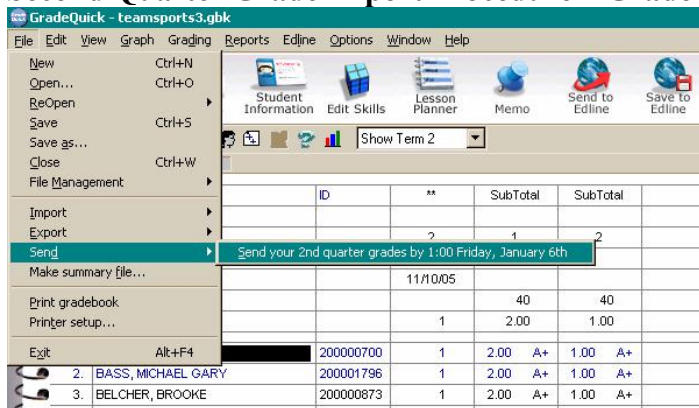
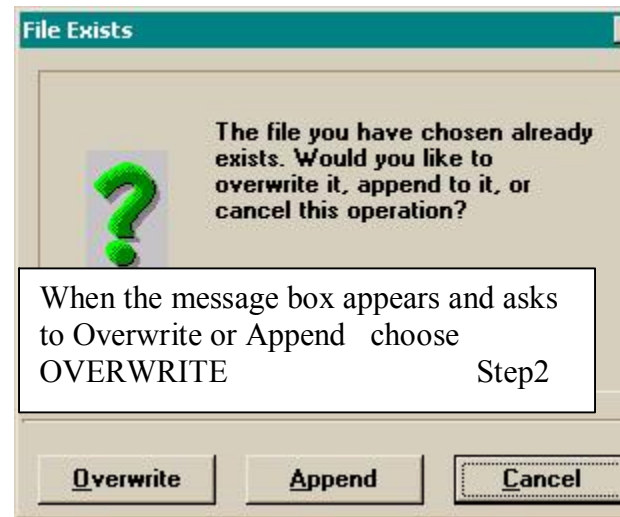
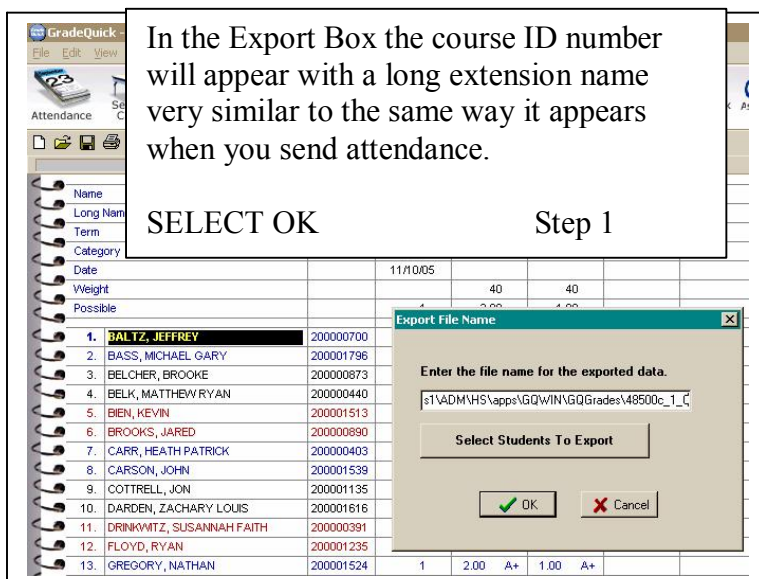


Second Quarter Grade Export Procedure—Grade Export Due Thursday 4:00



Open EACH one of your grade books and go to File>Send>Send your 2nd quarter grades by 1:00 Friday, January 6th

A message box will appear:



**E-Mail Mrs. Finley if your only option is to Append



you will receive a message that says Export is complete!

Click OK

Gradebook Summary Hardcopy for your Classes Must be Turned in to the office with confirmation sheets by Friday 3:30

YOU MUST MAKE CHANGES IN YOUR GRADEBOOKS BEFORE FRIDAY AT 3:30—AFTER FRIDAY YOU MUST SUBMIT A GRADE CHANGE FORM TO MRS. SHELTON TO CHANGE IN APSCN

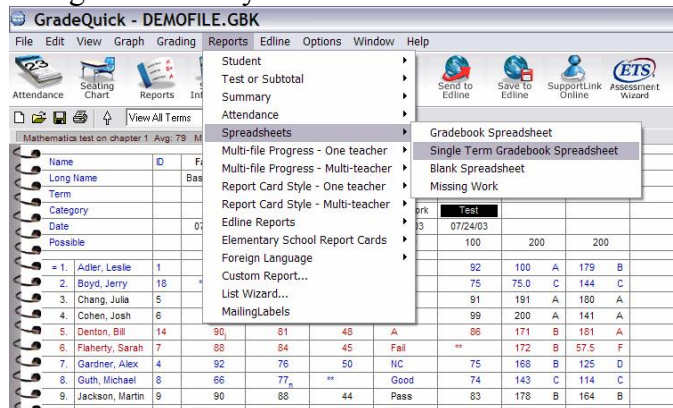
Printing a Gradebook Summary for your class:

Open your gradebook

>Click on Reports

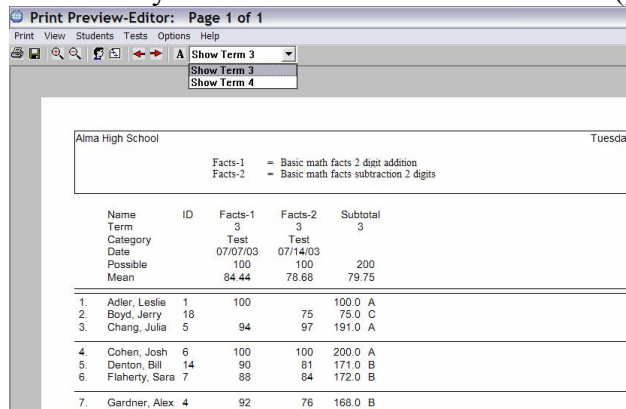
>Select Spreadsheets

>Single Term Only



This will automatically bring your gradebook up in the print preview mode

Make sure you have “Show Term 1” selected. (you will follow this again for Term 2)

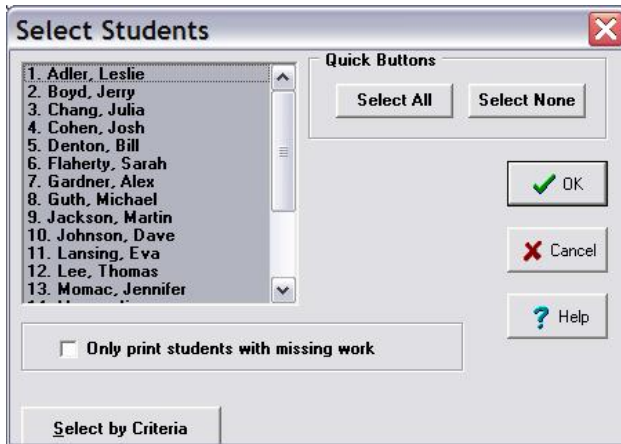


In order to make sure that ALL your Students and Data are showing before you print:

Select Students

>Select All

>Select OK

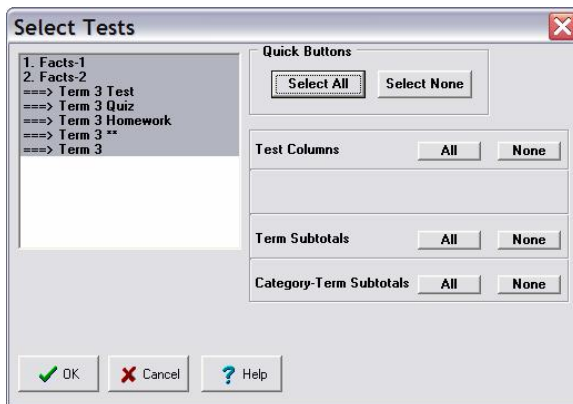


Then Select Tests

>Select Test Totals and Subtotals

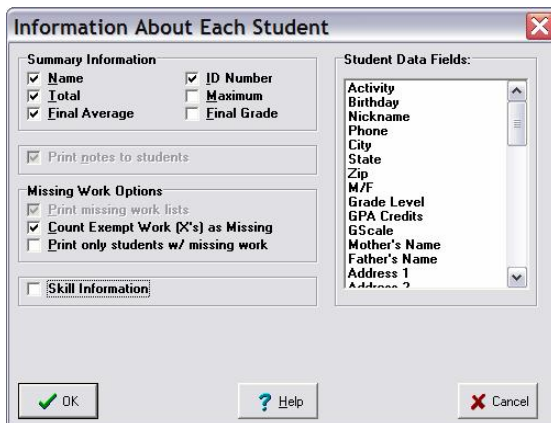
>Select ALL

>Select OK



Select Students

>Select Student Info



On the information about each student display make sure the following categories are selected or checked:

Name

Total

Final Average
 ID Number
 Final Grade
 Count Exempt work(x) as Missing
 Select OK

In order to Save this configuration:

Print
 >Select Save Configuration

To Print this Report:

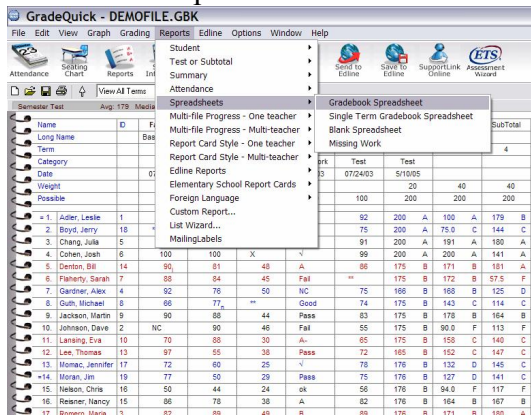
Print
 >Select Print Report

*****When you have finished for Term 1 then you will need to follow the same procedure for Term 2*****

After You have completed both terms you must do the following for semex1:

On the original Gradebook Screen...

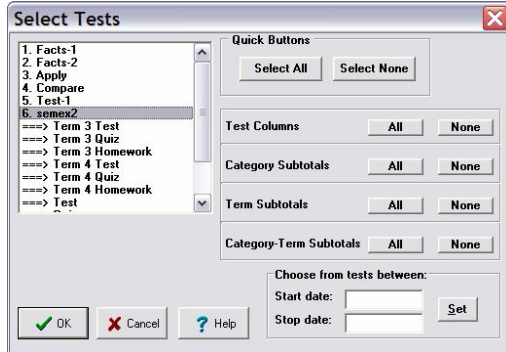
Select Reports
 >Select Spreadsheets
 >Gradebook Spreadsheets



Select Tests
 >Select Tests and Subtotals
 >Select NONE

***Then Highlight in the box:

Semex1



Make sure that all your students and their information is selected (look at previous instructions).

Print this report

Option--short report for your keeping:

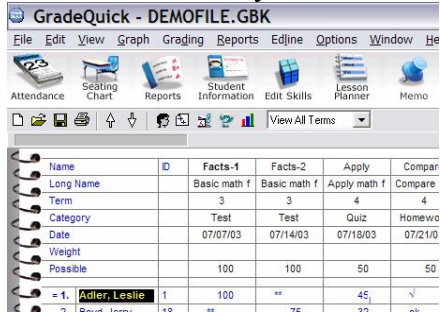
If you want a copy for yourself that has term 1, term 2, semex1 and semester avg, you can do this easily using List Wizard (there is an example on our ALMA website.)

Go to Technology Instruction >Grade Quick for Teachers> List Wizard Summary

Printing a Grade Distribution Graph for each of your classes

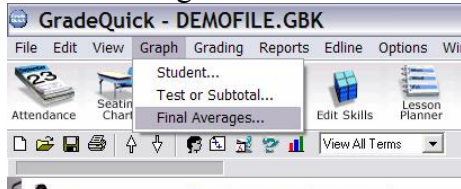
Open one of your grade books

Make sure that your box showing terms displays View All Terms

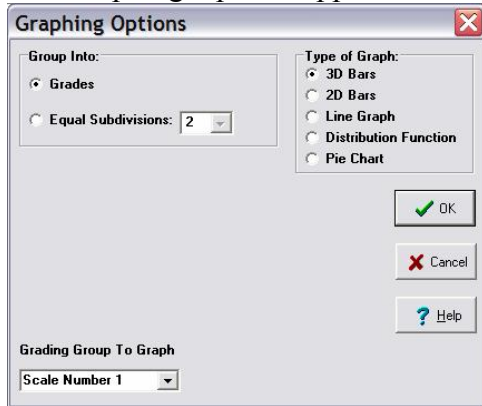


Select Graph

>Final Averages



The Graphing Options application screen will then display:



Make sure the following items are selected:

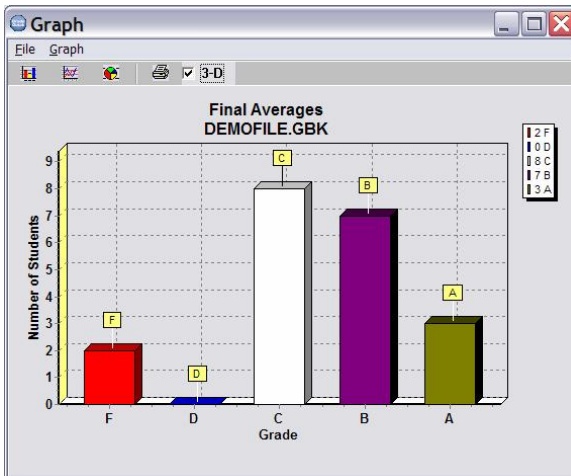
Grades

Scale Number1

3D Bars

>Select OK

Once the Graph is displayed



Select File

>Print Setup --- to make sure your graph is going to the desired printer

Then Select Print

Once you have completed this procedure for all of your classes, be sure you put the following items on your graph printouts and place them in your folders:

Your Name

Subject

Class Period

Starting New Gradebooks:

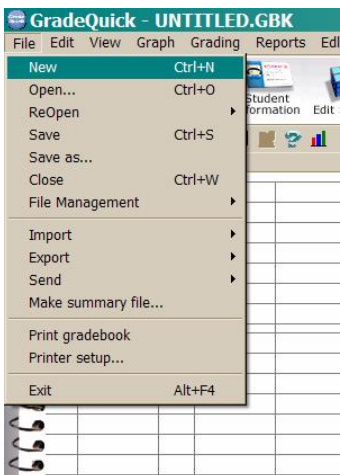
Select the Grade Quick 10 icon from the Application Launcher

You will be prompted for your username and password

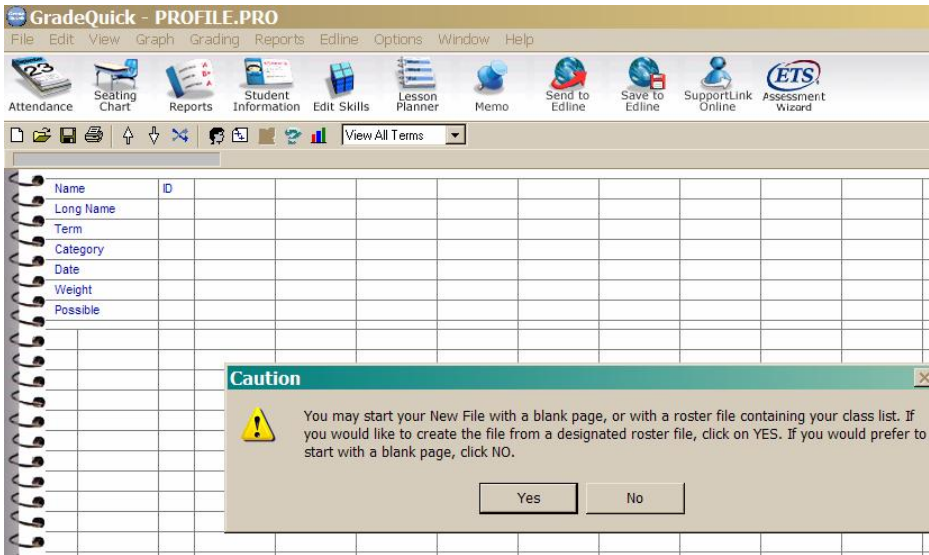
Once you are in Grade Quick a gradebook will open that says “untitled” at the top of the page. FYI this will happen EVERY time you open your gradebook

Setting Up Your Grade Books

Once you have Grade Quick open from the Untitled gradebook select File>New

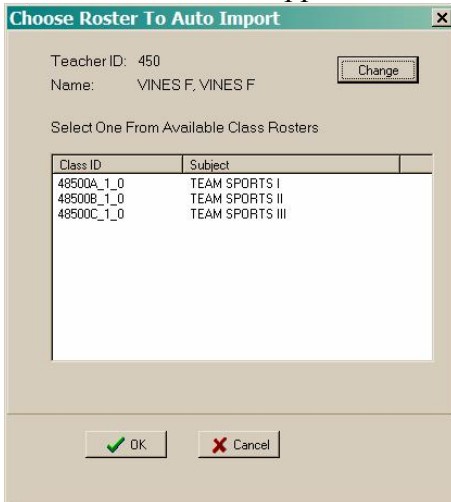


A message box will appear:

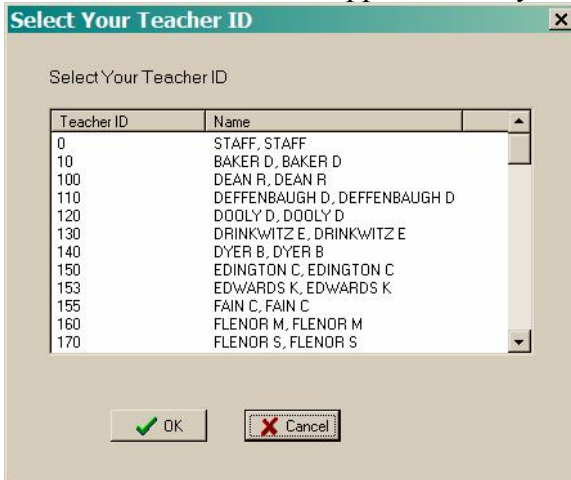


Select Yes

A Selection Roster Application box will appear:

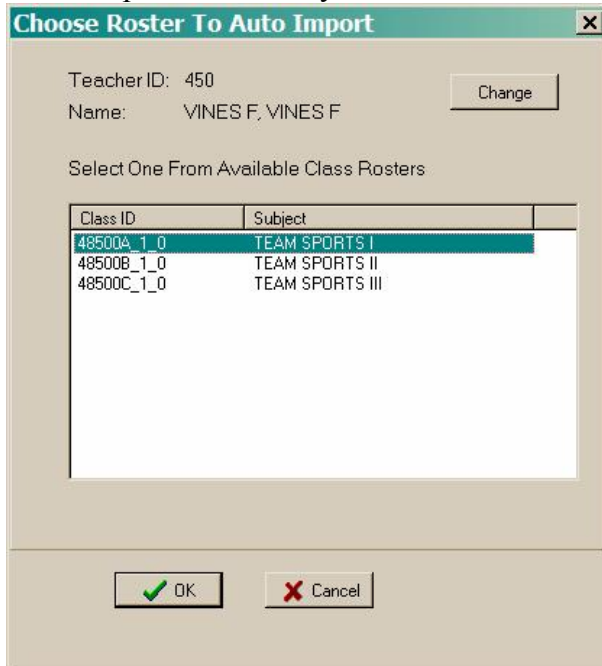


If the Teacher Name that appears is not yours—Select CHANGE

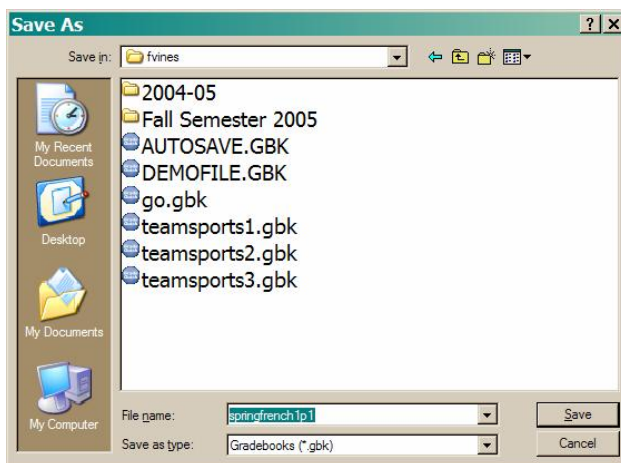


Select your Name and Select OK

Once you are on the screen with your name and your classes, select the course you want to create as your gradebook—BE sure you have your apscn roster with you when you start this process so that you can name courses appropriately



Once you have selected the appropriate class select ok Your students for that course will be imported in to your gradebook--- a warning box appears and tells you how many students have been added and dropped – Select OK



Next go to File>Save As

In the File Name YOU MUST name your class with the subject, period and (semester-optional) YOU CAN NOT have ANY PUNCTUATION: example: French1per1