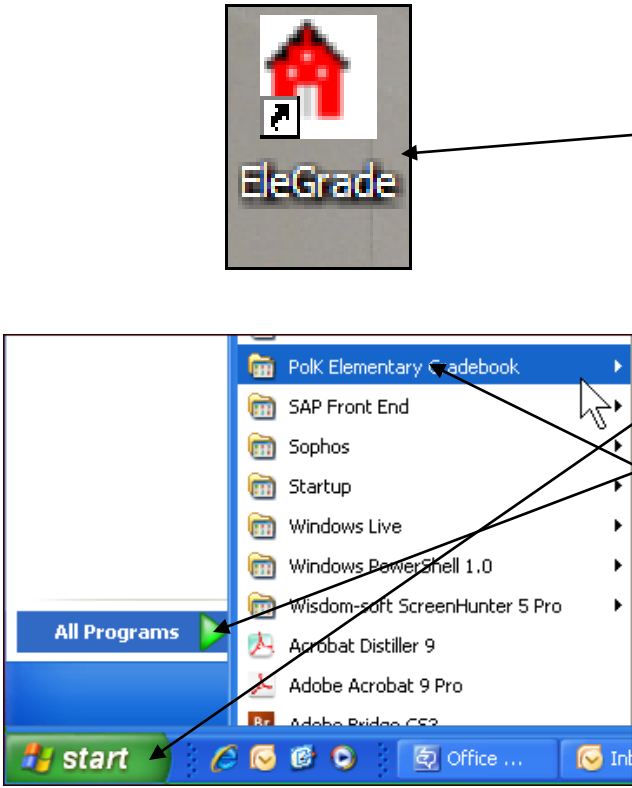
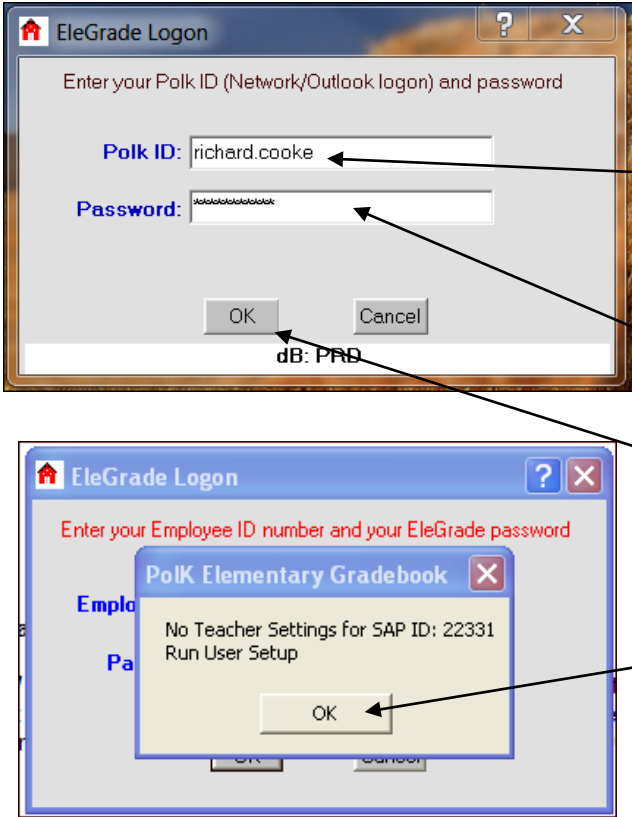


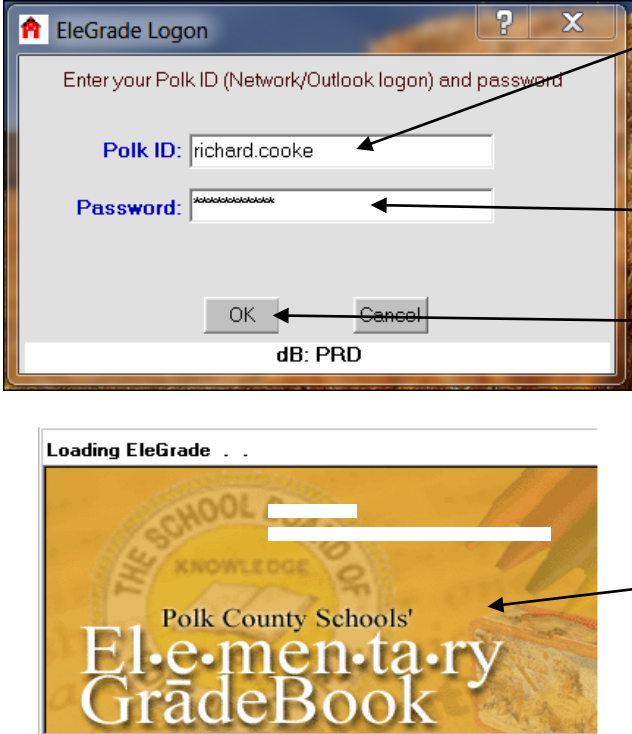
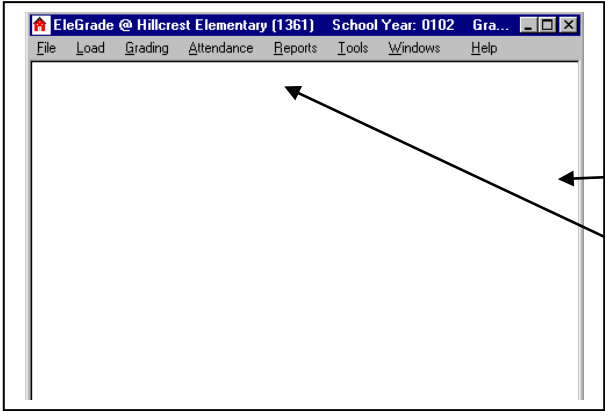
EleGrade – Logging In or Adding a New User Account

Steps	Screen Displayed	Procedures
1		<p><u>From the Desktop</u></p> <ul style="list-style-type: none"> • Double click the EleGrade icon <p style="text-align: center;">Or</p> <p><u>From the Tool Bar</u></p> <ul style="list-style-type: none"> • Click the Start button • Click Programs • Click Polk Elementary Grade Book • Click Polk Elementary EleGrade <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;"> <p><u>The loading EleGrade window is displayed.</u></p> </div>
2		<p>The Polk ID is always your firstname.last name and your email password.</p> <ul style="list-style-type: none"> • Enter your firstname.last name in the Polk ID: field • Press Enter or Tab • Type your email password in the Password field • Press Enter Or Click OK <p>When the message appears, “No Teacher Settings for SAP ID: XXXXX”</p> <ul style="list-style-type: none"> • Click OK button

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3		<p><u>The New User Account form is displayed showing the SAP ID Number, User Name, and School or Center Number, and last four of the user's SSN.</u></p> <p><u>To Setup the Account</u></p> <ul style="list-style-type: none"> • The Grading Period will default to the current Grading Period. • Click the radio button to choose how the Name Display is set. • Click the radio button to choose how the Grade Display is set. <p>NOTE: Choosing Alpha Grades settings will average all grades to the middle of each grading scale. Example 80-89 will appear as a B.</p> <ul style="list-style-type: none"> • Click SAVE button when complete.
4		<ul style="list-style-type: none"> • Click Yes button to confirm • Click OK button to finish

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Steps	Screen Displayed	Procedures
5		<ul style="list-style-type: none">• Enter your firstname.lastname in the Polk ID: field• Press Enter or Tab• Type your email password in the Password field• Press Enter Or Click OK <p>The EleGrade Logon Window is displayed.</p>
6		<p>The Loading EleGrade Window is displayed while the program loads.</p> <ul style="list-style-type: none">• The EleGrade screen is displayed.• To continue, make a selection from the menu bar.