

Basic Instructions for Uploading to Edline

1. Open **GradeQuick**
2. Open a class
3. Be sure your grades and weights are the way you want them.
4. Click the icon that says **Send to Edline**
5. The Print Preview Editor appears
6. Click on **Students** and **Select Students**
7. **Select All**
8. Click on **Tests** and **Select Tests** and **subtotals**.
9. Select the ones you wish to show in your Edline report.
10. Click the small globe icon or go to Print and Send to Edline.
11. A new window pops up. Click on your choice of options.
12. The next pop-up window will ask you to give a description of your report. It lists your Class ID at the top - **DO NOT CHANGE YOUR CLASS ID!** In the description box, type the date of your upload.
13. Wait a few seconds until Edline opens. It may be minimized at the bottom of your screen.
14. **Login to Edline.**
15. Wait while it processes the information.
16. Upload results will appear.
17. Errors in report need to be shared with your GradeQuick Administrator. These usually occur when a student has been dropped or entered. Other reasons may be duplicate student numbers or misspelled names, etc.