

Using GradeQuick with Edline

Site License version

August 21, 2002

Edline enables you to post GradeQuick reports for students and parents to see online, and to save your gradebook files to the Web for access anywhere you use GradeQuick, without using floppy disks. There are many other functions provided by Edline, such as the posting of homework assignments, calendars, and other news on your web page, and the ability to broadcast emails to your families. To take advantage of these features, click the Help button on top of your Edline webpage once your account is ready and you login online.

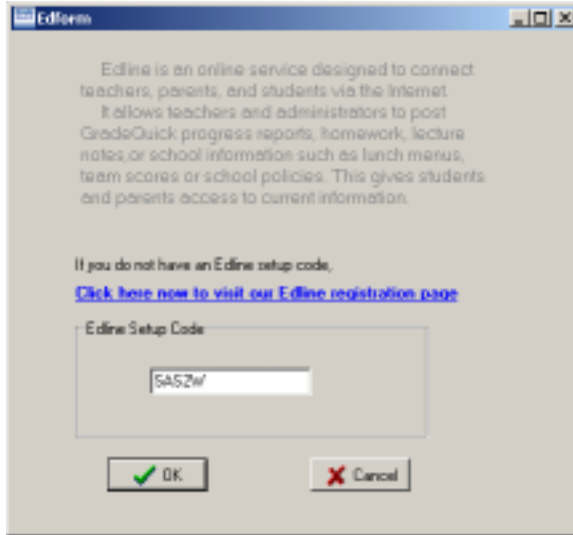
Edline and GradeQuick Setup

Before anyone can send reports or save gradebook files to Edline, **your school must set up the school's Edline account, set up GradeQuick to work with Edline** at school and give teachers their **personal Edline Access/Activation Code**.

If you are the site administrator, see the supplement *Setting up GradeQuick to work with Edline* which describes the process.

If teachers want to use GradeQuick with Edline at home, they will have to enter their GradeQuick Edline Setup code – **SAS2W** – at home. Thus, if you are a teacher and have used Edline in one location, but you are now **taken to the Edline information page instead of your Edline login screen** when you click the **Send to Edline** or **Save to Edline** buttons, you **must** set up your home location of GradeQuick to work with Edline. To do this:

Run GradeQuick and select **Edline→Edline Setup**. (If you are using GradeQuick version 6.0e or earlier for Windows, or version 6.0c or earlier for Macintosh, the Edline Setup option will appear on the **Options** menu.)



In the dialog box, you must enter an Edline Setup code. (This is **NOT** the Access Code you used to set up your Edline account online.)

You **MUST** type in the GradeQuick Edline setup code:

SAS2W

Click OK.

Gradebook Class Files' Setup

To send reports or save files to Edline, every file must have a unique **Class ID**, and every student must have a unique **Student ID**. These IDs are the same ones used by your school's administrative Student Information system, and the same ones that are uploaded to Edline when you set up your school.

In order for reports to be sent to Edline or files to be saved on Edline, files must:

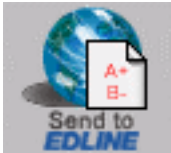
- Have a **Class ID**.
 - If your files were imported from your school's administrative Student Information System, the Class ID's should be filled in already.
 - If you started the files yourself, you can add a Class ID by selecting **Edit→Class Information**. Enter a descriptive Class ID that is unique to this class. See your computer coordinator for special instructions on how Class ID's are used at your school.
- Be located in your **user directory**. Your computer coordinator will have set this up for you on your school network. If you are the computer coordinator, see the supplement *Setting up GradeQuick to work with Edline*.
 - When you are using GradeQuick at home, you have two options:
 - a) Save your files to the GradeQuick program directory (GQWin or GQMac). This happens automatically unless you assign a special directory for your files.
 - b) If you are not saving your files to the program directory, you will have to set a Home Directory. See the section *Setting up a Home Directory* after the section on retrieving files below.

- Be named with a **.GBK Extension**.
 - If you are using GradeQuick Windows, this extension will be added automatically.
 - If you are using GradeQuick Macintosh and the .gbk extension is not automatically added to your files, see your computer coordinator for instructions on setting the **Use GBK Extension** field.

Sending Reports to Edline

Sending student progress reports to Edline uses the same procedure as printing student progress reports. You can easily create and send grade, attendance, and missing work reports in GradeQuick. Then, once you have customized the report to display the information you want, instead of printing the report you will send the report to Edline for students and parents to view online. When you post reports from GradeQuick, you can send them from one class at a time, or from several classes at once. Both methods are described below.

1. Open your gradebook file(s). Choose an Edline report in one of three ways:



- Click the **Send to Edline** button on the toolbar
- Select **Edline→Send to Edline**
- Select **Reports→Edline Reports**

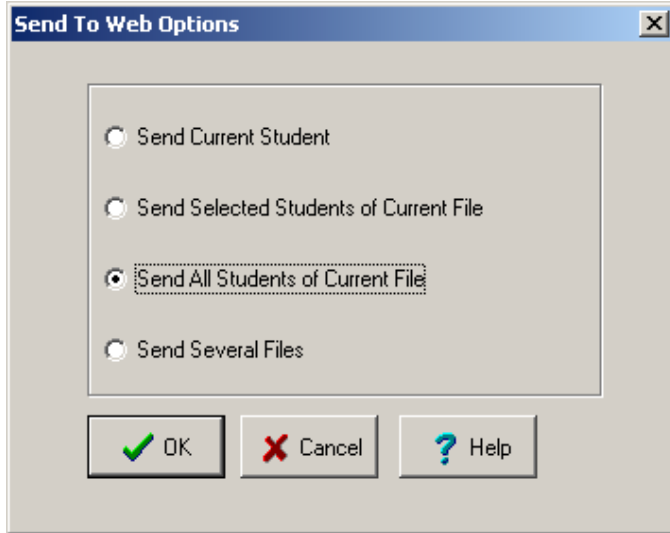
If you choose the first or second options, you will be taken directly to the **Student→Standard 1 Edline Report**. If you select **Reports→Edline Reports**, you can then choose any one of the six available Internet reports.

Note: Only the **Edline Reports** can be sent to Edline.

2. You will see the Print Preview/Editor for the report you chose. In this window, you can customize and format the report to include the information you want. See your GradeQuick manual or Help menu for help formatting reports.

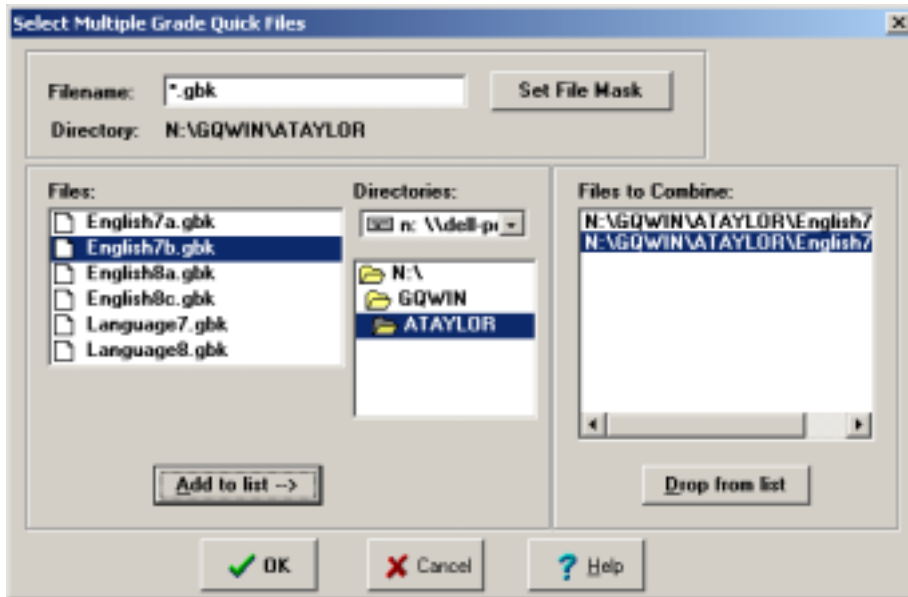
Note: You will not be able to change the **fonts** on Edline reports.

3. Click the world icon in the toolbar (🌐), or select **Print→Send to Edline**. You will see the **Send to Edline Options** dialog box.



- Select **Send Current Student** to send a report for the current gradebook for only the student who currently appears on the screen.
- Select **Send Selected Students of Current File** to send the students whom you have selected in the *Print Preview/Editor*. See your GradeQuick manual or Help menu for instructions on selecting students to print.
- Select **Send All Students of Current File** to send a report for every student in the current gradebook.
- Select **Send Several Files** to send reports for students in several gradebook files. See below for additional instructions on sending reports for several files.

4. Click OK.
5. **If you are not sending several files, skip to step 9.** If you are sending several files, you will see an informational message that discusses how to select individual tests. Because you are sending the report for several files, you will not be able to select individual tests to send. You have two options to narrow the selection of tests being sent:
 - To send tests for a specific term, you can choose the **Single Term Only** Edline report. If you are using a version earlier than GradeQuick 6, you will not have the Single Term Only reports, and should choose the second option.
 - To send tests for a specific date range, (or for a single term if you are not using GradeQuick 6 or later), in the **Print Preview/Editor**, select **Tests→Select Tests and Subtotals**, and enter a date range in the Start Date and Stop Date fields in the lower right corner.
6. Click OK on the informational message. You will see the **Select Multiple GradeQuick Files** dialog box:

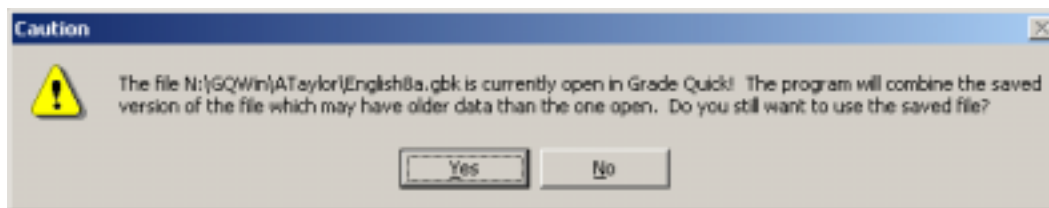


► Click on the name of a gradebook from the list of **Files** on the left. Then, click **Add to List** to include this gradebook in the list of **Files to Combine** on the right.

► To remove a file from the list of Files to Combine, click **Drop from List**.

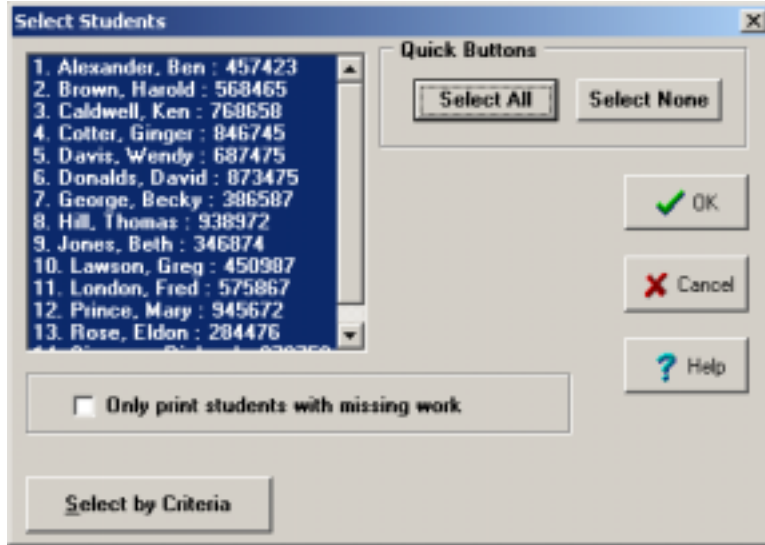
► To include files from a different directory, select from the **Directories** in the middle of the dialog.

7. When you are finished, click OK. If any of the gradebooks you have selected are open, you will see the following Caution message:



This means that if you made any changes to the gradebook that have not yet been saved, the changes will not be sent to Edline. GradeQuick uses the last saved version of the gradebook when it sends reports for several gradebooks at once. If you know you have saved the gradebook, click 'Yes.' If you want to save the gradebook before sending this report, click No to return to the gradebook and save it before continuing.

8. You will see the **Select Students** dialog box.



All students from the selected gradebooks will be listed here by name and ID number. Click the **Select All** button to send reports for all students in all the files, or select students from the list. If you have the same student in multiple files, you will see his or her name listed multiple times (one for each class). When you have selected all the students you want to send, click OK.

Note: If you have the same student in several files, choosing the **Send Several Files** option will create a separate report for the student for each class, it will not create a single report for the student for all classes.

9. You will see the *WWW Report Information* dialog box. The Class ID should already be filled in based on the Class ID entered in your class information fields. If the field is blank and you enter a Class ID here, your reports may not upload correctly. See your school's computer coordinator for help if your Class ID field is blank.
10. Enter a description for this report. If you are sending multiple files, the same description will be used for the reports from all files sent.

Note: If you want to keep all past reports, give each report a different name. If you want to keep only the latest copy of each report, give the new report the same name as the last report you sent to Edline, to replace the older version of the report.

11. Click **Send This Report**.
12. Wait for your browser to launch and bring up the Edline website. This may take a minute or two, depending on the speed of your computer, network and Internet connection. Enter your screen name and password at the Edline login page.
13. You will get a status report telling you the number of reports sent. It will tell you the number of reports added (i.e. sent for the first time), the number updated (i.e. that overwrote an existing report for the student), and the number that had errors. Below this you will see an explanation for each error that occurred (for example a student ID might be incorrect). You should fix any errors and then re-send reports for the students who had errors.

To see the reports you just sent

1. Click the **Home** button in the Navigation Bar at the top of the page to go to the school home page. From here, go to your class home page by clicking its name in your **My Classes** shortcut box.
2. The report folder (named based on the description you assigned when you sent the report) will be found in the Contents box on the class home page. Click the folder name to open it.
3. You will see the name of each student for whom this report was sent from GradeQuick. Click the student's name to see the report. The report will look the same as it did in the Print Preview/Editor in GradeQuick.
4. You will have the option to modify the contents of the report on the Edline site. However, the changes that you make will **not** be transferred back to your gradebooks. Therefore, if you want to make permanent changes to a student's grade or other information, you should make those changes in GradeQuick, and re-send the report.

Note: When students visit the class home page and click on the report, they will only see their own reports; they will not see other students' reports. Likewise, when parents click on the report, they will only see reports for their own children.

Saving Files to Edline

Saving your gradebook files to Edline allows you to access your gradebook files anywhere you have GradeQuick installed, without using floppy disks to transport files. (For schools using the SiteManager & File Management, saving files to Edline uses the same procedure as checking your files in and out using a disk.)

Important if you are using version 6.0g or version 7.0a or later: You **MUST** be using the same version of GradeQuick at home and at school. You can download the version update you need at no cost from the Updates page at the Jackson website, <http://www.jacksoncorp.com>

- Once you update to GradeQuick version 7.0a, or version 6.0g, you must update in all locations where you will be using GradeQuick and Edline. This is because once you have begun using those versions, you will not be able to use previous versions of GradeQuick to retrieve gradebook files from Edline.
- Once you update to GradeQuick 7.0a you will still be able to retrieve gradebook files that were saved to Edline using a previous version of GradeQuick.
- Files saved to Edline from a previous version of GradeQuick will have to be opened individually; you will not be able to use the open multiple files feature to open these files.

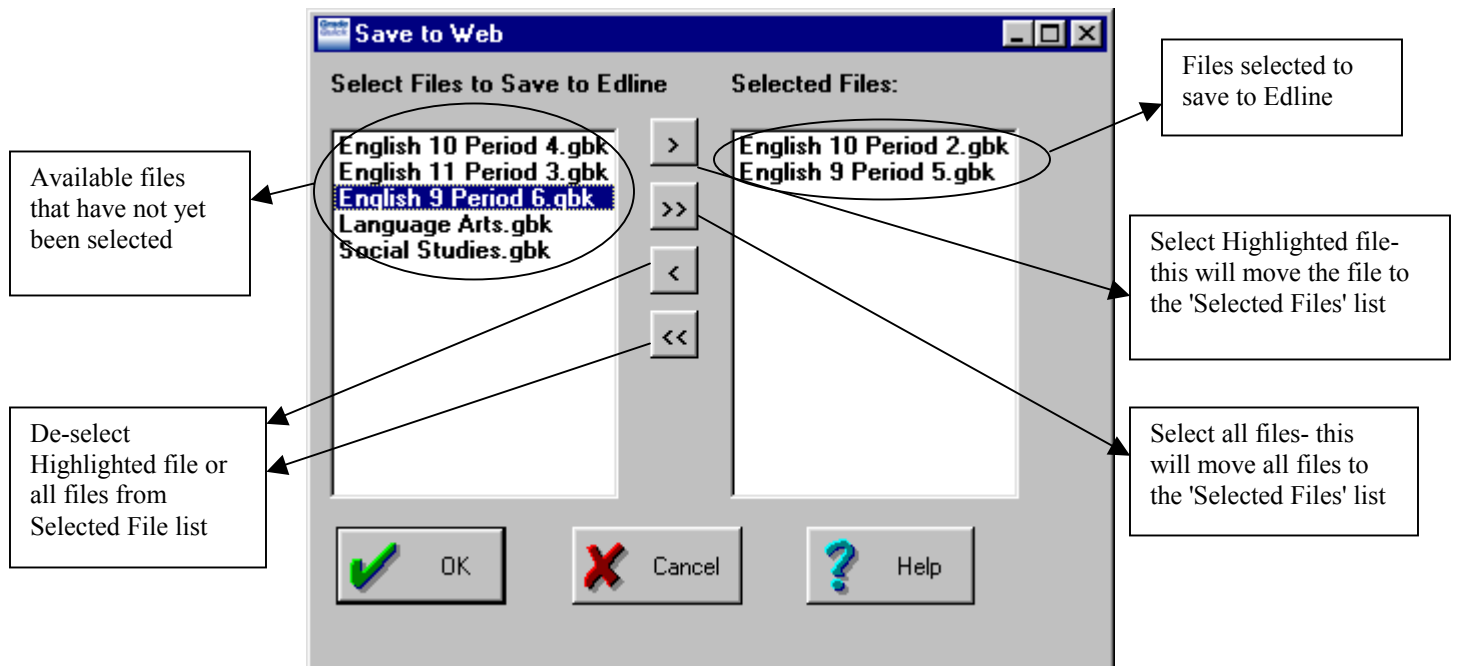
Saving Files to Edline at School

1. Save and close any files that you want to save to the Web. Select the 'Save to Edline' option in one of three ways:



- Click the **Save to Edline** button on the toolbar
- Select **Edline→Save to Edline**
- Select **File→File Management→Check Out to Edline**
(‘Check Out to Edline’ is only available if you are using SiteManager)

2. A list of your available files will appear. If some or all of your gradebook files are not appearing, check the items listed above under *Gradebook Class Files’ Setup* to insure that your files
 - Have a **Class ID**
 - Have a **GBK Extension**
 - Are located in your **user directory**
 - If **NOT** using SiteManager & File Management, your Home Directory if you set one. See topic below, *Setting up a Home Directory*.
 - If using SiteManager & File Management, your logon directory. If you are using SiteManager with Check-in/Check-out options, this will be the same list of files that you are able to check-out to disk, and will include all active GradeQuick gradebook files in your directory that have not already been checked-out.
3. Select the files you want to save to Edline from your list of available files on the left side, to move them to the list on the right side.



4. Click OK when you have selected all your files.
5. Wait for your browser to launch and bring up the Edline website. This may take a minute or two, depending on the speed of your computer, network and Internet connection.
6. Enter your screen name and password at the Edline login page. You will get a message telling you the number of files that have been successfully added to your Edline page.

Saving Files to Edline at Home

Follow the instructions above to save your files to Edline from home. In order for files to appear in the list of files for check-out to Web, they must either be in your program directory (GQWin or GQMac), or, if you are saving them to another location, you must set a Home Directory where the program will look for your files. If you have set up a special directory for your gradebook files, see the section *Setting up a Home Directory* below.

Retrieving Files from Edline (at home or at school)

1. Launch your browser, go to the EDLINE homepage and log in to your homepage. Choose Gradebooks under My Documents on the left hand side of the screen.



2. You will see a list of the files that have been saved to the web through Edline. Click all the file(s) you want to open and choose the **Open** button from the bottom of the screen.
 - In Windows version 7.0a or later (and version 6.0g) they can be opened at once. In Macintosh version 7.0a, files must still be opened one file at a time. If you already own version 6 or 7, these updated versions can be obtained at no cost on the Updates page at the Jackson website, <http://www.jacksoncorp.com>
 - Note if you saved files to Edline using a version of GradeQuick for Windows prior to 7.0a (or a version of 6 prior to 6.0g) you cannot open more than one at a time. In that case just click the file name to select it.

- No matter how many you choose to open, you will be asked if you want to ‘Open this file from its current location’ or ‘Save this file to disk.’ Choose **Open this file from its current location**.
- If you uncheck the box next to ‘always ask before opening this type of file’ you will not be bothered by the question the next time you open a GradeQuick file from Edline. **Note:** Different browser programs, settings or versions will affect whether it automatically opens your file or gives a choice.
- When you have chosen ‘Open this file’, your GradeQuick will be launched and the files(s) opened and ready to use. (If you are using the Check-in/Check-out system that comes with SiteManager, your files will be automatically checked in for you when they are opened in the GradeQuick window.)

Setting up a Home Directory

When you are using GradeQuick at home and if you have set up a special directory where you save your gradebook files, you will need to set up a Home Directory. This would be the directory where your files, settings and configurations are saved. At school, your computer coordinator should tell you how to set a user directory based on your school’s setup.

If you are using GradeQuick without ever setting another directory for your gradebooks, you do **not** need to create a Home Directory. If you did set up a special directory for your gradebook files at home, set your Home Directory as follows:

1. Select **Options→System Information**.
2. Your System Information fields should have a field called Home Directory. If this field does not appear, add the field exactly as written, **Home Directory**.
3. Enter the complete path to the folder that you want to use as your home directory. For example, if you have a folder called 'Gradebooks' in your 'My Documents' folder, the path might read C:\My Documents\Gradebooks. On the Macintosh, you would use the Select Directory button in the dialog to locate your gradebook file directory.
4. The information you changed will be saved when you exit the **System Information** dialog box and GradeQuick.