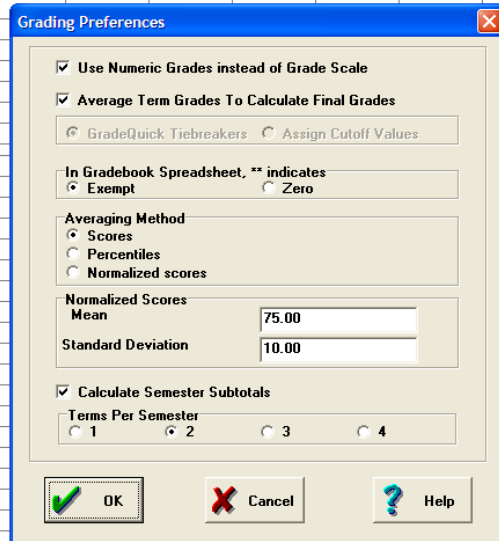


## SENDING GRADEQUICK GRADES FOR REPORT CARDS

### A. Verify that your grade book is set up correctly.

1. Verify that you have semester total columns in all grade sheets in your grade book..
  - a. Click **Grading—Grading Preferences**
  - b. Be sure you have the same items checked as in the illustration on the right.
2. Verify that your grade book is set up to report percentage grades.
  - a. Open a grade book file. Click **View—Subtotals**. Be sure **Terms** is checked. Check **Averages**. Click **OK**.



### B. Get the grades ready to send:

1. If a new student enrolled during the term and brought a grade from his/her former school, that grade must be entered into GradeQuick. Instructions for that process were distributed earlier in the year. Click the “Transfer Grades” link at <http://www.keyknox.com/technology/gradequick.htm> if you need the instructions.
2. **Be certain that no term, semester, or final grades are over 100%.** Overwrite **term** grades by double clicking on the percentage >100% in the subtotal column and typing in 100.
3. Assign incomplete grades by clicking the student’s grade in the **Subtotal** column, and then typing an **I**. The **I** will appear in **green**, indicating that the grade was overwritten. (The subtotal column will be sent to the office.)
4. Should you need to **overwrite** a grade, be sure to do so in the **Subtotal** column. The overwritten grade will appear in **green**.
5. Before sending the grades, you can review them by looking at the Subtotal column for the term you just finished.

### C. Send the grades:

1. Open a grade book file.
2. Click **File—Send—Choose appropriate 9-weeks grades** (or 6-weeks grades for “groupies” at the HS)
3. You will see an “Export File Name” dialog box. Just click **OK**.
4. If asked if you want to overwrite, say YES.
5. A confirmation dialog box appears. Click **OK**. Your grades have been sent! 😊
6. Repeat Steps 1-4 for each grade book (each class) that you had during the past six- or nine-week period. **Each grade book must be sent separately.** Send grades only once!

### D. Begin the next nine weeks:

1. Do not begin recording grades for the new nine weeks until you receive the “all-clear” signal from the office.
2. When you record the first test or assignment for the next nine weeks, don’t forget to change the term to the new term number. (I think you have to “view all terms” to change the term.) The next time you enter a new test column, the new term number will automatically appear in the Term row.
3. If you want to hide the previous nine weeks’ information, look for the drop-down menu on your toolbar that says “View all terms.” Click on the down arrow to the right and select “View Term 2” (or whatever the new term number is).

