


TO: AHS Faculty
FROM: Robin Finley and Pamm Treece
RE: Procedures for end of Semester 2


*(this memo available on-line @Alma
 HomePage – GradeQuick for Teachers)*

Open your grade book and select VIEW ALL TERMS

Select the f6 key  on your keyboard (this allows you to enter a new test column)

In the space asking for the name insert: semex2 (all lowercase)

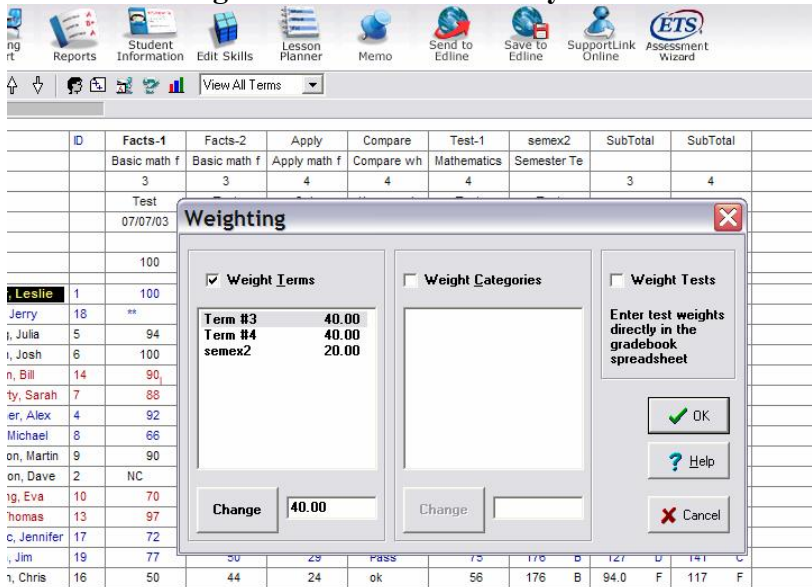
In the term space double click on 4 and erase it so that no term is showing



Facts-1	Facts-2	Apply	Compare	Test-1	semex2	SubTotal
Basic math f	Basic math f	Apply math f	Compare wh	Mathematics	Semester Te	
3	3	4	4	4		3
Test	Test	Quiz	Homework	Test	Test	
07/07/03	07/14/03	07/18/03	07/21/03	07/24/03	5/10/05	
					20	40
100	100	50	50	100	200	200
100	**	45	√	92	200 A	100
**	75	32	ok	75	200 A	75.0
94	97	49	Good	91	200 A	191
100	100	X	√	99	200 A	200
90	81	48	A	86	175 B	171
88	84	45	Fail	**	175 B	172
92	76	50	NC	75	166 B	168
66	77	**	Good	74	175 B	143
90	88	44	Pass	83	175 B	178
NC	90	46	Fail	55	175 B	90.0

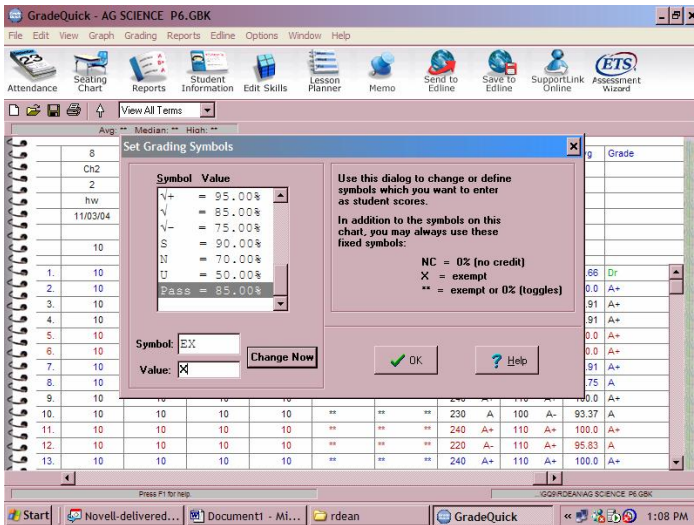
After you have removed the 4 in the term column press enter

The weighting screen will appear as shown below: **If it does not appear then go to Grading>Weighting and manually make sure that the semex2 as well as Term3 and Term4 weights are entered correctly**



ID	Facts-1	Facts-2	Apply	Compare	Test-1	semex2	SubTotal	SubTotal
	Basic math f	Basic math f	Apply math f	Compare wh	Mathematics	Semester Te		
	3	3	4	4	4		3	4
	Test							
	07/07/03							
	100							
Leslie, 1	100							
Jerry, 18	**							
Julia, 5	94							
Josh, 6	100							
Bill, 14	90							
Sarah, 7	88							
Alex, 4	92							
Michael, 8	66							
Martin, 9	90							
Dave, 2	NC							
Eva, 10	70							
Thomas, 13	97							
Jennifer, 17	72							
Jim, 19	77	50	29	Pass	75	176 B	127	141
Chris, 16	50	44	24	ok	56	176 B	94.0	117 F

Remember that the default setting to Weighting is Term 3- 40% & Term 4- 40% and semex2- 20% (you should have already adjusted your term3 and term4 weighting). You can not exceed the weight of 20% for the semester test; however, you can reduce the weight given to the semester test. You will need to change the weighting here on this



Check Change Now

Then select OK

This allows you to put EX in the semester test space if the student is exempt from the test. The EX should show on the report card instead of the asterisk**

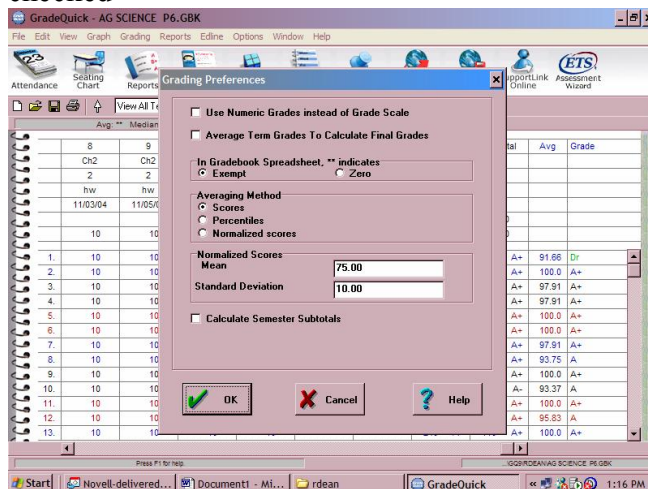
⇒ If a student is exempt from the semester test then Term 3 and Term 4 calculate the students grade to 50/50.

Making sure your gradebook is set to calculate Term3 and Term 4 correctly.

Select Grading

Select Grading Preferences

Make sure that the box next to Calculate Semester Subtotals is NOT checked



☞ If you want the students Semester Test to appear on their report card but you want it to count on your Term 4 grades only—see me when I am on your campus.

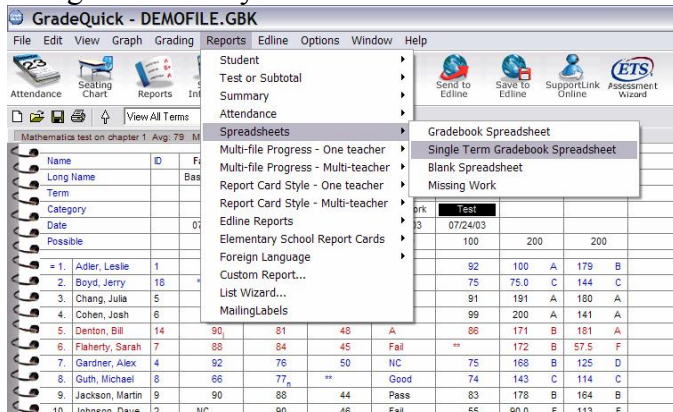
Please be sure you check your HARD COPY spreadsheets specifically for the following:

If you had a student drop AFTER 4 ½ grades were uploaded (April 19th) then you need to be sure that there is NOT a grade (A,B,C, D or F) appearing on your spreadsheet. Be sure you have changed that student’s grade to NG in your Grade Quick grade book.

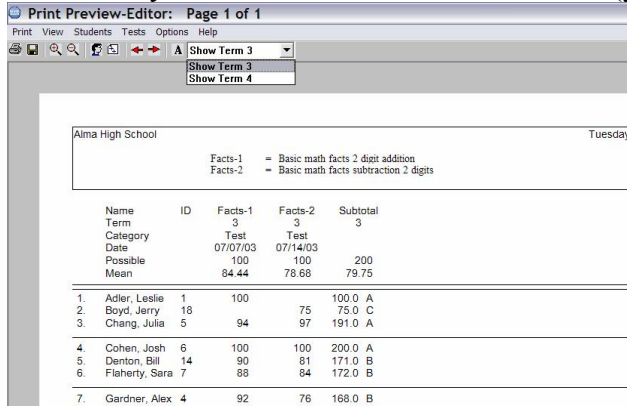
Printing a Gradebook Summary for your class:

Open your gradebook

- >Click on Reports
- >Select Spreadsheets
- >Single Term Only



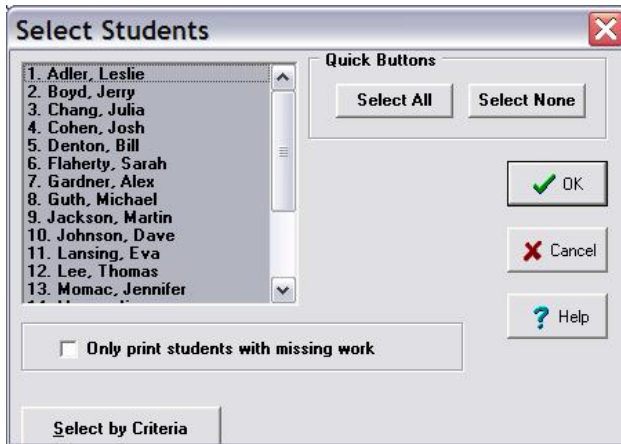
This will automatically bring your gradebook up in the print preview mode
 Make sure you have “Show Term 3” selected. (you will follow this again for Term 4)



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

Select Students

- >Select All
- >Select OK

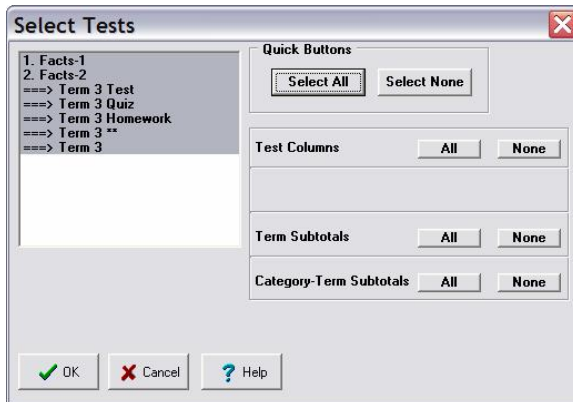


Then Select Tests

>Select Test Totals and Subtotals

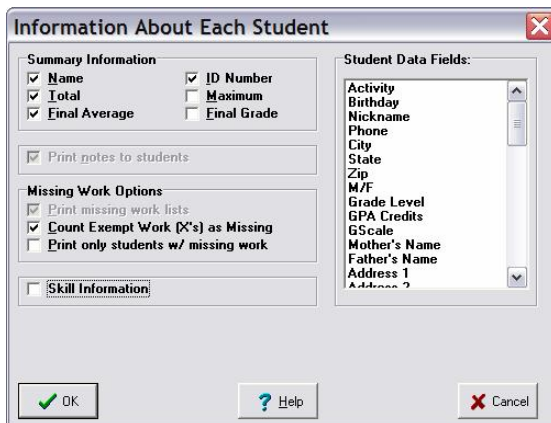
>Select ALL

>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:

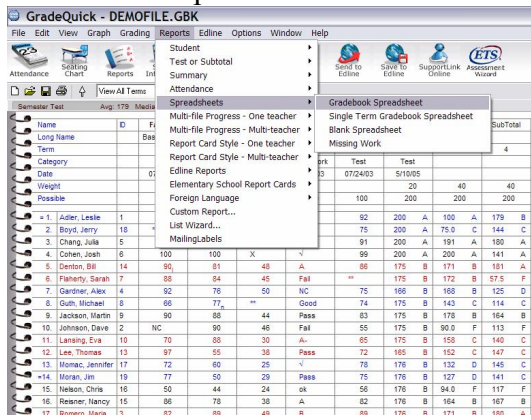
Print
 >Select Print Report

*****When you have finished for Term 3 then you will need to follow the same procedure for Term 4*****

After You have completed both terms you must do the following for semex2:

On the original Gradebook Screen...

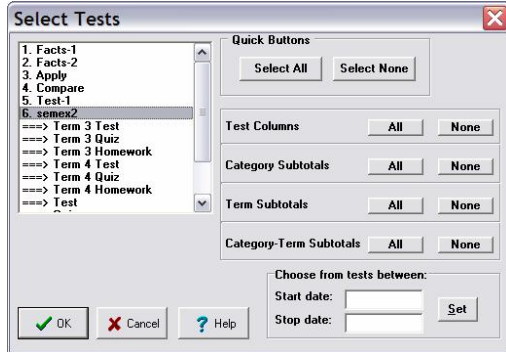
Select Reports
 >Select Spreadsheets
 >Gradebook Spreadsheets



Select Tests
 >Select Tests and Subtotals
 >Select NONE

***Then Highlight in the box:

Semex2



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

Print this report

Option--short report for your keeping:

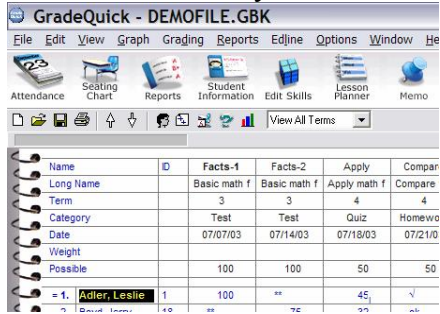
If you want a copy for yourself that has term3, term 4, semex2 and semester avg, you can do this easily using List Wizard (there is an example on our ALMA website.)

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

Printing a Grade Distribution Graph for each of your classes

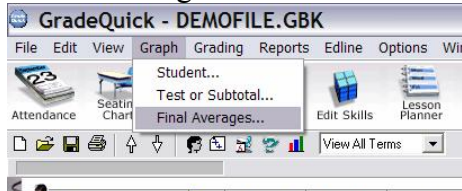
Open one of your grade books

Make sure that your box showing terms displays View All Terms

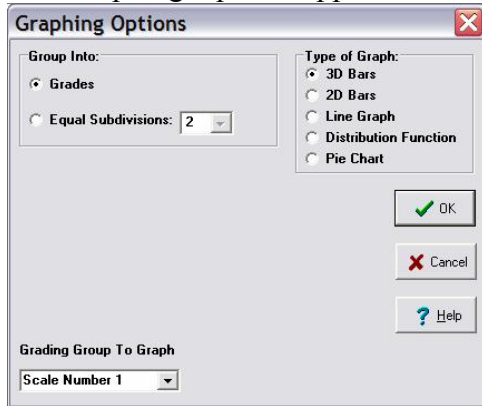


Select Graph

>Final Averages



The Graphing Options application screen will then display:



Make sure the following items are selected:

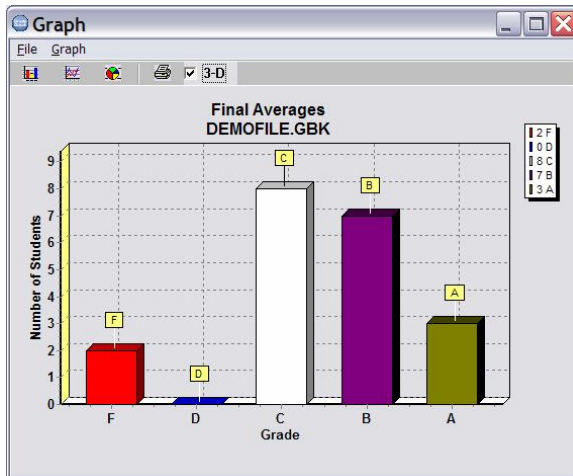
Grades

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

First Step in Checkout Procedures on May 27th

Your GQ hard copy for each class will need to be checked by Ms. Finley or Ms. Treece as the first step of your checkout procedures on Friday afternoon. We will be in the office or library on May 27th.

Place the hardcopy in the manila folder (the folder will be placed in your box the week of tests) and hand it to Finley or Treece to be checked and initialed. We will be looking to make sure that all students have a semester grade and semester test grade or exemption. Please scan these items before you present your folder.

You will then complete the remaining items for your Checkout Procedures with Ms. Parks.

Important FYI –

After 12:00 p.m. on Thursday, June 2nd, report cards will be printed.

If a student's grade need to be changed, fill out a Grade Change Form and submit it to Ms. Parks. Ms. Parks will copy your form and file it with the hardcopies of your GradeQuick files. You will not be able to make this change in your GradeQuick files. Counselors will take care of updating make-up tests with Ms. Parks.

Please remember that we must make sure that:

Grade Quick= APSCN & APSCN = Grade Quick.

Thanks for all of your effort and patience in learning the “new way” to do GradeQuick. We have had some growing pains that we hope were beneficial to all in the long run.

