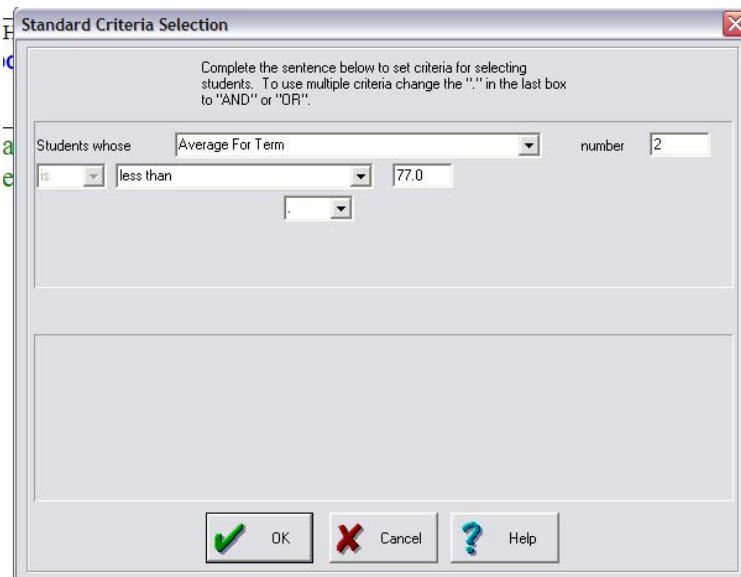


Printing GradeQuick Reports For Grade Warning Notices

Revised 2/10/04

Remember—printing grade warnings in a lab will save you a lot of printing time!

1. Open a gradesheet in GradeQuick.
2. Click **Reports—Student—Single Term with Parent Signature**
 - a. If your report doesn't include teacher name, subject name, etc.:
 - i. Click **Options**
 - ii. Click **Class Information**
 - iii. Click the items you want to appear on your report.
 - iv. Click **OK**.
 - b. To add student id numbers (*Requested by Guidance Office for sorting*):
 - i. Click **Students**
 - ii. Click **Student Information**
 - iii. **ID Number** and any other student info. you want to appear on the report
 - c. To delete "Skill Information" section:
 - i. Click **Students**
 - ii. Click **Student Information**
 - iii. Uncheck "Skill Information"
 - d. To delete "Attendance" section
 - i. Click **Students**
 - ii. Click **Attendance**
 - iii. Uncheck all attendance information
 - e. To save this setup so that it will apply to every class's reports:
 - i. Click **Print—Save configuration**
3. To allow GradeQuick to select students automatically (will pull out kids with averages less than 77%):
 - a. Click on **Select Students** (head icon) OR **Students—Select Students**
 - b. Click "**Select by Criteria.**"
 - c. Click "**Standard Selection.**"
 - d. Click down arrow to right of "Students whose"
 - e. Scroll down until you can click "**Average for Term.**"
 - f. Type in 2 (or whatever the current term number) after "number."
 - g. To the right of the word "is," click on the down arrow and select "**less than.**"
 - h. Type **77.0** in the next box to the right.
 - i. Click "**OK.**"



4. You will now see a list of your students. Those with averages less than 77% will be highlighted.
5. Click **OK**.
6. Now click on **Print** and you're done with this class