

# GradeQuick/Edline Basics

For GradeQuick/Edline updated information, discussion, and FAQs:  
<http://pcssdinst.k12.ar.us/Gradequick/>

## Set-up

1. Open edline.net (maximize site).
2. Use activation code to create account (must be given to you).
3. Return to Edline home and login with Screen Name and Password.
4. Log in to Edline. You should see 3 new options in your Command Center, **My GradeQuick Web**, **Get GradeQuick Plugin**, and **GradeQuick Web Help**.
5. FIRST TIME USING GRADEQUICK ON COMPUTER Get Grade Quick Plug-in must be installed.

## Obtain Gradebooks

1. In the **Command Center**, click **My GradeQuick Web** (wait momentarily for gradebooks to appear).
2. Locate each class gradebook by clicking **Window** on the menu bar.
3. To create and name classes (**Elementary** Teachers)
  - a. In Edline, Click your class (i.e. Grade 1 211010-2) under My Classes.
  - b. Under contents click **\*Gradebook**
  - c. Click **New Gradebook > Add**
  - d. The name appears .....~1.gbk. Click Edit and change the name.  
Note: If GradeQuick Web was open when you made the changes in Edline you must close GradeQuick Web and reopen for the changes to take effect.
  - e. Repeat as needed to create classes by subject.
4. To rename classes (**Secondary**):
  - a. In Edline, Click your class (i.e. Grade 1 211010-2) under My Classes
  - b. Under contents click **\*Gradebook**
  - c. The name appears .....~1.gbk. Click Edit and change the name.  
Note: If GradeQuick Web was open when you made the changes in Edline you must close GradeQuick Web and reopen for the changes to take effect.
5. To open gradebooks, click **My GradeQuick Web** under Command Center in Edline.
6. Click on **Window** to locate classes in GradeQuick.

**My GradeQuick Web Help** gives steps on how to manage gradebooks.

## Edit Class Information and Terms

1. Click **Edit > Class Information**.
2. Enter class information and Click **OK**.  
Note: elementary teachers must enter a subject for each Gradebook created earlier in order for reports to print correctly.
3. Click **Edit > Attendance>Set First Day of Class**.
4. Enter the first day of school and each 9 weeks and Click **OK**.

## Customizing Gradebooks

1. Click **Grading > Set Grading Scale** to view or edit.
2. Click **Grading > Set Grading Symbols** to view or edit.
3. Click **Grading > Set Score Footnotes** to view or edit.
4. Continue the same steps to view or edit Weighting or Grading Preferences.

## Adding Assignments

1. Click the **Add New Test** icon or **right click** a column.
2. Double click the cell > type in test information > arrow down to the next item.
3. Double click the cell > type in grade > click enter for the next student.
4. To give the same grade to everyone at once, Right Click>**Fill Current Column**.
5. If students or tests are out of order, go to **View>Sort>Students** or **View>Sort>Tests**
6. Hide dropped students by **View>Select Students>check box on Hide Dropped Students**

## Alphabetize students

1. Select class
2. Click **View > Sort > Student**
3. Pull down menu under "sort by"
4. Select, "1st word in name" > click OK
5. If 2 people have the same last name, you can repeat the steps and select last word

in name, e.g. 1st word Smith, last word John.

### Copy assignments from one class to another

1. Click **Edit > Gradebook to Gradebook Copy** OR right-click for a pop-up menu > **Gradebook to Gradebook Copy**.
2. In the first box, choose the class that has the assignment you want to copy.
3. In the second box, choose the class(es) you want to copy it to.
4. If more than one hold the Ctrl key down while selecting classes.
5. In the third box, choose **Test Descriptions** and **OK**.
6. Click on the each assignment to copy, then OK.

### Grade Reports

1. In My GradeQuick Web, click **Reports > Student > Select a Report** and the report appears in print view.
2. Customize reports under **test > test info.** or **student > student info.** reports.
3. To Send Reports to Edline:
  - a. Click on **Reports>Edline Reports>Select Report**
  - b. For single term (i.e. 2<sup>nd</sup> 9 weeks, 3<sup>rd</sup> 9 weeks, 4<sup>th</sup> 9 weeks), choose one of the single term reports AND select the

term in the **Show Term** dropdown menu.

- c. Customize the report as needed
- d. Click on **World** (small button at top left)
- e. Select all students
- f. Do NOT Change Class Number
- g. Name Report: Current Grades . . .
- h. Log in to Edline
- i. Wait for ... "reports sent successfully"

### Changing Class Name at Edline

1. Open Edline home page
2. Click on the class # you want to change.
3. Click on **\*Gradebooks** in **Contents**.
4. Click **Edit** and change the name, but leave Gradebook attached.
5. Click **Save** and **Done**.

### Shared Classes

1. Choose the class in Edline to share.
2. In the **Command Center**, click **Manage Class**
3. Click **Members and Permissions**. Click **Search for Users to Add**. Check the User Type Teacher (uncheck all others) and click **Search** again.
4. Check the teacher to add (share) and click **Add Selected Users to Group**.