

Posting Weekly Single Term Reports

These directions are for posting weekly grade reports for one 9-week period only, rather than cumulative averaging.

1. Open a **Gradebook** in GradeQuick Web
2. Select **Reports** from Toolbar
3. Select **Edline Reports**
4. Select **Single Term Only**
5. *Print Preview-Editor* window will open
 - a. Click on the drop down menu arrow and select the 9-week term you want (i.e. "Show 9 week 1", "Show 9 week 2", "Show 9 week 3" or "Show 9 week 4")
6. **Customize the Report.** You can select and deselect items you want to include or exclude from the report while in the **Print Preview-Editor** Toolbar under **S**tudents, **T**ests and **O**ptions menus. The following steps are recommended for creating your report, however, are shown as examples only. You may modify your reports to contain the information and look you want.
 - a. Select **S**tudents from the Toolbar
 - i. *Student Overall Statistics* window - **Deselect all items**
 - ii. *Student Information - Information About Each Student* window – **Deselect Final Average, Final Grade and Count Exempt Work as Missing**
 - iii. *Attendance* window – If you DO NOT KEEP daily attendance in your gradebook it is important to **Deselect all items**
 - b. Select **T**ests from the Toolbar
 - i. *Select Tests – Subtotals* window
 1. Click **None** for 9 week Sub Totals
 2. Click **None** for Category 9 week Sub Totals
 - ii. Select *Test Info... – Information About Each Test* window will open
 1. **Select** only the following items: **Name, Date, Possible** and **Use Long Test Names** (include **Category** ONLY IF you have set up categories in your gradebook)
 2. **Deselect** all other items
 - c. Select **O**ptions from the Toolbar
 - i. Deselect *Print Grade Scale*
7. Review the contents of the report. Once you have created a report as you want it to appear Select **Print** then **Save Configuration** which saves the customizing of this report.
8. Select **Print** from the Toolbar (**DO NOT** use the Print Icon)
 - a. Select **Send to Edline**

9. *Send to Web Options* window will open
 - a. Select **Send Several Files**
 - b. Then click **OK**
10. *Select Files* window will open
 - a. Click **Select Class(es)** **NOTE:** Elementary may select ONLY ONE (1) SUBJECT at a time for each report
11. *Select Students* window will open
 - a. Click **Select all** (or you may select individual Students by Names)
 - b. Then click **OK**
12. *www Report Information* window will open
 - a. If this is your first time creating a Weekly Single Term Report then type **Weekly Report** (Elementary – include Subject - i.e. Math, English, Science, etc.) in the **Insert Description** section, otherwise, click on the drop down menu arrow and select **Weekly Report**
13. Select **Send this Report**
14. A confirmation showing the number of students posted will appear when complete
15. Click **OK** to close