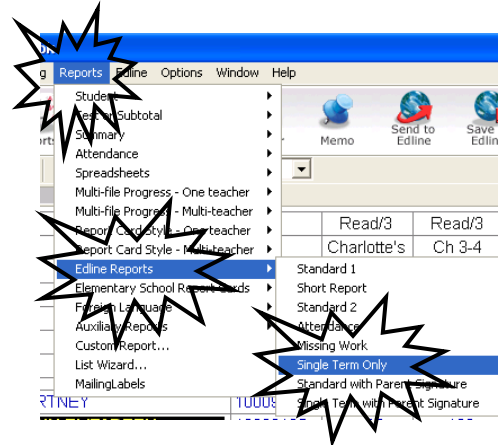


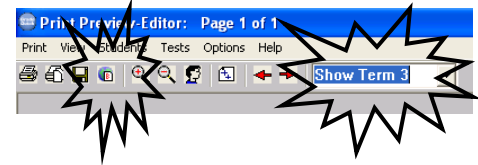
How do I...? Send Single Term grades to Edline

First term is over and there is no need to continue to show those grades on Edline. In addition, a Final Grade/Average may be showing along with class rank. These are things that you can "turn off"

1. Input all your grades in GradeQuick and **SAVE** an always.
2. Close your class files but leave GradeQuick open. (File > Close)
3. Select **Reports > Edline Reports > Single Term Only**. (If you get a message about the report being too wide, click OK,)



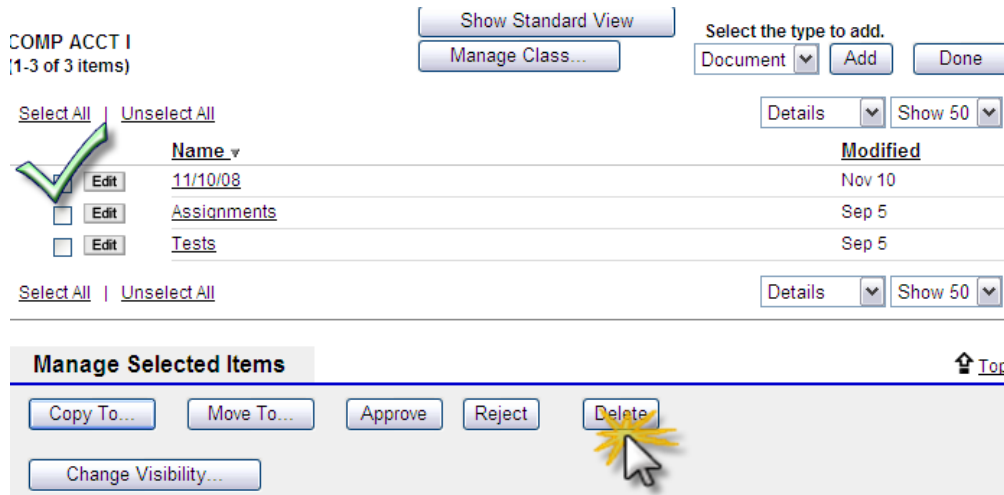
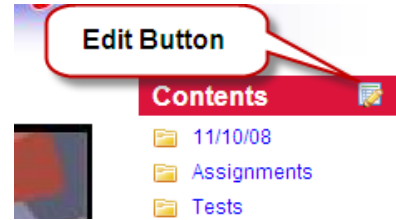
4. Change the term to the current term (Example: Term 1)
5. Click on the Globe Icon.
6. Select "**Send Several Files.**" Click **OK**.
7. Click **OK**
8. Click on the class you want to send and click "**Add to list.**" Keep repeating this step until all the classes you want to send are listed in the right hand column. Click **OK**.
9. On the student screen, click "**Select All.**" Click **OK**.
10. In the description box, type the date. Example: 11/10/08. Click "**Send this Report.**"
11. Wait for the "**Welcome to Edline**" bar to appear in the bottom tool bar.
12. Log in to **Edline**. (If you get a message about the reports overwriting old reports, click **OK**.)
14. Reports will be analyzed. Click **OK**.



More housekeeping chores!

To delete past reports

- Click on a class on the left hand side.
- In the **Contents** section, click on **EDIT**.
- Put a checkmark in front of each thing to delete and click **Delete**.
- Click **Done**.



To filter information shown on your Edline Reports:

From **GradeQuick** open **Edline Reports** using this path:

Reports > Edline Reports > Single Term Report

1. go to **Students > Student Information** deselect **Final Average**, etc. as appropriate.

To remove the **Class Rank**, still in your **Edline Report Print Preview**

1. go to **Students > Student Overall Statistics** and deselect **"Rank"**

Once you are satisfied the report is providing the appropriate information be sure to go to **Print > Save Configuration**. This should save your settings for all files in your **Gradebook**.

