

# **WELCOME TO GRADE QUICK ON THE WEB**

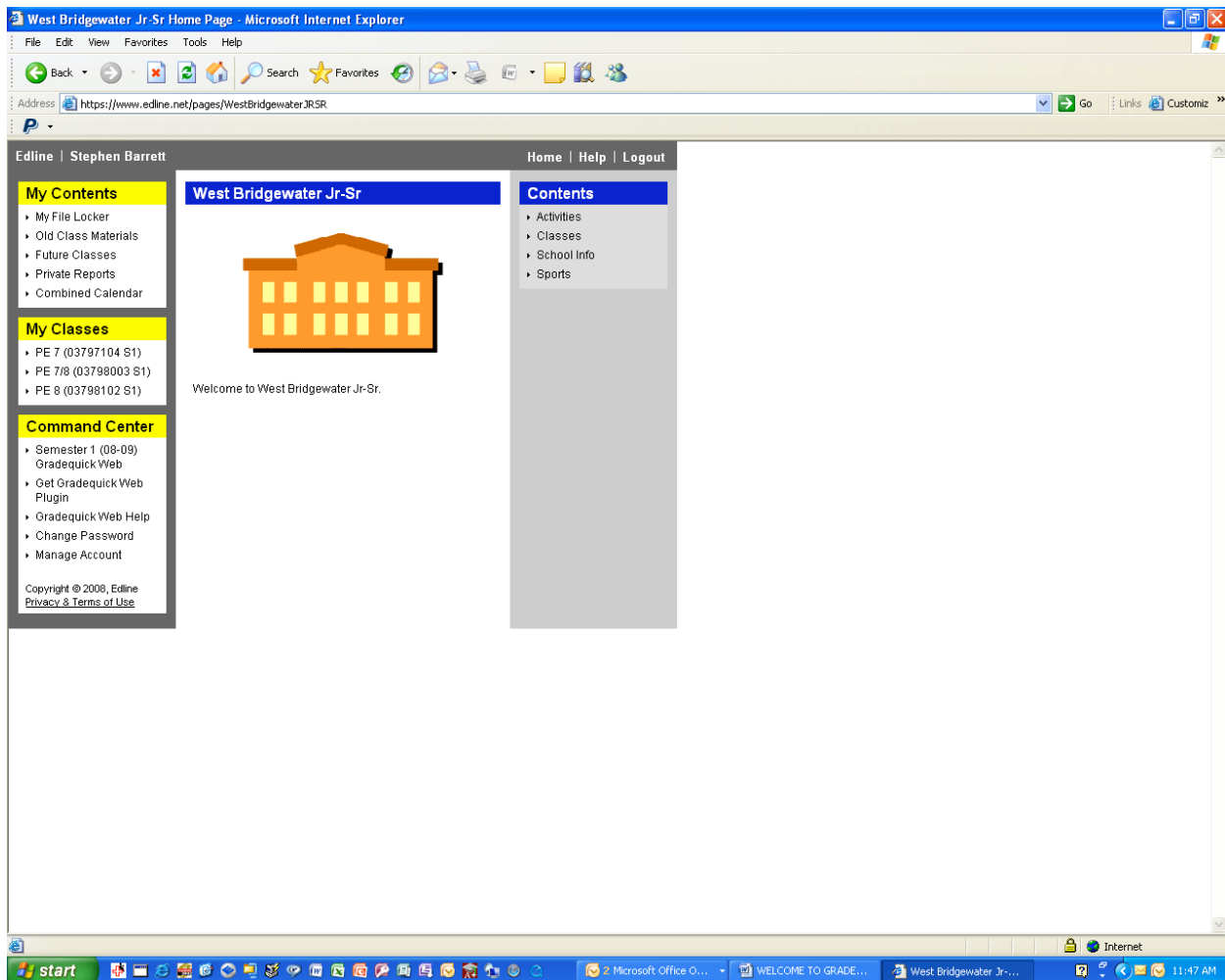
Many of the Grade Quick features will be exactly the same as the network version but there are some that are not. I think that once you begin to use this program, you will find it easier than before!!

Attached is your activation code. You must first go to [www.edline.net](http://www.edline.net) Once you are logged in, you will need to activate your account. The first thing that I would do is to book mark this page so that it will be easy to find (Favorites – add to favorites and then click OK). Next, at the bottom of the dialog box is a place to activate an account – click where it says click here.

Type in your activation code – you do not need the dashes and hit enter. Once the code is in, your name will show up and it will ask you to be sure that this is you!! If so, click the activate this code button. Next, hit agree and the next window will open up and you will choose the new account option. You will be asked to enter your user name – use your first initial and last name as you do for the network – (jsmith) and then enter a password – this password will not expire – then enter it a second time to confirm it. It is possible that your username is already being used by another user in another district – if that is the case, add a number after the username (jsmith1). Those of you with common last names will possibly run into this situation. Click next and you will be asked to enter your email address. Be sure that yes is checked off in the next 2 boxes and then you will be asked to select a security question or put in a question of your own. Then hit update and your home page will appear.

The first order of business once you get to the home page is to download and install the Grade Quick Web Plug-in. It will be found on the left side of the page under the command center. If you have not been set as an administrator on your local machine, you will not be able to install this. In that case, I'll have to install it for you. When you install it, just follow the prompts and

it will be installed. This will only have to be installed once on a workstation, in other words, if several people use the workstation only one installation is necessary!!



Your home page will contain a list of your classes so you will not have to download classes as you did in the past. To open grade quick, click on Semester 1 (08-09) in the command center and Grade Quick Web will open. You will get a message as to how many students have been added and also a box that will tell you about your system settings. Once the grade book is fully opened, one of your classes will be opened – to get to the other classes, press the Window menu and the other classes will be listed. Since Grade Quick Web works in real time, any changes you make are made directly to the web therefore, there is no need to save work – anything you do is automatically saved!!!!

To make life easy, the term start dates have already been entered for you and the grade scale that we use for progress reports – straight grades with no +/-'s have been installed. Use of grade quick is now the same as it was with the network version.

The seating chart is ready to use with the students pictures available – they will be last year’s pictures but for staff who don’t know the students, it will be helpful. To use this, click seating chart and decide how you want the room set up – the default setting is probably the easiest and press OK. The seating chart will open up. You can drag the seats in a configuration that works for you. To import the pictures, press Options, seat labels, and click the Picture button and press OK – the pictures will be imported – if a student does not have a picture, you will be notified. When you exit the seating chart, it will ask you if you want to save the seating chart and obviously you do, give it a name and save it. Once the new pictures have been taken, they will be updated.

The biggest advantage to Grade Quick Web is your ability to do grades from home. To do this, you go to [www.edline.net](http://www.edline.net), enter your screen name and password and then be sure to install the Grade Quick Web Plug-in. Once that is done, you can do anything from home that you can do at school. The only this that is not available are the student pictures in the seating chart.

Taking attendance: Open that class and press the attendance button and type an A for any student that is absent or you can use the drop down next to the appropriate student – once all of the absent students are marked – go to file - send attendance – it will give you the block and the date and the attendance will be sent to the office.