

## ACTIVATING GRADE QUICK WEB

GradeQuick web is hosted by Edline. **We are only using the Grade Book feature.** EVERYTHING in Grade Quick Web functions exactly the same as the old version of Grade Quick, *EXCEPT*:

- You can access Grade Quick Web from ANY computer with Internet access (no shortcuts are needed!)
- **YOU DO NOT HAVE TO SAVE!** GQWeb saves automatically every 4 minutes AND when you log out.
- Grade Quick Web will time out after a sustained period of inactivity, but will save your changes before doing so.
- You will not need to add all your gradebooks at the beginning of a year/ trimester, they will be automatically available to you and already NAMED (you can rename if wanted) when you log in.

**To access Grade Quick Web and Activate your personal Edline account :**

Log on to Internet

Visit [www.edline.net](http://www.edline.net)

Where it says **ACTIVATE AN ACCOUNT**, Click on **Click here if you have a new activation code**

Enter the **activation code** (see above)> Click **ENTER**

You will see a message asking you to:

FIRST: enter additional activation codes- disregard that.

SECOND: Make sure the code is yours: If it is correct and you see your name, click **Activate this Code**

Read and Agree to the Privacy Statement

You will see a message that says: "**ACTIVATE THIS ACCOUNT AS A**" > Choose **NEW ACCOUNT**

You will be asked to enter a screen name and password. **Please use your school user name (ex. Mckenr)** as your screen name (if it is available).

Enter your e-mail address- that will allow me to e-mail you via Grade Quick.

Click **UPDATE**

You will get a screen with some user guides. At the top of the page, click **DONE**.

You will now be taken to your personal home page.

**Get Grade Quick Plug In: (not necessary at school**

If you have not previously installed the Grade Quick Plug-In, you will need to.

Go to **Command Center > Gradebook > Get Grade Quick Web Plugin > Install Plugin**

**View your gradebooks:**

Go to **Command Center > Gradebook > Trimester 1 (09-10) Gradequick Web**

You will see a list of your gradebooks > click OK

To select various Gradebooks to open, click on Window > click on the Gradebook you want to view.

## Renaming Gradebooks in Grade Quick Web:

Log into Edline ([www.edline.net](http://www.edline.net)) using your user name and password

You will see your personal Home Page.

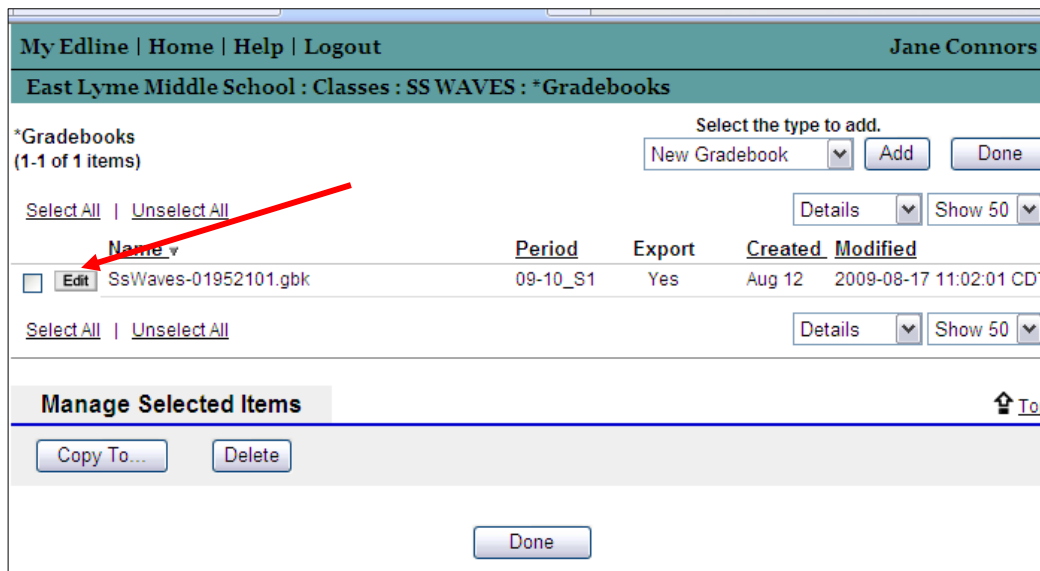
Hover your mouse over **MY CLASSES AND SHORTCUTS** > You will see a list of your gradebooks.

Select a gradebook to rename and click on it > You will see the following Gradebook Management Page:



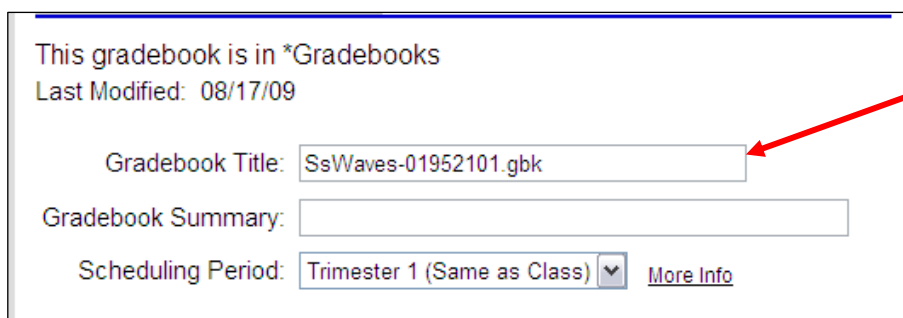
Click on  
**\*Gradebooks folder**

The following screen will appear:



To **Rename** a gradebook to something more personal, like **spelling** or **math**, or **Algebra 2 Period 6**:

1. Click the **Edit** button next to the gradebook name.



2. You may change the name where it says **Gradebook Title**.


*You may also add a brief descriptive summary if you want.*

This gradebook is in \*Gradebooks

Last Modified: 08/17/09

Gradebook Title:

Gradebook Summary:

Scheduling Period:   [More Info](#)

**3. Type in a new  
Gradebook Title.**

**SAVE!**

**MAKE SURE TO SAVE ALL CHANGES!!!!**

Repeat for all Gradebooks.