Primer on GradeQuick & AdminPlus

May 29, 2003

History & Description

The two software are integrated applications developed by Rediker, a company based in the United States. TCIS started using these applications in 1999.

GradeQuick is the spreadsheet application used by teachers to grade students in all classes in the Upper School (Grade 7-12). The school is currently using GradeQuick version 5. A replacement disk for version 7 has been ordered and hopefully it will be delivered and installed in all teachers' computers before schoolyear 2003-2004 begins.

AdminPlus Odyssey is the database application used by the Administration to maintain records of students, print report cards and transcripts, create section rosters, prepare the Upper School master schedule including schedule of teachers, students, and classrooms. Courses and their corresponding weights and credits are also prepared using this application. AdminPlus also generates class ranks according to GPAs for the school's Honors and Scholarship programs.

Features of the AdminPlus that we are not using Attendance, Billing, Discipline reports.

TCIS is currently using version 1.10.12. A newer version just became available and will hopefully be downloaded and installed before the next schoolyear 2003-2004 starts.

The use of AdminPlus is restricted to a few people for control purposes. TCIS has a license for six users although only three are actively using it:

1. **Registrar** - enter new students in the database, print report cards
2. **Counselor** – monitor students' academic performance according to requirements for graduation or entry to college, print transcripts, create new course offerings, prepare students class schedules
3. **Administrator** - prepare the master schedule, manage the export/import of section rosters and grades between GradeQuick and AdminPlus, assist the Registrar and Counselor in updating and maintaining AdminPlus, train and assist teachers in the use of GradeQuick

The **IT Manager** is responsible for the upgrade, installation, and troubleshooting of both software in coordination with the Purchasing officer.

The former High School Principal was the first Administrator and instituted most of the settings still currently used. At present the **Academic Director** is the final authority in making or approving executive decisions, e.g. adding/removing courses, grade changes, course credits, room assignments, etc.

How It's Supposed to Work

Summary

- Master schedule is prepared
- GradeQuick is installed in all computers of new and returning Upper School teachers
- Teachers are trained/re-trained in GradeQuick
- Class schedules are given to teachers and students
- Teachers import class lists/section rosters from AdminPlus to GradeQuick
- Changes in schedules, section rosters, etc. – if any – are reported
- Teachers use gradebook and GradeQuick to record grades
- Teachers complete Progress Reports for students at risk of failing
- Teachers export grades from GradeQuick to AdminPlus
- Administrator imports grades from GradeQuick to AdminPlus
- Administrator prints Grade Verification Forms for each class and gives it to teachers for proofreading
- Teachers check if grades in GVF are consistent with GradeQuick; corrections are noted in GVF and returned to the Administrator with the GradeQuick printout. If necessary teachers also re-export grades from GradeQuick
- Administrator re-import grades from GradeQuick, makes a final check
- Registrar prints and process report cards, and mails these to parents
- Administrator submits class rank report for Honors and Scholarship programs

Beginning of the Schoolyear

1. Master schedule is prepared and finalized. Each class consists of a file with an 8-digit code representing the teacher, course, and section number.

2. GradeQuick is installed in all computers of Upper School teachers, Teachers Lounge, Computer Lab, etc.

3. During Orientation new teachers are trained in using GradeQuick; if there's time returning teachers are briefed on changes in procedures and/or updates on new features for upgraded versions

4. During Orientation all teachers are also given their class schedules and section rosters (list of students enrolled in their classes) with the teacher and course codes. Homeroom teachers are given a list of their students as well, with pertinent info such as address and phone number, nationalities, birthdays, etc.

First Week

5. On the first days of schools students are given their schedules. Both teachers and students schedules will have course, section, and room numbers for every class. Administrator is informed if there are any changes, such as students

added/dropped in classes (recommendation and approval of Counselor and Academic Director may be required).

6. Using their teacher and course codes, teachers launch GradeQuick to import section rosters from AdminPlus. Once they have done this the teachers can fine tune the GradeQuick settings to set the categories and weights of grades, add columns for tests, create passwords, etc.

    Teachers have and may create their own GradeQuick files; but classes that need to export grades for report cards and transcripts MUST be imported from AdminPlus because these files carry the teacher, student, course, and section codes. Grades in GradeQuick files created by the teacher don't have these codes and so these can not be exported

7. All teachers are issued Gradebooks. In practice teachers use a variety of tools and methods to record grades. Many do it by hand using the Gradebook or computer print outs on daily basis and later transferring the grades or term grades to GradeQuick; others use some use Excel spreadsheet then transfer the grades or term grades to GradeQuick; the rest use GradeQuick solely for recording grades. At the end of the schoolyear the Academic Director will collect whatever grade

Every Term

8. In the event that a student drops/transfers/withdraws from a class or school, the Administrator must be informed immediately so the section rosters are updated. The same procedure applies for new students. The current practice of informing the Administrator of changes in the section roster (add/drop students) during the printing of report cards must be stopped.

    Later versions of GradeQuick allow teachers to add/delete students independently, but this should not be allowed without the knowledge and approval of the Administrator, Counselor, and Academic Director to avoid confusion. If there is a conflict of information between GradeQuick and AdminPlus, the information on AdminPlus takes precedence because it holds all master files

9. Every mid term (fourth week of the term) teachers calculate the student's grades and fill out a Progress Report for the Registrar to mail to parents of students who have grades of D or lower. It is school policy that no student will be given a term average of F

10. On the last day of the term teachers finalize all grades in GradeQuick and export the files to AdminPlus.

11. Administrator imports grades from GradeQuick to AdminPlus. This is a failsafe to discourage the changing of grades after deadline. Another failsafe is only grades for each specific term will be imported by AdminPlus to prevent confusion when grades for first or second term are inadvertently changed and the report cards for the next term show conflicting grades.

12. The process of checking and correcting grades takes about a week from the deadline of exporting grades, or five working days.

13. DAY 1: Administrator prints Grade Verification Forms for each class and gives it to teachers for proofreading

14. DAY 2: Teachers check if grades in GVF are consistent with GradeQuick; corrections are noted in GVF and returned to the Administrator with the GradeQuick printout. If necessary teachers also re-export grades from GradeQuick

15. DAY 3-4: Administrator re-import grades from GradeQuick, makes a final check

16. DAY 5: Registrar prints and process report cards, and mails these to parents

17. DAY 5: Administrator runs the Update GPA and Honor Roll commands to get the class rank of every grade level. This information is relayed to the Academic Director, Honors Committee, and homeroom teachers for the recognition of Honors and High Honors students. The awards ceremonies normally take place during the Monday flag ceremonies after the Report Cards have been finalized. Scholarship awards are given on semester basis.

18. **NEW**: Teachers, students, and parents should fill out a form requesting the Academic Director's approval and signature for any grade changes or corrections. The deadline is one week after the report cards have been sent/received with allowances for delays in postal services for overseas mail.

How Grades are Calculated

Grades in GradeQuick are calculated in percentages from 1 – 100%, which AdminPlus converts into letter grades with equivalent GPA credits.

The Report Card and Transcript only show letter grades for each class and GPA in each term and semester.

This is not a shortcoming of either software but rather the decision by the school administration. Both GradeQuick and AdminPlus can be reset to percentages and letter grades or whatever. Grade scales can also be changed subject to the approval of the Academic Director.

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GradeQuick will export numerical grade;
AdminPlus will convert numerical grade to letter grade
*AdminPlus will calculate GPA based on letter grade*

In GradeQuick teachers may enter letter grades or any number from zero up in the test columns except the term, semester subtotals, and final yearly grade which are automatically generated.

Test Columns (by Teacher)

Chp9	Report	Chp10
Chapter 9	Book/Movie	Chapter 10
2	2	2
Chapter	Portfoli	Chapter
11/04/02	11/4/02	11/4/02
10	100	10
10	A+	10
10	A	10
10	A+	15

Term Subtotals & Year Grade (automatically calculated)

| SubTotal		SubTotal		SubTotal		SubTotal		Avg	Grade
									Yr
1		2		3		4			
0.4		0.4		0.4		0.4			
100%		100%		100%		100%			
103	A+	102	A+	99.0	A+	100	A+	100.2	A+
91.7	A-	93.5	A	93.0	A	85.0	B	90.37	A-
92.2	A-	94.6	A	91.4	A-	90.0	A-	92.18	A-

Teachers may have one or more test columns , with different highest possible score, and with different categories

Name	ID	Nick	Chapter1	Essay	Poster	Lincoln	SubTotal
Long Name			Chapter Revi	Biography			
Term			1	1	1	1	1
Category			Exams	Assign	Projects	Research	
Date			5/29/03	5/29/03	5/29/03	5/29/03	
Possible			100	50	20	100	100%

Teachers may have one or more categories as long as the total is 1.0. Here is an example of Teacher B who uses GradeQuick for recording all grades. She has several test columns that fall under five categories
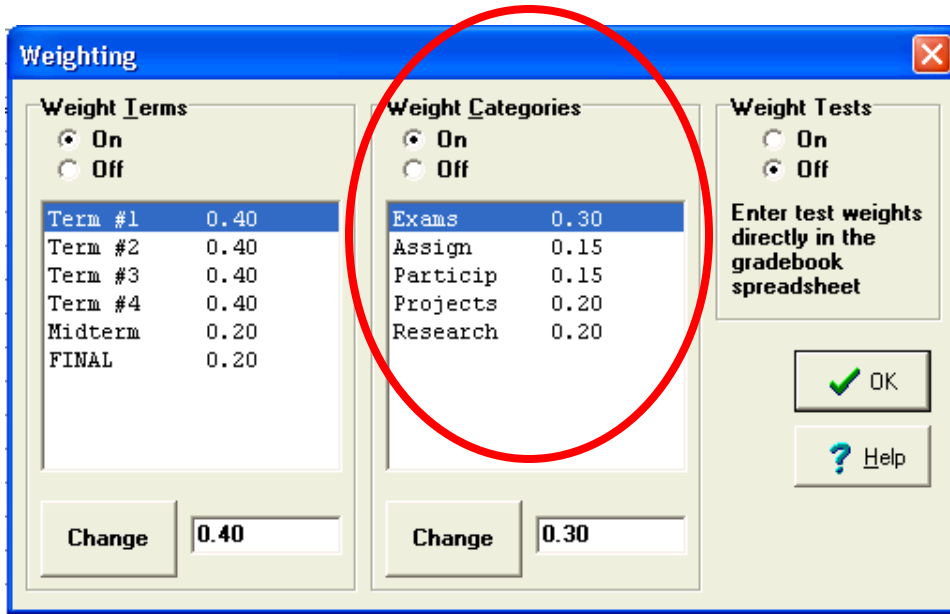
Name	ID	Nick	Term1	SubTotal
Long Name			1st Quarter	
Term			1	1
Category			Grade	
Date				
Possible			100	100%
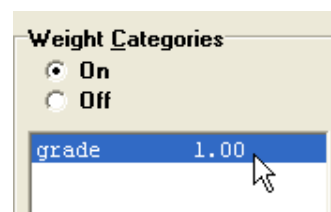
This is one example of Teacher A who uses Excel or a gradebook and puts only one column called "grade" in GradeQuick with a weight category of 1.0

The Synergy between AdminPlus & GradeQuick

What is Exported/Imported		Destination
Beginning of schoolyear	Class list/Section rosters	GradeQuick
First Term	1st Term average	AdminPlus
Second Term	2nd Term average Semester 1 average Midterm exam (Grade 9-12)	AdminPlus
Third Term	3rd Term average	AdminPlus
Fourth Term	4th Term average Semester 2 average Final exam (Grade 9-12)	AdminPlus

Appendix:

Flowchart of the Grading Process

Step-by-step Instructions on Using GradeQuick

Samples of GradeQuick reports

- Student Report
- Class Report
- Graph
- Blank spreadsheet

Samples of AdminPlus reports

- Grade Verification Form
- Report Card
- Transcripts
- Class Rank