the button to see the Select Students dialog. Click each student that you want to export or click ALL to select all students in the list. You may also use criteria with which to select the students to export. See *Using Criteria Selection To Select Students*, on page 101.

### Overwrite or Append

After the filename appears and you press ENTER to export, you may be asked to Overwrite or Append to the file. If you have previously exported from this file, an export file with the same name may exist. Previous data in that file will be overwritten with current data if you choose OVERWRITE. If you choose APPEND, the current exported information will be added to the previously exported information. Please see your Computer Coordinator for instructions on which options to choose for your particular interface.

### Assuring Correctly Exported Data

If you are exporting data to your school's software, you should be certain to check with your Computer Coordinator about how to handle the following circumstances which have been discussed above but which vary from school to school.

**Export Option** -- Whether to choose STANDARD or CUSTOM (i.e., specifically named).

**Export Path & File Name** --Whether one was set for you.

**Student Data Field Names** -- If special names were set in your files:

**Do not** change them for your own data. Store your optional information in other fields not required for the interface. Your Computer Coordinator will know which fields cannot be removed or changed. Learn what information needs to be entered into those fields for export. These may be comment codes, behavior grades, attendance, etc.

**Special Scores** -- If you will be exporting final exams or midterms, be certain that you correctly name those assignment columns in your gradebook.

**Numeric Grades** -- If your school uses only numeric grades, be certain to checkmark that option in Grading→Grading Preferences.

### ASCII Fixed Column Export Files

If your school does not have a special interface from us, you may set up your school software to import from one of our ASCII **text** export files. The *Exported ASCII Data Chart* on page 39 describes how the destination (exported) data will appear in the Standard Export file, which is created in fixed columns. This text file contains class statistics and student data in fixed columns. Each student's record will include the items listed in the chart. The chart also indicates in which column the data starts and the length or number of columns allowed for the data. Each student record ends with a Carriage Return/Line Feed. You can use this guide to help you set up your administrative or other

software to import the data exported from GradeQuick. Or if you prefer, we can customize a different format for you.

- Line 1: Class ID (or teacher's name etc.).
- Line 2 through 14: Class statistics.
- Line 15: Name of first student and the data on Exported Data Chart.

Each subsequent student begins on a new line.

The *Exported ASCII Data Chart* below indicates the column and field length of the exported data.

<i>Item</i>	<i>Starting Column</i>	<i>Field Length</i>	<i>Item</i>	<i>Starting Column</i>	<i>Field Length</i>
Student Name	1	31	Term # 5 % Average	168	9
Student ID	32	16	Term # 5 Grade	177	4
Comment Code1	48	21	Term # 6 % Average	181	9
Comment Code2	69	21	Term # 6 Grade	190	4
Final Exam Score	90	9	Term # 7 % Average	194	9
Final Exam Grade	99	4	Term # 7 Grade	203	4
Midterm Exam Score	103	9	Term # 8 % Average	207	9
Midterm Grade	112	4	Term # 8 Grade	216	4
Term # 1 % Average	116	9	Semester 1 % Average	220	9
Term # 1 Grade	125	4	Semester 1 Grade	229	4
Term # 2 % Average	129	9	Semester 2 % Average	232	9
Term # 2 Grade	138	4	Semester 2 Grade	241	4
Term # 3 % Average	142	9	Final Average	245	9
Term # 3 Grade	151	4	Final Grade	254	4
Term # 4 % Average	155	9	Comments	258	Unlim.
Term # 4 Grade	164	4			

Exported ASCII Data Chart

### ASCII Delimited Export Files

You may also export data in delimited format by selecting **File→Export→Custom Export** and choosing COMMA or TAB from the list displayed. The comma format uses double quotes surrounding each field and commas between the fields. The tab-delimited format uses Tabs between the fields. It does not use double quotes. For these files, no statistics are exported, and the student records begin on line 2. The first line is reserved for a Class ID. The student fields appear in the same order as in *Exported ASCII Data Chart* on page 39 for the fixed-column export.

#### **Note:**

To export a final exam, you must title the column FINAL in the spreadsheet. To export a Midterm, title it MIDTERM. See *Entering Test (Assignment) Descriptions* on page 16. You must create semester subtotals if you want to export semester averages and grades. See *Creating Semester Subtotals in Gradebook Files* on page 61. If you do not need a final year's grade, do not create semester subtotals, but instead, create a separate file for each semester and use the Final Average of each file as the semester grade.

## **THE ATTENDANCE EXPORT**

In custom interfaces with administrative software, attendance totals are exported with grades, but you may also export daily attendance. This is done from the Attendance Chart or the Seating Chart. If you are in the Attendance Chart, click **File→Send Attendance**. If you are in the Seating Chart, click **File→Exit & Send Attendance**. See *Exporting Attendance* on page 137.

## FILE MANAGEMENT FEATURES

Features on the File Management Menu are components of the GradeQuick Site Manager, a module of Jackson Software's SchoolCom system. They are gray, or unavailable, unless your school has purchased some of the advanced networking modules in the SchoolCom system. With purchase of these modules, a separate manual is provided which describes all the management features. A few of the many features are described below:

- The SchoolCom modules enable the automatic updating of the teachers' files when students add or drop classes or their personal data, such as phone numbers change.
- The check in and check out features guarantee that teachers will always use the most current file if they are moving their files between home and school. It also facilitates the automatic receipt of school data to their files.
- Backup and restoration options facilitate the backing up and tracking of multiple versions of a given file.
- Setting which files are to be "active" is a necessary part of the Site Manager module which lets the network administrator perform global functions on all teachers' files: for example, the transfer of standard school requirements (such as grade scale, etc.) to all teachers' files on the network.

For more details, you will need the Site Manager documentation.

## Chapter 4

# DESIGN YOUR GRADEBOOK DISPLAY

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A detailed description of how to use the Edit menu to set up the student rows and test columns is provided in *Starting a Gradebook* on page 6. Eventually, if you have a large number of students, tests, categories or time periods, you will fill the screen. Although you can easily scroll through the pages, reaching any column you desire by using the arrow keys or scroll bar, you may prefer to provide more space by changing to another Font style or Size from the Options menu. Or, you may choose to keep the same size font and create more space by changing which rows or columns appear on the screen at any given time. You can also add displays of additional statistics or subtotals to your gradebook page display. The following sections discuss how to do this using the View menu.

Keep in mind that you can manipulate what you display or hide at any time, and these displays will remain on-screen for all files during the same session unless you change them. However, the next time you run the program or open a new file, the original default settings will appear on screen again. If you want to customize these default program settings so that your selected columns and options appear with every New file, you can easily do so by clicking **Options**→**Save Settings**. Read *Customizing Program Default Settings* on page 149 to learn how to save your own program settings.

### HOW TO CHANGE WHAT YOU SEE ON THE SCREEN

Use the View menu to select the rows or columns that appear on the screen at any given time. The program defaults are pre-set so that the most commonly used items automatically appear. These items are check marked on the various dialog boxes accessed from the View menu.

To add others, or to remove the pre-selected ones from view, you must checkmark them, or uncheckmark them, on the View menu dialog boxes by clicking the box next to it. Clicking behaves as a "toggle." This means that clicking a checked item will uncheck it, and clicking an unchecked item will checkmark it. All entered data remain in computer memory and will remain saved in the file regardless of whether it is actually in view on the screen.

#### Hiding Student Name Or ID Number

The student Name and ID number columns appear automatically when you begin your class file. Later, if you want more space, you may not want to keep the ID in view. Or you may prefer to keep the ID column in view and remove the Name column in order to maintain student privacy when there is a chance data may be seen by others (for example, posted test results). To remove either from view:

1. Click **View**→**Student Info** and deselect (uncheck) NAME or ID NUMBER by clicking on these items.
2. Click OK to return to the spreadsheet.

#### Hiding Student Rows

All student rows appear when you first open your gradebook. You can choose to hide students from view, to see only a particular student or group of students on the spreadsheet. This will allow you to show a student or parent just the student's grades on the spreadsheet, including "what if" scenarios, without exposing the scores of other students. This will also allow you to view an individual group, such as 12<sup>th</sup> grade students, to focus on that group for grade entry. Finally, you can select to hide

dropped students from view. The selection to hide dropped students will be retained the next time you open this (or other) gradebooks, however any other selections to hide students will not.

**To Show One Student** - Right clicking on a student's name in a gradebook will give you the option to show only that student. If you right click on a student's name you will have 2 options:

- **Hide All Other Students.** This will hide all students except for the selected student.
- **Show All Students.** This will show all students, including those that were hidden.

**To Hide Dropped Students** – The right-click menu will also give you the option to hide dropped students. Dropped Students are indicated by a green 'DR' in the grade column. If you select the **Hide Dropped** option, they will not be visible in your gradebook spreadsheet. For more information, see *Dropping Students and Hiding Dropped Students* on page 23.

**To Hide Selected Students** - To choose which students you would like to display or hide in the Gradebook, click **View→Select Students**.

- 1) To select students manually, simply highlight all students you would like to see in the Gradebook.
- 2) **Click Select All** or **Select None** to quickly make these selections.
- 3) Use **Select by Criteria** to run queries where only the students who have passed the query will appear on the spreadsheet.
- 4) Use **Hide Dropped Students** (above) to hide all students who were dropped from the class.

## Setting Width Of Name Or ID Column

After typing in the full names, you may want to reduce the width of the student name or ID column in order to leave more room on the page for test columns.

1. Click **View→Column Widths**.
2. Select from the Name or ID column options.
3. Choose to adjust the column either automatically or as you define the width.
  - Automatic sets the width to accommodate the longest name you have entered, after you have entered it.
  - You can define the number of characters for the column width, truncating the names or IDs to fit. Click the option box that allows you to define the width. Then set the width by typing your preference in the text box. The column will continue to store the full name you have entered and you can scroll through the field in which it is entered to see or change it any time. Just press ENTER and move the side arrow keys until all letters have scrolled through, editing them if you wish. You can later widen the column by choosing COLUMN WIDTHS again. If you want to set a certain width to appear each time you run the program, click **Options→Save Settings**. See *Customizing Program Default Settings* on page 149.

## Show More Data With Thinner Columns

To double the number of test columns on the screen, you can create thinner columns. To do this, press F7 or click **View→Column Widths** and check **Thin Column Mode**. To print the gradebook spreadsheet in thin column mode, choose that option from the Options menu in the Print Preview/Editor.

## Showing or Hiding Terms

You can choose whether to display the tests and assignments from all terms, or show the test and assignment columns from only a single term in your gradebook. Select this option from the Standard Toolbar. By default, the gradebook is set to View All Terms. You can change this to view any single term in your gradebook. You will still see all term subtotals, (if you have selected this option from the View menu,) even if you have hidden the assignment columns for those terms. The summary grades at the right of your gradebook will show the term grade and average of the term you are viewing. When you change the drop-down back to View All Terms, the final average and grade will appear in the summary columns.

## Displaying Student Data Fields

Information about a student can be kept in special columns designated Student Data Fields. See *Entering Additional Student Information*, on page 11 for more information on entering information into them. If you want to display this data in columns on your gradebook spreadsheet, click **View→Student Info**. In the dialog box, select the Data Fields to show by clicking to highlight those you wish to display on the spreadsheet. They will appear next to the student's ID column in the left pane of the spreadsheet. See the illustration *Screen including Display of Category Subtotals, Student Data Field* on page 45 for a display of one of the Data Fields. Since GradeQuick is primarily a gradebook, however, it doesn't make sense to fill the screen with background data; since you will then see fewer test columns, so you might display only one or perhaps none at all. If you choose to display more than will fit on the screen, GradeQuick will automatically remove some from view. You should go back to the menu to re-select which ones you prefer to display.

## Displaying Or Hiding Test Descriptions

The Name, Long Name, Date, Category, Term, Weight and Possible rows appear automatically when you start the program. You can remove this information from the screen should you want to view more rows of student names on the screen. Click **View→Test Info** to click the items you want to appear. Uncheck LONG NAME, DATE, TERM, or CATEGORY to remove the rows showing that information. Uncheck POSSIBLE if you do not want to display the row that shows the maximum points possible for each test. GradeQuick is pre-set with WEIGHT checked; however, it is automatically unchecked if you open a file that does not include any weighting modes, and automatically restored if you turn on any weighting method.

Before you add another test to your file, be sure to put the test description rows back on so you can enter the appropriate information. After that, they can be removed again if you wish. *Entering Test (Assignment) Descriptions* on page 16 explains how the information in these rows is used.

### **Note:**

If you are not interested in using term numbers, do not remove the term number for all of your tests columns, as GradeQuick treats any test column without a term number as a special score. GradeQuick only allows you to enter 10 special scores, so if you remove the term number from all of your tests, you will only be able to enter 10 tests. You can remove the term number row from your display instead, as described above.

## Displaying Or Hiding Summary Data Columns

To the far right of the screen, columns labeled Total, Max, and Avg appear automatically. They contain each student's summary grades as described in *Interpreting Summary Data Columns* on page 25. You never enter data in these columns; the program computes these numbers whenever you enter

scores in the test columns. Should you wish to remove those columns from view, uncheck TOTAL, MAXIMUM, or AVERAGE from **View→Student Info**. The Total and Max columns are automatically removed from view if you select a weighting mode. For more information, see *Weighted Grading Methods* on page 82.

## Displaying Subtotals For Categories Or Terms

You may choose to display each student's grades for each Category or Term. These columns are titled Subtotals since they are components, or subtotals of the overall final or semester grade. If you have several marking periods within a semester or year, Term Subtotal columns (Term 1, Term 2, etc.) display final grades for each particular marking period, the cumulative score of all assignments and categories in each term. See the illustration *Screen including Display of Term Subtotals, Final Exam* on page 18 for a display of Term Subtotals. Term Subtotals will be the basis for quarter, or term, report cards if you use them. In the illustration *Screen including Display of Category Subtotals, Student Data Field* on page 45, Category Subtotals for Quiz and Tests are displayed for this gradebook file. The Category Subtotal scores are a useful way to compare a student's performance on different types of work (homework, labs, exams, etc.).

- To display Subtotals, click **View→Subtotals** and checkmark any or all of the three subtotal choices.
- If you check CATEGORIES, a column showing student scores for each category will be displayed.
- If you check CATEGORIES BY TERM, columns for each category broken down by terms, will be shown, i.e., Term 1 Labs, Term 2 Labs, Term 1 Tests, etc.
- If you check TERMS, you will see a column of student scores for each term.

The selected columns will be put on screen to the right of all your test columns; you may have to scroll through the screen to see them. Each subtotal column will display your choice of summary data (either the term average, total points earned or maximum points possible) along with a term grade based on the grading scale you have set up. Though you can change which summary data is calculated (see *Overriding Program Subtotals Data* on page 44), you will not be able to change the actual number that the computer calculates. You can, however change (overwrite) the grade assigned to that number. See *Overwriting Grades* on page 55. You will be able to enter weights in these columns only if you have selected **Grading→Weighting** and either Weight Categories or Weight Terms. To understand how GradeQuick calculates the information in these columns, see *Computing Category Or Term Subtotals* on page 82.

## Overriding Program Subtotals Data

When you display or print subtotal data, GradeQuick is pre-set to automatically use the most meaningful information, which is total points in an unweighted system and the percent score in a weighted system. If, however, you wish to override this default, you may click **View→Subtotals** and then select which of three types of information you want displayed or printed in the subtotal columns:

- **Total points** -- the total points a student earned in each category or term.
- **Maximum points** -- the maximum points possible the student could have earned.
- **Average** -- the percent correct the student scored in each category or term.

**Note:** The subtotal data displayed on the spreadsheet will be the data that is printed for subtotals on reports. For more information, see *Computing Category Or Term Subtotals* on page 82 and *Weighting Categories Or Terms* on page 88.

Test Status Line with the Long Test Name and Highest Score is displayed for the test where the highlight is located.

The Birthday Data Field for each student is displayed.

Category Subtotals are displayed.

Name	Birthday	Ch. 1	Ch. 2	Ch. 3	Sec. 1	SubTotal	SubTotal	SubTotal	Avg	Grade
Long Name		Parts of S	Vocabulary	Diagrammi	Parts of S					
Term		1	1	2	2					
Category		Homework	Quiz	Quiz	Test	Homework	Quiz	Test		
Date		09/04/00	09/21/00	10/12/00	11/06/00					
Weight										
Possible		35	50	50	100	35.0	100	100		
1. Alder, Kenneth	05/12/85	√+	50	47	98	33.2	97.0	98.0	97.30	A
2. Buckman, Jamie	09/26/85	√	Good	41	92	29.7	86.0	92.0	88.30	B
3. Brandman, Alice	04/15/85	√	Pass	36	**	29.7	76.0	**	77.02	C
4. Cooper, Kevin	12/01/85	√-	38	32	80	26.2	70.0	80.0	75.12	C
5. Dinmoor, Resa	02/03/86	√	Pass	40	94	29.7	80.0	94.0	85.69	B
6. Evans, Theresa	07/20/85	√+	48	46	100	33.2	94.0	100	96.46	A
7. Garrity, Frank	09/14/85	√-	44	36	77	26.2	80.0	77.0	78.99	C
8. Jamison, Douglas	06/07/85	√	Good	**	82	29.7	45.0	82.0	84.97	B
9. Johnson, Thomas	02/19/85	√	Fail	35	70	29.7	80.0	70.0	67.20	D
10. Kramer, Linda	11/25/85	**	50	46	94	**	96.0	94.0	96.66	A
11. Morris, Amanda	07/04/85	√	Good	48	90	29.7	93.0	90.0	89.97	B
12. Munson, Robert	09/16/85	√+	48	50	98	33.2	98.0	98.0	97.12	A
13. Parker, Lou	05/10/85	√+	42	**	88	33.2	42.0	88.0	88.26	B
14. Rolands, Samantha	10/14/85	√	40	42	86	29.7	82.0	86.0	83.69	B
15. Simon, Candace	12/27/84	√-	Fail	32	68	26.2	57.0	68.0	63.48	D
16. Sutton, Stephanie	01/19/86	**	44	46	92	**	90.0	92.0	90.00	A
17. Turner, Henry	03/05/85	√	Pass	42	84	29.7	82.0	84.0	83.02	B
18. Young, Michael	06/28/85	√-	**	30	66	26.2	30.0	66.0	69.50	D

Screen including Display of Category Subtotals, Student Data Field

## Displaying Subtotals for Semesters

You may display semester subtotals **instead** of the year's overall Total, Maximum, Average and Grade in the far right summary columns. If you have not already set up GradeQuick to calculate semester subtotals, read *Creating Semester Subtotals in Gradebook Files* on page 61 to determine whether you need or want semester subtotals in your file. To choose which summary data to view, select Year, Semester 1 or Semester 2 from the Standard Toolbar, or click View→Subtotals, and in the 'Choose Which Grades To Display in Summary Columns' option of the dialog box, click Year, Semester 1 or Semester 2. A notation in the cell beneath 'Grade' in the Grade column of the spreadsheet will indicate whether summary information for the year (Yr) or semester 1 or 2 (Sm1 or Sm2) is displayed.

## Reordering Student Rows

You may arrange your student rows alphabetically, by ID number, by data field, or by their performance on any score or overall average. The quickest way to sort your student rows is to place your cursor in the column that you want to use in sorting, then click one of the Sort buttons on the Standard Toolbar to sort ascending, descending, or randomized.

**New!** The **Randomized Sort** button has been added to the Standard Toolbar in *GradeQuick Version 10*. The Randomized Sort button appears *immediately to the right of the Ascending and Descending Sort arrows on the Standard Toolbar*.

For more advanced sorting options, you can use the Sort dialog:

1. Click **View→Sort→Students**.
2. There are three levels of sorting available if you wish to use them. In other words, if you choose the student data field Grade Level as the first level, GradeQuick will first group the students according to the data in that field, such as Freshmen and Sophomores etc. If you choose **FIRST WORD IN NAME** for your second level sort, it will then sort the students within the freshman grade level according to their name, and then list the sophomores according to their names. Select ways to sort from the following:
  - Sort By **FIRST WORD IN NAME** will sort alphabetically by the first word you have entered, not necessarily the student's first name. Use this option to sort by last name if you have entered names last name first, i.e., "Smith, Tom."
  - Sort By **LAST WORD IN NAME** will order students by the last word you entered. Use this option to sort by last name if you have entered names in order, i.e. Tom Smith or Mary P. Jones.
  - Sort By **SECOND WORD IN NAME** will sort by the second name entered. Use this option to sort by last name if you are not using initials and you have students with multiple words in their last name, i.e. John Doe Jr. or Frank Von Trapp.
  - If you select Sort By **ID#, ALPHABETICAL**, the rows will be sorted by ID, based on letters.
  - Selecting Sort By **ID#, NUMERIC** will sort rows by ID numbers.
  - You can also select Sort By **TOTAL** or Sort By **MAXIMUM POSSIBLE**, which will sort rows by numbers in the Total column or Maximum column.
  - If you select Sort By **FINAL AVERAGE**, GradeQuick will order, or rank, students by their final grade. If you select the Student Statistic "RANK" from the Statistics menu, another column displaying their rank will appear next to their final average. (A number ranking them on each test score will also appear in each test column next to the raw score.)
  - You may sort the students by a data field to arrange them for example by their grade level or activity. Do this by selecting one of the data fields in the Sort by list.
3. Once you select a sort method, you will be asked to select Ascending or Descending. If you have chosen an alphabetical system by name or by a student data field, ascending means starting with A and ending with Z, and descending means Z to A. Likewise if you select a numerical arrangement, ascending means 1 to 100, and descending means 100 to 1.

**Note:** If you choose to sort by test scores, you would probably choose descending so that the student with 100 would be at the top of the list.

## Reordering Test Columns

To change the order of your test columns, click **View→Sort→Tests** to see a dialog box where you can choose to sort tests by Name, Date or Category. If you want the tests to appear in chronological order, it is important to enter the date of the test in each test column. Choose one of the following options, and then click **ASCENDING** or **DESCENDING**:

**BY DATE** to list tests in chronological order.

**BY NAME** to list tests in alphabetical order.

**FIRST BY CATEGORY THEN DATE** to group the tests together by category.

**Note:** If you must insert a test between two other tests, you can do so by entering a date for the new test that is between the two other test dates. Then choose Sort by Date. The new test will be inserted in its correct chronological position.

Users of previous version, please note that you can select whether to insert new tests at the beginning, (next to the Student Name/ID), or the end (next to the summary columns), of your spreadsheet. Click **Options**→**Preferences**, and select whether to add new tests to the End or Start of your gradebook.

## Status Lines

An additional option, Status Lines, can be used to display information about the category or row selected in the gradebook spreadsheet. Both student and test status lines are available, and both are displayed in the illustration *Screen including Display of Status Line and Test Statistics* on page 49. To change information shown in the status lines, select **View**→**Status Lines**. In the dialog box that appears you may choose to which status lines to display, and may edit the information displayed in each.

### Student Status Line

If you check SHOW STUDENT INFO STATUS LINE, this will display a row at the top of the screen containing information about the student in whose row your cursor is located. As you move your cursor from row to row, the status line displays information about each student. You may change the data that appears there by changing the fields that appears in the edit window labeled Students Status Line. By default, the fields in the Student Status Line's edit Window appear as follows:

<Name                      < <Nickname>                      Activity: <Activity>

to display:

Adler, Leslie                      Adie                      Activity: Yearbook

The signs, "<" indicate how much space to leave for each field. 21 characters of the student's name will fit because that is the space left between the first < and the next <. Another < appears before the word Activity and information in Activity will be printed until the next < appears.

For a list of additional fields, see *Creating Custom Reports* on page 116.

### Test Status Line

From the same Status Line Dialog box, you may also choose SHOW TEST INFO STATUS LINE. This will display a row (at the top of the screen) containing information about the test on which column your cursor is located. As you move your cursor from column to column, the status line displays information about each test. It has been pre-set to display the test's Long Name, Mean, Median and High Score.

In the View→Status Lines dialog box, you may change the data that appears on this line by changing the fields that appears in the edit window labeled Test Status Line. By default, the fields in the Test Status Line's edit Window appear as follows:

<Long Name                      < Avg: <Mean>    Median: <Median>    High: <High>

To change the information, replace any of those fields by typing the name of the field you prefer in it place. For example if you want the test's Low Score to appear there, replace the words High with Low, and click OK. To restore original settings, retype the line as shown above. If you prefer to use View→Statistics to display statistics, and want the status line to display only the Long Name, type the

words Follow Name (Do not include < or >.). Then the name will follow the column it describes instead of remaining on the left side of the screen.

**Tip:** If you want to show the name of the class at the top of spreadsheet, you may do so by typing the name of the class on one of the status lines. Then it will appear whenever the highlight is in a test column or a student row, depending on which status line you used.

## DISPLAYING TEST STATISTICS

GradeQuick can instantly provide you with an analysis of any test or project you have assigned. Click **View→Statistics** to display a dialog box. You can display any of eleven statistics, such as mean and median, for each test, category, term and the cumulative overall averages. The illustration *Screen including Display of Status Line and Test Statistics* on page 49 shows the Mean, Median and Standard Deviation for each test as well as for the Total and Final Average. You can also display six student statistics, which are measures of each student's performance, such as his or her rank or percentile on each test and final average.

### Using Statistics To Interpret Test Results

Different statistics contribute different information to the assessment of test results. For example, if your aim is for all students to master a certain subject, you will want to see a narrow range with scores in the 90s. On the other hand, if you want to differentiate between student performance, you will probably want to see a wider score distribution. Therefore, depending on your needs, you may be interested in different statistics at different times.

You may checkmark as many of the statistics as interest you, and they will appear below the rows of other test data, such as Date, Possible [points], etc. If you would like these statistics to remain on screen every time you run the program as a permanent part of your gradebook page, click **Options→Save Settings**. Like other display choices, they can be changed again at any time. (See *Customizing Program Default Settings* on page 149.) Remember, if you wish to see statistics for category subtotals, you must first click **View→Subtotals** and checkmark CATEGORY SUBTOTALS.

The test statistics available on this menu are:

MEAN	RANGE	VARIANCE
MEDIAN	INTERQUARTILE RANGE	TOP QUARTILE
STANDARD DEVIATION	HIGH SCORE	BOTTOM QUARTILE
NUMBER TAKING (test)	LOW SCORE	

In computing Variance, GradeQuick assumes that the class represents the total population. Therefore, GradeQuick calculates variance as the sum of the squares of the deviations from the mean divided by  $n$ , the number of students in the class.

## DISPLAYING STUDENT STATISTICS

The bottom group of items in the dialog box that appears when **View→Statistics** is selected offers a choice of statistics to help you measure a student's relative performance. Because this data appears in each test column to the right of the student's actual test score, you can select only one of these statistics to appear at a given time. You may, however, print all of them at once on reports (excluding the Gradebook Spreadsheet report). The illustration *Screen including Display of Status Line and Test Statistics* on page 49 shows the percent correct next to each student's test score, although it could just

as well have shown the percentile, student's rank, quartile, deviations from the mean (Z score) or normalized score.

## Understanding Student Performance

### Percent

If you select the student statistic PERCENT, GradeQuick will list the percent correct next to each test score. For example, if you select PERCENT, the numbers "18 90" in a student's test column. This would mean that the student scored 18 points on the test and that his percent correct on that test was 90%, (the % sign will not appear). This is especially useful on tests with scores that do not have 100 possible points because it instantly gives you a percent score for each student on that test: you can write that on the graded exam you return, without having to calculate it yourself.

Annotations in the screenshot:

- Student Status Line with Rank, Nickname and Activity Data Field is displayed for the student whose test score is highlighted.
- Percent correct for the student's score.
- Statistics about each test and overall data.

Name	ID	Grammar	Poetry	Spelling	Fiction	Final	SubTotal	SubTotal	Total	Avg	Grade
1. Alder, Kenneth	13	√+ 95	50 100	47 94	98 98	96 96	97.5 98	145 97	96.86	96.86	A
2. Evans, Theresa	1	√+ 95	48 96	46 92	100 100	96 96	95.5 96	146 97	96.33	96.33	A
3. Munson, Robert	5	√+ 95	48 96	50 100	98 98	88 88	95.5 96	148 99	95.26	95.26	A
4. Kramer, Linda	11	** *	50 100	46 92	94 94	89 89	50.0 100	140 93	95.13	95.13	A
5. Morris, Amanda	7	√ 85	Good 90	48 96	90 90	87 87	87.5 88	138 92	89.20	89.20	B
6. Sutton, Stephanie	14	** *	44 88	46 92	92 92	86 86	44.0 88	138 92	89.20	89.20	B
7. Dinmoor, Resa	12	√ 85	Pass 80	40 80	94 94	98 98	82.5 82	134 89	88.33	88.33	B
8. Bradford, Manny	6	√ 85	46 92	37 74	97 97	85 85	88.5 88	134 89	88.13	88.13	B
9. Parker, Lou	4	√+ 95	42 84	** *	88 88	75 75	89.5 90	88.0 88	86.00	86.00	B
10. Rolands, Samantha	2	√ 85	40 80	42 84	86 86	89 89	82.5 82	128 85	84.93	84.93	B
11. Jamison, Douglas	9	√ 85	Good 90	44 88	82 82	80 80	87.5 88	126 84	84.60	84.60	B
12. Turner, Henry	3	√ 85	Pass 80	42 84	84 84	79 79	82.5 82	126 84	82.40	82.40	B
13. Garrity, Frank	15	√- 75	44 88	36 72	77 77	78 78	81.5 82	113 75	78.33	78.33	C
14. Brandman, Alice	17	√ 85	Pass 80	36 72	** *	76 76	82.5 82	36.0 72	77.00	77.00	C
15. Cooper, Kevin	16	√- 75	38 76	32 64	80 80	73 73	75.5 76	112 75	74.66	74.66	C
16. Johnson, Thomas	8	√ 85	Fail 50	35 70	70 70	68 68	67.5 68	105 70	68.60	68.60	D

Screen including Display of Status Line and Test Statistics

### Rank

If you select the student statistic RANK, the numbers "87 6" might appear in a student's test column. This would mean that the student scored 87 points on that test, and ranked sixth in the class on that test. Another column, to the far right, next to final Avg, would also appear with the student's overall class rank, based on his or her final average.

### Percentile

If you select PERCENTILE, the numbers "18 98" might appear in a student's test column. This would mean that the student scored 18 on the exam and that 98% of the students scored below this student on that test. If the number 98 appeared to the right of a 92 in the Avg column, this would mean that 98% of the students had final averages below 92%. The highest percentile possible is the 99th percentile; the lowest is 0.

### Quartile

If you select QUARTILE, the numbers "18 3" might appear in a student's test column. This would mean that three-quarters of the class scored below this student on that test. The highest class quartile possible is 3; the lowest is 0.

### Deviations from Mean

If you select Standard Deviation, the numbers "78 2" might appear in a student's test column. This would mean that the student's score of 78 points on that test was 2 standard deviations from the mean.

### Normalized

If you want to see a NORMALIZED score next to the raw score, select this statistic. GradeQuick uses the default mean of 75 with a standard deviation of 10 to compute the normalized score. You may design your own normalized score by entering your own mean and standard deviation if you choose AVERAGING METHOD in **Grading→Grading Preferences**. You can also use this normalized score, instead of the raw score as the basis for final grade assignment. See *Setting Grading Preferences* on page 59.

## Chapter 5

# DESIGNING YOUR GRADING SYSTEM

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Final (overall) semester or year grades appear in the spreadsheet in the final right column titled GRADE. They are letter grades, unless you choose the option Use Numeric Grades, and are assigned to each student based on the calculated average in each student's Avg column that appears on the far right of the screen. Unless you choose alternative averaging methods, the computer calculated number 'AVG' is the average of the percent correct on all tests included in the file. If you set GradeQuick to calculate semester grades, they can be shown as the final grade in the far right column in place of the year grade.

Grades, letter or numeric are also assigned to Term Subtotals (marking periods within the semester or year) and to special scores, such as a Final Exam, if the Term row is blank. See *Weighting Final Exams Or Special Projects* on page 84. The term grades appear in the subtotal column for each Term, and can be seen by clicking View→Subtotals, and then selecting TERM in the dialog box.

### **Note:**

Remember, in this manual, the words "assign grades" or "assigned letter grades" refer to grades that are assigned to calculated averages based on your grade scale. They do **not** refer to letter grades (non-numeric symbols) that you can enter instead of numbers as student scores on a particular test. For schools that do not assign letter grades at all, the words "Assign Grades" mean the numeric grades assigned in place of letter grades, not the numeric calculated averages.

The scale you select or design determines the letter or numeric grade that will be assigned to these number averages. The Auto-Assign mode you select determines whether those grades are automatically updated to reflect calculated averages, or whether they remain unchanged until you request an update.

Any changes you make in the Grading menu defaults, such as check marking Auto-Assign items or not, are considered essential to the class data and are saved as part of the class file. Of all the grading options available, only the modified scales or symbols can become part of your configuration and run automatically in new class files if you click **Options→Save Settings**. Even then, they will not overwrite your choices in previously created files unless you copy them using Gradebook to Gradebook Copy. See *Copying Information From One Class File to Another* on page 23.

## CUSTOMIZING YOUR GRADE SCALE

Grading Scales in GradeQuick use "cutoff" values to determine which grades will be assigned to which averages. Cutoff values refer to the minimum value to which each grade will be assigned. You may choose to use the standard grading scales built into GradeQuick, or you may wish to modify them or create your own grades and cutoff values.

### **Using Standard Scales**

Unless you change the scale, GradeQuick assigns letter grades to calculated averages for semesters or terms using the pre-set default A-F, STANDARD WITHOUT +/- scale. The cutoff values, in percent, for the standard scale are A=90-100, B=80-89, C=70-79, D=60-69, and F=0-59. This means that if a student has an overall cumulative average of 80%, GradeQuick will assign a B for the final grade.

By selecting "STANDARD A,B,C,D,F WITH +/-" in the Grading→Set Grading Scale dialog box and clicking OK, you can switch to the scale which assigns grades based on the following cut-off values: A+=97-100; A=93-96, A-=90-92; B+=87-89, B=83-86, B-=80-82, etc. Using this scale, the same student with an overall average of 80% would receive a B-, not a B, for his final grade.

## Modifying Standard Scales

To switch or modify either of the two scales:

1. Click **Grading→Set Grading Scale**. A dialog box with the current grading scale will be displayed.
2. You may select **STANDARD A,B,C,D,F WITH +/- OR STANDARD A,B,C,D,F WITHOUT +/-** for display in the dialog box.
3. The **Set Grading Scale** dialog box displays the grades and cutoff values. The “letter” grades assigned can actually be letters, numbers or words. Whatever scale appears in the dialog box is the scale that will be used to assign grades unless you change it.

If test scores have been entered for the file you are in, you will notice two columns to the right of each grade titled ‘Number’ and ‘% of Class’. In Auto-Assign mode, the numbers in these columns reflect the distribution of the overall averages. If you are assigning grades with the Auto-Assign mode off, the numbers reflect the distribution for the column to which the current grade scale applies. See *The Auto-Assign Option* on page 55.

- The first column, titled ‘Number,’ indicates how many students in that particular class fall within each grade range.
  - The second column, titled ‘% of Class’, shows the percent of the class falling within that range.
  - If you change the grade cutoff values for any grade, the numbers instantly change, showing you the effect your scale has on the grade distribution. For example, if you change the lowest score needed for an A grade from 90 to 87, you will immediately see how many more students will receive an A with that new scale.
4. Click OK to leave if you do not want to modify the scale.

OR

To change the minimum value of a current grade on the scale,

- a. Click any grade or the Cutoff Value (minimum score) needed to earn it.
  - b. If, for example, you are changing the value of B, but keeping the B itself, then click on the Cutoff Value for B, which is pre-set for 80%. The 80% will appear in the Text Box next to the MAKE CHANGE button.
  - c. Enter the lowest score for which you want to assign the grade you’ve selected. For example, if you now want the B grades given to scores of 75%-90%, then type 75. Press ENTER to enter the new cutoff value and simultaneously move the selection down in the list, TAB to enter the new cutoff value and move the selection sideways or click the MAKE CHANGE button to keep the selection stationary. You can also change the letters A, B etc. to numbers like 3 or 4 if your school uses that type of scale.
  - d. Check the list of Grades and Cutoff Values and be sure that the grading scale has been modified to your satisfaction, then click OK to return to the spreadsheet.
5. Select CANCEL if you do not want to change the scale from the way it appeared when the dialog box first opened.

### Notes:

You may use the Grade Scale to effectively round your grades. In other words, if you want an 89.6 to round to an A, set the cut-off for the A at 89.5, not 90.

The lowest grade (by default, 'F') must have 0 as the minimum cutoff value or your grades will be assigned incorrectly.

**Note on using a 12 point or 4 point (or similar type) grading system:**

You may use scales other than the standard ones in the dialog box. For example, you may prefer to use a 12 point scale or a 1 to 4 scale. This is easily done in one of two ways, depending on how you want to enter scores and how you want your averages to appear.

- If you want to show final averages of 1 - 100% but want the final grade to be a 1-4 grade, you can modify the letters (A,B,C) of your grade scale to become numbers (1-4 or any scale). See *Modifying Standard Scales* on page 52 to learn how to change what grade is assigned to averages. For example, if you change the "letter" B to a 3 in the grade scale dialog box, then a student with an 85% average will be assigned a 3, rather than a B.
- Alternatively, if you prefer to calculate grade "averages" of 4.0, 3.5 etc., you should set the tests' points possible to 100 and enter the numbers 1 to 4 as scores in your test columns. You could then assign a grade of an A to a 4.0 or you could select USE NUMERIC GRADES, which would result in grades of 4.2 to correspond to the averages. If you enter letters as test scores and want them to result in 1-4 averages, be sure to also use the Grading Symbols dialog box to set the percent value to 1-4, rather than 1-100.

**Caution:**

Do **not** click either of the scale buttons after you have modified any values unless you want to replace your modified custom scale with one of the standard scales. Remember that whatever scale appears in the Set Grading Scale dialog list is the one that will be used when you assign grades. If you plan to use your own modified scale in all your classes, it is a good idea to set it in your first class file and click **Options→Save Settings**. Then you won't need to set it again unless you want to modify it in a particular file. See *Customizing Program Default Settings* on page 149, before saving any settings. If you change your grade scale later, you can use the Gradebook to Gradebook Copy to change the scale in files you have already saved. See *Copying Information From One Class File to Another* on page 23.

### Custom-Naming Grading Scales

Grading scales in GradeQuick have default names of Grading Scale1, Grading Scale2, etc. If you wish, you can change these to something more meaningful to you (e.g., Academic Core Scale, 4<sup>th</sup> Grade Scale, etc.). To add a custom name to a grading scale:

1. Click **Grading→Set Grading Scale**.
2. Select the scale you want (e.g. Scale 1) from the pull-down list.
3. Click the Change Scale Name button.  
The Edit Scale Name pop-up displays.
4. Enter the new scale name in the field.
5. Click OK to save the new name.  
The new name appears in the pull-down list, with the original scale number preceding it. Modify the scale values, as needed. For more information, see *Modifying Standard Scales* on page 52.

### Using & Defining New & Long Grade Names

You may wish to define another grade that is not on the scale at all. For example, instead of 0-60=F, you may wish to establish 46-60=Unsatisfactory, and 0-45=F. To add another grade to the grade scale, select **Grading→Set Grading Scale**. In the grade list, scroll down to **NEW GRADE** and highlight it. Enter the name or mark for the new grade in the GRADE text box. Enter a minimum numeric score

for the grade in the CUTOFF box. **Click the MAKE CHANGE button to add the new grade to the grade list.** Click OK to save and exit.

**Note:** New grade names may be long names and may contain 20 characters. Only three characters will be displayed in the spreadsheet, but you may choose to print the long grade name. See *Creating New Grade Symbols* on page 58. In this way, you may create as many new grades as you wish for your special scale.

You may also wish to define new grades for your entire scale rather than merely modifying standard scales or adding a few new grades. For example, you may want to build a scale such that SS=90-100, GD=70-89, NH=0-69. (SS=Shows Strength, GD=Good, NH=Needs Help), so that GradeQuick will assign a GD, not a B, to a student whose average is 80. To do this, select **Grading→Set Grading Scale** and then select CLEAR GRADING SCALE in the dialog box that appears. This will clear all the grades from the scale. Select NEW GRADE as explained in the above paragraph to create each grade in your new scale.

### Using Pass/Fail Grading

For classes where you want to give all Pass/Fail grades, select CLEAR GRADING SCALE and then modify the grading scale as described above. Define your new grade as P and assign its lowest value, for example, to be 60. Then define F with a value of 0. All students receiving 60 or above would receive a P and the rest an F.

If only some students are taking the class Pass/Fail, use GradeQuick's Multiple Grading Scales feature to set up both your main grading scale and a Pass/Fail system. See *Multiple Grading Scales* on page 54.

### Multiple Grading Scales

If you have students in your classes who must be judged on a grade scale different from the rest of the class, such as students who are taking a class pass-fail, or students who are in alternative programs, you can set up one or more grade scales for such situations. The grade scale you choose for the student will be used to assign grades for all term subtotals and the final grade. You can set up to 30 grade scales for each class, and decide which students to assign to which scale. For example, most students with a 95% would receive an A, but students with a different scale might be assigned a Pass or an A+ for that same average.

To set up multiple grading scales do the following:

1. Click **Grading→Set Grading Scale**. The grading scale that is already set will be Scale Number 1. You can change this scale, or leave it as your default. If you do not set any additional scales, or if you do not assign a new scale to a specific student, this scale will be used.
2. To set a second grading scale, select Scale Number 2 at the top of the dialog box. Enter a new grade and its cutoff value. For additional grading scales, set Scale Number 3, and so on. You can use the same grades in multiple grade scales, assigning them new values, or you can use new grades. Remember to click OK before exiting to save your changes.
3. To assign a grading scale to a student, enter the scale number in the student data fields under GScale (see *Entering Additional Student Information*, on page 11). For example, if a student is being graded using Scale Number 3, enter a 3 next to GScale. If you enter a number in a student's information field for a grade scale that has not yet been set, the student will no longer have a final grade. If you delete the number, GradeQuick will default to Scale Number 1. To more quickly

enter Grading Scale Numbers for each student, you can choose to display a column for GScale on your gradebook spreadsheet by selecting the field GScale in the **View→Student Info** dialog box.

If you have set GradeQuick to calculate final grades by averaging term grades, you will have to set a grade equivalent scale for each grade scale that you set. See *Averaging Grades* on page 60.

If you click the Standard A,B,C,D,F with/without +/- buttons, your current scale will be replaced, whether or not you are currently using grades of A-F. If you have inadvertently hit one of these buttons, click cancel to exit the dialog box, instead of OK, to drop any changes you have made since entering the Grading Scale dialog.

**Note:** If your school has a site license, your grading scales may already be set for you, so you would not have to set them at all! However, you will still have to follow step 3 above to assign grading scales to your students, or all students will use Grade Scale 1.

## OVERWRITING GRADES

You may overwrite any test or assignment score you have previously entered in your gradebook. You may also overwrite **any letter or numeric grade** that has been assigned to a calculated average for a Term, special score or overall average in your class file. For example, you may want to overwrite a grade if a student has not completed all their work and needs a grade of 'Incomplete' until the work is completed. Or you may want to raise or lower a grade based on behavior or other work that has not been calculated in the average.

To overwrite a grade, click the grade you want to change, and type in the revised grade. The overwritten grade will be displayed in green, alerting you to the fact that the grade was overwritten. When a grade is overwritten, the average for the marking period will continue to re-calculate should you add other scores, but the grade itself will no longer be automatically assigned or updated. The overwritten grade will remain until you decide to change it or remove its overwritten designation.

If you want to use overwritten grades in calculating final averages, select **Average Term Grades to Calculate Final Grades** from the **Grading Preferences** dialog. See *Averaging Grades* on page 60.

To restore an overwritten grade, double-click the grade and press DELETE, then ENTER. The grade will then be automatically assigned based on the grade scale, if grades for this column are being automatically assigned. If grades have been frozen, the grade will remain blank until those grades are re-assigned or AUTO-ASSIGN GRADES is again checked for this column.

## THE AUTO-ASSIGN OPTION

The program default is pre-set for grades to be automatically assigned to the calculated numeric averages. By keeping Auto-Assign on, GradeQuick will keep updating the grades assigned to the computer-calculated averages whenever you change a grade or grading option in the gradebook spreadsheet. There are two main reasons you may want to turn off Auto-Assign.

- **Assigning Grades at Term's End:** If you prefer to wait until you have a better idea of class average distribution before creating your scale cutoff values and assigning grades, you will want to turn off Auto-Assign and assign grades at a later time.
- **Freezing or 'Locking In' Previous Grades:** If you have completed a term or marking period and do not want to have those grades change for any reason (even if a student hands in late work or a score on a test is revised) you may want to keep those assigned term grades permanent by "freezing" them.

If you want to turn off the Auto-Assign function for any term or semester, please read the sections on Auto-Assigning in their entirety. If you prefer to leave all your grades to be automatically assigned, you may skip the sections regarding Auto-Assign.

### Notes About Auto-Assigning

- Regardless of whether or not you choose to use the Auto-Assign mode, numeric averages for semesters, terms, and the final are always recalculated and immediately updated whenever a test score is entered.
- Only assigned letter grades (and assigned numeric grades) are affected by checking or unchecking items on the Auto-Assign Grades drop-down list.
- Any grade that has been individually overwritten will not be re-assigned unless you remove its overwritten designation. See the section *Overwriting Grades*, page 55.

### Turning Auto-Assign Off and On

When you first choose **Grading→Auto-Assign Grades**, you will see a checkmark next to each item listed, e.g., Final Averages, terms, semesters or special scores. This means those items will automatically be assigned grades. Since the Auto-Assign Grades sub-menu behaves as a toggle, whenever you select, or uncheck, a term, semester, special score or final average, Auto-Assign is turned off and grades for the unchecked item are **not** automatically assigned. When it is selected, or checked again, Auto-Assign is turned back on and grades are again automatically assigned for that item.

#### **When Auto-Assign is On**

When terms, semesters, special scores or the final average are **checked** on the **Grading→Auto-Assign Grades** sub-menu, GradeQuick automatically assigns letter grades (or numeric grades if checked in the Grading Preferences dialog box) for each student, for each of the checked items. Grades will be updated, just like the Average is updated, whenever you enter a test score for a student, or whenever you change the grade scale upon which the grade is based. You will see the grades to the right of the calculated averages in the overall grade, terms or semester average columns. To display the term or semester subtotal columns, see *Displaying Subtotals For Categories Or Terms* on page 44 or *Displaying Subtotals for Semesters* on page 45. The assigned grade for special scores is displayed next to the raw score in the special score's column.

By default, all items in the **Grading→Auto-Assign Grades** sub-menu are checked when you create a new file. As new terms or special scores are created during the school year, they will be in auto-assign mode and appear checked-marked on the sub-menu. If you do not want the new grades automatically assigned using Auto-Assign, go to the drop-down list as you create new terms or special scores and uncheck any item you don't want to be auto-assigned.

#### **When Auto-Assign is Off**

When terms, semesters, special scores or the final average are **unchecked** on the **Grading→Auto-Assign Grades** sub-menu, the calculated averages in the Avg column or Term subtotals columns are still updated when new scores are added; however, the letter grades (or numeric grades if that option is checked in the Grading Preferences dialog box) that are assigned to the averages are no longer automatically re-assigned or updated. You can choose to keep or “freeze” them at the time the item is unchecked, or to remove them and replace them with asterisks (\*\*). They will not be re-assigned again until you either select **Grading→Assign Grades** or restore a check next to the appropriate item in the **Grading→Auto-Assign Grades** sub-menu.

To turn off Auto-Assign, click **Grading→Auto-Assign Grades**, and uncheck any item from the drop down list. You will then be given two choices about how to turn off Auto-Assign.

You can CLEAR the grades in the column and replace them with asterisks (\*\*).

OR

You can “freeze” or keep the current grades that are in the column.

#### Assigning Letter Grades When Auto-Assign is Off

1. Click **Grading→Assign Grades**. This menu will be gray until you have unchecked the item on the **Grading→Auto-Assign Grades** sub-menu.
2. In the list that appears, select the item for which you wish to assign grades. Only those items that have been unchecked on the **Grading→Auto-Assign Grades** sub-menu will be available on the **Grading→Assign Grades** sub-menu.
3. A dialog box will appear with the grade scale displayed. You can choose from any grade scales you have already created, along with the two grade scales already set up for you, or you can set up a unique grade scale. Change or modify the scale you wish to use in the manner described in *Using Standard Scales* on page 51 and *Modifying Standard Scales* on page 52.
4. If you want to assign letter grades for the item you have selected in the Assign Grades sub-menu, click the ASSIGN LETTER GRADES NOW TO CHOSEN COLUMN button at the bottom of the dialog box. Those letter grades will remain permanent even if you later enter more test scores for that term. If you want them to reflect additional scores, you must repeat this process. No overwritten grade will be re-assigned at any time until the grade’s overwritten designation is removed.
5. Click OK to leave the dialog box.
6. You will be asked if you want the grade scale you just created to be used as the overall grade scale and assigned to any term, semester, special score or the final average that is checked on the Auto-Assign Grades list. If you choose YES, the grade scale will be assigned to the current item **and** to all others that are being automatically assigned. If you choose NO, the grade scale will be assigned **only** to the item for which you created the grade scale.

#### **Tip:**

If you plan to change your scale, you should first print a copy of it. That way you will have a permanent record of any previous scales if you change them for other terms or the final average. Although the grades assigned for the term remain permanent, only the current scale appears in the GRADE SCALE dialog box. Then to make a printout of each Grade Scale, print a Test Report for each Term, and include its Grade Scale on the report.

#### Assigning Numeric Grades When Auto-Assign is Off

If you have chosen to use numeric grades in the Grading Preferences dialog box, you will not have to set up a grading scale when you choose Assign Grades.

1. Click **Grading→Assign Grades**.
2. In the list that appears, choose the item, such as Term 1 or Final Exam, for which you wish to assign grades. Only those items that are unchecked on the ‘Auto-Assign Grades’ menu will be available.
3. You will notice that the assigned numeric grade now appears next to the computer calculated average for the item. Those grades will remain permanent even if you later enter more test scores for that term. If you want them to reflect additional scores, you must select ASSIGN GRADES for that item again. No overwritten grade will be re-assigned at any time until the grade’s overwritten designation is removed.

## ENTERING NON-NUMERIC TEST SCORES

### Using Grade Symbols

Instead of entering a number for a student's test score, you may wish to enter a letter, word or symbol, such as 'Pass' or a checkmark. Before GradeQuick will accept non-number symbols as test scores, however, they must be defined and given a numeric value so the program can correctly evaluate those symbols when computing the student's overall averages.

GradeQuick defaults are set to allow you to enter the grades of S, N, U, Pass and Fail with the values in percent, that is, S = 90%, N = 70%, U = 50%, Pass = 85% and Fail = 50%. These percentages will determine what percent of the possible points on the assignment each student receives. This means that if you enter a Pass for an essay written by a student worth a possible 40 points, GradeQuick will count that as 85% correct, or 34 points, in tabulating his final grade.

### Modifying Default Grade Symbols

To see the default grade symbols and their value, or to modify them:

1. Click **Grading**→**Set Grading Symbols**.
2. Double-click the symbol you wish to change, such as S. Type a new value to replace the percent value, such as 90%, in the second text box. Click **CHANGE NOW** to make revisions and finally on **OK** when are satisfied that all of your changes are acceptable. See *Using Dialog Boxes* on page 8 for a more complete description of how to enter or change data in a dialog box's text box.

### Creating New Grade Symbols

If you wish to define your own symbols, (such as OK, Good, A, B, C, etc.) follow the same procedure in *Modifying Default Grade Symbols* on page 58, except select **UNDEFINED**. You may define up to 20 different symbols with which to assign non-numeric grades. If you have already entered 20 symbols, **UNDEFINED** will not be an option, and you will have to replace one of your existing symbols in order to create others. Change the symbols name to whatever symbol you want to use. The symbol may contain only **four** characters, so you may have to abbreviate. After entering the symbols name, assign its numeric cutoff value. See *Using Dialog Boxes* on page 8 for a description of how to enter or change data in a dialog box's text box.

For example, if you wish to grade a set of lab reports only as satisfactory or unsatisfactory, you must create the symbols "SAT" and "UN" and give them values such as SAT = 100% and UN = 70%. Be sure to assign an appropriate number on the maximum points possible line in this lab assignment column. If you wish to create symbols using a checkmark, see *Using the Check Mark as a Grade* on page 64.

If you plan to use these symbols in all your classes, it is a good idea to create them in your first class file and click **Options**→**Save Settings** when you have defined them all. Then they will appear in all future class files without your having to recreate them. Of course, you can always modify them in any particular file. See *Customizing Program Default Settings* on page 149 before saving any settings.

## SYMBOLS FOR SELECTIVE EXEMPTS OR ZERO CREDIT

Without putting them on the grade symbol chart, you may always use the fixed symbols, X, NC, and \*\* for incomplete work or work not handed in. An X grade exempts the student and will not count against him in his average; an NC (No Credit or Not Complete) counts as a 0, and the asterisk (\*\*)

may count either way depending on which you choose, as described in *Globally Changing Asterisk (\*\*) Scores To 0* on page 61. All NC, \*\* and X scores appear on missing work lists. Since they all represent work not done, they are not included in computations for test statistics, e.g. mean, median, regardless of how they are computed in student averages. See *Missing Work in Student Report* on page 98 and *Multi-File Reports* on page 110.

You can also set your own symbol to indicate exempt. To do this, create a new grading symbol in **Grading→Set Grading Symbols**, and set its value to X. For example, if your new symbol was 'XMPT', the line would read XMPT=X.

If you want to exempt only a few students for certain work not turned in, enter an exempt symbol (either X or one you have set) in their column. Then you can quickly toggle the rest of the \*\* grades to zero and the exempt symbols will remain as exempt. (See *Globally Changing Asterisk (\*\*) Scores To 0* on page 61.) If you want to penalize only a few students for work not handed in, enter an NC in their column. It will count as a 0. Then you can keep the rest of the \*\* grades as exempt.

## SETTING GRADING PREFERENCES

You may use the Grading Preferences dialog box to customize certain GradeQuick options. Click **Grading→Grading Preferences** to designate whether you want to use Numeric Grades, change asterisks to count as zero for missing work, average percentiles or normalized scores to compute averages, use assigned term grade to calculate overall averages, or create semester subtotals.

### Using Numeric Grades

If your school uses Numeric grades only and does not record letter (A,B,C) or word (EXCELLENT, etc.) grades for your student's averages, you may want to choose the USE NUMERIC GRADES INSTEAD OF GRADE SCALE option. This option is necessary if you need to export number grades instead of letter grades, or if you want to overwrite the calculated averages of certain students. To choose this option, checkmark it on the Grading Preferences dialog box by clicking the box next to USE NUMERIC GRADES INSTEAD OF GRADE SCALE. To deselect the option, click the box again to remove the check.

You should use this option if you want to assign another number as a student's final grade by overwriting the computer calculated average. Since computer-calculated averages are designed to be an accurate record of the students' scores, you cannot change this data in the AVG or SUBTOTAL columns; however, you can overwrite this data when it is placed in the assigned grade column. Choosing USE NUMERIC GRADES INSTEAD OF GRADE SCALE puts the numeric grade in the columns that allow you to overwrite them. See *Overwriting Grades* on page 55.

Instead of assigning a letter grade to the computer-calculated averages The USE NUMERIC GRADES... option uses the computer-calculated average as the Grade for every Term (marking period) and for the overall final or semester Grade. It will round the grade before placing it in the Grade column. If you choose this option, a numeric grade will appear in the Grade column next to the computer calculated average at the far right of the gradebook. Unless you choose to change, or overwrite that number, it will be the same number as the computer calculated average. Likewise, a numeric grade, instead of a letter grade, appears next to each Term average. (To see the Term grades, click **View→Subtotals** and select TERM SUBTOTALS. A column displaying the score for each term appears.) You will also notice that the SET GRADING SCALE menu option becomes gray and unavailable on the Grading menu because there is no grade scale to set. The numeric average has become the grade.

Should you want to switch back to a letter grade scale, uncheck Numeric grades, and you will return to the last grade scale you used before turning on Numeric Grades. If you have customized a grade scale, then turned on numeric grades, and you later turn letter grades back on, your personal scale, not the program default, will be restored.

#### **Notes About Exporting:**

If you are exporting data to administrative software, you may be required to use numeric grades, depending on your school's software. Check with your Computer Coordinator in case the Grade, not the computer calculated Average, is actually exported. In that case, you must choose USE NUMERIC GRADES INSTEAD OF GRADE SCALE, or a letter grade will be exported instead of the correct numeric grade.

### **Averaging Grades**

When you are using term weighting in your gradebook, you have the option to use the assigned term grades instead of the calculated averages to compute the final grade. This option allows for overwritten grades to be used in computing the final grade. You can use this option whether you are using numeric or letter grades. To set up grade averaging do the following:

1. Choose **Grading→Weighting** and click **ON** for Term Weighting so GradeQuick will know how much weight to give each term grade. See *Weighting Categories Or Terms* on page 84.
2. Choose **Grading→Grading Preferences** and check the box next to **Average Term Grades to Calculate Final Grades**.
- New!** 3. **Select a radio button.** Selecting **GradeQuick Tie-breakers** lets the program decide how to handle averages that fall between grades. **Assign Cutoff Values** lets you input values that determine how the program will break a 'tie' between grades.

For example: A student's two-term average is 3.50, which falls exactly between an 'A' and a 'B'. GradeQuick Tie-breakers let the user set the program to round-up to the next grade, OR to use the grade of a selected term to determine the final grade. If you assign cut-off values, you decide at what average score a grade is awarded.

4. Click **OK**. If you are using numeric grades, the final grade will be calculated by averaging the numeric grades. In this case, you're finished setting up the Average Term Grades option. **If you are using letter grades, a warning will appear explaining that you need to set a Grade Equivalent Scale in order for final grades to be calculated from your term grades. See below.**
5. Click **Grading→Set Grade Equivalent Scale**. This option will not appear on the **Grading** menu until you select **Average Term Grades to Calculate Final Grades** as discussed above. In the **Set Grade Equivalent Scale** dialog box, the grades you have entered in your grade scale will be listed, and you will be prompted to set values for these grades. If you are setting multiple grade scales, you should set a grade equivalent scale for each grade scale.
6. Next, select how the program will handle 'ties'. The options available in the **Set Grade Equivalent** window depend on what you selected in **Grading Preferences** (Step 3 above)--**GradeQuick Tiebreakers** OR **Assign Cutoff Values**. **If you selected GradeQuick Tiebreakers**, choose a Grading Tie-breaker for final and semester grades from the drop-down list.

If you selected **Assign Cutoff Values**, set numeric cut-off values for letter grades by typing in the Minimum Average fields.

7. Click **OK** to save changes and exit.

**Note:** If you are calculating semester subtotals and averaging grades, the final grade will be calculated using semester subtotals. If you do this, you will not have the option to weight your semesters unevenly. If you have no special scores assigned to the year, the year grade will be the average of the two semester grades. If you do have special scores assigned to the year, GradeQuick will assign a weight of 1 to each semester grade, and you will have to weight the special score accordingly. For example, if you weight your final exam as 0.5, it will be worth half as much as either semester in the calculation of the final grade. If you are not calculating semester subtotals, you will still have the option to weight your two semesters differently. See *Creating Semester Subtotals in Gradebook Files* on page 61.

### **Globally Changing Asterisk (\*\*) Scores To 0**

The program default treats the asterisk (\*\*) score as exempt, meaning not counted in student averages, but you can switch it to count as a zero. In the Grading Preferences dialog box, click **Zero** for the **IN GRADEBOOK SPREADSHEET \*\* INDICATES** option. Then the \*\* will remain visible in the gradebook to indicate incomplete work, but it will count as 0 in student averages. You can switch back by checking Exempt. Because you can switch back and forth with a mouse click, you can easily print both results and show each student the effect on his or her average. To selectively assign exempt or 0 to individual students while using asterisks for the rest of the class, see *Symbols For Selective Exempts Or Zero Credit* on page 58.

### **Creating Semester Subtotals in Gradebook Files**

GradeQuick allows you to calculate semester subtotals within gradebook files that are used for an entire year. A semester is a grading increment that includes more than one term (marking period). Two semesters are combined to make up the final grade for a class. If you do not calculate a year's grade that includes grades from two semesters, you may want to start a new file for the second semester, instead of keeping both semesters in one gradebook file.

Create semester subtotals as follows:

1. Click **Grading** → **Grading Preferences**.
2. Click the **CALCULATE SEMESTER SUBTOTALS** option to add semester subtotals to the gradebook spreadsheet. Two semesters will be created in your file.
3. Indicate the number of terms that are contained in each semester, from 1 to 4. If you have mistakenly created more terms in your file than the number of semesters multiplied by the number of terms (e.g., you designated 2 terms per semester in the dialog box, but you have created 6 terms in your file) you will receive a warning that the 'extra' terms will **not** be calculated in any semester's subtotals but will be included in the final average and grade.
4. If you are using special scores, such as midterms or finals, you will need to assign them to one of your semesters. See the paragraph on *Assigning Special Scores To Semesters* in this section below.

#### **Notes:**

When you are calculating semester subtotals, you can still choose how to weight your terms, so that semester 1 and semester 2 do not have to be weighted equally to calculate the final average. For

example, you may want semester 2 to weight more heavily in the final average to account for student progress.

However, if you are averaging term grades and calculating semester subtotals, each semester will be automatically weighted equally in the final grade. If you have no special scores assigned to the year, the year grade will be the average of the two semester grades. If you do have special scores assigned to the year, GradeQuick will assign a weight of 1 to each semester grade, and you will have to weight the special score accordingly. For example, if you weight your final exam .5, it will be worth half as much as either semester in the calculation of the final grade.

### **Assign Special Scores To Semesters**

If you have created special scores such as final or midterm exams by removing the Term number, you will also need to indicate how special scores will be assigned to semesters. Choose **Grading→Assign Special Scores to Semesters**. The special scores columns that you have set up by removing the term number will be listed in the left column of the dialog box. They will all have been assigned to the Year indicated by a 'Y.' If the special scores should be assigned to a semester instead, you should enter the number of the semester in the right column. Just click the 'Y' and change it to semester 1 or 2.

#### **Notes:**

- If you want to display semesters in your spreadsheet, see *Displaying Subtotals for Semesters* on page 45.
- If you want to weight semester subtotals, see *Weighting with Semester Subtotals* on page 85.

### **Averaging Percentiles Or Normalized Scores**

The Grade Preferences dialog box has three options for Averaging Method: Scores, Percentile and Normalized. By default, GradeQuick uses SCORES as the averaging method, which calculates any averages using the raw scores you enter. Like the other averaging methods, cores will also take into account any weighting you have selected. Scores is by far the most commonly used procedure among teachers. However, you can choose to average percentiles or normalized scores instead, although this is not recommended unless you are familiar with the mathematics involved.

Select PERCENTILES if you want GradeQuick to compute student averages based on the percentage of the class that scored lower than each student on each test item. (**Note this is percentile, not percent.**) Select NORMALIZED SCORES if you want GradeQuick to normalize each test score to a certain mean and standard deviation and use these scores to compute student averages (this will not change the scores you have entered). By default, GradeQuick will normalize to a mean of 75 and a standard deviation of 10, but you can change these in the Grading Preferences dialog box. Just type the Mean or Standard Deviation you desire. A linear transformation is used to compute normalized scores.

If you decide to average your scores in these less common ways, you should select the student statistic NORMALIZED or PERCENTILES to be displayed next to the raw scores in each column to see the numbers being used to compute the averages, as explained in *Displaying Student Statistics*, on page 48. Also, remember to re-set your grade scale accordingly.

If you are using normalized scores to treat different sections of a large class graded by different teachers, or using different grading standards, you should normalize the scores before you merge the sections into one large file. Be sure to replace the raw scores with the normalized scores **before** merging the files. You should then turn Auto-Assign off (see *The Auto-Assign Option* on page 55) in the files you wish to merge. This is because the norms on each test will change once you have

merged, and any grades assigned after the merge will use these new normalized score. It is wise to keep the original raw scores in the original files and make a copy of the file with the normalized scores before merging.

**Note:**

If you plan to use these grading preferences in all your classes, it is a good idea to create them in your first class file and click **Options→Save Settings** when you have set them all. Then they will appear in all future class files without your having to recreate them. Of course, you can always modify them in any particular file. See *Customizing Program Default Settings* on page 149 before saving any settings.

## MISCELLANEOUS GRADING FEATURES

### Entering Or Changing Many Scores At Once

You may make changes to rows, columns or the entire spreadsheet with Global Changes. Position the highlight in the row or column where you want the change to apply. If you want the change to apply to the entire spreadsheet, it makes no difference which cell is highlighted. Click **Edit→Global Changes**. After you select one of the following options, you must choose to either apply it to the CURRENT ROW, CURRENT COLUMN or the WHOLE SPREADSHEET.

#### Find & Replace

Select FIND SCORE OR SYMBOL... AND REPLACE WITH THIS SCORE OR SYMBOL... to change any score or symbol to another score or symbol. For example, you may wish to change all checkmarks in a certain lab assignment, or throughout the class, to the number 50. Type the number you want to replace in the box next to FIND, and the number with which you want to replace it in the box next to REPLACE. Then choose whether to apply the action to a row, column or the whole spreadsheet. Your pointer must be in a row or column in order to select this option. If most of the class received the same grade on a particular assignment, you might save time entering those grades by choosing to find \*\*, and replacing it with the grade most students received, individually entering only the few students' scores that were different.

#### Add

When you select ADD...TO EACH SCORE, enter the number you wish to add to each score in a row, column or the whole spreadsheet. If you wish to subtract a number, enter it with a minus sign preceding the number (i.e. -5).

#### Multiply

When you select MULTIPLY EACH SCORE BY..., enter the number by which you wish to multiply. If you wish to divide each number, you must enter a fraction in a decimal format as a multiplier. For example, if you wanted to divide each score in half, you would enter .5 as the number by which to multiply each score.

#### Fill

Select FILL COL/ROW WITH... if you want to automatically enter the same score in many cells without having to type it into each cell manually. Enter the number or text that you want to use to fill the selected column or row.

#### Zap

Select ZAP COL/ROW to remove scores in the row or column you have selected. In this way you can delete all scores in a selected test column while retaining the test descriptions in the header of the column. To delete the entire test column, see *Adding Or Removing Students Or Tests* on page 22.

## Using the Check Mark as a Grade

If you wish to enter the checkmark for a test score, you must add the symbol in Set Grading Symbols. To create a check mark, type **CTRL+C**. You can also add a check-plus or check-minus by typing a plus or a minus sign after the check. To add these symbols, click **Grading→Set Grading Symbols**. See *Entering Non-Numeric Test Scores* on page 58. To use the check mark as a grade, place the highlight bar in the test column and student row where you wish the check mark to appear. Be sure to set an appropriate value for that test in the maximum points Possible row.

To print the checkmark you must be sure that the special GradeQuick fonts remain chosen for the Score column on your reports. You are free to redesign the reports in any other style, just as long as you choose a GradeQuick font for that column only. You do this by dragging a box around that column in the Print Preview/Editor and clicking the Fonts button on the toolbar or clicking **Options→Fonts**. If you do not choose the fonts and are using checkmarks, you will notice strange symbols instead of the checkmark in the Print Preview/Editor. The GradeQuick fonts are called **GRADEQUICK** (proportional) and **GQMONO** (monospaced).

## Entering Grades That Don't Count In Averages

Many teachers want to keep track of small assignments, like certain homework, only to see if they are handed in, but not to be counted toward final grades. To do this, you should first enter a 0 as the maximum points possible on the Possible line when you set up this assignment column. Then follow the steps in *Creating New Grade Symbols* on page 58 and create the symbols "Yes" and "No". Enter the numeric value of 0 for both symbols. The "yes" and "no" grades will not affect any student's average, but can provide useful information when you look at your gradebook.

## Dropping Low Scores

GradeQuick allows you to drop as many low scores as you wish from any category, and to restore those scores any time you like. Most importantly, GradeQuick drops the score that will hurt the student's average the most, even when it is not the lowest absolute score or lowest percentage score. Furthermore, GradeQuick's complex formula computes this correctly even with a weighted grading system.

When you click **Grading→Drop Low Scores**, you will be shown a dialog box containing a drop down box listing the current term. You can click the down arrow to view and choose from the other terms available, along with the choice "any term." In the list box on the right side of the dialog box, you will see a list of the categories for that term. Select the first category from which you wish to drop low scores for the term by clicking it; then in the text box below the list, enter the number of scores you want to drop from it, e.g. if you want to drop each student's lowest two scores from that category, enter 2. See *Using Dialog Boxes* on page 8 for a description of how to enter or change data in a dialog box's text box. You may drop from every category if you wish. Or, if you just want to drop the lowest score in the term, regardless of what category it is in, select ANY CATEGORY and type in the number of scores to drop. If you want to drop the lowest score overall from a category or "any category," regardless of what term the score is in, set "any term" in the drop-down box.

When you drop low scores, that information remains with the class file. Later, if you decide not to drop a score, select DROP LOW SCORES again and type 0 for the number of scores you want dropped. Then the scores will no longer be dropped.

### Marking Dropped Scores

Although Drop Low Scores prevents any low score you specify from affecting the final grade, dropped scores still remain in the gradebook. If you wish to "flag" or mark these scores so that you know that they were dropped:

- 1) Click Options→Preferences.
- 2) Select LOW SCORES DROPPED by check marking it. The dropped score will be displayed in a strikeout format in the gradebook.

### **Extra Credit**

Following these procedures will raise the average of a student who earns extra credit, but will maintain (not reduce) the final average of a student who does not earn extra credit.

- Enter more points for a student score than is entered on the Possible row for that assignment. If a quiz has 100 possible points, you could give 110 to a student which will earn him extra credit, regardless of your weighting system.
- Enter an extra credit assignment as its own test column. You may count an entire assignment as extra credit only if you are **not** weighting individual test or assignment columns. (It is conceptually inconsistent to both weight an assignment and also count it as extra credit.) Do this by assigning it 0 possible points and then entering the scores earned. You may use this method if you are weighting categories or terms, but only if you have other columns that have possible points in the same category and/or term as the extra-credit column. You may **not** have an extra credit column with 0 possible points if it is the only assignment in a category and you are weighting categories because it will not affect students' averages.

### **Score Footnotes**

Use Score Footnotes to add comments to specific scores within the gradebook. As opposed to memos that apply to the entire class or a test, in general, Score Footnotes lets you comment on a specific student's performance on a specific test. To use score footnotes:

#### Building Score Footnotes

The first step in using Score Footnotes is to define the symbols and their meanings. When defining your footnote codes, you can choose from every letter of the alphabet and numbers zero through nine.

1. Click **Grading**→**Set Score Footnotes**.
2. Select a footnote symbol (h, 3, etc.) from the Code pull-down list.
3. Enter the footnote's description (e.g., Extra Credit Given) in the Meaning field.
4. Click Change to save the footnote symbol.
5. Repeat steps 2-4 to add more footnotes, then click OK when finished.

#### Applying Score Footnotes in the Gradebook

Once the footnotes are defined, you can apply them to student scores within the gradebook itself. These symbols are a quick indicator that you attached a special comment to Student A's score on Test B.

**Note:** Footnotes can only be applied to test scores, not sub-totals or term grades.

1. Open a gradebook.
2. Right-click on the student score to which you want to add a score footnote.  
The score footnotes appear in a pop-up menu of options.
3. Click on the footnote you want to add to this score.  
The score footnote appears below, and to the right, of the student's score.

### Printing Score Footnotes on Reports

Use the following steps to print Score Footnotes and their key on reports.

1. Select a report from the Reports menu.
2. Click **Tests→Score Info...**
3. Click Options and check the boxes for Print Score Flags. You can also check Print Score Flags Key, if you wish.
4. When you run the report, a Flag column displays any Score Footnotes in the gradebook.

### **Assigning a Different Grading Scale to a Student**

Grading Scale 1 is the default scale used to calculate all student grades in the gradebook. If you have defined multiple grading scales, you can use multiple scales within the same gradebook. For more information on creating multiple grading scales, see *Multiple Grading Scales* on page 54. If you grade certain students differently, simply assign the appropriate scale to them. To assign a new scale to a student:

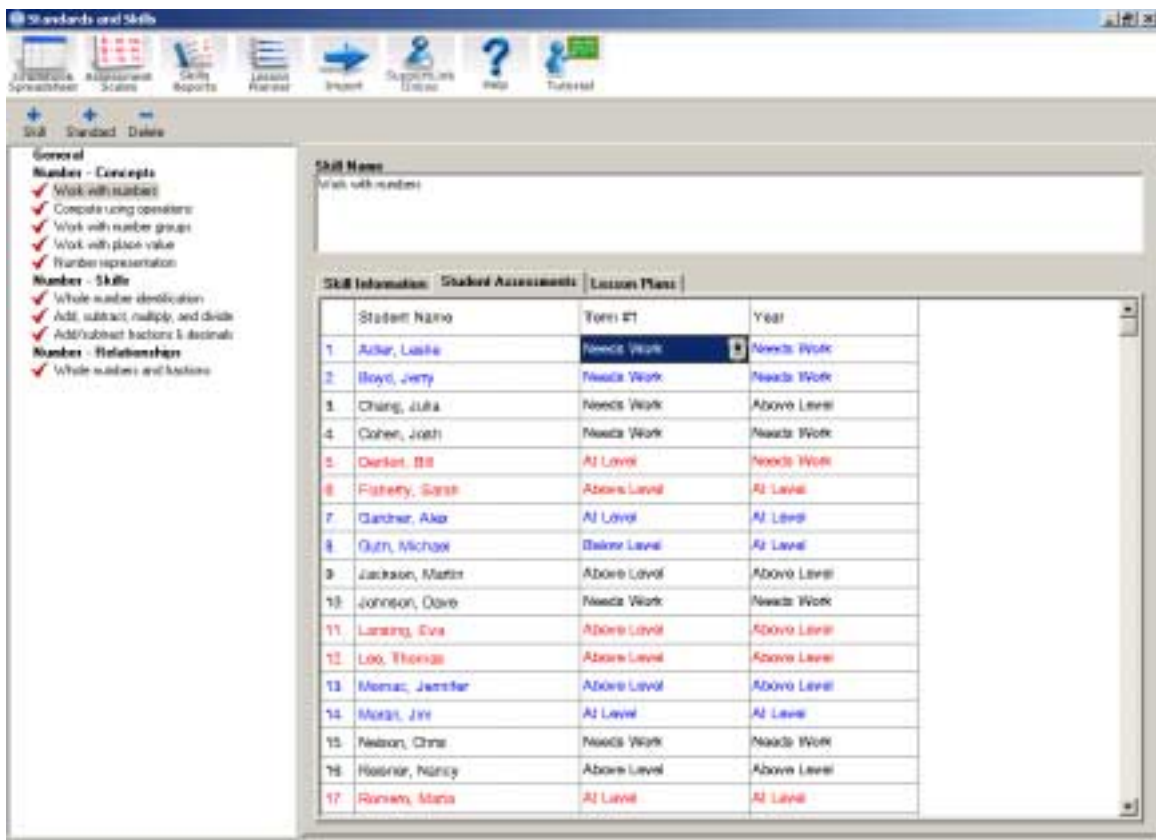
1. From the gradebook spreadsheet menu bar, select **View→Student Info...**  
The “Info About Each Student” dialog displays.
2. Click on GScale from the Data Fields to Show section, then click **OK**.  
A GSc column is added to the gradebook spreadsheet.
3. Find the student you want and click on their “1” in the GSc column, then right-click.
4. From the pop-up menu, move to Select Grade Scale and click on the new scale you want to use for the selected student.  
The new scale ID appears in the student’s row, and the grade is updated, using the new scale’s values.

# Chapter 6 SKILLS

## MANAGING STANDARDS & SKILLS

GradeQuick's updated **Standards and Skills** area allows you to enter and evaluate skills, state standards, etc. for each of your classes. Elementary teachers often use "skills" to record observable behaviors such as 'manages time well,' while teachers of any grade level can use it to record student assessment across subject-specific standards.

### The Standards & Skills Window



The screenshot shows the 'Standards and Skills' window. On the left, there is a tree view under 'General' with categories like 'Number - Concepts' and 'Number - Skills'. The main area shows a search bar for 'Skill Name' with the text 'Work with numbers'. Below that, there are tabs for 'Skill Information', 'Student Assessments', and 'Lesson Plans'. The 'Student Assessments' tab is active, displaying a table with the following data:


Student Name	Term #1	Year
1. Adler, Leslie	Needs Work	Needs Work
2. Boyd, Jerry	Needs Work	Needs Work
3. Chang, Julia	Needs Work	Above Level
4. Cohen, Josh	Needs Work	Needs Work
5. Denton, Bill	At Level	Needs Work
6. Fishery, Sarah	Above Level	At Level
7. Gardner, Alex	At Level	At Level
8. Guth, Michael	Below Level	At Level
9. Jackson, Mattie	Above Level	Above Level
10. Johnson, Dave	Needs Work	Needs Work
11. Larsen, Eva	Above Level	Above Level
12. Lee, Thomas	Above Level	Above Level
13. Menac, Jennifer	Above Level	Above Level
14. Moran, Jiri	At Level	At Level
15. Nelson, Chris	Needs Work	Needs Work
16. Nelson, Nancy	Above Level	Above Level
17. Rensen, Maria	At Level	At Level

This view gives you the big picture of all the standards and skills within each gradebook. From this single view, you can:

- Import and view imported standards, skills, and skill assessment scales
- Add and edit your own standards, skills and skill assessment scales
- Assess students on all skills
- View the skills that are addressed in each lesson plan
- Access the Lesson Planner
- Indicate you have completed instruction of a specific skill, including the date of completion and total instruction time given to the skill
- Run standards and skills reports, including student assessment reports and mastery reports

## Adding and Editing Standards and Skills

GradeQuick divides Skills into a two-tier hierarchy: Standards and Skills. The first step is to create the standards, which will then hold skills within them. If you do not need to use standards, you can skip this step and add all of your skills under the “General” standard. To add a standard, do the following:

1. Select **Edit→Skills Information**, or click the **Edit Skills** button on the big toolbar.
2. Click the **Add Standard** button  just below the toolbar.
3. Enter the Standard Name, a short description, and any teacher’s notes you’d like to include.
4. Click the plus sign to enter another standard, or click the Gradebook Spreadsheet button.


### Editing a Standard

You can also update a standard’s name, description, or notes. To edit a standard, do the following:

1. Select **Edit→Skills Information**, or click the **Edit Skills** button on the big toolbar.
2. Click on the standard you want to edit.
3. Edit the Standard Name, description, or notes.
4. Click on another standard or click the Gradebook Spreadsheet button.


### Deleting a Standard

If you no longer use a specific standard, you can delete it from your Skills Editor; however, imported standards and skills from StandardsBuilder cannot be deleted. To delete a standard, do the following:

1. Select **Edit→Skills Information**, or click the **Edit Skills** button on the big toolbar.
2. Click on the Standard you want to delete and click the delete button  below the toolbar.
3. If the selected Standard does not have any skills, it is deleted. If the standard does contain skills, the following warning message displays:  
”Are you sure you wish to delete the selected standard? If you delete this standard, all skills associated with this standard will be removed.”
4. Click *Yes* to delete the standard and any associated skills. Click *No* to cancel the deletion.

### Adding a Skill

Once you’ve entered your standards, you are ready to add their associated skills.

1. Select **Edit→Skills Information**, or click the **Edit Skills** button on the big toolbar.
2. Click on the standard to which you want to add skills.
3. Click the **Add Skill** button  below the toolbar.
4. Complete the information fields for the new skill:
  - a. **Skill Name** – Enter the title/short name for this skill.
  - b. **Description** – If the skill has a long description, or is too long to fit in the Skill Name field, enter it in this field.
  - c. **Teacher Notes** – Add any personal notes regarding this skill in this field.

d. **Skill Instruction Completed** – Click this checkbox when you finish your instruction for this skill for the school year. Checking this box displays the Date Completed and Time Spent fields; complete these as needed.

e. **Assessment Scale** – If you have set a default scale, it will appear here. To associate the skill with a different scale, select it from the pull-down list.

**Note:** If you later change a skill's assessment scale, you can reset the students' grades for to the new scale's default value, if any.

5. Click the Add Skill button to add another skill.

### Moving a Skill

You can change a skill's association from one standard to another or change the order in which skills are listed. To move or re-organize skills:

1. Select **Edit→Skills Information**, or click the **Edit Skills** button on the big toolbar.
2. Click on the skill you want to move. Hold down the left mouse button.
3. While holding down the left button, drag the skill to its new place in the list.
4. Release the left mouse button.

**Note:** Imported skills cannot be moved.

### **New!** Attaching Skills to Tests

After adding Standards and Skills to your gradebook, *GradeQuick Version 10* lets you link them to tests. Later, you can report on which tests make up a skill grade.

#### TO ATTACH SKILLS TO A TEST:

1. Locate the test column in your grade book and right-click.
2. Select **Attach Skills to Test** (test name) from the menu.
3. Click the box(es) beside the skill(s) you want to attach.
4. Click **OK** to save your changes.

**Note:** After adding skills to a test, a **subscript number will appear after the test name** in the Name Field of your grade book. *This number indicates the number of skills attached to the test.*

#### TO VIEW SKILLS ADDED TO A TEST:

If you have attached skills to a test, view them by right-clicking on the test column. Select **View Skills for Test** (test name) to see a list of attached skills and their descriptions.

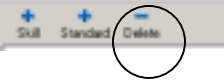
#### TO EDIT OR DELETE SKILLS FROM A TEST:

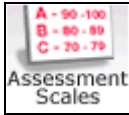
1. Locate the test column in your grade book and right-click.
2. Select **Attach Skills to Test** (test name) from the menu.
3. Select or deselect the box(es) beside the skill(s) you want to add to or delete from the test.
4. Click **OK** to save your changes.

### Deleting a Skill

You can also remove a skill you no longer want in your gradebook. If you do remove a skill, any grades assigned to that skill will be lost, as well as any association made to that skill in your lesson plans. Imported skills, however, cannot be deleted.

1. Select **Edit→Skills Information**, or click the Edit Skills button on the big toolbar.

- Right-click on the skill you want to delete and select **Delete Skill** from the pop-up menu, or click on the skill you want to delete and click the **Delete** button  below the toolbar.
- After reading the confirmation warning, click Yes.



## Adding and Using Your Own Assessment Scales

### Defining an Assessment Scale

Skills are often assigned marks different from the traditional grading scales. These scales assess students without assigning a percentage range to each assessment value. Because of this, GradeQuick lets you define special scales for use with Skills.

- Select **Edit→Skills** Information, or click the Edit Skills button on the big toolbar.
- Click the **Assessment Scales** button.
- Click **Add Scale**.
- Build the assessment scale by completing the fields in the Edit Assessment Scales dialog.
  - Scale Name** – Enter the name of the grading scale.
  - Assessment Scale Values** – Enter the scale values in order from highest to lowest.
  - Default Value** – You can select your most commonly used mark as the default value, if you wish.
  - Mastery Level** – You can also select the value that indicates a student has achieved mastery of a skill. This may or may not be the same as the default value. (If you select a Mastery Level, you will not be able to type your own values when assessing the students on the skills. In other words, you will only be able to select the preset options from the drop down menu.)
  - Partial Mastery Level** - If you set a Mastery Level for a scale, you can also set a partial mastery level, to further track student progress on the skills.
  - Scale Type** – Select Yes to restrict the scale to only the values entered in the Assessment Scale. Select No to allow the entry of any grade, whether in the scale list or not.
- Click **Add Scale** to enter another scale.
- Select your default scale from the Default Scale list. It will be assigned to any new skills you add for which you do not select another scale.
- Click **OK** to close the Assessment Scales dialog.

### Editing an Assessment Scale

You may want to set a new default assessment scale, change the default value within a scale, or unlock a scale to free-text entries. To make changes to an existing assessment scale, do the following:

- Select **Edit→Skills** Information, or click the **Edit Skills** button on the big toolbar.
- Click the **Assessment Scales** button.
- Click on a scale name, and then click **Edit Selected Scale**.
- Edit any of the fields in the Edit Assessment Scales dialog.
- Click **OK** to close the dialog.

### Deleting an Assessment Scale

If you no longer need an assessment scale, follow these steps to delete it.

1. Select **Edit→Skills Information**, or click the Skills button on the big toolbar.
2. Click the **Assessment Scales** button.
3. Click on a scale name, and then click **Delete Scale**. A warning message displays, indicating that any skills currently using the selected grading scale will be reset to the default grading scale.
4. Click **OK** to delete the scale, or click Cancel to keep the scale and return to the Edit Skills dialog.

## **Skills Assessment**

You can go directly from defining your standards and skills to assessing students by selecting the Student Assessments tab.

### Entering Student Grades

1. Click on the skill you want to assess.
2. Click the **Student Assessments** tab below the Skill Name field.
3. Enter a grade for a student by clicking the arrow in the cell for which you want to enter the grade. Select a grade from the drop-down list.

**Note:** For users not entering grades in the spreadsheet and only entering skill information: Within the spreadsheet, you must create test columns labeled for the terms for which you are entering skill grades so that the terms appear here.

**Note:** If the skill has a default scale, its values will be available in the pull-down list. If this scale is locked, you must select one of these values. If it is unlocked, you may enter whatever value you wish.

### **New!** Filling a Column

The new **Fill Current Column** option allows users to fill a grade column with the same grade instantly.

TO FILL A COLUMN:

1. Highlight the grade or the **Grade** field and right-click.
2. Select **Fill Current Column** from the drop-down menu.
3. Click the arrow in the **Fill Column With** field of the input form to select a grade from the drop-down menu.

### Viewing and Editing an Individual Student's Skills Assessments

**New!** **Student Summary View** lets the teacher view skills assessments for a student if this information has been entered in the grade book.

#### TO OPEN STUDENT SUMMARY VIEW FOR A SPECIFIC STUDENT:

Highlight the student's name in the gradebook spreadsheet.  
Select **View→Student Summary View** from the main menu.  
The student's name and ID appear at the top of the window.

The **Skills Assessments** tab will be located behind the **Basic Information** tab, if you have added skills information to the open grade book. From here you may view skills for a different standard, view a different marking period, and add or edit grades.

#### TO ADD OR EDIT A SKILL GRADE

1. Click the **Skills Assessments** tab.
2. Highlight the grade or the **Grade** field.
3. Click the arrow to the right.
4. Select a grade from the drop-down list.

For a complete explanation of Student Summary View see Viewing Student Information Using Student Summary View on page 13.

### Completed Skills

Once you finish the instruction of a particular skill for the year, you can mark that skill “Completed.”

#### Show a Skill as “Completed”

1. Click on the skill.
2. Click the check box next to **Skill Instruction Completed**.
3. Complete the Date Completed and Time Spent fields.

#### Marking “Completed” Skills

To easily identify completed skills, GradeQuick gives you the option of automatically noting them with red check marks.

Right click on a skill and select **Mark Complete Skills with Check Mark**. Completed skills will be shown with a red check mark.

To turn red check marks off, right click on a skill. Reselect **Mark Complete Skills with Check Mark**.

### Viewing Lesson Plans

You can view a report of which lesson plans are associated with a specific skill by clicking the Lesson Plans folder tab.

#### Viewing a Lesson Plan List

1. Click on the skill for which you want to see a Lesson Plan report.
2. Click the Lesson Plans folder tab below the Skill Name field. The Lesson Plans view displays, listing each lesson plan for which the selected skill is part of the curriculum.

## SKILLS REPORTS

There are several skills reports available in the **Skills and Standards** area. Select the **Skills Reports** button to access the skill reports menu. Unlike many GradeQuick reports, these reports cannot be edited in Print Preview.

### Skills Reports

#### Standards

##### *List of Standards*

This report will print your standards, including name, description and notes.

## **Skills**

### *List of Skills by Standard*

This report will print a list of skills, including each skill's description and notes, listed by standard.

### *Skills Completed by Date*

This report will print a list of the skills that have been completed (based on having a date entered in the "Date Instruction Completed" column in the Edit Skills spreadsheet), including the skill's date completed and time spent on skill instruction (Duration). Skills are listed by standard.

**New!** *List of Lesson Plans in which a Skill Is Covered*

This report lists lesson plans associated with selected skill.

**New!** *Class Spreadsheet of Tests Linked to Skills*

This report lists tests (assignments) with links to skills.

## **Skills Assessments – Elementary Report Card Style**

### *4 Terms – Portrait*

This report is the same as the Elementary-style report card - Short Skill Grades listed on the main Reports menu. It is intended for those who use short skill grades, such as "S". This report will not print the Standard, and is intended for those users who have used skills in previous versions, and want to continue to use the same report as they have in the past, without dividing skills into standards.

### *4 Terms – Landscape*

This report is the same as the Elementary-style report card – Long Skill Grades listed on the main Reports menu. It is intended for those who use long skill grades, such as "Works Above Grade Level". This report will not print the Standard, and is intended for those users who have used skills in previous versions, and want to continue to use the same report as they have in the past, without dividing skills into standards.

### *4 Terms with Final by Standard*

This report will print the skill grades for 4 terms, and also the final skill grade. Skills on this report are listed by standard.

**New!** *4 Terms with Grades Only – Portrait*

This report will print the skill grades for 4 terms. It prints in portrait format.

**New!** *4 Terms with Comments, Attendance – Landscape*

This report will print the skill grades for 4 terms, plus comments and attendance for the student. It prints in landscape format.

**New!** *4 Terms with Grades Only – Landscape*

This report will print the skill grades for 4 terms. It prints in landscape format.

**New!** *4 Terms, Averages, Grades, Comments*

This report will print the skill grades for 4 terms, plus averages and comments for the student.

### *6 Terms by Standard*

This report will print the skill grades for 6 terms, listed by standard.

### *6 Terms with Final by Standard*

This report will print the skill grades for 6 terms, and also the final skill grade. Skills on this report are listed by standard.

### **New!** *6 Terms with Comments – Portrait*

This report will print skill grades for 6 terms, plus comments for the student. It prints in portrait format.

### **New!** *6 Terms with Comments - Landscape*

This report will print skill grades for 6 terms, plus comments for the student. It prints in landscape format.

### **New!** *6 Terms with Final, Comments - Landscape*

This report will print skill grades for 6 terms, plus final grade and comments for the student. It prints in landscape format.

### **New!** *3 Terms with Comments - Portrait*

This report will print skill grades for 3 terms, plus comments for the student. It prints in portrait format.

### **New!** *3 Terms with Final, Comments - Portrait*

This report will print skill grades for 3 terms, plus final grade and comments for the student. It prints in portrait format.

### **New!** *3 Trimesters - Portrait*

This report will print skill grades for 3 trimesters. It prints in portrait format.

### **New!** *3 Trimesters with Comments - Portrait*

This report will print skill grades for 3 trimesters, plus comments for the student. It prints in portrait format.

### **New!** *3 Trimesters with Final, Comments- Landscape*

This report will print skill grades for 3 trimesters, plus final grade and comments for the student. It prints in landscape format.

### **New!** *3 Trimesters with Comments – Landscape*

This report will print skill grades for 3 trimesters, plus comments for the student. It prints in landscape format.

### **Skills Mastery Reports**

The Skills Mastery Reports will track students who have not achieved the mastery level for the skills in a Gradebook. Note that for purposes of these reports, a student who has achieved partial mastery of a skill will be counted as having mastered that skill and will not be reported as having not mastered it.

### *Class Profile - Skills Not Mastered*

This report lists all skills by standard, and lists the students who have not achieved mastery of each skill. The percentage of students that have not mastered the skill will also appear on the report.

### *Class Profile - Skills Not Mastered by Student Data Field*

This report lists all skills by standard, and breaks down all of the students who have not achieved mastery of each skill by any student data field you choose, such as race or gender. This report includes the percentage of students of each subgroup that have not mastered the skill. You will be asked to choose a student data field in order to view the report. Once in the report, you can change the student data field you are using by clicking the Select Student Data Field button.

### *Class Mastery Spreadsheet*

This report shows a spreadsheet of all students for all skills, indicating mastery, partial mastery or no mastery for each skill. Because of the nature of the spreadsheet, it will only print for 30 students at a time. If you have more than 30 students in your gradebook, select students to print by clicking the Select Students button in the Print Preview, and break the class up into groups of 30 or fewer.

### *Student Performance – Mastery Report*

This report displays all skills a student has been assessed on, sorted by standard. Each skill will display what mastery level has been reached for the skill, Mastery, Partial Mastery or No Mastery.

### *Student Performance - Skills Not Mastered*

This reports displays all standards on which a student has been assessed, and lists all skills for that standard that the student has not mastered.

## **Selecting Files for Multi-file Skills Reports**

The Elementary Style reports and all other Skills and Lesson Plan reports allow you to select the order in which the Gradebooks appear on a report, and also to select files from directories other than your home directory.

### **Selecting the Printing Order for Gradebooks**

1. Place a check mark next to the first file you would like to appear on the report. The file will appear in the list to the right.
2. Select the next file from the list at left. It will appear next in the list on the right.
3. Continue to select files, noting that the order in which they appear in the list to the right is the order in which they will print on the report.
4. You can change the order that the files appear in the box to the right by clicking on the file name in the box to the right and dragging the file to the position where you would like to see it appear on the report.

### **Selecting Files from Other Directories**

1. The files listed in the list to the right are those in your home directory.
2. Click the Browse button to navigate to another directory, and its files will be listed on the left.
3. OR, you can type in the path to the new directory manually, and then click GO.

# Chapter 7

## LESSON PLANNER

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### BUILDING A LESSON PLAN

GradeQuick's Lesson Planner lets you scope out *what* you are teaching at a high level (e.g., a unit, a week). Then, once the scope is set, you enter detail as to *how* you plan to teach and assess your students. The Lesson Planner comprises the following features:

- Define the lesson plan name, a general overview of the plan's objective, as well as its start and end dates.
- Associate specific skills to the lesson plan.
- Build an instructional plan for the lesson, including activity start and end dates, how long each activity will last, as well as resources and materials used.
- Indicate the method of evaluation for student assessment.

#### Lesson Plan Overview/Objective

The first part of defining the Lesson Plan scope is to enter basic plan information. A lesson plan may cover a single day, a whole week, an entire unit, or however you decide to organize it.

1. Click the **Lesson Planner** button on the Big Toolbar.

The Lesson Planner window displays.

2. Click the **Add** button and complete the following fields  
Start Date / End Date – The first and last date this lesson plan will cover.  
Title – The name for this lesson plan.  
Overview/Objective – A brief description of the goal of the plan.

Go to the next step, *Attaching Skills to a Lesson Plan*.

#### Attaching Skills to a Lesson Plan

If you are using standards/skills, you can associate specific skills to the lesson plan.

1. Select the **Skills** tab.
2. Click the + (plus) button.  
The Attach Skills to Lesson Plan pop-up window displays. Each standard is highlighted in gray, with all of its skills listed beneath it.
3. Click on the skill(s) you will address in this lesson plan and click OK. You can use the SHIFT or CTRL keys to select multiple skills at once.
4. Click OK.  
The skills are now listed under the Skills section.

#### Removing a Skill from a Lesson Plan

1. Highlight the skill you want to remove.
2. Click the - (minus) button.
3. Answer **yes** or **no** when prompted.

## Building an Instructional Plan

Now that you have defined the plan's curriculum, the Instructional Plan lets you outline how you will teach it.

1. Select the **Instructional Plan** tab.
2. Click the + (plus) button.
3. The **Define Instructional Plan** window opens. Complete any of the following fields that relate to this item:
  - Start Date** - Click in the field, and then click the pull-down arrow. Click on a date in the calendar.
  - End Date** - The Start Date defaults as the End Date as well. If it needs to be changed, click in the End Date field and select a new date from the calendar.
  - Duration** - Enter the hours/minutes that you will spend on this item.
  - Activity** - If this item involves an activity, enter a description here.
  - Resource** - Double-click in this field, select a resource, and click Attach. For more information on resources, see *Managing Lesson Plan Resources* on page 77.
  - Resource Detail** - Enter any additional information regarding the item (e.g., page numbers from the previous resource, more detail regarding the activity, etc.)
  - New! Resource Links** - Add or access links to resources (i.e. worksheets, activity instructions) that are stored any where on your computer, network or the Internet. See *Managing Lesson Plan Resources* later in this chapter for complete details.
  - Materials** - List any physical items you will use while teaching this plan (e.g., overhead projector, black/white marbles, Bunsen burners, atomic models, etc.)
4. Click **OK** to save changes and exit.
5. Enter the method of evaluation you will use when assessing this lesson plan in the text box under the **Methods of Evaluation** tab.

## Deleting an Instructional Plan Item

To delete an item from an instructional plan:

1. Open a lesson plan and go to the **Instructional Plan** tab.
2. **Highlight the item** you wish to delete.
3. Right-click and select **Delete**.
4. Answer **yes or no** at the prompt.

To view the complete Lesson Plan, with all Instructional Plan items, see *Previewing and Printing Lesson Plans* on page 80.

## MANAGING LESSON PLAN RESOURCES

Within the Lesson Planner, you can manage resources that you use repeatedly in your class. Resources, in general, are content-based (books, videos, study supplements). Physical teaching aids (models, overhead projectors) could be used here, but would also fit under Materials in the Instructional Plan.

## Adding or Editing a Resource

If you want to edit the name of a resource, follow these steps:

1. Open a lesson plan and select the **Instructional Plan** tab.
2. Click the + (plus) button to add an activity or **double-click** an existing activity.
3. Click the **Add/Edit Resources** button. The Manage Resources box is displayed.
4. Click **Add** and type the name of the resource. To edit a resource, highlight its name and click **Edit**.
5. Click **OK**.

The resource name will be displayed in the drop-down list in the **Resource** field.

## Assigning a Resource

To add a resource to a class:

1. Open a lesson plan. Select the **Instructional Plan** tab.
2. Select the arrow in the **Resources** field. Select a resource to assign to this lesson from the drop-down list.
3. Add any details in the **Resource Details** field.
4. Click **OK** to save and exit.

## Removing a Resource

Follow these steps to remove the resource attached to an instructional plan item.

1. Open a lesson plan and go to the Instructional Plan section.
2. Double-click in the Resource field.  
The Attach Resources to Lesson Plan pop-up displays.
3. Click Remove.  
A confirmation pop-up asks, “Are you sure you want to remove as a resource from this item?”
4. Click Yes to confirm the removal, or click No to keep the resource with the item.

## Deleting a Resource

Before deleting a resource, confirm that it is not used in any of the class’s lesson plans. If a resource is attached to an instructional plan in any lesson plan, you will be unable to delete it.

**Note:** “Deleting a Resource” completely removes it from use anywhere in the class.

1. Open a lesson plan and select the **Instructional Plan** tab.
2. Click the + (plus) button to add an activity or **double-click** an existing activity.
3. Click the **Add/Edit Resources** button.
4. Highlight the resource you wish to delete
5. Click the **Delete** button.
6. Answer **yes or no** at the prompt.

7. Click **OK** to save and exit.

### **New!** Adding Resource Links

*GradeQuick Version 10* lets you link to resources you use in Lesson Plans, such as worksheets or other items that may be stored any where on your computer, network, or the Internet. The **Resource Links** feature is located in the **Define Instructional Plan** dialogue box.

**Note:** Resource Links are unique to each Lesson Plan. If a resource is used in separate lessons, it must be added separately to each.

#### TO LINK A RESOURCE TO A SPECIFIC LESSON PLAN:

1. Right-click in the **Resource Links** box.
2. Select **Add** from the menu and then select **Web Resource Link** or **File Resource Link**.
3. Provide location information for the resource (**see below**).
4. Click **OK** to save and exit.

The **Web Resource Link** option prompts you to enter the **URL** (web address) of the web resource and the **Name** you choose to identify it in Resource links. For example, enter the following if you want to link to the U.S. Department of Education home page:

**URL:** www.ed.gov

**Name:** Dept. of Ed. (or another name)

The name you assign will appear in Resource Links. Double-clicking on the name will take you to the web page associated with the URL.

The **File Resource Link** option allows you to navigate to the location of the resource on your computer or network. The name of the file you select is stored in Resource Links. Double-clicking on the file name will open the file from its location outside *GradeQuick*.

#### TO EDIT OR DELETE A RESOURCE LINK:

1. Highlight the Resource Link and right-click.
2. Select **Edit a Resource Link** or **Delete a Resource Link**.
3. If editing, change the location information for the link by entering a new URL or file location.
4. Click **OK** to save and exit.

### Printing Resources

To print a list of the resources in your gradebook, select Resources→List of Resources from the Reports menu on the Gradebook Spreadsheet.

## SPELL CHECKING LESSON PLANS

**New!** *GradeQuick Version 10* includes a **spell check** feature for Lesson Plans. **To access spell check**, right-click in a Lesson Planner text box. Select **Spell Check** from the menu. Spell check will access a list of suggestions from which you can choose the correct word or spelling.

## PREVIEWING AND PRINTING LESSON PLANS

The Lesson Planner has two previews, which can also be printed as reports. These give overviews of the information you have added. A special toolbar in the Preview screen lets you print or zoom in on a Lesson Plan preview.

To access Lesson Plan previews, select either the **Plan Preview** or the **Week Preview** button from the Lesson Planner Big Toolbar.

**Plan Preview button** -- This preview gives you lesson plan highlights for a specific day. You will see all items from the lesson plan for that day, based on the dates you have set for the overall plan, as well as information regarding your instructional plan.

**Week Preview button** – This preview gives you the lesson plan highlights for a given week, organized by day. Only the items from the Instructional Plan section of the lesson planner will show in this view.

## PRINTING LESSON PLAN REPORTS

To access Lesson Plan reports, select **Reports** button from the Lesson Planner Big Toolbar. Select from **Current Gradebook** or **Multi-file Reports**.

If you select **Current Gradebook**:

1. Select from Lesson Plan Detail, Daily, Weekly, or Resource List reports.
2. *If you select Lesson Plan Daily*, you will be asked to select a day from the calendar. Double-click a date select it and generate the report.

If you select **Multi-file Reports**:

1. Select from Lesson Plan Daily and Lesson Plan Weekly reports.
2. You will be prompted to select which files you want to include in the report. See *Multi-file Reports* for a full explanation the **Select Files** dialogue box.

## COPYING LESSON PLANS

Lesson Plans created in one gradebook can be copied to other gradebooks. All areas of the lesson plans, including attached skills, will be copied. For instructions on copying lesson plans, see *Copying Information From One Class File to Another*, page 23.

# Chapter 8

## WEIGHTED AND UNWEIGHTED GRADING METHODS

Whether or not you decide to weight your tests, you may want to know exactly how GradeQuick computes final grades and how weighting affects them. Although it is not necessary to understand how GradeQuick computes averages and subtotals in order to use the program, it will help you understand the meaning of the numbers in the subtotal columns, especially if weighted grading methods are used.

In GradeQuick, the test, or assignment, is the lowest level of the grade hierarchy and the only score you actually enter. All other subtotals, grades or averages are based on these scores and are computer calculated. Keep in mind that in the following examples, the word "test" is used to mean any assignment to which you actually assign a score, be it a test, lab or homework project.

### UNWEIGHTED GRADING METHODS

In an unweighted grading system, test scores alone are the basis of your final grades. Test scores are also the basis for Category Subtotals and Term Subtotals scores. Below is an explanation of how GradeQuick computes overall semester or final scores in an unweighted grading system. This data would appear in the Subtotals, Total, Max and Avg columns in the far right of your gradebook page.

#### Computing Final Averages

If you do not create special weights for particular tests or categories, GradeQuick uses a grading system based on Total Points. This system implicitly gives more importance to tests with the largest points possible. It determines the student's final average (Avg) by adding the points earned for each test he took (Total), and dividing that sum by the maximum points possible on all the tests he actually took (Max). The resulting final overall Avg is written as the percent correct of all points possible. The formula follows:

$$\frac{\text{Sum of points earned} = \text{Total}}{\text{Sum of Possible scores} = \text{Max}} \times 100 = \text{Avg \% correct}$$

In the chart below is an example of a student row (Bill's scores in the example) in a typical GradeQuick file. If you do not want an ungraded assignment to count against a student, leave the \*\* for his score, or enter an X. Then the 100 points possible on that test are not included in the sum of his possible scores (his Max) so as not to be counted against him.

Possible points	20	100	100	100	Total	Max	Avg
Bill's score	20	**	90	95	205	220	93.18

If Bill had not missed that test, but had "ditched" instead, you might want to enter a 0, or an NC, and it would affect his final grade as follows:

Possible points	20	100	100	100	Total	Max	Avg
Bill's score	20	0	90	95	205	320	64.06

Both the above examples derive the final average by dividing the Total points Bill earned by his Maximum points possible. But the final averages are different because the test score of 0 was counted against him in the second example. Leaving the \*\* (or entering an X) did not harm his average.

### Computing Category Or Term Subtotals

Category subtotals are calculated from the test scores within a particular category. In other words, if you have a category called Lab, Bill's score in the Lab Subtotal column would be the sum of all his earned points on "tests" or assignments labeled Lab. The Possible points for the category Lab would be the sum of all points possible on Lab assignments.

Term subtotals are calculated in the same manner. The sum of all Bill's test scores in Term 1 would appear as his score in the Term 1 Subtotal column.

Shown below is the way a subtotal column of the gradebook would look if the four "test" scores above were all assigned to a Category named Lab. To view grades in subtotal columns, see *Displaying Subtotals For Categories Or Terms* on page 44.

Name	SUBTOTAL
Category	LAB
Date	9/25/96
Possible	320
Bill	205

**Note:** If you are using an unweighted grading system, the final average is not the result of averaging the term or category subtotal averages. It is the result of averaging the cumulative test column's scores and points possible. If you want to average the subtotal scores, you must weight categories or terms. See *Weighting Categories Or Terms* on page 84.

## WEIGHTED GRADING METHODS

### How To Use Weights

Using weights allows you to set the relative "weight" or importance of each item within its group, without changing its Possible Points. In contrast, when using the Total Points method described in the section above, the maximum points possible you assign that test determine the importance of each test. That is, when using Total Points without weights, a 100-point test intrinsically carries five times as much weight as a 20-point test.

For many reasons, however, you may want to assign a different importance to specific tests, even if each is worth 100 points. Weighting lets you determine the relative importance of each test or assignment within its Category, of each Category in its Term, and of each Term in the final Avg. Using GradeQuick, it is simple to weight just one or all three levels in your grade hierarchy.

You can enter any number or fraction for a weight as long as the numbers are consistent relative to each other; that is, you probably would not want to weight one test as 0.40 and another as 25. **The weights do not have to equal 100%.** GradeQuick will correctly compute the final average regardless of the sum of the weights.

The two most common methods of weighting are Single Digit Weights and Percent Weights. In the first case, tests (or whatever level you are weighting) are viewed relative to other items in the same

group. For example, a basic test may be valued at 1, and other tests are worth two or three or 1/2 its value depending on level of importance. On the other hand, when using Percents, each test is viewed as its percent of the final grade; for example, Quiz subtotals may be valued at 30%, Homework 20% and the midterm at 50%. You may use any system in GradeQuick as long as you use the same system within each level; for example, you could use single digits for tests, and percents for Categories.

#### To use weights in GradeQuick:

1. Click **Grading**→**Weighting**.
2. Select any or all of the 3 weighting levels by checking the box for each level. A message will appear reminding you that you must weight each item in whatever group you have chosen to weight (categories, terms or individual test columns), or your grades will be adversely affected.
3. Enter weights for each item in the Term and/or Category boxes by clicking the category (or Term) and entering its weight in the text box below. See *Using Dialog Boxes* on page 8 for a detailed description of how to enter or change data in a dialog box's text box.
4. Be sure to click the CHANGE button **before** entering a weight for the next item in the list.
5. Click OK to return to the spreadsheet, **only** after checking that each weight in the list box is set exactly as you want it.
6. Enter weights for each individual test on the spreadsheet if you checked the box for Tests.

**Note:** When you choose to weight terms or categories to zero (0), you will receive a warning message that this will cause serious grade distortions if you do not change it. Click No to return to the weighting dialog to change the weights or click Yes to keep the weights, including the zero weight(s), and return to the spreadsheet.

When you select WEIGHTING, a Weight row will be created between the Date and Possible rows on the top gradebook section. If you checked the box for Test weighting, you cannot enter test scores until the weight is entered in the spreadsheet. You will only be able to enter weights in the levels you selected, (Test, Category, or Term) even though the weight row will appear in all columns. At the same time, the Tot and Max columns will automatically be removed from the spreadsheet display, because the numbers will no longer be a meaningful explanation of the student's final Avg.

### **Weighting Tests Or Assignments**

If you choose to weight tests, or assignments, you are weighting each specific test or assignment column relative to others. (Should you also weight categories as described in the section below, the weights of each individual item become relative **only to others in its own category**.) It is preferable to decide to weight tests **before** entering any test data. If you have already created tests when you select this Weighting mode, GradeQuick will assign weights for these tests until you enter your own weights. It will assign a weight equal to the points possible on that test, which maintains the same balance among tests as the unweighted method would yield. **It is essential to remember to write over these computer-entered weights** in order to assign each test the importance you desire.

At the time you select Weighting, the Tot and Max columns will automatically be removed from the spreadsheet display, because the numbers will no longer be a meaningful explanation of the student's final Avg. For the same reason, the student scores in SUBTOTALS columns will be changed to the percent correct, not total points. To understand the details of this procedure, read *Computing Final Averages With Weighted Tests* on page 87.

## Weighting Categories Or Terms

When you check the box for WEIGHTING for CATEGORY or TERM, the listing of all the Categories or Terms you have created appear in the dialog box. To enter weights:

1. Select the first term or category in the list box.
2. Enter its weight in the input window below the list.
3. Click CHANGE, or the weight will not take effect.
4. Repeat for each item in the list.
5. When you have set all the weights, click OK to return to the spreadsheet.

**Note:** When you choose to weight categories or terms, only the categories and terms that you have entered in the test descriptions will appear in the dialog box. In order for a category or term to be listed in the weighting dialog box you must have at least one column in the spreadsheet with that category or term.

### **Caution:**

A zero (0) weight is **not the same** as an unweighted grading system. If any zeros (0) are left in the weighting dialog list, the scores in that category or term will have no weight and will not count at all in the student averages. If you choose CANCEL in the dialog box, it will keep the weights that first appeared; if zeros (0) appeared when the dialog box first opened, no weight will be given to those categories or terms. Be sure all weights are correct in the list before leaving that dialog box.

### Different Category Weights by Term

Once you have weighted a Category, such as "Lab", the weight will automatically be the same for that category in all terms, such as Lab Term 1, etc. If you want to weight labs differently within each term, give them different Category titles in the Category row, such as Lab1, Lab2, etc. The weights you have chosen will appear in the category or term subtotal columns if you have selected to view them from the View menu.

### Changing Subtotals Weights in the Spreadsheet

To change term or category weights later, you may enter the new weight directly in the gradebook in the Term or Category Subtotal Column's Weight row, or you may select the Category in the weighting dialog box and change the weight. Click CHANGE to save the change. If you change the weight for Category "Lab," and have several Terms, the Lab Term 1 Subtotal column and Lab Term 2 Subtotal column will automatically reflect that same change.

If you have not yet given a Category title to a particular assignment, the \*\* remains as the Category name and will be listed in the window. Return to the spreadsheet and enter the category title before you give it a weight.

**Note:** If you check the box for Category and/or Term weights and do not change the 0 weight to a percent or number, the category or term subtotals will be weighted 0 and the average and grade columns will display asterisks (\*\*).

## Weighting Final Exams Or Special Projects

You can create up to 10 special columns to weight single assignments outside any Term or Category. This gives such items as Term Papers or Final Exams more impact on the final grade than they would have if they were only one part of a Category or Term score. For example, you might weight Term 1 at 40%, Term 2 at 40%, and the final exam 20% of the final grade. See the illustration *Screen including Display of Term Subtotals, Final Exam* on page 18 for a display of a Final Exam column.

These columns will automatically be assigned letter grades, or numeric grades if you use the Numeric option, as are the other Term subtotals and final averages. See *The Auto-Assign Option* on page 55.

To create special score columns, remove the Term number under the test name. Then enter the weight you want on the weight line in the same column or in the weight dialog box. GradeQuick will treat this single item **as part of the highest weighted level in your grade hierarchy**. That is, if you are weighting each term to determine the final grade, the blank Term will be treated as another term in the above formulas. If you are not weighting terms or only have one term, the blank term will be treated as another Category if you have weighted them in determining your final grade, for example, Tests 35%, Homework 10%, Quiz 25%, and Final Exam 30%.

If you wish to export special columns, only the columns designated with the name FINAL or MIDTERM will be automatically exported using File→Export, unless your export is customized. See *Exporting From Class Files* on page 37.

### **Weighting with Semester Subtotals**

The creation of semester subtotals is only recommended for certain circumstances. To see if your needs fit the criteria, see *Creating Semester Subtotals in Gradebook Files* on page 61. (In brief: you should use semester subtotals if and only if you are exporting grades to your school’s administrative system, you calculate a final year grade which depends on both semesters, **and** your second semester average does not include grades from the first semester). If you have chosen to calculate semester subtotals and want to weight semesters, you must use Term weights to do so. To do this, click Grading→Weighting, and click the ‘Weight Terms’ button ON. All terms and special scores in your file will be shown in the list box. Weight the terms as follows:

#### **Two Semesters with no year’s exam**

If the sum of the weights of each semester equals 100, and you do not have a year’s exam that counts towards the year’s final grade (i.e., it is not part of either semester’s grade), simply enter the term weights as you ordinarily would. For example:

<b>Term or Special Score</b>	<b>Desired Weight</b>	<b>Enter this Value</b>
<b>Term 1</b>	40% of 1 <sup>st</sup> semester	40
<b>Term 2</b>	40% of 1 <sup>st</sup> semester	40
<b>Final Exam 1</b>	20% of 1 <sup>st</sup> semester	20
<b>Term 3</b>	45% of 2 <sup>nd</sup> semester	45
<b>Term 4</b>	45% of 2 <sup>nd</sup> semester	45
<b>Final Exam 2</b>	10% of 2 <sup>nd</sup> semester	10

#### **Two Semesters plus a year’s final exam**

If you also have a year-end final exam, you must weight the exam with respect to the other terms and special scores. In order to weight a year-end final so that it is worth a specific percentage of the entire year’s grade, follow these steps:

Follow the preceding chart to weight the terms and semester exams of the first semester relative to other terms within semester one.

The sum of those first semester weights must equal 100.

Weight the terms and exams of the 2nd semester so that the sum of the 2nd semester weights equals 100.

Use the following table to enter weights for the year end exam.

Weight for Year-End Exam					
Desired final grade	Percent of	Enter this Weight	this	Desired final grade	Percent of Enter this Weight
5% of year		10.5		30% of year	85.7
10% of year		22.2		35% of year	108
15% of year		35.3		40% of year	133
20% of year		50.0		45% of year	164
25% of year		66.6		50% of year	200

By following this example, if you wanted to add a year-end final exam worth 20% of the total year's grade, you would enter a weight of 50.

**Note:** This table is valid **only** when the weights of all terms and special scores from the first semester total 100, the weights of all terms and special scores from the second semester also total 100, and when the year-end final is the only special score which is not included in either term.

### Two Semesters weighted unequally or several year-end exams

If you choose to use a more complicated system (e.g., semesters are of unequal weights, or you have several special year-end scores which are not included in either semester), you need only follow one rule: **weight all terms and special scores with respect to one another**. In the previous example, a year-end final weighted 20 would have the same importance as the final from term 1 (also weighted 20), and twice the importance of the final from term 2 (which was weighted only 10). It would be worth  $20/(20+200) = 9\%$  of the entire year's grade.

There is also a formula that will always work correctly. In this system, the weight of each term or special score is its percentage of the entire year's grade. You can calculate this value by multiplying its weight within its semester and the semester's weight within the year. For example, if term 1 is 40% of the first semester, and the first semester is 35% of the year's grade, you would enter 14 for the weight of term 1, because  $0.40 \times 0.35 = 0.14$ . You should determine weights for special scores in the same way.

Term 1 weight within its semester =	40%	.40
Semester 1 weight within the year =	35 %	<u>x.35</u>
Enter Term 1's weight in the gradebook =	14%	.14

In the case below, the first semester is comprised of two terms and a semester exam. The second semester has only two terms. If you wanted to weight the first semester 35% of the year, the second semester 45% of the year and the final year's exam 20%, you must enter a term weight for each term that reflects its weight within the year rather than entering its weight within the semester. Again, to calculate that weight you must use the product of the term weight and its semester weight. See the table below.

Term #	Desired Weight semester	Term within Semester	Desired Semester Weight	Term Weight to enter in gradebook
1	.40	1	.35	.14
2	.40			.14
Sem 1 Exam	.20			.07
3	.50	2		.225
4	.50			.225

<i>Term #</i>	<i>Desired Weight semester</i>	<i>Term within Semester</i>	<i>Desired Semester Weight</i>	<i>Term Weight to enter in gradebook</i>
		2	.45	
		Year Exam	.20	.20

**Note:** If you have chosen to Average Term Grades from the Grading Preferences dialog box, the two semesters will automatically be weighted equally. If you have no special scores assigned to the year, the year grade will be the average of the two semester grades, and you will not have the option of weighting your semesters unevenly. If you do have special scores assigned to the year, GradeQuick will assign a weight of 1 to each semester grade, and you will have to weight the special score accordingly. For example, if you weight your final exam as 0.5, it will be worth half as much as either semester in the calculation of the final grade. See *Averaging Grades* on page 60.

### Computing Final Averages With Weighted Tests

If you do not create categories or terms, then the test scores alone are the basis of your final grades. If you create categories, such as homework, lab, tests, they are the next level of the grade hierarchy. Test scores will then be the basis of the Category subtotal.

If you have two or more terms per semester, they are the next level in the hierarchy, above Category but below the final semester Average. **If you have divided your tests into categories, and weighted the categories, then category subtotals determine term grades.** If you have not weighted categories, test scores determine the Term Subtotals.

**Note:** The highest weighted level in the grade hierarchy ultimately determines final grades. They are determined by terms if you weight them, by weighted categories if you do not weight terms, and by tests if you do not weight categories or terms.

Here is how Bill's test scores would look if you weighted tests only, not categories or terms. Using single digit weights:

Weight	1	1	4	2			
Possible points	20	100	100	100	Total	Max	Avg
Bill's score	20	0	90	95	6.5	8	81.25

Note two things about these results. First, Bill's average is actually better than in the previous example before the tests were weighted. Because test 3 carried so much more weight, it reduced the impact of his 0 score on his final Avg.

Second, the Total and Max scores are no longer the sum of his points earned and the sum of points possible. How they are calculated is explained below; because they do not provide useful descriptive information and in fact can be confusing, they are automatically removed from view when weighting mode is selected. You can bring them back by checking them on the View menu.

To calculate weighted grades so as to guarantee that the heavily weighted tests actually carry more weight regardless of their total points, the student's percentage correct on each test is the critical factor -- not the actual points earned. Therefore, Bill's **percent correct** on each test (not his points earned) is multiplied by its weight to determine the weighted value of that test in Bill's total. The sum of those values is used to derive his weighted Total. The sum of the weights is displayed as the Max, seen only if you chose to put it back on screen.

let %1 = % correct on test 1,  
let %2 = % correct on test 2,

let w1 = weight on test 1,  
 let w2 = weight on test 2,  
 etc.

Then the final Avg of 81.2% in the example above would be calculated as follows:

$$(%1 \times w1) + (%2 \times w2) + (%3 \times w3) + (%4 \times w4)$$

$$w1 + w2 + w3 + w4$$

OR

$$\frac{(100 \times 1) + (0 \times 1) + (90 \times 4) + (95 \times 2)}{(1+1+4+2)} \times 100 = \text{Avg} = 81.25\%$$

Should you enter percent weights instead of single digits, the formula is exactly the same.

(100x25)+(95x25)+(90x50) divided by 100 = Avg is the formula used in the sample below.

Weight	25	25	50			
Possible points	20	100	100	Total	Max	Avg
Bill's score	20	95	90	93.75	100	93.75

### Computing Category & Term Subtotals With Weighted Tests

If you weight "tests" within a category called Lab, then Bill's Lab Category Subtotal score is the sum of the weighted value of each of Bill's tests in that category divided by the sum of the weights. This is calculated in exactly the same way as the 81.2% Avg in the section above using single digit weights. The Subtotal column would appear as follows:

Name	SUBTOTAL
Category	LAB
Possible	100%
Bill's score	81.2

Whereas in the unweighted mode, his subtotal score was the sum of the points of the tests in the category, in the weighted mode his score must reflect the weighted value of the tests in the category. His score is the sum of weighted percents of the tests in the category and is expressed as a percent. To make it obvious that the 81.2 is a percent and not points, the category Possible shows 100% which is the highest percent possible Bill could have earned -- not the most points possible.

### Computing Final Averages With Weighted Categories Or Terms

If both Category and Terms are weighted, the same principle applies as in the above section. For example, each of Term 1 Category Subtotal scores (the percent score, not point score) is multiplied by its weight. The sum of those scores is divided by the sum of the weights. This becomes Bill's weighted score for TERM 1 subtotal.

let Qs1 = Quiz Subtotal score for Term 1  
 let Es1 = Exam Subtotal Score for Term 1  
 let Qw = Quiz Category Weight  
 let Ew = Exam Category Weight

$$\frac{(Qs1 \times Qw) + (Es1 \times Ew)}{Qw + Ew} = \text{Bill's Term 1 Subtotal score (81.2\%)}$$

Ultimately, the sum of each of Bill's Term scores multiplied by its weight is divided by the sum of the term weights to determine his final Avg. Should you not weight Terms, GradeQuick will calculate the final Avg based on the weighting of the highest level where weighting was used. The score of each weighted Category, no longer calculated separately by term, would determine the final grade.

**Note:**

If you plan to use the same category weights and term weights in all your classes, it is a good idea to create them in your first class file and click **Options**→**Save Settings** when you have defined them all. Then they will appear in all future class files without your having to recreate them. Of course, you can always modify them in any particular file. See *Customizing Program Default Settings* on page 149 before saving any settings.

# Chapter 9

## PRINTING REPORTS

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### OVERVIEW OF PRINTING

You can easily create hundreds of different reports by using the dialog boxes in our unique Print Preview/Editor. There are seven basic types of reports. Each one is offered in a variety of styles, making more than 50 pre-formatted reports available and ready-to-print. An eighth type of report can be posted to Edline for access by parents and students.

Access reports by clicking the **Reports** button on the Big Toolbar OR by selecting **Reports** from the main menu. Select a report type and style. It will be displayed on the screen with some of the most popular menu items pre-selected so you can print (or post to Edline) immediately.

### Editing Basic Reports

You can change the content and appearance of most basic reports by selecting or de-selecting items in the dialog boxes available from the **Students** menu of the Print Preview/Editor. You can also change font styles and sizes.

For example, if you don't want attendance information on a report, the Print Preview/Editor allows you to remove it. Select **Students**→**Attendance** and uncheck the associated items that are checked in the dialog box. If you don't want to show test scores on the report, you can remove them by selecting **Tests**→**Select Tests Or Subtotals** from the main menu of the **Print Preview/Editor**. Click the **None** button on the right-hand side of the dialog box to deselect tests.

GradeQuick can display a **Skill Information Chart** on certain report types. If skills information is available for a report, it will print in tabular form on the report, unless you de-select it. The table will have a column for each term, year, and semester (if you are accumulating semester subtotals). You may need to make adjustments to the font type and size of your report to prevent overcrowding on the page.

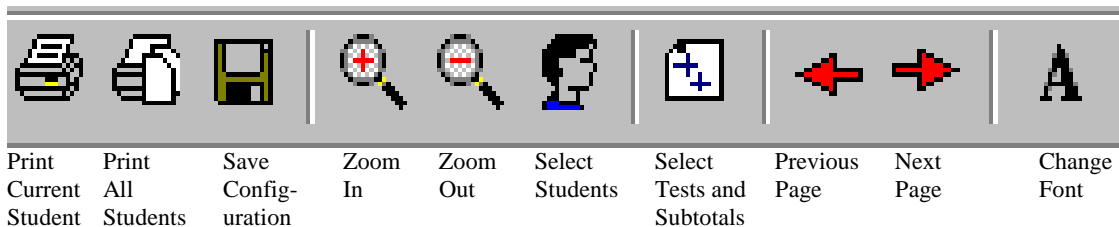
**To select or deselect printing of skills information**, select **Students**→**Student Info** from the main menu in the Print-Preview/Editor. At the bottom of the **Information about Each Student** dialogue box, you will see a **Skills Information** check box. Check the box to show Skills Information on reports. Remove the check if you want to omit the information.

A complete description of the **Print Preview/Editor** menu and how **Print Preview/Editor** lets you design reports is found in *Overview Of The Print Preview/Editor* .. You can also create report templates for your own use or purchase custom reports from Jackson Software. For more about report templates, see *Creating Custom Reports*.

Some report-related features such as the List Wizard, Mailing Labels, Weekly Attendance Report, and Elementary School Reports use another Print Preview. The format of Weekly Attendance Reports and Elementary School Reports are set and cannot be modified; however, the user may choose what students to include in the report.

### Overview Of The Print Preview/Editor

At the top of the Print Preview/Editor screen is a toolbar for quick access to commonly used features:



Above the toolbar is the Print Preview/Editor main menu (Print, View, Students, Tests, Options and Help options).

After selecting a report, GradeQuick's interactive Print Preview/Editor lets you see exactly what it includes and its layout. Some of the report styles contain specific data, such as missing work or data fields. Most allow you to print whatever information you want; often only the layout will vary based on the style you select. When you select or deselect items from the Print Preview/Editor menus, the preview immediately reflects changes made to the report. You can decide which report style works best for the information you want to include. Use the mouse to scroll through the layout. You may turn the page, enlarge it, or view it by clicking buttons on the toolbar or selecting the **View** option from the main menu.

Use the **Select Students** button to add or remove students from the report.

Regardless of the report type, each item on the menus corresponds to the same item of data, (e.g., student ID, test Name, etc.); however, the context in which it is used, and the manner in which it is displayed, varies according to the type of report. Not all menu items are available on all reports. Items that are unavailable will appear in grey. The items available on the TESTS and STUDENTS menus are described in detail in *Student Report* on page 98 and in *Test Or Subtotal Reports*, on page 103. Other menu items are described below.

## Print Menu

**PRINT REPORT** – This will print the report as displayed in Print Preview/Editor.

If you are printing a student report, this menu choice will bring up a dialog with the following four options.

**Print Current Student** – This prints the report for the student you see on the screen. If you are printing multiple students on a page, this option will only print the current student, not the current page. You can also use the **Print Current Student** button on the toolbar.

**Print Selected Student** – This prints a report for the students you have selected in the **Select Students** dialog box.

**Print All Students** – This prints reports for all students in your current gradebook. You can also use the **Print All Students** button on the toolbar.

**Print Several Files** – This allows you to print the report for several files at once, without having to repeat steps or open each file separately. See *Printing Student Reports from Many Files at Once*, on page 94.

**SEND TO EDLINE** – If you are printing (posting) an Edline report, this will send the report, as displayed in the layout you have selected, to Edline for parent and student access.

**PRINTER SETUP** – This opens the **Printer Setup** dialog box where you can set printing options such as paper size, source, and orientation (landscape or portrait). You can choose which printer to use from the drop-down list box that lists all printers available through your Windows setup. Click **PROPERTIES** to for more printer options.

**SAVE CONFIGURATION** – This saves the previewed report's layout and content selections as defaults for the next time you use this report.

**EXIT PRINT PREVIEW** - This closes the Print Preview window and returns the user to the gradebook spreadsheet.

**Notes about Saving Report Configurations:** When you choose a report from the **Reports** menu, it will be displayed with the last configuration that was saved for it. When GradeQuick is new, the layout is pre-set. After you have made changes, you can save a report's layout and configuration by clicking the **Save Configuration** button on the toolbar, or clicking **Print→Save Configuration**.

If you want to **temporarily** revise the layout, just change the selections and print the report but **do not** save the configuration. If you make changes but do not save them, they will continue to be the default layout during the current session of GradeQuick until you select a different report type.

## View Menu

**ZOOM** - This will reduce or enlarge your view of the report on the screen. This will not change the way the report prints. If you have added any pictures, such as a school logo or student picture, to your report, you will not be able to see the picture unless you view the report at its actual size.

Actual Size - This size most closely approximates the actual size of the paper and shows the font in proportion to that page.

Default Size - This size most closely approximates the actual size of the font chosen, not of the physical page. If you have, for example, chosen a 36 pt font, this means that to display it as that size, less of the page itself will appear on screen.

Fit to Window - This will reduce the report to fit the whole page on screen so that you can see it all at once without scrolling.

X 2 - This will double the size of the report for previewing.

X .5 - This will reduce the size of the report for previewing, so that you see it as only half as large as the actual size.

Arbitrary Size - This allows you to indicate what percentage of the actual size to display the report.

**NEXT PAGE** - If your report contains more than one page, this allows you to view the next page. You can also click the Next Page arrow on the toolbar, press **CTRL+N** from the layout view, or use the Page Down button on the keyboard.

**PREVIOUS PAGE** - If your report contains more than one page, this allows you to view the previous page. You can also click the Previous Page arrow on the toolbar, press **CTRL+P** from the layout view, or use the Page Up button on the keyboard.

**GO TO FIRST PAGE** - If your report contains more than one page, this allows you to return to the first page from wherever you are.

## Options Menu

**FONTS** - This allows you to select fonts for both viewing and printing the report. You can either select fonts by area, e.g. header/footer and titles, or you can customize the fonts even further by clicking and dragging to select a specific area of the report.

### Selecting Fonts by Area

The **Select Font** dialog box lets you choose fonts for five areas of the report.

- Normal text - Upper left-hand corner, comments, data fields.
- Header/Footer - Text in the header section. Footers are not available at this time.
- Tables, Comments, etc. - Memos and information within the charts or tables for test or student.
- Titles - Titles for Grade Scale, Attendance, student lists, etc.
- Column Titles - Column titles (Name, ID, Grade, etc.) for list of students or tests.

When you select one or more of these areas, and then click **SET FONT**, the Font dialog box appears. You may change the **Font** (Arial, Courier, Times Roman, etc.), **Font Style** (Regular, Bold, Italic, Bold-Italics) and **Font Size** (8-72 depending upon the font) with which to display and print each section. You may also choose the **Effect** (Strikeout or Underline) and, if you have a color printer, the **Color** (Red, Blue, Green, Yellow, Purple, Maroon, etc.). A sample will display the effects of your choices. If you are using a checkmark as a grade symbol, you must select one of the special fonts, **GRADEQUICK** (proportional) or **GQMONO** (monospaced), for the score column of the table listing student test scores. Select and highlight the column by before changing its font.

**PRINT REPORT MEMO** - This will print the Report Memo on your report. See Report Memo in *Using Notepads For Written Memos*.

**PRINT GRADE SCALE** - This will print the Grade Scale on your report.

**LOAD PICTURE** - You can display a picture or logo on reports. Select **Load Picture** and browse to select the image or picture file. This sets a path for the printer to locate the image file. If that path is not available to the computer from which you print the report, the image will not appear. When image appears on the report preview, you may click and drag to resize the picture, or to change its location on the report. Logos and pictures may be included on all student, test, attendance and summary reports, including custom reports. If you want the logo to appear at the top of the report, above all other information, see *Creating Custom Reports*.

**SHOW STUDENT PICTURE** – This option includes each student’s picture on his or her report, if you have loaded student pictures in your seating chart. When a picture appears in the preview window, click and drag to resize it, or to change the location of the picture on the report.

**BOX PAGE** - This creates a border for the entire page. (Note that in the Gradebook Spreadsheet report the box is only drawn around the header.)

**EVERY STUDENT (REPORT) ON A NEW PAGE** - This indicates to start each student report on a new page. If this option is not selected, several reports can fit on a page.

**DRAW LINE EVERY THREE ROWS** - This draws a line (or leaves a space) every three rows to make the report format easier to read. This option is only applicable to reports with test charts.

**CLASS INFORMATION** - This allows you to choose which class information include on reports. The Subject and Teacher Name fields are displayed by default in the heading of each report. GradeQuick can also display 6 other fields (School Name, Course #, Section #, Period, Room #, and Class ID) at the top of the standard reports. Class Information fields are identified in reports by name, so the field names in your gradebook must be identical to those listed above, or they will not be recognized in the report. .

### Selecting Items to Edit by Clicking and Dragging

Instead of choosing from the report areas listed, such as Normal text, Titles, etc., you may also select the area where you want to change the font, style, size, effect or color by dragging the mouse to place a box around the area in the Print Preview/Editor. Point the mouse to the upper left corner where you want the box to begin, click and continue holding down the left mouse button as you then drag down and to the right , enclosing the area with a selection box. Release the mouse button and the area you selected will be highlighted. Then click the **Fonts** button on the toolbar, or click **Options→Fonts**. The **Font** dialog box will appear for you to make selections regarding font (style, size, color, etc.) for the selected area.

**Note:** In some cases, unique areas of the report may not be selected without selecting other adjoining areas. The adjoining area will be automatically selected with the area you have enclosed in the selection.

### **Printing Class Information**

Class Information fields, which contain pertinent data such as the school name, teacher name, or class subject, can be printed for any report by clicking **Options→Class Information** in the Print Preview-Editor. To enter information in your gradebook, click **Edit→Class Information** in the spreadsheet. See *Entering and Using Class Information*. GradeQuick can display eight fields (Subject, Teacher Name, School Name, Course #, Section #, Period, Room #, and Class ID) on standard reports. You can add additional fields to custom reports. (see *Creating Custom Reports*). Class Information fields are identified in reports by field name., The names must match, or they will not be recognized in the report. In addition, GradeQuick’s SiteReporter module uses the School ID, Year and Report ID fields, so these fields must be named correctly in your gradebook. Each of these field names is included in Class Information by default. The easiest way to prevent errors related to field names is to leave them as they appear by default. The Subject and Teacher Name fields are selected by default in standard report layouts.

## Printing Student Reports from Many Files at Once

The **Print Several Files** option allows you to print a student report for several files without opening each file individually. This feature is intended for teachers who have *several classes with different students* and want to print reports for all classes at once. When you use the **Print Several Files** option, if you have the same student in more than one class, that student will show up separately in each class.

For teachers who have *the same student in different classes*, select one of the multi-file reports (see *Multi-File Reports* on page 110) if you want a report for one student that uses information from more than one gradebook.

When you are satisfied with the contents and appearance of a report, click **Print→Print Report**. The Print Report dialog box will contain the option to print several files. Select this option and click **OK**.

First, select the files you want to print. Locate the files you want to use by browsing to their directories. Double-click each file to add it to the list, or click the file and then click **Add to List**. When you have selected all the files to print, click **OK**.

Next, select the students to print. You will see a list of all students from all of your classes. Select students from this list the same way you select students for a single class report. When you have finished selecting your students, click **OK**. See the section *Select Students Dialog Box* in *Student Report* for more information about selecting students.

When each report is printed, GradeQuick will use your choices in the **Test→Select Tests or Subtotals** dialog box (as explained above) to determine which tests to print. If you picked **Select All** or **Select None** for any group of tests or sub-totals (Test Columns, Category Subtotals, Term Subtotals, Category-Term Subtotals) or if you have set a start or stop date, these choices will be applied to the tests and subtotals in each file you print. If you have selected or deselected any tests or subtotals individually, these choices will not be applied to subsequent files.

It is recommended that the same password be used in files that you wish to print at the same time. Otherwise, you will need to enter passwords for each gradebook file at the prompts that appear during the printing process.

## Send Student Reports to Edline

GradeQuick allows you to send student reports to parents through Edline. Click the **Send to Edline** button on the Big Toolbar to access the most common Edline report, Student Standard 1. You may also choose a different Edline Report from the **Reports** menu (see *Edline Reports* on page 115, for information on the types of Edline reports available). After choosing a report, you can edit it in the Print Preview/Editor, and then click **Print→Send to Edline**, or click the **Send to Edline** button on the Print Preview/Editor's toolbar, to post the report on Edline.

## Optimizing Printer Performance

GradeQuick uses the same printer you use for all your Windows applications. There is no special set up required. When you choose a report from the Reports menu, it will be displayed in the Print Preview/Editor in the format determined by the printer driver (printer software) you have installed for your printer. Even if you do not plan to print from your computer, a printer must be installed in order to view the Print Preview. If no driver is installed, or changes have been made in your Windows Printer Settings, you will be unable to display a report.

### Printer Driver Software

If you are not using the specific printer driver for your printer, the report will display differently than when it is printed. Check with the printer manufacturer for the specific printer driver for your printer.

The printer drivers that are installed with Windows may not be the most current printer drivers offered by the printer manufacturer. If you receive error messages while trying to print, you may have a corrupt printer driver file. You may need to re-install the printer driver. Contact the Computer Coordinator at your school, the printer's Technical Support staff or your computer dealer or repair department if you need help doing this.

### **If Your Printer Is Not Printing**

- If you can display reports in the Print/Preview Editor but cannot print, you need to check the following:
- Read your printer's manual to learn how to test your printer. Make sure your printer prints by performing this test.
- Make certain that your printer prints from other Windows programs.
- If you receive an error message and then make changes in your printer set up, be sure to turn off your printer to remove any printing codes that may have been sent to the printer. Then try to print again.
- If you do not receive an error message and you can continue using GradeQuick, the report has been sent to the printer. Check Print Manager to see if the report is stalled. If the GradeQuick report is waiting to print, you may have to clear the printing error in the Print Manager that is preventing your report from printing.
- If your printer has printed GradeQuick reports in the past but is no longer printing, check for any changes that may have been made on your computer, such as installation of a new printer, installation of a new program, changes in printer settings, etc. These changes may be interfering with printing from GradeQuick.

### **If Your Reports Are Not Readable**

If your report prints but you cannot read one or more of the columns because symbols are printing instead of numbers, you may have to change the font for the columns that fail to print correctly. During the GradeQuick installation process two fonts (GradeQuick and GQMono) are installed in the `\WINDOWS\FONTS` folder. GradeQuick uses these fonts to display and print the checkmark (✓) as a score or grade since Windows True Type fonts do not have this capability. Make sure that any column that contains a checkmark is set for one of the two fonts installed with GradeQuick.

If you do not use the checkmark, you can change the font for the score columns in any report. Click the Fonts button on the toolbar, or click Options→Fonts. Click TABLES, COMMENTS, etc., then SET FONT. In the dialog box that appears, a font is already chosen for you. If it is the GradeQuick font, choose another style. If the style is not GradeQuick, choose another style or retain the selection. Then click OK. The font for the score column will now be the same as the other columns, and all scores should display and print in a readable format.

### **Printing Speed**

The speed at which reports are printed is based primarily on the speed of your printer. Generally, laser printers print the fastest, Ink Jet and Desk Jet models print slower, and dot-matrix printers print the slowest. Other things that influence the speed of printing include the quality of the print, the number of fonts in the document and the memory of the printer and computer.

To overcome some of these limitations, a separate menu selection, EconoPrint, has been set up. This selection is available for both the Student Report and the Multi-File Report. This report has been designed to improve the printing speed on most printers. The extent of improvement is dependent on the printer. EconoPrint uses only one font style and size whereas the other reports use multiple fonts styles, font size and colors. You can further improve the speed by choosing 'Fast,' 'Draft,' or 'Economy' in the PRINTER SETUP dialog box from the Print menu in the Print/Preview Editor or from the File menu in the gradebook spreadsheet.

### Saving Paper

The amount of paper used in printing reports is dependent on the amount of information you have selected for printing, the size of the font and whether or not you want each report to start on a new page. The menu choice Paper Saver is available for Student Reports. This report has been designed to reduce the amount of paper used for each report. By choosing to print a limited amount of information about each test, the program intelligently wraps the test columns into multiple columns across the page. You can reduce the report information further by de-selecting other items such as final average, final grade, comments, grade scale and attendance.

If you want to save paper by printing multiple reports on the same page, un-check EVERY STUDENT ON A NEW PAGE on the Options menu. If the length of a student's report is such that two or three can fit on a single page, then choosing this option will reduce the amount of paper used. A student's report, however, will not print on a partial page unless the entire report fits on the page. You can fit more information on a page if you choose a smaller font for the entire report.

## REPORTS

Report types and styles available in GradeQuick are shown below. They are described in detail later in this chapter along with information regarding custom menu options for some types of reports.

### Student Reports

*Standard 1*

*Paper Saver*

*Single Term Paper Saver*

*Standard 2*

*Data Fields*

*Missing Work*

*Single Term Missing Work*

*Single Term Only*

*Standard with Parent Signature*

*Single Term with Parent Signature*

*Econoprint*

**New!** *Student Discipline\**

### Test or Subtotal

*Standard 1*

*Paper Saver*

*Standard 2*

### Summary

*Overall with Terms*

*Overall with Data*

*Paper Saver*

### Attendance

*Daily Attendance*

*Class Summary*

*Student Summary*

*Class Chart-max. 15 days*

*Class Chart-max 23 days*

*Class Chart Half-Day-max 15 days*

*Class Chart Half-Day-max 23 days*

### Spreadsheets

*Gradebook Spreadsheet*

*Single Term Gradebook Spreadsheet*

*Blank Spreadsheet*

**New!** *Blank Spreadsheet w/ numbered columns\* (p)*

**New!** *Blank Spreadsheet w/ numbered columns\* (l)*

*Missing Work*

**New!** *Student List with comments\**

**New!** *Multi-file Student List\* (3 reports)*

*-with grades (4 terms & year) (p)*

*-with grades (semester & year) (p)*

*-with grades (year) (l)*

### Multi-file Progress--one & multi-teacher

*Style 1*

*Style 2*

*Single Term Only*

*Missing Work*

*Standard with Parent Signature*

*Single Term with Parent Signature*

*EconoPrint*

### Report Card Style--one & multi-teacher

*Final Grades Only*

*Term Grades Only*

*Overall Category Subtotal Grades Only*

*Final Averages and Grades*

*Term Averages and Grades*

*Averages and Grades with Parent Signature*

*Single Term Only*

*Narrative*

### EdLine Reports

*Standard 1*

*Short Report*

*Standard 2*

*Attendance*

*Missing Work*

*Single Term Only*

*Standard with Parent Signature*

*Single Term with Parent Signature*

### Elementary School Reports

*Short Skill Grades\*--4 terms, comments, attendance (p)*

**New!** *Short Skill Grades Only\*--4 terms*

*Long Skill Grades\*--4 terms, comments, attendance (l)*

**New!** *Long Skill Grades Only\*--4 terms*

**New!** *Averages & Grades\*--4 terms and comments*

### Foreign Language

*Student Style 1-Spanish*

*Student PaperSaver-Spanish*

*Student Style 2-Spanish*

*Student Data Fields-Spanish*

*Student Missing Work-Spanish*

*Student EconoPrint-Spanish*

*Multi-file One Teacher-Spanish*

*Multi-file Multi-teacher-Spanish*

*Multi-file Missing Work-Spanish*

### Auxiliary Reports

*Student Progress – Grades (2 terms, semester 1)*

*Student Progress – Grades (2 terms, semester 2)*

*Student Progress-- Grades (3 terms, semester 1)*

*Student Progress-- Grades (3 terms, semester 2)*

**New!** *Summary-Grades\* (5 reports)*

*-4 terms with conduct, effort, comments (l)*

*-4 terms & year with conduct, effort, comments (l)*

*-4 terms & year, exams (midterm/final), comments (l)*

*-4 terms, exams (SemEx1, SemEx2), conduct, effort (l)*

*-4 terms, semester, year, exams (SemEx1, SemEx2), conduct, effort (l)*

**New!** *Multi-file Averages and Grades\*- 4 terms, comments, effort, conduct, skills*

## STUDENT REPORT

A Student Report contains information about a student. It contains student's test scores, skill information, attendance, behavior, as well as any additional information you may choose to include. After clicking **Reports→Student**, and selecting one of the following report styles, the report will be displayed in Print Preview/Editor. The Print Preview/Editor has a custom menu for Student Reports. If you want to combine students' scores or other information from several gradebook files, see *Multi-File Reports* on page 110.

**The reports below contain basic student data in varying layouts.**

**Standard 1** has abbreviated column titles, such as “Max” or “Tot.”

**Standard 2** uses fuller titles, such as “Your Grade” or “Points Possible.”

**Paper Saver** is designed to use fewer lines of text so the test information wraps into multiple columns.

**Standard with Parent Signature** is the same as **Standard 2** except for the parent signature on the report.

**EconoPrint** is a full progress report, but designed with only one font to increase printing speed. See *Optimizing Printer Performance*, on page 94. All 4 styles can be edited via the menus if you prefer the layout of one style and the information in another. In general, you should choose the report layout you like most, and from the menus, modify that report to include the specific data you want.

### Single Term Only Reports

Print term-specific reports in a single step. Select one of the term reports from the **Reports** menu. In the Print Preview/Editor, there will be a drop-down list of terms. Select the term you want to print. (If you do not see the drop-down list, you have not selected a term report.)

When a specific term is chosen, the term grade and average will appear on the report, and only the tests and subtotals associated with that term are available for printing.

**Single Term with Parent Signature reports** are the same as the **Single Term Only**, with the exception of the parent signature on the report.

### Missing Work Reports

This student report lists assignments that have not been graded. You may choose which type of missing work to list on Missing Work Reports. You can list **all** the missing work— X (exempt), NC (No Credit) and \*\* scores—**or** you can eliminate X, (exempt work), from the list. If you want all \*\*, X and NC scores shown as missing work, click **Students→Student Info** in the Print Preview/Editor, and check COUNT EXEMPT WORK (X's) AS MISSING. Uncheck the same item if you want to list only \*\* and NC scores as missing work. This choice is available for the Missing Work report and for missing work on other Student Reports. See *Symbols For Selective Exempts Or Zero Credit* on page 58.

You can choose to print Missing Work reports **only** for those students who have work missing. Select **Students→Student Info** and check PRINT ONLY STUDENTS WITH MISSING WORK, or by select **Students→Select Students** and check ONLY PRINT STUDENTS FROM ABOVE LIST WHOSE WORK IS MISSING. This student report lists information from the student data fields. Click **Students→Student Info** and select the data fields that you wish to print.

### Student Discipline Report

This report compiles discipline information for a student from GradeQuick's **Private Memo about Student** function. See *Choosing Which Type of Memo to Write* on page 151 for more information.

## Student Reports Menu

### Students options

From this menu option, open the following dialog boxes to select student(s) and student information to include in reports.

#### SELECT STUDENTS DIALOGUE BOX

Select students by clicking on names, or you choose Select All and then deselect those you wish to exclude from a report.

**Quick Buttons:** Click **Select All** or **Select None** to select or deselect the entire list of students.

**Criteria Selection:** You may specify criteria to select students by grade range, age level, advisor group, or extra-curricular activity, etc. See *Using Criteria Selection To Select Students*, on page 101 below.

**Check box:** *Only print students from above list whose work is missing.*

You can choose to count **all** missing work in a report—X (exempt), NC (No Credit) and \*\* scores—**or** you can eliminate X, exempted work, from the list. Change this option by selecting

**Students→Student Info** from the preview menu and then checking or unchecking COUNT EXEMPT WORK (X's) AS MISSING. The students with work missing will be chosen from those you have selected individually, by the Select All button or by a criteria selection expression. This sub-set will not be displayed before printing. But if you return to this dialog box before you leave Print Preview you can view them.

#### STUDENT INFORMATION DIALOGUE BOX

Use this dialog box to select what general data to print about each student. Options associated with grades are not available on the Student Data Field report.

**Data Fields:** Select what include from the existing Student data fields by clicking on the data field name.

**Summary Information:** Select which general information about students: NAME, ID, FINAL AVERAGE, TOTAL, MAXIMUM and/or FINAL GRADE. The Average, Total, Maximum and Final Grade information, as displayed on the far right of the gradebook spreadsheet, are summary data for the entire gradebook file, not for separate Terms or intervals within the semester. They can be displayed on the report in the upper left-hand corner of the page.

**Options:** Select from a variety of settings controlling what additional information is included in reports, such as student notes, missing work, skills and semester information.

**Print notes:** Prints personal notes to student if any were entered for the student in the gradebook. See *Using Notepads For Written Memos* on page 151.

**Missing Work:**

PRINT MISSING WORK LISTS - Select this to print missing work lists on the report.

COUNT EXEMPT WORK (X's) AS MISSING - Select this option to include work graded with an X as missing work whenever missing work is displayed or used as a criterion.

PRINT ONLY STUDENTS WITH MISSING WORK - Select this option to only print reports for students whose work is missing. The students with work missing will be chosen from those you have selected in the Select Students dialog box, by the Select All button or by a criteria selection expression. If you return to the Select Students dialog box before you leave Print Preview you can view which students have been selected because of missing work.

**Skills Information – Select this item (if available) to show a Skill Information Chart on the report.**

**Semester Information** - (This group will only be displayed if you have chosen to keep all marking periods for the year in one file and set GradeQuick to calculate semester subtotals in

**Grading→Grading Preferences.**) Choose from TOTAL, MAXIMUM, AVERAGE, and GRADE for Semester 1 and/or Semester 2.

## STUDENT OVERALL STATISTICS DIALOGUE BOX

Choose which statistics (Rank, Percentile, Quartile, Deviations from mean, Normalized) to print regarding the student's overall performance (based on his final cumulative average.) If, for example, you chose RANK, it will print the student's overall class Rank. To print the statistics, such as rank, for each score on the report, click **Tests→Score Info**, as explained below in the description of the Tests menu. If you have chosen to keep all marking periods for the year in one file and use semesters in **Grading→Grading Preferences**, you can choose to display the same statistics based on the student's semester averages.

## ATTENDANCE DIALOGUE BOX

This allows you to display attendance information for each student on his/her report. You may print information for the entire year, or limit information to a specific date range by entering 'From' and 'To' dates. You must enter the dates in the form MM/DD/YY (i.e. 03/21/01). If you leave 'From' blank, any attendance information displayed will begin with the date set as the first day of class. If you leave 'To' blank, attendance information will end with the most recent day of class.

Select **Total Days Absent** or **Total Days Tardy** to print the number of days absent or tardy for the date range you have chosen. Check **List Dates Absent** or **List Dates Tardy** to list each date, grouped by the Absent or Tardy Codes you have defined. Select **Total Days Penalty** if you are using the attendance option to reduce grades based on an attendance penalty system. Select **Total Days Present** to display number of days present on the report(s). You may also select **Total Days Possible** to indicate the number of actual school days. (The Attendance dialog box is not applicable to the Student Data Field report.)

## Tests options

Choose dialog boxes from this menu to select which tests to include on each student's list of tests and subtotals, sometimes referred to on the reports as the Test Chart or Table. You will also select which information to include about each test or subtotal on each student's Test Chart. (This menu is not applicable to the Student Data Field report.)

## SELECT TESTS OR SUBTOTALS DIALOGUE BOX

Use this dialog box to choose which tests to include on the student's report. You may choose each test or subtotal individually by highlighting its name in the list box, or you can use the Quick Buttons to select or deselect whole groups at once.

**Quick Buttons:** Click **All** or **None** to select or deselect groups of tests or subtotals. Select **All** or **None** to include test (scores) columns, category subtotals, term subtotals, category/term subtotals, and start and stop dates.

## TEST INFORMATION DIALOGUE BOX

Use this dialog box to select what information to include about each test or subtotal on each student's list of tests, sometimes referred to on the reports as a test chart, or table.

**Test Statistics:** Select statistics on class performance (mean, median, high score, etc.) for each test you selected in the SELECT TESTS OR SUBTOTALS dialog box.

**Test Info:** Select descriptive information about tests (NAME, DATE, TERM, CATEGORY, POSSIBLE, and/or WEIGHT).

### Options:

**USE LONG TEST NAMES** - To print the long name description if you entered one in the Long Name Row on the spreadsheet.

**PRINT TEST NAMES KEY** - If you are using the short name on your test chart, select this to print a list showing the full Long Name for each of the abbreviated test names on your report.

**PRINT SYMBOLS KEY** - To print a key explaining the special GradeQuick symbols (X, NC, \*\* or DR).

## SCORE INFORMATION DIALOGUE BOX

Use this dialog box to choose what information is printed about each score on the student's list of tests, sometimes referred to on the reports as a Test Chart or Table.

**Statistics About Each Score:** Choose which statistics (percentile, rank, etc.) to show about each student's performance for each score in the list of tests on the Test Chart. To print statistics about a student's overall class performance (such as Rank in class) click **Students→Student Overall Statistics**, as explained above in the description of the Student menu.

### Options:

**USE LONG GRADE NAMES** - Choose this if you are using special grade names of your own, such as Excellent, and you want the full name listed for each score. If you do not check this, the first three letters of the name will appear for the grade, and the full name will be listed on the Grade Scale.

**MARK DROPPED SCORES** – If you have set GradeQuick to Drop Low Scores, check this box to indicate which low scores were dropped by marking them with the symbol DR.

**ASSIGN TEST GRADES USING CURRENT SCALE** – This will print a letter grade next to the student's numeric test or category score. The letter will be assigned using the grade scale you have assigned to each student.

**PRINT TERM GRADES** – This will print the grade assigned to the numeric average for each term.

**Note:** 'Rank' is one of the pieces of information that can be displayed about a score. You can choose 'Rank' from the Score Info dialog box to print the rank for each score. The overall class 'Rank' can be selected from **Students→Student Overall Statistics**.

## USING CRITERIA SELECTION TO SELECT STUDENTS

When you are using the **Select Students** dialog box as described in the previous sections, you can print reports for all students, individually select students by name, or selectively choose students with **Criteria Selection**. If you are printing student reports, reports will be printed only for the selected students. If you are printing class reports, only the selected students will appear on the class list. You can also select students to delete from your file with Criteria Selection. Click the button labeled 'Criteria Selection' at the bottom of the Select Students dialog box to build an expression that will target the students you want deleted or for whom you want reports printed.

The first dialog box that appears displays the last criteria you entered and lets you choose to set up a selection expression using either **STANDARD SELECTION** or **ADVANCED SELECTION**. How you use these options is described below in the sections *Creating Expressions With Standard Selection* and *Creating Expressions With Advanced Selection*. Once you have created an expression and return to this dialog box, your previous expression will be displayed in the text box at the bottom of the dialog box.

### Creating Expressions With Standard Selection

In the dialog box, you create a sentence, or expression by filling in the blanks. Using the drop-down menus and input boxes to fill in the appropriate field names, operators and conjunctions, you must create a description of the specific students you want to find. Just click the down arrow (▼) next to the drop-down menu to see the selections from which you may choose. If there are no arrows or choices in one of the boxes into which you must enter data, you are free to enter your own text or values. After the first sentence, you may continue your expression by adding 'or' or 'and' and then build another expression. In this way you may print reports on students within a grade range, age level, advisor group, extra-curricular activity or any combination of these criteria. You may use any information you have entered in your gradebook, including information in student data fields, test columns, attendance chart, and calculated averages and grades.

If you have chosen to print reports only for students with missing work by clicking the check box at the bottom of the Select Students dialog box, only the students with missing work will be selected from the group of highlighted students selected from the criteria selection. See the following examples of how to use the selection.

The following are examples of how you can use the criteria selection feature during the school year.

### Selecting Student Reports To Print

As a teacher of freshman and sophomores, you have been asked to send reports for your freshman students to the freshman counselor. To do so, you must first have entered each student's grade level into a Student Data Field such as Grade Level (see *Entering Additional Student Information*, on page 11). Once you have done this, create the desired reports in the following way:

1. Click **Reports**→**Student**, then one of the Student Report styles. Then from the Print Preview/Editor, click **Students**→**Select Students**.
2. Click the **Criteria Selection** button at the bottom of the dialog box.
3. Click **Standard Selection**.
4. Start the expression by clicking the arrow (▼) next to the first input box to display the drop-down list. Choose '**Dfield Grade Level**' from the list.
5. Click the next arrow and choose IS from the list.
6. In the next input box, enter the number 9 or 'Freshman' (or however you entered the grade level for freshmen).  
The sentence expression you have created will read: **GRADE LEVEL is 9.**
7. Click **OK**.  
The students that meet the criteria you have selected are highlighted. These are the only students whose progress reports will be printed.

### Selecting A List Of Students

The soccer coach needs a list of the students who have less than a C average for the term because they must not be allowed to participate in the game today. You want to give the coach a printed list of students who are on the soccer team that have less than a C average in your class. Again, to do so, you must first have entered 'soccer' into a Student Data Field such as Activity for those students who play soccer (see *Entering Additional Student Information*, on page 11). You would then create the list as follows:

1. Click **Reports**→**Gradebook Spreadsheet**, and then in the Print Preview/Editor, click **Students**→**Select Students**.
2. Click the **Criteria Selection** button at the bottom of the dialog box.
3. Click **Standard Selection** button.
4. Start the expression by clicking the arrow (▼) next to the first input box to display the drop-down list. Choose '**Dfield Grade Level**' from the list.
5. Click the next arrow and choose IS from the list.
6. In the next input box, enter the word 'soccer.'
7. Continue the sentence by clicking on the next input box and choosing AND from the list.
8. In the next input box, choose FINAL AVERAGE from the list.
9. Choose IS from the next list and less than from the next drop-down list.
10. Enter 70 in the input box, or whatever is the lowest C grade on your grade scale.  
The sentence expression you have created will read: **ACTIVITY is SOCCER and FINAL AVERAGE is less than 70.**
11. Click **OK**.  
The students that meet the criteria you have selected are highlighted. These are the only students that will appear on the Gradebook Spreadsheet report.

If you want to print reports for each of the students who failed to maintain the C average, you would choose to print a **Student Report** instead of the Gradebook Spreadsheet and select the students using the preceding steps 2-10.

These are other examples of common criteria and how they would appear as sentences in the Standard Criteria dialog box. Any of these can be combined by changing the period (.) at the end of the sentence in the dialog box to 'OR' or 'AND'.

*“Students whose...”*

Total Absences	Is	=	3
Total Absences	Is	>=	3
Final Average	Is	>=	80
Term 1 Average	Is	<	60
Score on Midterm	Is	>=	75
Counselor	Is	Mr. Smith	
Grade	Is not	A	

#### Notes about the expression syntax in the standard criteria dialog box:

- If the item you chose in the first column (entered from the drop down list) represents a quantity, a text box will appear after the operator for you to enter a value.
- If the item you chose in the first column above is term dependent, (such as term 1 average) a second text box will appear to enter the term number.
- If ‘between’ is chosen as the operator, a box also appears for the second value.
- You can link together a maximum of four sentences with ‘and’ or ‘or.’
- The operators within parenthesis take precedence in a compound expression, moving outward from the lowest level to the highest.

#### Creating Expressions With Advanced Selection

If you need to build an expression that is not available from the drop down menus on the Standard Selection dialog box, choose the ‘Advanced Selection’ button on the first selection dialog box. By selecting from the fields in the scroll list, selecting operands and inserting parenthesis where needed, you can construct expressions that are more complicated. As you select items or type data in the Input Value box, the expression will appear at the bottom of the dialog box. You may move the cursor to scroll the expression but you may not edit in the expression box.

## TEST OR SUBTOTAL REPORTS

A **Test or Subtotal Report** contains statistics about test(s) and a list of student scores for the test, plus other data you select. After choosing **Reports**→**Test** (or subtotal) and one of the styles, GradeQuick will open the Print Preview/Editor. **Standard 1**, **Standard 2**, and **Paper Saver** contain the same basic data, in different layouts. From the menus, you can modify these reports to include the data you want to show.

### Tests or Subtotals Menu

#### Tests Options

Use the dialog boxes in this menu to select the test(s) or Subtotal(s) for which you want to print a report and what information to include about them.

### SELECT TESTS DIALOGUE BOX

From the list, select a test for the report. (If you choose **All Test Columns**, you will print a separate report for each test in the gradebook.). You may print a report on any particular test, any particular category subtotal, such as Homework Subtotal etc. or a Term Subtotal which contains the students' points or averages for a given term or marking period within your semester or year. Further explanation of the dialog box **Quick Buttons** can be found in *Student Report* on page 98.

### TEST INFO DIALOGUE BOX

Use this dialog box to select what information to include about the selected test or subtotal. In addition to selecting general information about each test, such as its Name, Category, Date, etc. you may choose from the following:

**Test Statistics:** To print statistics on class performance (mean, median, high score, etc.) for the selected test.

**Test Info:** To print descriptive information about tests (**Name, Date, Term, Category, Possible and/or Weight**).

#### Options:

**USE LONG TEST NAMES** – This will print the long name if you entered one in the Long Name Row on the spreadsheet.

**PRINT SYMBOLS** – This will print a key explaining the special GradeQuick symbols (X, NC, \*\* or DR).

**PRINT TEST MEMO** - To print any notes you wrote about the test in the Test Memo. See *Using Notepads For Written Memos* on page 151.

### SCORE INFO DIALOGUE BOX

Use this dialog box to choose what information is printed about each student's score on the selected test(s).

**Statistics about each score:** To print the student's statistics (rank, percentile, etc.) that show how each student on the student list performed on the test being reported. If you want to print the student's statistics based on his overall class performance (such as Rank in class) click Students→Student Overall Statistics.

#### Options:

**LONG GRADE NAMES** – Check this box if you are using special grade names of your own, such as Excellent, and you want the full name listed for each score. If you do not check this, the first three letters of the name will appear for the grade, and the full name will be listed on the Grade Scale.

**MARK DROPPED SCORES** – If you set GradeQuick to **Drop Low Scores**, check this box to indicate the low scores were dropped. They will be marked with the symbol DR.

**ASSIGN TEST GRADES** – This will print a letter grade next to each student's numeric score on a test or category subtotal report. The letter will be assigned using the grade scale you have assigned to each student.

**PRINT TERM GRADES** - To print the grade assigned to each student's numeric average on a Term report. The letter will be assigned using the grade scale you have assigned to each student.

### Students Options

Use the dialog boxes from this menu to choose the student(s) whose scores you want printed on the Test Report's list of students, sometimes referred to as a Student Chart or table, and to choose the information about each student that you wish to appear on the reports.

### SELECT STUDENTS DIALOGUE BOX

Select which students' scores you want printed on the Test Report's list of students.

### STUDENT INFO DIALOGUE BOX

Use this dialog box to checkmark any data, in addition to test scores, such as Name, ID, etc. you wish to print about each student in the list or table. If you want to publicly post the test results, for example, you

may want to uncheck Name and print only the ID of each student in the chart. You can also use this dialog box to select the general data you want to print about each student.

**Data Fields** - Select which data you want included from Student Data Fields by clicking on the data field name.

**Summary Information** - Select which general information about students to display in the Student Chart (**Name, ID, Final Average, Total, Maximum and/or Final Grade**). The **Average, Total, Maximum and Final Grade information**, as displayed on the far right of the gradebook spreadsheet, are summary data for the entire gradebook file, not for separate Terms or intervals within the semester or year.

#### **Missing Work Options**

PRINT MISSING WORK LISTS - Select this to include a list of students who missed the test. :

COUNT EXEMPT WORK (X's) AS MISSING - Select this option to include work graded with an X as missing.

PRINT ONLY STUDENTS WITH MISSING WORK - Select this option to only list students whose work is missing. The students with work missing will be chosen from those you have selected in the Select Students dialog box, by the Select All button or by a criteria selection expression. If you return to the Select Students dialog box before you leave Print Preview you can view which students have been selected because of missing work.

**Skills Information** – Select this item (if available) to show a Skill Information Chart on the report.

**Semester Information** - (This group will only be displayed if you have chosen to keep all marking periods for the year in one file and have chosen to set GradeQuick to calculate semester subtotals in

**Grading→Grading Preferences.**) Choose from **Total, Maximum, Average, and Grade** for Semester 1 and/or Semester 2.

#### **ATTENDANCE DIALOGUE BOX**

You may include summary attendance information for each student in the Student Chart. You may print information for the entire year, or limit information to a specific date range by entering 'From' and 'To' dates. You must enter the dates in the form MM/DD/YY (i.e. 03/21/01). If you leave 'From' blank, the attendance information will begin with the first day of class. If you leave 'To' blank, attendance information will end with the most recent day of class.

Select **Total Absences** or **Total Tardies** to print the number of days absent or tardy for the date range you have chosen. Select **Total Days Penalty** if you are using the attendance option to reduce grades based on an attendance penalty system. Select **Total Days Present** to display this total on the report. You may also select **Total Days Possible** to indicate the number of actual school days.

### **CLASS SUMMARY**

The **Summary Reports** for all the students show their overall averages, grades, special scores and attendance. They are similar to the gradebook spreadsheet but include summary information rather than the detailed information about each test that is displayed in the spreadsheet report.

#### **Overall with Terms Report**

You should choose **Overall with Terms**, which is the first style of [Class] Summary Report, if you wish to print a student chart which lists each student and their Term subtotals and special scores (such as final exams which are not part of any Term and are created by removing the number in the Term row on the spreadsheet).

In addition to the Term scores, you may include more information from the Student Info dialog box, such as the student's overall scores (Total, Maximum, Final Average, Final Grade) for the entire semester or year. Additional semester information will also be available if you have chosen to keep all marking periods for the year in one file and have set GradeQuick to calculate semester subtotals in **Grading→Grading Preferences**. You may also include the students' attendance record or student statistics. If you choose statistics from the Overall Statistics dialog box you can print each student's

rank, percentile, etc., based on his or her final average. This report also includes class statistics such as the class mean, median, etc., based on the final or semester averages.

As on all reports generated from the Print Preview/Editor, click Options to choose which Class Information fields to print, whether to print a Report Memo or the grade scale, and how to set row spacing and other parameters.

### **Overall and Data Report**

You should choose the second style on the [Class] Summary menu, **Overall and Data** if you wish to print a chart of all the students with data field information such as their phone numbers, birthdays, etc. It also contains all the options of the first style (Overall with Terms) except it does not include any of the term subtotal scores.

### **Paper Saver Report**

This report style, **Paper Saver**, is designed to use fewer lines of text by wrapping the test information into multiple columns. To make the columns wrap many of the test statistics cannot be displayed. By choosing a smaller font size you can reduce the amount of paper used even further.

## **Class Summary Reports Menu**

### **Students Options**

Use the dialogs from this menu to choose the student(s) scores you want printed on the Summary Report's list of students, sometimes referred to as a Student Chart or table, and choose the information about the students that you wish to appear on the reports.

#### **SELECT STUDENTS DIALOGUE BOX**

Select which students' scores you want printed on the Summary Report's list of students. If you do not want all the students included in the list, or table, select which students to include by following directions on how to select students in the section *Select Students Dialog Box* in *Student Report* on page 98.

#### **STUDENT INFO DIALOGUE BOX**

Use this dialog to checkmark the data such as Name, ID, etc. you wish to print about each student in the list or table. If you want to publicly post the test results, for example, you may want to uncheck Name and print only the ID of each student in the chart. Also use this dialog to select what general data to print about each student.

**Data Fields** - Select which data you want included from the existing Student data fields. (Only available on the Overall and Data report.)

**Summary Information** - Select which general information about students to display (NAME, ID, FINAL AVERAGE, TOTAL, MAXIMUM and/or FINAL GRADE). The Average, Total points, Maximum points possible and Final Grade information, as displayed on the far right of the gradebook spreadsheet, are summary data for the entire gradebook file, not for separate Terms or intervals within the semester or year.

**Semester Information** - (This group will only be displayed if you have kept the entire year in one file and have set GradeQuick to calculate semester subtotals in Grading→Grading Preferences.) Choose from TOTAL, MAXIMUM, AVERAGE, and GRADE for Semester 1 and/or Semester 2.

#### **OVERALL STATISTICS DIALOGUE BOX**

Select this menu item to choose the statistics (rank, percentile, quartile, deviations from mean, normalized) to print for each student's performance (based on his or her final cumulative average of all the marking periods in the file). If, for example, you choose RANK, it will print the student's overall class Rank. If you are keeping the entire year in one file and have chosen to use semesters on your spreadsheet, you can choose to display the same statistics based on the student's semester averages.

### ATTENDANCE DIALOGUE BOX

You may include summary attendance information for each student in the Student Chart. You may print information for the entire year, or limit information to a specific date range by entering 'From' and 'To' dates. You must enter the dates in the form MM/DD/YY (i.e. 03/21/01). If you leave 'From' blank, attendance information will begin with the first day of class. If you leave 'To' blank, attendance information will end with the most recent day of class.

Select TOTAL DAYS ABSENT or TOTAL DAYS TARDY to print the number of days absent or tardy for the date range you have selected. Select TOTAL PENALTY DAYS if you are using the attendance option to reduce grades based on an attendance penalty system. Select TOTAL DAYS PRESENT to display this total on the report. You may also select TOTAL DAYS POSSIBLE to indicate the number of actual school days.

### Tests Options

Use the dialog boxes in this menu to choose the information you want to include about the summary averages and grades.

### TEST INFO DIALOGUE BOX

All checkboxes will be disabled except for **Print Symbols** under Options, which can be used to print a key explaining the special GradeQuick symbols (X, NC, \*\*, or DR).

### SCORE INFO DIALOGUE BOX

All checkboxes will be disabled except for **Long Grade Names** under Options. Check this option if you are using special grade names of your own and you want the full name listed for each score. If you do not check this, the first three letters of the name will appear for the grade. The full name will appear on the Grade Scale.

## ATTENDANCE REPORT

### Daily Attendance Report

To print a list of absent students for any given day, click **Reports→Attendance→Daily Attendance**. Customize the report using the Attendance option under the Students Menu. Set the 'From' and 'To' to indicate the date(s) for which you wish to print. You must enter the date in the form MM/DD/YY (i.e. 03/21/01). Indicate whether you want absence or tardy information, or both, by checking or unchecking 'Total Days Absent' or 'Total Days Tardy.' The report will name each student absent or tardy for the date selected. Next to each student will be the total number of days s/he has been absent or tardy.

The Report Memo and the Class Information fields can also be printed on Daily Attendance Reports. If you are printing the Daily Attendance report for a range of days, you may want to uncheck 'Each Report on a New Page' under General Options, so that data for all dates are printed on a few sheets of paper. To print the exact dates of absence or tardy for each student, print the Student Summary attendance report. To print only one day's attendance, enter that date as both the 'From' and 'To' date. If you do not choose 'From' and 'To' dates, attendance for the current date will be printed.

**Half-Day Attendance:** If you select Half-Day Attendance, the Daily Attendance report will print a separate summary for morning and afternoon attendance.

### Class Summary Report

This report summarizes the attendance of the entire class for a given date range. Each student in the class is listed with the number of days absent and the number of days tardy, in total and also by each absence and each tardy code, as entered in the Attendance dialog box from the gradebook spreadsheet. This report does not list the specific days that students were absent. To print the exact dates of absences or tardies for each student, print the Student Summary attendance report.

You can customize the report using **Students→Attendance**. Set the 'From' and 'To' date to indicate the date range for which you wish to print. You must enter the dates in the form MM/DD/YY (i.e. 03/21/01). You can remove the Absence or Tardy data from the report by un-checking 'Total Days Absent' or 'Total Days Tardy.' The total Penalty days (if you have set attendance penalties), the total days present and the total days possible can also be displayed for each student. To remove them, uncheck 'Total Penalty Days,' 'Total Days Present,' or 'Days Possible.' The Report Memo and the Class Information fields can also be printed on the report.

**Half-Day Attendance:** If you select Half-Day Attendance, the Class Summary report will record a half-day absence as 0.5 under Days Absent.

### **Student Summary Report**

You may use this report to print a list of all students detailing their attendance record by date, or to print a separate report for each student containing only his or her attendance record. You can also print each student's attendance record on any Student Report by choosing Attendance from the Student menu.

To use the Student Summary Attendance report to print individual student attendance reports, use the Select Students dialog box from the Students Menu and choose which student(s) reports you want to print. You can customize the report using the Attendance option under the Students Menu by checking the boxes to include the total number of days absent, tardy or present, the total number of school days, the exact dates of each student's absence or tardy, and the number of penalty days (if you are using this attendance option to reduce grades based on an attendance penalty system). Set the 'from' and 'to' date to indicate the date range for which you wish to print. The Report Memo and the Class Information fields can also be printed on the report.

If you would like to use the Student Summary Attendance report to print a list of all the students with their respective records, select all of the students in the class using Students→Select Students. When you are printing the Student Summary report for multiple students, you may uncheck 'Each Report on a New Page' under Options, so that many students' records will fit on one sheet of paper. To fit more students per page, you should also uncheck 'Box page' and reduce the font size.

**Half-Day Attendance:** If you select Half-Day Attendance, the Student Summary report will record half days as 0.5 in calculating total absences, days tardy and days present.

### **Class Chart Report**

This report will print a list of the students in your class and their attendance code for each selected day. In the Print Preview/Editor, click Students→Attendance to Set the Start Date for the first attendance day you want included in the chart, and the Stop Date for the last day.

If you choose the 'max 23 days' options, the Class Chart will print up to one month of attendance plus the totals for that period. You will need to print this report in Landscape mode to print the entire month. Click Print→Printer Setup to choose Landscape mode.

If you choose the 'max. 15 days' option, the Class Chart will print up to 15 days of attendance.

### **Half-Day Attendance:**

If you select Half-Day Attendance, the Class chart will print separate records for morning and afternoon attendance, with a chart on the top for the morning and a chart on the bottom for the afternoon. If you would like to print a class chart with a single attendance grade for the day, you may still select either of the Class Charts from the menu. These charts will record absences based on the morning attendance for that day. In other words, if a student was present in the morning, but absent in the afternoon, the chart will record that student as present. The summary columns at the right of the grid will reflect half days as 0.5, whether the absence was in the morning or the afternoon.

## GRADEBOOK SPREADSHEET

The Spreadsheet menu option has several reports, the **Gradebook Spreadsheet**, **Blank Spreadsheet**, **Missing Work Spreadsheet** and **Single Term Only Spreadsheet**.

### Gradebook Spreadsheets

This report is a printout of the entire gradebook spreadsheet, looking similar to the gradebook window on your monitor. To print the whole gradebook, click **Reports→Gradebook Spreadsheet**. To change the report, use the Print Preview/Editor menu to select the items from those menus that you want to appear in the printout. Attendance information will not be available on Gradebook spreadsheets; you may, however, create an Attendance Column on your spreadsheet, which will be shown in the report.

From the Students menu you may select students from the Select Students dialog box and select final averages and grades from the Student Info dialog box. Select tests, category and term grades from the Select Tests and Subtotals dialog box on the Tests menu.

### Blank Spreadsheets

These reports show the class roster and blank or numbered columns. You may also include students' IDs or other information fields. To select additional fields to include on the spreadsheet, select **Students→Student Info** in the Print Preview/Editor.

### Missing Work Report

A new spreadsheet-style report called Missing Work looks similar to the Gradebook Spreadsheet report except that scores are blanked out and only the exempt (X, \*\*, or others you have defined) and NC symbols are displayed. This makes it easy for teachers and administrators to determine which students are not completing assignments.

### Single Term Gradebook Spreadsheet

This report is a printout of a single term in the gradebook spreadsheet, looking similar to the gradebook window on your screen when you are viewing a specific term. To print a single term of the gradebook, click **Reports→Single Term Only Spreadsheet**. The report prints information from a single term that you select from the Toolbar in the Print/Preview. When a specific term is chosen, the term average will appear on the report, and only the tests and subtotals associated with that term are available to select for printing. The tests will be selected based on the term number that is entered into the test description at the top of each test column.

To change the report, use the Print Preview/Editor menu to select the items from those menus that you want to appear in the printout. Attendance information will not be available on Gradebook spreadsheets; you may, however, create an Attendance Column on your spreadsheet, which will be shown in the report. From the Students menu you may select students from the Select Students dialog box and select final averages and grades from the Student Info dialog box. Select tests, category and term grades from the Select Tests and Subtotals dialog box on the Tests menu.

### Student Lists

**Student Lists with Comments** and **Multi-file Student Lists with Grades** reports show a roster similar to other spreadsheet reports and include comments from the open gradebook or grades from multiple gradebook files.

### Printing With Start and Stop Dates

If you want to print only tests within certain dates or terms, rather than the entire gradebook file, use the Start and Stop Dates in the Select Tests and Subtotals dialog box in the Print Preview/Editor. In the START DATE box enter the date from which you wish to print tests. Leave it blank to begin from the first test column in the gradebook. In the STOP DATE box enter the last date you want included or it

will print scores until the last test column. Click SET. You must enter the date in the form MM/DD/YY (i.e. 03/21/01). From the Options menu, you may determine if you want to include the Report Memo or Class Information fields, if you want to allow a blank line between every 3 rows for easier reading, and if you want the student names printed on each page of the gradebook should it run more than one page.

## Printing the Gradebook on Multiple Pages

If there are more test columns than there is room on one page, the printout will be made in several pages. GradeQuick will first print every student's scores for as many of the test columns as will fit on the width of your printed page. This will depend on your font size, whether you are printing in landscape or portrait and whether you have chosen to print in thin column mode. It will use as many sheets of paper as required to complete the class list for the first group of tests. Then it will print the next group of test columns, starting with the beginning of the class again. You can then put the first length of attached pages containing the whole class' grades for the first group of tests next to the sheets containing the scores for the next group of tests and they will match rows. Tape the pages together and you will have the full spreadsheet, creating a replica of a paper gradebook.

If you plan to tape the pages together in this way, you will probably only want the names of each student on each test printed the first time they appear, rather than on each page. If, however, you do not plan to tape them together, you will probably want names on each page. If you check **Options→Print Names on Each Page**, student names will be printed on every page. If you uncheck the item, student names will only be printed once for each student.

## Printing Thin Columns

The Gradebook Spreadsheet has a thin column printing option. This reduces the number of characters displayed in each column to 4 so you can print more columns while still using a larger font. After you choose the Gradebook Spreadsheet report and set up your report, click **Options→Print In Thin Column Mode** to make the columns thinner. In the thin column mode, the test columns are approximately half the size of the full columns, resulting in a more compact report. In this mode, you may find that even the short names for reports are truncated. For this reason, there is also an option to use numbered columns instead of named test columns. Choose **Substitute Code Numbers for Names** from the **Options** menu. Then you will want to click **Test→Test Info→Print Test Names Key**, which will then relate the column numbers to both long and short test names.

You can also choose whether or not you want to print the test column header information on all pages or only on the pages that display the header information for the first time. If you choose **Print Test Description on Each New Page**, the test information will be printed on every page. If you uncheck the item, the test header information will only be printed once for each test column.

## MULTI-FILE REPORTS

### Combining Many Files into One Report per Student

The Multi-File report is a version of the student progress report. If you have the same students in several different gradebook files, you can combine the data into a single report for each student. This is useful for teachers who keep separate class files for each subject. It is also useful for team teachers, school administrators, high school advisors, or anyone who wishes to print a report for a student that combines information from different teachers' class files into one report.

The following paragraphs explain how multi-file reports combine information. *Multi-file reports refer to the **Class Information** in your gradebooks to retrieve and organize information. Please complete this information in each gradebook by selecting **Edit→Class Information** from the main menu of your gradebook spreadsheet before you begin.*

Single-teacher and multi-teacher reports are selected from separate menu items, **Multi-file Progress (One teacher)** and **Multi-file Progress (Multi-teacher)**. **The styles available for Single and Multi-Teacher Reports are the same.**

### **Single Teacher Reports**

These reports are intended for teachers who teach the same students multiple subjects throughout the day and who maintain multiple gradebooks for these students., The teacher name and any attendance information are printed only once in multi-file reports, in the header near the student's name. Attendance information is drawn from the first file in the list of files to be printed, so choose the file containing attendance information first when selecting files to print. Attendance information from other files will be disregarded.

### **Multi-Teacher Reports**

These reports are intended for students with different teachers for each class or subject.. Only the student name appears above the header. Each teacher name is printed below the main header with each file's subject information. The attendance data from each file is printed with each subject.

#### **Style 1**

In **Style 1** the Report Memo is also printed at the top of the report and the note should be a general note, such as a parent signature line, that is not class specific. It must be written in the Report Memo of the first file that is selected for printing.

#### **Style 2**

In **Style 2** the Report Memo is at the bottom of the report. In this style, a different memo could be included from each teacher. If only one memo is intended to cover all the different teachers' reports, such as a signature line, it should be entered only in the last file to be printed if you are using Style 2.

#### **Single Term Only Report**

The **Single Term Only** report prints information from a single term that you select from the Toolbar in the Print/Preview.

#### **Missing Work Report**

This multi-file report lists assignments that have not been graded. You may choose which type of missing work to list on Missing Work Reports. You can list **all** the missing work—X (exempt), NC (No Credit) and \*\* scores—**or** you can eliminate X, exempted work, from the list. If you want all \*\*, X and NC scores shown as missing work, click Students→Student Info in the Print Preview/Editor, and choose COUNT EXEMPT WORK (X's) AS MISSING. Uncheck the same item if you want to list only \*\* and NC scores as missing work. Again, if a Report Memo is created in each file selected, each Memo will print with the file's Subject information. *See Symbols For Selective Exempts Or Zero Credit* on page 58.

Further, you can choose to print Missing Work reports **only** for those students who have work missing. You can do this by selecting PRINT ONLY STUDENTS WITH MISSING WORK in **Students→Student Info** in the Print Preview/Editor, or by selecting **Students→Select Students** and checking ONLY PRINT STUDENTS FROM ABOVE LIST WHOSE WORK IS MISSING.

#### **Standard Report with Parent Signature**

The **Standard with Parent Signature** report is the same as the **Style 2** except for the parent signature on the report.

### Single Term Report with Parent Signature

The **Single Term with Parent Signature** report is the same as the **Single Term Only** except for the parent signature on the report.

### EconoPrint Report

This report prints faster than other reports because it uses only one font style and size. If you want to further improve your print speed, use Windows **Printer Setup** to select 'Fast' or 'Economy' mode.. See *Optimizing Printer Performance*, on page 94 for more information.

### Using Multi-file Reports

- 1) Click **Reports**→**Multi-file Progress** – one teacher or Multi-file Progress – multiple teacher.
- 2) Select one of the specific report options.
- 3) Use the Print Preview/Editor menus to customize your options, just as for a student report. For example, the student's Rank may be displayed in one of these pre-set reports, but you may want to deselect it and print different statistics. You may also want different attendance information printed, etc. The STUDENT and TEST menus for multi-file reports are identical to those of the equivalent single student reports (See *Student Report* on page 98).
- 4) When you have finished modifying the report layout, click the Print Report button on the toolbar, or click **Print**→**Print Report**.
- 5) In the dialog box that appears, locate the files you want to use in their directories. When you have found each file, add it to the list of files from which to print by double-clicking on the file or just highlighting it and clicking ADD TO LIST. Do this for each file you wish to print. Remove files from the list by clicking DROP FROM LIST. Click OK when you are done.
- New!** 6) In *GradeQuick Version 10*, if you have already printed a **Multi-file Report**, you can push the **Previous Selection** button to recall the files you selected last time and add them to the list. To eliminate a file from the list, highlight the file name and push **Drop From List** button.
- 7) Another dialog box will open with a list of all students contained in your selected files. Select those students whose reports you wish to print by clicking on their names. You can also SELECT ALL or use criteria selection. See 'Select Students Dialog Box' in *Student Report* on page 98. Click OK when you are done.

When each report is printed, GradeQuick will use your choices in the **Test**→**Select Tests or Subtotals** dialog box (as explained above) to determine which tests to print. If you picked **Select All** or **Select None** for any group of tests or sub-totals (Test Columns, Category Subtotals, Term Subtotals, Category-Term Subtotals) or if you have set a start or stop date, these choices will be applied to the tests and subtotals in each file you print. If you have selected or deselected any tests or subtotals individually, these choices will not be applied to subsequent files.

### Additional Comments about Multi-File Reports:

- Be sure to enter your Subject title and Teacher Name in the Class Information fields before printing a Multi-File report. This will identify the information from each file properly on the report layouts. Class Information fields are identified in reports by name, so the field names will need to be identical to those listed above ('Subject' and 'Teacher Name'), or they will not be recognized in the report. To enter that data, see *Entering and Using Class Information* on page 20.
- Remember that when you see the Multi-File report in the Preview/Editor, the layout and information from only the first file will be visible. The data from the other files will use the same layout, and will appear on the same report, but will not be displayed before printing.
- If you have more than one student with the same name (i.e. two Bill Smith's), it is necessary to assign an ID number to those students in the gradebook files. That way a separate report will be printed for each student based on their different ID numbers.
- A student's name must be entered the same way in all files or the individual student report will not contain information for that student from all the files.
- If you have chosen a currently open gradebook file to combine for a Multi-File report, you will be prompted to save it before creating the report. GradeQuick uses the saved version of the files you

choose to combine for reports; if your open file has more current data, you may want to save the file before printing the report.

- For reports combining files of only one teacher, any information, such as teacher name, attendance, report memo or class information, that appear only in the header of the report will be taken from the **first file** that you select to combine for the report card.
- If you plan to use the report memo to display information at the end of the entire report, you should write a report memo only in the **last file** that you will choose.
- Since the report combines information from many classes, it is essential that you fill out the information in Edit→Class Information on the spreadsheet.
- It is recommended that the same password be used in files that you wish to print at the same time. You will need to enter the password for each file if the passwords are different for each file.

## REPORT CARDS

Many Report Card style reports have been installed with GradeQuick. Because they combine many class files, the Report Card style reports are versions of a Multi-File report.. The Report Card styles contain summary information, not daily test and assignment scores. They include grades, notes to students, attendance information, report memos, and class information. If you want to print more detailed information about each class or subject, choose one of the Multi-File Progress reports from the Reports menu.

Because these reports have been designed to display specific information to fit portrait or landscape layouts, many of the options in the Print Preview/Editor are not available.

Single-teacher and multi-teacher reports are selected from separate menu items, **Multi-file Progress (One teacher)** and **Multi-file Progress (Multi-teacher)**. **The styles available for Single and Multi-Teacher Reports are the same.**

### Single Teacher Reports

These reports are intended for teachers who teach the same students multiple subjects throughout the day and who maintain multiple gradebooks for these students., The teacher name and any attendance information are printed only once in multi-file reports, in the header near the student's name. Attendance information is drawn from the first file in the list of files to be printed, so choose the file containing attendance information first when selecting files to print. Attendance information from other files will be disregarded.

### Multi-Teacher Reports

**These reports are intended for students with different teachers for each class or subject.. Only the student name appears above the header. Each teacher name is printed below the main header with each file's subject information. The attendance data from each file is printed with each subject.**

### Final Grades Only

Prints only the Final Grade for each subject.

### Term Grades Only

Prints Grades for four terms and the Final Grade. The Term column headings appear regardless of whether there is a grade for that term in the gradebooks

### Overall Category Subtotal Grades Only

Prints scores/averages for any test, category, term, or category within term that you choose, along with the Final Grade. You may also select other items from the Test Info and Score Info dialog boxes.

### **Final Averages and Grades**

Prints the Final Average and the Final Grade for each subject.

### **Term Averages and Grades**

Prints Averages and Grades for four terms and the Final Average and Final Grade. The Term column headings appear regardless of whether there is an average or grade for that term in the gradebooks

### **Averages and Grades with Parent Signature**

Create the Report Memo in the first file selected to print a Parent Signature line in the header at the top of the report. The report also lists all the subject files with Term Grades and Final Grades. The Term Grades are listed vertically and will accommodate as many terms as are in the file. Student Data Fields corresponding to the Terms can be set up using names such as T1 Effort and T2 Effort. If a term is not used in a file, then the term grade will not print. If there is no information in a data field that is selected for display, then the data field will not print.

#### **Note:**

The T1 and T2 Effort grades are merely examples of term grades that can be included in addition to calculated grades. You may change the student data field names from T1 Effort to T1 Conduct, T1 Citizenship or whatever topic you wish. Do the same for each term in your file. Then change the field name on the report template as described in *Creating Custom Reports* on page 116. You can of course, add multiple special grades in this manner as well.

### **Single Term Only Reports**

Prints information from a single term that you select from the Toolbar in the Print/Preview.

### **Narrative**

Can print a letter to the parents created as a Note to Student in the first file selected. The letter to the parents ends with the report memo from the first file selected (this can be a signature line). Grades from each subject then follow.

### **Notes on Report Card or Multi-File Reports**

- Be sure to enter your Subject title and Teacher Name in the Class Information fields before printing a Report Card style report. Since the report combines information from many classes, it is essential that you fill these fields out. This will identify the information from each file properly on the report layouts. Class Information fields are identified in reports by name, so the field names will need to be identical to those listed above ('Subject' and 'Teacher Name'), or they will not be recognized in the report. To enter that data, see *Entering and Using Class Information* on page 20.
- Remember that when you see the report in the Preview/Editor, the layout and data from only the first file will be visible. The information from the other files will use the same layout, and will appear on the same report, but will not be displayed before printing.
- If you have more than one student with the same name (i.e. two Bill Smith's), it is necessary to assign an ID number to those students in the gradebook files. That way a separate report will be printed for each student based on their different ID numbers.
- A student's name must be entered the same way in all files or the individual student report will not contain information for that student from all the files.
- You will choose the gradebook files to combine and then the students to print **after** you have adjusted the Multi-File report layout in the Print Preview-Editor.
- If you have chosen a currently open gradebook file to combine for a Multi-File report, you will be prompted to save it before creating the report. GradeQuick uses the saved version of the files you choose to combine for reports; if your open file has more current data, you may want to save the file before printing the report.
- For reports combining files of only one teacher, any information, such as teacher name, attendance, report memo or class information, that appear only in the header of the report will be taken from the **first file** that you select to combine for the report card.

- If you plan to use the report memo to display information at the end of the entire report, you should write a report memo only in the **last file** that you will choose, with the exception of the *Narrative* report cards. For the Narrative report cards, the Report Memo from the **first file** will be used.
- It is recommended that the same password be used in files that you wish to print at the same time. You will need to enter the password for each file if the passwords are different for each file.

## EDLINE REPORTS

GradeQuick allows you to send reports about individual students to parents through Edline. When you select **Reports→Edline Reports**, GradeQuick opens the Print Preview/Editor, which allows you to customize the report the information and layout; (see *Overview Of The Print Preview/Editor*). however, you will not be able to change fonts for this type of report. If you want to use the **Standard 1** report style, use the **Send to Edline** button on the Big Toolbar in the gradebook spreadsheet as a shortcut.

When you are satisfied with your Edline reports contents and layout, select **Print→Send to Edline**, or click the **Send to Edline** button on the Print Preview/Editor’s toolbar, to post your report.

### Student Progress

The **Standard 1** and **Standard 2** reports are identical in layout and content to the student reports of the same names, while **Short Report** is the same as **Paper Saver**. These three reports contain all the basic data about each student, varying in layout only. **Standard 1** uses abbreviated column titles, such as “Max” or “Tot.” **Standard 2** uses fuller titles, such as “Your Grade” or “Points Possible.” **Short Report** is designed to use fewer lines of text so the test information wraps into multiple columns. The STUDENT and TEST menus for these three Edline reports are the same as those of student reports; see *Student Report* on page 98 for a description of the dialog boxes available from these menus. **Single Term Only** prints information from a single term that you select from the Toolbar in the Print/Preview. The **Standard with Parent Signature** report is the same as **Standard 2** except for the parent signature on the report. The **Single Term with Parent Signature** report is the same as the **Single Term Only** except for the parent signature on the report.

### Attendance and Missing Work

The two Edline reports available, **Attendance** and **Missing Work**, are the same as the **Student Summary Attendance Report** and the **Missing Work Students Report** respectively. The **Attendance** report allows you to provide parents with information on their children’s absences and days tardy, along with any penalties that might result from them. For detailed information about what this report includes and how to customize it, see *Attendance Report*, on page 107. The **Missing Work** report allows you to send parents a list of assignments that their children have not completed, whether you have chosen to exempt them from those assignments or given them no credit. For detailed information about what this report includes and how to customize it, see *Student Report* on page 98.

## ELEMENTARY SCHOOL REPORT

Elementary School Reports are multi-file reports that shows student skill information notes to students, and attendance data for each term. Each class has its own sub-section for skill grades and notes to students. You can access these reports by clicking **Reports→Elementary School Report**. Choose from **Short Skill Grades**, **Long Skill Grades**, or **Averages and Grades** report options.

## FOREIGN LANGUAGE REPORTS

### Spanish Reports

Select these reports by selecting from **Reports→Foreign Language**. The reports are consistent with the Student and Multi-file reports on the other menus, but are in Spanish. See *Student Reports* for

descriptions on Style 1, Paper Saver, Style 2, Data Fields, Missing Work and EconoPrint. The one-teacher and multi-teacher reports are similar to Style 1 for Multi-file Progress reports for one-teacher and multi-teacher. Missing work is comparable to Multi-file Progress (One-teacher). See multi-file reports and styles in the preceding pages for an overview..

If you are interested in other languages or changes to the reports in the program, Jackson can prepare a customized report for you. Please call Technical Support for more information.

## AUXILIARY REPORTS

**New!** Two, three, and six-term reports, as well as three-trimester reports, give GradeQuick Version 10 users unprecedented flexibility in terms of the structure of the school year and by incorporating specific fields required to link to school information systems.

Some Auxiliary Reports contain specific fields or columns that are not available by default in GradeQuick and must be added by the user or school administrator. The table below lists these reports and the associated fields and columns (See *Entering Additional Student Information* for information about adding fields. See *Adding New Test Columns* for information about adding test columns.). If a field or column referenced by an auxiliary report does not exist in a gradebook, the report will print heading information for the column, but the column's field will be left blank.

A complete list of auxiliary reports is found on page 97.

Type of Report	Required Columns and Data Fields
Reports containing comments	Note to Student must be complete for student (See <i>Using Notepads For Written Memos: Choosing which Memo to Write</i> for more information.)
Reports containing conduct	Conduct fields for each term in the form, <i>T1 Conduct, T2 Conduct, etc;</i>
Reports containing effort	Effort fields for each term in the form <i>T1 Effort, T2 Effort, etc;</i>
Reports containing midterm and final exam grades	<i>Midterm</i> test column <i>Final</i> test column
Reports containing semester exam grades	<i>SemEx1</i> test column <i>SemEx2</i> test column

## CREATING CUSTOM REPORTS

Advanced computer users may want to create their own reports from scratch, or modify our reports beyond the modifications controlled through the Print Preview menus. You can change everything from the placement of data to the titles of columns or charts, such as calling a Term a “quarter.” This may be done by creating a template, or by modifying one of ours, in any word processor or text editor **as long as the file is saved as an ASCII or TEXT file.**

**Tip:** Before attempting to create a custom report, take time to experiment with the standard reports and the report card style reports. The standard reports can be customized in unlimited ways. You should select each of the items on the Students and Tests menus. In the dialog boxes choose just the items you want on the reports. After experimenting with these dialog boxes, you will be acquainted with all the selections that are available. You may find that only minor modifications need to be made to the standard reports. If you are still unable to set up the report you desire, you may want to design your own. In this case, you may also find it helpful to first familiarize yourself with the syntax of report templates by examining several of the original report templates in a text editor before making any modifications or new templates.

### Creating a Template

It is probably easier and faster to modify one of the templates included with the program, rather than creating your own from scratch. To do this, do **not** edit the template itself; first COPY the template and give the copy another name. Then make your modifications in the new file and select it from the list in Custom Reports. The file must end with the file extension **.REP**. You can then choose it from a list of report templates by clicking **Reports**→**Custom Report**.

When you make changes to a template, you should open the report file in a word processing program or Windows Notepad. If you use a word processing program, be sure to save the file as a text file. If you use Notepad, the report template will be saved as a text file. Since the template file has **.REP** as an extension, Windows may, in some cases, automatically attach **.TXT** as the file extension. If this happens, rename the file in Windows Explorer to remove the .txt extension.

### Modifying the Template

To make changes, think of a report template as a large mail merge where you will designate which fields you want printed and where you want them printed on the page. Information falls into two categories: that which will be the same on each report printed with the given template, such as teacher's name and period, and that which will vary for each report using the same template, such as each student's average score. You can even program the template to write different comments on student's reports depending on their grades or any other criteria.

**Static Information:** This may be entered in two ways.

- You may type directly on the template any words you want printed on every report that uses that template. For example, if you want to print your name and class period on the top of each you can type your name directly on the template where you want it to appear. Text entered in this way will always appear in the same location in reports using that template and may not be removed via the menu system. If you want your heading centered, for example, you must type it in the center of its line in the template.
- You may also use the Class Information fields inside GradeQuick to enter your name and subject and you may use the Report Memo to include notes you want printed on every report. The Print Preview/Editor menus control whether or not to include it on a given report.

**Variable Information:** Information that needs to vary with the student needs to be indicated by the field name with certain markers, such as <AVG>, and [comments] so that each student's average and the note to each student will be printed on his own report. Data printed this way may be selected or deselected via the menu system in the Preview/Editor. However, only fields put on a given template will be available on the menu when using that report's template. For example, if the student ID, <ID>, does not appear on a template, the menu item for it will be gray and unavailable on the menus.

At the end of this section is a list of the fields, such as AVG or the Report Memo, with an explanation next to each as to what information they convey. You may think of these fields, and the signs around them as commands that tell the program what information to use and how to display it on the report. To move the fields, delete them in their current location and retype them where you want them placed. Many items, however, such as the Report Memo, or Grade Scale, are much larger than the words that represent them, so there are certain rules that have to be followed in order for the layout to function and for GradeQuick to know how much space to leave for a particular field.

**Note:** You can change the word "Term" that appears on reports by modifying the file GQ.INI. See *Entering Test (Assignment) Descriptions* on page 16 for more information.

## Indicating Type of Report

If you plan to create a report from scratch, it is necessary to indicate on the top of the template which type of report you are creating because certain fields have different behavior depending on the type of report. The titles must be put in brackets [ ].

[General Report]  
[MultiFile]  
[Test Report]  
[Student Report]  
[TermReport]

## Indicating Layout

Certain other commands that describe general layout rules are also put in brackets:

[Boxpage]  
[DoubleLine]  
[Compressed]  
[Line]  
[End header] Words or fields put above this line appear at the top of each page  
[Termname = Qtr] This means use the letters QTR instead of TERM on the reports. You can choose to use any word to replace the word Term in this way.

Headers may not contain variable length items or charts (tables). (Footers are not available at this time.)

## Defining Variable Fields (Tables & Notes)

Fields of Variable length, sometimes printed as ‘tables’, or charts that display information in rows and columns, are also put in brackets.

[TestChart] A list of tests on a student report [Comments] Notes to student  
[TestChart, missing] List of missing work [ReportMemo] General notes  
[StudentChart] A list of students on a test [TestMemo] Notes on specific tests  
report or class summary report [SymbolsKey] Description of score symbols  
[AttendanceChart] A list of tardy or absence dates [GradeScale] Scale used  
[TestNameKey] A list of tests showing short & long names

All of the above variable length objects will automatically fit the space given them. For example, if you choose a small font or print only a few items on the test chart, such as the name, date, and score for each test, it will print in multiple columns.

If GradeQuick is printing more information such as name, date, score, grade, percent, statistics etc. and needs more space, it will use the full width of the page for each test’s line. If there is not enough space to print all you have chosen, information will be truncated and you will be alerted.

### Using Descriptions & Titles With Tables

Descriptions may be added to the name of variable length items, for example, [comments: boxed] means print notes to the student, boxed. Commands for the table/chart fields are:

Boxed (to box)  
Roomy (leave extra line after box)  
Left

In addition to describing the layout, the exact order of the data may be specified if you want it different from the defaults, for example:

[TestChart: score, name, date, boxed] means print the score, then name and date of the test, boxed.

Finally, titles for the columns in the chart may also be specified if you want them different from the defaults. For example, the default title in the test chart for the column containing the score for each test is called score in the student standard 1 report. However, in student standard 2 it is called Your Score by writing the following plus more information after the score:

[TestChart:Name,LongName,Date,Cat,Term,Score=YourScore]

Whatever item is specified for the test chart will appear on the template and can be chosen from the menus in the Print Preview/Editor. To make titles for the entire variable field, such as for the Test Chart itself, or for memos, type the title after the field name, such as [Grade Scale: Title=Scale].

### Using ALL & ALL2 In Tables

For ease of use with Test Chart and Student Chart, you can also specify ALL so that you do not have to list all the items you want included on the menus of the report. For example [TestChart: all, boxed] would box the table, or list of tests, and it would include all items relevant to a test such as its name, date, statistics, etc. Using the preview menus, you can select or deselect whichever item you wanted to print.

If you wish to change the titles of the columns that correspond to the information printed about each test on a student's report, you may do so easily. If you prefer Standard 1 style reports, but want the longer titles "Points Possible" or Your Grade" etc. to appear instead of just "Max" or "Grade," in the section of the report called TEST CHART, replace the word ALL with the word ALL2.

### Field Names

These are the field names for information and statistics about tests, terms and students. They are included in the "ALL" or "ALL2" for a test or student chart. If not used in a chart, they must be placed on the template between signs as shown on the sign chart.

<b>Tests &amp; Stats</b>	<b>Terms &amp; Categories</b>	<b>Student &amp; Class Info</b>
Name	TermTot <i>n</i> for Term TotalsT1, T2 etc. for Term Averages	Name
LONGNAME	TermAvg <i>n</i> for Term AveragesT1L, T2L for Term Grades	FIRSTNAMEFIRST, LAST, or LASTNAME
CAT	T1L, T2L for Term Grades	ID
TERM		The name of the specified class data field.
WEIGHT	SemAvg <i>n</i> for Semester Averages	
Date	SemTot <i>n</i> for Semester Totals	<b>Student Performance</b>
Possible		TOT
SCORE	CAT <i>n</i> or CatTests for Category averages	MAX
LOW	CATL <i>n</i> or CatLQuiz for Category Grades	AVG
MEAN	CATNAME <i>n</i> or CatNameDaily for Category Name	GRADE
MEDIAN		ABS
NUM		TAR
RANGE		PEN
BOTQTL		NORM
STDDEV		RANK
HIGH		PTL
TOPQTL		QTL
VAR		DEV
IQR		PRESENT
DROPPED		ATTCODE
LTR		NUMMISSING, MISSING

<b>Tests &amp; Stats</b>	<b>Terms &amp; Categories</b>	<b>Student &amp; Class Info</b>
		ASSIGNMENTS The name of the specified student data field.

Field Names Chart

### Specifying Decimals To Print

You can now specify how many decimals you want printed. Typing the command <AVG.0> indicates you want to print 0 decimal places. (Removing the decimal places does not round the number.) The average is truncated to the number of decimal places indicated.

### Using Signs With Field Names

Unless they are part of a chart or table, ordinary fields are represented by putting the field name in a pair of less than or greater than signs < >. The field will occupy exactly the amount of space between the signs (including the space of the signs themselves) except in the case where you choose an unjustified alignment.

There are four possible justifications using the signs:

<b>Signs</b>	<b>Meaning</b>
<Name<	Left justify the field and allow 6 spaces for the word
>Name>	Right justify the field and allow 6 spaces for the word
>Name<	Center justify the field and allow 6 spaces for the word
<Name>	Do not justify the field, use as little or as much space as necessary

Sign Chart

- You can allow for more spaces for the keyword. For example, you could add 4 spaces between Name and the left sign so that you can fit more data for the keyword. The data is then justified between these signs.
- In the first three cases, if the field is too long, it just gets truncated. In the last case, any text on the line that has to be moved because of the variable width of the field may have to be truncated.
- These ordinary fields can be intermingled with regular text in the report. So if you wrote 'Report for <Name>' it would print 'Report for Bill Smith', 'Report for Tom Jones', etc.

### Using Dividers With Field Names

If you wanted to list the students' statistics, final grade, rank, average, total points and so forth on the left side of the page and the grade scale on the right, such as in our templates, you need to designate a divider. Then if you deselect one of the fields on the left side, the other items on the left side will fill up to it and it will not delete the row on the other side of the divider. A section is designated by one or more pipes ( | ) for each row that needs to be divided. The pipe symbol lets you keep, for example, the grade scale within that side of the page, rather than filling the entire width of the page.

## **SPECIAL REPORTS**

There are some new report-related features such as the List Wizard, Mailing Labels, a Weekly Attendance Report, and Elementary School Reports. These reports use a different Print Preview and will look slightly different than the other reports in GradeQuick. With the exception of the List Wizard and the Mailing Label, the format of the reports is already set, so the only format choices users have to make are which students to print. By using the toolbar in Print Preview, you can scroll through the reports by using the arrows and select different sizes to preview the report. You also select students and print the reports through buttons on the toolbar.

## List Wizard

The List Wizard will walk you through creating a quick, printable list of students. When you click **Reports→List Wizard**, you will see the list of data that you can include such as student data fields, score information and attendance data about each student. To create a student list, do the following:

1. Enter a title for your report.
2. Select each field under Available Fields that you want to appear in the list and click “>” to add it to Selected Fields. You can also add all the fields by clicking “>>”.
3. Order the Selected Fields by clicking a field so that it is highlighted and clicking either ↑ or ↓.
4. Click Next when you are finished adding and ordering fields.
5. The list of students can then be grouped by any of the fields you select such as Activity. You can have multiple groupings in your list.
6. Click Next when you are finished grouping the list.
7. Select a layout and orientation for your list. Check the box next to Adjust field widths so all fields fit on page.
8. Click Next when you are finished selecting a layout for the list.
9. In the Print Preview, click the Select Students button if you want to choose the students for your list. By default, all students are selected.
10. Click the Print button to print the list of students.

## Mailing Labels

You can create and customize a mailing label to use when sending reports cards or other school-related information to students and parents through the mail. The mailing label can be up to five lines. You can enter text directly into the dialog and insert student data fields. To create a mailing label, do the following:

1. Click **Reports→Mailing Label**.
2. Click inside the text box for Line 1.
3. Click **Edit→Insert Field** to bring up the Insert Field dialog. You can also right-click to bring up the Insert Field dialog.
4. Highlight a field by clicking it and click OK.
5. Repeat steps 2 through 4 to add more fields to Lines 2 through 5.
6. Click OK when you are finished editing the mailing label.
7. Choose your printer and the type of label that you want to print.
8. In the Print Preview, click the Select Students button if you want to choose the students for your list.
9. Click the Print button to print the list of students.

## Weekly Attendance Report

You can access the Weekly Attendance Report through the Attendance Chart. The report is formatted to show the attendance chart for a week at a time for each student. See *Weekly Attendance Report* on page 138 for more information.

## Skills Reports

You can also generate reports on student progress against standards or skills. For more information on running Skill-based reports, see Skills Reports, page 72.

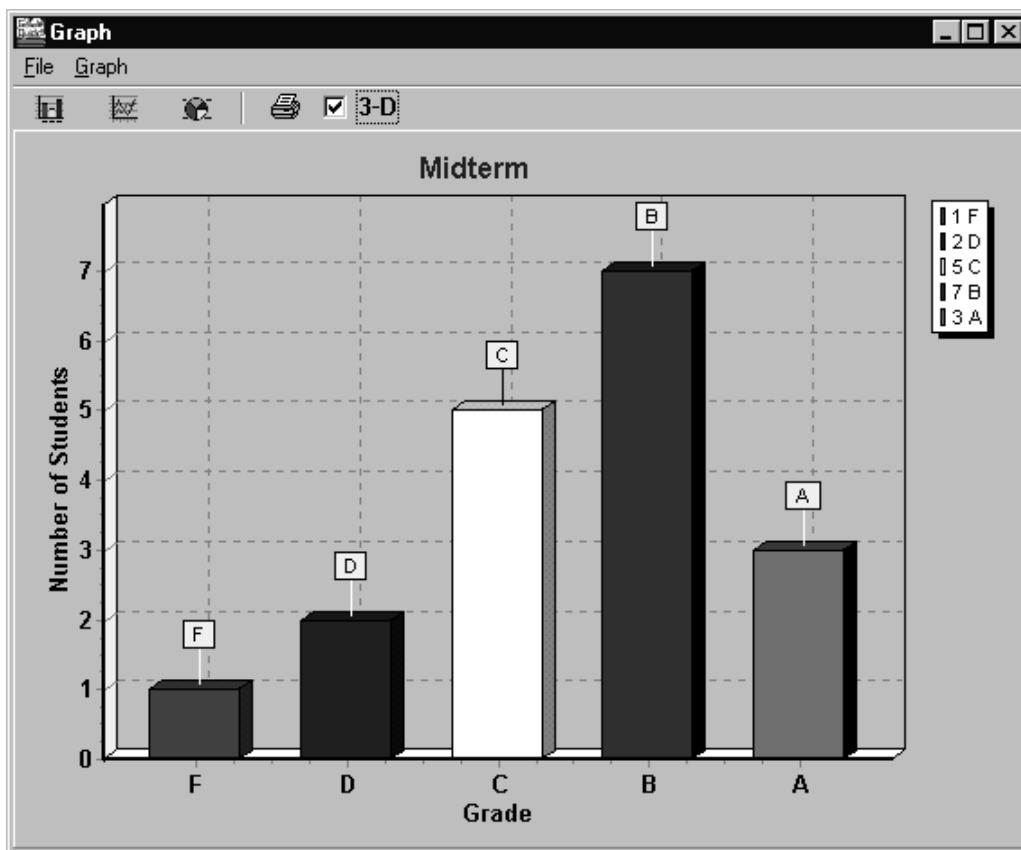
## **Lesson Plan Reports**

Three different previews of your plan (Daily, Weekly, & Plan Detail) are available within the Lesson Planner by clicking one of the buttons in the Preview group. For more information on running Lesson Plan Reports, see *Previewing and Printing Lesson Plans* on page 80.

# Chapter 10 USING GRAPHS

## OVERVIEW OF GRAPHS

The graphing features in GradeQuick serve two major purposes. First, they provide easily understood visual description of class performance, and second, they can help you decide where to set grade cutoff values for your grading scale to achieve the distribution you want. The Graph menu offers you the choice of graphs for students, tests, subtotals, or final averages. GradeQuick offers two basic graphing functions. One shows a student's progress, and the other shows the distribution of student grades for a specific test or subtotal, or for the final average.

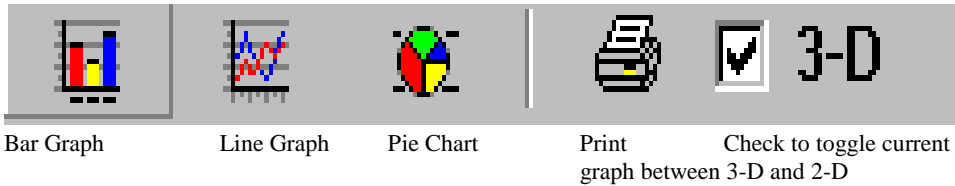


Midterm Grade Distribution Using a 3D Bar Graph

### Working with Graphs

To access the graph feature, click the Graph button on the Standard Toolbar, or select one of the graph types from the Graph menu. Once you are in the graph window, you can choose different graph types and styles. The graph window contains a toolbar to allow you to quickly manipulate the current graph type if you prefer a different style. You can also print the current graph from the graph toolbar.

## Graph Toolbar



## STUDENT PROGRESS GRAPHS

The student progress graphs give a clear visual picture of the trend in a student's performance. Click **Graph**→**Student**, and choose the student whose scores you want to graph from the scroll list at the left. You can select whether to see the trend in **PERCENT** or **PERCENTILE**. The **PERCENT** option shows a graph of the student's average score on each test through the marking period. The **PERCENTILE** option would show the percentage of the class that placed below the student on each test. You can choose to see a graph of all of the student's work by selecting **ALL CATEGORIES** from the sub-menu. Or you may view a graph of the student's work in only one category. You can also choose whether or not to plot the Class Mean as well by toggling the **Graph Class Mean** option. See the illustration *Student Progress 2D Bar Graph* on page 26. Finally, you will need to select the **Type of Graph**—3D Bar, 2D Bar, pie chart or Line Graph. See *Choose Graph Type* on page 124 below for a description of the types.

To print the graph, click the **Print** icon on the toolbar or click **File**→**Print**.

## GRADE DISTRIBUTION GRAPHS

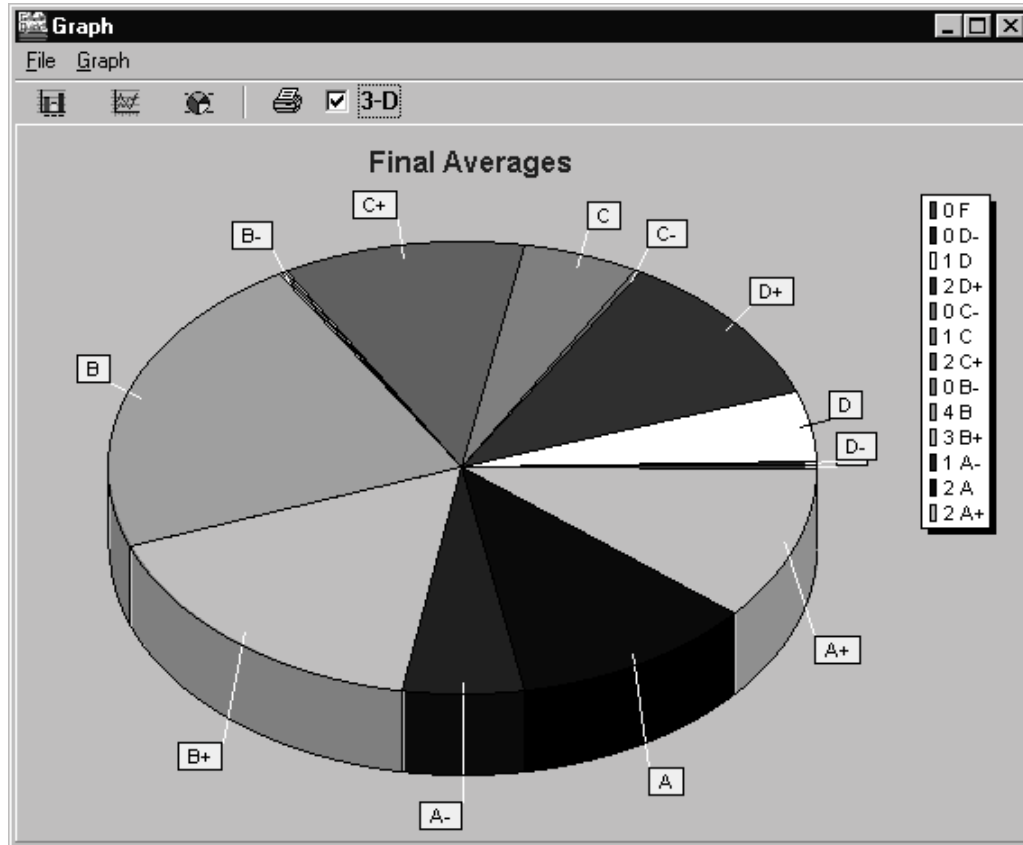
Choose **TEST OR SUBTOTAL** or **FINAL AVERAGES** from the **Graph** menu. To see the distribution of grades based between students' final semester and year averages, click **Graph**→**Final Average**. If semester subtotals are displayed on the spreadsheet instead of the year's overall grade, the graph will show distribution for the displayed semester. If you want to see the distribution of a particular test or subtotal, select **TESTS OR SUBTOTALS**. In the dialog box a scroll box will display all of your tests so that you may select the test or subtotal to graph. Subtotals must be displayed on the spreadsheet in order to be available for graphing. An arrow in the scroll box precedes the subtotal choices. The illustration *Midterm Grade Distribution Using a 3D Bar Graph* on page 123, displays a grade distribution graph. After choosing which test, subtotal, or final average to graph, you must choose whether to group students by letter grades or raw scores. If you choose **Group Into Grades**, GradeQuick will graph the number of students that received each grade in the column being graphed. If you choose **Group Into Equal Subdivisions**, GradeQuick will divide up the range of possible grades into as many equal subdivisions as you choose, and graph the number of students whose score in the column being graphed fell into the range of scores for each subdivision.

To print the graph, click the **Print** icon on the toolbar or click **File**→**Print**.

## CHOOSE GRAPH TYPE

There are five different types of graphs: 3D bars, 2D bars, line graphs, pie charts, and (cumulative) Distribution Function. You should experiment with the types to see which one best fits the content. The 2D Bar chart displays the Y-axis value above each bar. A line graph plots the y-axis value of each item on the x-axis as a point, and connects each point with a line. A cumulative distribution graph shows, for any grade or score, the number of students receiving that score or lower. A pie chart divides a circle up like a pie, drawing a slice for each grade or subdivision. The size of each slice

represents the percentage of the class who scored within each grade or subdivision range. If no students fall into a category, that category will be missing from the chart. GradeQuick cannot draw a piece of no size. For example, if you group by grades and no students earned Fs, the chart will only show pie slices for grades A, B, C, and D. Likewise, if you ask for 10 subdivisions, but no students fall into the 0-10 range, or 10-20 range, only 8 pie slices will appear. See the pie chart below.



Final Averages Grade Distribution Using a Pie Chart

### USING THE GRAPH VIEW MENU

When you select a graph from the Graph menu, a dialog box will appear with default selections. You may click OK to view the graph or make changes in the selections. When the graph is in view, a separate Menu Bar is displayed with the following options:

#### File Menu

**PRINT** - Select this to print your graph.

**PRINT SETUP** – This will bring up a dialog box in which you can choose your printer. The printers available through your Windows setup are listed in a scroll box in this dialog box. If you choose SETUP you can further customize options for the printer you have selected (orientation, resolution, print quality, paper size, etc.)

**EXIT GRAPH** - Select this to exit to the spreadsheet.

## Graph Menu

The options in this menu are the same options available on the graph menu of the Main Menu Bar.

**STUDENT** – This brings up a dialog box in which you can select to graph another student. If you choose this graph option, you can display the Student Progress Chart for any student.

**TEST OR SUBTOTAL** – This brings up a dialog box in which you can select to graph another test. If you choose this graph option, you can display the Grade Distribution Chart for any test or subtotal.

**FINAL AVERAGES** – This brings up a dialog box in which you can select to graph a summary graph. If you choose this option, you can display Grade Distribution for Final Averages.

# Chapter 11 ATTENDANCE

## ATTENDANCE OVERVIEW

This section will explain how to keep track of attendance and, if you desire, use it in conjunction with grades. From **EditAttendance** OR the **Attendance** button on the Big Toolbar you can set up the calendar, create and edit attendance codes, enter daily attendance via the Attendance Chart or Seating Chart, set up a penalty system, and use attendance information in a test column. You can also print attendance information. See *Attendance Report*, on page 107, *Student Report* on page 98, and *Multi-File Reports* on page 110.

Attendance Chart											
File View Vacation											
	Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Term 4	Term 4
		May 8	May 9	May 10	May 11	May 12	May 13	May 14	May 15	Absence:	Tardies
1	Adler, Leslie		T							0	1
2	Boyd, Jerry									0	0
3	Chang, Julia				A					1	0
4	Flaherty, Sarah									0	0
5	Gardner, Alex		T							0	1
6	Jackson, Martin					X				0	1
7	Johnson, Dave									0	0
8	Momac, Jennifer	A								1	0
9	Nelson, Chris			M	M					2	0
10	Reisner, Nancy									0	0
11	Ryan, Patsy									0	0
12	Scott, Elizabeth									0	0
	Number Absent	1	0	1	2	0	0	0	0		
	Number Tardy	0	2	0	0	1	0	0	0		

The Attendance Chart

## SETTING UP THE CALENDAR

Student attendance may be recorded in the class Seating Chart, in the Attendance Chart (grid), which is arranged by week with a column for each day of the week, or by student in the Attendance section of Student Summary View. Regardless of where you enter it, it will be reflected in all of these locations. By default, all weekdays are counted as school days, and weekend days as non-school days, unless you indicate otherwise. To begin keeping track of attendance, you will first need to **Set First Day of Class** and set up a calendar for the school year. You may use an overall calendar to indicate non-school days or you can indicate or change non-school days as the year progresses. Since the attendance chart is based on your computer's clock, you will not be able to enter attendance for days in the future, as these days do not exist yet. Before starting to keep attendance, you should be sure your computer's clock is correct.

**Note:** The calendar records attendance for only 365 days. If you are using a file for a second year, be certain to reset the start date at the beginning of each school year to insure that you do not run out of dates before the year ends. When you reach the end of the 365 days, the attendance chart will remain at that date and you will be unable to enter attendance beyond it.

## **Setting the First Day of Class**

To set the first day of class, click **Edit→Attendance→Set First Day Of Class**. Enter the date of the first attendance day for the class file. For example, if you are starting a new file for a semester or year that begins in February, enter a February date, not the first day of the September school year. *If you later choose to reset the first day, you will lose any attendance data you have already entered.*

When you set the first day of class, you have the option of using **Half-Day Attendance** to record morning and afternoon attendance separately. See *Half-Day Attendance* on page 129 for more information.

### **Using Gradebook to Gradebook Copy of Student Roster after Setting First Day of Class**

If you might transfer any students between classes using the gradebook to gradebook copy feature, and you want attendance records to be transferred, be sure to set the same first day of class for any classes between which you may transfer students, or the attendance data will not be copied. If you save your attendance start dates using Save Settings before creating your class files, the start dates will be the same in all your files. See *Customizing Program Default Settings* on page 149.

### **Exporting Attendance after Setting First Day of Class**

If your school is exporting attendance to the main office, or uploading attendance data to administrative software along with grades, check with your Computer Coordinator for special instructions about exporting attendance. This varies from school to school depending on your interface, but in general the following applies: Once the First Day of Class is set, “present” is automatically recorded for each student unless an “absent” is entered. If you do not enter any data in the calendar, no absences will be recorded and none will be exported for the students. If you do not want to keep attendance data in the calendar, you should **not** set a First Day of Class at all. If one has already been set, then you should CLEAR attendance in the file.

### **SetTerm Start Dates**

Once you have set the first day of class, you must set start dates for all terms in your file. You will be taken from the **Set First Day of Class** dialog box directly to the **Set Term Start Dates** dialog box. You will have to enter a term start date for every term that currently exists in your gradebook. Whenever you add an additional term to your gradebook later in the year for which you have not yet added a term start date, you will be taken to the Term Start Dates dialog box to add a term start date for that term as well. To change term start dates that have already been entered, click **Edit→Attendance→Set Term Start Dates**.

As you enter test descriptions, you will be reminded if the test dates and term numbers do not correctly reflect the term start dates that you have entered. You may ignore these messages but any penalties that you set up or attendance information that you report may be applied incorrectly.

You can set First Day of Class and Term Start Dates to be after the current date. This lets you set your gradebooks up in advance; however, you will not be able to take attendance in these terms until the start date you have set.

Term start dates will be used to apply attendance penalties to terms, and to determine term attendance totals. See *Setting Up Attendance Codes As Penalties* on page 136.

Term start dates also affect new tests when they are added to your gradebook. GradeQuick Version 10 **automatically assigns Terms** for new tests according to the Term Start Dates you have set. You may edit a test's term by highlighting it and typing over it. For additional information, see *Adding New Test Columns* on page i.

### Saving Attendance & Term Start Dates

You can save your start dates for use with all new files. To do this, click **Options→Save Settings**, check **Calendar** and click **OK**. Your first day of class, all term start dates and the work week will be set for new files. When you begin a new school year, please remember to set a new first day of class, and new term start dates. Save your start dates with your first new file, then all the gradebooks you start thereafter for the year will contain the new start dates. Save Settings will also save any changes you have made in Attendance View Options. See *Customizing Program Default Settings* on page 149

### **Half-Day Attendance**

GradeQuick's **Half-Day Attendance** allows you to take morning and afternoon attendance separately. Half-day attendance can be used with the Attendance Chart or the Seating Chart and with any attendance code.. Half-Day Attendance is intended to track attendance *twice a day in the same class file*. If a teacher has **separate** gradebooks for Math in the morning and Reading in the afternoon—even if the students are the same—he or she should track attendance in each gradebook and send from each file at the appropriate time.

If you wish to use **Half-Day Attendance**, you must select it when you set the first day of class in the dialog that appears when you click **Edit→Attendance→Set First Day of Class** (see *Setting the First Day of Class* on page 128).

**Note:** If you have set the first day of class previously, a 'caution' message will appear to tell you that any attendance information you have already entered will be lost. To set Half-Day Attendance after you have set your first day of class, you must select yes in the 'caution' message box. **This will wipe out any attendance information that you have set in your gradebook, even if you do not change the first day of class.**

Once you have selected Half-Day Attendance, you can enter attendance codes in either the attendance chart, the seating chart, or in Student Summary View. See the information on entering Half-Day Attendance in *Editing the Attendance Record* on page 133, *Entering Attendance from the Seating Chart* on page 144, and *Student Summary View* on page i. Using any of these methods, a **Morning/Afternoon toggle** will appear in the attendance dialogue box. Morning attendance will be selected by default. Select the arrow in the toggle box to switch to Afternoon attendance.

See the information on entering Half-Day Attendance in *Editing the Attendance Record* on page 133, *Entering Attendance from the Seating Chart* on page 144, and *Student Summary View* on page i.

When Half-Day Attendance is set, you cannot use Attendance penalties in conjunction with grades nor have an Attendance column in the spreadsheet. If you already have an attendance column, you should delete it by deleting the test column. See *Adding Or Removing Students Or Tests* on page 22.

#### **Note:**

If you select Half-Day Attendance, your attendance reports will reflect attendance as follows:

- The Daily Attendance report will print separate summaries for morning and afternoon attendance.
- The Class Summary report will record a half-day absence as 0.5 under Days Absent.
- The Student Summary report will record half days as 0.5 in calculating total absences, days tardy and days present.

- The Class chart will print separate records for morning and afternoon attendance, with a chart on the top for the morning and a chart on the bottom for the afternoon.
- If you would like to print a class chart with a single attendance grade for the day, you may still select either agrid.rep or agrid15.rep from the Custom Reports menu. These charts will record absences based on the morning attendance for that day. In other words, if a student was present in the morning, but absent in the afternoon, the chart will record that student as present. The summary columns at the right of the grid will reflect half days as 0.5, whether the absence was in the morning or the afternoon.

## Set Up the Work Week

GradeQuick allows you to use all seven days of the week in your attendance or choose the days of the week you want to use. For example, schools that use block scheduling may have classes that meet Monday, Wednesday and Friday, and you can set your work week to include only these days. If your school week begins on a different day than the standard, such as Saturday-Wednesday, you can set your work week to include those five days.

To use this feature, click **Edit→Attendance→Attendance Chart**, or click the **Attendance** button on the toolbar. In the Attendance Chart, click **Vacation→SetUp Work Week**. A dialog box will appear listing the seven days of the week. Click each day you want to consider for attendance purposes. Any days, such as Saturday and Sunday, which you do not check will not be available for you to enter attendance and will not be included in calculations of days present or possible. All seven days will continue to be displayed in the attendance chart even if you do not checkmark all days.

## Vacation Days (all non-school days)

If you want to keep track of the number of possible school days or number of days students are present, or create an Attendance Column (see *Using Attendance* on page 137), you need to indicate which days are non-school days. GradeQuick refers to these days as “vacation” days. There are three methods to enter vacation days into your attendance chart:

Enter vacation days into the Vacation Day Editor by selecting **Edit Vacation File** from the **Edit → Attendance** menu, and then revert to the vacation file.

In the Attendance Chart, click **Vacation→Switch Vacation Day On/Off**.

Edit the **VACATION.TXT** file and click **Attendance→Use/Revert To Vacation File in the Attendance Chart**.

### Edit Vacation File

The Vacation Day Editor provides a user-friendly interface for updating the VACATION.TXT file. Rather than editing this file through a text editor like Notepad, the Vacation Day Editor lets you update non-school days within GradeQuick itself. To add vacation days to the VACATION.TXT file:

1. Click **Edit→Attendance→Edit Vacation Days**.
2. Click in the open row and select a start date from the calendar. The end date defaults to the same date as the start date.

To cover a range of vacation days, click on the End Date and select a later date.

If you need to change a vacation date, click on the start/end date and make your changes.

If you need to delete a vacation date, click on the date, click Cancel, then click Delete.

3. Click OK to close the Edit Vacation File dialog.

### Vacation Text File

The fastest way to enter Vacation Days for all your files at one time is by listing your vacation days in a 'vacation' text file that will be used by all your files. There is a file called **VACATION.TXT** in your main GradeQuick directory (usually **C:\GQWIN**). It can be edited with a text editor such as the Windows Notepad. The file should list all the vacation or non-school days your school scheduled, including all holidays, training days, institute days, conference days, etc. The vacation dates should be listed in **MM/DD/YY** format (i.e. 03/21/01), one date on a line or a range of dates on a line. Date ranges should be formatted as **m1/d1/y1-m2/d2/y2** (i.e. 12/29/00-01/12/01). Date ranges that are out of sequence due to error (e.g. 12/20/01 - 01/05/01) will be ignored. Single dates on a line do not have to be listed in chronological order. For example, a **VACATION.TXT** file might look something like:

```
12/25/00-1/3/01
2/14/01
2/23/01
```

Save the file with the name **VACATION.TXT** and make sure it resides in (or is copied to) the directory (usually **C:\GQWIN**) where you installed the main GradeQuick program (**WGRADE32.EXE**). Then, switch the vacation days into effect for each file by selecting **Attendance→Use/Revert To Vacation File**. Once you apply the **VACATION.TXT** file, you will be unable to enter attendance on your attendance chart, or calendar, for any dates listed in **VACATION.TXT**. The heading for those days will appear blue instead of white on the chart. Once you have saved your gradebook file, you can switch other days to vacation days by adding more days to the **VACATION.TXT** file and choosing **Attendance→Use/Revert To Vacation File** again, or by using the switch option, as described in the section *Switch Vacation Day ON/OFF Option*.

### Last Day of Class

To create an end date for the attendance chart, use the **VACATION.TXT** file to make any days after the last day of class non-school days. In other words, if the last day of school is June 12, then you should put the range 6/13/01-12/31/10 in the file. Then, any days after the end of school will not be included in the calculations of days possible or present. Make sure that the date you set as the end of the vacation period is beyond the 365 day mark. In other words, if school began on 9/05/00, and the last day of school is 6/12/01, make sure the last entry in the **VACATION.TXT** file is 6/13/01-9/06/01 or later.

### Switch Vacation Day ON/OFF Option

If your files have different non-school days and you want to modify each file differently after using the same **VACATION.TXT** file as the starting point for each gradebook file, use the **SWITCH VACATION ON/OFF** option to mark or unmark individual days as vacation days. To do this, enter the Attendance Chart by clicking the **Attendance** button on the Big Toolbar or clicking **Edit→Attendance→Attendance Chart**. Then, either right-click the date you wish to become a vacation day and select to **SWITCH VACATION ON/OFF**, click in the calendar on the date you wish to become a vacation day and then click **Vacation→Switch Vacation Day On/Off**, or press **CTRL+T** while your cursor is on the calendar date you wish to change. GradeQuick will designate that date as a vacation day and "blue" the day out; you will not be able to enter attendance for that day. Conversely, if you want a day that was marked as a vacation day to become restored as a school day, click the same option and the day will be restored to a school day. In other words, when you choose the 'Switch Vacation Day On/Off' option, it will "toggle" or reverse the status of the selected day. The 'Switch Vacation Day On/Off' operation will not change the **VACATION.TXT** file, which is used by all files; it will only change what days are available on the attendance calendar of the chart in the particular file that is open.

- Choose **USE/REVERT TO VACATION FILE** in two cases.

- Use the option to clear any modifications you have made using the ‘Switch Vacation Day On/Off’ toggle. This will reset the calendar so that only days from the **VACATION.TXT** file will be counted as vacation.
- If you want to add a lot of additional vacation days later (perhaps snow days have forced school to cancel) you can add them to the **VACATION.TXT** file and select USE/REVERT TO VACATION FILE to re-read the file and update the vacation days. You must select the option in each file to which you want to add these additional vacation days. A warning message will advise you that attendance information will not be deleted unless it has been entered on a day that is changed to a non-school day. All other absences entered on school days will be retained when ‘Use/Revert To Vacation File’ is used. Specific non-vacation days created by the SWITCH VACATION DAY ON/OFF toggle will be lost when you choose to revert to the **VACATION.TXT** file record.

‘Use/Revert to Vacation File’ will always revert to the **VACATION.TXT** file that is currently in your \GQWIN directory. Therefore, if you have changed the vacation file since you created and saved your class file, your attendance chart calendar will be updated to the revised calendar in the current vacation file.

**Note:** If you create the **VACATION.TXT** file and put it in the \GQWIN directory after you started your class files, it will be ignored unless you choose Use/Revert To Vacation File.

### Clear Attendance

Click **Edit→Attendance→Clear Attendance** to remove the First Day of Class and all students’ attendance data from the file. This will not change the **VACATION.TXT** file. When you set a new start date, the calendar will again be set with the non-school days determined by information in the **VACATION.TXT** file that was available when you originally set up the file and any days that you ‘switched’ to either school or non-school while using that class file. If you do not want the days that you have ‘switched’ to either school or non-school days included or you want to use a revised **VACATION.TXT** file, you must click USE/REVERT TO VACATION FILE to re-read the current **VACATION.TXT** file.

## USING ATTENDANCE CODES

You may use the Absent and Tardy codes already set up or you may create new ones to use to record attendance in the attendance chart. Attendance codes may also be used to indicate specific types of absences or tardies that will be penalized. Attendance ‘scores’ may be automatically reflected in an Attendance Column and used to reward good attendance.

### Setting Up Attendance Codes

To set up attendance reporting, click **Edit→Attendance→Set Absence/Tardy Codes** or click **File→Edit Codes** in the Attendance Chart to display a dialog box where you can define types of absences if you want more than just Absent, Present, or Tardy. Each attendance code can be up to four characters in length. The first three codes on the chart are for Tardy Codes, and will not be counted in Absence totals. They can, however, be included as penalties if you mark them as such. In addition to these three tardy codes, you may create up to nine Absence codes such as U for Unexcused, S for Suspended, M for Medical, etc. Each attendance code can be set so that it does not count toward attendance totals for each student.

### To add new codes:

1. Click a blank row in the Attendance Codes dialog box.
2. Click the text box labeled 'Code' and type the code you wish to use in the Attendance Chart for this type of tardy or absence. The code can be one to four characters in length. See *Using Dialog Boxes* on page 8 for a more complete description of how to enter or change data in a dialog box's text box.
3. Press the TAB key or click in the text box labeled 'Meaning.' Enter the descriptive name of the attendance code. This name will appear on attendance reports and with attendance information on student reports.
4. Check the box next to 'Code not counted in Attendance Totals' if you do not want the code to be included in attendance totals.
5. Click CHANGE to accept the new code. (You may also press ENTER and proceed to add another code.)

If you wish to edit Attendance Codes you have already created, click the code you want to enter, and then double click the Code or Meaning text box. Then delete or change the text in the text box. See *Using Dialog Boxes* on page 8 for a more complete description of how to enter or change data in a dialog box's text box. Click CHANGE to accept the revision. If you want to remove a particular code, click it to highlight it, then delete the code and meaning in the text boxes below the list and click CHANGE.

**Note:** Attendance codes can be set using numbers and/or letters. Assign numbers as codes in the same way you do letters.

### **Set Attendance View Options**

In the Attendance Chart, you have several view options. You can choose to display the current week's attendance only, or as many days as will fit on the screen. Select this by clicking **View→Options**, and click the General tab.

- If you choose to display the current week, use the arrows at the top of the chart to move from week to week.
- If you choose to display as many days as possible, use the scroll bar at the bottom of the chart to scroll between days.

You can show attendance subtotals for both students and the class as a whole on your attendance chart. Click **View→Options**, and click the Subtotals tab.

- Display year or term absence and tardy subtotals for each student by clicking either 'Year Totals' or 'Current Term Totals'.
- Display the total number of students absent and/or tardy at the bottom of each day's attendance by checking the box next to 'Total Daily Absences' and 'Total Daily Tardies'.

View options in the attendance chart will be saved with the other GradeQuick view options whenever you Save Settings.

### **Editing the Attendance Record**

#### Entering Attendance via Calendar Chart

Once the first day of class is set and any additional Attendance Codes have been set up, click the Attendance button on the toolbar or click Edit→Attendance→Attendance Chart to display a dialog box with the names of the students for that class and columns for each day of the week (Mon., Tue., Wed., etc.). Each cell contains a 'blank' or a 'space' and represents "present" unless you enter another code. The chart automatically opens with a week or more including the current day displayed. If you

want to enter records for another date, use the left/right arrow keys to scroll to another week, or use the keyboard left/right arrow key or the scroll bar to move to other days. Days that are prior to the first day will not be available to enter attendance. But you can enter dates in the future up until the last day in the Attendance Chart. To enter attendance in the future, use the arrows to move to a date in the future.

To mark an absence, highlight the appropriate cell by using the ARROW keys or clicking on the cell. When you click on a cell, you will see a drop-down list with all the attendance codes you have set up. Choose one of the codes from this list by clicking on it, or type the code for the type of absence you want to record, such as A for Absent, or T for Tardy. You will only be able to enter codes that you have defined in 'Set Absence/Tardy Codes' or 'Edit Codes'. Even if you have defined specific types of absences, you will probably enter the "A" when you first take attendance since you will not know the reason for the student's absence. Later, when you know why the student was absent, you can replace the A with a more specific code. To revert a recorded absence back to present, highlight the cell and press the SPACE bar.

**Entering Half-Day Attendance:** If you have selected Half-Day Attendance (see *Half-Day Attendance* on page 129), you will have to switch between entering morning and afternoon attendance on the Attendance Chart by using the Morning/Afternoon toggle on the toolbar. After choosing the day for which to set attendance (as explain above), choose morning or afternoon and enter any codes you wish to enter. Morning is selected by default when you first open the attendance chart.

**Note:** Attendance entered in the future will not count toward the absence and tardy subtotals in the attendance chart or on reports. Future attendance also cannot be exported.

#### Entering Attendance via Seating Chart

Once you create a Seating Chart, you may enter attendance from it. Click **Edit→Attendance→Attendance Via Seating Chart**. This option is gray until you have saved a Seating Chart. See *Entering Attendance from the Seating Chart* on page 144

#### Setting Entry and Exit Dates for Specific Students

If you want to use GradeQuick's attendance feature to calculate, print or export each student's exact possible days in the class rather than a fixed number of possible days based on the days the class meets, you will need to set Entry/Exit dates. If you do not set these dates, GradeQuick assumes all students are in the class from the first day of class and assumes they are present everyday the class meets unless they are marked absent. If a student joined the class two weeks after the first day, it would attribute more days present to that student than s/he was actually enrolled in the class. If you are using the attendance only to mark or send absence/tardy information, this information will still be correct and you should not need to use the entry/exit date feature. If, however, you want an accurate account of summary attendance information, such as the number of days each student was actually present and how many possible days s/he had in your class (as these numbers would vary from student to student if they did not all join the class on the first day) then you should take advantage of this feature. To do this:

1. Click **Edit→Student Information**, or click the **Student Information** button on the Big Toolbar.
2. Select Add New Field at End (or at Cursor). Enter EntryDate1 (one word) as the field for a student's first entry date, if it is different than the first day of school.
3. Select Add New Field at End (or at Cursor). Enter ExitDate1 (one word) as the field for a student's first exit date, if it is different than the last day of school.
4. If a student has entered and exited repeatedly, add additional student data fields called EntryDate2 and 3, and ExitDate2 and 3.

Once you have set these days, you will be unable to record attendance for a student who is not in your class on a given date.

Any days that a student is not in your class will not be included in that student's total days present, but will also not be deducted as absence days.

If you are setting entry and exit dates, you will not be able to use an attendance column to accurately reflect the attendance of any students for whom you have set entry or exit dates.

### **Entering or Viewing Attendance in Student Summary View**

If you are using the attendance features in *GradeQuick*, you can view and edit student attendance using the calendar in **Student Summary View**.

#### **TO OPEN STUDENT SUMMARY VIEW FOR A SPECIFIC STUDENT:**

1. Highlight the student's name in the gradebook spreadsheet.
2. Select **View→Student Summary View** from the main menu.
3. The student's name and ID appear at the top of the window.

The **Attendance** tab will be located behind the **Basic Information** tab.

**Note:** If you are using **Half-Day Attendance**, a **Morning/Afternoon toggle** will appear above Attendance Totals. Morning attendance will be selected by default. Select the arrow in the toggle box to switch to Afternoon attendance.

#### **TO VIEW ATTENDANCE TOTALS BY TERM OR YEAR:**

A tally of student tardiness and absences appears on the right.

Click the arrow in the Attendance Totals field and select an option from the list.

#### **TO VIEW A DIFFERENT CALENDAR MONTH:**

Click the < and > located beside the month field to change calendar months.

#### **TO ADD OR EDIT ATTENDANCE:**

You may add or attendance for days that appear **white** in the **Attendance Calendar**.

Right-click to select **Present**, **T** for tardy or **A** for absent from a list.

If a student is marked tardy or absent or has already been marked as such in Attendance or Seating Chart, a red letter will appear on the day. The date will also be in red. When a student is present, the day is left blank.

For more information about Student Summary View, see *Viewing Student Information Using Student Summary View* on page 13

## **PENALTIES**

To record attendance penalties, click **Edit→Attendance→Penalties**, or **File→Penalties** in the Attendance Chart. From the Penalties dialog box you can choose an Automatic or Manual method of using absences and tardy days to change grade averages. From the Automatic or Manual dialog box, you can choose which Attendance Codes should be indicated as penalties and whether you want those penalties deducted from Term averages or the final overall average. Alternately, you may choose **Edit→Attendance→Make Attendance Column** to show designated types of absences in an Attendance Column on the spreadsheet (see *Using Attendance* on page 137).

## Setting Up Attendance Codes As Penalties

In both the Automatic Penalty and Manual Penalty dialog boxes you must click the codes you want counted as penalties. All codes are counted in the absent or tardy totals that are printed, but only the codes you select as penalty codes will be counted towards deductions from grades or from the days present in the Attendance Column.

When you set either an Automatic or Manual penalty system, you must also click either Terms or Final Averages to indicate if you want the penalties deducted from students' term averages or from their overall final averages. If you want the penalties deducted from the term averages, you must first set Term start dates and you must also weight terms. See *Set Term Start Dates* in *Setting the First Day of Class* on page 128 and *Weighting Categories Or Terms* on page 84

If you are using an Attendance column in the spreadsheet, you do not need to select an Automatic or Manual penalty system because the attendance column is treated as an assignment column in the spreadsheet. You can use its term and weight to designate what grades you want it to affect. (See *Using Attendance* on page 137 for more information).

### Automatic Penalty

You may set a penalty system where the grade average is repeatedly reduced by a specified percent for a specified number of days absent or tardy, thereby increasing the penalty for more absences. Select SET PENALTIES AUTOMATICALLY from the Penalties sub-menu. In the dialog box you will see the following sentence, but without the numbers:

**"After (5) penalty days, deduct (1) percent for every (5) penalty days."**

You must enter the 3 numbers. The first indicates how many penalties a student can incur before his grade is reduced. The second indicates the number of percentage points that will be subtracted from a penalized student's average. The third indicates how many more penalties must be incurred after each reduction before the grade is again reduced

In the case above, the student would not be penalized for the first 5 penalty days, but would lose a percent at the 6th penalty day and would lose another percent after 5 more penalty days, etc (i.e. on the 11th day, 16th day, etc.). Or you might enter the following numbers:

**"After (10) penalty days, deduct (.2) percent for every (1) penalty days."**

In that case, 10 penalty days would be allowed without punishment, but the student would lose .2 percent on the 11th penalty day and an additional .2 percent for every additional penalty day.

### Manual Penalty

If you prefer a non-repetitive or varied-pattern penalty, select SET PENALTIES MANUALLY from the Penalties sub-menu. For example, you can use this feature to deduct 2 percent after 5 penalty days and 3 percent after 8, but then stop reducing the average with subsequent penalty days. In the input window, next to each # of penalty days, enter the percent by which you want the averages reduced and click change. For example, to reduce the averages by 2% for 5 penalty days, enter a 2 in the row next to 5 days penalty in the chart. Then if you wish to deduct 3 % for 8 penalty days, enter a 3 in the row next to 8 days penalty. See *Using Dialog Boxes* on page 8 for a description of how to enter or change data in a dialog box's text box. These penalties are not cumulative—entering a 2 in the row next to 5 days penalty and a 3 in the row next to 8 days penalty will reduce a student's grade by a total of 2% if he has 5-7 penalties, and a total of 3% for 8 or more penalties.

## Remove Penalties

Select REMOVE PENALTIES from the Penalties sub-menu to remove penalties. The averages will be recalculated on scores alone. You may then set a new attendance penalty system or not use one at all. Removing Penalties does not remove your selection of which Attendance Codes are considered penalty codes, so that those codes can still be deducted from total days in the Attendance Column feature.

## USING ATTENDANCE TO DETERMINE FINAL GRADES

You can use a student's attendance record to contribute to their final grade. Enter a student's attendance grade as a test in the gradebook. The Possible points for this test column will be the total possible days based on the start date and vacation days. Each student's 'score' will represent the days possible minus any days that are indicated as penalties, even if you have not chosen to reduce term or final averages using a penalty system. A student with 5 days marked as penalty absences out of 25 Possible days present will have a score of 20 in the column, the equivalent of a score of 80% in this attendance column. **GradeQuick will deduct as absences only those types of absences (or tardy days) marked as penalty days** from one of the penalty dialog boxes. You must mark those penalty days in the penalty dialog box, as described in *Setting Up Attendance Codes As Penalties* on page 136. You need not actually set a penalty system unless you want one in addition to the attendance column. GradeQuick will automatically update the Possible days and student's scores as the date changes.

### **Note:**

If you have set entry and exit dates for students who were not in your class for the entire term or year, this column will not accurately reflect attendance for those students, as the possible points is the same for all students and will therefore include the dates that student was not in your class. We do not recommend using this feature if you are setting entry and exit dates.

To add an Attendance Column to the gradebook, click **Edit→Attendance→Make Attendance Column**. An Attendance Column will be created in the spreadsheet with the name "\*Present."

If you want the attendance column to be counted towards the final average and not as part of any Term total, remove the Term number from the Term row at the top of the column. If you do not want it to count at all, weight the test column zero. See *Weighting Tests Or Assignments* on page 83 and *Weighting Final Exams Or Special Projects* on page 84.

**Note:** The 'Possible' for the Attendance Column will continue to calculate beyond the final term's end unless you set up an end date for the term in the **VACATION.TXT** file. See *Vacation Days (all non-school days)* on page 130.

## EXPORTING ATTENDANCE

### Daily Attendance

You may export daily attendance using **File→Send Attendance** in the Attendance Chart or the Seating Chart. A text box will appear asking you for the date for which you want to send attendance. Enter a date or date range in the form **m1/d1/y1-m2/d2/y2** (i.e. 12/29/00-01/02/01, or just 01/02/01 for a single day). In the next dialog a text box will ask you to enter the name of the file where attendance should be sent. A file name will appear by default if you have entered a CLASS ID in the Class Information dialog box. Or, you can enter your own file name with **.TXT** as the extension. When attendance is exported, an ASCII text file is created with the attendance code that is entered for each student for the day you select. The attendance information can be overwritten each

time you export or you can append to the information from the previous send operation. If you choose to export to a filename that already exists, you will be asked whether to overwrite or append. You may have special instructions for sending attendance if your school is using GradeQuick on a network. Be sure to contact your Computer Coordinator for more instructions.

### **Attendance Totals**

You may also export the total number of days absent or tardy, or the total number of a certain type of absence, such as Excused, when you export your grades and other information at the end of a marking period. See *Exporting From Class Files* on page 37.

## **WEEKLY ATTENDANCE REPORT**

In the Attendance Chart, there are two Weekly Attendance reports available. Through the toolbar in the Attendance Chart, you access each report by clicking on the calendar buttons to the right of arrows for moving in the attendance chart. Clicking the Preview All Weeks button will run the report containing all of the weeks of the school year, from the first week to the current week. Clicking the Preview Selected Week button will run the report for the week that is currently in view on the attendance chart.

The reports are formatted to show the attendance chart for a week at a time for each student. Once the reports are open in Print Preview, you can scroll through them by using the arrows and select different sizes to preview the report by using the toolbar in Print Preview. You can also select students and print the reports through buttons on the toolbar.

# Chapter 12

## SEATING CHART

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To access the seating chart, choose **Edit→Seating Chart** from the main menu OR the **Seating Chart** button on the Big Toolbar. If you have not yet created a seating chart, the **Arrange Seats** dialog box will appear asking you to specify an arrangement for the seats. This dialog box is described in detail below in *Arranging Students in the Classroom* . Regardless of which arrangement you choose, you may modify it later by clicking and dragging the seats.

### ARRANGING STUDENTS IN THE CLASSROOM

GradeQuick can arrange the seats in your classroom for you or you can arrange them yourself. . Select from one of the five options in the **Arrange Seats** dialogue box:

**CHOOSE NUMBER SEATS PER ROW** - If you choose this option, a scroll bar will appear for you to indicate the number of seats you want in each row. GradeQuick will then adjust the number of rows to fit the seat-per-row specification.

**CHOOSE NUMBER OF ROWS** - If you choose ‘Number of Rows,’ you must indicate the number of rows desired and the number of seats-per-row will adjust accordingly.

**ARRANGE IN A CIRCLE**

**ARRANGE IN A SEMICIRCLE**

**DEFAULT SETTING FOR CUSTOM GROUPINGS** - Use this to design groupings, such as groups of 5 seats, or a long table in an L shape, or any arrangement not based on rows/columns, circles or semicircles. The chart will then be displayed with the correct number of seats for the class and you may drag them to your desired location.

- In this dialog box you may also indicate how the teacher’s seat should be treated in the arrangement you select. You may choose to **Remove teacher’s seat from class** entirely, **Place teacher’s seat at front of class**, OR **Include teacher’s seat in class arrangement** with the student seats.
- Click **OK** to display the new arrangement. All of the seats will be displayed on the screen in the arrangement you selected with the front of the class at the bottom of the chart. You may make changes by clicking on a seat with your left mouse button and moving it. You can also reassign students to different seats. See *Assigning Students to Seats* on page 141.

**Tip:** The chart will hold, as many seats as there are students in your class. However, larger classes will have smaller seats in order to fit on the screen. You may find that dividing the class *into* sections and making a larger chart for each section would be easier to read. See *Changing the Classroom Arrangement* on page 144. You can always zoom the chart to a larger size for viewing. See *Using Zoom to View the Seating Chart* on page 146.

### Seating Chart Menu

Once you choose a seating arrangement, the Seating Chart window will appear with a desk for each student. The Seating Chart window has a special menu. The options are:

**FILE MENU** This allows you to create, print, load and save charts. For more a more detailed explanation of how to open, save, and delete charts, see *Saving the Classroom Arrangement* on page 143.

**NEW CHART** – This will create a new seating chart for your class. A dialog box will appear asking you to specify an arrangement for the seats. This dialog box is described in detail below in *Arranging Students in the Classroom* on page 139.

**CHOOSE CHART** – This allows you to choose a previously saved seating chart for display. (The most recent chart is displayed automatically.)

**SAVE CHART** – This will save the arrangement, numbering and student seat assignments for use at a later time. (You must also save the class file to permanently save the seating chart so that you can use it when you next open the file.)

**SAVE CHART AS** - To save the current seating chart with a different name.

**DELETE CHART** - To delete a seating chart.

**PRINT** - To print the seating chart that is currently displayed on your screen. GradeQuick will make maximum use of the paper by fitting the section of the design that actually contains seats, to the paper size.

**PRINTER SETUP** – This will bring up a dialog box in which you can setup printing options such as paper size, source, and orientation (landscape or portrait). You can also choose which printer to use from the drop-down list box that lists all printers available through your Windows setup. You can also click **PROPERTIES** to further customize options for the printer you have selected. The Printer Setup dialog will also list information about the status, type, and location of your chosen printer.

**SEND ATTENDANCE AND EXIT** - This will export attendance to a local file or to the network. See *Exporting Attendance* on page 137.

**EXIT** – To return to the gradebook spreadsheet.

**EDIT MENU** - Allows you to create and rearrange seats, and to assign or remove students and their pictures from those seats. These options are described in greater detail in *Arranging Students in the Classroom* on page 139.

**ARRANGE SEATS** – This allows you to choose how you want to arrange the seats on the chart -- rows, circle, semi-circle, or default for custom groupings. You may move seats around in any of these configurations to customize the arrangement.

**NUMBER SEATS** – This will re-number the seats automatically using one of the listed schemes (left, right, top, bottom combinations) or manually one at a time.

**ASSIGN ALL STUDENTS TO SEATS** – This will reassign the students using one of the listed schemes -- randomly, alphabetically, by gender, by information in a student data field, by rank, by ID.

**ADD EMPTY SEAT** – This will add another seat to the chart.

**DELETE SELECTED SEAT** – This will delete a student or teacher seat from the chart (even if it is occupied).

**ASSIGN STUDENT TO SELECTED SEAT** – This will assign a new student to a seat. Students are assigned to seats when you choose an arrangement, but you can remove students and reassign them to different seats.

**REMOVE STUDENT FROM SELECTED SEAT** – This will remove a student from a seat. The seat itself is not removed.

**CREATE TEACHER'S SEAT** – This will add the teacher's seat if it has been removed.

**ASSIGN PICTURE TO STUDENT** – This will assign a picture of the student to the student's seat.

**REMOVE PICTURE LINK FROM STUDENT** – This will remove the picture of the student from the student's seat.

**REMOVE PICTURE LINKS FROM ALL STUDENTS** – This will remove all student pictures from seats.

**RELOAD PICTURES** – If you chose to abort loading pictures, you can choose this option to finish loading them at any time.

**MODES MENU** - Offers several modes in which you can enter or change attendance or student data. This menu is described in greater detail in *Entering Attendance from the Seating Chart* on page 144, and *Entering Student Data Field Information from the Seating Chart* on page 145.

**EDIT ATTENDANCE** - Select this if you want to enter attendance from the seating chart.

**CHANGE ATTENDANCE DATE** - Select this if you want to change the date for which you are entering attendance.

**EDIT STUDENTS' DATA FIELDS** - Select this if you want to enter student data field information from the seating chart.

**CHANGE DATA FIELD** - Select this if you want to change the student data field into which you want to enter information.

**OPTIONS MENU** - Provides alternate viewing and design options. This menu is described in greater detail in *Seating Chart Options* on page 146.

**SET FONT** - To select fonts for both viewing and printing the seating chart. The dialog box has three areas, Font (Arial, Courier, Times Roman, etc.), Font Style (Regular, Bold, Italic) and Size (8-72 depending on the font).

**DRAW AS CIRCLES (SQUARES)** - To change the shape of the seats on the chart from squares to circles. If the seats are displayed as circles, selecting this will change them back to squares.

**SEAT LABELS** - To choose how the seats are labeled for identification. You may choose all, part, or none of the student's name. You may also show IDs, information in a student's data field such as Nickname or the student's picture.

**SET SEAT SIZE** - To change the size of all the seats. More space will be displayed between the seats when a smaller seat size is selected. A larger size will reduce the space between the seats.

**ZOOM** - If you want to change how the seating chart looks on the screen, select this to reduce or enlarge the view.

**X 2** - If you want to double the size of the seats or chart for viewing, select this to enlarge the size.

**X .5** - If you want to see the seats or chart only half as large as it is, select this to reduce the size.

**FIT ROOM TO SCREEN** - To display the seating chart sized so that the entire 'classroom' is displayed in the window.

**FIT SEATS TO SCREEN** - To display the seating chart sized so that all seats are displayed as large as possible in the given window.

**ARBITRARY ZOOM SIZE** - If you want to indicate what percentage of actual size to display the seating chart, select this.

## HELP MENU

You may access the full help options as described in *Getting Help* on page 3.

## Assigning Students to Seats

When you first choose an arrangement, each student in your class will be assigned to a seat. Rather than just dragging and rearranging them, you may want GradeQuick to re-assign them based on specific criteria. To select criteria, select **Edit→Assign All Students to Seats** from the Seating Chart menu. GradeQuick will assign seats to students. (If you have designed a custom arrangement that is not based on a row/column or circle design, you may want to change the numbering pattern before using GradeQuick to make seat assignments; the assignments are done in numerical order beginning with the first student in your gradebook. See *Numbering Seats in the Classroom* on page 142.

**There are six basic ways to assign students to the numbered seats:**

- If you choose **Random**, students will be assigned in a random manner.
- If you choose **By Gender** (you must have indicated the gender of the student in the M/F student data field), you will be given 4 choices: Alternate boys, then girls; Alternate girls, then boys; Boys first, then girls; or Girls first, then boys. In other words, if you were to assign all students based on ‘Alternate Boy/Girl,’ GradeQuick would assign boys to seats numbered 1, 3, 5 and girls to seats numbered 2, 4, 6, wherever those seats are located.
- If you choose **BY RANK** (based on the Final Average), you will be asked to choose from Ascending, Descending or Alternating High/Low.
- If you choose **By Data Field**, you may select one of the student data fields. Based on the information in the field, the students will be assigned in alphabetical groups. For instance, you may choose the student data field **Nickname**, so that the students are assigned to seats alphabetically based on their nicknames that have been entered into that field. If you choose **Activity**, they will be assigned based on the first data in the Activity Field, in alphabetical order, such as all the students in Art class, then Baseball, then Football, etc.
- If you choose **Alphabetically**, the students will be assigned in ascending alphabetical order by First name or Last name.
- If you choose **By ID**, the students will be assigned by ID in either alphabetical or numerical order.

## **Numbering Seats in the Classroom**

If you are not using GradeQuick’s menu option ‘Assign all students to seats’, you may ignore the numbering option entirely. In other words, if you want to drag each student’s seat individually and place it, the numbering pattern is irrelevant. It can also be skipped if you are globally assigning the students based on a row or circle arrangement. You only need to use the numbering function if:

You are creating a custom grouping, such as a group of four, **and** you want to let GradeQuick assign seats to those groups based on your selected criteria (e.g., gender, name)

OR

You want to globally assign students in a pattern other than the default numbering which runs across rows from left to right as pictured below.

**Default Numbering:** By default, GradeQuick numbers seats from left to right, then top to bottom, as depicted in the diagram below. This pattern is also the first option listed if you select Automatic Seat Numbering. There are seven other automatic patterns from which to choose.

To change the default numbering pattern, choose **Edit→Number Seats** from the Seating Chart menu. Then, choose **Automatic** or **Manual**.

### **Automatic Seat Numbering**

If you have a standard classroom arrangement of rows, then the Automatic numbering patterns will be appropriate for your seating chart. When you choose Automatic, you will have a choice of eight options that combine up-down and side-to-side schemes. For example, if you want your class assigned alphabetically from front to back, rather than across the row, you might choose ‘Top to bottom, left to right’ for your pattern. In any case, if you have chosen an automatic pattern, the seats will automatically renumber to fit that pattern even if you later move a seat. Once you have set a numbering pattern, you should go to the **Assign All Students to Seats** dialog box to choose the criteria to re-assign students.

### Manual Seat Numbering

If your classroom seats are arranged around lab tables, in project teams, or in other arrangements that are not standard row arrangements, you should choose Manual. The Manual method allows you to number seats within each group before moving to the next group. Choose Manual if you do not want any of the automatic options, and you will be able to set up your own unique numbering pattern. Unlike with Automatic numbering, the seats will not re-number if they are moved later.

When you choose manual numbering, all seats are changed to black and numbered zero. As you click each seat in your numbering pattern, the seats are numbered sequentially and the seat returns to its original color. Although you will have changed the numbering, the student names remain. You will need to choose the **Assign All Students to Seats** dialog box afterward if you want to re-assign the students based on the new numbers.

**Tip:** You need not start over numbering if you make a mistake or change your mind while numbering in the Manual mode. If you have already assigned a number to a seat, and want to assign that same number to another seat, you may make the number available again by clicking on it again. When you click an already-numbered seat, it changes that seat to the next number in your sequence and frees its original number to be assigned to the next seat you click. In other words, if the last seat you assigned was 10, and you want to reassign the number 2, you may click the seat that is currently numbered 2 again and it will become seat number 11. Since there will then be no seat number 2, the next seat you click will become number 2 and then any further numbering will continue from 12 where you left off. Continue clicking and the numbering sequence will continue.

### **Saving the Classroom Arrangement**

Choose **File→Save Chart** from the Seating Chart's menu if you want to save the arrangement, i.e., seating chart. The first time you save the seating chart, it will automatically be given the name of the open gradebook. You may have multiple seating chart arrangements saved with each file. Select **File→Save Chart As** to save the seating chart by a different filename. The last chart saved is the one that will open the next time you use the program, but you will still have access to the other seating charts for this gradebook.

If you do not save the arrangement, you will need to set up your seating chart once again the next time you want to use it.

### Using Another Saved Chart

A saved seating chart is only available from the gradebook in which it was created. If you want to use a chart you saved, click **File→Choose Chart** from menu. The seating charts you previously saved for this gradebook will be displayed. Click the one you want to use. If you save changes in this chart, it will be the one that is displayed the next time you open Seating Chart. (When GradeQuick opens the Seating Chart, it always displays the chart that was saved last.)

### Deleting a Saved Chart

If you no longer want to use a seating chart you saved, choose **File→Delete Chart** from the menu. The list of seating charts you have saved will be listed in the dialog box. Click the one you want to delete. If the chart you select is the one you currently have displayed, it will not be deleted until you exit the Seating Chart feature. The next time you use the Seating Chart feature, the chart that was saved last will be displayed.

**Note:** To permanently save the seating chart(s) you create, change, or delete, you must save the class file as well. When you return to the gradebook spreadsheet, choose SAVE from the main menu bar File Menu.

## Changing the Classroom Arrangement

To create an entirely new arrangement, you may choose **Edit→Arrange All Seats** or **Assign All Students to Seats** from the Seating Chart menu,, and follow instructions outlined in *Arranging Students in the Classroom* on page 139 and *Assigning Students to Seats* on page 141. You may also use items on the Seating Chart **Edit** menu to make individual changes to your seating arrangement. Next to some menu items you will see shortcut keys that you can also use from the keyboard to remove, assign or delete seats. You may also just drag the seats from one location to another by clicking on the seat and dragging it with the mouse.

### Add or Delete Seats/Students

Students that are added to the gradebook after a Seating Chart has been created and saved will not appear on that chart automatically. They will be available on an assignment list and may be assigned to a seat. To add these students to your chart, select an empty seat by clicking on it, and choose **Edit→Assign Student to Selected Seat**. A dialog box with a list of students not yet assigned, or previously removed, will appear, and you can choose the student to assign to the selected seat. If you have no extra seats, create a new seat by right-clicking on the chart where you want to add the seat. The new seat will be created wherever the mouse is pointed, even if you click on top of a seat that already exists. If this happens, just drag the new seat to a vacant location.

If a student is deleted from the gradebook spreadsheet, the student's name will be automatically removed from the seat on the Seating Chart but the seat itself will not be removed. In this case, you may delete that seat.

Delete a seat by clicking on it with the left mouse button to select it and then pressing the DEL[ETE] key or choosing **Edit→Delete Selected Seat**. If the seat is occupied, the student's name will be placed on a list to be available for re-assignment to another seat. If you choose **Remove Student From Selected Seat**, the student's name will be placed on a list to be reassigned, but the seat itself will remain on the chart.

### Assign Students to Different Seats

If you have any students in your class that are not assigned to seats, you will want to assign them to a seat to complete your seating chart. Select a seat, empty or occupied, to which you want to assign a student. From the Seating Chart menu, choose **Edit→Assign Student to Selected Seat**. A dialog box will appear with the names of students in the class file that are not yet assigned to seats in this chart, students that were removed from seats, or students that were added to the class after the Seating Chart was last saved. Click the student you want to assign to the selected seat. If the seat is empty, the student you selected from the list will be assigned to the seat and removed from the list of unassigned students. If there is a student already occupying that seat, the student on the seat will be removed and placed on the unassigned list, and the student you chose from the list will be assigned to the seat in his or her place.

You may also remove students from seats in order to assign them later. Select the seat of the student you want to remove, and then choose **Edit→Remove Student from Selected Seat**. The name of the student you remove will be placed on a list of unassigned students to be reassigned, but the seat itself will remain on the chart unless you later delete it.

## ENTERING ATTENDANCE FROM THE SEATING CHART

In addition to recording attendance on the Attendance Chart, you may record attendance while you are viewing the Seating Chart. Before recording attendance data, be sure you have set your first day of

class, vacation days and attendance codes. (See *Setting Up the Calendar* on page 127 and *Using Attendance Codes* on page 132.) To enter your attendance data on the seating chart, you must enter Attendance Mode, in which you will not be able to move or create seats. You can activate Attendance Mode in one of two ways:

**From the main spreadsheet menu bar:**

Choose **Edit→Attendance**. From the Attendance sub-menu, choose Attendance via Seating Chart. It will take you directly to the seating chart in the attendance mode with the current date already selected. You must have already created and saved a seating chart for this menu item to be available.

**From the seating chart:**

Choose **Modes→Edit Attendance** from the Seating Chart menu. You will be asked to select a specific date for entering or viewing attendance.

Once in Attendance Mode, select a student seat and then click the right mouse button for a list of Attendance Codes. Click to select the appropriate code for that day. Each code in your file has a unique color that will be displayed on the seats of students who have been assigned that code for the day. The Attendance Code itself will also be displayed in the lower right corner of the seat. In addition to using the right mouse button to access a list of attendance codes, you may click the left mouse button on a student seat to cycle through the codes and colors. Stop on the code you want to indicate.

If you need to enter attendance for a previous day, choose **Modes→Change Attendance Date** and select another date.

To export daily attendance, choose **File→Send Attendance and Exit**. See *Exporting Attendance* on page 137.

**Entering Half-Day Attendance:**

If you have selected **Half-Day Attendance** (see *Half-Day Attendance* on page 129), you will have to select morning or afternoon attendance from the Seating Chart. If you choose to enter Attendance Mode by selecting **Edit→Attendance→Attendance via Seating Chart** from the gradebook spreadsheet, the morning of the current day will be selected by default. If you select **Modes→Edit Attendance** from the Seating Chart, you will be asked to select morning or afternoon. You can change from morning to afternoon or vice versa by selecting **Change Attendance Date** from the **Modes** menu.

## **ENTERING STUDENT DATA FIELD INFORMATION FROM THE SEATING CHART**

If you want to enter Student Data Field information from the Seating Chart, use the data field entry mode by choosing **Modes→Edit Students' Data Fields**. You will be shown a dialog box where you will choose the data field for which you want to enter data. On the Seating Chart, the information in each student's data field will be displayed if it has been added to the gradebook. If there is no information in the data field, nothing will be displayed on the seat. If you want to enter or change data, click a student's seat to select it and a text entry box will be displayed. Any data you have already entered will be displayed in the text box and can be changed or replaced with new data. After entering or changing the information, click OK. The student data field entry will be displayed on the seat. (You may also enter this data via the Student Information option on the Edit Menu on the main gradebook spreadsheet screen. See *Entering Additional Student Information*, on page 11.)

If you then want to enter Student Data for a different field, choose **Modes→Change Data Fields** and choose another field.

## SEATING CHART OPTIONS

### Using Fonts on the Seating Chart

You may change the font size and font style of the text on your seats by choosing **Options→Set Font** from the Seating Chart menu. If you choose a larger font size, the student's name may wrap-around in the seat, or, if you are using pictures, become truncated so that only part of the name may appear followed by an ellipse (...). You may want to choose a smaller font size or a different font style if you are displaying the student's full name along with other information as a seat label. All of the information displayed on the seat will show the same font, style and size. The font you choose will also be used when you print the Seating Chart.

### Using Seat Labels

You may choose up to two pieces of information to be displayed on the student seat for identification purposes. Select **Options→Seat Labels** to open the Seat Label dialogue box. You may display each student's full, first or last name or no name at all. You may also choose to display his or her ID, picture, information in a student data field such as nickname, birthday, etc., or no additional information at all. When you select **Picture**, you use **Edit→Assign Picture to Student** from the Seating Chart menu to associate pictures with student seats. See *Student Pictures on the Seating Chart* on page 147.

### Adjusting Seat Size

The Seating Chart is displayed with a seat size that allows all the seats to fit in the window. If you want to adjust the view on a temporary basis without changing the spacing relationship, use the **Zoom** function. However, if you want to permanently change the seat size in relation to the white space between seats; choose **Options→Set Seat Size** Seating Chart menu to make the seats larger or smaller. Then, adjust the scroll to the pixel size you desire. A larger size may cause the seats to overlap and a small size may make the text on the seat more difficult to read.

### Using Zoom to View the Seating Chart

Although the seating chart is displayed to fit within the window, you may choose to view the seats enlarged or reduced by a certain percent. Just choose **Options→Zoom** Seating Chart menu and select from the sizes available or choose **Arbitrary** and select the exact percent of enlargement or reduction. The seating chart will be adjusted to view more or less of the seats, without changing the relationships between seats. If you want to make the seats larger or smaller in relation to the white space between seats, use the **Set Seat Size** function and adjust the scroll to the pixel size you desire, instead of using the Zoom function. A larger size may cause the seats to overlap and a small size may be more difficult to read. Use **Set Seat Size** if you want to permanently change the seat size in relation to the white space between seats; use the **Zoom** function to temporarily change what you view.

### Changing Squares or Circles

The seats are drawn as squares but you may change them to circles by choosing **Options→Draw As Circles** from the Seating Chart menu. Choose **Draw As Squares** to change them back again to squares.

## STUDENT PICTURES ON THE SEATING CHART

### Choosing to Display Student Pictures

If your school has digitized student pictures for student ID cards, if you take your own pictures with a digital camera, or if you order digitized files when you send regular film to be developed, you can use these pictures with the seating chart. Be sure that you have enough hard disk space to store these files or have access to them on a network server, because each student's picture may be several thousand bytes in size. When you use pictures, the time required to load the seating chart may increase. The speed and memory of your computer, the monitor resolution and the file format of the pictures will determine the time involved in displaying pictures on a seating chart. Setting your resolution to High or True color displays pictures faster than 256 color display. Also, **.BMP** files are approximately four times larger than **.JPG** formatted files to store on the hard drive, but also four times faster to load.

### Using Pictures on the Seating Chart

If your school is importing student names and other data from your administrative software, you can also import the name of the student's picture file so that the pictures will be automatically linked to the student seat and you can turn the display on or off at any time. If you have not imported that information, you will need to link the student's picture with the seat the first time you want it displayed, as follows:

1. Choose **Options→Seat Labels** from the Seating Chart menu.
2. Check **Picture** in the Seat Label dialog box if it is not already selected. When you select Picture, another display option appears with 'Scaled' already checked. This means that the display will retain the relative length and width of the original picture on the seating chart. If you choose 'Stretched,' the picture will be reshaped to fit the square seat. In general, if the original picture has length and width dimensions that are unequal, the 'stretched' picture may be unattractive.
3. In the Seating Chart select a student by clicking on the seat.
4. Choose **Edit→Assign Picture to Student** from the Seating Chart menu.
5. In the Open dialog box, choose the file that contains the picture of the student you have selected. Your Computer Coordinator may need to tell you where to find these files and give you a list of files and the associated student names.
6. Repeat steps 3-5 for each student whose picture you want to assign.
7. You must **save** the seating chart after linking pictures with students so you will not have to link them again.
8. Choose **File→Save** from the main menu if you want to save your work in the Seating Chart.
9. Once you have assigned a student's picture to his or her seat in one seating chart in a class file, that picture will be assigned to the student in every seating chart for that class file. However, that picture will only be displayed in files where you have checked **Picture** in the Seat Label dialog box.

### Reload Pictures & Abort Picture Loading

After you have assigned pictures to students in the Seating Chart, if you find, that the process of loading the Seating Chart is too time consuming, you can abort the loading process. The pictures may be partially displayed depending on when you choose to abort; once in the seating chart, you can select **Edit→Reload Pictures** from the menu if you want to see them. If you prefer for the chart to

open without pictures and don't want to have to abort the loading process, uncheck **Picture** on the Seat Label dialog box and resave the seating chart. The student pictures will still be associated with the student's seat but will not be displayed until you check **Picture** again. You will only need to load the picture files once, but you can determine if and when you want to view them by checking or unchecking **Picture** .

**Note on using class files with pictures on computers where the picture files are unavailable:** You will be able to use your class file on a computer that does not have the picture files available even if you have linked the pictures with the student's seat. The pictures will not be displayed, but the student-picture links will remain in the file and the pictures will be displayed when you open the gradebook from another computer that has access to the picture files.

### **Removing Picture Links from Seats**

If you have obtained new pictures with different file names for your students, you must remove the picture links that have associated each student with a particular picture file so that you can reassign any new pictures. Choose **Edit→Remove Picture Link from Student** to unlink the selected student from his or her picture, or **Remove Picture Links from All Students** to unlink all students in the class from their pictures. If you remove the link from a student's picture to his or her seat in one seating chart in a class file, that picture will be removed from the student in every seating chart for that class file. In order to display pictures again, you will need to assign them to each picture in each chart. If you merely want to hide the pictures from display, don't remove the links; just select the Seat Labels dialog box and uncheck 'Picture.' Then you will be able to display them at a later date without assigning them again.

### **Format Determines Loading Speed and Size of File**

The size of the file and the speed at which it is loaded is determined by the format. Files that have an extension **.BMP** will load faster but take more hard disk space to store. Files that have an extension **.JPG** will need less disk space for storage but take more time to load. You will need to choose the file format that best serves your purpose and system configuration. Displaying High or True color also speeds the loading of pictures.

# Chapter 13

## MISCELLANEOUS FEATURES

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### CUSTOMIZING PROGRAM DEFAULT SETTINGS

You may want to design your gradebook spreadsheet with settings (configurations) different from our defaults. Click **Options**→**Save Settings** to access options that fall into two categories: those that control the display and handling options in the gradebook and those that control the ‘set-up’ of the grade scale, grade symbols, attendance codes, attendance start dates, student data field names, class information names, QuickNotes, Skill Information and Grading Preferences/Weights.

When you select **Save Settings** you are not saving a single feature, but the current settings of **all** items on the **View** and **Options** Menus (including any **View** settings in the Attendance Chart) which control the display and handling options, plus any of the ‘set-up’ items you choose from the **Save Settings** dialog box. The View and Options settings will be used whenever you open a file, and the ‘set-up’ items will be used by all new files you create.

#### Standardizing Settings

If you want to use a standardized grade scale, grade symbols, class information field names, student data field names, QuickNotes, attendance start dates, attendance codes, skill fields or grading preferences/weights in all your class files, we suggest you modify your settings before you begin using GradeQuick. Then when you start using GradeQuick, these settings will be the defaults. If this is not done before you begin your class files, you can later make changes in every file or copy the changes to other files using the Gradebook To Gradebook Copy. See *Copying Information From One Class File to Another* on page 23. For a description of how to make changes in the “set-up” items, refer to the following sections.

- **Grade Scale & Symbols:** Read about changing the grade scale and grading symbols in *Customizing Your Grade Scale* on page 51 and *Entering Non-Numeric Test Scores* on page 58. If you are changing the cutoff values for the grade scale, you should also review the grading symbols, which you may want to reflect similar values.
- **Attendance Codes:** Read about this topic in *Setting Up Attendance Codes* on page 132.
- **Attendance Start Dates:** Read about this topic in *Setting the First Day of Class* on page 128.
- **Student Data Field Names:** Read about this topic in *Entering Additional Student Information* on page 11.
- **Class Information Field Names:** Read about this topic in *Entering and Using Class Information* on page 20
- **QuickNotes:** Read about this topic in *Using QuickNotes Library* on page 154..
- **Skill Information:** Read about this topic in *Managing Standards & Skills* on page 67..
- **Grading Preferences:** Read about this topic in *Setting Grading Preferences* on page 59.
- **Weights;** Read about this topic in *Weighted Grading Methods* on page 82..

#### To Modify the Settings:

1. Click the main GQ icon that has the working directory of the original installation, e.g. **C:\GQWIN**.
2. Click the GQ icon to run the program.
3. From the blank spreadsheet set your attendance start dates, attendance codes, grade scales, grade symbols, class information fields, QuickNotes, font size or student data field names in that file, and change any settings in the View or Options Menus that you want to change.

4. Select **Options→Save Settings**. The Windows configuration is saved in profiles called **PROFILE.PRO** and **VIEWSETTINGS.INI**.
5. In the dialog box, click the settings you want saved along with your View and Options Menu settings (Grade Scale, Grade Symbols, QuickNotes, Attendance Codes, Attendance Start Dates, Student Data Field names, Class [Information] Field names, Skill Information, Grading Preferences and/or Weighting). You may check any of those that you wish to use when you create new files. For instance, if you choose grade scale, the grade scale(s) that you set up will be the default grade scale(s) for any **new** file you create.
6. Click **OK** to save.

### Customizing the Gradebook Display

You should use the program defaults for a while; then experiment with the many options you have for viewing data before saving new settings. Here are some changes you may consider:

- If less than four test columns are displayed when you load the **DEMOFILE**, you may wish to choose a different font or font size. A different font or a smaller font size can display more columns. You should read about changing the font style and size in *Changing The Screen Font* on page 151.
- By choosing to view various subtotals, you can see student progress by categories or terms. See *Displaying Subtotals For Categories Or Terms* on page 44.
- You may want some student data fields displayed in the gradebook or you may want to omit the student ID. See *Displaying Student Data Fields* on page 43.
- Descriptive test information, such as the long name, term or date, can be hidden. See *Displaying Or Hiding Test Descriptions* on page 43.
- You may want to identify memos that you have written to students or about tests. See *Setting Markers To Highlight Written Memos* on page 155. Or, you may want to identify scores that are dropped from calculated averages. See *Marking Dropped Scores* on page 65.

When your page is finally the way you want it, select **Options→Save Settings**. If you change your mind in the future, change the display and choose **Options→Save Settings** again. If you do not click any of the ‘set-up’ items in the Save Settings dialog box, only View and Options Menu settings will be saved, and ‘set-up’ items will remain unchanged.

**Caution:** Unless you have created a working directory for your class files, you should Save Settings before loading a file from any other location such as your floppy. If you open a file from another directory or the floppy drive before you save settings, the settings (configuration files) will be saved in that current directory, rather than the main GradeQuick directory. Therefore, unless you switch to that directory again before making another New file, the settings will not apply when you run the program the next time. This will also apply to saving report configurations if you use Save Configuration in the Print Preview/Editor to save your display or customize a report while using a file on a floppy disk. Configuration files will be saved in the same drive and directory as the most recently opened gradebook file.

## **CHANGING YOUR COLORS**

GradeQuick uses your Windows desktop settings for Window background, titles, buttons and their text. To change these settings, choose **Colors** from the Control Panel in the Windows. You can also change the appearance of your screen by making the text in the spreadsheet “brighter” or “darker.” Click **Options→Adjust Colors in GradeQuick**. Select the adjustment you wish to make. You can see the screen change immediately. When you want to accept the change, click **OK**.

## CHANGING THE SCREEN FONT

GradeQuick for Windows allows you to use the fonts you have installed for Windows. You can change the Font, Font Style and Font Size in the dialog box that appears when you click **Options→Fonts**. Larger font sizes reduce the number of test columns and student rows displayed on the screen. If you want the screen to always display the same font, see *Customizing Program Default Settings* on page 149.

**Note:** When you choose reports to print, you will be given an opportunity to select fonts from Options on the Print Preview/Editor Menu. Changing Fonts from the spreadsheet will **not** change the font that is printed on reports.

## USING NOTEPADS FOR WRITTEN MEMOS

GradeQuick has a simple method for keeping written messages regarding students, tests and/or the whole class. Select **Edit→Memos** or the **Memos** button the Big Toolbar to open the **Edit Memos** dialogue box. Some of these memos can be printed on reports. Four types of memos are available: **Student Memos**, **Current Test**, **Private Class Memo**, and **Report Memo**. You may also keep a QuickNotes library of frequently used comments to insert into the memos. See *Using QuickNotes Library* on page 154.

### Choosing Which Type of Memo to Write

**Student Memos:** Selecting Student Memos gives the teacher two options: Note to Student OR Private Memo About a Student, which is for the teacher's private use.

**Private Memo about Student (Student Discipline Information):** This is a convenient way to keep a record of discipline information or other private comments regarding a student's behavior or performance in class. **Private Memos** print on GradeQuick's **Student Discipline Report** (see *Student Report* on page 98) and can be printed on some reports in *SiteReporter*.

**Note to Student:** Write any notes to the student that you want printed in student reports here. To add the notes to a report, select the **Students→Student Info** in the Print Preview/Editor, and click **Print Notes to Students**.

**Current Test:** This memo records comments about each test. They can be printed on the test report. To add the note to a report in the Print Preview/Editor, select **Tests→Print Test Memo**.

**Private Class Memo:** This memo is the place to enter any private information you wish to record about the class as a whole. It cannot be printed on reports.

**Report Memo:** This is the place to write a general note you want printed on each student report, such as a generic statement about an upcoming parent conference or a parent signature line. Click **Options→Print Report Memo** in the Print Preview/Editor.

### Shortcuts to Writing or Editing Memos

Memo shortcuts allow you to access a notepad for a specific type of memo from the gradebook spreadsheet.

1. Click the appropriate cell to highlight it:
  - To write a Test Memo, click the test name.
  - To write Student Memo, click the student name or number next to the name in the gradebook.
2. Press **F2** to display the notepad in which to write, view, or edit the memo. You can move between students by clicking the arrows right or left on the toolbar or choose a specific student from the drop down student list.

3. If you have added information to a memo, you will be prompted to answer **Yes** to save the memo. Select **Yes** to save the memo in this grade book.

When you write your memos, you can use of certain word-processing functions. You may use the INSERT and DELETE keys on your keyboard, and word-wrap will function normally. The Memo Menu also has an Edit option with which you can Cut, Copy and Paste between memos or other applications using this menu, or open spell check.

#### Insert Student Data Fields in Student Memos

You can insert student data fields into memos by clicking **File→Insert Field** in the **Student Memo** dialog. Select the data field or score information that you want to insert and click **OK**. The field will be shown in brackets but if you print the note on a report or export it, you will see the actual value of the field.

#### Limit Memo Length

If you want to limit length of memos, click **Options→Limit Memo Length** in the **Student Memo** dialog. Enter the maximum number of characters you want entered into the memos and click **OK**. This limit is for student, test, report and private class memos.

**Note:** When a memo length limit is set, you cannot insert student data fields into memos.

#### Move Between Student Memos

To move between student memos, you can use the drop-down list of students or the arrows. You can also click **Options→Next Student** or **Previous Student** to move easily between students. In addition, you can use the shortcut keys: CTRL + N for Next Student; CTRL + P for Previous Student.

#### AutoSave Memos

To AutoSave memos, click **Options→Auto-Save Memo**. You will not be asked to save changes that you make to memos. Any changes made to memos will now be automatically saved. When you have finished writing the memo, select **File→Exit Memo** from the memo menu to return to the gradebook spreadsheet.

#### Deleting All Notes to Students

If you want to remove all the Notes to Students at once, choose **Edit→Memos→Zap All Notes to Students**. This will remove all old notes to students at once.

**Note:** This option does **not** remove 'Private Memo about Student.'

#### **Spell Check Your Memos**

You can check the spelling of memos you write in GradeQuick two ways. To check spelling in an open memo, choose **Edit→Spell Check Memo** in the memo notepad.

Select **Edit→Memos→Spell Check All Memos** to check spelling for all memos. . Spell Check will systematically review each memo and open a dialog box **only** if it finds an error. At the bottom of the dialog box, several lines of text will be displayed, with the misspelled word highlighted. The word will also be displayed in the 'Not in Dictionary' text box at the top left of the dialog box. A suggested replacement will appear in the 'Change to' text box. How to use the buttons in the dialog box to respond to the suggestions is described below:

- **Ignore and Ignore All:** Click the **Ignore** button, if the highlighted word is spelled correctly but not in either the standard dictionary or your custom dictionary, if you have one, and you want to ignore it. You may also choose **Ignore All** if the spell checker will encounter this word again in other memos and you do not want to be prompted again for a correct spelling.

- **Add:** If the word is not in the dictionary, you may choose to add it to your own custom dictionary so that it will not be highlighted in the future as a misspelled word. Be sure you have spelled the word correctly before adding it to your custom dictionary. If the word is misspelled when entered in the dictionary, that misspelling will be accepted as valid in future documents. If you enter two different spellings for the same word, as with a proper name - Anderson and Andersen, both will be accepted as correct in the spell checking process. If you add a misspelled word to the custom dictionary, you will not be able to correct the misspelling in the custom dictionary. In order to correct any mistake you make, you must delete the **CUSTOM.DCT** file that will delete all additions you have ever made to the custom dictionary.
- **Change and Change All:** If the word is misspelled, a suggestion will be made in the ‘Change To’ text box. If the suggestion does not present the word you intended, you may choose another word from the list at the right of the dialog box or you may make a change in the text box. If the spell checker has no suggestions because it could not determine what word you intended, the highlighted word itself will be in the ‘Change To’ text box. Just click the word you desire to use from the list on the right and the word in the ‘Change To’ text box will change to your selection. You can also change the spelling yourself in the ‘Change To’ text box, and then click the **Change** button to change the highlighted word in your memo to the new word. You may also choose **Change All** if the spell checker will again encounter this word in other memos and you want to change it everywhere at once without being prompted for a correct spelling.
- **Suggest:** If you are not sure how a word is spelled, click the **Suggest** button to let the spell checker again suggest words. Click a word in the list to select it and then click the **Change** button to enter the word.
- **Phoneme:** If you are not sure how a word is spelled, click the **Phoneme** button to let the spell checker make phonetic suggestions. Click a word in the list and then click the **Change** button to select the word.
- **Cancel:** The dialog box will close when all memos have been checked. If you want to leave the spell checking process before it is complete, you may choose the **Cancel** button.

## Using Gender Pronouns In Memos

GradeQuick has the facility to automatically print the correct gender pronouns in QuickNotes, Report Memos and Notes to Students. You can also use gender pronouns on Custom Report templates. In this way you can write generic notes to all students, and GradeQuick will insert the correct pronoun to personalize the notes. If you have entered **M** (or **m**) for male or **F** (or **f**) for female in the student data field labeled M/F for each student, the program will choose the proper pronoun from the choice you write in your note, as described below. See *Entering Additional Student Information* on page 11. for more information on how to use Student Data Fields.

To indicate which gender pronoun you want chosen, follow this format to indicate what word you wanted substituted for the gender in a Memo or QuickNote:

**<M/F male pronoun/female pronoun>**

For example, if you want a note to a male student to say, “Please bring your son’s report card to the conference.” you would type into the generic Report Memo the following:

**Please bring your <m/f son’s/daughter’s> report card to the conference.**

Then, GradeQuick will automatically print “son’s” on boys’ reports, and print “daughter’s” on girls’ reports.

If you want to say, “His work this semester has been late too often.” you would type a QuickNote like this one and insert it into a QuickNote or student’s memo.

`<M/F His/Her> work this semester has been late too often.`

Then, GradeQuick will automatically print “His” on boys’ reports, and print “Her” on girls’ reports.

Examples of some pairs and how to type them follow:

`<M/F He/She>`  
`<m/f he/she>`  
`<m/f his/her>`  
`<M/F son/daughter>`  
`<m/f him/her>`

## Using QuickNotes Library

Select **Edit→Memo→Edit QuickNotes Library** if you wish to write notes that you expect to use frequently; for example, you may want to insert a certain remark into the personalized comments you are writing for several students' reports. When the QuickNote dialog box is displayed, select **Create** and a window will pop up in which to enter the QuickNote. The QuickNotes you create are listed in the QuickNotes dialog box. To change a QuickNote, highlight the note you wish to change and select **Edit** in the dialog box. To delete a QuickNote from the library, highlight that note on the list and click **Delete**. Click **Done** when you are finished with QuickNotes.

Whenever you write a note or memo, you may then insert any QuickNote from the library. While you are writing the note (see *Shortcuts to Writing or Editing Memos* on page 151), select **File→Insert QuickNote** from the memo menu. When the QuickNote library appears, highlight the QuickNote you want to use and click **Insert QuickNote Memo**. The QuickNote will be entered into your memo. Click **Done** to return to the memo. You may also create new QuickNotes by accessing the library in this manner.

If you want to create a library of QuickNotes to use in all of your files, you may choose one of the following ways:

- Create QuickNotes in one class file. Then, choose **You can check the spelling of memos you write in GradeQuick.** , copy the QuickNotes from one file to other files. See *Copying Information From One Class File to Another* on page 23.
- Create the QuickNotes in one class file. Then, choose **Options→Save Settings** from main menu and check QuickNotes in the dialog box. See *Customizing Program Default Settings* on page 149.
- Import QuickNotes from a text file. See *Importing QuickNotes From A Text File* on page 155.

## Using QuickNotes Numbers for Comments

Instead of, or in addition to, writing personalized notes to each student, you can let GradeQuick automatically print a QuickNote in a Note to Student by designating the number of the QuickNote you want printed. They will then be printed automatically at the end of your personal note (or instead of a personal note) to any student. To do this, you must indicate, in the student’s data field, which QuickNote to print on their report. Follow the procedure below to create and use QuickNotes in the student data fields.

1. Create a new student data field with the name QuickNotes. It must be spelled correctly in the plural form or it will not work. To add data fields, see *Entering Additional Student Information* on page 11.
2. Display the field QuickNotes as a column on the spreadsheet by choosing **View→Student Information** and clicking QuickNotes in the list of Data Fields.
3. In the QuickNotes column in the spreadsheet, click the student's cell whose note you want to print.
4. Display the list of QuickNotes by choosing **Edit→Memos→Edit QuickNotes Library**.
5. In the QuickNotes library dialog box, click the specific QuickNote that you want to insert in the data field for the selected student.
6. Click the **Insert QuickNotes # in the Data Field** button. Instead of inserting the text of the QuickNote, the number of the QuickNote will be entered in the QuickNotes data field on the spreadsheet. You may enter several QuickNote numbers in succession before moving to another student. You can always go back and add more. You may also simply type the number of the QuickNote you want in the QuickNotes data field.  
The text of the QuickNotes (whose number(s) you indicated in the student's data field) will be printed as a Note to Student. If you already have written a Note to Student for a student to whom you assign a QuickNote, the QuickNote text will be printed at the end of the note.

**Caution:**

- If you are inserting QuickNote numbers in the QuickNotes data field, you should be careful about deleting QuickNotes or removing the notepad contents of a QuickNote. Even if the text of a QuickNote is removed, its number remains on the list of notes, and the number will not be deleted from any student's QuickNotes data field. In this case, the number in that data field will reference a QuickNote whose content has become empty, and nothing will be printed. If a QuickNote is deleted from the list entirely, the QuickNotes Library will re-number (i.e. If you delete QuickNote #3, QuickNote#4 will be relabeled as QuickNote#3, QuickNote #5 will be relabeled as QuickNote #4, and so on and so forth), so the number in the QuickNotes data field will reference a different QuickNote in the library, and any information that is printed may be wrong. In fact, all QuickNote numbers following the deleted number will reference the wrong note. Therefore, **do not delete the entire note without checking or changing every note in each student's record.** If you do not want a certain QuickNote text to be used, you should either remove its number from each student's QuickNotes data field, or just remove the text from the QuickNote library but leave the number itself there.
- The QuickNote numbers (not the text) you entered in the student data field will be exported as numbers if you export this data field to administrative software. The text will print as part of the student note and does not have to be selected as a data field. In fact, if you choose to print the QuickNotes data field from the Student Info list box, the numbers will print, not the text.

### **Importing QuickNotes From A Text File**

If your school has a large number of comments that you want to be able to use in the QuickNotes data field, you may want to create a text file and then import the text file into GradeQuick. Use Windows Notepad or a text editor to create the file, and make sure to save it with the extension **.TXT**. Then, in GradeQuick, select **File→Import→Import QuickNotes**. From the Open dialog box, select the QuickNotes text file. The text of the QuickNotes will be added to the QuickNotes Library.

### **Setting Markers To Highlight Written Memos**

If you want to 'flag' or highlight a student or test name to remind yourself that you wrote a memo, then:

1. Select **Options→Preferences**.
2. Checkmark the type of memo (to student, about student, etc.) about which you want to be reminded. If you wrote a note to a student or a private memo about a student, the number to the left of his/her name will show an '=' next to it. If you wrote a Test Memo, the name of the test will be boldfaced.

If you want a particular item, such as Private Memo about student, marked automatically every time you run GradeQuick, click **Options→Save Settings**. See *Customizing Program Default Settings* page 149 for more information.

## PASSWORD PROTECTION FOR GRADEQUICK

**New!** GradeQuick Version 10 has added security. A **Login to GradeQuick** feature has been added at the **program level**, requiring users to have a valid **User Name** and **Password** to open *GradeQuick*. User names will be set by your system administrator. The first time you access *GradeQuick 10*, type your **User Name** in the Login box. You will be prompted to set a **case-sensitive** password to use whenever you open the program.

The next time you open *GradeQuick*, type your **User Name** and **Password** in the **Log-in to GradeQuick** dialogue box. *If you lose or forget your password, contact your school's system administrator to have your password reset.*

## PASSWORD PROTECTION FOR CLASS FILES

If students or other persons have access to your files you may want to use a password to open gradebooks. To keep your files private, click **Options→Password→Set Password** and follow on screen directions. To make changes, you can choose **Change Password** or **Remove Password**.

Once you have set a password, you will not be able to open a class file until you type in that password. You are required to type in the word **exactly** as you originally entered it. If you typed your name with a capital letter first, "Mary", the word "mary" will be rejected, the password is case-sensitive. Write your code word or phrase somewhere safe so that you do not lose it. You will **not be able to access your file without the password**. If, despite precautions, you cannot remember the password, call Jackson Tech Support. We will retrieve the password for a small fee.

**Tip:** If your password does not work, try entering your password with CAPS LOCK set. You may have accidentally entered the password when the keyboard was set differently than it is when you are trying to open the file. If you have numbers in the password, the NUM LOCK key may be set differently. Also be sure you used the 1-key, not a lower-case 'L,' for the number one.

**Note:** You may want to use the same password for each gradebook file you save. This may be useful when printing reports involving multiple files. If you use different passwords in different files and choose to print them in a multi-file report or choose to print a report for multiple files at once, you will be asked for each password separately. If you use the same password for all files, you will only be asked for it once.

## PREFERENCES

The **Preferences** dialog box allows you to set a number of options relating to the performance of GradeQuick. To open it, select **Options→Preferences** from the main menu.

**Autosave:** You can choose how often you want to Autosave your file. See *Using Autosave* on page 157.

**Automatically recalculate:** If you want GradeQuick to automatically recalculate every time you enter a score, select this. See *Speeding Up Calculations* on page 157.

**Direction of ENTER key:** You may also set the direction of your ENTER key movement. See *Setting Direction Of ENTER Key Movement* on page 21.

**Where to Add Tests:** You can choose whether GradeQuick will add new test columns to the start of the spreadsheet (to the left of the first previously entered test column, just after any student names, IDs, or data fields displayed in the spreadsheet) or to the end (to the right of the last previously entered test column, before any subtotal columns).

**Marking dropped low scores:** Choose this if you want your dropped low scores “flagged” in the gradebook spreadsheet. See *Marking Dropped Scores* on page 65

**Marking memos:** Choose this if you want your memos ‘flagged’ in the gradebook spreadsheet. See *Setting Markers To Highlight Written Memos* on page 155.

**New!** **Warn if Scores Exceeds Possible for a Test** If this option is selected, GradeQuick will indicate if a score you enter exceeds the maximum possible score on a test.

**Hiding Dropped from Attendance, Printing:** Select to remove dropped students from Attendance, Reports, and Seating Charts.

## SPEEDING UP CALCULATIONS

Usually, every time you enter a new score, all totals and statistics are calculated instantly, because **Auto-Recalculating** is selected by default in the **Preferences** dialog box. This keeps your gradebook up to date at all times.

If your computer is an older, slower model, or if your class list is large, and you feel calculations are too slow when you enter scores, you may **deselect Auto-Recalculating** from the **Preferences** dialog box. If you turn off Auto-Recalculating you must manually select **Options→Recalculate** when you have finished entering all your scores so the statistics and totals will reflect the data you have entered. **Do not** turn off your computer until the recalculation operation is complete!

## USING AUTOSAVE

GradeQuick is pre-set to automatically save your file periodically while you are working in the program. Click **Options→Preferences** to change the use of Autosave. If you want to change the frequency of the AUTOSAVE, place the insertion point in the box to the left of “minutes” and type the number of minutes you want before your work is saved by the system. You can also un-check AUTOSAVE to disable the Autosave feature.

When GradeQuick automatically saves your file, it creates a special file called **AUTOSAVE.GBK** that contains only the data of the most recent file on which you are working. This is **not** a substitute for saving the file yourself before you leave it. When you switch to another class file, the data of the new file will automatically be saved over the data of the first file in the temporary **AUTOSAVE.GBK** file. Therefore you still must use the actual SAVE command to keep the latest copy of each class file.

The **AUTOSAVE.GBK** is intended to protect you if your computer fails while you are working with a class file, and you have not saved it recently. To recover the latest data, open the AUTOSAVE immediately after the computer failure once you have re-started Windows and then GradeQuick. Then use SAVE AS, to save it under the name of the class file that was lost. Or save it as a new name and check it before renaming it with the name of the lost file. Do this before working on another class file, or the new file will overwrite the saved data from the interrupted file.

## **SYSTEM INFORMATION**

System Information is used primarily by GradeQuick's companion modules, which allow GradeQuick to automatically update student rosters in class files and export grades and attendance. If your school has a site license or a special interface, your Computer Coordinator has special instructions on how to set these up. When you add information to the System Information fields that you want to use with all your files, you should checkmark the 'Save System Information on Exit' box before leaving the System Information dialog box.

If you want to save files and preferences in a directory other than the directory where GradeQuick was installed, you can enter the path in the Information field for Home Directory. See *Setting a Home Directory* on page 30.

## **USING CLASS DATA FILES ON MACINTOSH COMPUTERS**

GradeQuick allows teachers to use the same class data disk on both the Macintosh and IBM/compatible computers and create class files that can be used on both types of computers. This can occur if the following things are in place:

- You must have GradeQuick for Mac installed on the Mac and GradeQuick for Windows installed on the IBM computer.
- The Mac file must be saved with the extension **.GBK**.

## HOW KEYS FUNCTION

<b>KEY:</b>	<b>ACTION IN THE SPREADSHEET:</b>
<u>Shortcut Keys</u>	The function keys on the keyboard can be used instead of specific menu items. The function key for a particular menu item is displayed to the right of the item on the drop down menu.
CTRL + C	To create a checkmark (✓) as a score in the spreadsheet.
CTRL + N	To create a new file.
CTRL + O	To Open a File.
CTRL + S	To Save a File.
CTRL + W	To Close a File.
CTRL + ALT + A	To Edit Attendance, the chart will open to the most current week.
F1	To display the Contents of GradeQuick Help; when the GradeQuick Help window is open, displays Windows Help.
F2	If a student's name or row number is highlighted, notepad for Note to Student is opened; If in the student's row, the memo dialog box will be opened.
F3	To Open a File.
F4	To Save a File.
F5	To automatically create one new student row without the dialog box.
F6	To automatically add one new test column without the dialog box.
F7	To change the gradebook display to thin column mode without the dialog box.
F8	To Edit Student Data Fields, click any cell in a student row to display the dialog box for that student.
F10	To start the Search Mode. Type the first letter of the student name; if the cursor is in the test column, it will move to the first student row with the typed letter. Type the next letter until it reaches the right student.
F11	To Edit Skills Information.
F12	To Edit Class Information dialog.
ALT + F4	To close and exit GradeQuick to go to another Window.
ALT + TAB	To leave GradeQuick to go to another Window without exiting.
ENTER	To complete data entry in a cell. To edit or change data already in a cell without removing it. Press ENTER first, edit text and press ENTER when done.
ESC	To retrieve data removed by unintentionally typing over the old entry while still in the cell. Do this before pressing ENTER to leave the cell.
<u>Arrow Keys</u> (↑↓→←)	Moves the highlight from one cell to another in the spreadsheet.
<u>PgUp, PgDn</u>	Moves between pages in the Print Preview
CTRL + Page Up/Page Down	To go to the top or bottom of the student rows showing in the window.

<b>KEY</b>	<b>ACTION IN MENUS</b>
ALT + Any underlined letter of a menu topic	To move to the menu item and drop down the sub-menu.
ESC	To move to the previous menu item.
ENTER	Selects the menu item on which the highlight bar is located. Toggles check marked items on menus (not check boxes). Executes typed responses when information is requested in input windows.
<u>TAB</u>	To move to the next text box in a dialog box.
<u>Arrow Keys</u> (→←)	To move from one sub-menu to another sub-menu without having to return to the Menu Bar first.

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