

GradeQuick Deluxe - Administrator's Plus Interface Guide

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Included in this Guide

The *GradeQuick-Administrator's Plus Interface Guide* is organized as follows:

Chapter	Description
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1	Before you Begin
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Explains what you need to install and understand before you begin this process.

2	Preparing Administrator's Plus
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Describes what you need to do to in Administrator's Plus so that it can properly communicate with GradeQuick.

3	Preparing GradeQuick
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Describes what you need to do to in GradeQuick so that it can properly communicate with Administrator's Plus.

4	Rosters
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Describes how to prepare and distribute homeroom and section rosters to GradeQuick from Administrator's Plus.

5	Attendance
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Explains what you need to know to take attendance in GradeQuick and send the attendance files to Administrator's Plus.

6	Grades
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Explains what you need to know to enter grades in GradeQuick and send the grade files to Administrator's Plus.

Who Should Use this Guide

This manual is written for the network supervisor who will be installing and maintaining Grade Quick Deluxe and Administrator's Plus on a network. It provides the supervisor with the information needed to configure the GradeQuick- Administrator's Plus interface. This manual does not go into detail on the actual use of GradeQuick. For detailed information on the everyday use of Grade Quick, see the *GradeQuick User's Manual* and the *GradeQuick Supervisor's Supplement*.

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Introduction

The GradeQuick Deluxe - Administrator's Plus interface makes it possible to exchange data over a network between the classroom and central office.

After scheduling your students into homerooms and/or sections with Administrator's Plus, you can then send rosters to GradeQuick. Administrator's Plus also sends student demographic data to GradeQuick so teachers can view student phone numbers, birth dates, emergency contact numbers, and so on from inside their grade books. On the first day of school, teachers will be ready to enter their first day's attendance, assignments, quizzes, and tests without having to type in any student names themselves.

Throughout the year, schedule or demographic changes made in Administrator's Plus automatically update teacher's grade books. Among its many features, the Administrator's Plus - GradeQuick Deluxe interface allows teachers to take attendance by simply clicking their mouse on the picture of an absent or tardy student. The attendance is then sent to the office via a network. At the end of each term, students' grades and comments can be sent from GradeQuick to the Administrator's Plus Report Card module.

The skills-based Report Cards module interfaces with GradeQuick's Skills feature, allowing teachers to send both skills grades and conventional grades to Administrator's Plus. The skills linked to each course are first exported to GradeQuick. Teachers can then record grades for the skills set up in Administrator's Plus. Skills grades that teachers enter are then sent along with the conventional grades and comments stored in the grade book.

There are three components of the Deluxe interface that may be purchased separately:

- **Auto-Update Interface:** When changes are made to student schedules or demographic information, the information automatically updates the teacher's grade book. In addition, inactivating a student in Administrator's Plus automatically drops the student from the grade book.
- **Attendance Deluxe Interface:** Allows daily and period attendance to be imported into Administrator's Plus from Grade Quick during homeroom and/or at the beginning of each period. Teachers can take attendance in GradeQuick by using the attendance chart or picture seating chart. Teachers then send this attendance to a shared folder on your network. The attendance secretary then retrieves the attendance from this shared folder. The secretary can then produce a teacher exception list that displays a list of all teachers who have yet to send their attendance.
- **Report Cards Deluxe Interface:** Allows grades and comments to be imported into Administrator's Plus from Grade Quick at the end of each marking period. Teachers will first send their grades and comments from GradeQuick to a shared folder on the network. Administrator's Plus then retrieves the grades and comments from this folder and stores them in the appropriate report card column.

The Administrator's Plus-GradeQuick interface is also fully integrated with Edline. When Edline accounts are created using the Administrator's Plus QuickSync utility, both administrator's and teachers can upload reports for students for viewing over the Internet.

Initial SetUp

The initial setup for the *GradeQuick - Administrator's Plus* interface involves the following:

- 1 Installing both sets of software.
- 2 Mapping your network drives.
- 3 Creating GradeQuick icons on each teacher's workstation.
- 4 Making sure you have the proper network rights.

Installing Software

This manual assumes that both Administrator's Plus and GradeQuick are installed on a network. It also assumes that you have all three parts of the GradeQuick Deluxe interface: the Auto-Update Deluxe interface, the Attendance Deluxe interface, and the Report Cards Deluxe interface. This manual also assumes that you minimumly have the following Administrator's Plus modules: Data Base, Attendance, Report Cards, and Scheduling.

To install Administrator's Plus, follow the instructions in the Administrator's Plus Data Base manual. To install GradeQuick and Site Manager, follow the instructions in Site License Notebook.

NOTE: *You must have rights to log in to Administrator's Plus as **Supervisor**, and you must have rights to log in to GradeQuick as **adminw**.*

Mapping Drives

All Administrator's Plus users must have their workstations mapped to the server(s) for GradeQuick, Administrator's Plus, and the S.O.S. shared folders using universal drive letters. In other words, if the Supervisor's workstation uses the drive letter mapping F: for the Administrator's Plus server, and R: for the GradeQuick server, all other Administrator's Plus users must also have their workstations mapped to F: for the Administrator's Plus server, and R: for the GradeQuick server.

NOTE: *This guide uses F: as the drive for the Administrator's Plus folder, and R: as the sample drive path for the GradeQuick server.*

Creating GradeQuick Icons

On the desktop of each individual workstation accessing Grade Quick, create a shortcut to the R:\Gqwin\wgrade32.exe located on the file server. This ensures that the rediker.itp file is read when rosters are opened.

NOTE: *To improve performance, the "Start In" field found in the Properties tab of the newly created GradeQuick icon should read <mapped drive letter location of Gradequick>:\GQWIN.*

GradeQuick administrators will need to create a shortcut to the executable program file named SITEMAN.EXE found inside the GQWIN folder.

Setting Rights and Permission

Rights and permissions for directories and servers are determined by your school’s policies. The following table specifies the *minimum* rights needed for teachers and administrators.

Directory	Default Directories	Contains	Teacher Rights	Administrator’s Plus Users Rights	Supervisor Rights
GradeQuick Application Directory	\gqwin	GradeQuick, SiteManager, and SiteReporter files	Read and Execute	None	Full Rights
Teacher Home Directory	as set in SiteManager	Teacher’s grade book files	Full Rights	None	None
Shared folder for class rosters	RS4\APTOGQ	Roster text files sent from Administrator’s Plus	Read	Write, Modify, Delete	Full Rights
Shared folder for grades	RS4\GQTOAPRC	Grade files sent from GradeQuick	Full Rights	Read Rights	Full Rights
Shared folder for attendance	RS4\GQTOAPAT	Attendance files sent from GradeQuick	Full Rights	Read Rights	Full Rights
Administrator’s Plus	\RS4	Administrator’s Plus data	None	Full Rights	Full Rights

Using Shared Folders

Three folders are used to share information between GradeQuick and Administrator’s Plus. The default location for these shared folders is in the RS4 folder, but most schools move these shared folders to a different location to accommodate network security policies. The three folders and access rights are:

APTOGQ (Shares Rosters)

The Administrator’s Plus **TO** GradeQuick folder is where Administrator’s Plus sends roster files used to create and update teachers’ grade book rosters for classes and homerooms. Roster file names are comprised of the class ID or the teacher ID number (for homeroom rosters) with an .AP extension. See “Roster File Naming Conventions” on page 4-2 for more information.

NOTE *Administrator’s Plus users need FULL access. GradeQuick users need READ access.*

GQTOAPRC (Shares Grades)

The **GradeQuick TO Administrator's Plus Report Card** folder is where GradeQuick send grades, comment codes, and narratives. Report card files have the same name as the corresponding .AP roster file sent from Administrator's Plus to the APTOGQ folder, but with an .RC extension.

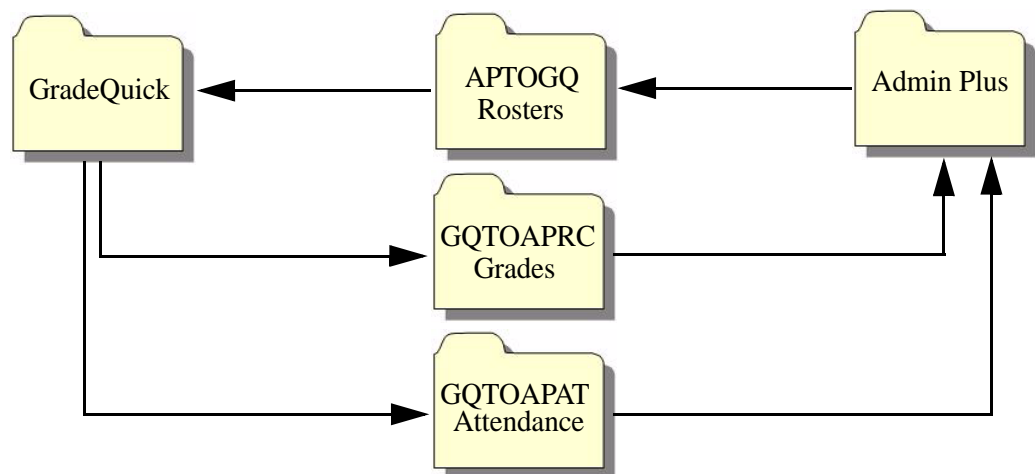
NOTE Administrator's Plus users need *READ* access. GradeQuick users need *FULL* access.

GQTOAPAT (Shares Attendance)

The **GradeQuick TO Administrator's Plus ATtendance** folder is where GradeQuick sends attendance files. Attendance files have the same name as the corresponding .AP roster file sent from Administrator's Plus to the APTOGQ folder, but with a three letter extension beginning with .AT and ending with the course's period letter, or "Z" for homeroom.

NOTE Administrator's Plus users need *READ* access. GradeQuick users need *FULL* access.

The illustration below shows how information is sent to and data retrieved from the shared folders.



Chapter 1 Before You Begin

Using Shared Folders

2

Preparing Administrator's Plus

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Introduction

Administrator's Plus functions as the main data repository for all of your school's data, including the class/homeroom roster, grading, and attendance data shared with GradeQuick. As discussed in the previous chapter, this information is shared using specified shared folders. This chapter shows you how to set the paths to these shared folders, and how to automatically update the files sent to them each time changes are made in Administrator's Plus. See "Using Shared Folders" on page 1-4 for more information.

You can also select any Data Base Address fields to send to GradeQuick so that they can appear in teachers' grade books. For example, you can choose to send fields such as a student's birthday, emergency telephone number, and second-parent information. These selected fields, referred to as *GradeQuick fields*, appear in the Student Information window in GradeQuick.

The last part of this chapter shows you how to set additional options, including comment codes, skill information, import paths, and term ending dates. It also tells you either how to modify or where to go to learn how to modify this information.

What is Auto-Updating?

The Administrator's Plus Auto-Update feature ensures that, as soon as you make any schedule or demographic changes in Administrator's Plus, those changes will be sent to the appropriate teacher gradebooks. A message window in GradeQuick will also inform the teacher about any student add/drops.

Specifically, making any of the following changes in Administrator's Plus creates new roster files:

- Making any change to a student's schedule, such as adding or withdrawing a student from a class roster in the View/Change program
- Making a change to the GradeQuick database field in the Data Base Address window
- Changing a student's homeroom
- Inactivating a student

Administrator's Plus then sends these new roster files to the shared APTOGQ folder upon exit. When opening a grade book file in GradeQuick, GradeQuick checks the shared APTOGQ folder for an .AP roster file matching the grade book roster file's Class ID number. When Grade Quick finds the matching roster file, it compares the students in each roster to see if there are any student demographic or scheduling changes. If any differences in the two rosters exist, the change is immediately reflected in the teacher's grade book.

You have three options when you set the auto update feature. You can automatically update just section rosters, just homeroom rosters, or both homeroom and section rosters. You may want to be more selective if you have limited network resources.

Points to remember:

- When students are dropped from a course, they are NOT entirely deleted from the grade book file: a “DR” for *dropped* is placed in their Final Grade column.

NOTE: *To remove a dropped student from a grade book, the teacher must delete him or her.*

- Because GradeQuick is continually reading roster files looking for updates, any scheduling and student demographic changes made only in GradeQuick will get over-written the next time the grade book is opened. All scheduling and student demographic changes **must** be made in Administrator's Plus.
- Every time you open a grade book and there are changes from Administrator's Plus, it updates. When a grade book file updates, it must also be **saved** in order to retain the changes.
- Auto-Update roster files are NOT created when student schedules are changed using “Perform Scheduling”, “Enter Course Requests”, or “Enter Grades”. You can still send these changes manually using the Tools menu. See Chapter 4 “Rosters”, for information on sending out roster and schedule changes.

Entering Skills Information

The Skills-based Report Cards module interfaces with GradeQuick's Skills feature. The skills linked to each course are first sent to GradeQuick so that teachers can record grades for the skills set up in Administrator's Plus. Skills grades are included along with the conventional grades and comments stored in the grade book. Teachers can simultaneously send both skills grades and conventional grades to Administrator's Plus. See “Setting GradeQuick Interface Options” on page 2-5 for the Administrator's Plus specifications that need to be set to make skills work with GradeQuick.

See “Entering Skills Information in GradeQuick” on page 3-16 for more information on what you need to do to use skills with GradeQuick.

See the *Administrator's Plus Skills* manual for more information on creating and using skills Administrator's Plus.

Setting S.O.S. Interface Options for GradeQuick

S.O.S. stands for School Office Suite, a collection of third party programs that interface with Administrator's Plus. The S.O.S. Interface Options window controls the paths for the data sent to GradeQuick and other School Office Suite programs.

NOTE: All School Office Suite (S.O.S.) Interface Options are universally controlled by the Supervisor.

For GradeQuick, the S.O.S. Interface Options window controls the active year, export path information for rosters, and auto-update settings. This window also provides access to the GradeQuick Interface Options window, which sets class information sent to GradeQuick, as well as the GradeQuick fields screen.

To Set S.O.S. Interface Options:

- 1 Log into Administrator's Plus as Supervisor.
- 2 Click File ⇨ Customize ⇨ SOS Interface Options to display the *Interface Specifications* window.

Specifications: Interface Specifications

SPECIFICATIONS: INTERFACE SPECIFICATIONS

Page1 Page2

1) ACTIVE INTERFACE YEAR? 2003-04

CAFE TERMINAL (CAFETERIA SOFTWARE):

2) AUTO UPDATE TO CAFE TERMINAL? Yes No

3) AUTO UPDATE FOLDER? R:\CAFE

SNAP (SCHOOL NURSE SOFTWARE):

4) AUTO UPDATE TO SNAP? Yes No

5) AUTO UPDATE FOLDER? R:\SNAP

GRADE QUICK (GRADE BOOK SOFTWARE):

Specifications

6) UPDATE HOMEROOMS/ROSTERS ON EXIT? Homeroom & Section Rosters

7) AUTO UPDATE FOLDER? R:\APTOGQ

Done

ENTER SPECIFICATION # TO CHANGE

WARNING: Make sure all of your S.O.S. end-of-year processes are done before changing your active interface year!

Changing the Active Interface Year deletes the contents of the shared folders from the previously selected Active Interface Year. This includes shared GradeQuick rosters, as well as student information sent to all other S.O.S. programs. The roster files are deleted, and the GradeQuick report card and attendance files are zipped and stored in their respective shared folder. This makes it impossible to accidentally import grades or attendance from previous school years.

- 3 Set the ACTIVE INTERFACE YEAR to the current school year.
- 4 Set the UPDATE HOMEROOM/ROSTERS ON EXIT as desired.

- 5 Make sure the AUTO UPDATE FOLDER field is set to the location of the APTOGQ folder. If it is not, click the browse button to select this folder.

Setting GradeQuick Interface Options

Clicking the Specifications button in the S.O.S. Interface Options window displays the GradeQuick Interface Options window. This window controls class information sent to GradeQuick as well as pointing Administrator's Plus to the location of the GradeQuick folders. To learn how to access the S.O.S. Interface Options window, see "Setting S.O.S. Interface Options for GradeQuick" on page 2-4.

To Set GradeQuick Interface Options:

- 1 In the S.O.S. Interface options window, click the Specifications button next to the GRADE QUICK (GRADE BOOK SOFTWARE) field.

The *Specifications: GradeQuick Options* window appears.

Specifications: Grade Quick Options

SPECIFICATIONS: GRADE QUICK OPTIONS

1) Location of the GQ WINDOWS folder? R:\GQWIN ...

2) Location of GQMac\GQSystem folder? ...

3) Location of the SKILLS to GQ folder? R:\GQWIN\SKILLFROMAP ...

4) Use Which Student ID? UNIQUE ID

5) Send PERIOD to GQ? Yes No

6) Send TEACHER NAME to GQ? Last Name, First Name ...

7) Send TEACHER ID NUMBER to GQ? Yes No

8) Send ROOM NUMBER to GQ? Yes No

9) Send COURSE NAME or DESCRIPTION to GQ? Course Name

A) Send COURSE NUMBER or ALIAS to GQ? Standard Course Number

B) Send SKILL FILE NAMES (GQ V7 & LATER ONLY)? Yes No

Set GQ Fields Done Create ITP File Defaults

ENTER SPECIFICATION # TO CHANGE

- 2 Set the options in this window to suit the needs of your school, and then click Done.

See the table below for a detailed description of each option.

Option	Description
1) Location of the GQ Windows folder	Browse to and select the GQWIN folder on your network. After selecting this the GQWIN folder, you should see the full path, such as R:\GQWIN. The GQWIN folder holds the templates for sending, retrieving, and displaying data from Administrator's Plus in GradeQuick, including the Rediker.itp, Rediker.etp, JSI.ini, Class.txt, Odyssey.sn1, and Teacher.txt files.
2) Location of the GQMAC folder	For schools using GradeQuick for Macintosh, enter or browse to the drive and path of the GQMAC\GQSYSTEM folder. After selecting this folder, you should see the full path, such as R:\GQMAC\GQSYSTEM.
3) Location of the SKILLS to GQ folder	Enter or browse to the location of the SKILLSFromAP folder. This folder is automatically created inside of GQWin when you first setup these preferences. It holds the .SKF files that contain skills information for associated courses that have skills.
4) Use Which Student ID	This setting controls how to create the number (the key field) used to identify a student in both Administrator's Plus and GradeQuick. The ADMIN PLUS ID number consists of a 2-digit grade level followed by a 3-digit record number. For example, student #09108 is the 108th student entered into the 9th grade. If you have already created GradeQuick rosters, continue using ADMIN PLUS ID to avoid duplicating students in teachers' grade books. Otherwise, choose the UNIQUE ID option (call support if you are unsure about this option).

The UNIQUE ID number is a system-generated number that will never be repeated within a school. An advantage of using a unique ID number is that it stays with students for their entire career. This allows you to maintain Edline accounts and passwords from year to year to year. If you want to display students' Grade Level with unique IDs within teacher gradebooks, we suggest that you include this Grade Level field in your list of GradeQuick Fields. See "Setting GradeQuick Fields to Send to GradeQuick" on page 2-9. See the *Data Base Plus* manual for more information on using ID numbers.

WARNING: If you are using Edline, you must select UNIQUE ID. This setting controls the key field for GradeQuick and Edline, and therefore should only be changed in between school years.

Option	Description
5) Send Period to GQ	Choose YES to have the period for each section sent to GradeQuick. This option adds the period letter to the attendance file import file extension, making sure that attendance is recorded for the correct section. See "Taking Daily Attendance in First Period" on page 5-2 for information on teachers taking attendance in first period. You can configure the interface to allow teachers to use the required Z period.
6) Send TEACHER NAME to GQ	Choose whether or not to send the teacher name for each homeroom or section. If you choose to have Administrator's Plus send the teacher's name to GradeQuick, then teachers will NOT be able to edit their names in the grade book until this option is turned off. TEACHER NAME is always printed on GradeQuick reports; Teachers may want to edit their own name. If this option is not turned off, the teacher's name will be overwritten the next time the grade book is opened. If you do send the names once, and then turn this option off, you will need to re-send all rosters.
7) Send Teacher ID Number to GQ	YES sends each teacher's 3-digit Administrator's Plus ID number to GradeQuick.
8) Send Room Number to GQ	Choosing YES sends the room number to GradeQuick.
9) Send Course Name or Description to GQ	Choose whether to send the 10-character course name or the larger, 40 character course description to GradeQuick. Choosing Neither lets the teacher enter the course name in the grade book.
A) Send Course Number or Alias to GQ	Choose whether to send the course number or course number alias to GradeQuick.

Chapter 2 Preparing Administrator's Plus

Setting GradeQuick Interface Options

Option	Description
B) Send Skill File Names (GQ V7 & LATER ONLY)	<p>If your school uses the Skills-Based Report Card module, set this specification to YES. This option ensures that skills for a class automatically import with the roster. GradeQuick automatically displays the associated skills file name in its Skills Import File field in the Edit Class Information window.</p> <p>You can define skills using the Skills and Concepts option on the Customize RC menu. Skills are sent using the Report Cards ⇨ Enter Courses ⇨ Send to GradeQuick. See "Entering Skills Information in GradeQuick" on page 3-16 for an overview of using skills with GradeQuick. See the Administrator's Plus <i>Skills</i> manual for complete information on using skills and concepts with GradeQuick.</p>

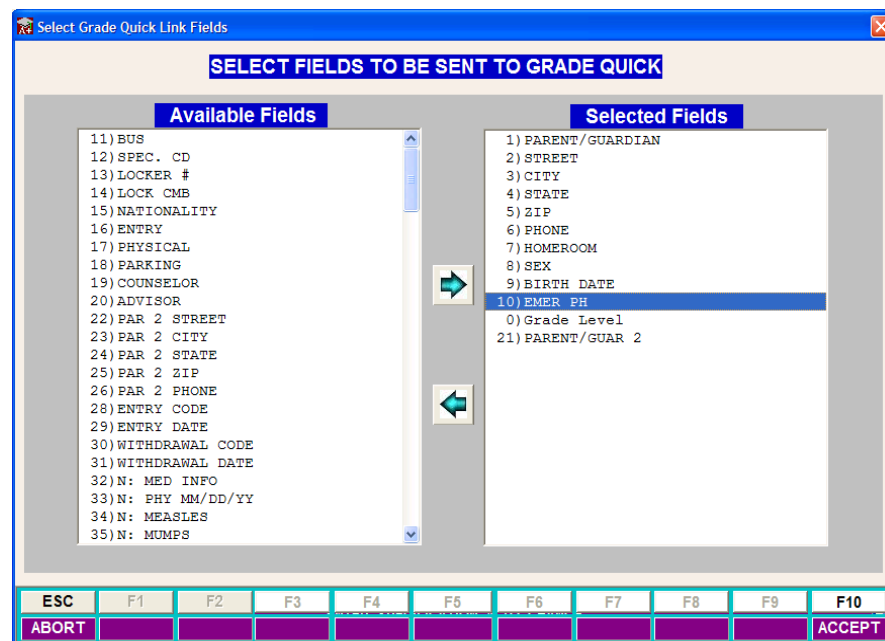
Setting GradeQuick Fields to Send to GradeQuick

You can choose to send any of the student demographic database fields stored in Data Base Address to GradeQuick. These selected fields are called *GradeQuick fields*. These fields appear in GradeQuick's View ⇨ Student Info. Any changes made in Administrator's Plus to any of these selected GradeQuick fields are automatically sent to GradeQuick for an instant update to the affected teacher's grade book.

NOTE: When teachers open their grade books, the demographic information you send does **not** automatically appear in the main grade book spreadsheet. GradeQuick's View ⇨ Student Info option selects fields to display, or press the F8 key in the gradebook to see these fields for an individual student. See "Viewing the C1 and C2 Fields" on page 3-10.

To Set GradeQuick Fields:

- 1 In the Specifications: GradeQuick Options window, click Set GQ Fields. The *Select GradeQuick Link Fields* window appears.



By default, Administrator's Plus always sends the first nine Address fields.

- 2 To include additional fields, highlight the desired field in the Available Fields pane, and then click the Right Arrow button.

The selected field(s) move to the Selected Fields pane.

- To select multiple fields at once, use Shift-click to select multiple fields listed in order, or use Ctrl-click to select multiple fields not listed in order.
- To un-select a field, highlight it in the Selected Fields pane and click the left arrow.

Chapter 2 Preparing Administrator's Plus Generic Comments (C1 and C2)

3 Click ACCEPT, and then click DONE at the import template message.

NOTE: *Because you made changes to the GradeQuick fields, you will be prompted to re-export the homeroom and/or section rosters. After re-export, the next time a teacher opens up a gradebook, the changes will be applied. You re-export the rosters from Administrator's Plus using Tools ⇒ GradeQuick ⇒ Send Section/Homeroom Rosters.*

Generic Comments (C1 and C2)

Generic comments are numeric codes that are replaced by text on the actual, printed report card. These codes can be entered into a student's comment columns in Administrator's Plus much like you would a grade; specifically these comments are entered into fields 12 and 13. You can send these comments to GradeQuick, where they can also be entered into data columns, and then sent back to Administrator's Plus along with grades.

The default list of Administrator's Plus comment codes can be modified in the Report Cards module under Customize RC ⇒ Edit Report Card Comments. See "Changing Generic Comment Codes" on page 2-11 for information.

Administrator's Plus can send this list to GradeQuick so that teachers can enter the codes as easily as a regular grade. For GradeQuick purposes, these codes and corresponding text are stored in \GQWIN\Odyssey.sn1. See "Sending Class, Staff, and Comments" on page 4-10 for information on how to send these codes to GradeQuick.

You can view the actual codes and corresponding text in GradeQuick using Edit ⇒ School Notes Library.

These generic comment codes can then be entered into a grade book for every student, using data columns in GradeQuick called "C1" and "C2".

By default, these data columns do not initially appear in the grade book, but you can choose to show them using View ⇒ Student Info. See "Viewing the C1 and C2 Fields" on page 3-10 for more information on displaying these fields by default.

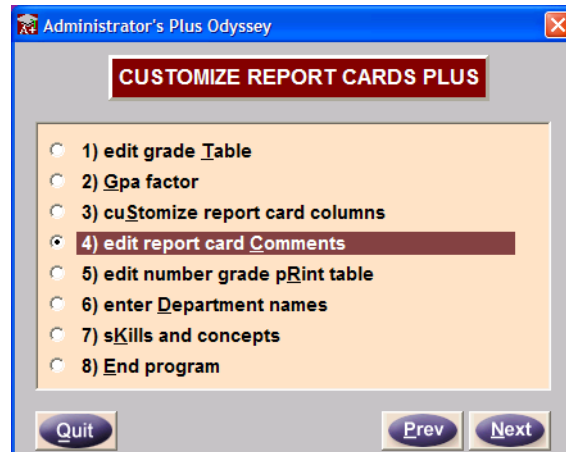
Changing Generic Comment Codes

If you have the Report Cards module, you can change the generic comment codes.

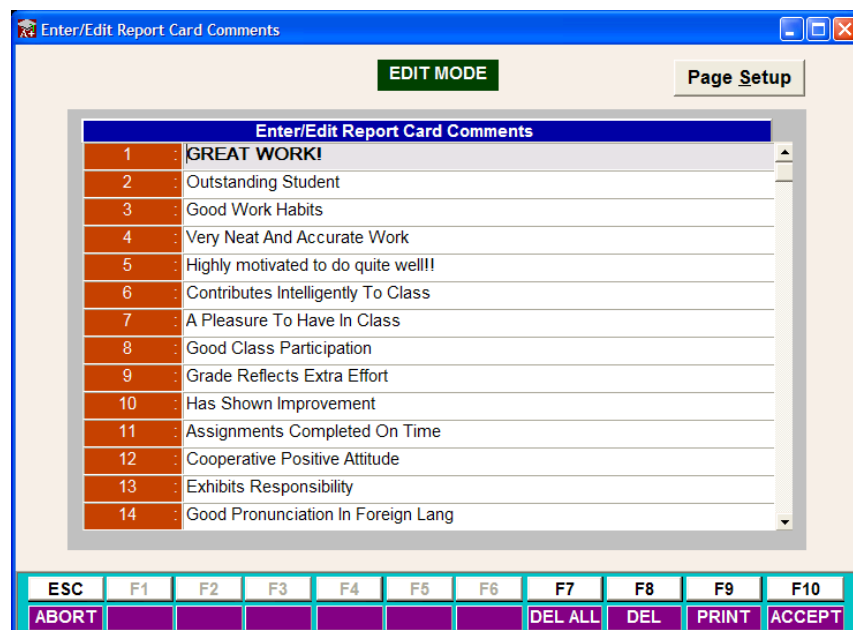
To Change the Generic Comment Codes:

- 1 Log in to Administrator's Plus as Supervisor.
- 2 Select the Report Cards module, then select the Customize RC icon.

The *Customize Report Cards Plus* window appears.



- 3 Select 4) edit report Comments, and click Next.
- 4 Click Done to display the *Enter/Edit Report Card Comments* window.



- 5 Double-click in an empty field to create a new comment code, or double-click in an existing field to edit it.

The number represents the actual code.

- 6 Click F10 Accept to save the codes and exit this window.
- 7 You must now send the comments from Administrator's Plus using Tools ⇒ GradeQuick ⇒ Send Class, Staff, and Comments, as explained on "Sending Class, Staff, and Comments" on page 4-10.

Setting Import Paths for Grades and Attendance

The import paths for grades and attendance must be set *per user!* Users and technical coordinators have two options when setting these paths:

- The technical coordinator can set these paths in advance for each user
- Each user can set these paths for themselves on the day grades and attendance are imported

It is recommended that the users responsible for importing grades and/or attendance set the path themselves: Setting this path in advance would involve the technical coordinator logging into each users' account and setting the path for them. Setting the *attendance* paths in advance (that is, before the first day of attendance for your school) adds an extra day to your school calender. This extra day must be deleted so the attendance secretary can add the correct first day of school as *Day 1* in the calender.

For information on adding days to the calender and setting import paths with attendance, see "Importing Daily Attendance" on page 5-10. Also see "Importing Period Attendance into Administrator's Plus" on page 5-13.

For information on setting import paths for grades, see "Importing Grades into Administrator's Plus" on page 6-9.

For information on which paths in GradeQuick to set and where to set them, see "Setting GradeQuick System Information" on page 3-4.

Setting Quarter Ending Dates in Administrator's Plus

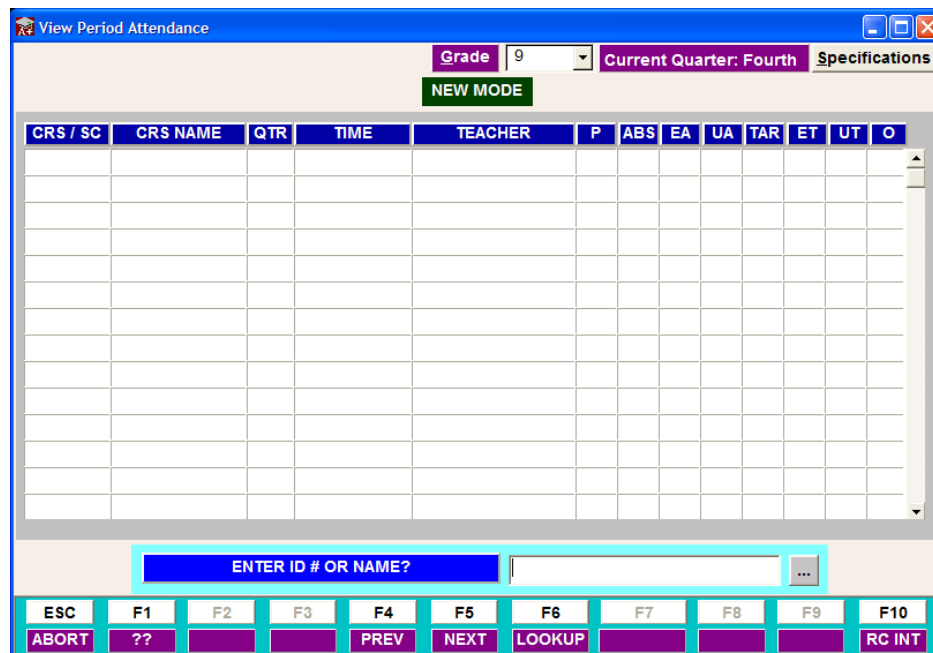
To use quarter dates, you must have the Period Attendance module. Quarter ending dates in Administrator's Plus (known as term start dates in GradeQuick) must compliment those in GradeQuick so you can use the period attendance interface. Administrator's Plus compares the current date on its computer to the quarter ending date to determine the current quarter. GradeQuick can only set a quarter's start date, and Administrator's Plus can only set a quarter's end date.

NOTE: *Start dates (set in GradeQuick) and end dates (set in Administrator's Plus) cannot be the same calendar day.*

See "Setting the Attendance and Term Start Dates" on page 3-8 for information on setting start dates in GradeQuick.

To Set Quarter Ending Dates in Administrator's Plus:

- 1 In the Period Attendance module, click View Period to display the *View Period Attendance* window.



- 2 In the upper right-hand corner of the window, click the Specifications button.

Chapter 2 Preparing Administrator's Plus

Setting Quarter Ending Dates in Administrator's Plus

The *View Period Attendance* specifications window appears.

SPECIFICATIONS: VIEW PERIOD ATTENDANCE	
1) DISPLAY BY PERIODS OR CLASSES?	BY CLASSES
2) VIEW ATTENDANCE CODES OVER 200?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3) PRINT DAYS WITH NO ATTENDANCE CODES?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4) PRINT WHICH DAYS?	UP TO MOST RECENT DATE
5) READ ATTENDANCE START DATE?	09-01-2003
6) READ ATTENDANCE FINAL DATE?	09-24-2003
7) ATTENDANCE CODE VIEW IN ALPHA ORDER?	Alphabetical Order
8) BLANK LINE BETWEEN PRINTED CODES?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9) FIRST QUARTER ENDING DATE?	09-06-2003
A) SECOND QUARTER ENDING DATE?	11-03-2003
B) THIRD QUARTER ENDING DATE?	02-29-2004
C) RC INTERFACE REPORT CARD COLUMN?	None Selected
D) RC INTERFACE ATTENDANCE CATEGORY?	Total Absences

Done Page Setup

ENTER SPECIFICATION # TO CHANGE

For GradeQuick purposes, you only need to set the Quarter Ending Dates specifications. For definitions of all other specifications in this window, see the *Administrator's Plus Period Attendance* manual.

- 3 Enter the quarter ending dates for your school year.
- 4 Click Done to confirm and exit this window, and then exit the *View Attendance* window.

See "Setting the Attendance and Term Start Dates" on page 3-8 for information on setting start dates in GradeQuick.

3

Preparing GradeQuick

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Introduction

GradeQuick generates all of your school's grading and attendance data shared with Administrator's Plus. As discussed in the previous chapter, this information is shared using specified shared folders. This chapter shows you how to set the paths to use with these shared folders and file extensions for the files within these folders.

This chapter also shows you how to create a user account, and folder on the network for each teacher. This folder is referred to as a teacher's home directory. Teachers will use this folder to store his or her GradeQuick grade book (.gbk) files. Teachers will use his or her user account and login to access these grade books.

As the GradeQuick Administrator, you will also use school.gbk, one of the default grade book (.gbk) files installed with GradeQuick, as a template for all teacher grade books. This allows control of the appearance and options available to all teachers' new grade books. You can then use SiteManager to control, or lock, which features and options in GradeQuick may be changed by teachers. This is to keep grade books uniform.

NOTE: *Make sure you make and save any changes to school.gbk as adminw before allowing any teachers to use GradeQuick on the network, and before creating master disks for teachers to install GradeQuick on their home computers. See "Customizing School.gbk to Use as a Grade Book Template" on page 3-8 for more information on using school.gbk as the template for your teachers' grade books. See the GradeQuick Illustrated Road Map document for information on setting up teachers to work with GradeQuick on their home computers.*

The last part of this chapter has information for using skills information with GradeQuick so that it works with Administrator's Plus.

Creating Folders for Each Teacher

On your network, each teacher needs a folder to store his or her GradeQuick grade book (.gbk) files. This is referred to as a teacher's home directory. GradeQuick SiteManager has a utility that can both create folders while at the same time create user accounts.

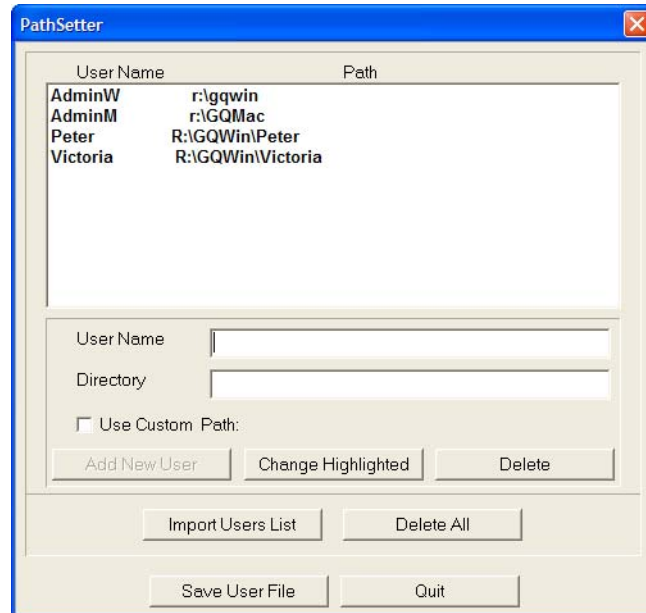
We **strongly** recommend that these folders exist under the master GQWIN folder. For example, teacher Sam has a folder in GQWIN. The full path would be R:\GQWIN\SAM. Teachers will need full network rights to their own folder.

Teachers can then log into GradeQuick by typing their user name into the log-in prompt that initially appears when starting GradeQuick.

NOTE: *The **adminw** home folder is the GQWIN folder itself.*

To Create a Folder for Each Teacher:

- 1 Log into the network as the GradeQuick Administrator and open SiteManager.
- 2 At the GradeQuick SiteManager's main menu, click Set Directory Paths. The *Path Setter* window appears.



- 3 In the User Name field, enter a teacher's name exactly as would a teacher would when logging in.

NOTE: *We strongly recommend that you use the same login name that a teacher would use to log into your school's network.*

- 4 Click Add New User.
- 5 Click Save User File.

SiteManager records each user's name and the path to each user folder in a file called *users.txt*. This file is located in the GQWIN folder.

Once their user names and paths are set, teachers can log into GradeQuick by typing their user name into the log in prompt that initially appears when starting GradeQuick.

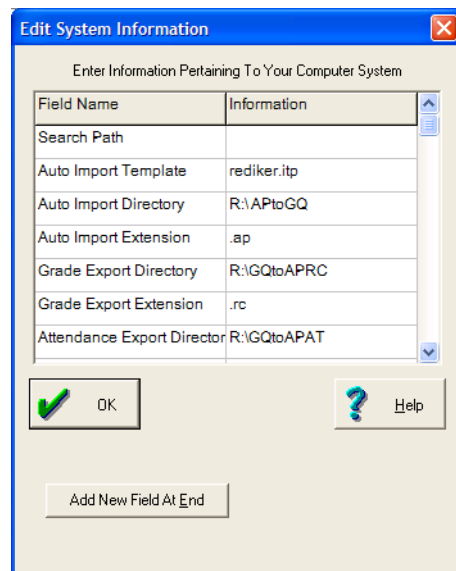
For more comprehensive information on creating user folders using GradeQuick's SiteManager, refer to the *GradeQuick Site License Notebook*.

Setting GradeQuick System Information

The System Information window tells GradeQuick the proper locations and the file extensions to use when sharing files with Administrator's Plus.

To Set GradeQuick System Information:

- 1 Start GradeQuick, logging in as ADMINW
- 2 Open SCHOOL.GBK in the GQWIN folder.
- 3 Select Options ⇨ System Information to display the *Edit System Information* window.

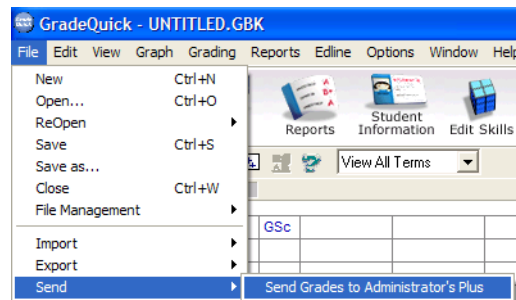


- 4 Edit the fields to reflect the correct locations of your shared folders, and then click OK.
Refer to the table below for a description of each field.

Field Name	Description
Search Path	If you use the picture seating chart, this is the location of your school's pictures. The default location is \RS4\DATA\ <school name="">\<school year="">\PIX. Change the location to that matching the location of your current year's PIX folder. Also see "Taking Attendance with the Picture Seating Chart" on page 5-5.</school></school>
Auto Import Template	REDIKER.ITP is the name of a template that instructs GradeQuick how to import and update roster data. REDIKER.ITP is found inside the GQWIN folder.
Auto Import Directory	This is the location of the shared folder that GradeQuick uses to retrieve roster files from Administrator's Plus. Make sure the path for the APTOGQ folder is the same for both GradeQuick and Administrator's Plus, so that Administrator's Plus knows where to send the files and GradeQuick knows where to look for them.
Grade Export Directory	This is the location of your school's report card files (containing student grades and comments) sent from GradeQuick to be retrieved by Administrator's Plus. Change the location to that matching the location of your GQTOAPRC shared folder. Make sure the path for the GQTOAPRC folder is the same for both GradeQuick and Administrator's Plus.
Grade Export Extension	.RC is the file name extension appended onto GradeQuick files containing grades and comments.
Attendance Export Directory	This is the location of your school's attendance data sent from GradeQuick to be retrieved by Administrator's Plus. Make sure the path for the GQTOAPAT folder is the same for both GradeQuick and Administrator's Plus.
Attendance Export Extension	.AT is the file name extension appended onto GradeQuick files containing attendance data.
Import File Extension	.AP is the extension appended to files sent from Administrator's Plus to be retrieved by GradeQuick.
Skill Export Directory	This is the location of your course skills exported from Administrator's Plus. Change the location to that matching the location of your SkillsFromAP folder. Make sure that it matches the directory set in the S.O.S. interface option "3) Location of the SKILLS to GQ folder" on page 2-6.

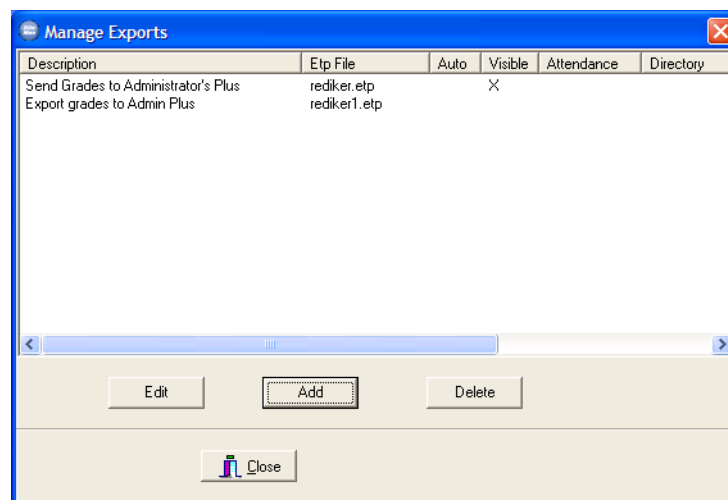
Customizing The Send Menu

SiteManager has a utility called Exports Manager used to customize exports for all teachers. This feature also allows you to control which export templates are available to teachers on the Send menu. You want to make sure that your teachers use the rediker.etp file to send grades to Administrator's Plus, and that the correct text appears in the Send menu. You can also change the text displayed on the GradeQuick File → Send menu. For example, you could change the text of the Send sub-menu to read *Send Grades to Administrator's Plus*, as shown below:



To Customize the Send Menu:

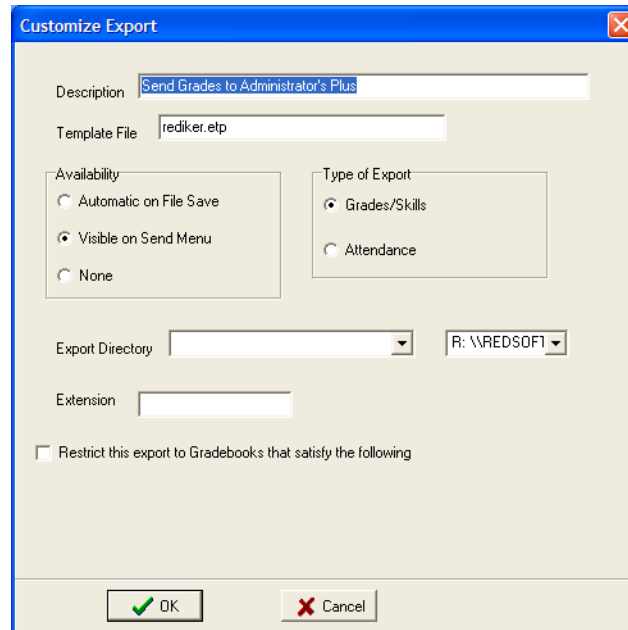
- 1 In SiteManager, click Exports Manager to display the *Manage Exports* window.



You want to select the rediker.etp file, and make the other files invisible in GradeQuick.

- 2 Select the rediker.etp file, and then click Edit.

The *Customize Export* window appears.



- 3 In the Description field, enter the text that you want to appear in the Send sub-menu.
- 4 Confirm that the Template File is rediker.etp.
- 5 Under Availability, select Visible on Send Menu.

This makes the text you entered in the Description field appear in the Send sub-menu.

- 6 Under Type of Export, leave the default of Grades/Skills.

You do not have to set an Export Directory, location, or extension: you will set this in “Setting GradeQuick System Information” on page 3-4.

If you do set an export directory here, it will override the directory listed in System Information.

- 7 Click OK to return to the *Manage Exports* window.
- 8 For the other ETP files (such as rediker1 and rediker2), you have two choices:
 - You can either click Delete to completely remove it, OR
 - You can select it, click Edit, and then under Availability, select None, and then OK. This latter choice removes this option from the Send sub-menu, but does not delete it.
- 9 When complete, click Close to return to the SiteManager main menu.

Customizing School.gbk to Use as a Grade Book Template

School.gbk, along with demofile.gbk, is one of the default grade books installed with GradeQuick. You can customize School.gbk so it functions as a template: this allows you to control the appearance and options available to all teachers' new grade books. This section covers the suggested steps to make the initial GradeQuick setup easier, and to make sure that grade books will not lose information needed to maintain the functionality of the interface.

After choosing the features and options in School.gbk you want for your teachers, use the Set Permissions for Options feature in SiteManager to control, or lock, which features in GradeQuick may be changed by teachers. See "Setting Permissions for Options" on page 3-11 to learn how to do this.

NOTE: *You can only use a template if a **profile.pro** file does not exist in a teacher's user folder. A profile.pro file is created when a teacher uses the Save Settings feature. SiteManager has a batch file utility that can remove all profile.pro files from all teacher folders at the start of a new school year. See the Site License Notebook for instructions.*

Setting the Attendance and Term Start Dates

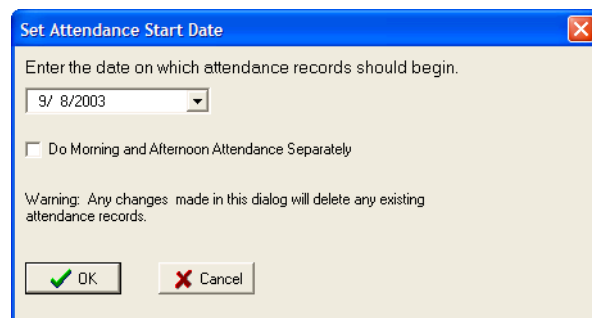
You should set the first day of class and start dates for all terms in your School.gbk file. Otherwise, teachers will have to enter a term start date for every term in their grade books.

You can then prevent teachers from using the Save Settings feature using SiteManager's Set Permissions and Options feature. See "Setting Permissions for Options" on page 3-11 for instructions on how to restrict teacher access to features.

To Set Attendance and Term Start Dates:

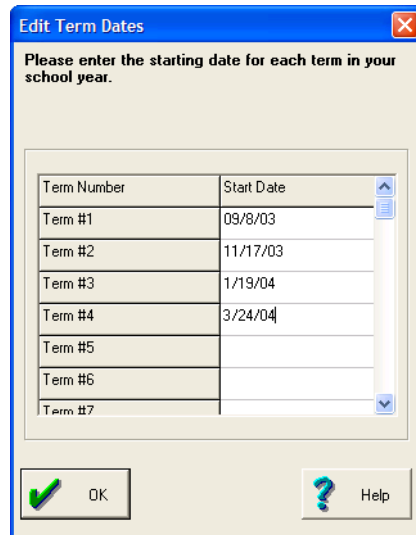
- 1 Select Edit ⇨ Attendance ⇨ Set First day of Class.

The *Set Attendance Start Date* window appears.

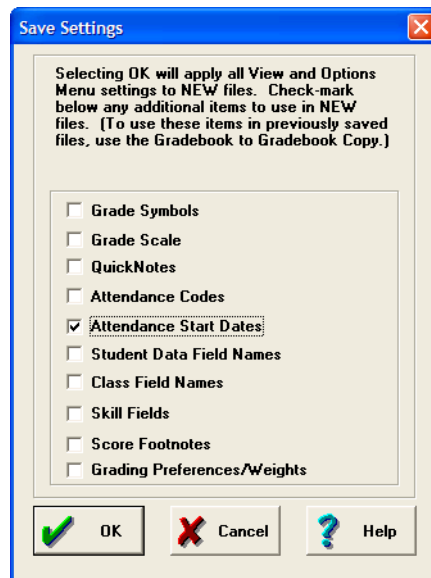


- 2 Select the date of the first day of class from the drop-down list's calendar, and then click OK.

The *Edit Term Dates* window appears.



- 3 Enter each term's start date by double-clicking in the corresponding Start Date Field and then entering a date.
- 4 Click OK to confirm and exit this window.
- 5 Click Option ⇨ Save settings to display the *Save Settings* window.
- 6 Select Attendance Start Dates, and then click OK to save the start dates.



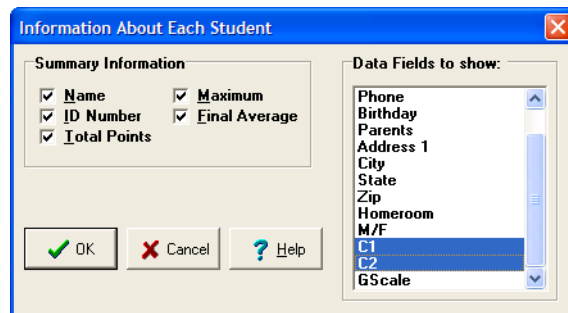
Viewing the C1 and C2 Fields

If teachers will use generic comments, you can display them in the C1 and C2 data field columns to the right of the students' names.

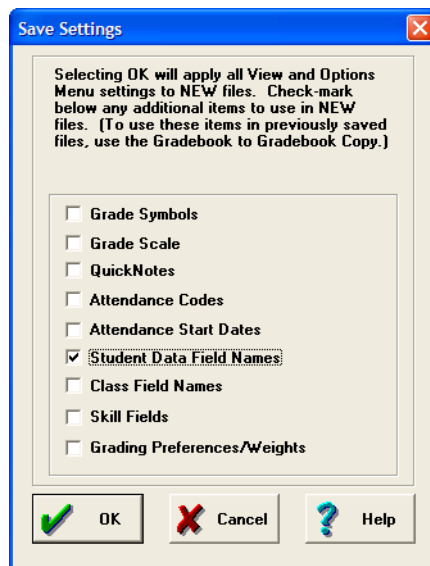
NOTE: *You can also use this procedure to select any GradeQuick field sent from Administrator's Plus, or any data field.*

To View the C1 and C2 data fields:

- 1 In the menu bar, select View ⇨ Student Info to display the *Information About Each Student* window.



- 2 Highlight the C1 and C2 data fields, and then click OK.
- 3 Select Options ⇨ Save Settings to display the *Save Settings* window.



- 4 Select Student Data Field Names, and then click OK.

Customizing Display, Grading, and Other Options

You can customize all display settings, grading, and other options in the SCHOOL.GBK file. Always use Options ⇨ Save Settings to save your changes. See the GradeQuick Manual (displayed by selecting Help ⇨ GradeQuick Manual in GradeQuick) for more information on GradeQuick options and settings. Consider viewing and editing the following GradeQuick Settings and Options to suit your school's policies:

Options or Settings	Menu Bar Choices
Spreadsheet Font	Options ⇨ Font
Subtotals Options	View ⇨ Subtotals
Which Student Data Fields Appear	View ⇨ Student Info
Displaying Test Descriptions, such as name, term, date, and so on	View ⇨ Test Info
Use Number Grades instead of Grade Scale	Grading ⇨ Grading Preferences
Grade Scale	Grading ⇨ Set Grading Scale
Grading Symbols	Grading ⇨ Set Grading Symbols
Attendance Codes	Edit ⇨ Attendance ⇨ Set Absent and Tardy Codes
Weighting	Grading ⇨ Weighting

Setting Permissions for Options

After choosing the features and options you want for your teachers in school.gbk, use the Set Permissions for Options feature in SiteManager to control, or lock, which features and options in GradeQuick may be changed by teachers.

NOTE: *Specifically in regards to Administrator's Plus, you do not want teachers to change the Student ID numbers, source file name, and specific Class Information in GradeQuick. Teachers must NOT edit Student ID Numbers or the class ID stored in the Edit Class Information window. All three are needed to successfully send grades to Administrator's Plus.*

When an item is blocked, the menu item may be unavailable, or teachers may not be able to make certain changes within a dialog. This ensures uniform standards for your school. For example, if the school has a specific grade scale and requires teachers to use this grade scale, the Set Permissions for Options in SiteManager can prevent teachers from setting a different grade scale in their grade book files. Or, if the school does not want teachers to use weighting to calculate grades, or to change the school's set weights, weighting can be blocked from the Grading menu.

Chapter 3 Preparing GradeQuick

Setting Permissions for Options

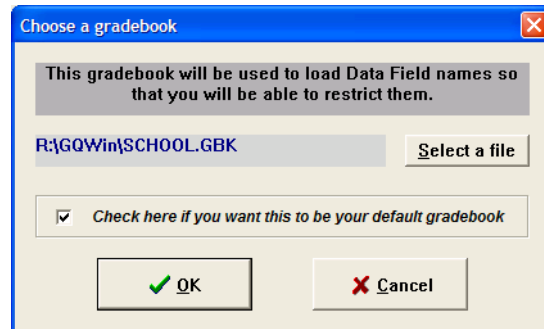
Ideally, you should block features at the start of a new year after you have customized SCHOOL.GBK and before teachers have started their grade book files.

NOTE: *You can still log in as adminw and open school.gbk and use these features. All other users/teachers will be restricted from blocked features.*

To Set Permissions for Options:

- 1 In SiteManager, click Set Permissions for Options.

The *Choose a Grade Book* window appears.

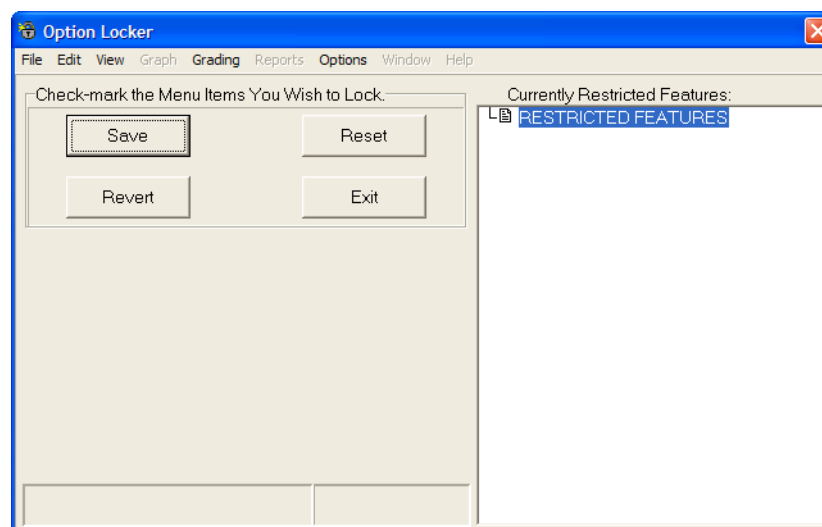


- 2 Click "Select a File" to display an *Open* window.
- 3 Select SCHOOL.GBK.
- 4 Select the check box labeled "Check Here if you want this to be your default grade book".

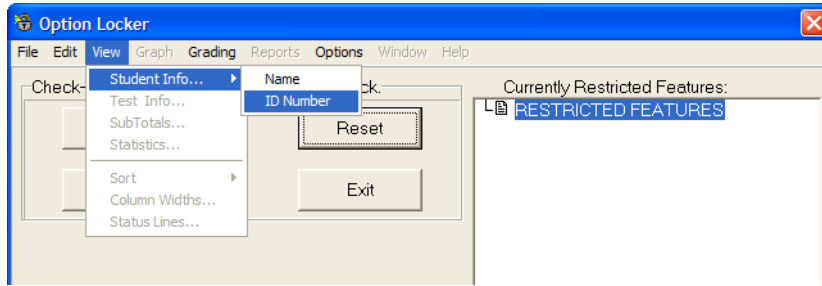
This ensures that SCHOOL.GBK will be used as the template for every teacher's new grade book.

- 5 Click OK.

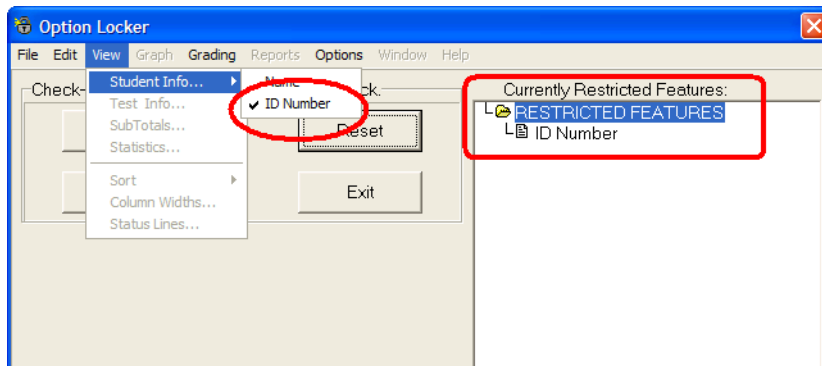
The *Choose a Grade Book* window closes, and the *Option Locker* window appears.



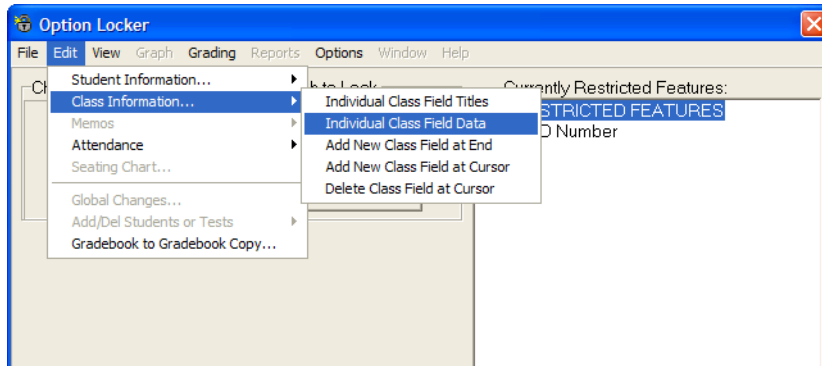
- To restrict teachers' access to the Student ID field, select View ⇒ Student Info ⇒ ID Number.



To illustrate that this option has been locked, a check mark appears next to the selected feature. The locked option also appears in the Currently Restricted Features list.



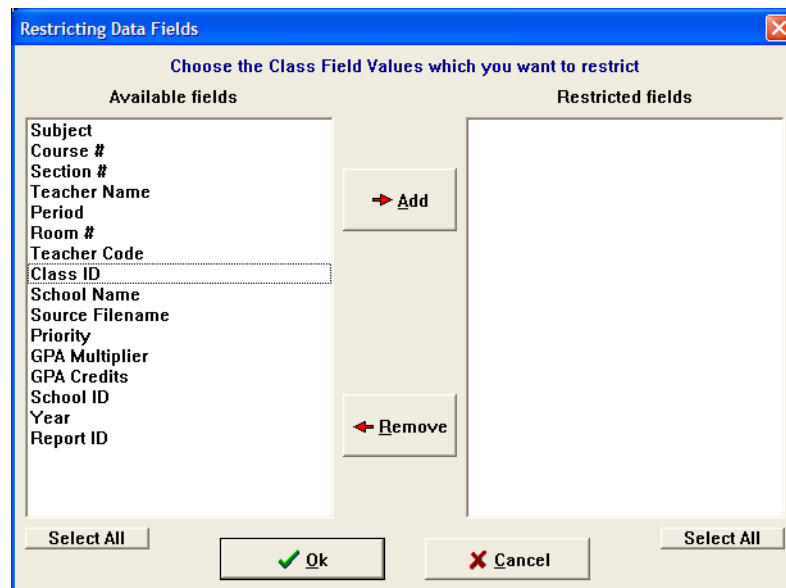
- To restrict teachers' access to specific class information, select Edit ⇒ Class Information ⇒ Individual Class Field Data.



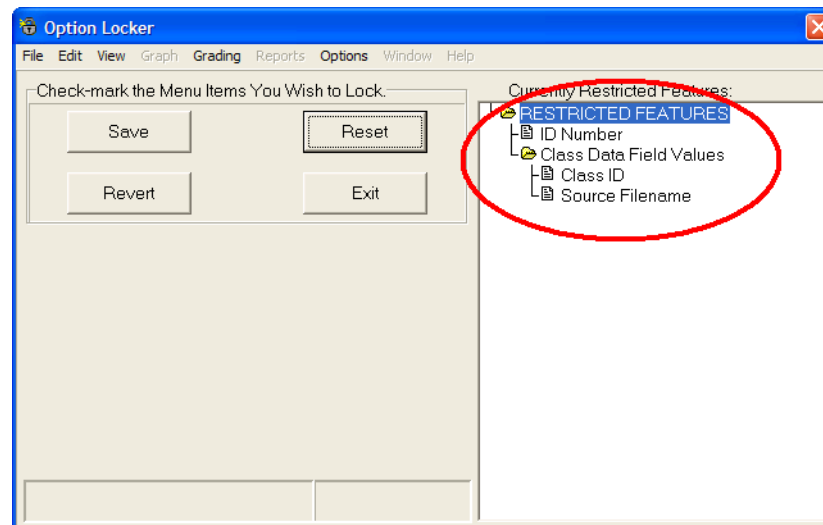
Chapter 3 Preparing GradeQuick

Setting Permissions for Options

This *Restricting Data Fields* window appears.



- 8 In the list of Available Fields, select Class ID, Source Filename, and (if you use them) Skill Import File, and then click Add.
These fields then move to the list of Restricted Fields.
- 9 Click OK to return to the Option Locker window.
Your selected data fields appear under Currently Restricted Features.



- 10 You have the option to further restrict more features, but no more are needed for Administrator's Plus.
- 11 Click Save and then Exit to confirm and close this window.

NOTE: *Once school has started, some teachers' files may already have different settings. For example, you could have locked permission to the Grade Scale dialog after teachers may have set their own scale. In this case, their scales will remain as they were when you locked*

*the feature. If you want to set your own grade scale after school has started, you should use the **Transfer Shared Options** feature to send the new Grade Scale to the teachers' files and then restrict their permission by blocking their access to changing the Grade Scale dialog. See the GradeQuick documentation for further information.*

Entering Skills Information in GradeQuick

The Skills-based Report Cards module interfaces with GradeQuick’s Skills feature, allowing teachers to send both skills grades and conventional grades to Administrator’s Plus. The skills linked to each course are first exported to GradeQuick so that teachers can record grades for the skills set up in Administrator’s Plus. Skills grades teachers enter are sent along with the conventional grades and comments stored in the grade book. Below is a brief overview of what you need to do to prepare GradeQuick. For information on entering skill grades in GradeQuick, see “Entering Grades for Skills” on page 6-13. Also see the Administrator’s Plus *Skills* manual for complete information on skills.

Setting the Correct Path to the SkillFromAP Folder

The correct path to the SkillsFromAP folder is set in the GradeQuick System Information window. Make sure that the path you set for the SkillsFromAP folder match that set in Administrator’s Plus. See option “3) Location of the SKILLS to GQ folder” on page 2-6 for more information on setting this path.

Creating a Skills Assessment Scale

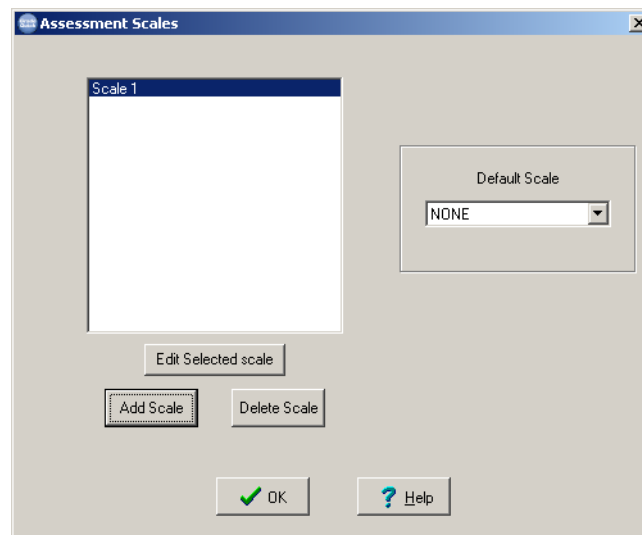
GradeQuick allows you to set up custom assessment scales to grade students specifically on course skills. Your assessment scale can include any letter or number grade defined in your Administrator’s Plus grade table (up to 3 characters). In addition, you can include a check mark in the assessment scale to import into Administrator’s Plus. You must first create an assessment scale, or edit an existing scale, in GradeQuick, and then link them to skills.

To Create a New Assessment Scale:



- 1 In the Edit Skills Information window toolbar, click Assessment Scales.

The *Assessment Scales* window appears.



- To add a new assessment scale, click Add Scale. To edit an existing scale, select the desired scale, and then click Edit Selected Scale.

Both options display the *Edit Assessment Scale* window.

- Enter a Scale Name and the grades included in the scale in order from highest to lowest.
- You can optionally set up a default assessment value. This should be the most common assessment value as it will be automatically entered for all students assigned a skill linked to the assessment scale. If you do not wish to set a default value, choose None.
- You can optionally select the skill assessment value that equals mastery of a skill. This setting is only for information purposes.
- Use the Scale Type radio buttons to either restrict the entry of skills grades to those that are defined in the assessment scale or to allow entries that are not in the assessment scale.
- Click OK to return to the Assessment Scales window
- Optionally, repeat steps 2 through 6 to add and/or edit additional assessment scales.
- Click OK in the *Assessment Scales* window to return to the *Edit Skills Information* window.

To Link an Assessment Scale with a Skill:

In the *Edit Skills Information* window, select an Assessment Scale from the corresponding drop-down list.

+ -		Skills for Standard: View Skills for All Standards		
	Skill Name	Standard	Assessment Scale	Date Instruction Completed
1	Works Well in Cooperative Groups	General	Scale 1	
2	Works Well Independently	General	NONE	
3	Works Well with Peers	General	Scale 1	
4	Works Well with Adults	General	Scale 2	
5	Works Independently	General	Scale 3	
			Scale 4	
			Scale 5	
			Scale 6	

Other Columns in the Edit Skills Information Window

The following columns in the Edit Skills Information window are also useful for tracking and describing skill progress.

NOTE: *At this time, NONE of the following information transfers to or from Administrator's Plus.*

Date Instruction Completed

To track which skills you have completed teaching, select the date completed from the drop-down calendar.

Assessment Scale	Date Instruction Completed	Time Spent
Scale 1	9/21/2003	
Scale 3		
Scale 4		
Scale 5		
Scale 6		

September, 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: 9/21/2003

Time Spent

Once you have completed teaching a skill, you can track how much time was spent. Click the time spent cell to enter the number of hours/minutes.

Date Instruction Completed	Time Spent	View Description and Notes
09/21/03	02 hours 00 min	View

Descriptions/Notes

You can record additional information about the skill by creating descriptions and/or notes. Click the View Descriptions Notes cell to enter a description or notes about the skill. This completes the skills setup in GradeQuick.



To exit the Edit Skills Information window, click Gradebook Spreadsheet on the toolbar.

Distributing GradeQuick and Making Home Installation Disks

You do not have to create special home installation CDs or floppy disks for teachers, and you can simply duplicate the master CD that you used to install GradeQuick at school. If you do this, make sure teachers know that they should only install the GradeQuick program at home, even if you have purchased and installed additional modules at school. You can make copies of the master CD for teachers' home use if:

- 1 You have not downloaded an updated version of the program from the Jackson website that you want teachers to use.
- 2 Teachers either:
 - Start all their gradebook files at school
 - OR you have not customized settings for the school that you want teachers to use, such as a school grading scale or attendance start dates.

If you need to make installation CDs for teachers that include an updated version of the program or customized school settings, there is a utility called GQdisks.exe in the GQWIN\GQInst\ directory to create a special CD or floppy disks for home use. If you have downloaded an update to the program, the utility creates a file that will contain the updated version of GradeQuick that you are running at school. Version updates are always available on the Updates page at the Jackson website, located here: <http://www.jacksoncorp.com>.

The teacher CD or disks you create using GQdisks.exe will also contain all customizations and settings being used at school, which are not on the master CD.

NOTE: *Instructions below are for th Windows operating system, immediately followed by separate instructions for the Macintosh operationg system.*

Making Teachers' Home Installation Disks for Windows

The disk-making utility, GQdisks.exe, installed by the original GradeQuick CD in the GQWIN\GQInst\ directory can make a teacher CD or a 5-disk installation set.

The process is slightly different if you are making copies to a CD or diskette.

NOTE: *Before beginning the process of creating installation disks, go to the Jackson Website Updates page at www.jacksoncorp.com/updates.html to see whether any updates were released that are newer than the CD you received. If there are any updates available, you will want to update your network installation before continuing with this process.*

To Make a Home Installation CD:

- 1 Go to www.jacksoncorp.com/updates.html.
- 2 Download the latest update update.
- 3 Follow the instructions on the Jackson website to update your disk images.
This ensures your teachers will have the latest version of the program to install.
- 4 Browse to the C: drive, and create a folder called *MakeCD*.

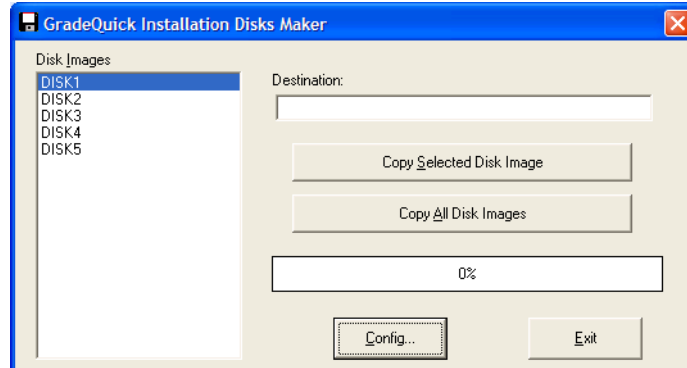
Chapter 3 Preparing GradeQuick

Distributing GradeQuick and Making Home Installation Disks

This is where the files will be copied to before copying them to a CD.

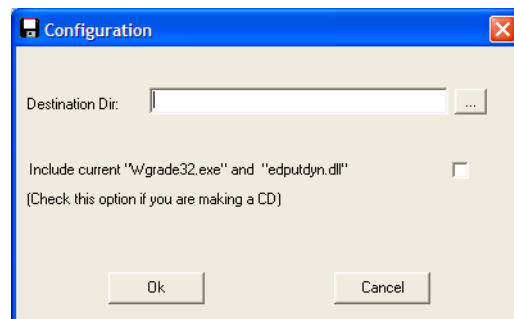
- 5 Browse to find the \GQWin\GQInst directory.
- 6 Double-click the GQDisks.exe program.

The *GradeQuick Installation Disks Maker* window appears.



- 7 Click the Config... button.

The Configuration window appears.



- 8 In the Destination Directory field, enter or browse to C:\MakeCD.
- 9 Select the *Include current Wgrade32.exe and edputdyn.dll* checkbox.
- 10 Click OK to return to the the *GradeQuick Installation Disks Maker* window.
- 11 Click Copy All Disk Images.

The files required to install from the CD will be copied to this directory. A confirmation window appearing when the process completes.

- 12 Click OK in the confirmation window, and then click Exit in the *GradeQuick Installation Disks Maker* window.

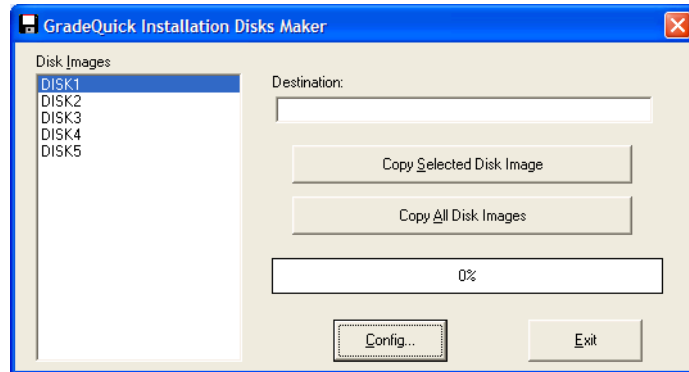
See “Performing the Teacher Installation for Windows” on page 3-22 for information on using this installation disk.

To Make Home Installation Diskettes:

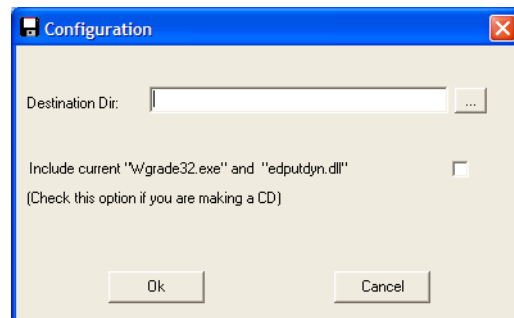
- 1 Make sure you have five blank, PC-formatted, high-density diskettes available. You may want to label these disks before you begin the disk-making program.

- 2 Go to www.jacksoncorp.com/updates.html.
- 3 Download the latest update update.
- 4 Follow the instructions on the Jackson website to update your disk images.
This ensures your teachers will have the latest version of the program to install.
- 5 Browse to find the \GQWin\GQInst directory.
- 6 Double-click the GQDisks.exe program.

The *GradeQuick Installation Disks Maker* window appears.



- 7 Click the Config... button.
The Configuration window appears.



- 8 In the Destination Directory field, enter or browse to A:\.
- 9 Click OK to return to the the *GradeQuick Installation Disks Maker* window.
- 10 Click Copy All Disk Images.
- 11 Put disks in the floppy drive when prompted.

NOTE: You may make a specific disk by clicking the disk you want to make and then choosing *Copy Selected Disk Image*.

A confirmation widow appearing when the process completes.

- 12 Click OK in the confirmation window, and then click Exit in the *GradeQuick Installation Disks Maker* window.

See “Performing the Teacher Installation for Windows” on page 3-22 for information on using this installation disk.

Performing the Teacher Installation for Windows

The installation disks or CD you created can be installed by inserting the disk in the drive.

To Perform the Teacher Installation:

- 1 Click Start ⇨ Run.
The Run window appears.
- 2 In the Open field, enter A:\Setup, or the CD drive letter.
The installation will prompt you to insert the other disks if necessary.
- 3 Follow the prompts to install.

Making Teachers' Home Installation CD for Macintosh

Before beginning the process of creating special installation CDs, go to the Jackson Website Updates page (www.jacksoncorp.com/updates.html) to see whether any updates were released that are newer than the CD you received. If there are any updates available, you will want to update your network installation before continuing with this process. Follow the instructions on the website to update your network installation and download the new disk images.

To make a Teachers' Home Installation CD for Macintosh:

- 1 Create a folder on your hard drive called GQTeacherCD.
- 2 Copy the network GQMac folder into the GQTeacherCD folder on your Hard Drive.
- 3 Delete the file GQ System Fields which is in GQTeacherCD:GQMac:GQ System. Be sure to delete only the file GQ System Fields, and not any other files or folders. If this file does not exist, continue to the next step.
- 4 Copy this GQTeacherCD folder from the hard drive to the CD.
- 5 Teachers will install by dragging the GQMac folder on the CD to their hard drive. Please test the CD you create before giving it to teachers.
- 6 You can delete the GQTeacherCD folder after testing the CD, if you have made all the copies you want.

Updating Existing Teacher Installations After Updating the Network Installation

We recommend that you follow the above instructions to create an updated CD or diskettes for your teachers. They can then install the updated program on top of their existing installation, and will be sure to have the latest version of all files, including customized school settings.

If your teachers **have** Version 7 installed at home, and you choose not to make new installation disks, your teachers can download the update patch from our website updates page, as you did at school.

If your teachers **do not have** Version 7 at home, you must follow the instructions above to create new disks for them to install. If teachers download the update at home, they may be missing files they will need for Version 7, including the registration and new program files.

Chapter 3 Preparing GradeQuick
Distributing GradeQuick and Making Home Installation Disks

Rosters

- Introduction4-2
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 - Section Rosters for Period Attendance and Grades4-2
 - Homeroom Rosters for Daily Attendance4-2
- Sending Homeroom Rosters4-3
- Sending Section Rosters4-7
- Sending Class, Staff, and Comments4-10
- Sending Skills4-11
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- Viewing Skills in GradeQuick4-14
- Linking Skills to Standards4-14

Introduction

Administrator's Plus uses the Tools menu to send homeroom and section roster files, as well as index files for class, staff, and comments. Before you send your rosters from Administrator's Plus to GradeQuick, your students must be scheduled into course sections and/or homerooms.

Section rosters are populated when students are scheduled into course sections. GradeQuick uses these files to record and send period attendance and grades. You can also use your first period's attendance as daily attendance. See "Taking Daily Attendance in First Period" on page 5-2 for more information.

Homeroom roster files are used to take daily attendance. Homeroom roster files must be populated by students and teachers having the exact same text entered into their Homeroom database field. For example, if all the students in Mrs. Jones' homeroom have the text JONES entered into their Homeroom database field, Mrs. Jones must also have the text JONES (also all capital letters) entered into her Homeroom field in the Staff database.

NOTE: *If Auto-updating is enabled (using specification 6 of the S.O.S. options), rosters will only have to be manually sent out once. Thereafter, whenever an Administrator's Plus user makes schedule changes in View/Change or changes a selected GradeQuick field, the affected rosters will automatically be sent to GradeQuick. See "Setting S.O.S. Interface Options for GradeQuick" on page 2-4 for more information.*

Roster File Naming Conventions

File names differ depending on what type of file it is. It is very important for you not to rename these files or the shared folders in which they reside. See "Using Shared Folders" on page 1-4 for more information.

Section Rosters for Period Attendance and Grades

Section roster files sent from Administrator's Plus to the APTOGQ folder shared with GradeQuick are named according to the class ID with an .AP extension. The class ID is interpreted as follows:

- The *first* three numbers represent the staff ID number of the course's teacher.
- The *second* three, possibly four, numbers represent the course number.
- The *last* two numbers are the course's section number.

For example, the roster file 02162201.AP for Mr. Smith's calculus class that meets section one would be interpreted as follows: **021** is Mr. Smith's staff ID number, **622** is the number assigned to this calculus class, and **01** is the section number.

Homeroom Rosters for Daily Attendance

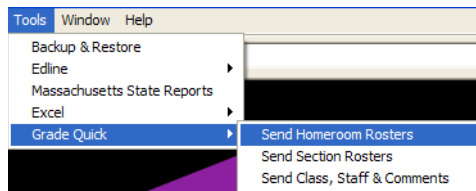
Homeroom roster files are named using the teacher's three digit staff ID number with an .AP extension. So, Mr. Smith's homeroom roster file would be 021.AP.

Sending Homeroom Rosters

This process sends one file per homeroom, containing the names of students in that homeroom. These roster files are sent to the shared folder named APTOGQ, discussed under “Using Shared Folders” on page 1-4.

To Send Homeroom Rosters From Administrator’s Plus to GradeQuick:

- 1 In Administrator’s Plus, select Tools ⇨ GradeQuick ⇨ Send Homeroom Rosters.



The *Homeroom Attendance Forms* window appears.

 A screenshot of the 'Specifications: Homeroom Attendance Forms' window. The window title is 'Specifications: Homeroom Attendance Forms'. The main content area is titled 'SPECIFICATIONS: HOMEROOM ATTENDANCE FORMS'. It contains several configuration options:

- 1) MANUAL/SCANNER FORMS OR GQ ROSTERS?: Grade Quick Rosters (dropdown)
- 2) HOMEROOM FIELD?: HOMEROOM (text field with browse button)
- 3) SPACING FOR MANUAL FORMS?: Fit To Page (dropdown)
- 4) HEADING FOR DAY 1?: (text field)
- 5) HEADING FOR DAY 2?: (text field)
- 6) HEADING FOR DAY 3?: (text field)
- 7) HEADING FOR DAY 4?: (text field)
- 8) HEADING FOR DAY 5?: (text field)
- 9) GRADE QUICK EXPORT PATH?: R:\APTOGQ (text field with browse button)

 At the bottom, there is a 'Done' button and a status bar that reads 'ENTER SPECIFICATION # TO CHANGE'.

- 2 Set the options as desired, and then click Done. The options are defined in the table on page 4-4.

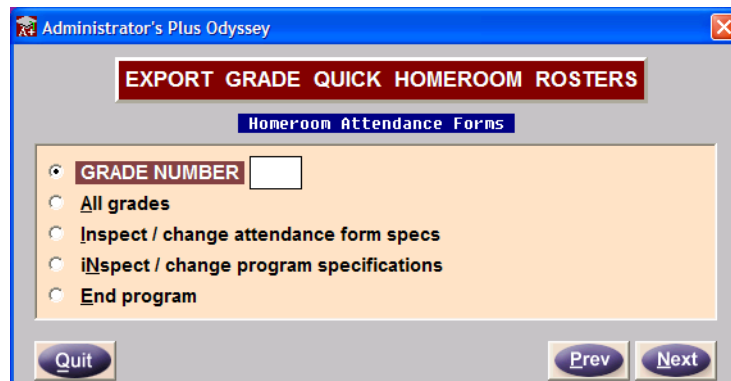
Chapter 4 Rosters

Sending Homeroom Rosters

NOTE: *Only the following options apply when using GradeQuick.*

Options	Description
1) Manual / Scanner or GQ Rosters	This will always say GradeQuick rosters.
2) Homeroom Field	Select the Address field containing the homeroom assignment for students and staff. To send homeroom rosters, students and teachers must have the exact same text entered into their Homeroom Staff database field. For example, if all the students in Mrs. Jones' homeroom have the text "JONES" entered into their Homeroom database field, Mrs. Jones must also have the text "JONES" (also all capital letters) entered into her Homeroom field in the Staff database.
9) GradeQuick Export Path	Make sure this set to the location of the APTOGQ folder. If it is not, change its path in the S.O.S. interface options. See "Setting S.O.S. Interface Options for GradeQuick" on page 2-4.

3 Click Done to display the *Export GradeQuick Homeroom Rosters* window.



- Select Inspect/Change Program Specifications, and then click Next to display its specifications window.

- Make sure the grade range includes all grades for your school. The relevant options for this window are described in the following table.

Option	Description
5) Start Grade for All Grades	When you send rosters, you have the option to select grade levels. If you would like to limit the range of grades, choose the lowest grade in that range for the <i>start</i> grade and the highest grade in that range for the <i>end</i> grade.
6) End Grade for All Grades	

- Click Done after setting the options to return you to the *Export GradeQuick Rosters* window.
- Select the option in the *Export GradeQuick Rosters* window to suit the needs of your school, as shown in the following table, and then click Next.

Option	Description
1) Grade Number	If you want to send only one grade level, type the desired grade level here.
2) All Grades	Select All Grades to send all grade levels in your school.

- A window appears allowing you to select whether you want to send all homerooms or individual homerooms.

Chapter 4 Rosters

Sending Homeroom Rosters

The following table describes the relevant options.

Option	Description
1) All Homerooms	Sends all homeroom rosters at once. If there is no teacher listed for a particular homeroom, you will get an error message stating that there is no teacher for that homeroom.
2) Individual Homerooms	Sends one selected homeroom at a time, or shift-click or ctrl-click to send multiple rosters.

9 Click next to export the homeroom rosters.

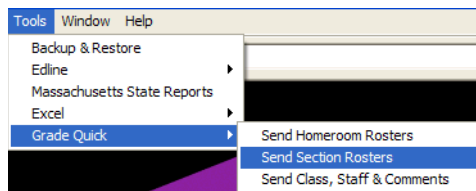
NOTE: *If you are using diskettes, you will be prompted for a new diskette for each teacher.*

Sending Section Rosters

This process sends one file per section, containing the names of students in that section. These roster files are sent to the shared folder named APTOGQ, discussed under “Using Shared Folders” on page 1-4.

To Send Section Rosters From Administrator’s Plus to GradeQuick:

- 1 In Administrator’s Plus, select Tools ⇨ GradeQuick ⇨ Send Section Rosters.



The *Period Attendance Entry Forms* specification window appears.

 A screenshot of the 'Specifications: Period Attendance Entry Form' window. The window title is 'Specifications: Period Attendance Entry Form'. The main area is titled 'SPECIFICATION SCREEN: PERIOD ATTENDANCE ENTRY FORMS' and is divided into 'Page 1' and 'Page 2'. The form contains several fields:

1) MANUAL/SCANNER FORMS OR GQ ROSTERS?	Grade Quick Rosters
2) WHICH PERIOD?	ALL PERIODS
3) INCLUDE SECTIONS MEETING WHEN?	ALL SECTIONS
4) PRINT COURSES AND/OR STUDY HALLS?	COURSES AND STUDY HALLS
5) HEADING FOR DAY 1?	
6) HEADING FOR DAY 2?	
7) HEADING FOR DAY 3?	
8) HEADING FOR DAY 4?	
9) HEADING FOR DAY 5?	
A) START COURSE NUMBER?	1
B) END COURSE NUMBER?	999
C) GRADE QUICK EXPORT PATH?	R:\APTOGQ

 At the bottom of the window, there are 'Done' and 'Page Setup' buttons. A status bar at the very bottom says 'ENTER SPECIFICATION # TO CHANGE'.

- 2 Set the options as desired, and then click Done.

The relevant options are defined in the following table on page 4-8.

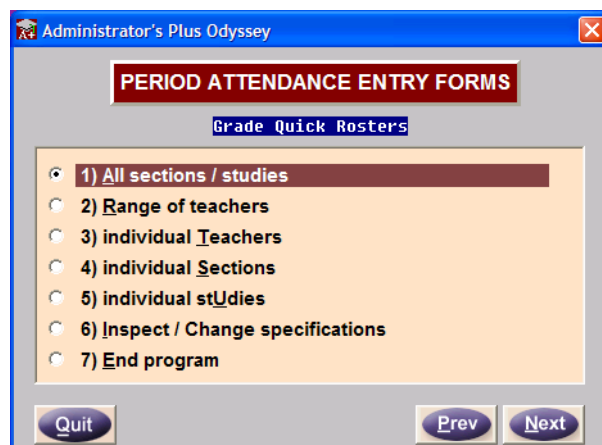
Chapter 4 Rosters

Sending Section Rosters

Option	Description
1) Manual / Scanner Forms or GQ Rosters	This will always say GradeQuick rosters.
2) Which Periods?	Use all periods unless you want to limit your choice to a specific period.
3) Include Sections Meeting When	Choose to send only sections meeting during the current quarter or semester, or all sections.
4) Print Courses and/or Study Halls	You have the choice to send only rosters for courses, only for study halls, or for both courses and study halls.
C) GradeQuick Export Path	Make sure this option is set to the location of the APTOGQ folder. See "Setting S.O.S. Interface Options for GradeQuick" on page 2-4.

The following options are available on Page 2 of the Period Attendance Entry Forms window.

- 1) Start Grade for All Grades You have the option to send all grade levels. If you would like to limit the students sent to a range of grades, choose the lowest grade in that range for the *start* grade and the highest grade in that range for the *end* grade.
 - 2) End Grade for All Grades
- 3 Click Done to display the *Period Attendance Entry Forms* window.



- 4 Typically, you would select All sections/studies, and then click Next.

NOTE: *If you are using diskettes, you will be prompted to enter a new diskette for each teacher.*

Each option is described in the following table.

Option	Description
1) All Sections / Studies	Sends rosters for all sections and/or study halls found in students' schedules for the grade levels specified on page two of the specifications defined in the table on page page 4-8.
2) Range of Teachers	If you want to limit the rosters to a range of teachers by teacher ID number, choose this option and select a start teacher and end teacher from a lookup window.
3) Individual Teachers	If you want to limit the rosters to individual teachers, choosing this option opens a window in which you must type in or look up the specific teacher(s) you want to include.
4) Individual Sections	If you want to limit the rosters to individual sections, choosing this option opens a window in which you must type in or look up the specific course sections you want to include.
5) Individual Studies	If you own Scheduling Plus, and you want to limit the rosters to individual study halls, choosing this option opens a window in which you must type in or look up the specific study hall(s) you want to include.
6) Inspect / Change Specifications	Opens the Inspect/Change Specifications window, defined in the table on page page 4-8.

Sending Class, Staff, and Comments

This process sends out files that allow teachers to easily import their rosters. It also lets you send out a list of generic comments teachers can use with their grade books.

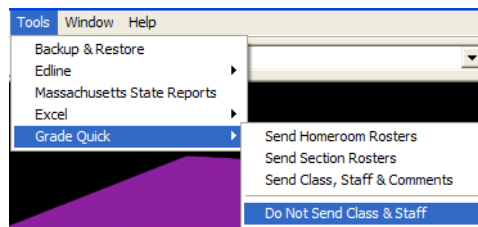
The Send GQ Class, Staff and Comment files option creates the Teacher.txt, Class.txt, and Odyssey.sn1 files in the GQWIN directory. The Class.txt and Teacher.txt files allow teachers to easily locate and open their new grade books without having to know the 8-digit class ID number. The Odyssey.sn1 file contains the list of generic comment codes stored in Administrator's Plus. After this file is sent to the GQWIN directory, teachers can view the list of generic comment codes and descriptions in GradeQuick by clicking Edit ⇨ School Notes Library.

To change these comments, see “Changing Generic Comment Codes” on page 2-11.

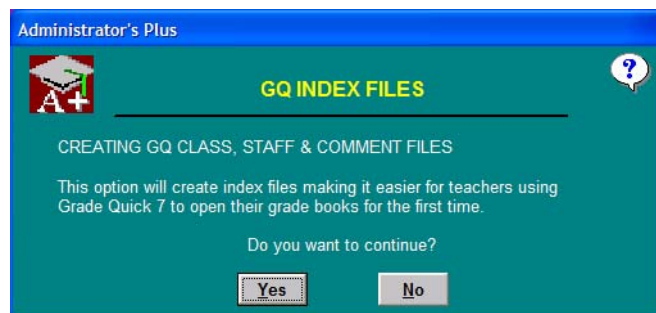
You also have the option of sending just the comments, and not sending class and staff information.

To Send Class, Staff, and Comments From Administrator's Plus to GradeQuick:

- 1 In Administrator's Plus, select Tools ⇨ GradeQuick ⇨ Send Class, Staff, & Comments.



A confirmation window appears.



- 2 Click Yes to send the index files.

To Send Just Comments (and not Class and Staff Index Files):

- 1 Select Tools ⇨ Do Not Send Class and Staff.

A check mark appears next to this option. This means whenever you select Send ⇨ Class, Staff, and comments, Administrator's Plus will send just the comments, and not send class and staff information.

Sending Skills

In Administrator's Plus, your school can create its own customized list of skills and concepts. These skills and concepts are then linked to master courses and individual sections, respectively. Skills grades can then be imported at the same time as conventional grades.

See "Entering Skills Information in GradeQuick" on page 3-16 for more information on what you need to do to use skills with GradeQuick.

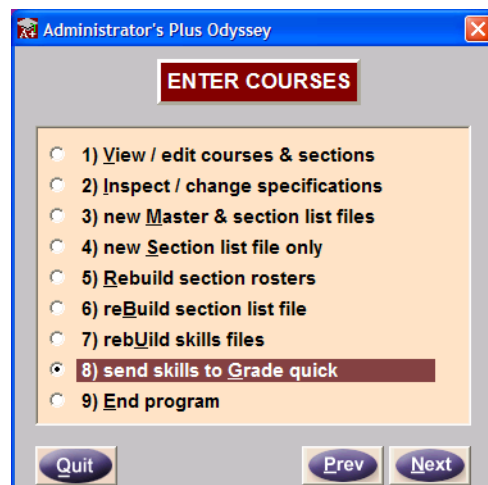
See the *Administrator's Plus Skills* manual for more information on creating skills.

The skills associated with each master course will be exported to the path set in the GradeQuick Interface options specification window. The default path is GQWIN\SKILLSFROMAP. See "Setting GradeQuick Interface Options" on page 2-5 for information on setting this path.

NOTE: *Grades for skills must exist in the Administrator's Plus Grade Table. Also note that the Symbol column in the grade table is limited to three characters.*

To Send Skills to GradeQuick:

- 1 In the Report Cards Plus module, click Enter Courses.
The *Enter Courses* window appears.



- 2 Select Send Skills to Grade Quick.

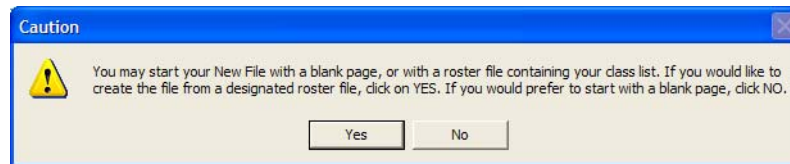
The skills and concepts files are sent to GradeQuick using the folder indicated in specification 3 of the GradeQuick interface options. By default, this is GQWIN\SKILLSFROMAP. See "Setting GradeQuick Interface Options" on page 2-5 for information on the GradeQuick specifications.

Opening a New Roster File to Create a New Grade Book

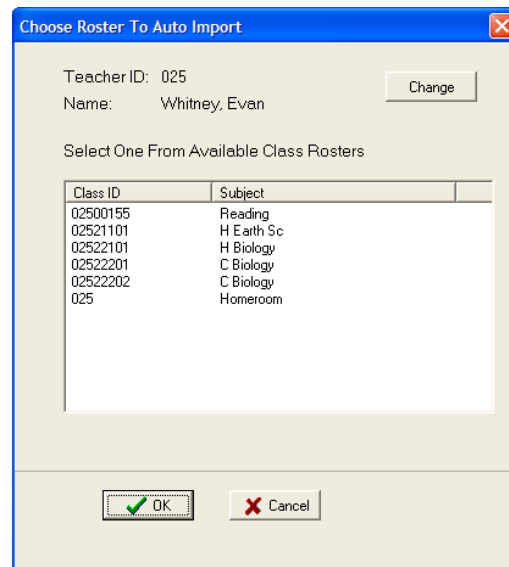
Class rosters are sent from Administrator's Plus to the APTOGQ folder. When opening a new roster file, GradeQuick retrieves the rosters from this folder and starts a new grade book. When the teacher selects their name and class, their new grade book automatically populates with the data retrieved from the APTOGQ shared folder.

To Create a New Grade Book:

- 1 Log in to GradeQuick with your teacher account.
- 2 Select File ⇨ New.
- 3 A caution window appears.

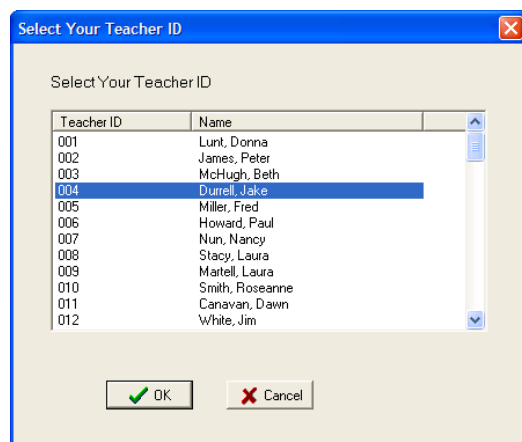


- 4 Click Yes to use the roster data from Administrator's Plus.
The *Choose Roster to Auto Import* window appears.



- 5 Click Change to display the list of teachers.

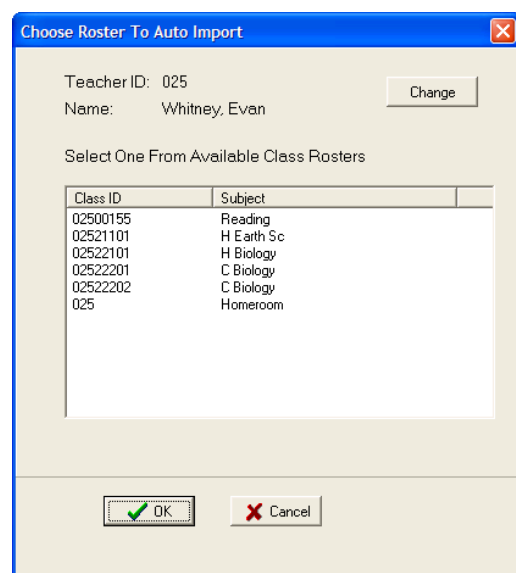
The *Select Your Teacher ID* window appears. By default, teachers are sorted by ID.



NOTE You can sort this list by column name: Click *Teacher ID* to sort by the teacher ID number, and click *Name* to sort by a teachers' last name.

- 6 Select your teacher ID/name, and then click OK.

The *Choose Roster to Auto Import* window appears, displaying all the classes associated with the selected teacher.



- 7 Select a class whose roster you want to import, and then click OK.

A warning window informs you how many students have been added.

- 8 Click OK to display the student roster.
- 9 Click File → Save.

GradeQuick displays a Save dialog, automatically wanting to save it to the login user's folder.

- 10 Save the file with a *recognizable name*, and repeat for all of your classes and homeroom.

Saving GradeQuick Data Files (Grade Books)

GradeQuick creates a separate grade book for each course section. If a teacher teaches five sections, he or she will have five different grade book files in his or her own user folder. GradeQuick data file names end with the extension: .GBK. For example, you could save an English 112 class as english112.gbk.

After the saving the Grade Book roster for the first time, use File ⇨ Open to open it again.

Viewing Skills in GradeQuick

When teachers open a new or existing grade book for a course with linked skills, a message appears stating the number of new skill fields that have been imported.



To view the skills linked to the master course in Administrator’s Plus:

From the GradeQuick toolbar, click Edit Skills to display the Edit Skills Information window.

	Skill Name	Standard	Assessment Scale	Date Instruction Completed	Time Spent	View Description and Notes
1	Works Well in Cooperative Groups	General	Scale 2			View
2	Works Well Independently	General	Scale 3			View
3	Works Well with Peers	General	Scale 4			View
4	Works Well with Adults	General	Scale 5			View
5	Works Independently	General	Scale 6			View

Linking Skills to Standards

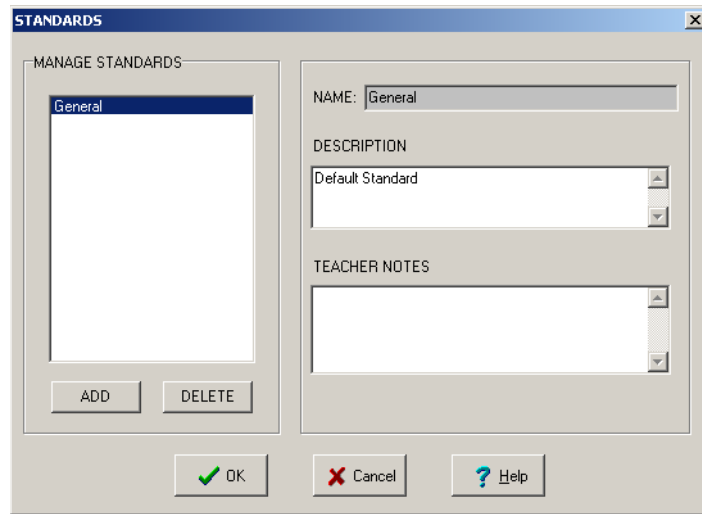
Skills can be categorized by associating them with a *Standard*. By default, all skills are associated with the *General* standard. If you do not wish to associate skills with a standard, leave it linked to the *General* standard.

Standards are not created in Administrator’s Plus. You must first create standards in GradeQuick and then link them to skills.

To Create New Standards:

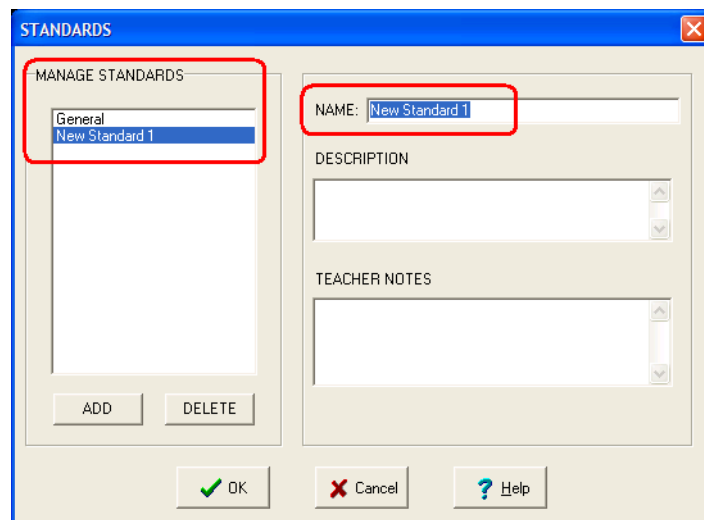
- 1 In the Edit Skills Information window, click Standards.

The *Standards* window appears. The *General* standard is the default and cannot be deleted or changed.



- 2 To add a new standard, click Add.

A new standard appears in the Manage Standards pane, as well as in the Name fields with the default name Standard 1.



- 3 Type a name and description for the new standard in the corresponding fields.
- 4 Optionally, enter additional information about the standard into the Teacher Notes text box.
- 5 Click OK to save the standard and return to the *Edit Skills* window.

Chapter 4 Rosters

Linking Skills to Standards

To Link a Skills with a Standard:

- 1 In the *Edit Skills* window, select the desired standard from the corresponding cell's drop-down list.

		Skills for Standard: View Skills for All Standards			
	Skill Name	Standard	Assessment Scale	Date Instruction Completed	Time Spent
1	Works Well in Cooperative Groups	General	Scale 2		
2	Works Well Independently	General Social Skills	Scale 3		
3	Works Well with Peers	General	Scale 4		
4	Works Well with Adults	General	Scale 5		
5	Works Independently	General	Scale 6		

NOTE: You can display only those skills associated with a particular standard, using the Skills for Standards drop-down list.

5

Attendance

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Introduction

Daily and period attendance entered into GradeQuick can easily be sent to Administrator's Plus. Before you can take attendance, you have to send out rosters. See "Rosters" on page 4-1.

Taking Daily Attendance in First Period

Administrator's Plus requires that all daily attendance files sent from teacher gradebooks use the class period extension Z. Homeroom attendance files are automatically sent with a .ATZ extension. Period attendance files are automatically sent with a .AT (period letter) extension. For example, the extension would read .ATC for period C. Teachers can take attendance in first period and then send it to Administrator's Plus as daily attendance by making sure the period reads Z.

How teachers send period attendance as daily attendance depends on your schedule rotation.

If the your schedule's first period **rotates everyday**, this means your teachers take daily attendance in the first period *and* your first period changes over the course of the schedule rotation. Teachers must manually change the period to Z in the class period prompt just prior to sending attendance each day. See page 5-4 for information on this prompt window.

If the your schedule's first period **does not rotate everyday**, this means teachers take attendance in their first period class *and* that class period is the same for each day of the schedule rotation. For example, period A always meets first every day. In this case, the class period Z may be stored in the grade book's Class Information.

To do this, you must initially send rosters to GradeQuick with the "Send Period to GQ" option set to Yes. Doing this ensures that the correct class period is stored in the class information for all periods.

After importing the initial class rosters, change the "Send Period to GQ" option to No. This allows the teacher to change the Period field to Z for all first period daily attendance grade books.

NOTE: *After changing the "Send Period to GQ" option to No, you must resend all section rosters to GradeQuick. See "Sending Section Rosters" on page 4-7.*

If you choose to keep the "Send Period to GQ" option set to Yes, the class period information in GradeQuick will be updated by the Administrator's Plus roster file, overwriting the Z period each time the grade book is opened.

Naming Conventions

GradeQuick attendance files have the same name as the corresponding .AP roster file sent from Administrator's Plus to the APTOGQ folder, but with a three letter extension beginning with .AT and ending with the course's meeting time period.

For example, the roster file for Mr. Smith's calculus class that meets section one, period B is titled 02162201.ATB. It would be interpreted as follows:

021 is Mr. Smith's staff ID number

622 is the number assigned to this calculus class

01 is the section number, which is one

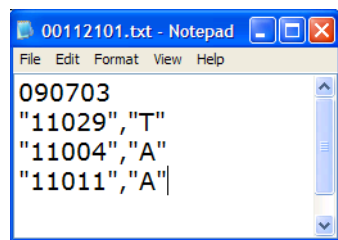
.ATB means it's an attendance file for period B

NOTE: *If the grade book is a homeroom file, the period in the file extension will read 'Z'.*

Teachers with classes meeting a double period (for example, AB) have to send attendance twice: once with the default period (A), and once with the period changed to B.

What Does Attendance File Look Like?

Below is a sample attendance file sent from GradeQuick.



The first line of the export file is the attendance date (i.e. 090703 representing September 7, 2003). The following lines are a list of student ID numbers with their respective attendance code to the right, both enclosed in quotes and comma delimited.

Taking Attendance In GradeQuick

You can enter attendance using two different methods in GradeQuick: using the attendance chart or using the seating chart.

To Enter Attendance Using the Attendance Chart:

- 1 Select Edit ⇨ Attendance ⇨ Attendance Chart.

The *Attendance* window appears.

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Total
		Nov 30	Dec 1	Dec 2	Dec 3	Dec 4	Dec 5	Dec 6	Absence:	Tardies
1	Adler, Leslie								1	1
2	Boyd, Jerry								1	1
3	Chang, Julia								1	2
4	Cohen, Josh								1	1
5	Denton, Bill								0	1
6	Flaherty, Sarah								0	1
7	Gardner, Alex								2	3
8	Guth, Michael								3	1

- 2 Use the chart to take attendance: Click the corresponding student-day field to display a drop-down list, and then select A for Absent or T for Tardy.

NOTE: You can use any 1-4 letter attendance code that already exists in Administrator's Plus.

- 3 In the Attendance Chart window, select File ⇨ Send Attendance.

A window appears prompting you to enter the class period. The default is the class period determine by your roster file.

Please enter the class period.

F

OK Cancel

- 4 Verify the period, and then click OK.

NOTE: If you are using this period as daily attendance, and Z is not stored in class information, enter Z as the period. See "Taking Daily Attendance in First Period" on page 5-2.

The *Attendance Date* window appears.

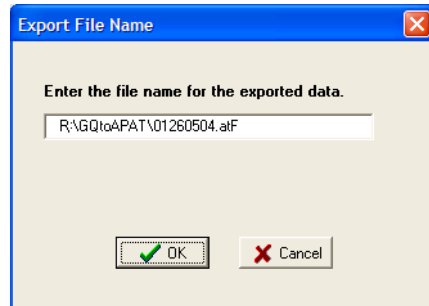
Attendance Date

For which date would you like to export attendance

3/22/03

OK Cancel

- 5 Verify the correct date of attendance, and then click OK.
The *Export File Name* window appears, displaying the entire file path.



- 6 Verify the correct path, and then click OK. Teachers must NOT edit this path, as it has been set by the GradeQuick administrator!
The attendance export files will be sent to the shared folder designated in Options ⇨ System Information, in the Attendance Export Directory field.
- 7 At the confirmation prompt, click OK.
- 8 In the *Attendance Chart* window, select File ⇨ Exit Attendance.

Taking Attendance with the Picture Seating Chart

The Pictures Plus & ID Cards Module from Administrator's Plus can take student pictures using a common camcorder, or Pictures Plus can import pictures from any source, such as a CD ROM provided by your school's yearbook company. As long as the Search Path in GradeQuick's System Info window points to the directory with the pictures, your pictures will appear. These pictures can appear in the Data Base Module along-side student biographical and demographic data. See the option called "Search Path" on page 3-5 for information on setting this path. This option is part of the section entitled "Setting GradeQuick System Information" on page 3-4.

First, you must use pictures taken with Picture Plus to create and save picture-seating charts for each class. Using these seating charts, teachers can take and send class attendance with a few, simple mouse clicks.

Creating a Seating Chart

Administrator's Plus stores pictures in a "PIX" folder located under the DATA folder for the current year.

To Create a Picture Seating Chart:

- 1 Check Options ⇨ System Information to make sure the Search Path is correct. See "Setting GradeQuick System Information" on page 3-4 for more information.
- 2 Open the grade book for the class for which you want to create a seating chart.

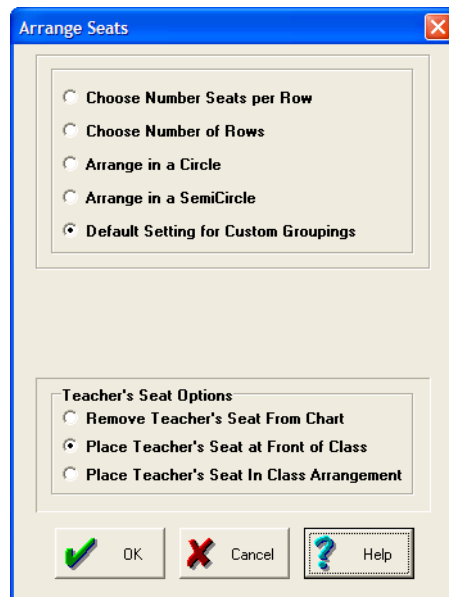
Chapter 5 Attendance

Taking Attendance In GradeQuick



- 3 Click the Seating Chart icon (you can also select Edit ⇒ Seating Chart), and then OK at the informational screen.

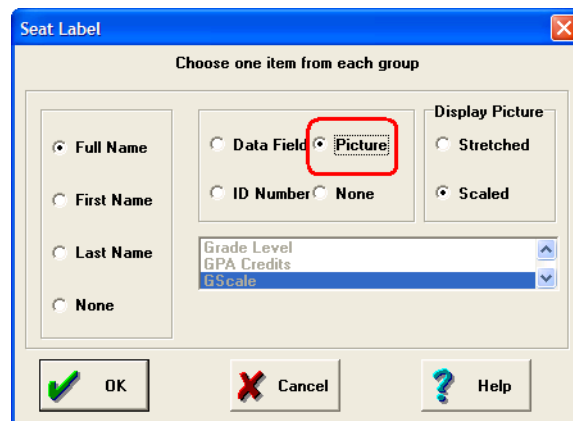
The *Arrange Seats* window appears.



- 4 Use this window to set the student seating arrangements, and then Click OK.

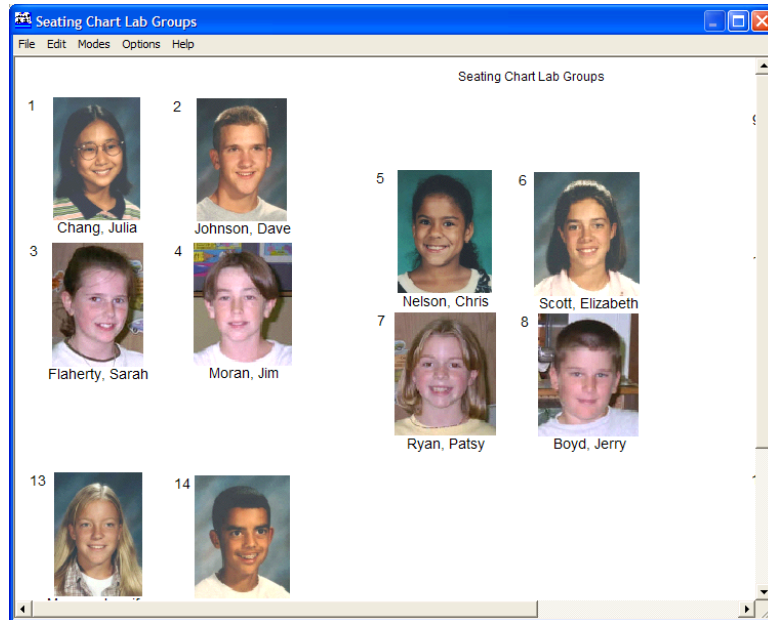
A seating chart with no students appears.

- 5 Select Options ⇒ Seat Label to display the *Seat Label* window.



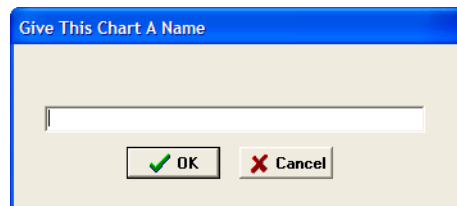
- 6 Select the Picture radio button, and then click OK.

The *Seating Chart* window appears, displaying the pictures associated with the class roster.



- 7 Click File ⇒ Save Chart.

The *Give This Chart a Name* window appears.



- 8 Enter a recognizable name for this seating chart, and then click OK.
The seating chart is saved within the associated grade book.

Using the Picture Seating Chart to Take Attendance

After creating and saving the picture seating chart, you can use it to take attendance.

To Use the Seating Chart to Take Attendance:

- 1 Open the grade book for the class for which you want to take attendance with a seating chart.
- 2 Click the Seating Chart icon (you can also select Edit ⇨ Seating Chart), and then OK at the informational screen.



The seating chart associated with the grade book appears.

- 3 Select Modes ⇨ Edit Attendance, then OK at the information screen.
The *Choose Attendance Date* window appears.
- 4 Verify the attendance date, and then click OK.
- 5 To take attendance, you have two options:
 - Right-click on a student's picture and then select the appropriate code.
 - Left-click on a picture and cycle through the absent, tardy, and present codes with each click.
- 6 After taking attendance, send it by selecting File ⇨ Send Attendance and Exit.

You will be prompted to save.

- 7 Click Yes.
- 8 Verify the class period, date, and file name as their respective windows appear to send attendance. See "Taking Attendance In GradeQuick" on page 5-4 for specifics on particular windows.

Importing Attendance SubTotal Columns

To print classroom absences or tardies on report cards or transcripts, you have to store them in a report card column. Within Administrator's Plus, schools can set up an absence column and/or a tardy column in the Report Card module's Customize RC feature. The location of these columns can be set in the specification labeled "Import Absences Term (#)" in the Import From GradeQuick window. See "Importing Grades into Administrator's Plus" on page 6-9 for more information.

To View Attendance Subtotal Columns in GradeQuick:

- 1 Select Edit ⇨ Attendance ⇨ Attendance Chart.

The *Attendance* window appears.

Attendance for The Week Starting 11/30/03									
Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Total
	Nov 30	Dec 1	Dec 2	Dec 3	Dec 4	Dec 5	Dec 6	Absence	Tardies
1 Adler, Leslie								1	1
2 Boyd, Jerry								1	1
3 Chang, Julia								1	2
4 Cohen, Josh								1	1
5 Denton, Bill								0	1
6 Flaherty, Sarah								0	1
7 Gardner, Alex								2	3
8 Guth, Michael								3	1
9 Jackson, Martin								2	4
10 Johnson, Dave								2	2
11 Lansing, Eva								2	3
12 Lee, Thomas								3	2
13 Mamac, Jennifer								1	1

- 2 In the *Attendance Chart* window, select View ⇨ Options to display the *Attendance View Options* window.
- 3 Click the Subtotals tab.

Attendance View Options

General Subtotals

Student Attendance Subtotal To Show

None

Year Totals

Current Term Totals

Class Attendance Subtotals To Show

Total Daily Absences

Total Daily Tardies

OK Cancel Help

You can display year or term absence and tardy subtotals for each student by clicking on either Year Totals or Current Term Totals. You can display the total number of students absent and/or tardy at the bottom of each day's attendance by checking the box next to Total Daily Absences and Total Daily Tardies.

- 4 To save these View options, click OK to return to the *GradeQuick* window.
- 5 Select Options ⇨ Save Settings.

This setting will be saved with the other GradeQuick view options. You do not need to select any of the check boxes.

Importing Daily Attendance

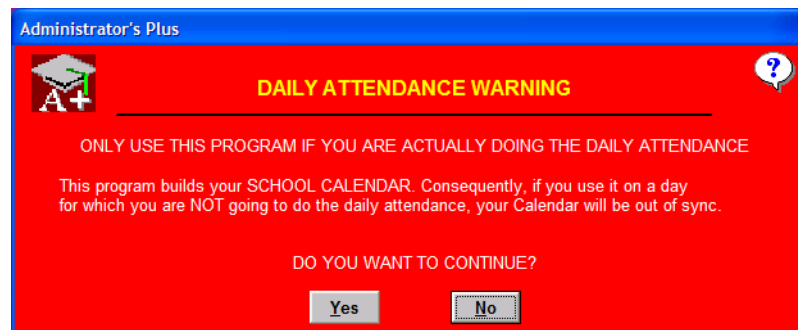
To import daily attendance, each homeroom teacher, and every student in that teacher's homeroom, must have the same homeroom text entered into the Homeroom database field.

NOTE: *Each user must set the attendance import path of the GQTOAPAT folder the first time he or she imports attendance! This path must be set while logged in as the Administrator's Plus user(s) responsible for importing attendance and/or grades. Setting the attendance paths in advance (that is, before the first day of attendance for your school) adds a day to your school calender: delete this extra day before you first import attendance to add the correct first day of school as Day 1 in the calender.*

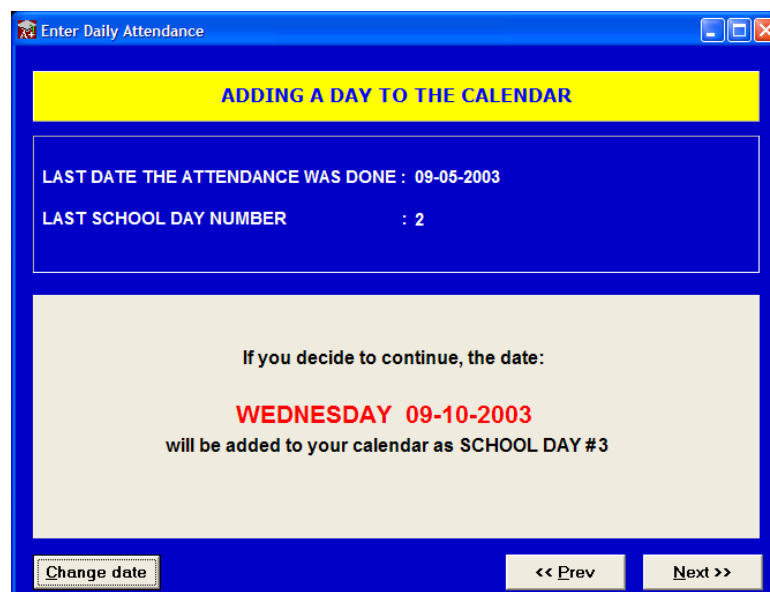
To Import Daily Attendance into Administrator's Plus:

- 1 In the Administrator's Plus Attendance Plus module, click the Enter Daily icon.

The *first* time on each day you enter daily attendance, a warning screen appears telling you that this attendance entry builds the school calender.

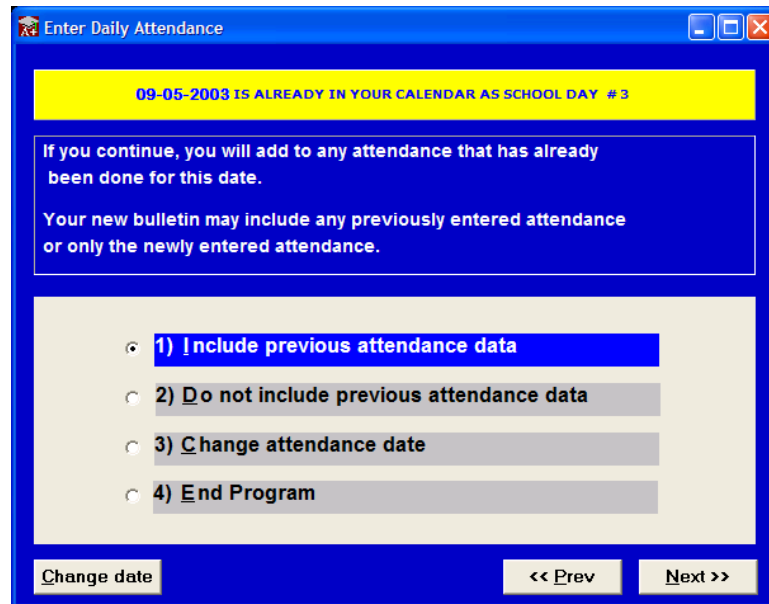


- 2 Click Yes to display the *Adding a Day to the Calender* window.



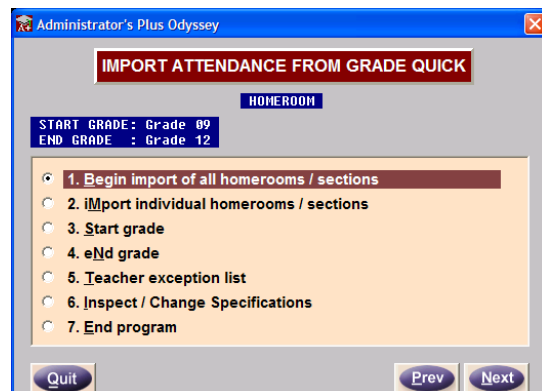
- 3 If needed, click the Change date button to display a window that lets you set the correct date. If the date is correct, click Next.

A window appears stating that the day has been entered as a day in the school's calendar.



- 4 Select Include Previous Attendance, and then click Next to display the Enter Daily Attendance window.
- 5 Select Receive from GradeQuick, and then click Next.

The *Import Attendance from GradeQuick* window appears.



NOTE: *The first time a user imports attendance, he or she **must** use option 6 Inspect/Change Specifications to set the attendance import path of the GQTOAPAT folder! This path must be set while logged in as the Administrator's Plus user(s) responsible for importing attendance and/or grades. Setting the attendance paths in advance (that is, before the first day of attendance for your school) adds a day to your school calendar: delete this extra day before you first import attendance to add the correct first day of school as Day 1 in the calendar.*

Chapter 5 Attendance

Importing Daily Attendance

- 6 Select the desired option, and then click Next. The options are defined in the following table.

Option	Description
1) Begin Import of all Homeroom/Sections	Imports all attendance files with a date matching the calendar date entered in Adding Day to Calendar and an .ATZ file extension. All attendance files with other dates and extensions will be ignored.
2) Import Individual Homeroom/Sections	Displays a look-up window with all attendance files possessing a date matching the calendar date entered in Adding Day to Calendar and an .ATZ file extension. You may import one, a select few, or all of the homerooms. NOTE: If importing first period as daily attendance, only the teacher name appears in the Import Which Homeroom window, not the corresponding course name or section.
3) & 4) Start Grade & End Grade	The currently selected start and end grade settings appear in the upper-left corner. Choose the respective option to select the correct start and/or end grade. Only students inside the Start Grade to End Grade interval will be imported.
5) Teacher Exception List	Displays all homeroom teachers who have NOT yet sent attendance on the calendar day chosen in Adding Day to Calendar. Teachers are removed from this list when their homeroom's attendance has been imported.
6) Inspect/Change Specifications	Displays a window that specifies the import path of the GQTOAPAT shared folder, the current quarter, and whether or not to print a log.

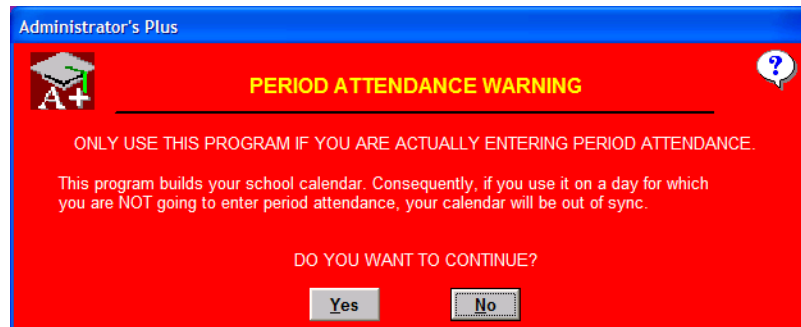
WARNING: This specification must be set per user!

Importing Period Attendance into Administrator's Plus

To Import Period Attendance into Administrator's Plus:

- 1 In Administrator's Plus's Attendance Plus module, click the Enter Period icon.

The *first* time on each day you enter period or daily attendance, a warning screen appears telling you that this attendance entry builds the school calendar.



- 2 Click Yes to display the *Adding a Day to the Calendar* window.
- 3 If needed, click the Change date button to display a window that lets you set the correct date. If the date is correct, click Next.

NOTE: *The first time a user imports attendance, he or she **must** use option 6 Inspect/Change Specifications to set the attendance import path of the GQTOAPAT folder! This path must be set while logged in as the Administrator's Plus user(s) responsible for importing attendance and/or grades. Setting the attendance paths in advance (that is, before the first day of attendance for your school) adds a day to your school calendar. Delete this extra day before you first import attendance to add the correct first day of school as Day 1 in the calendar.*

The *Entering the Rotation Day Number* window appears.

- 4 Enter the appropriate rotation day number, and then click Next.

The *Entering the Period of the Day* window appears.

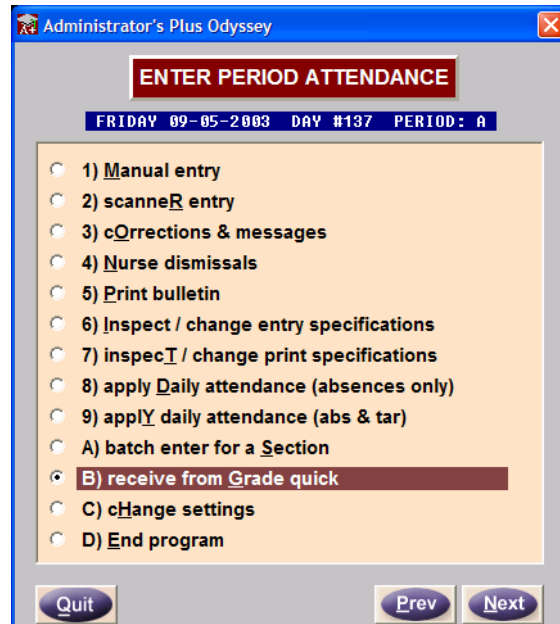
Chapter 5 Attendance

Importing Period Attendance into Administrator's Plus

- 5 Enter the period for which you are importing attendance, and then click Next.

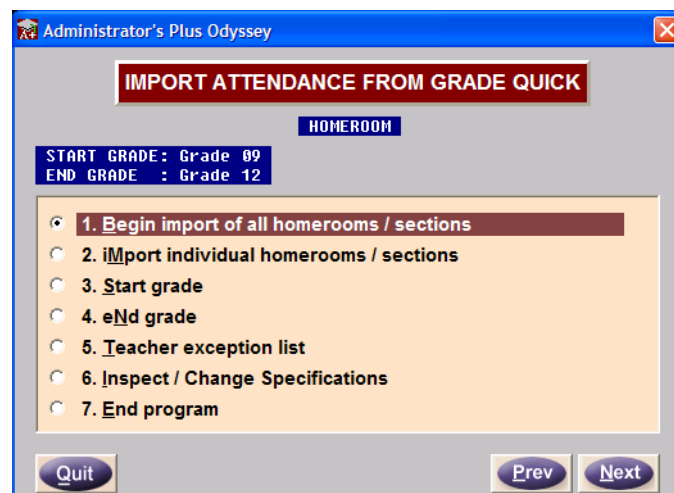
A window appears prompting you to include previous attendance data.

- 6 Select Include Previous Attendance, and then click Next to display the *Enter Period Attendance* window.



- 7 Select Receive from GradeQuick, and then click Next.

The *Import Attendance from GradeQuick* window appears.



- 8 Select the desired option, and then click Next. The options are defined in the table on page 5-12.

NOTE: *Each user must use option 6 to set the attendance import path of the GQTOAPAT folder the first time he or she imports attendance!*

Option	Description
1) Begin Import of all Homeroom/Sections	<p data-bbox="649 252 1055 283">Imports all attendance files with:</p> <ul data-bbox="698 315 1430 472" style="list-style-type: none"> <li data-bbox="698 315 1430 388">• A date matching the calendar date entered in Adding Day to Calendar <li data-bbox="698 399 1430 472">• An .AT* file extension, where * represents the period letter you entered previously <p data-bbox="649 483 1430 556">All attendance files with other dates and extensions will be ignored.</p>
2) Import Individual Homeroom/Sections	<p data-bbox="649 577 1430 619">Displays a look-up window with all attendance files having:</p> <ul data-bbox="698 651 1430 808" style="list-style-type: none"> <li data-bbox="698 651 1430 724">• A date matching the calendar date entered in Adding Day to Calendar <li data-bbox="698 735 1430 808">• An .AT* file extension, where * represents the period letter you entered previously <p data-bbox="649 819 1430 850">You may import one, a select few, or all of the sections.</p>
3) & 4) Start Grade & End Grade	<p data-bbox="649 871 1430 1018">The currently selected start and end grade settings appear in the upper-left corner. Choose the respective option to select the correct start and/or end grade. Only students within the Start to End Grade interval import.</p>
5) Teacher Exception List	<p data-bbox="649 1039 1430 1302">This option displays all those teachers with a class meeting the chosen Period, on the chosen Rotation Day, who have NOT yet sent their attendance to the GQTOAPAT folder on the calendar day displayed in Entering Rotation Day Number. For example, if a class meets A135, it will not be on the exception list for A2 or B1. Teachers are removed from this list when their section's attendance has been imported.</p>
6) Inspect/Change Specifications	<p data-bbox="649 1323 1430 1438">Displays a window that specifies the import path of the GQTOAPAT shared folder, the current quarter, and whether or not to print a log.</p> <p data-bbox="649 1459 1430 1501">WARNING: This path must be set per user!</p>

Applying Daily Attendance to Period Attendance

You can use the Apply Daily Attendance options for period attendance if teachers do **not** want to send their first period attendance twice: for example, once as period A, and once again as period Z - daily attendance.

For example, teachers can send their first period's attendance to Administrator's Plus as daily attendance. These daily attendance files all end with a .ATZ extension.

If first period attendance has already been imported into daily attendance, and the school wants to copy all the entries from daily attendance to a specific period, choose 8) Apply Daily Attendance (absences only) or 9) Apply Daily Attendance (abs & tar) at the Enter Period Attendance window.

Alternatively, when sending period attendance from GradeQuick, overwrite the default period with the letter Z. If the course section is always treated as homeroom, re-set the default period in GradeQuick's Edit ⇨ Class Information window to Z. If teachers want to store the Z period in as the default, the Administrator's Plus administrator must first send the roster, then turn off the Send Period Specification in the S.O.S. specification window. See "Setting GradeQuick Interface Options" on page 2-5 for more information.

6

Grades

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Introduction

Grades entered into GradeQuick can easily be sent to Administrator's Plus. When you send the grade files, they are sent to the GQTOAPRC shared file. The person entering the grades then has to retrieve them from this file into Administrator's Plus.

Naming Conventions

GradeQuick report card files have the same name as the corresponding .AP roster file sent from Administrator's Plus to the APTOGQ folder, but with an .RC extension. For example, the grade file for Mr. Smith's section one calculus class that meets is titled 02162201.RC. It would be interpreted as follows:

021 is Mr. Smith's staff ID number

622 is the course number assigned to this calculus class

01 is the section number

.RC means it's a report card file, that is, it contains grades

GradeQuick exports the following information to Administrator's Plus:

- Six Term SubTotal Grade Columns (marking period or quarter grades)
- Six Term SubTotal Columns for Tardies
- Six Term SubTotal Columns for Absences
- Final Average Grade
- Final Exams & Midterms
- C1 and C2 Comment Codes & Comment Paragraphs (Narratives)
- Semester 1 or Semester 2 grades

Setting Terms and Subtotals

GradeQuick calls a marking period or quarter a *Term*.

NOTE: *The GradeQuick administrator can change this to another label such as QUARTER or TRIMESTER by editing the GQ.INI file located into the GQWIN folder.*

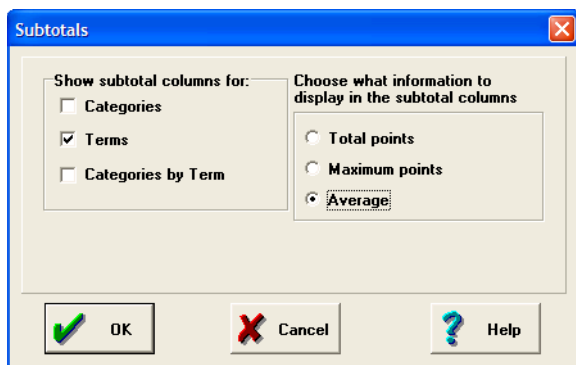
Enter a term number designation in the top header of each test (or assignment) column. Every time you create an assignment, it will be given a term designator (number), starting with **1**. Therefore, the term designator for the first test or assignment of a subsequent term will need to be changed. GradeQuick assumes this term is the same as the test column to the left of the new column. Each term number has a corresponding Subtotal column that tallies and averages all tests, quizzes, and homework for that term. Administrator's Plus imports a maximum of *six* terms per grade book file.

The Term Subtotal grade represents any grade that is not a midterm, final exam, or final grade (including semester grades) that will be placed into an Administrator’s Plus report card column.

NOTE: Any column named *MIDTERM* or *FINAL* (both must be all in CAPITAL letters), and *without* a term designator, (GradeQuick refers to these as "special score" columns) can be imported into Administrator's Plus as a midterm exam or final exam grade.

To View Term Subtotals:

- 1 Select View ⇨ SubTotals to display the *Subtotals* window.



- 2 Select Terms and then select Averages.
- 3 Click OK.

The Term Subtotal column appears to the right of the homework, quiz, and test columns.

To create MIDTERM and FINAL Exam Columns in GradeQuick:

- 1 Press F6 to create a new Test Column.
- 2 Type FINAL or MIDTERM (exactly, all upper case) for test name.
- 3 Leave the Term number BLANK.

Name	FINAL	MIDTERM
Long Name	1st Quarter	Final Grade
Term		
Category	Midterm	Final
Date	10/26/01	05/06/02
Possible	100	100

Setting Up Grade Books for Semester or Full Year Courses

How you set up your grade book depends on your courses in your school.

If *all* of the courses at your school are semester courses, where the rosters change each semester, you can have one grade book for each course, with the final grade exported semester 1 or semester 2.

If *all* of the courses at your school are full-year courses, you can have one grade book for each course, with the final grade exported as final grade.

Chapter 6 Grades

Setting Up Grade Books for Semester or Full Year Courses

If your school has a combination of semester and full-year courses, calculate semester subtotals to differentiate what is imported. This is helpful for the person importing grades, as it allows the grades secretary using Administrator's Plus to import semester 1, semester 2, and final grades independently.

Setting Up Grade Books for Semester Courses

Teachers at a semester school can create a new grade book file for all of their second semester courses.

Each of these autonomous semester courses may contain several terms in GradeQuick. For example, a teacher's first semester grade book may contain a Term 1 for the first nine weeks of the semester, and a Term 2 for the second nine weeks. Both combine to make up the Semester Average, displayed in the Final Grade column to the far right.

Name	ID	Pare	C1	Facts-1	Facts-2	Apply	Compare	Test-1	Test 2	Total	Max	Avg	Grade
Long Name				Basic math f	Basic math f	Apply math f	Compare wh	Mathematics					Yr
Term				1	1	1	1	1	2				
Category				Test	Test	Quiz	Homework	Test	Test				
Date				07/07/03	07/14/03	07/18/03	07/21/03	07/24/03	9/22/03				
Possible				100	100	50	50	100	100				
1. Adler, Leslie	1			100	**	45	√	92	98	377.50	400	94.37	A
2. Boyd, Jerry	18			**	75	32	ok	75	99	318.50	400	79.62	C
3. Chang, Julia	5			94	97	49	Good	91	87	458.00	500	91.60	A

The teacher's second semester grade book may also contain a Term 1 and a Term 2 score, which could combine for the Second Semester Average.

For each Term used in a test column you create, GradeQuick automatically creates a corresponding Term Subtotal column. As an alternative, you may send the Term SubTotal columns and allow Administrator's Plus to average the Semester grade. You can also send just the Final Grade column in each separate semester's grade book file. You can also send both the Term Subtotal columns and the Final Grade columns.

Setting Up Grade Books for Full-Year Courses

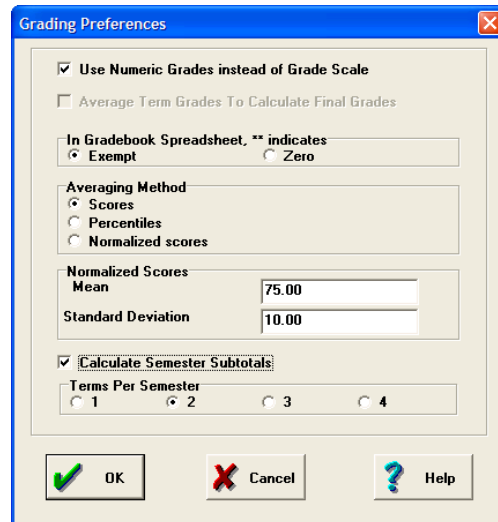
Teachers at full-year schools should keep all marking periods, or terms, inside of one grade book. Each Term Subtotal grade can be exported to Administrator's Plus at the end of the marking period. For the Final Grade, you can either send the Final Grade column from GradeQuick, or you can let Administrator's Plus average the marking periods in the Report Card module's Calculate Averages.

Setting Up Grade Books to Use Two Semesters and a Final Grade

GradeQuick allows you to calculate semester subtotals within grade books that are used for an entire year. A semester is a grading increment that includes more than one term (marking period).

To Create Semester Subtotals:

- 1 Select Grading ⇨ Grade Preferences.
The *Grading Preferences* window appears.



- 2 Click the Calculate Semester Subtotals option to add semester subtotals to the grade book spreadsheet.
- 3 Indicate the number of terms that are contained in each semester: 1 Term, 2 Terms, or 3 Terms. You cannot use 4 Terms per semester, because you can only send 6 terms to Administrator’s Plus.

The default will create two terms per semester in your file.

NOTE

If you have mistakenly created more terms in your file than the number of semesters multiplied by the number of terms (for example, you designated 2 terms per semester in the dialog box, but you have created 6 terms in your file) a warning appears that the ‘extra’ terms will not be calculated in any semester’s subtotals but will be included in the final average and grade.

See “Importing Grades into Administrator’s Plus” on page 6-9 for specific information on setting import specifications for grades, comments, and narratives.

The following graphic is a sample grade book showing term columns and final grades.

Chapter 6 Grades

Setting Up Grade Books for Semester or Full Year Courses

Name	Chapt. 1	Chapt. 2	Chapt. 3	Drill	Chapt. 4	Chapt. 4	SubTotal	SubTotal				
Long Name	Formulas	Overview	Geometry	Workbook	Equations	Division				Yr		
Term	1	1	1	2	2	2	1	2				
Category	Homework	Test	Homework	Homework	Test	Homework						
Date	09/08/03	09/10/03	09/12/03	10/06/03	10/14/03	10/20/03						
Weight	100	100	100	100	100	100						
Possible	100	100	100	100	100	100	100%	100%	Avg	Grade		
1. Fox, Larry	90	90	90	89	98	100	90.0	90	96.8	97	93.41	93
2. Girard, Erica	95	95	89	98	96	83	94.0	94	94.1	94	94.08	94
3. Golon, Nan	100	90	96	96	92	95	92.6	93	93.1	93	92.91	93
4. Hutchinson, James	83	85	95	69	82	96	86.3	86	82.1	82	84.25	84
5. Irish, Mary	94	75	98	95	86	97	82.0	82	89.3	89	85.66	86
6. Jensen, Devin	89	83	72	75	89	89	82.1	82	86.6	87	84.41	84
7. Kosiba, Jaime	98	90	85	85	91	89	90.5	91	89.6	90	90.08	90
8. Littlefield, Rachel	87	78	89	96	95	91	81.3	81	94.5	95	87.91	88
9. Lumbra, Bonnie	82	91	84	95	79	98	88.3	88	84.8	85	86.58	87
10. Mitchell, Karl	90	95	98	89	91	100	94.6	95	92.1	92	93.41	93
11. Palmer, Ken	95	85	95	98	98	99	88.3	88	98.1	98	93.25	93
12. Schwenk, Marleina	100	89	87	87	96	98	90.5	91	94.8	95	92.66	93
13. Southard, Brian	100	98	85	89	95	100	96.1	96	94.8	95	95.50	96
14. Thibodeau, Barba	90	90	79	98	89	100	88.1	88	92.3	92	90.25	90
15. York, Jeffrey	95	90	89	96	91	100	90.6	91	93.3	93	92.00	92

Term Average for Term 1 _____

Rounded Average for Term 1 _____

Term Average for Term 2 _____

Rounded Average for Term 2 _____

“Avg” is the Decimal Average for the Final Grade _____

“Grade” is the Rounded Average for the Final Grade _____

The following table describes what information in which column is actually imported by Administrator’s Plus. See “Importing Grades into Administrator’s Plus” on page 6-9 for more information on setting import specifications for grades.

Column

Definition

Term 1 Subtotal This column has term 1’s average followed by its rounded average. Administrator’s Plus imports the rounded average using the *Import GQ Term 1 Grade* specification.

Term 2 Subtotal This column has term 2’s average followed by its rounded average. Administrator’s Plus imports the rounded average using the *Import GQ Term 2 Grade* specification.

NOTE: If your school uses letter grades, the letter grade or grading symbol appears instead of the rounded average.

Average and Grade Avg is the decimal average. It is NOT imported. Grade is the rounded final grade, imported using the *Import GQ Final Grade* specification.

NOTE: Any column named “Midterm” or “Final”, and without a Term Designator, are imported using the “GQ Mid or SEM 1 Exam” and “GQ Final or SEM 2 Exam” specifications.

Creating Narrative Comments for Students

Narrative comments, also known in GradeQuick as “memo to student”, may be entered into GradeQuick by highlighting a student’s name and pressing the **F2** key. You can also select the student and click the Memo icon. These paragraphs automatically export along with grades to Administrator's Plus and can be used in Report Card Report Writer report cards and progress reports that include the ~*COMPAR*~ code.

NOTE: *The first time you import these comments, Administrator’s Plus displays a message stating that the folder RS4COM has been created to specifically store these comments. This folder is created on root of the same drive as the RS4 folder.*

Narrative comments imported into Administrator's Plus use a 7-digit number with a three-digit extension. Narrative file names are interpreted as follows:

- The *first* three numbers represent the course number
- The *second* two numbers represent the section number
- The *third* two numbers represent the student’s grade level
- The last three numbers represent the student’s Administrator’s Plus ID number

For example, the narrative comments file for student 311 in grade 12 in Mr. Smith’s section one calculus class would be exported as follows:

6220112.311

It would be interpreted as follows:

622 is the number assigned to this calculus class

01 is the section number

12 is the student’s grade

311 is the student’s ID number

Entering Generic Comment Codes into a Student’s Record

After making the C1 and C2 fields visible, teachers can enter comment codes.

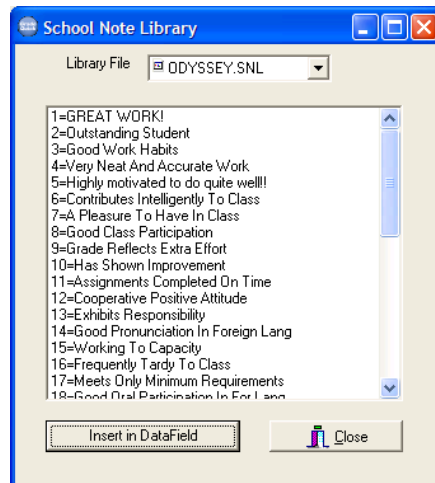
To Insert a Comment Code into a Student’s Record:

- 1 Highlight a student’s C1 or C2 field.

Chapter 6 Grades

Sending Grades and Comments from GradeQuick to Administrator's Plus

- 2 Select Edit ⇒ School Note Library to display the *School Note Library* window.



- 3 Select the comment code you want to add to a student's record.
- 4 Click Insert in DataField to add the comment code to the student's record.

NOTE: *You can also simply type the number corresponding to the comment text into the student's record, using the School Note Library window as a guide.*

Sending Grades and Comments from GradeQuick to Administrator's Plus

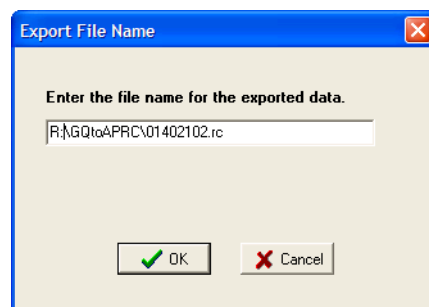
After you have taken your grades in GradeQuick, it is a simple matter to export them to Administrator's Plus. When you send the grade files, they are sent to the GQTOAPRC shared folder. You then have to retrieve them from this folder into Administrator's Plus.

To Send Grades to Administrator's Plus:

- 1 In your grade book, select File ⇒ Send ⇒ Send Grades to Administrator's Plus.

NOTE: *The actual text in the File ⇒ Send sub-menu is determined by the text you entered in the SiteManager's Exports Manager. See "Customizing The Send Menu" on page 3-6 for information on how to customize this text.*

The *Export File Name* window appears.



- 2 Confirm the path to the shared directory.

NOTE: This path to the GQTOAPRC shared folder must match the path specified in both GradeQuick's System information window and the Import Path specification in Administrator's Plus. If there is a conflict, the path is determined by GradeQuick's System information window. See "Setting GradeQuick System Information" on page 3-4. Also see "Importing Grades into Administrator's Plus" on page 6-9.

- 3 Click OK, then click OK again at the confirmation window.

The grades are sent to the GQTOAPRC shared folder.

Importing Grades into Administrator's Plus

Administrator's Plus imports grades, comment codes and comment paragraphs from the .RC files created by Grade Quick and stored in the GQTOAPRC folder.

To Import Grades into Administrator's Plus:

- 1 In Administrator's Plus's Report Cards module, click the Enter Grades icon. The Enter Grades window appears.
- 2 Click 3) import from GradeQuick, and then click Next to display the *Specifications: Import from GradeQuick* window.

Page 1	Page 2	Page 3
1) IMPORT PATH?	R:\GQTOAPRC	...
2) PRINT ERROR LOG?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
3) IMPORT GQ TERM 1 GRADE TO?	FIRST MARKING PERIOD	...
4) IMPORT GQ TERM 2 GRADE TO?	NOT IMPORTED	...
5) IMPORT GQ TERM 3 GRADE TO?	NOT IMPORTED	...
6) IMPORT GQ TERM 4 GRADE TO?	NOT IMPORTED	...
7) IMPORT GQ TERM 5 GRADE TO?	NOT IMPORTED	...
8) IMPORT GQ TERM 6 GRADE TO?	NOT IMPORTED	...
9) IMPORT GQ MID or SEM 1 EXAM TO?	MIDYEAR EXAM	...
A) IMPORT GQ FINAL or SEM 2 EXAM TO?	FINAL EXAM	...
B) IMPORT GQ SEM 1 GRADE TO?	NOT IMPORTED	...
C) IMPORT GQ SEM 2 GRADE TO?	NOT IMPORTED	...
D) IMPORT GQ FINAL GRADE TO?	FINAL GRADE	...

ENTER SPECIFICATION # TO CHANGE

Chapter 6 Grades

Importing Grades into Administrator's Plus

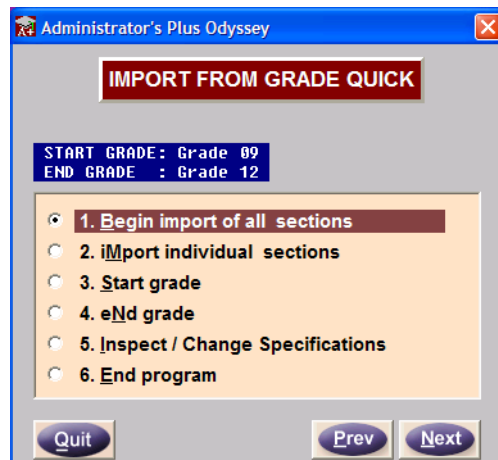
3 Set the specifications as desired, and then click Done.

The options are defined in the following table.

Specification	Description
Import Path	Enter the path to the GQTOAPRC folder, such as R:\GQTOAPRC. If you are importing from a diskette, type A:\. This is a user-specific setting.
Print Error Log	Administrator's Plus can automatically print an error log. We strongly recommend that you print the error log, as it will report errors such as invalid grades and incorrect student ID numbers.
Import GQ Term # Grade To	Grade Quick exports grades for six GradeQuick terms, whether or not you use all the term numbers in GradeQuick. These specifications point each term to a specified report card column. <i>NOTE: You can only import term grades into a specified report card column one at a time - All terms but the one you are importing read "Not Imported". This helps ensure that past term grades do not get overwritten.</i>
Import GQ MID or SEM 1 Grade To	Enter the Administrator's Plus report card column, if any, into which you want the Midterm grades imported. If teachers have a GradeQuick test column named MIDTERM and have deleted the term designator, the column's grades will be included in the .RC export file.
Import GQ FINAL or SEM 2 Grade To	Enter the Administrator's Plus report card column, if any, to which you want the Midterm grades imported. If teachers have a GradeQuick test column named FINAL and deleted the term designator, the column's grades will be included in the .RC export file.
Import GQ SEM # Grade To	Enter the Administrator's Plus report card column, if any, into which you want the respective semester grades imported. GradeQuick can calculate semester subtotals within grade books. A semester is a grading increment that includes more than one term (marking period).
Import GQ FINAL GRADE To	Every grade book file has a Grade column on the far right side of the grade book. This final grade (or semester grade) column contains the average of all the Term SubTotal grades in that grade book file. Enter the Administrator's Plus report card column, if any, into which you want Final Grades imported.
Import Absences/Tardies Term #	Use these fields to enter the Administrator's Plus report card column, if any, into which you want each term's absences and tardies imported.

Specification	Description
Import GQ COMMENT # To	If comment codes were entered in the C1 or C2 columns, they will be included in the .RC export file. Enter the Administrator's Plus report card column, if any, into which you want this comment code number imported. Administrator's Plus will replace the codes with associated comment text on the actual, printed report card. See "Viewing the C1 and C2 Fields" on page 3-10 for more information on comments.
Import Narratives	Choose whether or not to import narrative comments. The first time you import these narratives, Administrator's Plus displays a message stating that the folder RS4COM has been created to specifically store these comments. The RS4 COM folder is located on the root drive of where the RS4 folder resides.
If a Student's Section Has Changed	If a student changes into a new section of the same course, you can decide whether to import any term grades entered in the previous section's grade book from before the schedule change.

Clicking Done displays the *Import from GradeQuick* window.



Chapter 6 Grades

Verifying Grades

- 4 Select the desired option, and then click Next.

The options are defined in the following table.

Option	Description
Begin Import of All Sections	Imports all course sections found in the designated folder, either GQTOAPRC, or A:\, set in the Import Specifications.
Import Individual Sections	Displays a window listing all the course sections found in the designated folder. You can import one, a selected few, or all of the sections.
Start Grade & End Grade	Only students within the Start Grade to End Grade interval will be imported.

Verifying Grades

The import process is complete. You should now carefully examine the printed error log, as well as distribute Grade Verification Forms which may be printed by choosing Data Entry Forms ⇒ Grade Verification Forms in the Report Card Module.

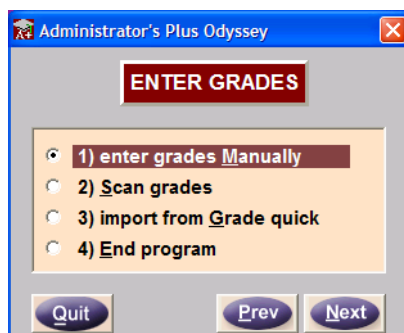
Viewing Imported Grades

You can view and confirm that grades have been sent from GradeQuick to Administrator's Plus.

To View Imported Grades:

- 1 In the Report Cards module, select Enter Grades.

The *Enter Grades* window appears.

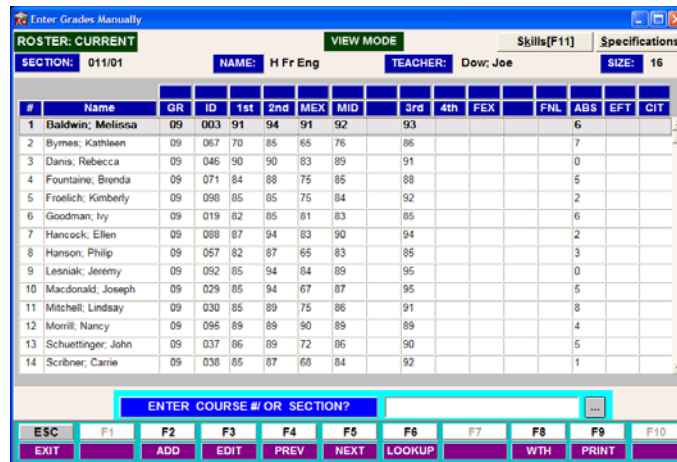


- 2 Select enter grades Manually, and then click Next.

The *Specifications: Enter Grades* window appears.

- 3 Make sure specification 1) Use Which Roster is set to *Use Current Roster*, and then click Done.

The *Enter Grades Manually* window appears.



- Using the Enter Course # or Section or the browse button, select the course whose grades you want to confirm. You can also use F6 Lookup.

Entering Grades for Skills

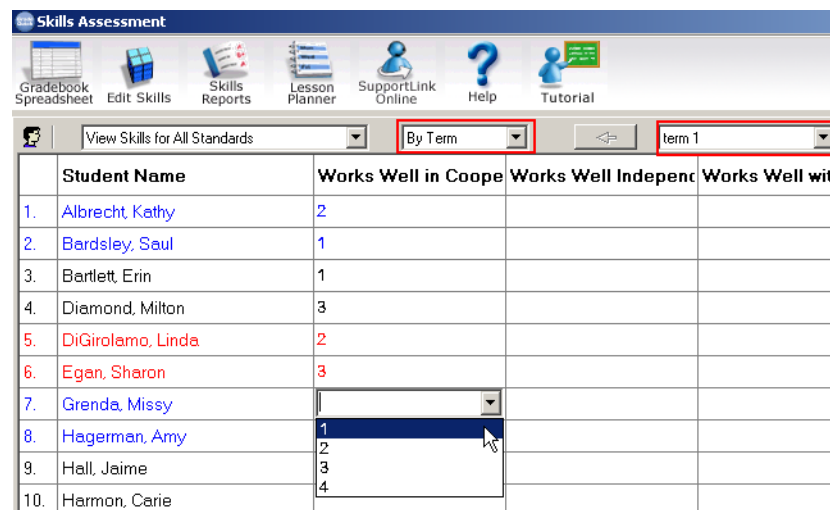
After you have imported your skills and standards, you can assign them to students.

To Enter Grades for Skills:



- From the Grade Book Spreadsheet, click the Skills Assessment button on the upper toolbar.

The *Skills Assessment* window appears.



The appearance of the Skills Assessment window can be changed using the drop-down lists.

Chapter 6 Grades

Entering Grades for Skills

- 2 To enter skills grades for a particular term, select By Term from the drop-down list in the center of the toolbar, and then select the appropriate term from the drop-down list on the right.
- 3 To enter skills grades, click the cell corresponding to the desired skill, student and marking period. Select the desired grade from the drop-down list. This list is determined by the assessment scale linked to the skill.
- 4 Click Gradebook Spreadsheet to save your changes and exit the Skills Assessment window.

Sending Skills Grades to Administrator's Plus

Skills are automatically sent to Administrator's Plus along with grades. The process is briefly outlined below.

NOTE: Skills created in Administrator's Plus must be first sent to GradeQuick. See "Sending Skills" on page 4-11 for more information on sending skills to GradeQuick from Administrator's Plus.

To Send Skills to Administrator's Plus:

- 1 From the Gradebook Spreadsheet, click File ⇨ Send ⇨ Send to Administrator's Plus.

NOTE: The actual text of the Send menu item "Send to Administrator's Plus" is determined by the Description that has been associated with the Rediker.etc in SiteManager's Export Manager. For more information, see "Customizing The Send Menu" on page 3-6.

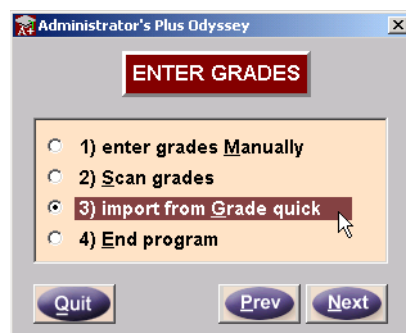
The default export path and file name appears.

- 2 Verify that this information is correct, and then click OK.

The skills information is now in your GQTOAPRC folder. You must now open Administrator's Plus to receive this information.

- 3 After logging in to Administrator's Plus, navigate to Report Cards Plus module, and then click Enter Grades.

The *Enter Grades* window appears.

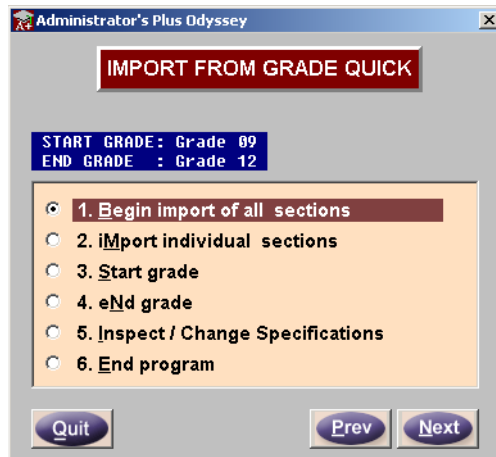


- 4 Click Import from GradeQuick.
- 5 Use the Import from GradeQuick specifications to select the import path and the appropriate marking periods to import.
- 6 After selecting the desired specifications, click Done.

Chapter 6 Grades

Entering Grades for Skills

- 7 Using the *Import from GradeQuick* menu (shown below), choose to import grades for All Sections, Individual Sections, or a range of grade levels, and then click Next.



NOTE: *The skills grades imported from GradeQuick can be viewed using either the Enter Grades Manual Entry window, or the View/Change/Add/Drop.*

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