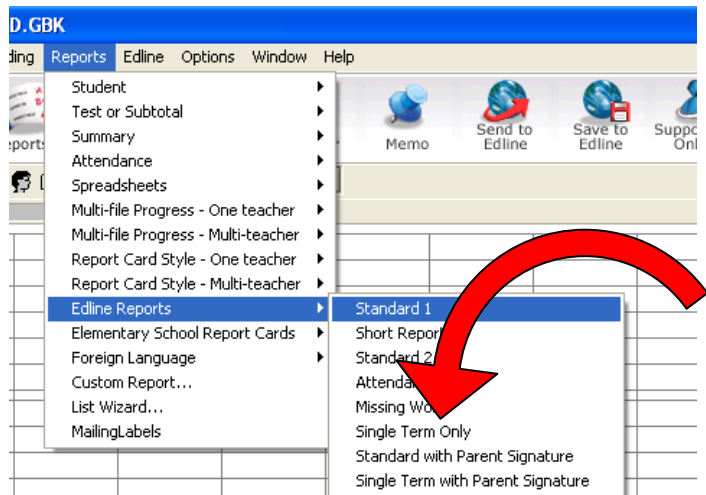


## REPORTS IN GRADEQUICK

### Step-by-Step” sending reports to Edline:

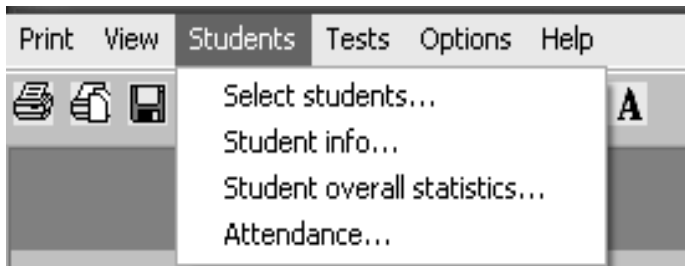
1. Open up GradeQuick
2. Open the class for which you'd like to send a report
3. Go To **Reports**
4. Choose **Edline Reports**, then choose the Single Term only. The report will appear. See below for important configuration information.



**IMPORTANT -- CONFIGURE YOUR REPORT!**  
*If your reports are already configured, skip to page 4*

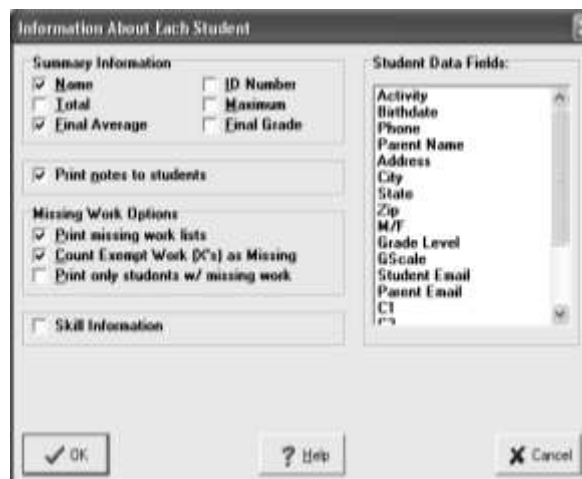
Choosing how you want your report to look is really important. In order to create the “perfect” report for your students and parents, go through the steps outlined below. Regardless of what you do, remember to **Save configuration** after each option, otherwise will have to do it each time you create a report!

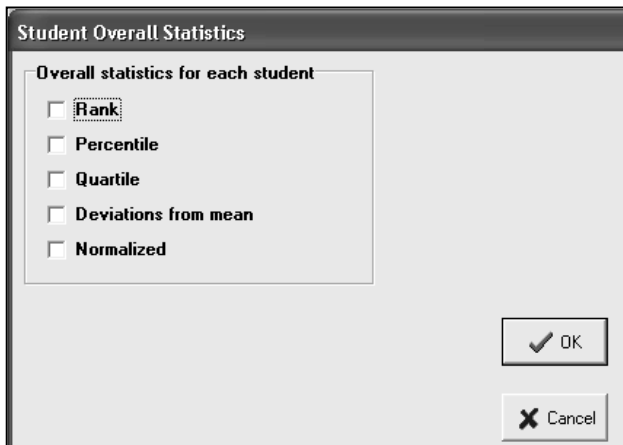
### STUDENTS



1. Select Students: This allows you to choose which students will get a report and which ones won't. If the student is highlight in blue, they get a report, if they are in white, they don't. (there's also an icon of a head...clicking that will also allow you to choose students.

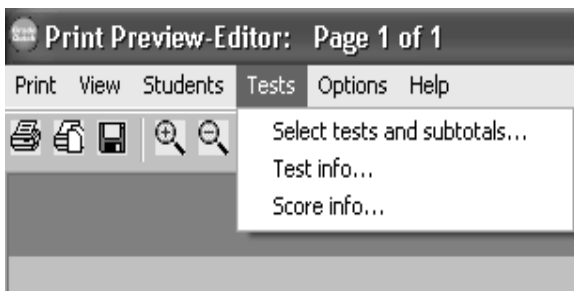
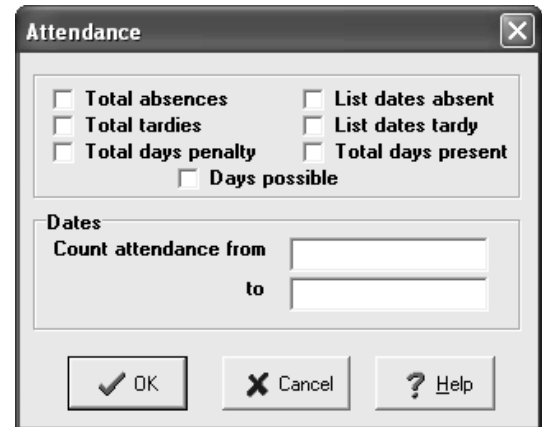
2. Student info... This is where you choose what kind of information you want about the student on each report. Play around with this to see just how much information you want to show. (Hint: both “Final Average” and “Final Grade” do not need to show).





3. *Student Overall Statistics...* Be careful of what you leave showing on the report...sometimes there's just too much information! DO NOT CHECK RANK! If it is checked, UNCHECK it!

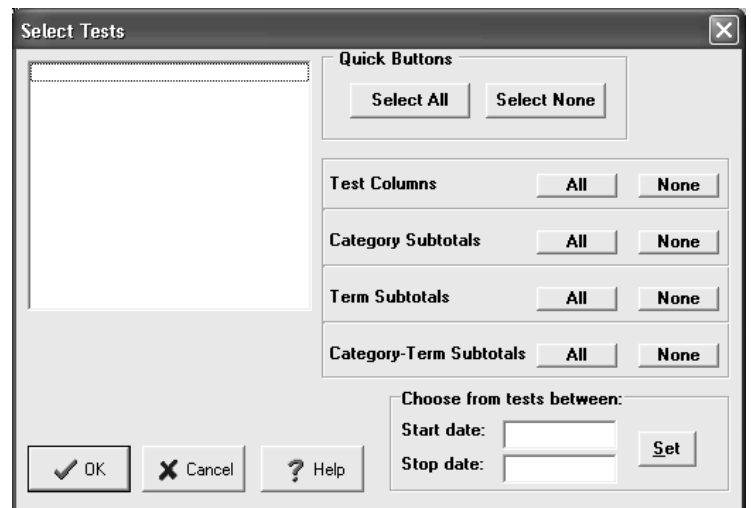
4. *Attendance...* Most of us do not use the attendance features in GradeQuick so there is no need to have this information included. Uncheck everything here...

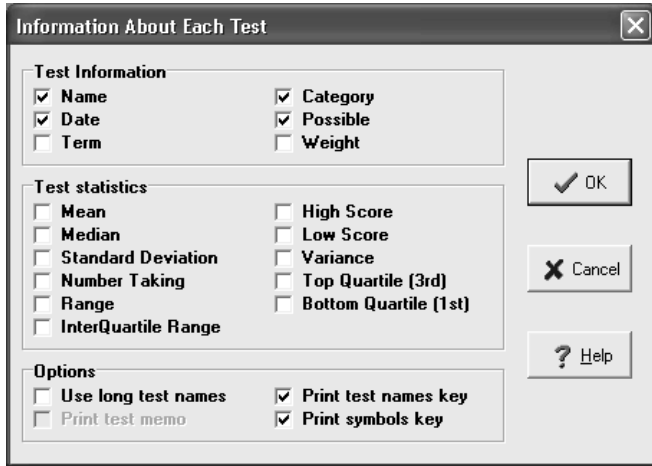


### TESTS

From here you can determine which grades you want to show on the report, what information you want about each test AND what information you want about each score.

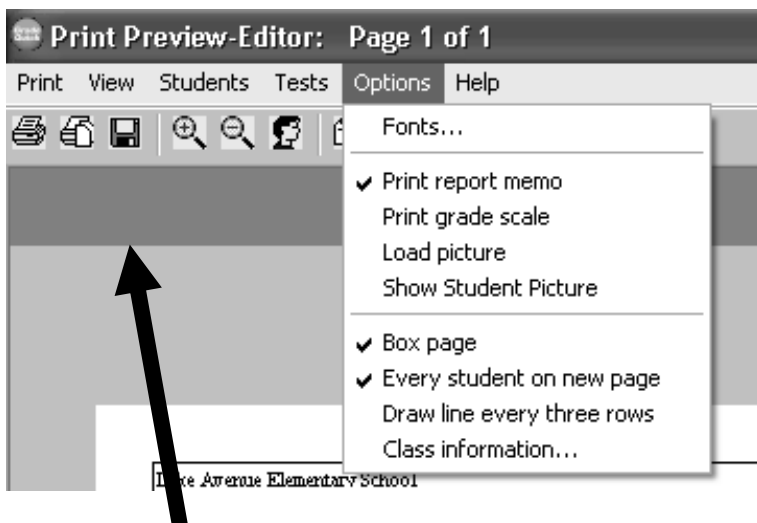
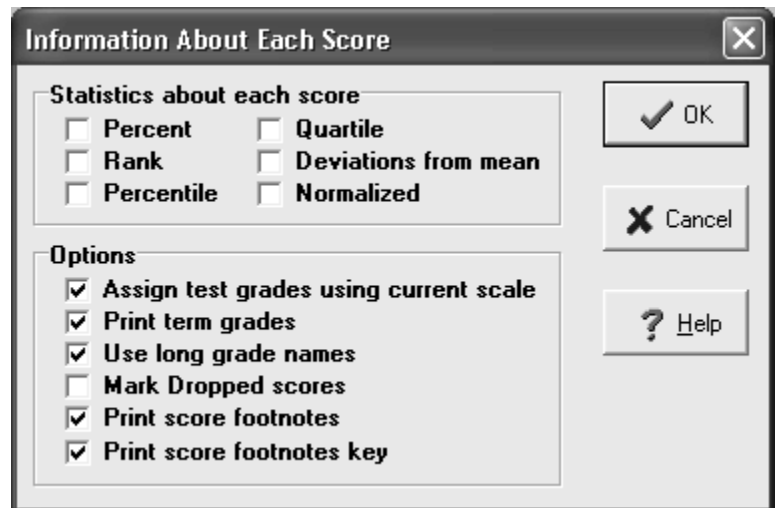
1. *Select tests and subtotals...* From here you determine exactly which scores you want on the report. You can see that there are many options. Only you can determine what you want showing on each report and the only way for you to know is to “play around”.





2. *Test info...* There are many choices here. It's probably best to use the "less is more" theory.

3. *Score info...* Again, less is more. The statistics part of this is unnecessary unless you want to create more questions than you're willing to answer. The "Options" portion is useful and you can determine what you want/need by playing around with these.



*Options* Pick and choose the options you want. If you are using strictly number grades, you do not want the "Print grade scale" to be checked (it will show the value of letter scores).

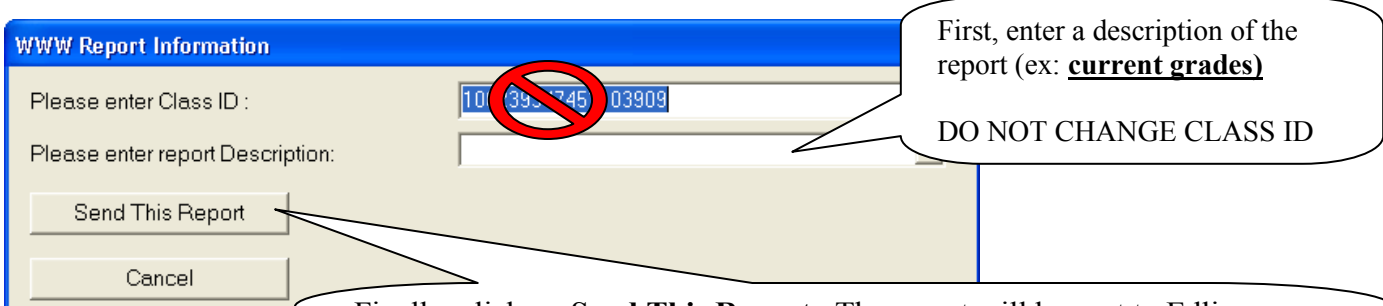
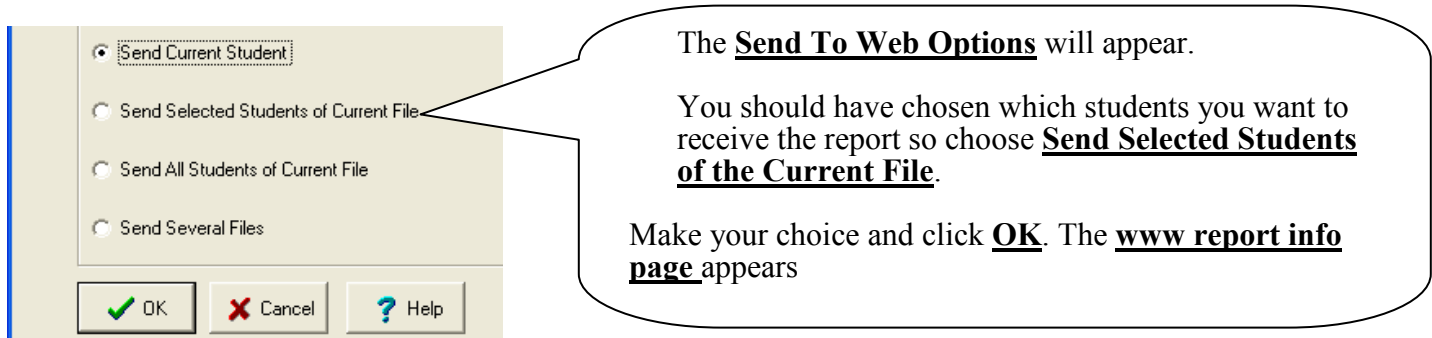
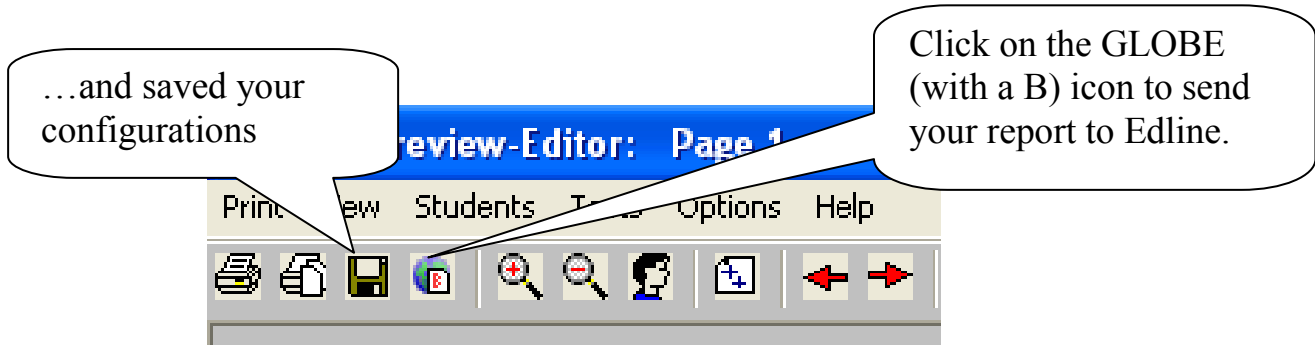
I don't believe the "Show Student Picture" option is really available to us.

Good luck with your report!

**DON'T FORGET TO SAVE THE CONFIGURATION OF YOUR REPORT!!!!**

**READ ON FOR HOW TO SEND YOUR REPORT**

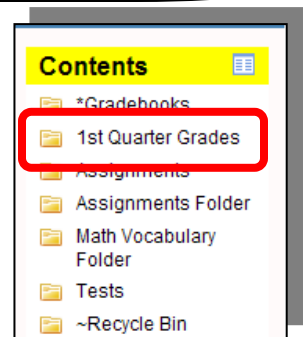
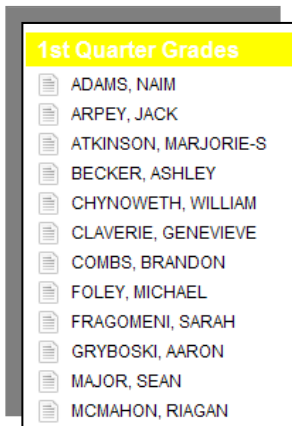
## You've configured your report...



Finally, click on **Send This Report**. The report will be sent to Edline. Once the report is sent, you will get a confirmation message from Edline and then you will be required to log in again.

## Let's see what you got:

1. Log into Edline → Choose a class → **Contents** on the right side of the window. You should see a folder labeled with the description of your report. Click on that folder.



2. You will see a list of students that received your report. Click on the student's name to see the actual sent report. If you are unhappy, you can delete the reports and start again.