

## Grade Quick getting started

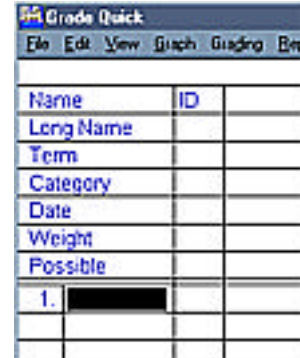
If you are teaching yourself alone, there are several tutorials that may help, in the **Help** menu. Click on the **Help** menu, select **Getting Started** for instructions on setting up your first grade book.

### BASIC INSTRUCTIONS

Enter your Roster

1. Click in the column next to 1.
2. Type the first and last name of a student and press enter
3. Continue for the entire class.

\*Come to the SASI-classroom training to learn how to do this with no typing\*



Name	ID	
Long Name		
Term		
Category		
Date		
Weight		
Possible		
1.		

### ESTABLISHING A GRADING SYSTEM:

My grading system works like this. I average 1<sup>st</sup> and 2<sup>nd</sup> quarter to get first semester grades. A quarter can be called a term. Within each quarter 50% of a student's grade is determined by their tests and projects, the other 50% is determined by class-work and homework. "Test & Project" and a "Class-work & Homework" are called categories. Within a category, I name assignments, tests, and projects (Grade Quick calls all these tests).

Quarter 1

50% Tests & Projects  
project 1  
test 1  
quiz 2  
etc.

50% Class & Homework  
assignment 1  
homework 1  
assignment 2  
etc.

Term 1

weight% category 1  
test 1  
test 2  
test 3

weight% category 2  
test 1  
test 2  
test 3

## Terms

1. Click in the empty column to the right of the ID column.
2. Click **OK** to add a test column and a #1 will appear in the term row. I use this as 1<sup>st</sup> quarter. Later we can adjust it for second quarter.

Name	ID	Term
Long Name		
Term		1
Category	**	
Date	10/27/99	
Weight		
Possible	**	
1. joe	**	
2. sally	**	
3. sue	**	

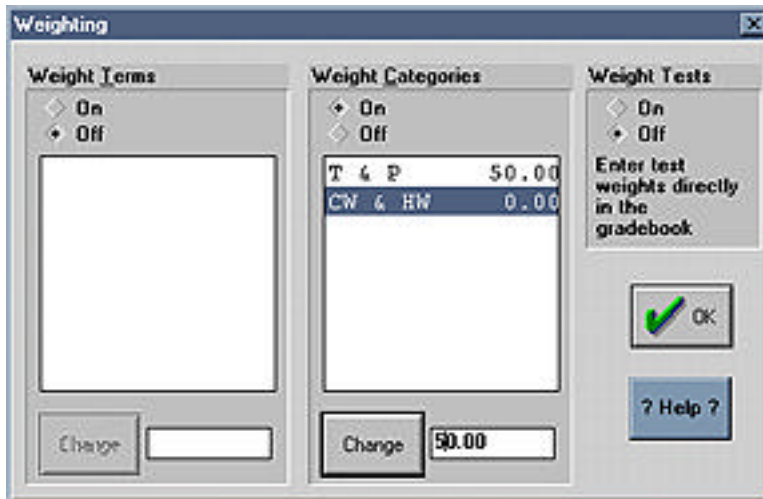
## Categories

1. In the category row of the first column, click and type an abbreviation for your first category name. I use “T & P” for “Tests & Projects”. Press **Enter**.
2. Click in a new column and click **OK** to add a new test column.
3. Click in the category row and type another name for a category. I’ll use “CW & HW” for “Class work and Homework”. Click **Enter**.

Name	ID	Term	Category
Long Name			
Term		1	1
Category		T & P	CW
Date		10/27/99	10/27/99
Weight			
Possible		**	**
1. joe		**	**
2. sally		**	**
3. sue		**	**

## Weighting

1. Click on the **Grading Menu**, and select **Weighting**.
2. Click the “**On**” button under **Weight Categories**.
3. Click **OK** on the caution box.
4. Click on the 0.00 in the T & P (your first category) row.
5. Click next to the **Change** button, and type the percentage you would like this category to count towards the final average. For me I will make it 50.00 and click the change button.
6. Click on the other category names and set their weights.
7. All the category weights should add to 100.



## ENTERING GRADES

### ENTER ASSIGNMENT INFO

Gather your grades for the first assignment or test.

I'll start with my first project in the "Tests and Project" category.

1. Click in the Long Name row of the appropriate category. I'll click in the T & P category and type the name of my project, "Biome Diorama". Click **OK**.
2. Click in the Name row and type an abbreviated name for that project to appear on reports, "Diorama".
3. Click in the Date row and type over the existing date to change it to the due date for that assignment.
4. Click in the Possible row and type the points possible for the assignment (if you are entering letter grades or check marks use 10 points possible).

Grade Quick							
File Edit View Graph Grading Reports Options Help							
Biome Diorama		Avg: 8		Median: 8		High: 9	
Name	ID	Diorama	**			Avg	Grade
Long Name		Biome Dior					
Term		1	1				
Category		T & P	CW & HW				
Date		10/27/99	10/27/99				
Weight							
Possible		10	**				
1. joe		A	**			95.00	A
2. sally		√	**			85.00	B
3. sue		8	**			80.00	B

Press F1 for help. UNTITLED.GBK

### ENTER STUDENT GRADES

1. Click in each student's row
2. Type in their grade ( #, letter, or check mark {Ctrl C} ).
3. Press **enter**.

*TIP: To find a student quickly in your list, press F10 and type the first name of the student. Grade Quick will move to that row for you. Click Enter, type their score, and click Enter again.*

### GRADING SYMBOLS & SCALE

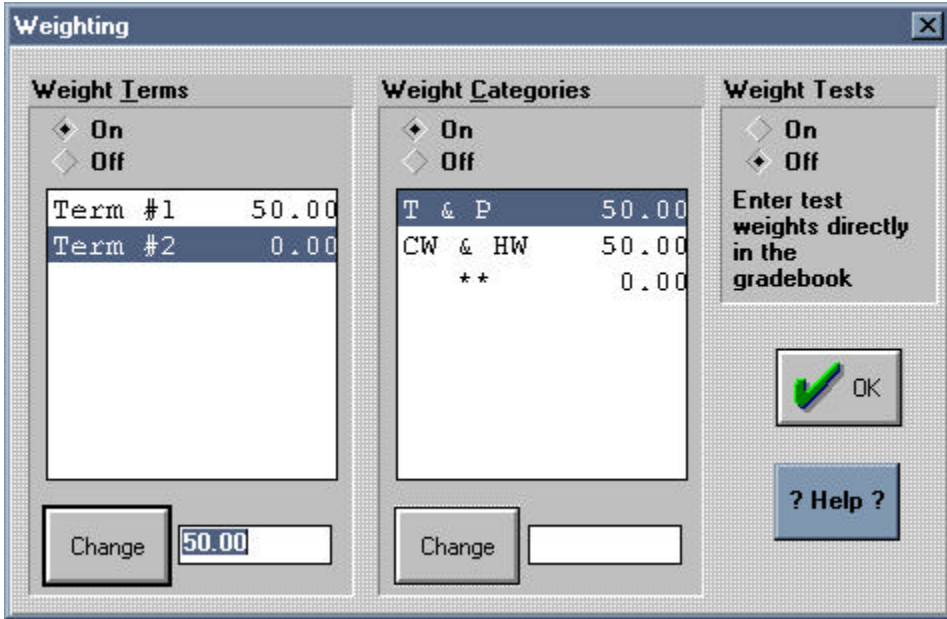
1. Click on the **Grading** Menu.
2. Select **Set Grading Symbols**.
3. Scroll down to view standard use and adjust if necessary by typing in a new value and clicking **Change Now**.
  
4. Click on the **Grading** Menu.
5. Select **Set Grading Scale**.
6. To change symbols, change **Cutoff** number.
7. Click on the Standard with +/- to change scale to include plus and minus grades.

### ENTER MORE GRADES

1. Click in another column. Repeat enter assignment info and enter student grades.

### TIME FOR SECOND QUARTER:

2. Under Term, now type 2, for the 2<sup>nd</sup> quarter assignments. Click **OK**.
3. Click on the **Grading** Menu and select **Weighting**.
4. Click on the "**On**" button under **Weight Terms**.
5. Click on Term 1, type 50.00 and click the **Change** button.
6. Click on Term 2, type 50.00 and click the **Change** button.
7. Click **OK**.
8. Grade Quick will now average first and second quarter together, so now the final average is the semester grade.



Come next time to learn how to print report, seating charts import SASI, and more.