


## UPLOAD YOUR GRADEQUICK PROGRESS REPORTS TO EDLINE

### Quick Reference

1. Open one of your Gradequick files. (Even though you are only opening one of your reports, you will be uploading all of your files at the same time.)
2. Select one of the **Edline Report** types:
  - Click **Reports, Edline Reports** from the menu bar to view the complete list of Edline reports. To display only one term in the report, select **Single Term Only**. In the Print Preview, click the drop-down arrow to select the appropriate quarter.

**NOTE:** If you click the **Send to Edline** button on the big toolbar, this will automatically select the **Edline Standard 1** report style. (Be careful not to select the **Save to Edline** button, as this will check your gradebook out to Edline.)

3. In the **Print Preview**, customize the report to reflect how it should display online.
  - You may want to remove the Mean (**Test, Test Info**, uncheck the Mean)
  - You may want to remove the Rank (**Students, Student Overall Statistics**, uncheck the Rank)
  - Adjust any other settings as needed.
  - Click the **Save Configuration** (disk icon) button on the toolbar. This will save your settings for the next time you send this report.
4. Click the **Send to Edline** button on the toolbar. 

Make the following selections as the screens appear:

- Select **Send Several Files** (click OK)
  - Select the files you want to upload (Transfer them to the **Files to Combine** column on the right.) (click OK)
  - Select **All Students** (click OK)
  - Enter a description for your report: sample (English Progress Report) (if you include a date, do not use slashes /) **Tip:** If you click on the Drop-down arrow next to the report name box, this will display any existing reports you have uploaded. To overlay an existing report, just select the report name.
  - Click **Send This Report**
5. Wait for your Internet browser to launch and bring up the Edline website. This may take a minute or two. Enter your **Screen Name** and **Password** that you chose when you activated your account. You will get a status report telling you the number of reports sent and any error messages. Please let me know if any error reports were generated. You can print out the screen that displays the error messages.

**NOTE:** You can upload as many times as you like. If you want to keep only the latest copy of each report, just choose one of the existing reports (they are listed under the drop-down arrow) to replace the older version. If you want to keep all past reports, give each report a different name.