

## TO ALL ELEGRADE SCHOOLS!

Welcome back to the new school year 2011-12! Please complete these steps in the following order to ensure that your EleGrade will function properly.

### TO BE COMPLETED BY THE SCHOOL Terminal Operator IN GENESIS!

1. Confirm and / or list all administrators, teachers, guidance counselors, and the network manager in Genesis under the **Staff** Icon, then **Maintain School Staff Records** icon. (If the user receives a message stating, “**Cannot find Teacher\_Local \_ID in Teacher table for SAP ID: XXXX**”, the teacher is not listed properly in one of several of the locations: Genesis Staff, or SAP Center Number, or the SSN does not match their SAP listing.
2. Enroll and add students to their appropriate teachers in Genesis.

### TO BE COMPLETED BY THE ADMINISTRATOR / PRINCIPAL

**NOTE: DO NOT add the principal and assistant principal to the “Administrative Viewer” group. The principal and assistant principal are automatically members of the Admin Viewer by default.**

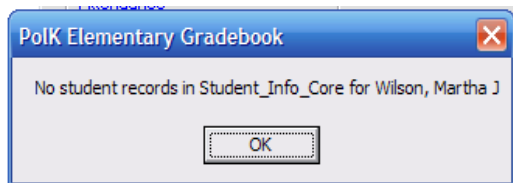
1. Log in to EleGrade using your POLK ID (firstname.lastname and Email password) and add your Network Manager to the Admin Viewer.
2. Contact your Network Manager if you need assistance completing this step.

### TO BE COMPLETED BY YOUR NETWORK MANAGER!

1. Remember that EleGrade is now updated automatically from the county server.
2. Use your **Polk ID (first name.last name and email password)** for the initial login to EleGrade. When you see the message “No teacher Settings for SAP ID:xxxxx Run User Setup”, click the OK button and make the appropriate selections for Grading period and Name Display. Click the SAVE button.
3. Add the T.O., Attendance Manager, and the Guidance Counselor to the Admin Viewer Group. (Remember that there are only 5 people who can have access to Admin Viewer. The Principal and Assistant Principal get the Admin Viewer by default. **Do not** add these two positions to the group as they will **count** as part of the five.
4. Work with Administrator and Grade Level Chairs to determine Departmentalization requirements.

### IMPORTANT REMINDERS!

EleGrade will not function for teachers until the terminal operator has entered the Teacher info in the Genesis system. Until the Terminal Operator has completed the data entry into Genesis, the teachers will see the following message when they attempt to access EleGrade.



**INITIAL TEACHER LOGIN – After Terminal Operator has entered required data!**

Please remember that EleGrade data and login are **NEW** at the beginning of each school year. Also, the Administrative accounts needs to be assigned to the Network Manager, Terminal Operator, and Guidance Counselor at the beginning of each school year. Teachers will also be required to create their new account using their **POLK ID** (firstname.last name) and email password, then click the OK button. The **Edit Setup** screen will appear.

The **Teacher's** initial login will be using their **POLK ID** (firstname.last name) and email password, then click the OK button.

When the teacher receives the Message “No Teacher Settings....” Click the **OK** button.

The Teacher will select the **Grading Period**, **Name Display**, and **Grade Display** selection. Then click the SAVE button.

**Remember: EVERYTHING IS NEW EVERY SCHOOL YEAR. There are no items in EleGrade that “rollover” to the new school year. All users must login and make the above selections.**

**All parents will now access the MYPOLKSCHOOL Portal accounts for access to student grades.**

**All Groups for departmentalization are new every year.**

**Note: EleWeb (Web based Grade entry for Teachers) is now working and supports SBAR!**

<http://www.polk-fl.net/staff/technology/helpdesk/documents/ElGradeWebAccess.pdf>

**SBAR (Standards Based Achievement Report)**

**!!!! NEW SBAR VIDEO LESSONS !!!!**

- [Create Lesson Item](#)
- [Edit or Delete Lesson Item](#)
- [Entering - Saving Grades](#)
- [Report Card Grades in SBAR](#)
- [ElGrade SBAR Reports](#)

**SBAR DOCUMENTATION**

- [SBAR DOCUMENT](#) UPDATED!!!

**Be sure to check out the EleGrade section of the Help Desk documents as many of the documents have been updated over the summer.**

<http://www.polk-fl.net/staff/technology/helpdesk/elegrade.htm>

**Important SBAR INFO: Please pass this document on to your SBAR teachers.**



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Good Luck and have a great school year.

Let the Help Desk know if you need further assistance.

Help DeskPolk  
County School Board  
519-8042 (51666)