

GradeQuick Tips

January 19, 2004

Creating Semester Totals:

Grading—Grading Preferences—Calculate semester subtotals
Choose 2 terms

To view the semester subtotals:

Choose Semester 1 on dropdown menu now shown above subtotals

OR

View—Subtotals

Change options under "Choose which grades to display . . ."

Modifying Reports: (Reports—Student—Single Term)

Students--Student Information

Uncheck "Skill Information"

Students—Attendance

Uncheck all attendance information

Tests—Test info.

Check info. you want to appear on reports

Uncheck unnecessary info.

Tests—Score info.

Uncheck "Print score footnotes" if not using

Options—Class info.

Be sure "Subject" and "Teacher Name" are selected

Select as many items as you want to appear on report

To print report with subtotals for each term:

File—Print Gradebook

Tests—Select Tests and Subtotals

Select None

Term subtotals—All

Creating Report Memo (general note to all students; appears on all reports)
See p. 49 of *GradeQuick* book

Creating note to individual student (prints on specific student's report)
See p. 50 of *GradeQuick* book

To print grade warning notices for students with <77% average:

Reports—Student—Single Term with Parent Signature

Students—Select Students—Select by Criteria

Standard Selection

Students whose "Average for term" number "3"

Is less than "77"

Once you get the report format you like, click:

Print—save configuration