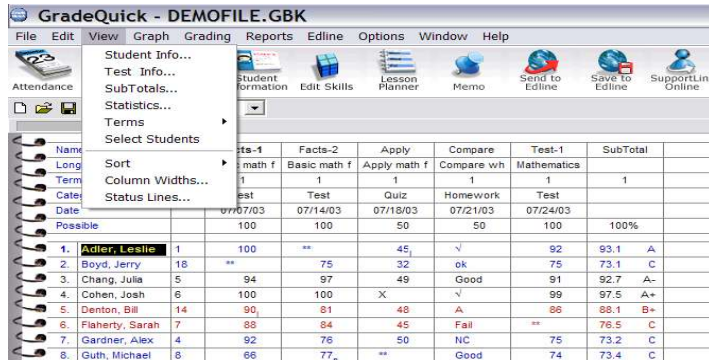
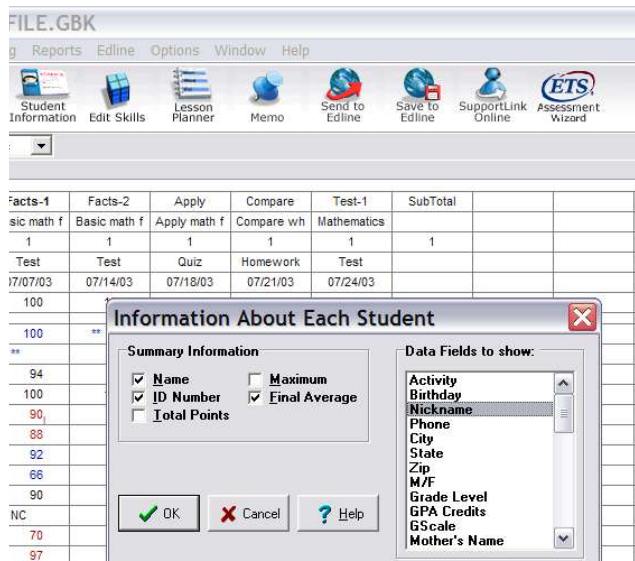


Add Information to a Previously Created Field –Nickname, Athletics, Book ID, etc.
 Open your gradebook
 >Select View>Student Info



From the Student Info Window
 >Select the field in which you want to put information
 example:Nickname
 Highlight that field and select ok



GradeQuick - DEMOFILE.GBK

File Edit View Graph Grading Reports Edline

Attendance Seating Chart Reports Student Information Edit Ski

Name	ID	Nicknam	Facts-1
Long Name			Basic math f
Term			1
Category			Test
Date			07/07/03
Possible			100
1. Adler, Leslie	1	Adie	100
2. Boyd, Jerry	18	JB	**
3. Chang, Julia	5	Julie	94
4. Cohen, Josh	6	JC	100
5. Denton, Bill	14	Rock	90
6. Flaherty, Sarah	7	Flair	88
7. Gardner, Alex	4	Hotshot	92
8. Guth, Michael	8	Mike	66
9. Jackson, Martin	9	Marty	90
10. Johnson, Dave	2	DJ	NC
11. Lansing, Eva	10	Ever	70
12. Lee, Thomas	13	Lee	97
13. Mamac, Jennifer	17	Jen	72
14. Moran, Jim	19	Bird	77

The field should now be present in your gradebook. You will want to enter the appropriate information in each student's field i.e. Nickname-- dude

This field will continue to show in your gradebook until you deselect it.