

GradeQuick 1

Introduction

This hands-on workshop is intended for teachers who want to do their grades on the computer. GradeQuick will easily and automatically calculate your students' grades based on the grading scale of your choice. You can also use GradeQuick to create seating charts, keep track of attendance, and create customized reports.

Objectives

At the end of the class, the participant will be able to:

- Create an electronic gradebook file
- Enter information for several students
- Edit and delete information
- Create a student report
- Select information to be displayed on a report
- Create a class summary report

Benefits of using GradeQuick

Some benefits to having your grades on the computer are:

- It will save you hours of grading time
- No longer any need to manually calculate grades
- Automatically compute averages, statistics and grades based on your scale
- You have the ability to see exactly how a student stands at any time
- You can easily generate reports for students or parents
- You can create seating charts at the click of the mouse
- keep track of attendance electronically
- when changes are made, the computer automatically makes adjustments

Opening GradeQuick

Open the GradeQuick application by double-clicking on its icon or selecting it from your Recent Applications or Start n



Entering student information

Upon opening GradeQuick, you will see the information window. It will disappear automatically after a few seconds or you can click on it to make it go away faster. After the information window disappears, you will see an **Untitled** GradeQuick window similar to the one shown. This is your new class file.

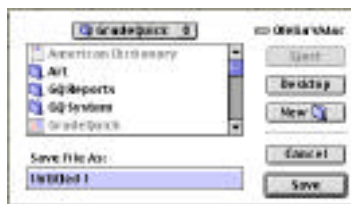


1. begin entering student information by clicking in the cell next to the #1
2. key in your first student name and hit the enter/return key
3. repeat step #3 until you have entered at least five student's names

Saving your gradebook file

It is very important to save your work every few minutes. It is also a good idea to make a back up copy when you are done and save it in a different location, i.e. floppy or zip disk. To save your file the first time

1. select **Save As...** from the File Menu



2. type a name for your gradebook file in the **Save File As:** textbox
3. notice where the file is being saved, if it's not where you want it, navigate to the correct folder or disk

4. click on the **Save** button

Adding first assignment

To start adding assignment information

1. click in the cell to the right of the ID field
2. type a short name for your first assignment and hit return
3. type the full name of the assignment if desired and hit return
4. leave the Term field as a 1 for now
5. type a name for the category, i.e. test, homework, quiz, etc.
6. if you do not want today's date, replace it with the date you desire
7. enter the point value for this assignment
8. enter points earned for each student

Adding additional assignments

To add additional assignment information

1. while in the first assignment column, select **Add Student/Test...** from the Edit Menu
2. You will see the **Add/Insert** window below. Click on the radio button for **Insert new test column** and click OK



3. repeat steps #2-8 as shown in **Adding first assignment** on page 2

Editing information

To edit any information you've added

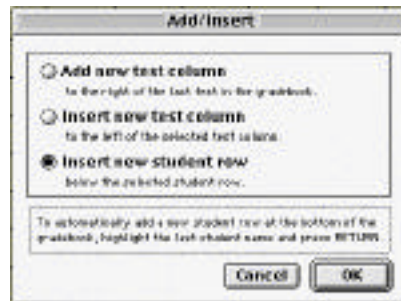
1. click in the cell with the information you want to change
2. you will notice that the cell becomes highlighted

3. type in the new information and hit the enter/return key
4. remember to save your file

Adding a student

To add another student to your gradebook

1. while in the last student cell, select **Add Student/Test...** from the Edit Menu
2. you will see the **Add/Insert** window, click on the **Insert new student row** radio button and click OK

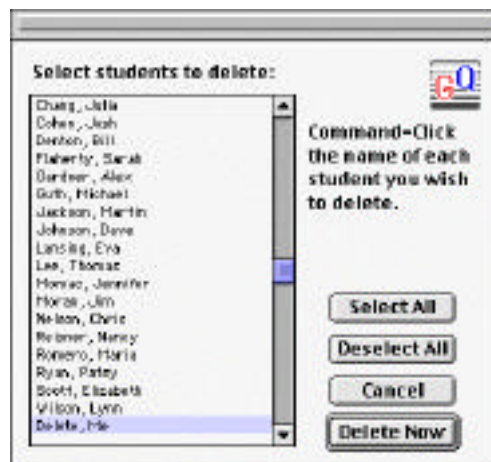


3. enter the new student name, hit the enter/return key
4. continue adding as many students as you like

Deleting a student

To delete a student or assignment from your gradebook

1. select **Delete Student/Test...; Multiple Students...**, from the Edit Menu
2. you will see a window like the one below, select the student(s) you wish to delete by clicking on their name, click on the **Delete Now** button



3. you will see a confirmation window, click on the **Yes** button



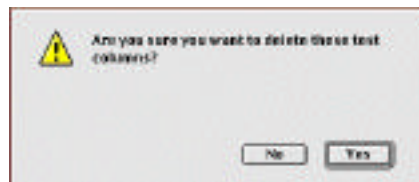
Deleting an assignment

To delete an assignment from your gradebook

5. select **Delete Student/Test...; Multiple Tests...**, from the Edit Menu
6. select the test you wish to delete in the window shown by clicking on it, hit the enter/return key



7. Click **Yes** on the next window



Changing the grading scale

You can choose to give + or - grades, give other than letter grades, you can also make a change to the grade cutoff scale. To make any changes

1. select **Set Grading Scale...** from the Grading Menu. You will see the window below.



- click on whatever you want to change, i.e. the Cutoff Value
- enter the new value in the text box provided
- in order for the change to take effect, you must click on the **Make Change** button
- after making all desired changes, click on the **Keep This Scale** button

Preparing a student report

GradeQuick allows you to easily create various types of reports. To create a simple student report

- select **Student, Standard 1** from the Reports Menu
- you will see a report similar to the one shown here

Sweetwater Union High School District
Progress Report for Adler, Leslie
 H. Jones English Literature
 Tuesday, February 22, 2000
 Page 1

Please sign the report and note the conference beginning at 8 p.m. tomorrow night.

Total Points: 292.5
 Maximum Possible Points: 300.0
Final Average: 97.5
Final Grade: A
 Overall Rank: 1
 Absent Days:
 Tardy Days:

Name	Date	Category	Score	Max	Percent	Grd	Mean
Fiction	10/4/97	Test	100	100	100	A	84.4
Poetry	10/15/97	Test	100	100	100	A	79.7
Speech	11/11/97	Quiz	50	50	100	A	40.6
Grammar	12/5/97	Homework	✓	50	85	B	37.6
Test	Subtotal	Test	200.0	200	100	A	79.7
Quiz	Subtotal	Quiz	50.0	50	100	A	41.3
Homework	Subtotal	Homework	42.5	50	85	B	37.6
Term #1	Subtotal		292.5	300	97	A	78.7

Grade Scale

A	90.00
B	80.00
C	70.00
D	60.00
F	0.00

Assignment Descriptions
 Fiction = Study of Imagery in Mary Dick
 Poetry = Using Metaphors & Similes
 Speech = Shakespeare Presentations
 Grammar = Subject and Verb Exercises

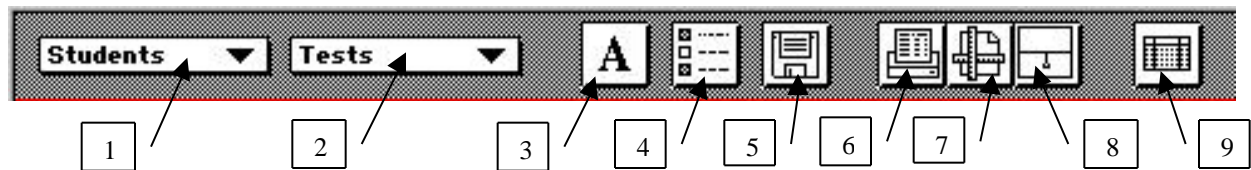
- to see the report for another student, simply click on the downward arrow at the bottom left of the window. Click on the upward arrow to see the previous report.

Global Page : 1   GradeBook : MAC DEMO 

Customizing a report

When you create a report, you will see a toolbar at the top of the window. Each pull-down menu or button on the toolbar gives you various options. Each tool is labeled

with a number and a description is given on the following page. You can also click and hold the mouse button down on each tool to see what it does.



- 1) select the student information you want to show up on the report, i.e. ID #, name, rank, percentile, etc.
- 2) select the test information you want displayed
- 3) change the font characteristics
- 4) change the general options and layout parameters
- 5) save your current report's menu choices as a default
- 6) print the report
- 7) select the page set up for the printer
- 8) hide the preview page for faster selections on the toolbar
- 9) exit the report and return to the gradebook spreadsheet

Preparing a class summary report

To create a class summary report

1. select **Class Summary; Overall & Terms** from the Reports Menu
2. you will see a report similar to the one shown here

Sweetwater union high school district				Thursday, February 24, 2000							
Class Summary											
Subject: English Literature											
Teacher Name: M. Jones											
Name	Term	Gr	Average	Days	Final	Days	Average				
	I	I	Grade	Grade	Grade	Grade	Grade				
Adler, Leslie	202.50	A	97.50	A	D	Lausig, Eva	233.75	C	77.01	C	0
Brad, Jerry	144.50	C	72.25	C	D	Lee, Thomas	227.50	C	75.83	C	0
Chang, Julie	200.00	A	93.33	A	D	Thomas, Jennifer	199.50	D	66.50	D	0
Cohen, Josh	242.50	A	97.00	A	D	Homan, Jim	193.50	C	64.50	D	0
Denton, Bill	266.50	B	88.85	B	D	Wells, Chris	155.50	F	51.83	F	0
Floherly, Sarah	229.50	C	76.50	C	D	Beloner, Nancy	249.50	B	83.16	B	0
Gardner, Alex	218.00	C	72.66	C	D	Romero, Maria	262.50	B	87.50	B	0
Galt, Michael	183.00	C	75.20	C	D	Ryan, Patsy	220.00	B	85.00	B	0
Jackson, Martin	259.50	B	86.50	B	D	Scott, Elizabeth	258.50	B	86.16	B	0
Johnson, Dave	148.50	F	49.50	F	D	Wilson, Lynn	260.50	B	86.85	B	0

Class Size 20	Grade Scale A 90.00 B 80.00 C 70.00 D 60.00 F 0.00
Mean: 76.7	
Median: 80.5	
Standard Deviation: 13.0	
High Score: 97.5	
Low Score: 49.5	

Creating another class file

To create another class file...

1. select **New** from the File Menu
2. enter information just as shown in *Entering student information*, *Adding first assignment*, and *Adding additional assignments* on pages 2 and 3
3. save your new grade book file

End of workshop

Please complete the following before leaving:

1. close all windows.
2. quit or Exit all applications.
3. if this is period 1-5, leave the computer on for the next class.
4. if this is 6th period, please Shut Down your computer.

Evaluation

Your feedback is very important in determining the need for and effectiveness of TechPreps.

1. please complete a *TechPreps Evaluation* form
2. return completed evaluation to **AC: Rusty Meike** via district mail as soon as possible