

# HS/MS MEMO FOR FIRST SEMESTER 2008

## Starting Term 1

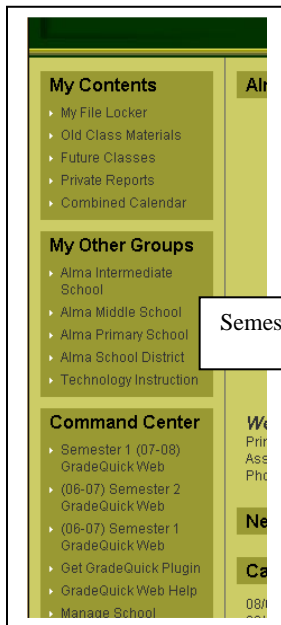
Starting Term 1 in your gradebooks: Open each one of your gradebooks and select F6 (the function keys at the top of your keyboard) and a new "Test" column will be started defaulting to Term 1. The weighting box should appear so that you can set the Term 1 Weighting in your gradebooks. You will have to do this for Each of Your *Gradebooks*.

\*\*\*\*\* I will be sending a later memo about making sure your weighting and Grading Preferences are correct. I will send this with the reminder on Uploading to Edline Weekly Reports\*\*\*

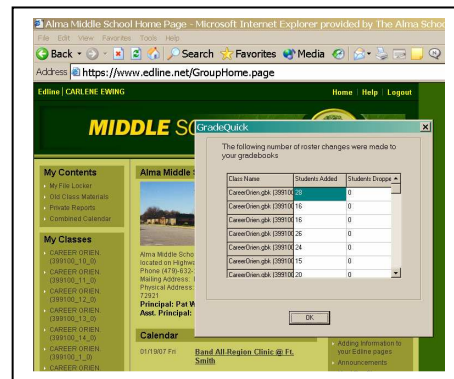
[http://www.jacksoncorp.com/Help/GQWebHelp\\_98546723\\_home.htm](http://www.jacksoncorp.com/Help/GQWebHelp_98546723_home.htm) You can also find it from each of your building's Edline pages on the left hand side under the Command Center you will see a menu item: "GradeQuick Web Help" this is the same document.

This document will tell you( page 5) how-- with pictures to rename your gradebooks (if you need it) but I am also giving you instructions below on how to rename your gradebooks.

Once you have logged in to Edline Select >1. Semester 1 (07-08) Gradequick Web—just as you normally would to get into your gradebooks. 2. A new message box will appear letting you know how many students have been added. Select OK then you will need to follow the procedure to RENAME your books correctly.



Semester 1 (08-09)



A box will appear showing your new classes and students. Select OK then Rename them

### Renaming Your Gradebooks for those starting New Semester Classes:

Login to Edline> select one of your Edline Class pages> in the contents box in the top right corner select the Gradebooks link > select Edit>you can then rename your gradebooks appropriately. You will have to do this for Each Class by going into Each of the corresponding Edline pages and selecting the Gradebooks link for each individual Gradebook.

Reminder to Name your gradebooks the following way:

**NAMING YOUR GRADEBOOKS—MUST BE AS FOLLOWS.**

**Period # subject teacher last name semester # NO PUNCTUATION**

**Example: 1math7hall2 or 1Alg1hall2**

**\*\*\*I can not change the feature to have your gradebooks listed by period number--- they are listed in your window by course code number-- which we CAN NOT change-- this is the course code set in APSCN--- so I am sorry but how they are listed in your Window can't be changed.\*\*\***

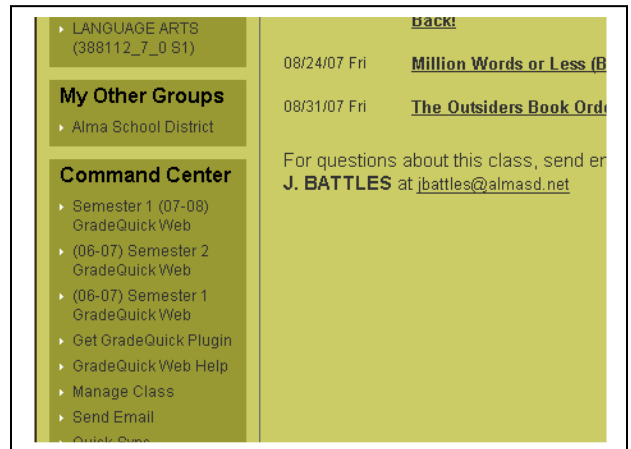
**Renaming your Edline Class pages to correspond with your Gradebooks**

Once you have selected your individual class page by logging into Edline and then selecting one of your classes(1), select Manage Class in the bottom left-hand Command Center(2):

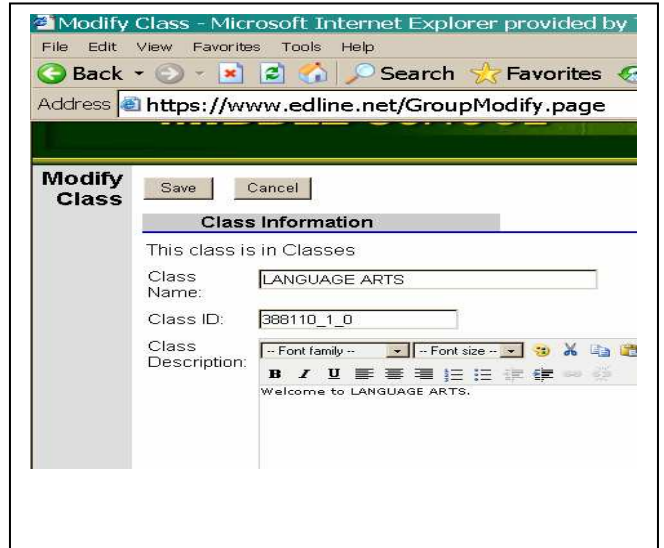
1.



2.



3.



(3) Once on the Modify Class page, in the Class Name –Rename the Class:  
1<sup>st</sup> Period Language Arts  
***YOU CAN NOT CHANGE Class ID***