

jackson

GradeQuick[®]

Version 8 for WINDOWS

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Manual V 8-0

Table Of Contents

QUICK START	XI
To use GradeQuick immediately:.....	xi
Important GradeQuick Terminology.....	xi
UPGRADING TO GRADEQUICK 8.....	XII
Lesson Planner	xii
Skills.....	xii
Score Footnotes.....	xii
Custom-Named Grading Scales	xii
Edit Vacation Days.....	xii
UPGRADING TO VERSIONS 6.0-7.0.....	XIII
Attendance	xiii
Exporting	xiii
Gradebook-to-Gradebook Copy.....	xiii
Grading.....	xiii
Memos.....	xiii
Reports.....	xiv
Spreadsheet Changes	xiv
Chapter 1 INTRODUCTION TO GRADEQUICK®	1
GETTING THE MOST OUT OF GRADEQUICK.....	1
Using this Manual.....	1
REGISTERING	2
README FILE -- THE FINAL WORD	2
UPDATES - THE LATEST VERSION	2
GETTING STARTED.....	2
Hard Disk Installation Or Upgrade	2
Creating a Separate Working Directory	3
BACKING-UP CLASS FILES.....	3
GETTING HELP.....	3
Getting Help From The Help Menu	3
Chapter 2 STARTING A CLASS FILE	6
AN OVERVIEW	6
The First Step - Using The Demo File	6
UNDERSTANDING THE SCREEN.....	6
The Gradebook Spreadsheet.....	6
The Toolbars	7
The Menu Bar.....	7
Right-Click Shortcuts.....	7
Using Dialog Boxes.....	8
The Bottom Line -- Help Lines	9

The Status Line	9
ENTERING DATA INTO THE GRADEBOOK.....	9
Entering Student Roster.....	10
Entering Additional Student Data	11
Entering Test (Assignment) Descriptions.....	13
Entering Test Scores.....	17
Entering and Using Class Information	18
Setting Direction Of ENTER Key Movement.....	18
CORRECTING MISTAKES	19
ADDING OR REMOVING STUDENTS OR TESTS.....	19
Adding New Student Rows	19
Adding New Test Columns.....	19
Deleting Students or Tests.....	20
COPYING INFORMATION FROM ONE CLASS FILE TO ANOTHER	20
USING THE SAME ROSTER IN MANY FILES.....	21
INTERPRETING SUMMARY DATA COLUMNS	22
A GLANCE AT STATISTICS AND GRAPHS	22
SAVE YOUR FILES!.....	23
PRINTING YOUR CLASS FILE.....	24
DETERMINING NUMBER OF GRADEBOOK FILES PER YEAR.....	24

Chapter 3 BASIC FILE OPERATIONS 25

NAMING AND SAVING YOUR FILE	25
Save	25
Save As	25
Save files to Edline.....	26
SETTING A HOME DIRECTORY	26
BACKING UP CLASS FILES -- A MUST!.....	26
Method I -- while running from the hard disk.....	27
Method II -- using Windows Explorer	27
Method III -- using GradeQuick file backup.....	27
OPENING A PREVIOUSLY SAVED FILE.....	27
OPENING MORE THAN ONE FILE	27
STARTING A NEW FILE	28
MERGING A FILE.....	28
MAKING SUMMARY FILES.....	28
Combining Several Subject Files To Create A Single Overall Average.....	29
Combining Several Semester Averages Into A Year's Average.....	29
Combining Several Term Averages Into A Year's Average.....	29
CLOSING FILES.....	30
DELETING A FILE	30

LEAVING THE PROGRAM.....	30
IMPORTING STUDENT INFORMATION FROM OTHER SOFTWARE	30
Importing Names And IDs From Fixed-Column Files	31
Importing Names, IDs And Student Data From Delimited ASCII Files	31
Importing Test Scores Or Grades	32
EXPORTING FROM CLASS FILES.....	33
THE ATTENDANCE EXPORT.....	35
FILE MANAGEMENT FEATURES.....	35
Chapter 4 DESIGN YOUR GRADEBOOK DISPLAY	37
HOW TO CHANGE WHAT YOU SEE ON SCREEN	37
Hiding Student Name Or ID Number	37
Setting Width Of Name Or ID Column	37
Show More Data With Thinner Columns.....	38
Showing or Hiding Terms.....	38
Displaying Student Data Fields.....	38
Displaying Or Hiding Test Descriptions	38
Displaying Or Hiding Summary Data Columns.....	39
Displaying Subtotals For Categories Or Terms	39
Overriding Program Subtotals Data	40
Displaying Subtotals for Semesters	41
Reordering Student Rows	41
Reordering Test Columns	42
Status Lines.....	42
DISPLAYING TEST STATISTICS	43
Using Statistics To Interpret Test Results.....	43
DISPLAYING STUDENT STATISTICS	44
Understanding Student Performance.....	44
Chapter 5 DESIGNING YOUR GRADING SYSTEM	46
CUSTOMIZING YOUR GRADE SCALE	46
Using Standard Scales.....	46
Modifying Standard Scales	47
Custom-Naming Grading Scales.....	48
Using & Defining New & Long Grade Names	48
Using Pass/Fail Grading	49
Multiple Grading Scales	49
OVERWRITING GRADES	50
THE AUTO-ASSIGN OPTION	50
ENTERING NON-NUMERIC TEST SCORES.....	53
Using Grade Symbols	53
Modifying Default Grade Symbols.....	53

Creating New Grade Symbols.....	54
SYMBOLS FOR SELECTIVE EXEMPTS OR ZERO CREDIT	54
SETTING GRADING PREFERENCES	54
Using Numeric Grades.....	55
Averaging Grades	56
Globally Changing Asterisk (**) Scores To 0	56
Creating Semester Subtotals in Gradebook Files.....	56
Averaging Percentiles Or Normalized Scores.....	57
MISCELLANEOUS GRADING FEATURES	58
Entering Or Changing Many Scores At Once	58
Using the Check Mark as a Grade	59
Entering Grades That Don't Count In Averages	59
Dropping Low Scores.....	60
Extra Credit	60
Score Footnotes.....	61
Assigning a Different Grading Scale to a Student.....	61
Chapter 6 SKILLS	63
MANAGING STANDARDS & SKILLS	63
WORKING WITH STANDARDS	63
Adding a Standard	63
Editing a Standard.....	63
Deleting a Standard	64
WORKING WITH SKILLS.....	64
Adding a Skill.....	64
Moving a Skill	65
Deleting a Skill.....	65
IMPORTING STANDARDS & SKILLS.....	65
SKILL ASSESSMENT SCALES	66
Defining an Assessment Scale	66
Editing an Assessment Scale.....	66
Deleting an Assessment Scale	66
SKILLS ASSESSMENT.....	67
SKILLS REPORTS	68
Chapter 7 LESSON PLANNER	69
BUILDING A LESSON PLAN	69
Lesson Plan Overview/Objective	69
Building an Instructional Plan.....	69
Attaching Skills to a Lesson Plan.....	70
Creating a Method of Evaluation.....	70
MANAGING LESSON PLANS.....	72

Using the calendar with the Lesson Plan List	72
Moving from one Lesson Plan to another	72
Sorting	72
PREVIEWING AND PRINTING LESSON PLANS	72
Chapter 8 WEIGHTED AND UNWEIGHTED GRADING METHODS	74
UNWEIGHTED GRADING METHODS	74
Computing Final Averages	74
Computing Category Or Term Subtotals	75
WEIGHTED GRADING METHODS	75
How To Use Weights	75
Weighting Tests Or Assignments	76
Weighting Categories Or Terms	77
Weighting Final Exams Or Special Projects	77
Weighting with Semester Subtotals	78
Computing Final Averages With Weighted Tests	80
Computing Category & Term Subtotals With Weighted Tests	81
Computing Final Averages With Weighted Categories Or Terms	82
Chapter 9 PRINTING REPORTS	83
AN OVERVIEW	83
PRINTING CLASS INFORMATION	84
OVERVIEW OF THE PRINT PREVIEW/EDITOR	84
REPORTS AVAILABLE	88
Student Report	89
Multi-File Reports	94
Report Card Style Designs	97
Test Or Subtotal Report	100
Class Summary Report	103
Attendance Reports	105
Skills Reports	106
Lesson Plan Reports	107
Gradebook Spreadsheet	107
Blank Gradebook Pages (Grid sheet)	108
Edline Reports	109
Foreign Language Reports	109
OPTIMIZING PRINTER PERFORMANCE	110
USING CRITERIA SELECTION TO SELECT STUDENTS	111
SPECIAL REPORTS	114
List Wizard	114
Mailing Labels	114
Weekly Attendance Report	115

Elementary School Report	115
CREATING CUSTOM REPORTS	115
Chapter 10 USING GRAPHS	120
AN OVERVIEW	120
Working with Graphs.....	120
Graph Toolbar	121
STUDENT PROGRESS GRAPHS.....	121
GRADE DISTRIBUTION GRAPHS.....	121
CHOOSE GRAPH TYPE	121
USING THE GRAPH VIEW MENU	122
File Menu.....	122
Graph Menu	122
Chapter 11 ATTENDANCE	124
ATTENDANCE OVERVIEW	124
SETTING UP THE CALENDAR	124
Setting First Day Of Class.....	125
Half Day Attendance	126
Set Up WorkWeek.....	127
Vacation Days (all non-school days).....	127
Clear Attendance	129
USING ATTENDANCE CODES.....	129
Setting Up Attendance Codes.....	129
Set Attendance View Options	130
Editing the Attendance Record	131
PENALTIES	132
Setting Up Attendance Codes As Penalties.....	132
Automatic Penalty	132
Manual Penalty.....	133
Remove Penalties	133
USING AN ATTENDANCE COLUMN TO REWARD GOOD ATTENDANCE	133
EXPORTING ATTENDANCE	134
WEEKLY ATTENDANCE REPORT	134
Chapter 12 SEATING CHART	136
SEATING CHART MENU.....	136
ARRANGING STUDENTS IN THE CLASSROOM	138
Assigning Students to Seats	138
Numbering Seats in the Classroom	139
Saving the Classroom Arrangement	141
Changing the Classroom Arrangement.....	141
ENTERING ATTENDANCE FROM THE SEATING CHART.....	142

ENTERING STUDENT DATA FIELD INFORMATION FROM THE SEATING CHART	143
SEATING CHART OPTIONS	143
Using Fonts on the Seating Chart.....	143
Using Seat Labels	143
Adjusting Seat Size	144
Using Zoom to View the Seating Chart.....	144
Changing Squares or Circles	144
STUDENT PICTURES ON THE SEATING CHART	144
Choosing to Display Student Pictures.....	144
Using Pictures on the Seating Chart.....	144
Reload Pictures & Abort Picture Loading.....	145
Removing Picture Links from Seats	145
Converting File Formats.....	146
Chapter 13 MISCELLANEOUS FEATURES	147
CUSTOMIZING PROGRAM DEFAULT SETTINGS	147
CHANGING SPREADSHEET COLORS	149
CHANGING THE SCREEN FONT	149
USING NOTEPADS FOR WRITTEN MEMOS	149
Choosing Which Type Of Memo To Write	149
How To Write or Edit Memos	150
Spell Check Your Memos.....	151
Using Gender Pronouns In Memos.....	151
Using QuickNotes Library	152
Using QuickNotes Numbers for Comments	153
Importing QuickNotes From A Text File.....	154
Setting Markers To Highlight Written Memos	154
PASSWORD PROTECTION FOR CLASS FILES	154
PREFERENCES.....	155
SPEEDING UP CALCULATIONS.....	155
USING AUTOSAVE	155
SYSTEM INFORMATION	156
USING CLASS DATA FILES ON MACINTOSH COMPUTERS	156
HOW KEYS FUNCTION	157
Index	158

Table Of Figures

Screen including Display of Term Subtotals, Final Exam.....	15
Student Progress 2D Bar Graph.....	23
Exported ASCII Data Chart	35
Screen including Display of Category Subtotals, Student Data Field	40
Screen including Display of Status Line and Test Statistics	45
Field Names Chart.....	118
Sign Chart.....	119
Midterm Grade Distribution Using a 3D Bar Graph.....	120
Final Averages Grade Distribution Using a Pie Chart	122
The Attendance Chart	124

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 **README.GQ** file that contains information about any changes or new features since the printing of this manual.

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 best see pictures on the seating chart. You will need to have your monitor set to at least 256 to run GradeQuick.
- Begin using GradeQuick by clicking the menu items in the top row, clicking a button from 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 157 and *Entering Data Into The Gradebook* on page 9.
- 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.

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 gradebook. The associated value is the percentage of the total points the student will receive for that assignment.

UPGRADING TO GRADEQUICK 8

This section includes new features and changes that have been added since Version 7. If you are upgrading from Version 6, the section *Upgrading to Versions 6.0-7.0* on page xiii covers features added since version 6.0.

Lesson Planner

The idea behind GradeQuick's new design is that you can 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 69.

Skills

GradeQuick 8 features enhanced Skill functionality. 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 63.

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 61.

Custom-Named Grading Scales

In previous versions of GradeQuick, you had to use generic scale names like Grading Scale 1 and Grading Scale 2. GradeQuick 8 lets you customize the name of each grading scale. So instead of using Grading Scales 1, 2, and 3, you can have a Grades 1-4 Scale, a PE Classes Scale, and so on. For more information, see *Custom-Naming Grading Scales* on page 48.

Edit Vacation Days

GradeQuick 8 features a Vacation Days Editor (in place of the manual editing of the Vacation.txt file). In previous versions of GradeQuick, editing vacation and non-school days involved entering dates directly into a text file. GradeQuick 8 now features a Vacation Days Editor that allows you to manage vacation days through a more user-friendly interface.

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 127.

UPGRADING TO VERSIONS 6.0-7.0

Attendance

4-Character Attendance Codes

Your Attendance codes can now be up to four characters in length. See *Setting Up Attendance Codes* on page 129.

Codes not Counted in Attendance Totals

Set absence and tardy codes to not count in Attendance Totals. See *Setting Up Attendance Codes* on page 129.

Future Dates in Attendance Chart

Enter attendance information for future dates. See *Editing the Attendance Record* on page 131.

Exporting

Export for Selected Students

Select only specific students for export. See *Exporting From Class Files* on page 33.

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 20.

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 20.

Grading

Reduced Grading Symbols

Fewer default grading symbols allow users to add their own grade symbols. See *Using Grade Symbols* on page 53.

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 147.

Memos

Insert Student Data Fields in Memos

Student data fields or student score information can be inserted in student memos. See *How To Write or Edit Memos* on page 150.

Limit Memo Length

Limit the length of memos in each of your gradebooks. See *How To Write or Edit Memos* on page 150.

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 *How To Write or Edit Memos* on page 150.

AutoSave Memos

When you click Options → AutoSave Memo in the memo dialog, any changes made to memos will now be automatically saved. See *How To Write or Edit Memos* on page 150.

Reports

List Wizard

Create a printable list of students along with student data information, score information and attendance data with List Wizard. See *Special Reports* on page 114.

Mailing Labels

Create mailing labels of up to five lines. See *Special Reports* on page 114.

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 107.

Weekly Attendance Report

Weekly attendance analysis reports. See *Special Reports* on page 114 and *Weekly Attendance Report* on page 134.

Elementary School Report

An elementary-style report card that lists Skill Information, Notes to Students as well as attendance for each quarter. See *Special Reports* on page 114.

Parent Signature Reports

Reports with a Parent Signature line. See *Reports Available* on page 88.

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 13.

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 38.

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 13.

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 157.

Chapter 1

INTRODUCTION TO GRADEQUICK®

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:

1. Click Edit→Attendance→Attendance Chart.
2. In the Attendance Chart, click Vacation→SetUp Work Week.

Means:

1. Click the Edit menu.
2. From the Edit menu, point to the Attendance submenu.
3. From the Attendance submenu, click Attendance Chart.
4. In the Attendance Chart, click the Vacation menu.
5. 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 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 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 FINAL 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 8, 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.

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 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 *Upgrading to GradeQuick 8*, page xii and *Upgrading to Versions 6.0-7.0*, page xiii

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. 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.** 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

AN OVERVIEW

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 157, 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.

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. Clicking means to quickly press and release the mouse button, generally the left button. Double-click means to click twice very quickly almost as if one click. Right-click means to click the right mouse button once.

The Gradebook Spreadsheet

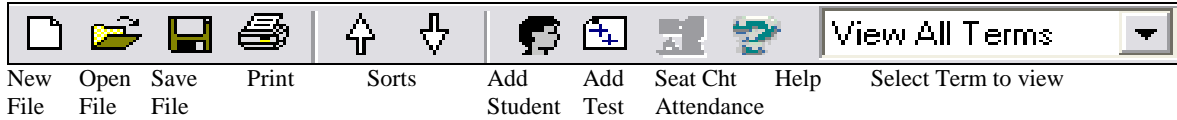
The gradebook, or spreadsheet, is where you will enter information you would put in a gradebook -- the student names, test or assignment names, scores, memos on students, etc. To select a cell where you wish to enter data, single click the cell, or use the ARROW keys to move your pointer to the cell.

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 two 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.

Note: If you deselect the Big Toolbar, but still have the Standard Toolbar selected, smaller versions of some of the buttons from the Big Toolbar will appear next to the Standard Toolbar.

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 157.

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 Students
- Add Tests

Delete Students

Drop Student (or UnDrop Student)

To drop a student, place your cursor in the student row, and right-click. The menu will include the Drop Student option. If a student has already been dropped, and you want to re-add that student to the class, the right-click menu will contain the option unDrop Student.

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 which 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 box lists with text boxes below the list

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 typeover 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 dialog box lists without text boxes below the list

1. 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.
2. To type over the entire data in the highlighted field, begin to type immediately. To merely edit the data, click twice and the position the insertion point on the letters you want to change.
3. 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 a menu item is highlighted, a Help Line replaces the ‘Press **F1**’ direction. The Help Line is a short description of how the menu item functions.
- The name of the file you are working on. Until you have named a new class file, it is called **UNTITLED.GBK**.
- Search Mode signal. 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 you are looking for, they are displayed next to ‘Searching.’

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 15, 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 42.

ENTERING DATA INTO THE GRADEBOOK

After experimenting with entering data 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 21.

When you do proceed to enter information, remember that in GradeQuick manuals and on-screen instructions, ‘Select’ or ‘Choose’ means **point with the mouse and click, or move the highlight bar using the arrow keys, to the chosen menu item and press ENTER**. In some cases these actions will execute a function or checkmark an item to indicate it is chosen; in other cases it will offer a sub-menu or dialog box from which to choose further.

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 yourschool, and see *Importing Student Information From Other Software* on page 30. 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 41.)
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, which is 30 characters. 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 18.

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 37.

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 37.
- 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 58.

Entering Additional Student Data

Overview of Student Data 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 19.

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. However, these fields are very useful. 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 153 if you want to enter your own comments from your QuickNotes library as codes in the data fields.

Entering Student Data Using Spreadsheet Columns

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 their test scores.

1. Click View→Student Info.
2. Click the data fields in the scroll box to highlight those you wish to display. Click OK. (Should you wish to keep those columns displayed in future gradebook files, see *Customizing Program Default Settings* on page 147.)
3. Once the columns are displayed on the spreadsheet, you may enter your data directly into the column, which will automatically adjust its width. 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. 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 58.

Entering Student Data Using the Data Field Dialog Box

1. 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.

2. 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 data fields that already exist, change the name of data fields or create new data fields. You may move to another student by clicking the PREVIOUS STUDENT or NEXT STUDENT buttons.
3. Click in, or tab to, the cell to the right of a data field name and type the data you wish to add. When you are finished typing, press ENTER to move to the next data 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!
4. 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.

Changing Student Data Field Names

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

- **Change Data Field Names:** To change the names of data fields, click the name you want to change (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 Data Fields:** You may also create new data 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 data fields before you leave the dialog box). A data field may be removed by highlighting it and then clicking the button DELETE FIELD AT CURSOR.

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

When you have changed data 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 147. The data 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 20.

Tip:

Once data has been entered into a field, it remains in that field in the order listed on the entry form, regardless of the name of the field; so change your titles **before** you enter data into a field. For example, if you enter nicknames into the third field titled Nickname and display the third field on the spreadsheet, you will see everyone's nickname there. If you later change the title, the nicknames will still be stored as the third data field and will appear if you check the third data field on the View menu, regardless of its title. You may of course remove all the data in a field. See *Entering Additional Student Data* on page 11.

Using Student Data Fields With Administrative Software or Set Up By the Computer Coordinator

Your Computer Coordinator may have already changed the names of some data fields if your school has a site license. 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 data field names. You can add additional data field names to the end.

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 153.

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. Thus 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 Add New Test on the Standard Toolbar, or click to the right of the last test column. You can also add test columns quickly by pressing **F6** or right clicking the mouse and choosing add tests. 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 38.

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 19. 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 20.

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 42. In the screen illustration *Screen including Display of Term Subtotals, Final Exam* on page 15 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. The number 1 will automatically appear in the Term row when you first create a test column. If your semester or year consists of several terms, from which grades will be combined to make a final or semester grade, you must indicate the start of the 2nd term. To do this: type over the 1 with a 2 in the Term row the first time you create a new column for your second term within that semester or year. From then on, **new** columns will automatically display a 2 in the Term row until you change them to 3, etc. If you have created numerous empty new columns with a Term 1 already there, those term numbers will not be changed. Only columns added after the term number is changed will appear with the new term number. To decide how many Terms to keep in each file, see *Determining Number Of Gradebook Files Per Year* on page 24. 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 115.

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. Open the file GQ.INI in the \GQWIN directory using a text editor such as Notepad.
2. 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.”
3. 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 15, two Term Subtotal columns are displayed. For instructions, see *Displaying Subtotals For Categories Or Terms* on page 39. 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.

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				
1. Mike Dravner	9191	**	94	90	90	90 B	**	94 B	95 D	90 D	A	367.0	490	91.75	A			
2. Scott Puplin	9001	94	98	94	9	95 A	94 B	95 D	94 D	B	**	348.0	490	85.50	B			
3. Steve Kremer	9002	78	75	✓	✓	74 C	78 D	C	75 D	C	65 D	B	389.0	590	79.43	C		
4. Kevin Saral	8902	98	90	✓	✓	98 A	98 D	A	93 D	A	75 D	C	**	**	359.0	490	89.75	B
5. Kevin Kofke	8801	98	98	90	90	97.5 A	98 D	A	98 D	A	95 D	A	96 D	A	425.5	590	97.18	A
6. Milvyn Wlasnowski	8731	97	98	90	97.5	94.5 A	97 D	A	96 D	A	95 D	A	97.5	A	480.0	590	96.00	A

Screen including Display of Term Subtotals, Final Exam

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 15. Also see *Weighting Final Exams Or Special Projects* on page 77.

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 38. **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.

How to remove the term number:

To remove the Term number, press ENTER over the current term number, 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 33.

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 40. Category Subtotals are displayed for the Tests and Quiz categories. See *Displaying Subtotals For Categories Or Terms* on page 39.

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, which is 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 75.

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 60.

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 54.

Remember, when you enter scores, you must save your file before leaving the program or closing the class file. **It is very important to save your file every 10-15 minutes.** See *Naming And Saving Your File* on page 25.

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, or until you are close enough to move the highlight bar to the spot yourself.
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 84 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: In the case when your highlight is in the last student row entering new students, it will always move downward to create a new row, regardless of how it is set to operate in other circumstances. The last row will be eliminated 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 20.

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.
- 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).

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 111.

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 147.

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.
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 20) 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 147. 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 25.

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 56.)

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 *Chapter 8: Weighted and Unweighted Grading Methods*, on page 74.

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 46.

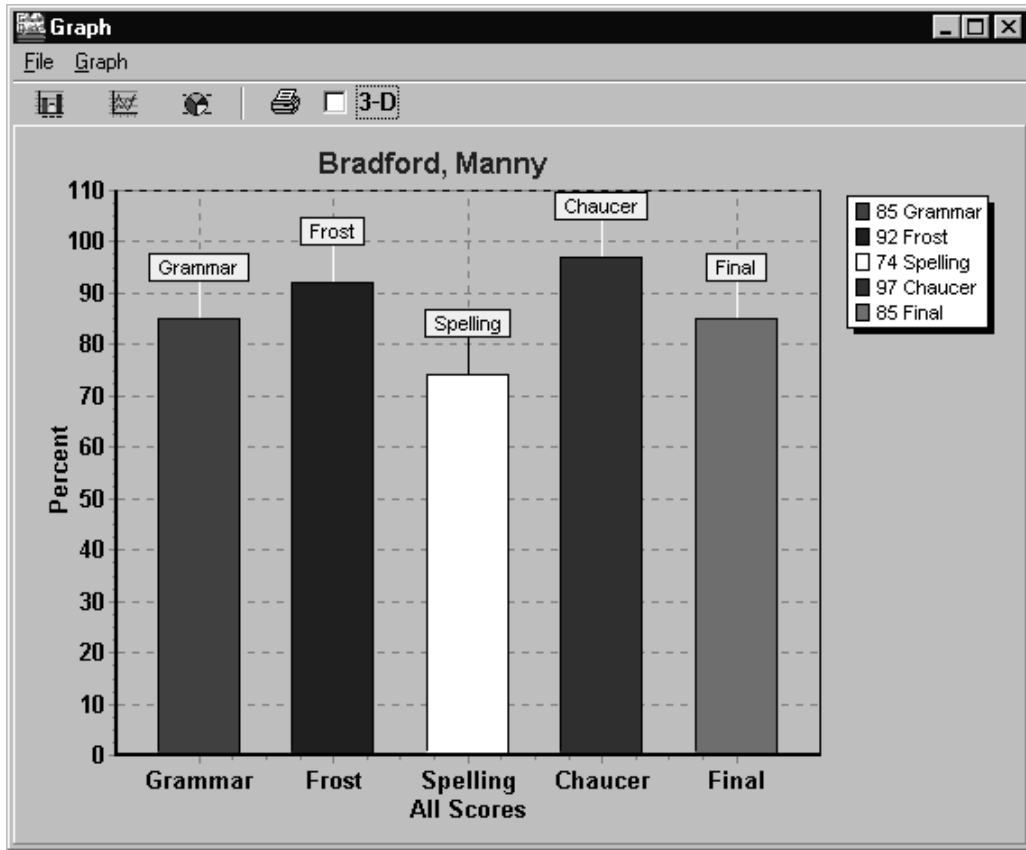
A GLANCE AT STATISTICS AND GRAPHS

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 43.



Student Progress 2D Bar Graph

Graphs

You may also wish to use graphs to analyze the information you have entered. See *Chapter 10: Using Graphs*, on page 120 for an explanation of how to create different graph styles.

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

1. Click Graph→Test or Subtotal and a dialog box will appear.
2. 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 Graph, File Menu*, page 122.

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 very 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 25 in the next chapter. In addition, GradeQuick can automatically save your file periodically. See *Using Autosave* on page 155.

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 84 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 18 and *Printing Class Information* on page 84. 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, thus, 3rd period Algebra represents one class period, while 4th period Algebra is another. Therefore, 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	# Files per class	Description	
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 56 and *Making Summary Files* on page 28.

Chapter 3

BASIC FILE OPERATIONS

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 the work you have just done. **Save frequently**, not only when you complete your work but before graphing or printing reports, or every 15 minutes if you have a lot of data to input. If there is a power interruption or computer failure, any unsaved work will be lost. In addition, GradeQuick can automatically save your file periodically, although this is **not** a substitute for saving it frequently yourself. To understand how to change or use this feature, see *Using Autosave* on page 155.

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**, thus 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 new 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 21.

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 20.

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

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.

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**.

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 easily and quickly backup your work 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

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

In previous versions of GradeQuick, opening multiple files required that you open each file separately. Now if need to open multiple files, hold down the **Ctrl** key while selecting the individual files you want, or hold down shift to select a successive list of files from the File → Open window. Of course,

only one file can be displayed in the GradeQuick window but you may move back and forth from one file to another. Pull down the Window menu and from the list of open files select the file you want to view. The file that you have open is checked on this list. You can copy information from one open file to another using the Gradebook to Gradebook Copy.

There is now a File→ReOpen option in the File menu. Clicking this will bring up window with your 10 most recently used gradebooks in it. Click one of those 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 Chapter 4: *Design Your Gradebook Display*, on page 37 and *Customizing Program Default Settings* on page 147.

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 20.

Earlier versions of GradeQuick used a Merge feature to bring two files together. In GradeQuick 8, 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 24. 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 94.
- GradeQuick version 5 allows you to keep all terms in a single gradebook but display only the test columns for a single term by choosing from the term display list box on the Standard Toolbar. If you are a user of a previous version of GradeQuick and have been keeping your terms in separate files to avoid scrolling through the tests from previous terms, you can now keep all terms in a single gradebook and eliminate the need to make a summary file.
- 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 56. 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 24. 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 56.

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 thus 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.

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 successfully import information 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 21 and *Copying Information From One Class File to Another* on page 20.

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 order of the name and ID is determined by the column in which it begins in the file. (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 35.

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 111.

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 35 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 uses Tabs between the fields and no surrounds. 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 35 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 13. You must create semester subtotals if you want to export semester averages and grades. See *Creating Semester Subtotals in Gradebook Files* on page 56. 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 134

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

A detailed description of how to use the Edit menu to set up the student rows and test columns is provided in the chapter, *Starting a Class File* 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 147 to learn how to save your own program settings.

HOW TO CHANGE WHAT YOU SEE ON 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 checkmarked 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.

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 147.

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 Data* 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 40 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 13 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 22. 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 75.

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 15 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 40, 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 40), 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 50. 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 75.

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 75 and *Weighting Categories Or Terms* on page 81.

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	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	09/28/85	√	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	60.0	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	82	**	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 56 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 or descending. 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 45. 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. Thus, 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 115.

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 its 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 45 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 147.) 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	MEDIAN	STANDARD DEVIATION
RANGE	HIGH SCORE	LOW SCORE
NUMBER (of Students) TAKING (the test)	INTERQUARTILE RANGE	TOP QUARTILE
BOTTOM QUARTILE	VARIANCE.	

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 45 shows the percent correct next to each student's test score, although it could just as well have shown the student's rank, percentile, 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.

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.

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
Long Name		Parts of a	Intro to Po	Homophon	Elements	Essay or P					
Term		1	1	2	2		1	2			
Category		Quiz	Homework	Quiz	Test	Exam					
Date		09/04/00	09/21/00	10/12/00	11/06/00	6/2/00					
Weight						20	40	40			
Possible		50	50	50	100	100	100	150			
Mean		42.5	41.7	40.5	88.1	81.2	84.5	84.0	83.68	83.68	
Median		42.5	44.0	42.0	88.0	82.5	85.0	86.6	85.46	85.46	
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 95	46 92	100 100	96 96	95.5 96	146 97	96.33	96.33 A
3. Munson, Robert	5	√+	95	48 95	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	88.00	88.00 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 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

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 54.

Chapter 5

DESIGNING YOUR GRADING SYSTEM

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 77. 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 20.

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 50.

- 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.

1. 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 47 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.
2. 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 147, 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 20.

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, 4th 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., Grading Scale 3) 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 47.

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 and then click NEW GRADE instead of one of the letter grades in the list box and enter the name of the new grade in the GRADE text box. 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 54. 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 49.

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. Thus, 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 Data* 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 56.

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 56.

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.

For persons upgrading from Version 3.0 or earlier:

If you have saved files in version 3 or earlier with Auto-Assign turned off, and you want to turn Auto-Assign back on after you open them in version 5, any grades you may have individually overwritten will be reassigned by the current scale just as they would have been in version 3. If you want all the grades to remain, as they were when you brought them in, leave auto-assign off. However, if you want to keep the individually overwritten grades (such as I for Incomplete) as you had them, and let the others in the column be reassigned, just overwrite the individually overwritten grades again **before** turning on Auto-Assign. They will remain unchanged and appear in green designating that they have been overwritten.

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 50. If you are using a file saved in version 3 or earlier, please see the note ‘For Persons upgrading from Version 3.0 or earlier’ in the aforementioned section before turning on Auto-Assign Grades.

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 39 or *Displaying Subtotals for Semesters* on page 41. 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.

Notes About Versions 3.0 or Earlier:

- In earlier versions of the program you were only able to choose Auto-Assign for **all or none** of the terms, special scores and the final average, so the Auto-Assign menu item was checked or unchecked. Since you can now specify which grade columns will be auto-assigned, you must go to the AUTO-ASSIGN GRADES sub menu to choose or see each column’s designation.
- In versions 3 or earlier, when you unchecked Auto-Assign Grades, all grades, for terms, special scores and final average, became asterisks until they were assigned. Now, you have the option to remove all grades and replace with asterisks, or to keep or “freeze” the grades as they are at the time you turn off the Auto-Assign.
- If you are using old files made with GradeQuick versions less than 2.0, Auto-Assign will be unchecked when a file is opened. This will preserve any grades you may have personally overwritten. If you wish to let them be automatically updated, checkmark those columns on the Auto-Assign sub-menu.
- If you have saved files in version 3 or earlier with Auto-Assign turned off, and you want to turn Auto-Assign back on after you open them in version 4.0, the grades you may have individually overwritten will be reassigned by the current scale just as they would have been in version 3. To preserve them, see the note ‘For Persons upgrading from Version 3.0 or earlier’ in *Overwriting Grades* on page 50, before turning on Auto-Assign Grades.

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 46 and *Modifying Standard Scales* on page 47.
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 53, 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 59.

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 147 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 56. 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 89 and *Multi-File Reports* on page 94.

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 56.) 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 50.

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. Thus, 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.

Note about version 3.0 or earlier:

In earlier versions, if you selected numeric grades, any grade scale that you may have customized was lost. If you went back to letter grades, you would need to set up the customized grade scale again. This is no longer the case.

If you load version 3 files with numeric grades into version 5.0 and then turn off numeric grades, the grade column will display asterisks until you choose a grade scale by selecting Grading→Set Grade Scale. And then selecting one of the default grades scales, A, B, C, ...with +/- or A, B, C, ...without +/-, or setting up your own. See *Modifying Standard Scales* on page 47.

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. Set Term Weights so that GradeQuick will know how much weight to give to each term grade. Choose Grading→Weighting and click ON for Term weighting. See *Weighting Categories Or Terms* on page 77.
2. Choose Grading→Grading Preferences and check the box next to ‘Average Term Grades to Calculate Final Grades’. Click OK. If you are using numeric grades, the final grade will be calculated by averaging the numeric grades, and you can skip steps 3 and 4. If you are using letter grades, a warning will appear explaining that you have to set a grade equivalent scale in order for final grades to be calculated from your term grades.
3. Click Grading→Set Grade Equivalent Scale. This option will not appear on the Grading menu until you select the option to average term grades to calculate final grade. 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 that you set.
4. You must also set ‘Grading Tiebreakers’ for final and semester grades to determine how grades should be calculated in the event of a tie. For example, if you have two terms in your gradebook and a student has a B for the first term and an A for the second term, the resulting final equivalent (using the default grade equivalent scale) would be 3.5. To determine the final grade, you can choose to round up (to an A), favor term 1 (B) or favor term 2 (A).

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 56.

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 54.

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.

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 41.
- If you want to weight semester subtotals, see *Weighting with Semester Subtotals* on page 78.

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, Scores 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 44. 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 50) 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 147 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 19.

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 53. 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 54 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.

Using 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.

Displaying 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 49. 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 **Skills** 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.

In GradeQuick 8, you can place skills into named groups that are called Standards. You can view and print reports that display skills grouped by standards.

WORKING WITH STANDARDS

Adding a Standard

The first step is to create the standards, which will then hold skills within them. If you do not need to use standards or group skills, you can skip this step and add all of your skills under the default "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 Standards button in the toolbar.
3. Click Add.
4. Enter the Standard Name (max. 100 characters), a short description (max. 300 characters), and any teacher's notes (max. 300 characters) you'd like to include.
5. Click Save.
6. Click Add to enter another standard, or click OK to close the Standards dialog.

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 the Standards button in the toolbar.
3. Click on the standard you want to edit.
4. Edit the Standard Name, description, or notes.
5. Click Save to commit the changes, then click OK to close the Standards dialog.

Deleting a Standard

If you no longer use a specific standard, you can delete it from your Skills Editor. To delete a standard, do the following:

1. Select Edit→Skills Information, or click the Edit Skills button on the big toolbar.
2. Click the Standards button in the toolbar.
3. Click on the Standard you want to delete and click Delete.
4. If the selected Standard does not have any skills, it is deleted. If the standard does contain skills, select one of the following options. If you have imported skills, see the section *Importing Standards & Skills*, page 65.

Delete Skills – Delete all skills under the selected standard.

Move Skills – You also have the choice of moving all skills under the selected standard to the default “General” standard.

Cancel – Do not delete the selected standard or any associated skills.

Note: The default standard, General, cannot be deleted.

WORKING WITH SKILLS

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. Select a standard from the View Skills for All Standards pull-down list.
3. Click the plus sign to add the new skill or click in the empty area beneath the list of skills and answer Yes to the confirmation message.
4. Complete the information fields for the new skill.

Skill Name – Enter the title/short name for this skill. (Max 100 characters.)

Standard – The standard you selected from the pull-down list above will be displayed here.

Note: To associate the skill with a different standard, you must choose View Skills for All Standards. The pull-down list will be available in the cell to make a different selection.

Assessment Scale – If you set a default scale, it will appear here. To associate the skill with a different scale, select it from the pull-down list. If you want to create a different assessment scale, see the section, *Defining an Assessment Scale* on page 66.

Note: If you later change a skill’s assessment scale, the student grades for that skill will be reset to the new scale’s default value, if any.

Date Instruction Completed – When you have completed instruction for this skill, enter a date here.

Time Spent – When you have completed instruction for this skill, enter the total time spent here.

View Description & Notes – Click the View icon to add/view any further descriptions or notes regarding this skill. (Max. 255 characters for descriptions or notes.)

5. Click the plus sign to add another skill or click out of the current row to save the skill.

Moving a Skill

You can change a skill's association from one standard to another. There are two ways to do this:

1. Select Edit→Skills Information, or click the Edit Skills button on the big toolbar.
2. Select a standard from the View Skills for All Standards pull-down list.
3. Right-click on the skill you want to move and select Move Skill from the pop-up menu.
4. Select a standard from the list in the pop-up menu and click OK.

OR

1. When viewing skills for all Standards, go to the skill you want to move and double-click the standard field.
2. Select a new standard from the pull-down list.

Deleting a Skill

You can 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. If you have imported skills, you may not be able to delete them. See the section, *Importing Standards & Skills* on page 65.

1. Select Edit→Skills Information, or click the Edit Skills button on the big toolbar.
2. Select a standard from the View Skills for All Standards pull-down list.
3. Right-click on the skill you want to delete and select Delete Skill from the pop-up menu.
4. After reading the confirmation warning, click OK.

OR

1. Click the blue minus sign in the toolbar.
2. In the dialog box, select a standard from the drop-down list.
3. From the skills displayed for the standard you selected, highlight the skill you wish to delete.
4. After reading the confirmation warning, click OK.

IMPORTING STANDARDS & SKILLS

If your administrator has created skill fields and scales for you to import to your GradeQuick files, you will receive instructions on importing and using those skill fields. The following notes relate to situations where standards and skills or skills only are imported.

Importing Standards and Skills

If you import both standards and skills, you will not be able to delete them or move skills from one standard to another. Contact your Technical Coordinator if you need imported standards or skills edited or removed.

Importing Skills Only

The auto-import of skills and student rosters, which was set up with some SIS systems in previous versions of GradeQuick, will still work with version 8. These skills will be assigned to the default,

General standard. You can delete these skills or move them to other standards you create. If you export skill grades, the standard classification information is ignored.

SKILL 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.

1. Select Edit→Skills Information, or click the Edit Skills button on the big toolbar.
2. Click the Assessment Scales button.
3. Click Add Scale, and then click on the new scale (e.g., Scale 2) that appears in the list.
4. Click Edit Selected Scale.
5. Build the assessment scale by completing the fields in the Edit Assessment Scales dialog.
 - Scale Name** – Enter the name of the grading scale (max characters 20).
 - Scale Builder** – Enter the scale values in order from highest to lowest (max. characters 25).
 - 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, the scale is automatically locked.)
 - Scale Type** – You can select from two options:
 - Restrict entry of values to what is entered in the assessment scale.
 - Allow entry of values that are not in the assessment scale. This is the default selection. If you import skills, this may not be the default.
6. Click OK to close the dialog.
7. Click Add Scale to enter another scale, or click OK to close the Assessment Scales dialog.

Editing an Assessment Scale

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

1. Select Edit→Skills Information, or click the Edit Skills button on the big toolbar.
2. Click the Assessment Scales button.
3. Click on a scale name, and then click Edit Selected Scale.
4. Edit any of the fields in the Edit Assessment Scales dialog.
5. 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

Skills Assessment allows you to enter skill assessments for the students and skills in your gradebook. You can select from various views of students and their skills as you enter the assessments or view them later.

To use Skills Assessment, do the following:

1. Click the Skills Assessment button on the big toolbar.
2. Change the view of the page to what best suits how you want to enter grades.
Descriptions of drop-down boxes:

View Skills – View all skills at once, or filter to only one standard at a time.

By ... list– Enter grade by skill name, term, or student.

- **By Student** - Displays the skills information for a single student including all the terms for each skill.
- **By Term** - Displays the skills information for a single term, including all skills for each student.
 - If you are entering assignments in the spreadsheet, the terms available to enter skill assessments will be the same as those you have added to the spreadsheet including the Year.
 - If you are not using the spreadsheet to record assignments, you must create empty test columns in the spreadsheet for each term you want to use for skills assessments.
 - If you do not already have or add empty test columns for terms, you will only be able to enter student skill assessments for the year.
- **By Skill Field** - Displays the skills information for a single skill including all the terms for each student.

Scroll List – The values in this field will change based on what you select in the By list. The red arrows on either side scroll to the previous or next student in the roster.

3. Enter a grade for a student by clicking in the cell for which you want to enter the grade.

Notes:

- a. If the skill has a default scale associated with it, that scale's values appear in a pull-down list.
- b. If the scale type is restricted, you can choose only the values in the pull-down list. If the scale type is unrestricted, you may enter whatever value you wish.

SKILLS REPORTS

There are several Skills-specific reports available in the Edit Skills area. Select the Skills Reports button to access the Skills Reports menu. Unlike many of the GradeQuick reports, these reports are not editable in the Print Preview. The following reports are available:

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 – 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.

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.

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.

Chapter 7

LESSON PLANNER

BUILDING A LESSON PLAN

GradeQuick's Lesson Planner lets you define *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, and its start and end dates.
- Build instructional plans for the lesson that each happens during a defined time period and includes pertinent information, a description of the activity and materials and resources that will be used.
- Associate specific skills to the lesson plan.
- Indicate the methods of evaluation for student assessment.

The following paragraphs will provide more description about the steps for creating a Lesson Plan. The steps are:

- *Lesson Plan Overview/Objective*
- *Building an Instructional Plan*
- *Attaching Skills to a Lesson Plan*
- *Creating a Method of Evaluation*

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 blue plus button on the toolbar and complete the following fields
 - Title** – The name for this lesson plan (max. 50 characters).
 - Start Date / End Date** – The first and last date this lesson plan will cover.
 - Overview/Objective** – A description of the goal of the plan (max. 400 characters).

Building an Instructional Plan

The Instructional Plans lets you outline how you will teach the lesson. You can define the content of your lesson plan with one or many instructional plans. Within each instructional plan, you can further define what materials and resources are required to use it in the classroom. You may use the fields in the instructional plan dialog in any way you wish.

1. Click the Instructional Plans tab and then the blue plus button on the tab's toolbar to create items.
2. Complete any of the following fields in the dialog box that relate to an instructional plan:

Activity – Enter a brief description here (max. 200 characters). Some examples of activities: “Oral reading Assignment” or “Small group discussion.”

Materials – List any physical items you will use while teaching this plan (e.g., overhead projector, black/white marbles, Bunsen burners, atomic models, etc.). (Max. 200 characters.)

Start Date - Click in the field, click the pull-down arrow and then click on a date in the calendar. If the Lesson Plan has a one-day duration, the date will be frozen. Instructional plan dates must fall within the start and end dates of the lesson plan.

End Date – The End Date automatically defaults to the Start Date. If it needs to be changed, click in the End Date field and select a new date from the calendar. If the Lesson Plan has a single day duration, the date will be frozen. Instructional plan dates must fall within the start and end dates of the lesson plan.

Duration - Enter the hours/minutes that you will spend on this instructional plan.

Add/Edit Resource –Lesson plans and instructional plans can share the resources you create.

Click to add, edit or delete a resource (max. 60 characters). Once a resource is in use by any instructional plan, you will be warned if you attempt to delete it.

Resource – Choose an existing resource from the pull-down list.

Resource Detail - Enter any additional information regarding the resource (e.g., Read pages 2-25, or Each student will paint their own model.)

3. Click OK to create the instructional plan.

Note:

You must have an Activity or a Resource entered to leave the dialog.

4. Click the blue plus sign again to add another instructional plan, if needed.

Note:

You may right click on an existing item to Edit or Delete it or on the tab’s toolbar choose the pencil button to edit or the blue minus sign button to delete a highlighted instructional plan.

Attaching Skills to a Lesson Plan

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

1. Click the Skills tab and then the blue plus sign or right-click in the skill display area and click Add to add skills to the Lesson Plan. The Attach Skills to Lesson Plan pop-up window displays. The skills for each standard can be displayed by selecting the standard in the pull-down list or you can view all skills.
2. Click the skill(s) you want to add to this lesson plan. You can use the SHIFT or CTRL keys to select multiple skills at once.
3. Click OK.
The skills are now listed under the Skills tab.
4. If you wish to remove a skill from the lesson plan, highlight it in the list. Click the blue minus button to delete or right-click and choose Remove from the pull-down menu.

Creating a Method of Evaluation

The manner in which you will evaluate the performance of the student for this lesson plan can be added with the tab Method of Evaluation. If you use a test to evaluate your students, you can create the test column from within this tab. You may create multiple methods of evaluation.

1. Click the blue plus button or right-click in the display area and click New Evaluation to add an evaluation method.

2. Complete any of the following fields that relate to this item:
 - Name** - You must enter a brief description here (max. 40 characters). Some examples: "Observe oral presentation" or "Ch. 2 & 3."
 - Description** – The text in this field will be displayed on reports (max. 400 characters).
 - Date** - Click in the field and click the pull-down arrow and then click on a date in the calendar. The date will usually be the date on which you plan to evaluate the students. If the Lesson Plan has a one-day duration, the date will be frozen.

3. If you wish to add a test column in the spreadsheet, click in the check-box, 'Add as Assignment Column in Spreadsheet.' If the evaluation is not a graded test, you may leave the check-box empty.
 - Note:**
 - Using the check-box, creates the test but does not link the Method of Evaluation to the test column. For example, if you later change the Long Name of the test in the spreadsheet, the information here will not change.
 - If you choose to edit Method of Evaluation, the check-box will be unchecked regardless of whether or not a test was previously created. If you re-check the box, you will again have the option to create a test. If you choose to do so another test will be added to the spreadsheet (even if the name is the same as a previous one).

4. Click OK to create the method of evaluation.
 - Return to Lesson Plan
If you did not choose to have an assignment column added to the gradebook, you would return to the Lesson Plan.
 - If you choose 'Add an Assignment Column to the gradebook', a dialog box will pop up for you to create a test column. You may fill in the test description information here and it will be added to the spreadsheet.
 - Name** – Enter the name that will appear on the spreadsheet (max. 8 characters).
 - Long Name** – The name you entered in the previous dialog box will be displayed. This will appear on the spreadsheet as the Long Name. You may edit the text but the edited information will only appear on the spreadsheet (max. 40 characters).
 - Date** – The date you entered in the previous dialog will be displayed. This will appear on the spreadsheet as the Date. You may change the date but the revised date will only appear on the spreadsheet.
 - Category** – You may enter a new category or choose from the categories you have already entered from the pull-down list (max. 8 characters).
 - Term** – The term you are using in the spreadsheet is displayed. You may choose another term from the pull-down list of all terms in your gradebook.
 - Possible Points** – Enter the maximum points for the assignment. (Max. number 1000.)

5. To edit or remove a Method of Evaluation, highlight the item. In the toolbar, click the pencil to edit a method or the blue minus sign to delete an evaluation or right-click to choose Edit or Delete from the pull-down menu.

To view the complete Lesson Plan, with all Instructional Plan items, see *Previewing and Printing Lesson Plans* on page 72.

MANAGING LESSON PLANS

Using the calendar with the Lesson Plan List

The Lesson Plan window opens displaying all lesson plans in the gradebook in view on the left-hand side. You may view the list of lesson plans for a particular week by using the calendar below the list. Click on a day in the calendar to highlight a week. Lesson plans that cover all or part of the highlighted week will be displayed in the list. If you want to return to view all lesson plans again, click the 'View All Plans' button below the calendar.

Moving from one Lesson Plan to another

You may move up and down the displayed list of lesson plans by using the up and down arrow keys or typing the first character of a title. As each lesson plan in the list is highlighted the detail on the right changes to display the selected plan.

Sorting

Previewing and printing will reflect the order in which lesson plans and instructional plans are viewed in the Lesson Planner.

Lesson Plans

By right-clicking the lesson plan list and selecting Sort, you can sort the list in the following ways:

Name – The names on the list in view will be sorted alphabetically.

Date – The list in view will be sorted by Start date.

Creation Order – This will return the list to the order in which you created the lesson plans.

Instructional Plans, Skills, Method of Evaluation

Click on the name of any column to sort the information in the column in ascending order.

PREVIEWING AND PRINTING LESSON PLANS

The Lesson Planner has two previews and a report menu, from which reports can be previewed or printed. These will allow you to view the information you are adding, to get a complete picture of your lesson plan, in the format that you want. Select from one of the following options from the Previews section of the Lesson Planner.

Plan Preview – This preview provides a detailed summary of the lesson plan, including overview/objective, the instructional plans, associated skills and method of evaluation. All items from all days will show up in this view. This preview is particularly helpful because it shows you the entire contents of your lesson plan. The first plan previewed is the one highlighted in the list on the left. You can highlight other lesson plans in the list without returning to the data entry screen. Each Lesson Plan begins on a new page.

Weekly Preview – This preview gives you the lesson plan highlights for a given week, by day. Only the items from the Instructional Plan section of the lesson planner will show in this view. Click the Weekly Preview button to preview the report. You can use the calendar below the lesson plan list box to select another week for which you want the display active lesson plans.

Reports

There are several Lesson Plan-specific reports available in the Lesson Planner area. Select the Reports button to access the Lesson Planner Reports menu. Unlike many of the GradeQuick reports, these reports are not editable in the Print Preview. The following Options are available:

Current Gradebook

Lesson Plan Detail – This is the same report displayed in Plan Preview,

Lesson Plan Daily – Choose a date from the calendar that pops up. All the lesson plans that have instructional plans on this day are displayed.

Lesson Plan Weekly – Choose a week from the calendar under the Lesson Plan list box. The instructional plan detail will be displayed on the report.

List of Resources – This is a list of all lesson plan resources in the gradebook.

Multi-file

Lesson Plan Daily – Choose a date from the calendar that pops up. Select additional gradebooks for the report from the list that appears. The report includes the instructional plans for the selected day from all the gradebooks.

Lesson Plan Weekly – Choose a week from the calendar under the Lesson Plan list box. Select additional gradebooks for the report from the list that appears. The instructional plans for the week from the selected gradebooks will be displayed.

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 the methodology GradeQuick uses to compute 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 very 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*, page 39.

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*, page 77.

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 very 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 80.

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. Thus, 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 15 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 50.

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 33.

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 56. (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:

Term or Special Score	Desired Weight	Enter this Value
Term 1	40% of 1 st semester	40
Term 2	40% of 1 st semester	40
Final Exam 1	20% of 1 st semester	20
Term 3	45% of 2 nd semester	45
Term 4	45% of 2 nd semester	45
Final Exam 2	10% of 2 nd 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 Percent of final grade	Enter this Weight	Desired Percent of final grade	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.

<i>Term #</i>	<i>Desired Term Weight within semester</i>	<i>Semester</i>	<i>Desired Semester Weight</i>	<i>Term Weight to enter in gradebook</i>
1	.40	1	.35	.14
2	.40			.14
Sem 1 Exam	.20			.07
3	.50			.225
4	.50	2	.45	.225
		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 56.

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:

$$\frac{(\%1 \times w1) + (\%2 \times w2) + (\%3 \times w3) + (\%4 \times w4)}{w1 + w2 + w3 + w4} \times 100 = \text{Avg} = 81.25\%$$

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. Thus 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. Thus, 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 147 before saving any settings.

Chapter 9

PRINTING REPORTS

AN OVERVIEW

From more than 50 pre-formatted reports styles that are ready to print, 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 print-outs, each one offering many styles. There is also an eighth set of reports that can be printed to Edline for access by parents and students. These eight types, (Student, Test or Subtotal, [Class] Summary, Attendance, Gradebook Spreadsheet, Blank Gradebook, Multi-File and Edline) are chosen from the Reports menu, or by clicking the Reports button on the Big Toolbar. When you choose one of the styles, it will be displayed on the screen with some of the most popular menu items pre-selected so that you can print (or, in the case of the Edline Report, post to Edline) immediately. What you see, however, is not the only way to print that report; you can change it entirely by selecting or de-selecting items in the dialog boxes while in the Print Preview/Editor, thereby eliminating some information, adding other information and changing the font styles and sizes.

For instance, you may choose not to print attendance information on the report. The Print Preview/Editor allows you to remove such information by clicking Students→Attendance and un-checking the items that are checked in the dialog box. Or, you may not want all of the test/assignment scores listed. You can remove them by clicking the buttons labeled 'None' on the right-hand side of the Tests→Select Tests Or Subtotals dialog box of the Print Preview/Editor. This will uncheck all of the tests. You can then go back and add the individual tests or subtotal averages by clicking just the ones you want.

The latest version of GradeQuick can display a Skill Information Chart on certain report types. By selecting Students→Student Info in the Print-Preview/Editor, you will see the Skills Information button to allow you to show report Skills performance in tabular form on the report if it is available for that report style. The table will have a column for each term, as well as year and semester if you are accumulating semester subtotals. Depending on your grading scale, you may have to adjust the font and layout of the report to prevent overlapping rows.

A description of the different styles of each report type is included in the section on each report type. A complete description of the menu choices and how to use the Print Preview/Editor to design your report is found in *Overview Of The Print Preview/Editor* on page 84 and in the sections pertaining to the types of reports, such as Student Report, or Gradebook Spreadsheet etc. Should further modification be desired beyond that done in the Print Preview/Editor, we can customize a report for you, or you can create your own templates as the basis of your own reports. This is described in *Creating Custom Reports* on page 115.

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 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 choices users have to make are which students to print. See *Special Reports* on page 114.

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. Click Edit→Class Information in the gradebook spreadsheet to enter class data. See *Entering and Using Class Information* on page 18. GradeQuick can display 8 fields (Subject, Teacher Name, School Name, Course #, Section #, Period, Room #, and Class ID) on the standard reports, although you can add others to custom reports (see *Creating Custom Reports* on page 115). Class Information fields are identified in reports by name, so the field names will need to be identical to those listed above, or they will not be recognized in the report. In addition, GradeQuick's Site Reporter module uses the School ID, Year and Report ID fields, so these fields must be named correctly in your gradebook if your school uses Site Reporter. 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. The fields named Subject and Teacher Name are selected by default in the standard report layouts.

Note for users of version 3 or earlier:

Because the reports are now designed with the Class Information fields, the layout will be improved if you remove your class information from the Report Memo which was used to print that information in Version 3 or earlier. In some cases the Report Memo has been moved to a new location on the report. Enter the information into the Class Information dialog box instead.

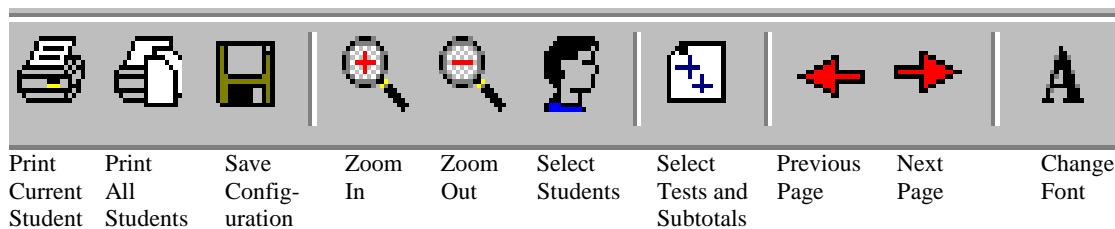
Note for users of version 4:

In Version 4.02, GradeQuick reports were changed to identify Class Information fields by name, rather by number as in previous versions of Version 4. In other words, it now pulls Subject and Teacher Name from the fields named Subject and Teacher Name rather than the first and fourth fields listed. If you are using a Version 4 program earlier than Version 4.02, your previous report templates will incorrectly identify class information fields and thus print incorrectly. If you still want to use any reports you have customized, you should edit their report templates in a text editor and replace field numbers with field names (see *Creating Custom Reports* on page 115).

OVERVIEW OF THE PRINT PREVIEW/EDITOR

A number of report styles are available for each report type you select from the Reports menu. Once you select one, it is displayed in our unique interactive Print Preview/Editor screen so you can see exactly what data 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; only the layout will vary with the style you select. As you select or deselect items from the Print Preview/Editor menus, the on-screen preview will immediately change to reflect the way your report will look on the page. You can decide which style report best displays the data you choose to include. Use the mouse to scroll through the entire layout. You may change to another page, enlarge the page or view the entire page by clicking buttons on the toolbar or selecting choices on the View menu as explained below in this section.

At the top of the Print Preview/Editor screen is a toolbar for quick access to commonly used features:



Please note that you can print either the current student, or all students, without first selecting students.

Above the toolbar is a menu bar consisting of six menus (Print, View, Students, Tests, Options and Help). 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. Furthermore, certain menu items are not relevant on certain reports, (i.e., a note to a student makes no sense on a Test report), so they are gray, meaning unavailable, on the menu when you choose a test report. The items available on the TESTS and STUDENTS menus are described more fully in the sections on each report type. The most complete accounts can be found in *Student Report* on page 89 and *Test Or Subtotal Report* on page 100. The other menus are described in this section, as follows:

Print Menu

PRINT REPORT – This will print the report as displayed in the layout you have selected. If you are printing a student report, this menu choice will bring up a dialog with the following four options:

PRINT CURRENT STUDENT – This will print the report for the student you currently 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 access this option from the Print Current Student button on the toolbar.

PRINT SELECTED STUDENTS – This will print a report for the students you have selected in the Select Students dialog.

PRINT ALL STUDENTS – This will print reports for all students in your current gradebook. You can also access this option from the Print All Students button on the toolbar.

PRINT SEVERAL FILES – This will allow you to print the report for several files at once, without opening each file separately. See *Printing Student Reports from Many Files at Once* in *Student Report* on page 89.

SEND TO EDLINE – If you are printing an Edline report, this will send the report, as displayed in the layout you have selected, to Edline for parent and student access.

PRINTERSETUP – This will bring up a dialog box in which you can set up 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. Then you can 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.

SAVE CONFIGURATION – This will save the current report's menu choices and layout configuration as the new defaults for the next print of the report for any of your class files.

Saving A Report Layout: When you choose a report from the Reports menu, it will be displayed with the last layout that was saved. When GradeQuick is new, the layout will have been pre-set for you so that you can begin printing immediately. After you have experimented with checking and un-checking items on the Students, Tests and Options menus and have designed a report that you want to use again, you can save your layout by clicking the Save Configuration button on the toolbar, or clicking Print→Save Configuration.

Each report selection, e.g. Student, Standard 1 or Summary, Overall with Data, has a single configuration saved for it. No matter what class file you are using, the report layout will be the same. The layout is saved to your directory as a whole, not with the specific file. Once you choose to Save Configuration for a report, any previous configurations for that report (including the pre-set layouts originally installed with GradeQuick) **will be lost**. If you want to **temporarily** revise the layout, just change the selections and print the report but **do not** save the configuration.

Note for users of versions 3 or 4: With version 5.0 and above, the reports from a previous installation and their configuration files were saved to a directory named **\OLD**. This directory is a sub-directory of the **GQWin** directory (or the directory in which you installed GradeQuick). For example, if you installed GradeQuick to **C:\GQWin**, your old configuration files will be saved in **C:\GQWIN\OLD**. If you want to use reports that you set up with versions 3 or 4, you may access them from Reports→Custom Report. In the Open dialog box that appears, select the **OLD** directory, then find the appropriate report template (.rep file) and click OK.

Note:

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 choose a different report type. If you want to return to the saved configuration, or the one that was set up before you started making changes, just choose another report type from the Reports menu. Then return to the report you had been revising. The last saved configuration will be the default again.

EXIT PRINT PREVIEW - This will close the Print Preview window and return to the gradebook spreadsheet.

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.

Students Menu

This menu allows you to access dialog boxes that let you choose which student(s) and what information about them to include in your report. The menu options are described more fully in the sections on each report type. The most complete accounts can be found in *Student Report*, on page 89 and *Test Or Subtotal Report* on page 100.

Tests Menu

This menu allows you to access dialog boxes where you choose which tests or subtotals, and what information about them, to include in your report. The menu options are described more fully in the sections on each report type. The most complete accounts can be found in *Student Report* on page 89 and *Test Or Subtotal Report* on page 100.

Options Menu

FONTS - This allows you to select the 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 dragging to select a specific area of the report.

How to Select Font by Area: The Select Font dialog box has five areas for which you may choose fonts:

- 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. In the dialog box, you may choose 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. You select the column by dragging the mouse to highlight the column as described below.

How to Drag to Select: 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 the mouse down and to the right to enclose the area in a 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.

PRINT REPORT MEMO - This will print the Report Memo on your report. See Report Memo in *Using Notepads For Written Memos* on page 149.

PRINT GRADE SCALE - This will print the Grade Scale on your report.

LOAD PICTURE - If your school has a logo, or you have another picture you would like to appear on your reports, this will print that picture anywhere on the report. Browse through

your computer to select the picture to display, making sure that the path to the picture is the same at the computer where you select it as at any computers where you print it, so that the picture can be found for printing. Once the picture appears on the report, click and drag to resize the picture, and place it where you would like it to appear on the report. You can print the logo 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* on page 115 for information on how to modify the report template (the .rep file) in a text editor, such as Windows Notepad, to add a few blank lines at the top of the report.

SHOW STUDENT PICTURE - If you have included student pictures in your seating chart, and would like the student picture to appear on student reports, this will print each student's picture on his or her student report. Once the student picture appears, click and drag the picture to resize it, and place it where you want it to appear on the report.

BOX PAGE - This will draw a box around the border of the entire page. (In the Gradebook Spreadsheet report the box is drawn around the header and not the entire page.)

EVERY STUDENT (REPORT) ON A NEW PAGE - This will start each report on a new page. However, if this is unchecked, several reports can fit on a page, allowing you to save paper when you are not printing the reports for students to take home.

DRAW LINE EVERY THREE ROWS (or LEAVE SPACE EVERY THREE ROWS) - This will draw lines (or leave a space) every three rows to make the chart easier to read. This option is only applicable to reports with potentially lengthy test charts.

PRINT NAMES ON EACH PAGE - This will print student names on subsequent pages of the Gradebook Spreadsheet report.

PRINT HEADER ON EACH NEW PAGE - This will print the test description rows on subsequent pages of the Gradebook Spreadsheet report.

PRINT IN THIN COLUMN MODE - This will print the Gradebook Spreadsheet report with thin columns.

SUBSTITUTE CODE NUMBERS FOR NAMES - This will print numbers for test names in the Gradebook Spreadsheet report.

CLASS INFORMATION - This allows you choose which information about your class to display in your 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 will need to be identical to those listed above, or they will not be recognized in the report. 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.

Please note that only the aforementioned 8 fields are available for display on the standard reports. Even though any other Class Information fields in your spreadsheet will be listed as options in the Options→Class Information dialog box, selecting them will not add them to your report. If you want other Class Information fields to appear on your reports, you should add those fields to your report templates (.rep files), see *Creating Custom Reports* on page 115.

REPORTS AVAILABLE

Each of the eight report types available from the Reports menu is described in this section. Though the same Menu Bar is available for all of these reports, certain menus and certain items on the dialog boxes may not be available if those options would not be appropriate for the selected report type. Additionally, the toolbar is slightly different for each of these reports. The menu selections for STUDENTS and TESTS are explained in detail under the sections on each report type. The most complete accounts can be found in *Student Report* on page 89, and *Test Or Subtotal Report* on page

100. Selections from the other menus are described in the preceding section *Overview Of The Print Preview/Editor* on page 84.

Student Report

A Student Report contains information about the chosen student and a list of the student's test scores, skill information, attendance or whatever other data you choose. After clicking Reports→Student, and then selecting one of the following styles, you will enter the Print Preview/Editor. A description of how to customize the report using the STUDENTS and TESTS menus follows a description of the Student Report styles. If you want to combine students' scores or other information from several gradebook files, see *Multi-File Reports* on page 94.

Student Progress

These reports contain all the basic data, varying in layout only. **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. The last menu item, **EconoPrint**, is also a full progress report, but designed with only one font to increase printing speed. See *Optimizing Printer Performance* on page 110. All 4 styles, however, can be changed via the menus if you prefer the layout of one style and the information in another. 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. Or you may want different attendance information printed, etc. 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. How to use those menus is described below, following the description of the student report styles.

Student Report Titles

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 Grades' etc. to appear instead of just 'Max' or 'Grade,' follow instructions in *Creating Custom Reports* on page 115. In the section of the report called [TestChart], replace the word ALL with the word ALL2.

Single Term Only

You can now 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, so you can select the term you want to print. If you do not see the drop-down list, you selected a report that was not a term report. Exit the Print Preview, return to the spreadsheet and select 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 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.

The **Single Term with Parent Signature** is the same as the **Single Term Only** except for the parent signature on the report.

Note: This replaces the need to use the term-specific reports from the Custom menu, to set a date range for test selection, and to individually select relevant subtotal groups from the Select Tests and Subtotals dialog. This work has all been done for you with the new term reports.

Missing Work

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, (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 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 54.

Furthermore, you can choose to print Missing Work reports **only** for those students who have work missing. You can do this by clicking Students→Student Info and selecting PRINT ONLY STUDENTS WITH MISSING WORK, or by selecting Students→Select Students and checking ONLY PRINT STUDENTS FROM ABOVE LIST WHOSE WORK IS MISSING.

Data Fields

This student report lists information from the student data fields. Click Students→Student Info and select the data fields that you wish to print. See *Entering Additional Student Data* on page 11.

Students Menu (as used in a Student Report)

From this menu, use the following dialog boxes to choose the student(s) whose reports you wish to print, and choose the information about the students that you wish to appear on reports.

Select Students Dialog Box (as used in a Student Report)

Use this dialog box to select students for whom you want to print a report. You may select specific students by clicking on their name(s), or you can choose Select All and then click the names of any students you don't want included to deselect them.

Quick Buttons: Use the Quick Buttons and click SELECT ALL or SELECT NONE to select or deselect the entire list of students. You may also select/deselect students individually.

Criteria Selection: You may also specify criteria on which you wish to select the students for whom to print reports. In this way you may print reports on students within a grade range, age level, advisor group, or extra-curricular activity, etc. As you experiment with this, you will find that you can use combinations of scores and data fields to print very specific targeted student reports. You will also find that you can take full advantage of all the information you have entered into the gradebook by using this powerful tool to analyze student trends. See *Using Criteria Selection To Select Students* on page 111.

Only print students from above list whose work is missing: Check the box if you want reports printed only for students with missing assignments. You can choose to count **all** missing work—X (exempt), NC (No Credit) and ** scores—**or** you can eliminate X, exempted work, from the list. This option can be changed by clicking Students→Student Info 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 Info Dialog Box (as used In a Student Report)

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 which data you want included 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:

PRINT NOTES TO STUDENTS - Prints personal notes to student if any were entered for the student in the gradebook. See *Using Notepads For Written Memos* on page 149.

Missing Work Options:

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 Dialog Box (as used in a Student Report)

Choose which statistics (Rank, Percentile, Quartile, Deviations from mean, Normalized) to print about 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 Dialog Box (as used in a Student Report)

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 Menu (as used in a Student Report)

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 Dialog box (as used in a Student Report)

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.

TEST COLUMNS - Click ALL to include the student's scores for all tests or assignments.

If you only want to include tests from a specific Term or specific week, set a START and/or STOP DATE.

CATEGORY SUBTOTALS - Click ALL to print the student's cumulative score for each category in your file, such as Homework or Labs etc.

TERM SUBTOTALS - Click ALL to show scores for each term or marking period within your semester or year.

CATEGORY-TERM SUBTOTALS - Click ALL to show scores for each category within each Term, such as Term 1 Labs, Term 2 Labs, etc.

START DATE & STOP DATE - If you want to print only tests (or assignments) within a specified date range, rather than the entire gradebook file, use the Start and Stop Dates. In the START DATE box enter the first date for which you wish to print columns. Leave it blank to begin with the first test date in the gradebook. In the STOP DATE box enter the last date you want included, or leave it blank to include scores up until the last test date in your gradebook. Click SET when you have entered the dates. You must enter the date in the form MM/DD/YY (i.e. 03/21/01).

Test Info Dialog box (as used in a Student Report)

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 Info Dialog box (as used in a Student Report)

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.

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. This feature is intended for individual teachers who have several classes with different students and want to print the reports for all classes at once. This is **not** intended for teachers who have the same student in more than one class, and would like a report for that student that includes grades for all classes. To do that, please select one of the multi-file reports (see *Multi-File Reports* on page 94). If you are printing several files and you have the same student in more than one class, that student will show up separately in each class, and that student's reports will print separately for each class that you select.

After you have customized a report to look the way you want it, click Print→Print Report. The Print Report dialog box will contain the option to print several files. Select this option and click OK.

You will first be asked to select the files you want to print. Locate the files you want to use in their directories. When you have found the files, 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 you will select the students to print. You will be given a list with all students from all your classes. Select students from this list the same way you select students for a single class report. See the section *Select Students Dialog Box* in *Student Report* on page 89. When you have finished selecting your students, click OK.

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 have chosen Select All or Select None for any group of tests or subtotals (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. You will need to enter the password for each file if the passwords are different for each file.

Send Student Reports to Edline

GradeQuick allows you to send student reports to parents through Edline. Click the Send to Edline button on the BigToolbar 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 109, for information on the types of Edline reports available). After choosing a report, you can customize it in the Print Preview/Editor to include the information you want, 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.

Multi-File Reports

Combining Many Files into One Report per Student

In its most popular usage, the Multi-File report is really a version of the student progress report. If you have the same students in several different files, it lets you combine the data into a single report for each student. This is especially useful for elementary school teachers who keep separate class files for each subject, but would like only one report per student, with all subject grades in that report. It is also very 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 the multi-file combines information depending on whether the files come from one teacher or several. Since multi-file reports combine information from many classes, **it is essential that you fill out the information in the Class Information dialog box, chosen from the Edit menu on your gradebook.**

Multi-File Progress Reports

The single teacher and multi-teacher reports are chosen from separate menu items, **Multi-file Progress (One teacher)** and **Multi-file Progress (Multi-teacher)**.

One Teacher Reports

These reports have been set up for the teacher who teaches the same students in different subjects throughout the day, such as in elementary school. The teacher name and any chosen attendance information are printed only once, in the header near the student's name at the top of the report. Attendance information is drawn from the first file in the list of files to be printed, so you should choose the file containing your desired attendance information as the first file to be printed. Attendance information from all other files will be disregarded. Each subject with other class specific information is printed below the header along with the grades or other information from that class.

Style 1

In **Style 1**, the Report Memo is also printed in the header at the top of the report. If you choose Style 1, you should enter the general class note in the Report Memo of the first file you choose to print.

Style 2

In **Style 2** the Report Memo is printed at the bottom of the report. In Style 2, you should enter the class note in the Report Memo of the last file you choose to print. Therefore, if you want only one

general note per student, such as a signature line for parents, and you want that note to be at the bottom of the report, choose Style 2 and enter it as the Report Memo of the last file. If you want it to appear in the header, choose Style 1 and enter it in the first file you chose to print.

Note: If you want a different general note for each subject, choose **Style 2** and write a Report Memo for each file. Each Report Memo will be printed with the rest of that file's information.

Single Term Only

The **Single Term Only** report prints information from a single term that you select from the toolbar in the Print/Preview.

Missing Work

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 54.

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 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 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

This report has been designed to print more quickly than the other reports. This is made possible by choosing only one font style and size for the entire report. If in your Printer Setup you also choose to print in a 'Fast' or 'Economy' mode, printing speed can be improved even more. See *Optimizing Printer Performance* on page 110.

Multi-Teacher Reports

These reports have been set up for situations where the student has a different teacher for each class or subject, normally in middle or high schools. Thus, 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 also printed with each subject.

Style 1

In **Style 1** the Report Memo is also printed at the top of the report and thus 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

The **Single Term Only** report prints information from a single term that you select from the Toolbar in the Print/Preview.

Missing Work

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 54.

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 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 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

This report has been designed to print more quickly than the other reports. This is made possible by choosing only one font style and size for the entire report. If in your Printer Setup you also choose to print in a 'Fast' or 'Economy' mode, printing speed can be improved even more. See *Optimizing Printer Performance* on page 110

How to use the Multi-File report:

- 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 89).
- 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.

- 6) 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 89. 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 have chosen Select All or Select None for any group of tests or subtotals (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.

Notes about the Multi-File Report:

- 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 18.
- 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 Card Style Designs

GradeQuick has the capability of producing Report Card style reports for schools. These reports will work best for smaller schools. Contact Jackson Software for information about SchoolCom if your school needs to produce reports combining hundreds of class files.

Many Report Card style reports have been installed with GradeQuick. They are described below. Because they combine many class files, the Report Card style reports are custom versions of a Multi-File report, but they must be accessed from the Reports menu as **Report Card Style (One teacher)** and **Report Card Style (Multi-teacher)**. The Report Card styles contain primarily summary

information, not daily test and assignment scores. 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 very specific information to fit custom layouts, many of the items in the Print Preview dialog boxes are not available. Thus, you will be able to change fewer items on these reports. In general, report card style reports print grades, Notes to Students, attendance information, the Report Memo, and class information. You may still be able to make some changes in the font, font size, font effect and color. Since you cannot change most items as you can in the Multi-File or other student reports, it is suggested that you view several of the Report Card styles to determine what you want.

One-teacher Reports

The teacher name and any chosen attendance information are printed only once, in the header near the student's name at the top of the report. Attendance information is drawn from the first file in the list of files to be printed, so you should choose the file containing your desired attendance information as the first file to be printed. Attendance information from all other files will be disregarded. Each subject with other class specific information is printed below the header along with the grades or other information from that class.

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 115. You can of course, add multiple special grades in this manner as well.

Single Term Only

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.

Multi-teacher Reports

These reports have been set up for situations where the student has a different teacher for each class or subject, normally in middle or high schools. Thus, 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 also 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 the names 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 115. You can of course, add multiple special grades in this manner as well.

Single Term Only

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.

When You Use Report Card or Multi-File Reports, You Should Be Aware of the Following:

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 18.

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.

Note about the class name for previous users of version 3 or earlier:

Be sure to write your subject, e.g. ENGLISH, as the Subject in the Class Information dialog box if you use this style of report. You may need to move it there from the Report Memo if you have previously entered it there when using GradeQuick Version 3 or earlier. See *Entering and Using Class Information* on page 18

Test Or Subtotal Report

A Test or Subtotal Report contains statistics about the chosen test(s) and a list of student scores on the test, plus other data you choose. After choosing Reports→Test (or subtotal) and choosing one of the styles, GradeQuick will enter the Print Preview/Editor. **Standard 1, Standard 2, and Paper Saver** contain all the same basic data, varying in layout only. From the menus, you should modify these reports to include the specific data you want. For example, the test's Mean may be selected in one of these pre-set reports, but you may want to deselect it and print different statistics. You may also want to print information about each student other than that chosen in the pre-set style, etc. How to customize your reports using Students and Tests menu is described below. Functions of the other menus are described in *Overview Of The Print Preview/Editor* on page 84.

Tests Menu (as used in a Test or Subtotal Report, or Gradebook report)

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 Dialog box (as used in a Test or Subtotal Report)

From the dialog box's list box, you should pick the test for which you wish to print a 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 89.

Test Info (as used in a Test or Subtotal Report)

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 149.

Score Info Dialog box (as used in a Test or Subtotal Report)

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 Menu (as used in a Test or Subtotal Report)

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 Dialog Box (as used in a Test or Subtotal Report)

Select which students' scores you want printed on the Test 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 page .

Student Info Dialog Box (as used in a Test or Subtotal Report)

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 Dialog box (as used in a Test or Subtotal or Class Report)

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 Report

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

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

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

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.

Students Menu (as used in Class Summary Reports)

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 Dialog (as used in Class Summary Reports)

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 89.

Student Info Dialog (as used in Class Summary Reports)

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 Dialog (as used in Class Summary Reports)

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 Dialog (as used in Class Summary Reports)

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 Menu (as used in Class Summary Reports)

Use the dialog boxes in this menu to choose the information you want to include about the summary averages and grades.

Test Info Dialog (as used in Class Summary Reports)

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 Dialog (as used in Class Summary Reports)

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 Reports

Daily Attendance

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 un-checking '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.

Note: 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.

Note on 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

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.

Note on 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

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.

Note on 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

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.

Note on 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.

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* on page 68.

Lesson Plan Reports

Two different previews of your lesson plan (Plan Detail and Weekly) are available within the Lesson Planner as well as several single and multi-file options on a separate Reports menu. For more information on running Lesson Plan Reports, see *Previewing and Printing Lesson Plans* on page 72.

Gradebook Spreadsheet

The Spreadsheet menu option has several reports, the Gradebook Spreadsheet, Blank Spreadsheet, Missing Work Spreadsheet and Single Term Only Spreadsheet.

Gradebook Spreadsheet

This report is a print-out 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 print-out. 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.

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.

Blank Spreadsheet

See the section *Blank Gradebook Pages (Grid Sheet)* below.

Missing Work

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 Only Spreadsheet

This report is a print-out 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.

Blank Gradebook Pages (Grid sheet)

If you wish to print a roster and blank grid sheets on which you can write scores at times when a computer is unavailable, choose this option from the Reports menu. You may print a grid with your students' names, IDs or data fields. Select these from Students→Student Info in the Print Preview/Editor. There are no column headings on this report because the report can have many uses: attendance, tests scores, etc. You may select students from the Select Students dialog box.

Edline Reports

GradeQuick allows you to send reports about individual students to parents through Edline. After choosing an Edline reports style from the Reports→Edline Reports menu, GradeQuick will open the Print Preview/Editor, allowing you to customize the report to include the information and layout you want, exactly as you would with any printed report (see *Overview Of The Print Preview/Editor* on page 84). You will not be able to access the fonts option. When you have customized the report to include the information you want to send, instead of printing the report on paper, select Print→Send to Edline, or click the Send to Edline button on the Print Preview/Editor's toolbar, to post your report on Edline.

For quick access to the most common Edline report, **Standard 1**, click the Send to Edline button on the Big Toolbar in the gradebook spreadsheet.

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 89 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 other 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 Reports* on page 105. 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 89.

Foreign Language Reports

Student & Multi-file Reports

Spanish Reports

Select the report from Foreign Language on the Reports menu. The reports are consistent with the Student and Multi-file reports on the other menus. See *Student Report* on page 89 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 Progress Reports* on page 94.

If you are interested in other languages or changes in the reports included with the program, we can prepare a customized report for you. Please call Technical Support for more information.

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 very 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.

USING CRITERIA SELECTION TO SELECT STUDENTS

When you are using the Select Students dialog box, 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 Data* 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 Data* 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 ACTIVITY' 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.
12. 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 more complicated expressions. 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.

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 134 for more information.

Elementary School Report

Elementary School Report is a multi-file report that shows student skill information and notes to students as well as attendance data for each term. Each class has its own subsection for skill grades and notes to students. You can access the report by clicking Reports → Elementary School Report.

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 thus 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 13 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 report or class summary report	[TestMemo] Notes on specific tests
[AttendanceChart] A list of tardy or absence dates	[SymbolsKey] Description of score symbols
[TestNameKey] A list of tests showing short & long names	[GradeScale] Scale used

- 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.

Tests & Stats	Terms & Categories	Student & Class Info
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	
Possible		Student Performance
SCORE	CAT <i>n</i> or CatTests for Category averages	TOT
LOW	CATL <i>n</i> or CatLQuiz for Category Grades	MAX
MEAN	CATNAME <i>n</i> or CatNameDaily for Category Name	AVG
		GRADE
MEDIAN		ABS
NUM		TAR
RANGE		PEN
BOTQTL		NORM
STDDEV		RANK
HIGH		PTL
TOPQTL		QTL
VAR		DEV
IQR		PRESENT
DROPPED		ATTCODE
LTR		NUMMISSING, MISSING 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:

Signs	Meaning
<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

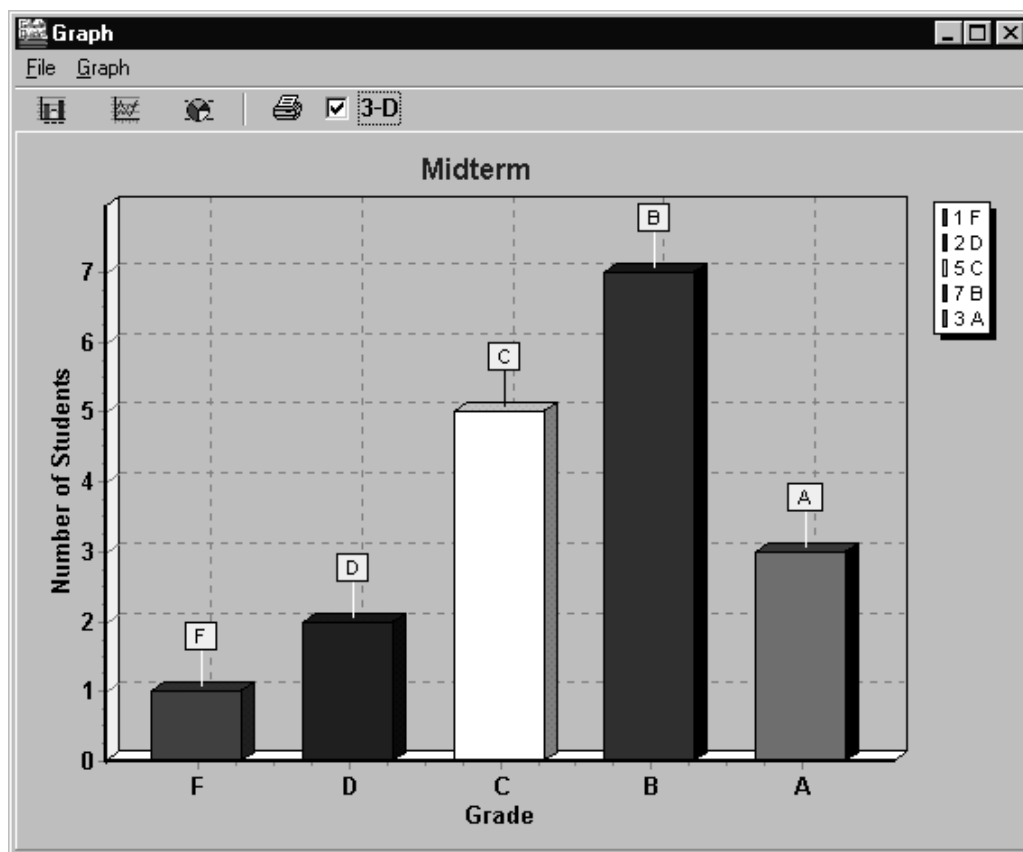
If you wanted to list the students' statistics, final grade, rank, average, total points and so forth on the left side of the page and the grade scale on the right, such as in our templates, you need to designate a divider. Then if you deselect one of the fields on the left side, the other items on the 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.

Chapter 10

USING GRAPHS

AN OVERVIEW

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.

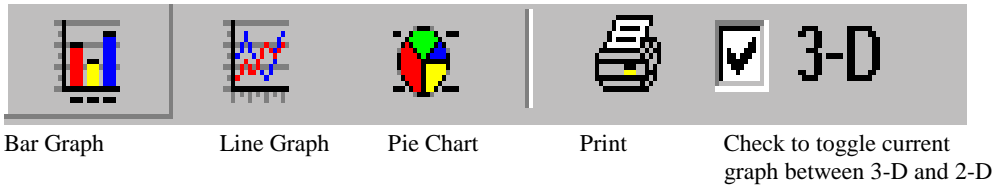


Midterm Grade Distribution Using a 3D Bar Graph

Working with Graphs

To access the graph feature, click the Graph button on the Big 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 23. 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 121 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

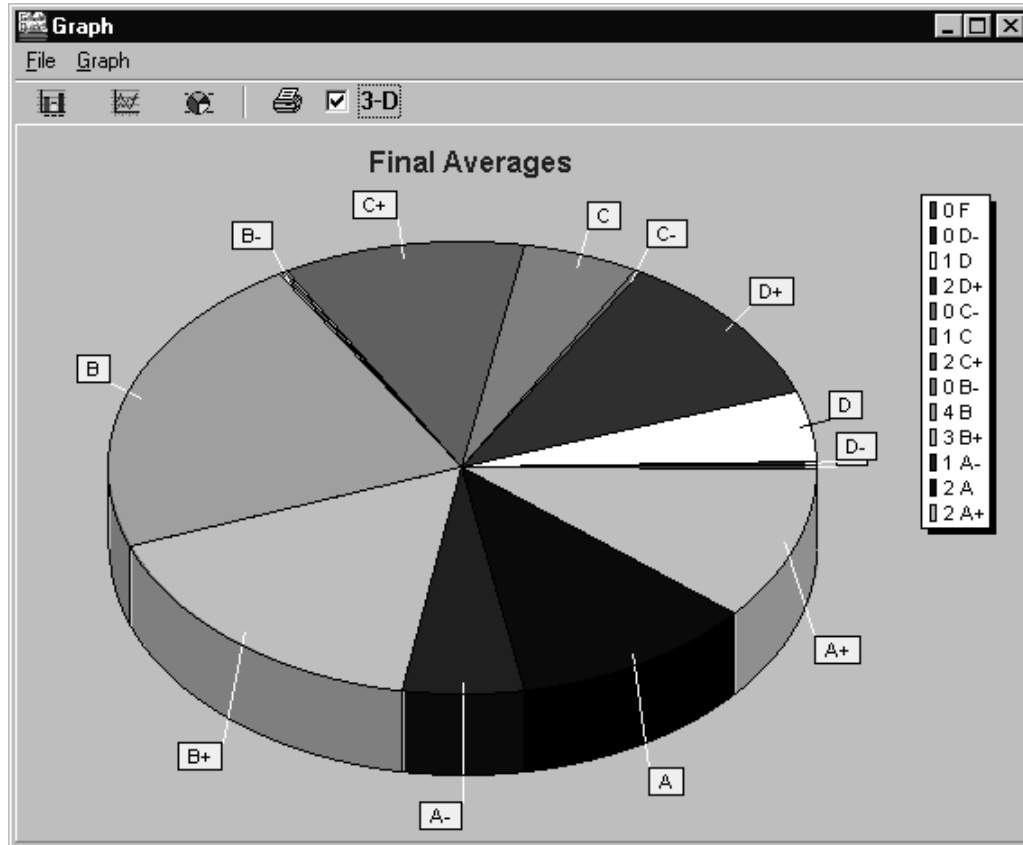
Choose TEST OR SUBTOTAL or FINAL AVERAGES from the Graph menu. To see the distribution of grades based among students' final semester or year averages, click Graph→Final Average. If semester subtotals are displayed on the spreadsheet instead of the year's overall grade, the graph will show distribution 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 120, 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 Edit→Attendance 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 Reports* on page 105, *Student Report* on page 89, and *Multi-File Reports* on page 94.

	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 is recorded via the Seating Chart or in the Attendance Chart (grid), which is arranged by week with a column for each day of the week. Regardless of where you enter it, it will be reflected in both 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 attendance keeping, you should be sure your computer's clock is correct.

Note: The calendar records attendance for only 365 days. If for some reason 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 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 that particular 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 will also have the option to use Half-Day Attendance to record morning and afternoon attendance separately. See *Half Day Attendance* on page 126 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 147.

Merging Files after Setting First Day of Class

If you plan to merge files and want attendance records to be transferred, be sure to set the same first day of class for all class files you plan to merge or all attendance data will be cleared in the merge process. Again, if you save your attendance start dates using Save Settings before creating your class files, the start dates will be the same in each file. See *Customizing Program Default Settings* on page 147.

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. Thus, if you do not enter any data in the calendar, no absences will be recorded and thus 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.

Set Term 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.

With version 6.0, you can Set First Day of Class and Term Start Dates to be after the current date. You will not be able to take attendance in these terms until the start date you have set, but this feature does allow you to set up your gradebooks in advance.

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 132.

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 the Attendance View menu. See *Customizing Program Default Settings* on page 147

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. Any attendance code can be used in conjunction with Half-Day Attendance. Please note that if your school will be exporting daily or period attendance, you should verify with your computer coordinator that this option is available. Also, Half-Day Attendance is only 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—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 First Day Of Class* on page 125). 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, 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. You should therefore set this option at the beginning of the year, before entering any attendance data in your file.

Once you have selected Half-Day Attendance, you can enter attendance codes in either the attendance chart or the seating chart. See the notes on Entering Half-Day Attendance in *Editing the Attendance Record* on page 131, and *Entering Attendance from the Seating Chart* on page 142.

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 19.

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 WorkWeek

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 workweek to include only these days. Or, if your school week begins on a different day than the standard, such as Saturday-Wednesday, you can set your workweek 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, that 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 An Attendance Column To Reward Good Attendance* on page 133), 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:

1. 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.
2. In the Attendance Chart, click Vacation→Switch Vacation Day On/Off.
3. 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, do the following:

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 126), you will have to switch between entering morning and afternoon attendance on the Attendance Chart by using a drop down box 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 142

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.

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 An Attendance Column To Reward Good Attendance* on page 133).

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 First Day Of Class* on page 125 and *Weighting Categories Or Terms* on page 77

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 An Attendance Column To Reward Good Attendance* on page 133 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 AN ATTENDANCE COLUMN TO REWARD GOOD ATTENDANCE

You can use a student's attendance record to contribute to their final grade in the same manner as a score by adding an attendance column as a test column to the gradebook. The Possible points for the 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. Thus 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 132. 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 76 and *Weighting Final Exams Or Special Projects* on page 77.

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 127.

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 33.

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

To access the seating chart, choose SEATING CHART from the Edit Menu on the main spreadsheet menu bar. If you have not yet created a seating chart, 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 138. Regardless of which arrangement you choose, you may modify the arrangement by clicking and dragging the seats elsewhere.

SEATING CHART MENU

Once you choose your arrangement, the Seating Chart window will appear with a desk for each student and a special Menu Bar as follows:

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*, page 141.

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 138.

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.

CONVERT PICTURE FORMAT – This will convert the picture-file from one format to another, such as from .BMP to .JPG, in order to alter file size or loading speed. This option is explained in more detail in *Converting File Formats* on page 146.

EXIT AND SEND ATTENDANCE - This will export attendance to a local file or to the network. See *Exporting Attendance* on page 134.

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 138.

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 142, and *Entering Student Data Field Information from the Seating Chart* on page 143.

- 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 143.

- 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.

ARRANGING STUDENTS IN THE CLASSROOM

The first time you choose SEATING CHART from Edit Menu, the 'Arrange Seats' dialog box will appear. You may also get to this dialog box by choosing ARRANGE SEATS from the Seating Chart Edit Menu. You may let GradeQuick arrange the seats in your classroom or you may move them into a pattern of your choosing.

1. Select from one of the five options:
 - 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.
2. 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.
3. 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 138.

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 141. You can always zoom the chart to a larger size for viewing. See *Using Zoom to View the Seating Chart* on page 144.

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, from the Seating Chart Edit Menu, choose ASSIGN ALL

STUDENTS TO SEATS. GradeQuick will then use that criterion to assign 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 at 1 and continuing up to the number of students in your classroom. See *Numbering Seats in the Classroom* on page 139.

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.

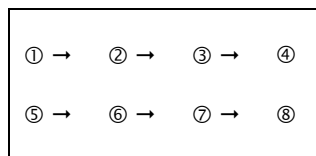
Numbering Seats in the Classroom

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 NUMBER SEATS from the Seating Chart Edit Menu. Then choose AUTOMATIC or MANUAL.

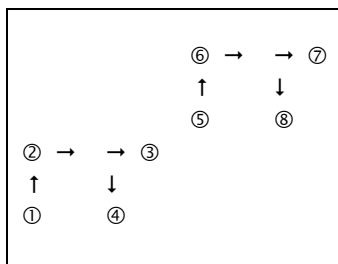
Automatic Seat Numbering

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 at that point.

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.

Manual Numbering: If you choose manual numbering, you can design any numbering pattern you choose. In the diagram below, for example, the teacher numbered in a circular pattern around each group before numbering the next group. There is no automatic numbering pattern that can duplicate this pattern.



When you choose Manual, all the 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. Therefore, if you want GradeQuick to assign the groups on criteria, you will need to choose the ASSIGN ALL STUDENTS TO SEATS dialog box after you change the numbering if you want to re-assign the students based on that criteria with 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 SAVE from the Seating Chart's File Menu if you want to save the arrangement, i.e., seating chart. 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. You may have multiple seating chart arrangements saved with each file. The last one saved is the one that will open the next time you use the program, but you will still have access to the others.

Using Another Saved Chart

If you want to use a chart you saved at another time, click CHOOSE A CHART from the File Menu. The seating charts you have saved in the past will be displayed. Click the one you want to use. If you make changes in this chart while you are using it and save the changes, this chart will be the one that is displayed the next time you choose Seating Chart.

Deleting A Saved Chart

If you no longer want to use a seating chart you saved, choose DELETE A CHART from the File 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 last saved chart will again be displayed.

Note: To permanently save the seating chart(s) you create 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, from the Seating Chart Edit Menu, you may again choose ARRANGE SEATS or ASSIGN ALL STUDENTS TO SEATS, and follow instructions outlined in Arranging Students in the Classroom on page 138 and *Assigning Students to Seats* on page 138. 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 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 clicking the right mouse button on the chart where you want the new seat added. 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 want to 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 DELETE SELECTED SEAT from the Edit Menu. 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 Edit Menu, choose 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 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 124 and *Using Attendance Codes* on page 129.) 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 and then choose 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 within the seating chart

Choose EDIT ATTENDANCE from the Seating Chart Modes Menu. You will be asked to select a specific date for entering or viewing attendance.

Once in Attendance Mode, to enter attendance for the selected day, first select a student seat and then click the right mouse button for a list of your Attendance Codes. Click to select the appropriate code from the list. Each code in your file has a unique color that will be displayed on the seats of any students in the Seating Chart who have been assigned that code for the current day. The Attendance Code itself will also be displayed in the lower right corner of the seat. You may also click the left mouse button on a student seat to cycle through the codes (colors) until you reach the correct code.

If you need to enter attendance for a previous day, choose CHANGE ATTENDANCE DATE from the Modes Menu and choose another date.

To export daily attendance, choose SEND ATTENDANCE AND EXIT from the Seating Chart File Menu. See *Exporting Attendance* on page 134.

Entering Half-Day Attendance

If you have selected Half-Day Attendance (see *Half Day Attendance* on page 126), you will have to select whether to set morning or afternoon attendance from the Seating Chart. If you choose EDIT ATTENDANCE VIA SEATING CHART from the gradebook spreadsheet, the morning of the current day will be selected by default. If you select 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 EDIT STUDENTS' DATA FIELDS from the Seating Chart Modes Menu. 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 there is data. 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 Data* on page 11.)

If you then want to enter Student Data for a different field, choose CHANGE DATA FIELD 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 SET FONT from the Seating Chart Options 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. 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 may need to use ASSIGN PICTURE TO STUDENT from the Seating Chart Edit Menu to associate pictures with student seats. See *Student Pictures on the Seating Chart* on page 144.

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 SET SEAT SIZE from the Seating Chart Options 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 ZOOM on the Seating Chart Options 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 DRAW AS CIRCLES from the Seating Chart Options 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 SEAT LABELS from the Seating Chart Options Menu.
2. Check PICTURE on 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 ASSIGN PICTURE TO STUDENT from the Seating Chart Edit 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. SAVE the file itself from the Main Menu's File Menu if you want the work in the Seating Chart to be saved permanently.
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

If you find, after you have assigned pictures to the students in the Seating Chart, that the process of loading the Seating Chart is too time consuming, you can Abort the loading process while the pictures are loading. They may be partially displayed depending on when you choose to abort; once in the seating chart, you can select RELOAD PICTURES from the Edit 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, 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 un-checking Picture or choosing Abort during the loading process.

Note on using class files with pictures on computers where the picture files are unavailable:

You will still 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 simply not be displayed, but the student-picture links will still remain.

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 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.

Converting File Formats

Picture formats must be **.JPG**, **.BMP**, **.PCX**, **.TIF**, or **.GIF** to be displayed on the seating chart. You can convert files from one picture format to another by choosing **CONVERT PICTURE FORMATS** from the Seating Chart File Menu. In that dialog box, choose the picture file from the source directory and indicate the destination directory. The file you choose will be displayed in the upper right of the dialog box. Then choose whether or not to 'Stretch the Image.' You can also specify what image type and resolution to use. The 'Automatic' selection is already chosen. You can add dithering, and can change and save quality preferences. Click the **CONVERT** button to change the image.

Format Affects Loading Speed and Size of Picture Files

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

CUSTOMIZING PROGRAM DEFAULT SETTINGS

You may want to design your gradebook spreadsheet with settings (configurations) different from our defaults. The features that are controlled by clicking SAVE SETTINGS from the Options Menu 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.

Whenever you select SAVE SETTINGS you are saving not just 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 then 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 20. 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 46 and *Entering Non-Numeric Test Scores* on page 53. 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 129.
- **Attendance Start Dates:** Read about this topic in *Setting First Day Of Class* on page 125.
- **Student Data Field Names:** Read about this topic in *Entering Additional Student Data* on page 11.
- **Class Information Field Names:** Read about this topic in *Entering and Using Class Information* on page 18.
- **QuickNotes:** Read about this topic in *Using QuickNotes Library* on page 152.
- **Skill Information:** Read about this topic in *Managing Standards & Skills* on page 63.
- **Grading Preferences/Weights:** Read about these topics in *Setting Grading Preferences* on page 54, and *Weighted Grading Methods* on page 75.

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 SAVE SETTINGS from the Options Menu. The Windows configuration is saved in profiles called **WGRADE . PRO** and **PROFILE . PRO**.
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, and/or Grading Preferences/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 149.
- By choosing to view various subtotals, you can see student progress by categories or terms. See *Displaying Subtotals For Categories Or Terms* on page 39.
- 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 38.
- Descriptive test information, such as the long name, term or date, can be hidden. See *Displaying Or Hiding Test Descriptions* on page 38.
- You may want to identify memos that you have written to students or about tests. See *Setting Markers To Highlight Written Memos* on page 154. Or, you may want to identify scores that are dropped from calculated averages. See *Marking Dropped Scores* on page 60.
- If you have already familiarized yourself with the toolbar and want to open up more space on the screen by hiding removing Text Labels, or if you want to remove the toolbar from view altogether, see *The Toolbars* on page 7.

When your page is finally the way you want it, select SAVE SETTINGS from the Options Menu. If you change your mind in the future, change the display and choose 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 select 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 SPREADSHEET 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 Main Window. You can also change the appearance of your screen by making the text in the spreadsheet “brighter” or “darker.” Click Options→Adjust Colors. 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 147.

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. Some of these memos can be printed on reports. Four types of memos are available: Private Class Memo, Current Test Memo, Private Memo About Student, Note to Student and Report Memo. You may also keep a QuickNote library of frequently used comments to insert into the memos. See *Using QuickNotes Library* on page 152.

Choosing Which Type Of Memo To Write

Private memo About student: This is the place to enter private information about a student. It is a convenient way to keep track of special circumstances you may wish to consider before determining final grades. It cannot be printed on student reports.

Note to Student: This is the place to write any notes to the student that you want printed in student reports. To add the notes to a report, in the Print Preview/Editor, select the Student Info dialog box from the Students Menu 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 the Test Info dialog box from the Tests Menu and click 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 PRINT REPORT MEMO from the Options Menu in the Print Preview/Editor.

How To Write or Edit Memos

To open a notepad in which to write new memos, or to view or edit memos already written, follow these instructions:

1. Click the appropriate cell to highlight it:
 - To write a Memo about a Test, click the test name.
 - To write Private memo About student, click the number next to the student's name.
 - To write a Note to Student, click the student's name.
2. Press **F2** to display the notepad in which to write, view, or edit the memo.

OR

1. Click Edit→Memos→Edit Memos, or click the Memos button on the Big Toolbar to bring up the Edit Memos dialog box. This dialog box will also appear if the type of memo is not known based on the cell that is highlighted when you press **F2**.
2. Select the desired memo type and click OK.
3. In the notepad that pops up, you can write any message you like or edit messages you have already written. 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.

When you write your memos, you will be able to make use of certain word-processing functions. You may use the INSERT and DELETE keys, and word-wrap will function normally. The Memo Menu also has an Edit option from which you can Cut, Copy and Paste between memos or other applications using this menu, and also access a spell checker.

Insert Student Data Fields into Notes to Students

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 for that student.

Limit Memo Length

If you want to limit length of memos, click OPTIONS → LIMIT MEMO LENGTH in the 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 all of your memos, click OPTIONS → AUTO SAVE MEMO. You will not be asked to save changes that you make to all memos. Any changes made to memos will now be automatically saved. When you have finished writing the memo, select FILE→ EXIT MEMO from memo menu bar to return to the spreadsheet.

Deleting All Notes to Students

If you want to remove all the Notes to Students at once, choose ZAP ALL NOTES TO STUDENTS from Memos on the Edit Menu. 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 any text in the memos you write in GradeQuick. by choosing SPELL CHECK ALL MEMOS from the Memos sub-menu on the Edit Menu. Or, to check only the open memo, choose SPELL CHECK MEMO from the Edit Menu in the memo notepad. The Spell Checker 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 Data* 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 *How To Write or Edit Memos* on page 150), select FILE→INSERT QUICKNOTE from the menu bar of the Memo window where you are writing the note. When the QuickNote library appears, highlight the QuickNote you want to use and click INSERT QUICKNOTE INTO 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 GRADEBOOK TO GRADEBOOK COPY from the Edit Menu, copy the QuickNotes from one file to other files. See *Copying Information From One Class File to Another* on page 20.

Create the QuickNotes in one class file. Then, choose SAVE SETTINGS from the Options Menu and check QuickNotes in the dialog. See *Customizing Program Default Settings* on page 147. Import QuickNotes from a text file. See *Importing QuickNotes From A Text File* on page 154.

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 Data* on page 11.
2. Display the field QuickNotes as a column on the spreadsheet by choosing STUDENT INFO from the View Menu 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 QUICKNOTES LIBRARY from Memos on the Edit Menu.
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 QUICKNOTE # IN 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 PREFERENCES on the Options Menu.
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 147 for more information.

PASSWORD PROTECTION FOR CLASS FILES

If students or other persons have access to your disk, it is important to ensure that they cannot open a file and change data. To keep your files private, click Options→Password→Set Password and follow on screen directions. You can choose CHANGE PASSWORD or REMOVE PASSWORD later if you don't like it.

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. For example, if you typed your name with a capital letter first, "Mary", the word "mary" will be rejected. 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 word, call. We will retrieve the password for a small fee. Please call us to make arrangements for us to access the file.

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 chosen from the Options Menu allows you to set a number of options relating to the performance of GradeQuick.

- **Autosave:** You can choose how often you want to Autosave your file. See *Using Autosave* on page 155.
- **Automatically recalculate:** If you want GradeQuick to automatically recalculate every time you enter a score, select this. See *Speeding Up Calculations* on page 155.
- **Direction of ENTER key:** You may also set the direction of your ENTER key movement. See *Setting Direction Of ENTER Key Movement* on page 18.
- **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 60
- **Marking memos:** Choose this if you want your memos ‘flagged’ in the gradebook spreadsheet. See *Setting Markers To Highlight Written Memos* on page 154.

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 very large, and you feel calculations are too slow when you enter scores, you may deselect AUTO-RECALCULATING from the PREFERENCES dialog box. Be sure to return to the Options Menu to select 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 26.

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

KEY:	ACTION IN THE SPREADSHEET:
<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.

KEY	ACTION IN MENUS
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 checkmarked 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.

Index

A	
Add/Del Students or Tests	19
Adjust Colors.....	149
Afternoon Attendance	126
Assessing Standards and Skills	63
Assessment Scales	
Deleting.....	66
Editing	66
for Skills.....	66
Assign Grades	51
Letter grades	52
Numeric grades.....	53
Attendance.....	124
Clear Attendance	129
Column.....	133
Enter Attendance	131
Entry and Exit Dates	131
Exporting.....	35, 125, 134, 142
First Day of Class.....	125
Half Day	126
Non-school days	127
Penalty	132
Printing.....	104, 105, 134
Set Absence/Tardy Codes	129
Set last day of class	128
Setting Calendar	127, 128
Setting First Day.....	125
Vacation Days	127
via Seating Chart.....	142
Weekly Report.....	115, 134
WorkWeek.....	127
Auto-Assign Grades.....	50
Auto-recalculate	155
Autosave	155
Average, Final.....	22, 39, 74
Averaging method.....	57
Averaging Term Grades.....	56
B	
Backing Up files	26
Backing Up Files	3
Behavior grades.....	63
C	
Calculations	
Autocalc Speeding up	155
Updating Grades	51
Calendar	See Attendance
Cancel.....	9
Categories, Purpose, Naming	16
Change ** (to Zero), Change ** (to Exempt)	56
Changing Test Scores	58
Checkmark, Creating	53
Class ID	
18	
Class Information	
18, 84, 94	
Class Roster	
Import	31
Same Roster in Many Files	21
Colors, Adjust.....	149
Columns	
Creating New Column	19
Deleting	20
Hide & show	37
Reordering.....	42
Set Width, Automatic & User Defined.....	38
Thin	38, 108
Combine Semesters & Subjects.....	28
Comment Codes	13
Configuration.....	See Save Settings
Copy, Gradebook to Gradebook	20
Correcting Mistakes	19
Criteria Selection.....	20, 90, 111
Custom Reports	115
Customization	
Grade Scale	46
Grade Symbols.....	53
Print Selections	85
Program Defaults	147
Reports in Print Preview.....	84
Screen Display	37
Cut, Copy, Paste.....	150
D	
Data Fields	
Adding & deleting	12
Copy names from one file to another	12
Define (Change) Names.....	12
In Status Lines.....	42
Printing	91, 102, 103, 104
Renaming.....	12
Sorting.....	41
via Seating Chart.....	143
Default Settings, Changing	147
Delete, Tests, Students, Memos	20, 150
Demo File.....	6
Deviation fom Mean	45
Dialog box, using.....	8
Displaying	
Category Subtotals.....	39
Dropped Scores	60
ID Number	37
Long Test Name	38
Marked Memos.....	154
Semester Subtotals	41
Statistics.....	43
Status Lines.....	9
Student Data Fields.....	38
Student Name	37
Summary Data (Tot, Max, Avg).....	39

Term, Term-Category Subtotals.....	39
Test Descriptions	38
Thin columns.....	38
Drop Low Scores	60
Drop/Un-drop students.....	8

E

Edit

Attendance	131
Class Information	18
Grade Names.....	48
Grade Scale	47, 48
Memos	150
QuickNotes Library.....	152
Status Lines	42
Student Data Fields.....	11
Students' Data Fields	11

Edline

Reports

Send to Edline	85, 94
Save to	26
Edline Reports	109

Effort grades	63
---------------------	----

ENTER Key

As Toggle.....	37
Functions.....	7
Set Direction of Movement.....	18

Entry Dates	131
-------------------	-----

ESC Key	7, 19
---------------	-------

Exempt grades.....	54
--------------------	----

Exit.....	30
-----------	----

Exit Dates.....	131
-----------------	-----

Export

Attendance	35, 125, 134
Custom Interface.....	33
Data Field Info.....	11, 12
Names, Rosters, IDs, Test Scores	34
Numeric grades.....	55
To School Computer	33
Extra Credit.....	60

F

File

Backups	3
Close.....	30
Delete.....	30
Opening Multiple	27
Recently used	27
Re-open	27
Save to Edline	26
Save, save as.....	25
Starting New File.....	28
File Management	35
Fill Col/Row.....	11
Final Exam	
Not part of Term	15, 16, 34, 57, 78
Weighting Separately	77
Find score...replace	58
First Day of Class.....	125
Font, Font Size.....	37, 87, 110, 149
Footnotes	

Adding to the grade book	61
Foreign language reports	109

G

Getting Started	2
-----------------------	---

Global Changes

Add... to each score	59
Assign Random IDs.....	10
Fill Col/Row with.....	11, 59
Find and Replace	58
Multiply each score by.....	59
Zap Col/Row.....	11, 59

Grade Column.....	22
-------------------	----

Grade Equivalent Scale	56
------------------------------	----

Gradebook	6
-----------------	---

Design, Set up.....	37
---------------------	----

Gradebook To Gradebook Copy	20
-----------------------------------	----

Printing	107, 108
----------------	----------

Grades

Assigning Grades	50
Attendance penalties	132
Averaging Scores	45
Averaging Terms	56
Change value of asterisk (**).....	56
Checkmarks as Scores	59
Default.....	46
Exempt	17, 54
Extra Credit	60
Freezing	51
Incomplete.....	17, 54
Not counted in Averages	59
Numeric.....	55
Overwritten, changing	50
Pass/Fail.....	49
Preferences	54

Scale

Copy from another file	20
Creating New or Grade Names	48
Custom-naming	48
Modifying Grade Scale	47
Printing Grade Scale	87
Set Grade Scale	47
Standard Scales	46

Scale

Cutoff Value.....	46
Using Multiple	49

Score Footnotes	61
-----------------------	----

Symbols, Non-numeric	53
----------------------------	----

Creating New Symbols	54
----------------------------	----

Modifying Default Symbols	53
---------------------------------	----

Printing	92, 101, 105
----------------	--------------

Used as Test Scores	54
---------------------------	----

Symbols, Non-Numeric	
----------------------	--

Used as Test Scores	54
---------------------------	----

Unweighted

Computing Averages	74
--------------------------	----

Computing Subtotals	75
---------------------------	----

Weighted

Categories	82
------------------	----

Computing Averages	80, 82
--------------------------	--------

Computing Subtotals	81
---------------------------	----

Final Exams.....	77
How to Use.....	75, 77
Special Projects.....	77
Terms.....	82
Tests.....	80, 81
Grades from Many Files.....	94
Grading Scale.....	66
Graph Styles (3D Bar, 2D Bar, Pie Chart, Line)	121
Graphs	
Class mean.....	121
Grade Distribution.....	121
Student Progress.....	121
Student, Tests or Subtotals, Final Averages	120
Gscale.....	49
H	
Half Day Attendance.....	126
Half Day Attendance.....	131, 143
Help, Help Lines.....	3, 9
Hiding rows or columns.....	See Displaying
Home directory.....	26
I	
ID number.....	10
Import	
Data Field Info.....	11, 12
Names, Rosters, IDs, Test Scores.....	30
QuickNotes.....	154
Importing	
Standards & Skills.....	65
Installing Grade Quick!.....	2
Instructional Plan.....	69
K	
Key Functions.....	157
ENTER.....	7, 157
ESC.....	7, 157
F10 Key.....	9, 17
F2 Key.....	150, 157
F3 Key.....	27
F4 Key.....	25
F5 Key.....	19, 157
F6 Key.....	19
F7 Key.....	38, 157
F8 Key.....	11
L	
Last Day of Class.....	128
Lesson Plan	
Attaching Skills to a.....	70
Lesson Planner.....	69
Instructional Plan.....	69
Previews.....	72
List Wizard.....	114
Long Grade Name, Displaying, Printing....	93, 101
Long Test Name, Displaying, Printing.....	92, 101

M	
Mailing Labels.....	114
Making Summary Files.....	28
Marking Dropped Scores.....	60
Marking Period.....	See Terms
Maximum.....	22, 39, 103
Memos.....	154
About Student.....	149
Class Memo.....	149
Current Test.....	149
Delete.....	150
Edit.....	150
Gender pronouns.....	151
Marked in Gradebook.....	154
Notes to Student.....	149
Printing	
Notes to Students.....	91
Report Memos.....	87
Test Memos.....	101
QuickNotes.....	152
Report Memo.....	149
Spell checking.....	151
Menu Bar.....	7, 85
Missing Work Lists.....	90, 91, 95, 96, 102
Morning Attendance.....	126
Multi-File.....	94
Multiple Grading Scales.....	49, 61
N	
New File.....	28
Normalized.....	57
Normalized Scores.....	45
Notepads, for writing memos.....	149
Numeric Grades.....	53, 55
O	
Open.....	27
Overriding Subtotals.....	40
Overwriting Grades.....	50
Averaging Terms.....	56
P	
Page Set Up.....	21
Password.....	154
Penalties.....	132
Percent Statistic.....	44
Percentile.....	44, 57
Pictures.....	See Seating Chart
Preferences.....	155
Preferences, Grading.....	54
Preview.....	83
Customizing Reports.....	84
Editor.....	84
Menu.....	84
Saving Printing Choices.....	85
Printer Setup.....	85, 110, 122
Printing	
Attendance.....	91, 104, 105
Blank Row Between Students.....	103

Custom Reports	115	Blank Gradebook Pages	108
Data Fields	90	Custom Reports	115
Final Average, Total, Max, Grade 91, 102, 104		EconoPrint.....	95, 96, 111
Fonts	87, 110	Edline	109
Foreign language	109	Gradebook SpreadSheet.....	107
Grade Scale	87	Multi-File.....	94, 100
Gradebook SpreadSheet.....	107, 108	Report Card Style.....	97, 100
Names, Header on each page.....	88, 107	Student	89
Grades	93, 101	Summary	103
Graphs	122	Term	89, 95
Line Every Three Rows.....	88	Test or Subtotal	100
Many Reports per Page	88	Reports	
Mark Dropped Scores	93, 101	List Wizard.....	114
Missing work	90, 91, 95, 96, 102, 108	Mailing Labels	114
Multi-File.....	94	Right-Click Shortcuts.....	7
Notes to Students.....	91	Rows	
Page Border, box page	88	Adding, Deleting	19
Page Setup	85	Displaying.....	37
Report Memo	87	Sort.....	41
Reports on Separate Pages.....	88	S	
Saving paper	111	Save Print Choices.....	85
Saving Report Configurations	85	Save Settings, Configuration.....	147
Special scores.....	103	Save to Edline	26
Special Scores	103	Save, Save As.....	25
Speed.....	111	Score Footnotes.....	61
Start & Stop Dates	91, 92, 102, 104, 107	Scores, Entering.....	17
Statistics.....	91, 92, 93, 101, 103	Search Mode.....	9, 17
Student Data	90, 91, 102, 103, 104	Seating Chart	136
Student Reports	89, 92	Adding & Deleting.....	141
Subtotal Scores.....	103	Arrange Classroom Seats	138
Summary.....	103	Assign pictures	144
Symbols Key	92, 101, 105	Assign Students to Seats	138, 142
Test Names Key.....	88, 92	Circle shape	144
Test or Subtotal Reports	100	Convert picture file format	146
Thin column in grade book.....	88, 108	Enter attendance.....	131, 142
Troubleshooting	110	Enter student data fields.....	143
Q		Fonts, Font Size	143
Quarters.....	See Terms	Load, reload pictures.....	145
Quartile	44	Menus	136
Quick Start	xi	Number Student Seats	139
QuickNotes	152, 153	Pictures, Student.....	144
R		Remove pictures	145
Rank	44	Remove students from seats.....	142
README file	2	Save Seating Chart	141
Recalculate	155	Seat Labels	143
Recently used files list	27	Seat size	144
Registering Grade Quick!.....	2	Square shape	144
Re-open files.....	27	Zoom size.....	144
Report		Select	7, 9
Weekly Attendance	115, 134	Select by Criteria.....	90, 111
Report ID.....	18, 84	Semesters.....	See Terms
Report Layout, Saving	85	Combine	28
Report Memo, printing, editing.....	87, 149	Subtotals	41, 56
Report Types		Send to Edline.....	85, 94
Lesson Plan Reports.....	See Lesson Planner,	Setting Column Width	38
Previews		Skill-based Assessment Scale	66
Skills Reports	68, 73	Skills.....	63
Report Types Available		Adding	64
Attendance	105	Attaching to a Lesson Plan.....	70
		Deleting.....	65

Importing	65	Averaging Grades	56
Moving.....	65	Displaying Subtotals.....	39
Reports.....	68, 73	Grades	39
Skills assessment	63	Purpose in Grade Quick!	14
Sort	41	Reports.....	89, 95
Special score		Start Dates	125
Assign grades	51	Start new marking periods.....	14
Exporting.....	34	Weighting	77
Printing.....	103	Terms	
Semester, assign to	56	Showing & Hiding.....	38
Weighting	78	Tests	
Special Score		Adding & Deleting.....	13, 19
Create	15	Category.....	16
Remove term number.....	16	Copy descriptions.....	13, 20
Spell Checking	See Memos	Date.....	16
Standards.....	63	Entering Descriptions	13
Adding.....	63	Entering Scores.....	17
Deleting.....	64	Final Exam	15
Editing	63	Long name	14
Statistics		Name.....	14
Display, Interpret, Test & Student	43	Possible Score	17
Printing Student Statistics	91, 103, 104	Scores, importing	32
Printing Test Statistics.....	103	Sort.....	42
Status Line.....	9	Status Line	9, 42, 43
Status Lines, Student or Test.....	42	Weight row	17
Students		Weighting	76
Adding & Deleting	19	Toolbar.....	7
Alphabetize	41	Total.....	22, 39
Data fields		Troubleshooting, printer	110
Define.....	12	Tutorial	4
Delete.....	12		
Display.....	38	U	
Edit	11	Undo	19
Displaying Information.....	38	Update, upgrade	
Entering Information.....	10	VOLD sub-directory	86
Graph	120	Updates.....	2
ID Number	10	Upgrade	See Installing Grade Quick!
Importing	31		
Missing work	90	V	
Multi-File.....	94	Vacation Days	127
Name.....	10	Vacation Text File	128
Same in many files.....	21	Editor.....	127
Sort	41		
Status Line	42	W	
Subject.....	18	Web.....	See Edline
Subtotals		Weighting	
Displaying.....	39	Tests, Categories, Terms, Semesters ...	74, 78
Overriding Default Data.....	40	Window Menu	See File, Opening Multiple
Printing	92	Working Directory.....	3, 26
Printing, semester data	91	WorkWeek	127
Summary Data Columns.....	22		
Summary Report.....	103	Z	
System Information	156	Zap All Notes To Students	150
		Zap Col/Row	11
T			
Teacher Name	18		
Term			