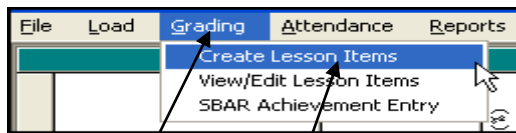
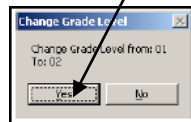


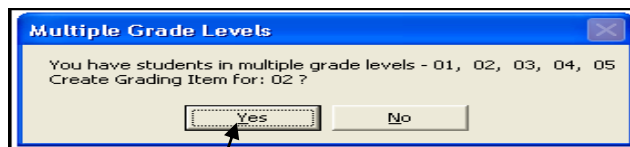
EleGrade Creating, Editing, & Deleting Grading Items

| Student Name | Student ID | Grade | Math | Reading | Writing | Science | Art | Music | Physical Education | Health | Foreign Language | Other | Avg |
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Press Shift Key and left click **In Block** in front of Student's Name to Select Grade Level then Click Yes



Click **Grading**
Click **Create Lesson Item**

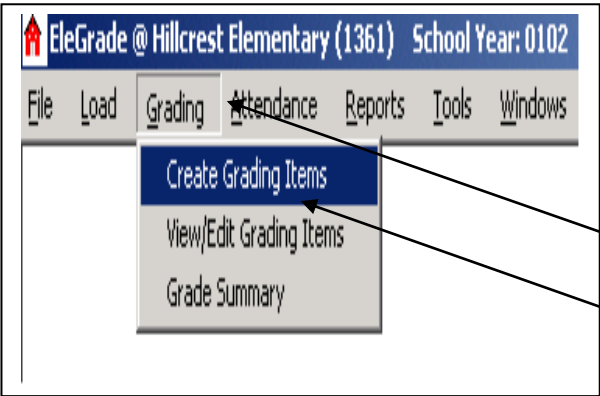
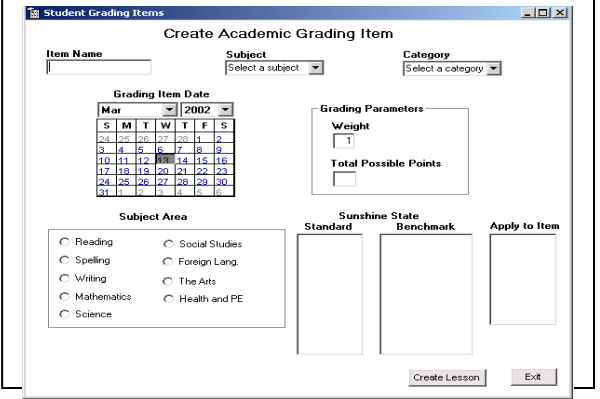
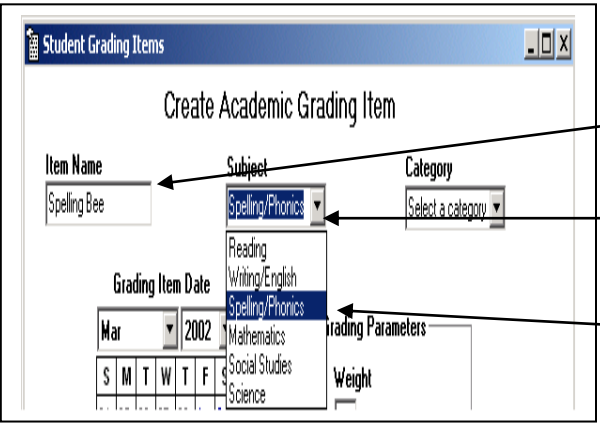
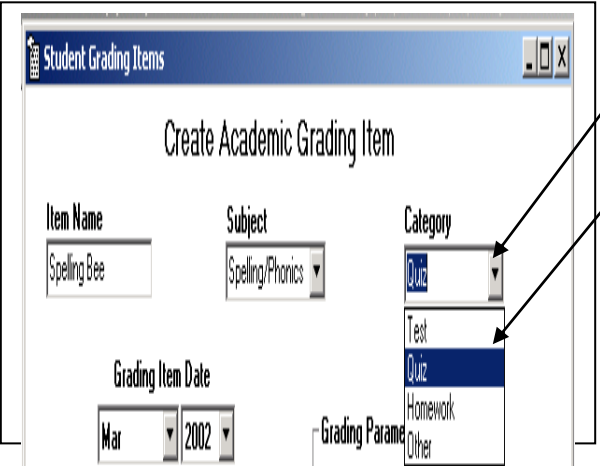


Click **Yes** to accept

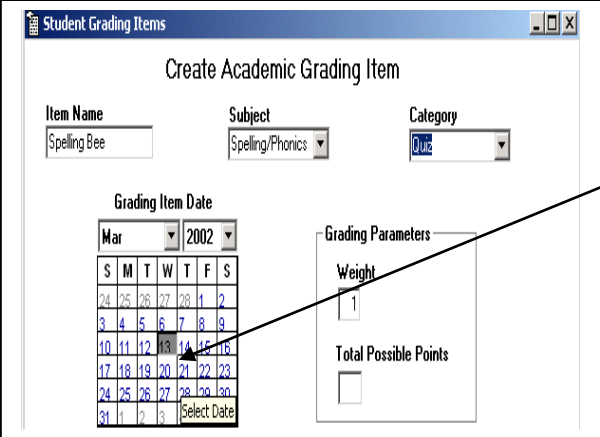
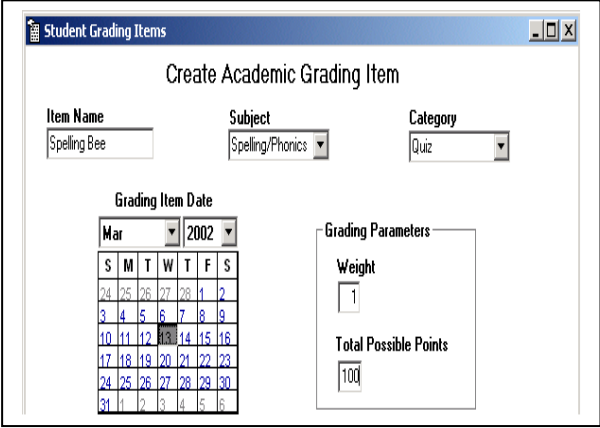
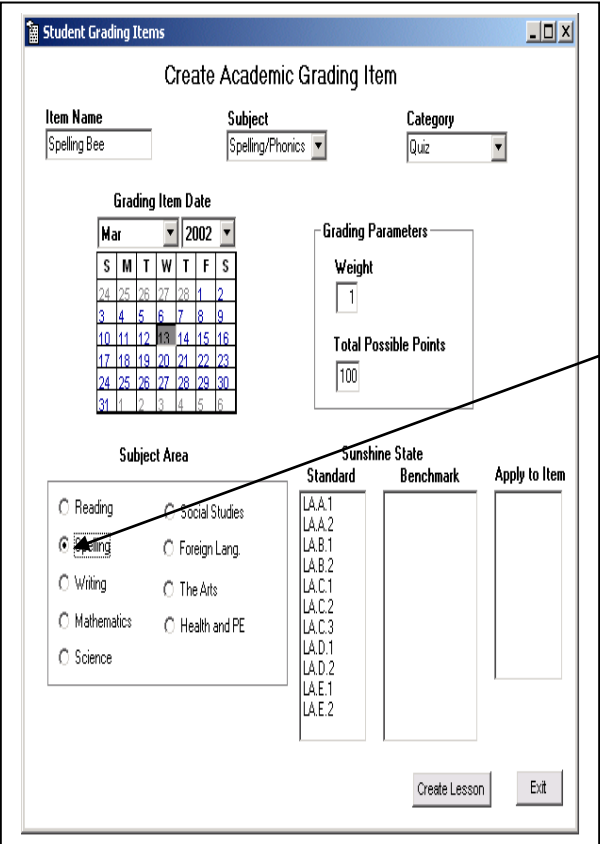


Click **Yes** to Verify Grade Level

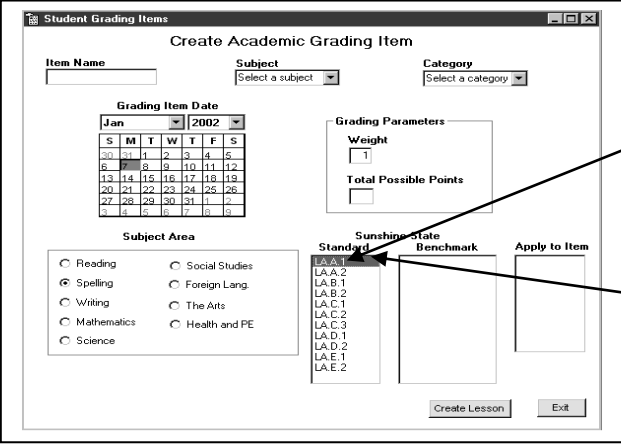
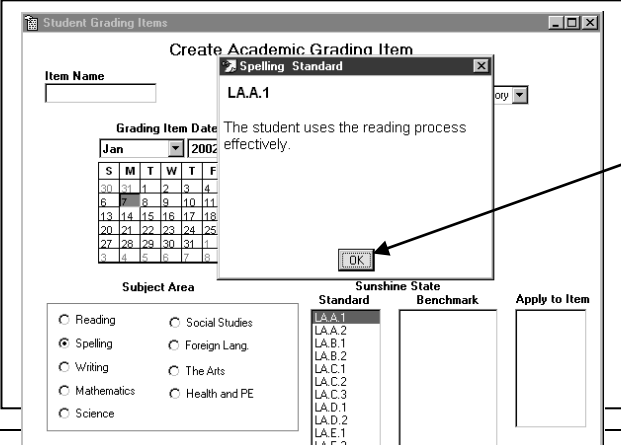
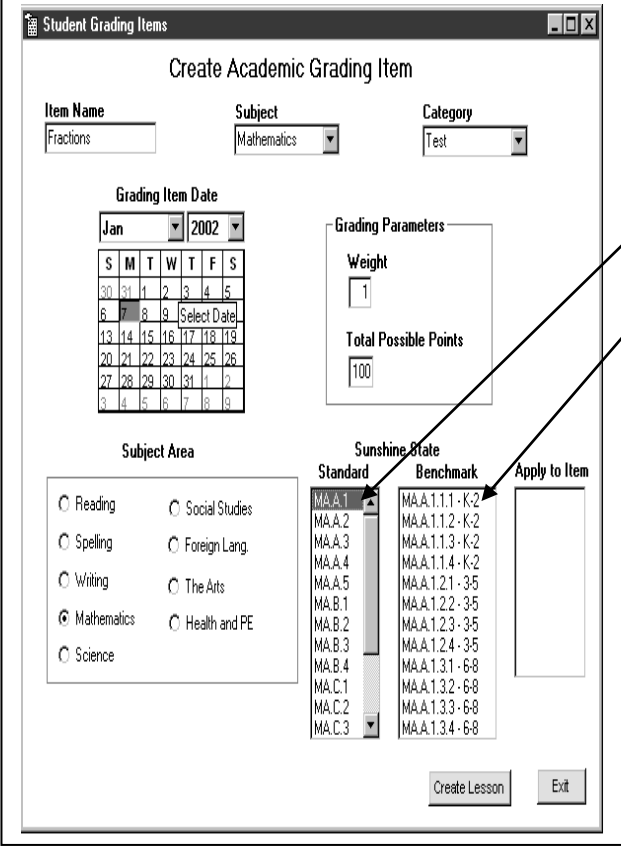
EleGrade - Creating, Editing & Deleting a Grading Item

| Steps | Screen Displayed | Procedures |
|-------|--|---|
| 1 |   | <p><u>To Create a Grading Item</u></p> <p><u>On the Menu Bar</u></p> <ul style="list-style-type: none"> • Select Grading • Click Create Grading Items <p>The Create Academic Grading Items screen is displayed.</p> |
| 2 |   | <p><u>Student Grading Items</u></p> <ul style="list-style-type: none"> • Type the Name of your Test or Lesson in the Item Name field • Click the drop down arrow in the Subject field • Click on the Subject for the Item • Click the drop down arrow in the Category field • Click on the Category for the Item |

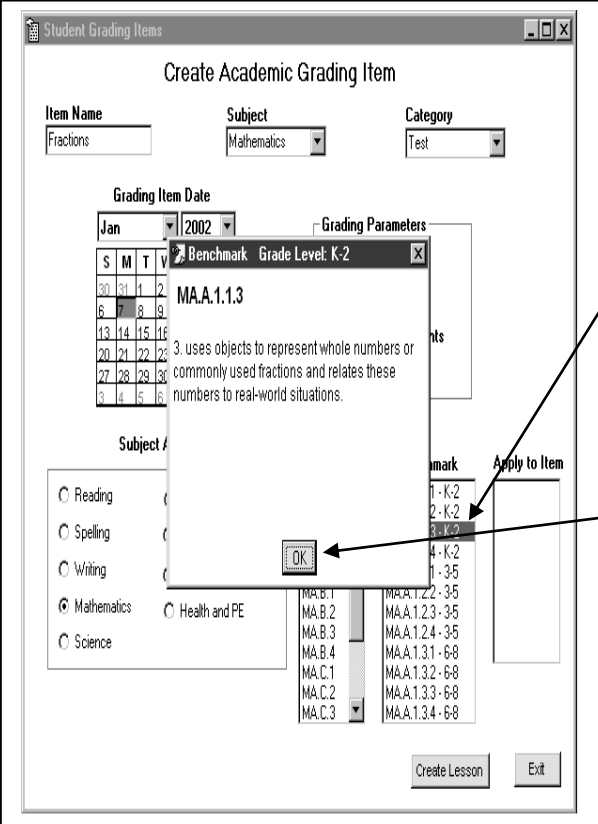
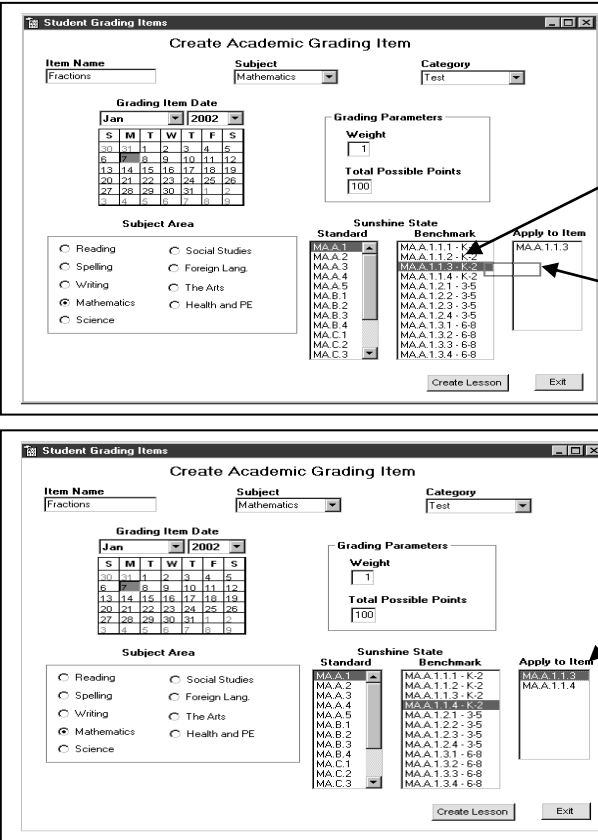
EleGrade - Creating, Editing & Deleting a Grading Item

| Steps | Screen Displayed | Procedures |
|-------|---|---|
| 3 |  | <p><u>To Set the Grading Assignment Date (defaults to current date)</u></p> <ul style="list-style-type: none"> Click the Date the assignment will be due <p><u>To Change the Calendar Month or Year</u></p> <ul style="list-style-type: none"> Click the drop down arrow on the month or year <p>Select the Month or Year</p> |
| |  | <p><u>To Change a Weight for the Assignment (the default weight for an assignment is 1)</u></p> <ul style="list-style-type: none"> Click in the Weight Number box, delete the 1, enter the correct Weight (This is calculated in the Cumulative Grade for the subject) Enter the Total Possible Points for the assignment (This value is used to calculate all other instances of the grade when the raw score method is used) |
| 4 |  | <p><u>Sunshine State Standards and Benchmarks</u></p> <p>Sunshine State Standards and Benchmarks can be added to a Subject Area (optional) that will display on the Grading Items and Year to Date Benchmark Reports.</p> <ul style="list-style-type: none"> Click in the Radio Button for the Subject Area <p>Example: ● Spelling</p> <p>The Sunshine State Standards for the Subject Area you have selected will be displayed in the Standard box.</p> |

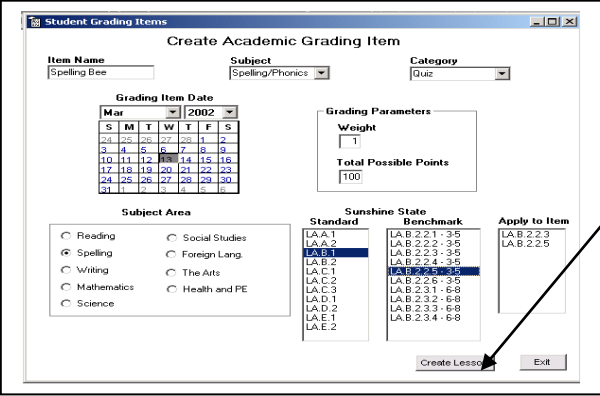
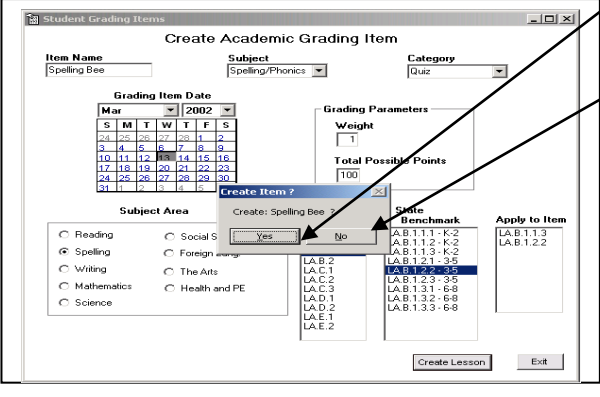
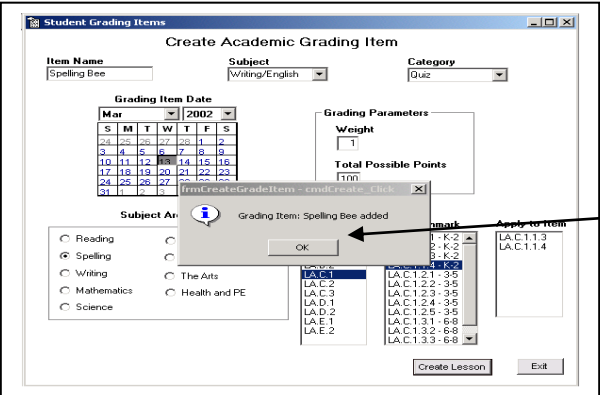
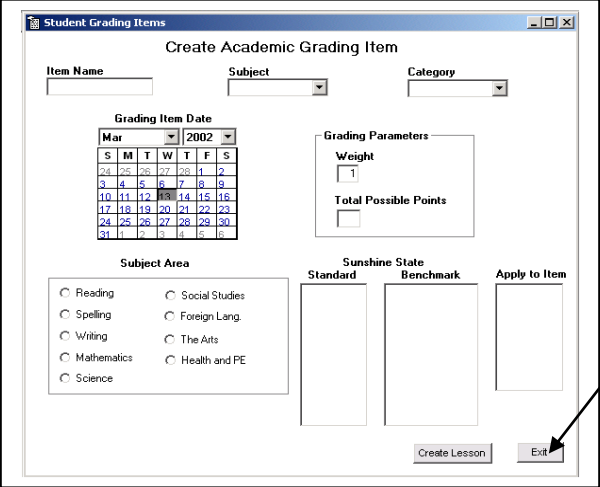
EleGrade - Creating, Editing & Deleting a Grading Item

| Steps | Screen Displayed | Procedures |
|-------|---|---|
| 5 |  | <p><u>Sunshine State Standards:</u></p> <p>Click on a Standard Number to highlight</p> <p><u>To View the Description of a Standard</u></p> <p>Right Click on the highlighted Standard Number</p> |
| |  | <p>The Standard Information Box is displayed with a description of the Standard that has been selected.</p> <p>Click OK to continue</p> <ul style="list-style-type: none"> Repeat Step 5 if you wish to view a description of all the Standards for the Subject Area that you have selected |
| 6 |  | <p><u>Sunshine State Benchmarks:</u></p> <p><u>To Move a Sunshine State Standard to a Benchmark</u></p> <p>Double Click on the Standard that you wish to view in the Benchmark box</p> <p>Benchmarks that are attached to the selected Standard are displayed in the Benchmark box.</p> |

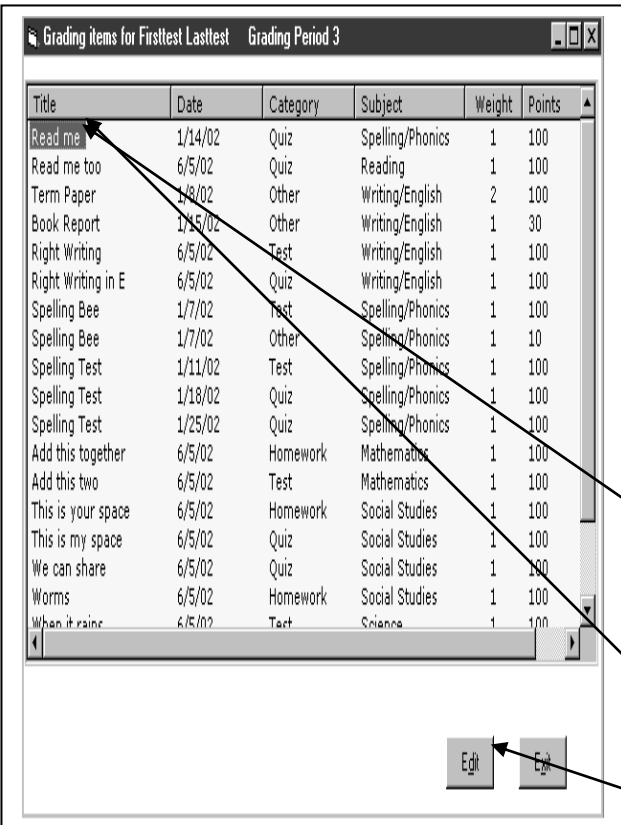
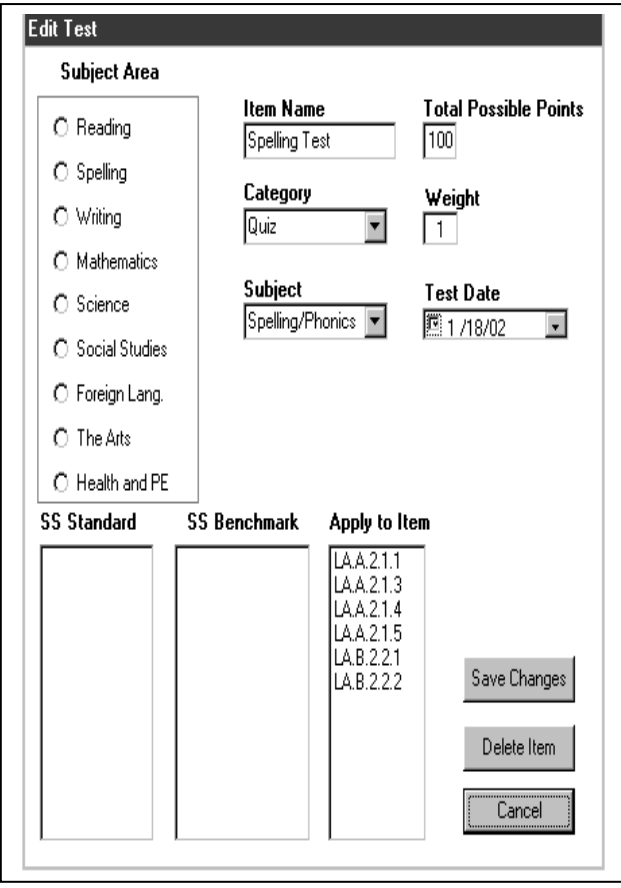
EleGrade - Creating, Editing & Deleting a Grading Item

| Steps | Screen Displayed | Procedures |
|-------|---|---|
| 7 |  | <p><u>To View the Description of a Benchmark</u></p> <ul style="list-style-type: none"> • Click on a Benchmark Number to highlight • Right Click on the highlighted Benchmark Number <p>The description for the Benchmark is displayed.</p> <ul style="list-style-type: none"> • Click OK to continue • Repeat Step 7 if you wish to view a description of all the Benchmarks for the Standard that you have selected |
| 8 |  | <p><u>Apply a Benchmark Number to a Grading Item</u></p> <ul style="list-style-type: none"> • Double Click the Benchmark Number to Apply to Item <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Select the Benchmark Number and drag it over to the Apply to Item <p><u>Deleting a Number from the Apply to Item Box</u></p> <ul style="list-style-type: none"> • Click on the Number to highlight • Press the Delete key <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Press the Backspace key |

EleGrade - Creating, Editing & Deleting a Grading Item

| Steps | Screen Displayed | Procedures |
|-------|---|--|
| 9 |  | <p>Click Create Lesson to save the assignment</p> <p><u>If you click Exit the assignment will not be saved.</u></p> |
| |  | <p>Select Yes to create the Grading Item</p> <p>Select No to make additional changes</p> |
| 10 |  | <p><u>If Yes was selected to create a Grading Item an Information Window will display.</u></p> <p>Click OK to add the Grading Item</p> <p><u>NOTE: The Create Academic Grading Item Window will clear and remain displayed.</u></p> |
| |  | <ul style="list-style-type: none"> Repeat Steps 2 through 10 to continue adding Grading Items <p><u>When you have finished adding all of the Grading Items</u></p> <p>Click Exit to return to the Menu screen</p> |

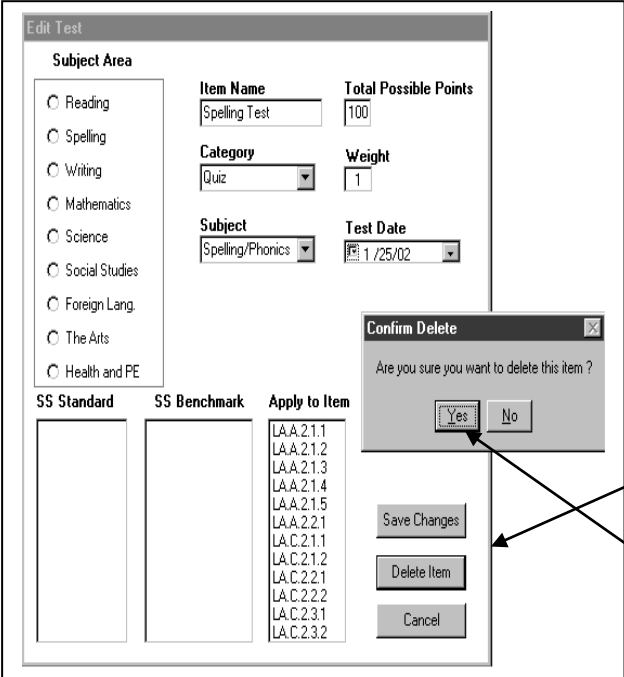
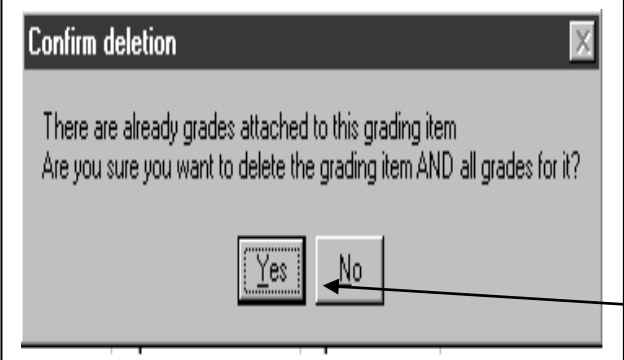
EleGrade - Creating, Editing & Deleting a Grading Item

| Steps | Screen Displayed | Procedures |
|-------|---|--|
| 11 |  | <p><u>Editing a Grading Item</u></p> <p><u>IMPORTANT: If a Grading Item already has grades associated with it, the grades will be deleted if the Total Points are changed or the Grading Item is deleted.</u></p> <ul style="list-style-type: none"> • Select Grading on the Main Menu • Click View/Edit Grading Items <p>A List of all the Grading Items for the Grading Period is displayed.</p> <ul style="list-style-type: none"> • Double Click on the Item that you want to edit <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Select the Item • Click on the Edit Button |
| 12 |  | <p>The Edit Test Screen with the following Fields that can be <i>Edited</i> is displayed.</p> <ul style="list-style-type: none"> • Subject Area • Item Name • Total Possible Points <p><u>NOTE: If the Grading Method is Percent the Total Points field cannot be changed.</u></p> <ul style="list-style-type: none"> • Category • Weight • Subject • Test Date • Sunshine State Standards • Sunshine State Benchmarks • Apply to Items |

EleGrade - Creating, Editing & Deleting a Grading Item

| Steps | Screen Displayed | Procedures |
|-------|------------------|---|
| 13 | | <p><u>To Edit a Field</u></p> <p>Editing Item Name, Total Possible Points or Weight</p> <ul style="list-style-type: none"> • Highlight Inside the Data Field that you want to edit • Type the Change <p>Editing Category, Subject or Test Date</p> <ul style="list-style-type: none"> • Click the drop down arrow in the Data Field that you want to edit • Select the Change <p>Editing Sunshine State Standards, Sunshine State Benchmarks and Apply to Items</p> <ul style="list-style-type: none"> • Click on the Radio Button of the Subject Area that you are working with and <i>follow Steps 4-8</i> <p><u>After all Editing is complete</u></p> <ul style="list-style-type: none"> • Click Save Changes |

EleGrade - Creating, Editing & Deleting a Grading Item

| Steps | Screen Displayed | Procedures |
|-------|--|--|
| 14 |  | <p><u>Deleting a Grading Item</u></p> <ul style="list-style-type: none"> • Select Grading on the Main Menu • Click View/Edit Grading Items <p>A List of all the Grading Items for the Grading Period is displayed.</p> <ul style="list-style-type: none"> • Double Click on the Item that you want to edit <p style="text-align: center;">The Confirm Delete Window is displayed.</p> <ul style="list-style-type: none"> • Click Delete Item Button • Click Yes |
| |  | <p>If Grades have been entered for the Grading Item a message Window will appear.</p> <p>If you are sure that you want to delete the Grading Item AND Grades:</p> <ul style="list-style-type: none"> • Click Yes, if not Click No |