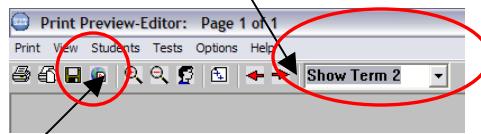


Uploading Grades to Edline

After logging into Edline and opening GradeQuick Web:

- Update the grade sheets you want to publish to Edline.
- At least one grade sheet must be open in order to send to Edline. Be certain that you have saved that grade sheet after you have updated it.
(*Suggestion:* Close the grade sheet after entering grades and before sending to Edline to be certain the new grades you entered are automatically saved.)
- Click on Reports--Edline Reports--Single Term Only
- You will see a report in print preview for the first student in the open grade sheet. At this point, you can modify the report if you'd like by clicking on "Options."
- Also be sure that the correct Term is showing.



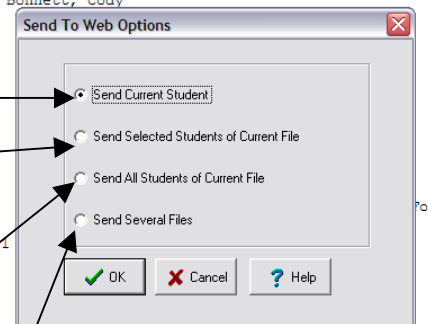
- Click the world icon in the toolbar OR select Print—Send to Edline. You will see the Send to Edline Options dialog box. Click the appropriate circle.

Send report only for student currently showing on screen.

Send only for students who you selected in the Print Preview/Editor.

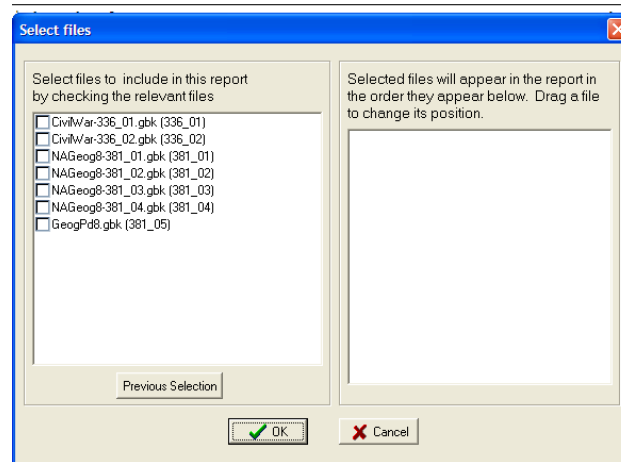
Send report for all students on current grade sheet. (All students in same class.)

Send reports for students on several different grade sheets. (Several classes at the same time.)



- Click the appropriate circle, and then click OK.
- You will see an informational message. Just click OK.

- i. You will see the Select Multiple GradeQuick Files dialog box if you chose to send multiple files:



- j. Click the box in front of the classes you want to send. Those classes will move into the right box. Click OK when finished.
- k. You will see a Select Students dialog box. Click on "Select All."
- l. You will see a WWW Report Information dialog box. The Class ID should not be changed! Enter a name for the report, like *Grades*. *Be consistent with the name of the report so your grades overwrite the old ones when published to Edline.*
- m. Click Send this Report.
- n. Your browser will take you to the Edline web site. This may take a minute or two.
- o. You will see a status report showing the number of files sent and any errors encountered.