

TO: Teachers

FROM: R.Finley & P.Treece

DATE: 1-24-06

RE: Grade Quick – set attendance codes; delete students; send mid-term grades

Deleting Students in your Gradebooks: You will never be allowed to delete a student in your gradebook this year after Friday, Jan 27th: Delete means Delete--- they are gone!

Now that students have changed schedules, you can delete the students who have dropped your class this semester before we upload our mid-term grades.

Procedure to delete a student:

Click on the student (highlight the student name)> right click your mouse

ROBIN- THE MOVIE SAYS VIEW & THIS SAYS EDIT (OR VICE VERSA)

Name	ID	Facts-1	Facts-2	Apply	Compare	Test-1	SubTotal			Avg	Grade
Long Name		Basic math f	Basic math f	Apply math f	Compare wh	Mathematics					Yr
Term		1	1	1	1	1	1				
Category		Test	Test	Quiz	Homework	Test					
Date		09/12/05	09/21/05	09/30/05	10/05/05	10/11/05					
Weight							1				
Possible		100	100	50	50	100	100%				
= 1. Adler, Leslie	1	100	**	45	√ +	92	94.25	A		94.25	A
= 2. Boyd, Jerry	18	**	75	32	ok	75	72.2	C		72.25	Dr
3. Chang, Julia	5	94	97	49	Good	91	91.5	A		91.50	Dr
4. Cohen, Josh	6	100	100	X	√	99	94.7	A		94.77	A

After you right click you will see another option that states—delete student Boyd, Jerry (student’s name you want to delete)

Name	ID	Facts-1	Facts-2	Apply	Compare	Te
Long Name		Basic math f	Basic math f	Apply math f	Compare wh	Mathe
Term		1	1	1	1	
Category		Test	Test	Quiz	Homework	T
Date		09/12/05	09/21/05	09/30/05	10/05/05	10/
Weight						
Possible		100	100	50	50	
= 1. Adler, Leslie	1	100	**	45	√ +	
= 2. Boyd, Jerry	18	**	75	32	ok	
3. Chang, J				49	Good	
4. Cohen, J				X	√	
5. Denton, E				48	A	
6. Flaherty,				45	Fail	**
7. Gardner,				50	NC	
8. Guth, Mic				**	Good	
9. Jackson,				44	Pass	
10. Johnson,				46	Fail	
11. Lansing,				30	A-	
12. Lee, Tho				38	Pass	
13. Momic, J				25	√	
=14. Moran, J				29	Pass	
15. Nelson, C				24	ok	
16. Reiser,				38	A	
17. Romero,				49	B	
18. ...				46	√	

A warning box will appear that says :

ID	Facts-1	Facts-2	Apply	Compare	Test-1_4	SubTotal	
	Basic math f	Basic math f	Apply math f	Compare wh	Mathematics		
	1	1	1	1	1	1	
	Test	Test	Quiz	Homework	Test		
	09/12/05	09/21/05	09/30/05	10/05/05	10/11/05		
						1	
	100	100	50	50	100	100%	
Leslie	1	100	**	45	√+	92	94.2 A
Jerry	18	**	75	33	+	75	75.0 C
Julia	5	94					
Josh	6	100					
Bill	14	90					
Sarah	7	88					
Alex	4	92					
Michael	8	66					
Martin	9	90					
Dave	2	NC	90	46	F	55	53.4 F
Eva	10	70	88	30	A-	65	75.0 C

Warning

Are you sure you want to delete the current student named Boyd, Jerry

Are you sure you want to delete the current student named Boyd, Jerry
 Select Yes

After you have deleted all of the students that have dropped from this point forward be sure you hide your dropped students:

View>Select Students> when the application box appears make sure you have the box next to “Hide dropped students” checked.

GradeQuick - DEMOFILE.GBK

File Edit View Graph Grading Reports Edline Options Window Help

View All Terms

Select Students

Select Students to View

Adler, Leslie

Boyd, Jerry

Cheng, Julia

Chen, Josh

Denton, Bill

Fleaherty, Sarah

Gardner, Alex

Guth, Michael

Jackson, Martin

Johnson, Dave

Lansing, Eva

Lee, Thomas

Momac, Jennifer

Moran, Jim

Melson, Chris

Reisner, Nancy

Romero, Maria

Ryan, Patsy

Scott, Elizabeth

Select All

Select None

Select by Criteria

Hide dropped

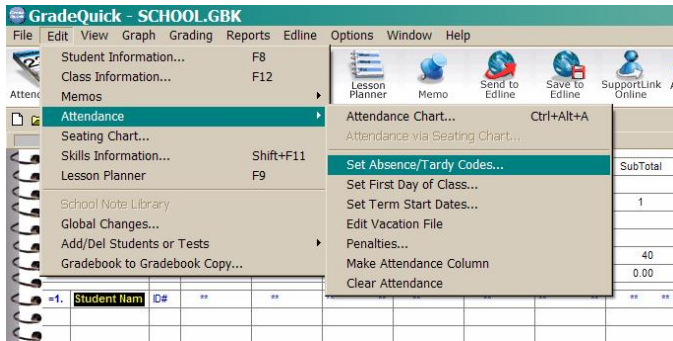
OK Cancel

Be sure you watch the Movie “Changing Attendance Codes Sem2
www.almasd.net>Technology>Gradequick for Teachers>Movies—Changing Attendance Codes Sem2

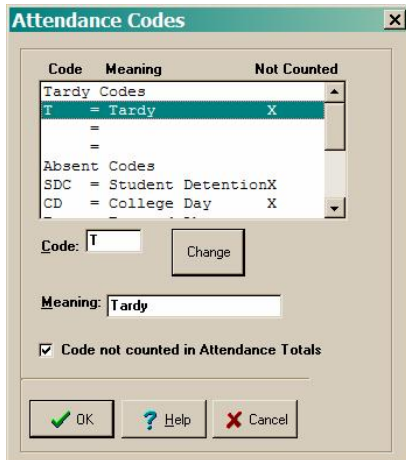
In the movie you will notice that we will delete SA=School Activity and SDC=Student Detention out of the top Tardy section and add it back in to the Absent Section

Changing Attendance Codes at High School:

Open your gradebook >Select Edit> Attendance>Set Absence/Tardy Codes The Attendance Codes application box will then open



Begin with Tardy : Highlight Tardy and then click the box next to “Code not counted in Attendance Totals” Then select the “Change”button



Follow the same process for Student Detention

Attendance Codes

Code	Meaning	Not Counted
Tardy Codes		
T	= Tardy	X
=	=	
Absent Codes		
SDC	= Student DetentionX	
CD	= College Day	X

Code:

Meaning:

Code not counted in Attendance Totals

Follow the same process for College Day

Attendance Codes

Code	Meaning	Not Counted
=	=	
Absent Codes		
SDC	= Student DetentionX	
CD	= College Day	X
E	= Excused Absence	
HB	= Home Bound	X

Code:

Meaning:

Code not counted in Attendance Totals

For Excused Absence Notice the box SHOULD NOT BE CHECKED

Attendance Codes

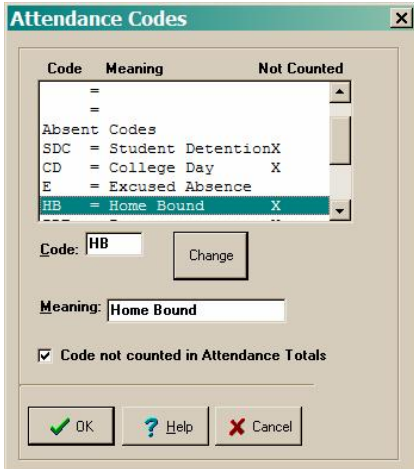
Code	Meaning	Not Counted
=	=	
Absent Codes		
SDC	= Student DetentionX	
CD	= College Day	X
E	= Excused Absence	
HB	= Home Bound	X

Code:

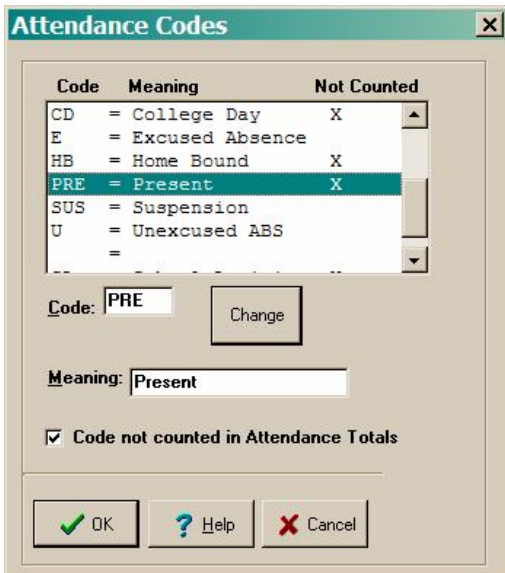
Meaning:

Code not counted in Attendance Totals

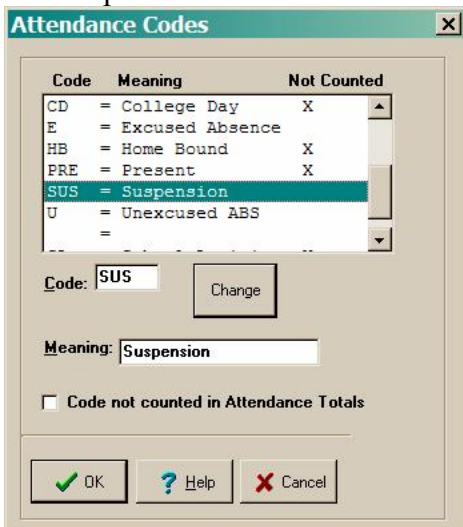
For Home Bound the box should be checked



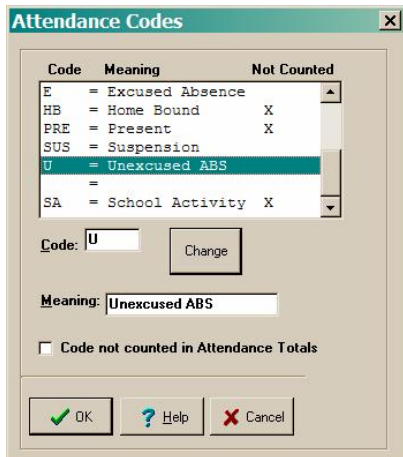
For Present the box Should be Checked



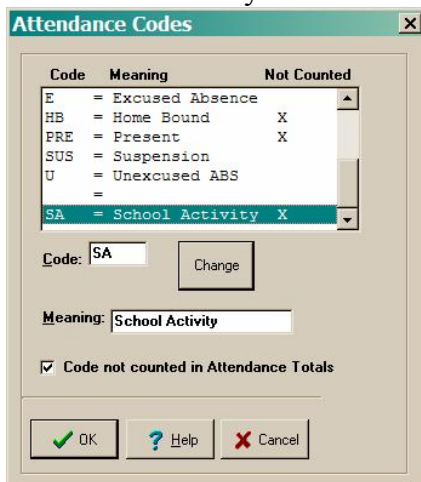
For Suspension the Box SHOULD NOT BE CHECKED



For Unexcused the box should not be checked



For School Activity the box Should Be Checked



When you get to WD and X clear that code from the code box and select change so that neither withdraw or unresolved are options in your books:

A message will pop up on each of these that will say “if you have this attendance code marked in your grade book it will be changed to present”

SELECT FILE>SAVE (each gradebook file must be set with these attendance codes and saved)

You must have your Weighting set in your each of your gradebooks before you send your grades!

Sending your Mid-Term Grades

You will need to send your 4 ½ or Mid-Term Grades on Monday 30th by 4:00 P.M.

You will follow the same steps as we did at semester with the file/send feature.

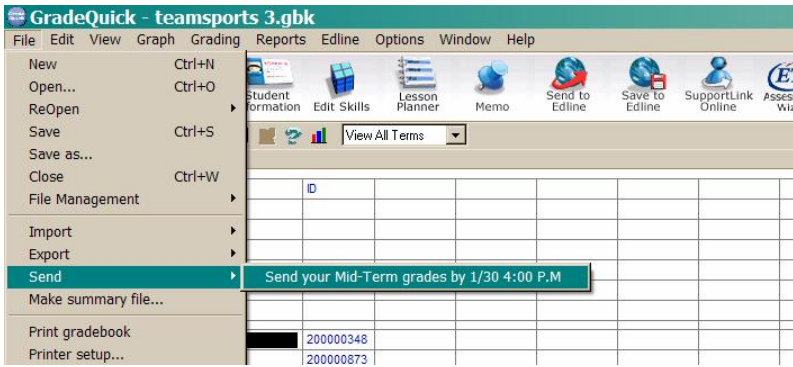
Do the following in each of your gradebooks:

Open your gradebook

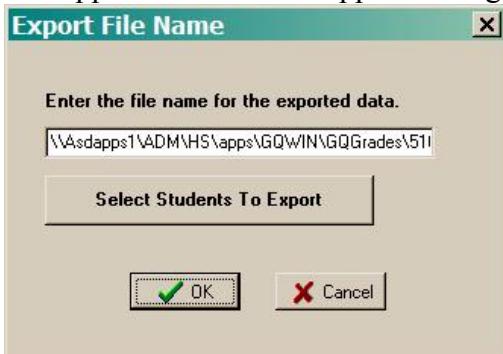
Check to be sure the grade in the right hand column under GRADE YR is correct for each student.

SELECT > View All Terms

SELECT file> send> Send your Mid-Term Grades

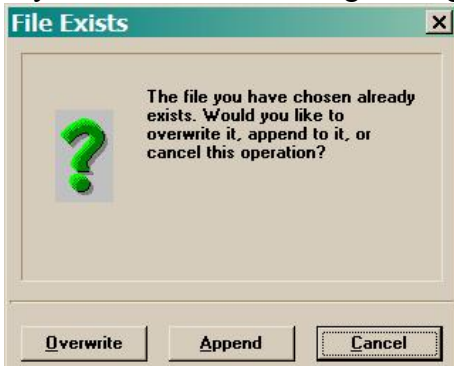


The application box will appear asking if this is the class you want to export



Select OK

If you receive the following message > select overwrite



ALL OF THESE PROCEDURES MUST BE COMPLETED FOR EACH GRADEBOOK BY MONDAY, JAN. 30 BEFORE 4:00p.m.