

# General Directions and Information for Using EleWeb

## IMPORTANT INFORMATION!

The documentation below covers four different types of classroom teachers.

- Homeroom Non-SBAR Teacher (Grades 2-5)
- Homeroom SBAR Teacher (Grades K-1)
- Multi-Grade Level Teacher
- Any Teacher (SBAR or Non-SBAR) with Assigned Classes

**EXAMPLE MAIN MENUS:** The **Main Menu** bar always provides the user with the **LOCATION** of where the user is currently located in the program.

### After Initial Login:

Tuesday, August 04, 2009	Kimberly M. Overholt at Valleyview Elementary	Grading Period: 4	9:08:01 AM
Logon	Log Off	Homeroom Class	dB = DEV

### After Clicking the LOGON Button:

Tuesday, August 04, 2009
Logon
Homeroom
Assignments

If you do not have any **ASSIGNED CLASSES**, you would only see the **HOMEROOM** option.

If you have **ASSIGNED CLASSES**, you will see both options.

### After Clicking the HOMEROOM Option:

Tuesday, August 04, 2009	Kimberly M. Overholt at Valleyview Elementary	Grading Period: 4	9:18:45 AM		
Logon	Grades	Grading Items	Log Off	Homeroom Class	dB = DEV
		Create non-SBAR Grading Item			
		Create SBAR Assessment			

**Note:** If you have both **SBAR** and **Non-SBAR** grade levels, you will see both **GRADING ITEM** options are available. Otherwise, you would only

have the **GRADING ITEM** option appropriate to your type of class, IE: **Non-SBAR** or **SBAR**.

### After Clicking Create Non-SBAR Grading Item or Create SBAR Assessment:

Tuesday, August 04, 2009	Kimberly M. Overholt at Valleyview Elementary	Grading Period: 4	10:24:16 AM	
Logon	Grading Items	Log Off	Homeroom Class	dB = DEV
				Create Grading Item for Homeroom Class

**Note:** Create Grading Item for **Homeroom Class** appears.

Tuesday, August 04, 2009	Kimberly M. Overholt at Valleyview Elementary	Grading Period: 4	10:25:17 AM	
Logon	Grading Items	Log Off	Homeroom Class	dB = DEV
				Create SBAR Assessment for Grade Level: 01

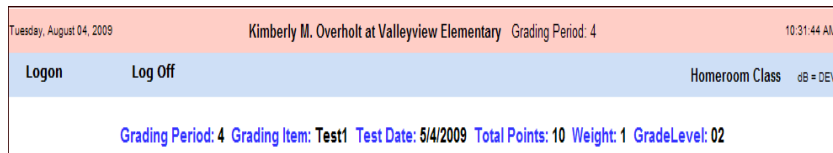
**Note:** Create SBAR Assessment for **Grade Level 01** appears.

### After Clicking LOGON, Assignments, Grading Items, Selecting a Class (Subject – Math 2<sup>nd</sup>):

Tuesday, August 04, 2009	Kimberly M. Overholt at Valleyview Elementary	Grading Period: 4	10:28:36 AM		
Logon	Grades	Grading Items	Log Off	Assigned Class - Math.2nd	dB = DEV
					Create Grading Item for Mathematics - Math.2nd

**Note:** Create Grading Item for **Mathematics – Math\_2<sup>nd</sup>** appears.




## After Clicking Logon, Homeroom, Enter Grades, Selecting a Subject, Lesson & Lesson Item:



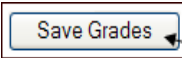
The screenshot shows the top navigation bar of the EleWeb application. It includes the date 'Tuesday, August 04, 2009', the user name 'Kimberly M. Overholt at Valleyview Elementary', and the 'Grading Period: 4'. Below this, there are links for 'Logon' and 'Log Off', and a 'Homeroom Class' dropdown menu. The main content area displays the following information: 'Grading Period: 4', 'Grading Item: Test1', 'Test Date: 5/4/2009', 'Total Points: 10', 'Weight: 1', and 'GradeLevel: 02'.

**Note:** The **Grading Period, Grading Item, Test Date, Total Points, Weight, and Grade Level** information is displayed.

### General Directions:

- As this is a “web based” program, **DO NOT** use the web browser arrow buttons,  or the refresh button. 
- Use the program buttons provided on the screens. 
- The **Grading Period** cannot be changed in EleWeb. Whichever grading period is set on your school EleGrade will determine which grading period will be available through EleWeb.
- Creating new **Grading Items** in EleWeb requires more mouse clicks than your school EleGrade. You might find it more convenient to create the grading items at school and then use EleWeb at home to **Post Grades**.

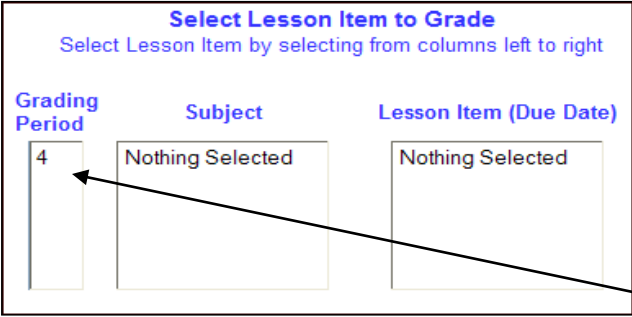
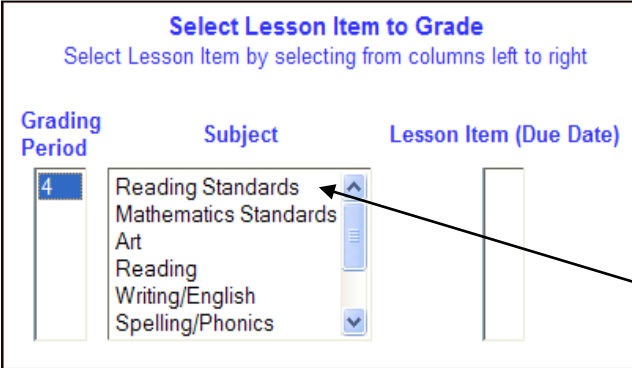
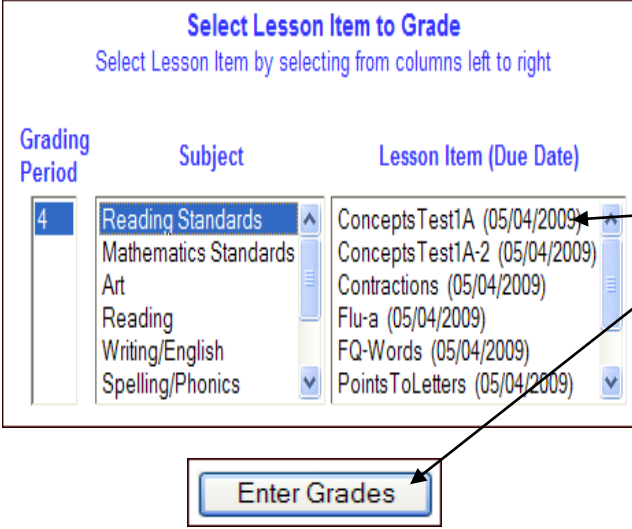
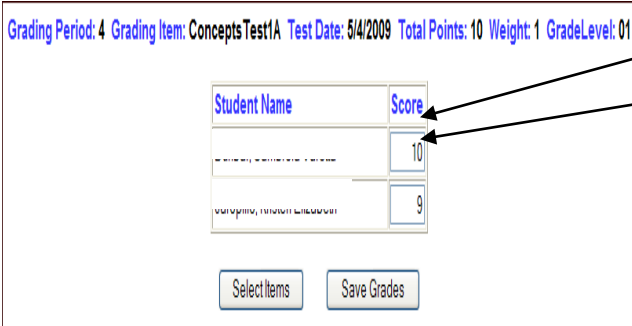
### General Information:

- EleWeb now fully supports **SBAR**.
- EleWeb now fully supports **Weighted Grading**. If your school has established Weighted Grading by Category, EleWeb will default to the correct weight by category when you create grading items. You **CANNOT** change the predetermined (default) weights.
- After you have entered grades, **BE SURE** you click the **SAVE GRADES** button.  EleWeb does not have a warning message to remind you to save grades before you leave the screen.
- EleWeb allows for only **ONE** benchmark per SBAR Assessment.

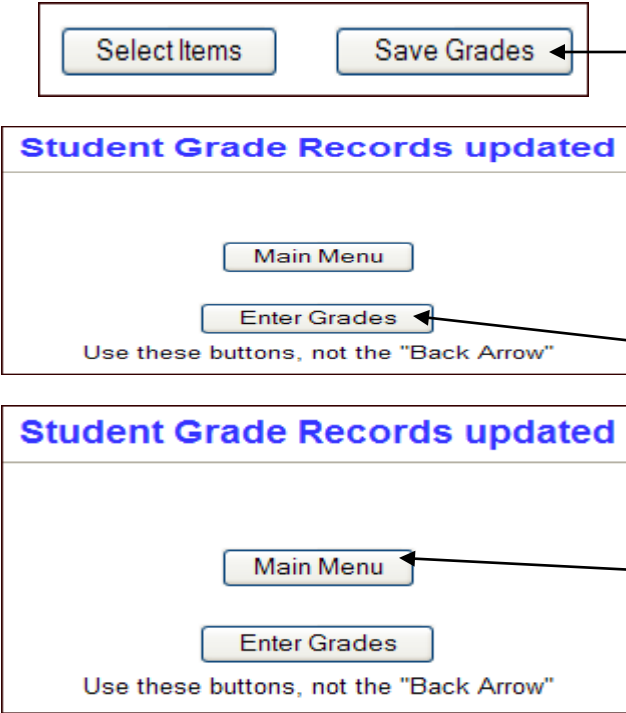
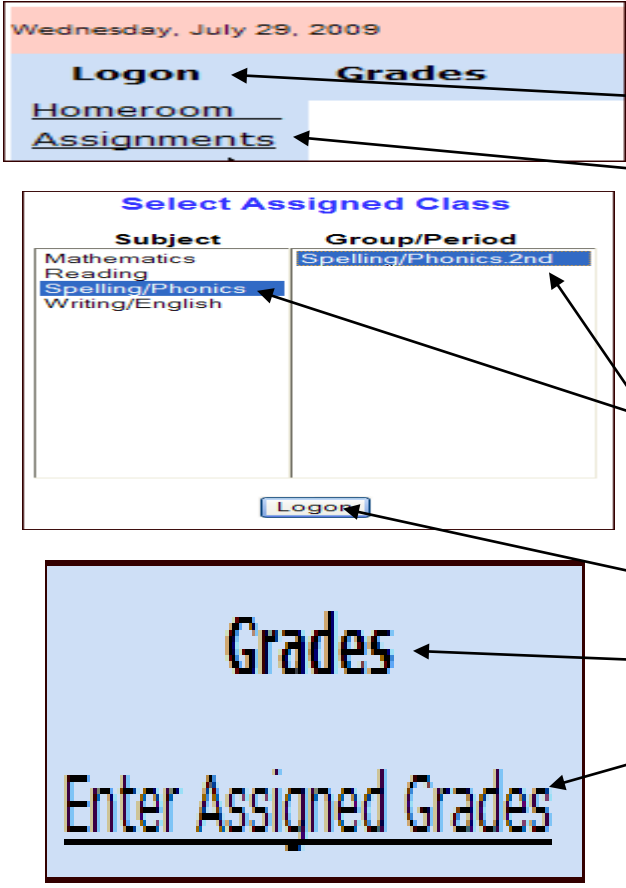
## EleGrade - Web Access

Steps	Screen Displayed	Procedures
1		<p>On your home computer, connect to the Internet and start Internet Explorer.</p> <p><b><u>In the Address box</u></b></p> <p>Type <a href="https://elegrade.polk-fl.net">https://elegrade.polk-fl.net</a></p> <p>The <b>EleGrade Logon</b> screen is displayed.</p> <ul style="list-style-type: none"> <li>• Type your <b>Sap Employee Id Number</b> in Employee</li> <li>• Type your <b>EleGrade Password</b> in Password</li> <li>• Type your <b>Magic Number</b> in Magic Number (4-digit location number followed by the last four digits of your social security number)</li> <li>• Click the <b>Logon to EleGrade</b> icon</li> </ul>
2		<p>The <b>Main Menu</b> screen is displayed.</p> <p><b><u>Note: The menu selections will display after the mouse is pointed at the menu option.</u></b></p> <ul style="list-style-type: none"> <li>• Point at the <b>Logon</b> option</li> </ul> <p>You can enter grades for a <b>Homeroom</b> or <b>Assignments</b></p> <p><b><u>To Enter Grades for a Homeroom</u></b></p> <ul style="list-style-type: none"> <li>• Select <b>Homeroom</b></li> </ul> <p><b><u>NOTE: The Date, Teacher name, School name, and Time are shown across the top of the screen.</u></b></p> <ul style="list-style-type: none"> <li>• Point to the <b>Grades</b> option</li> <li>• Click <b>Enter Grades</b></li> </ul>

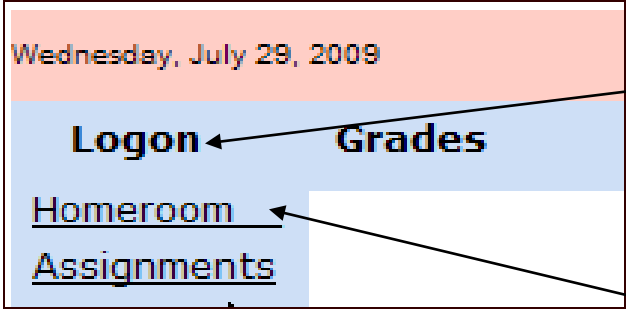
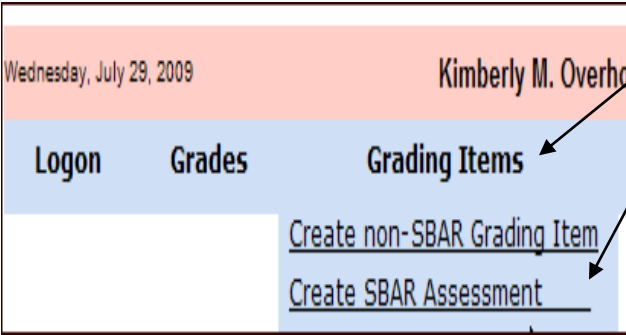
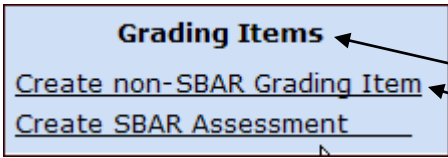
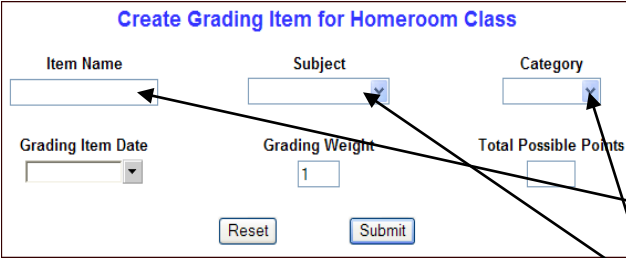
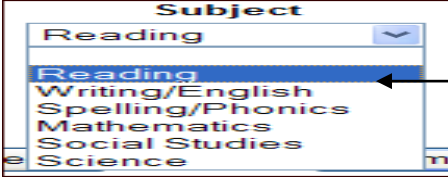
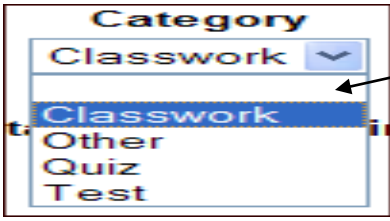
## EleGrade - Web Access

Steps	Screen Displayed	Procedures						
3	 <p style="text-align: center;"><b>Select Lesson Item to Grade</b> Select Lesson Item by selecting from columns left to right</p> <p><b>Grading Period</b>      <b>Subject</b>      <b>Lesson Item (Due Date)</b></p> <p>4      Nothing Selected      Nothing Selected</p>	<p>The <b>Grading Item Selection</b> screen is displayed.</p> <p><b><u>Note: Subject Items are displayed after a Grading Period has been selected.</u></b></p> <p><b><u>To Select the Grading Period</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Grading Period</b></li> </ul>						
	 <p style="text-align: center;"><b>Select Lesson Item to Grade</b> Select Lesson Item by selecting from columns left to right</p> <p><b>Grading Period</b>      <b>Subject</b>      <b>Lesson Item (Due Date)</b></p> <p>4      Reading Standards Mathematics Standards Art Reading Writing/English Spelling/Phonics</p>	<p>The <b>Subject Items</b> are displayed.</p> <p><b><u>Note: Grading Items for a specific Subject are displayed after the Subject has been selected.</u></b></p> <p><b><u>To Select a Subject</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Subject</b></li> </ul>						
4	 <p style="text-align: center;"><b>Select Lesson Item to Grade</b> Select Lesson Item by selecting from columns left to right</p> <p><b>Grading Period</b>      <b>Subject</b>      <b>Lesson Item (Due Date)</b></p> <p>4      Reading Standards      ConceptsTest1A (05/04/2009) Mathematics Standards      ConceptsTest1A-2 (05/04/2009) Art      Contractions (05/04/2009) Reading      Flu-a (05/04/2009) Writing/English      FQ-Words (05/04/2009) Spelling/Phonics      PointsToLetters (05/04/2009)</p> <p style="text-align: center;"><b>Enter Grades</b></p>	<p>The <b>Grading Items</b> for that subject are displayed.</p> <p><b><u>To Enter Grades for the Selected Grading Item</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Grading Item</b></li> <li>Click <b>Enter Grades</b> button</li> </ul> <p>The <b>Grading Item</b> screen is displayed.</p> <p>Grading Period, Grading Item, Test Date, Total Points and Weight are displayed directly above the list of Student names and current Grade score.</p>						
	 <p>Grading Period: 4 Grading Item: ConceptsTest1A Test Date: 5/4/2009 Total Points: 10 Weight: 1 GradeLevel: 01</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>10</td> </tr> <tr> <td>.....</td> <td>9</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Select Items"/>    <input type="button" value="Save Grades"/> </p>	Student Name	Score	.....	10	.....	9	<p><b><u>To Enter a Grade or Change a Grade</u></b></p> <ul style="list-style-type: none"> <li>Click inside the <b>Score</b> box</li> <li>Type the <b>Grade</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Highlight the <b>Current Grade</b></li> <li>Type the <b>Grade Change</b></li> </ul>
Student Name	Score							
.....	10							
.....	9							

## EleGrade - Web Access

Steps	Screen Displayed	Procedures
5	 <p>The screenshot shows two identical panels. Each panel has a blue header with the text "Student Grade Records updated". Below the header, there are two buttons: "Main Menu" and "Enter Grades". Below the buttons, it says "Use these buttons, not the 'Back Arrow'". In the top panel, a box highlights the "Select Items" and "Save Grades" buttons. In the bottom panel, a box highlights the "Main Menu" and "Enter Grades" buttons. Arrows point from the "Save Grades" and "Enter Grades" buttons in the top panel to the "Enter Grades" button in the bottom panel, and from the "Main Menu" button in the bottom panel to the "Main Menu" button in the top panel.</p>	<p><b><u>To Save the Grades</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Save Grades</b></li> </ul> <p><b>Note:</b> After you <i>click</i> the <b>Save Grades</b> button, the “Student Grade Record updated” message appears.</p> <p><b><u>To Select a different Subject and Enter or Change a Grade</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Enter Grades</b> button</li> <li>• Repeat <b>Step 3</b></li> </ul> <p><b><u>To Return to the Main Menu</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Main Menu</b></li> </ul>
6	 <p>The screenshot shows three panels. The top panel has a red header with the date "Wednesday, July 29, 2009". Below the header, there are four buttons: "Logon", "Grades", "Homeroom", and "Assignments". Arrows point from the "Logon" and "Assignments" buttons to the "Logon" and "Assignments" buttons in the middle panel. The middle panel has a blue header with the text "Select Assigned Class". Below the header, there is a table with two columns: "Subject" and "Group/Period". The "Subject" column has four rows: "Mathematics", "Reading", "Spelling/Phonics", and "Writing/English". The "Group/Period" column has one row: "Spelling/Phonics 2nd". Below the table, there is a "Logon" button. Arrows point from the "Spelling/Phonics" row in the table to the "Logon" button in the middle panel, and from the "Logon" button in the middle panel to the "Logon" button in the bottom panel. The bottom panel has a blue header with the text "Grades" and a blue footer with the text "Enter Assigned Grades". Arrows point from the "Grades" and "Enter Assigned Grades" text in the bottom panel to the "Grades" and "Enter Assigned Grades" text in the middle panel.</p>	<p><b><u>To Enter Grades for Assigned Classes</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Logon</b></li> <li>• Click <b>Assignments</b></li> </ul> <p><b><u>Select Assigned Class window appears</u></b></p> <ul style="list-style-type: none"> <li>• Click a <b>Subject</b></li> <li>• Click to <b>Select an Assignment</b></li> <li>• Click <b>Logon</b> button</li> <li>• Click <b>Grades</b></li> <li>• Click <b>Enter Assigned Grades</b></li> <li>• <b><u>RETURN TO STEP #3</u></b></li> </ul>

## EleGrade - Web Access

Steps	Screen Displayed	Procedures
7	 	<p><b><u>To Create Grading Items</u></b> The Main Menu screen is displayed.</p> <ul style="list-style-type: none"> <li>Point to the <b>Logon</b> option</li> </ul> <p>You can Create Grading Items for Homeroom or Assignments</p> <p><b><u>To Create Grading Items for Homeroom</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Homeroom</b></li> <li>Point to the <b>Grading Items</b> option</li> <li>Click <b>Create non-SBAR Grading Item</b> or <b>Create SBAR Assessment</b> (if appropriate).</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b><u>To Create Grading Items for Assignments</u></b></p> <ul style="list-style-type: none"> <li>Move to step 11</li> </ul>
8	   	<p><b><u>To Create Grading Items for a Homeroom</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Grading Items</b></li> <li>Click <b>Create non-SBAR Grading Item</b></li> </ul> <p>The <b>Create Grading Items</b> screen is displayed.</p> <p><b><u>To Enter the Item Name</u></b></p> <ul style="list-style-type: none"> <li>Type the <b>Item Name</b></li> </ul> <p><b><u>To Enter Subject</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>drop down</b> arrow</li> <li>Select the <b>Subject</b></li> </ul> <p><b><u>To Enter the Category</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>drop down</b> arrow</li> <li>Select the <b>Category</b></li> </ul>

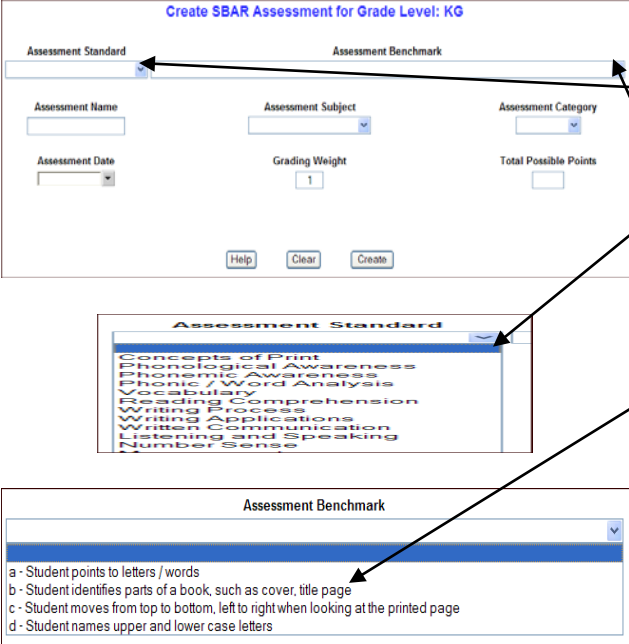
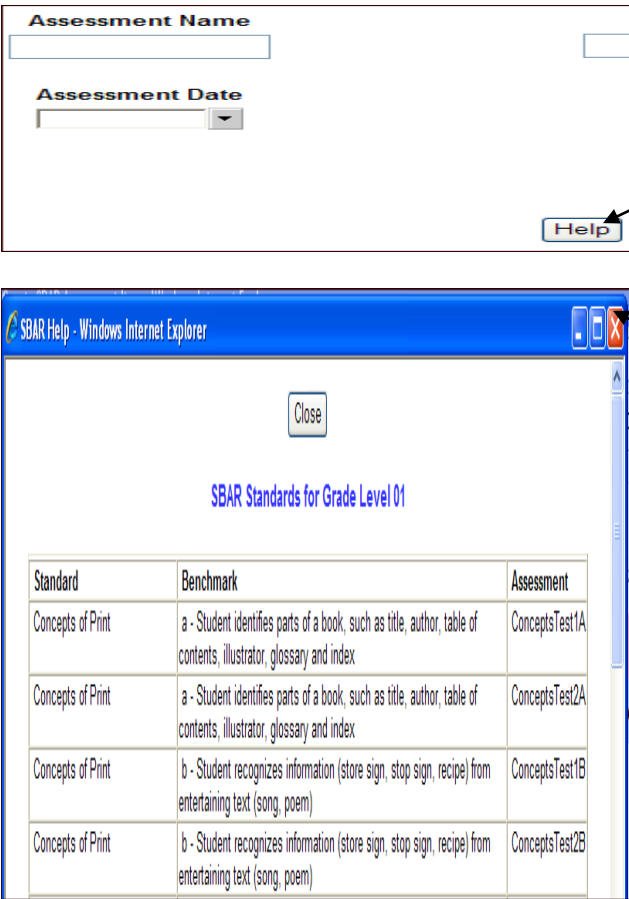

## EleGrade - Web Access

Steps	Screen Displayed	Procedures
9	<p style="text-align: center;"><b>Create Grading Item for Homeroom Class</b></p> <p>Item Name: <input type="text"/> Subject: <input type="text"/> Category: <input type="text"/></p> <p>Grading Item Date: <input type="text"/> Grading Weight: <input type="text" value="1"/> Total Possible Points: <input type="text"/></p> <p style="text-align: center;">Reset Submit</p> <p style="text-align: center;"><b>Grading Item Date</b></p> <p style="text-align: center;">Grading W: <input type="text" value="1"/></p> <p style="text-align: center;">Reset Submit</p>	<p><b><u>To Enter the Grading Item Date</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>drop down</b> arrow</li> <li>Select the <b>Date</b></li> </ul> <p><b><u>To Enter the Grading Weight</u></b></p> <ul style="list-style-type: none"> <li>Type the <b>Weight</b></li> </ul> <p><b>NOTE:</b> EleWeb now supports weighted grades.</p> <p><b><u>To Enter the Total Possible Points</u></b></p> <ul style="list-style-type: none"> <li>Type the <b>Total Possible Point</b></li> </ul> <p><b><u>To Save the Grading Item after it has been Created</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Submit</b> OR Click <b>Reset</b> to Clear the page and correct the Grading Item</li> </ul>
10	<p style="text-align: center;"><b>Grading Item: Robin Hood Added</b></p> <p style="text-align: center;">Enter Grades Create Another Item</p> <p style="text-align: center;"><b>Select Lesson Item to Grade</b> Select Lesson Item by selecting from columns left to right</p> <p>Grading Period: <input type="text" value="4"/> Subject: <input type="text" value="Nothing Selected"/> Lesson Item (Due Date): <input type="text" value="Nothing Selected"/></p> <p style="text-align: center;">Enter Grades</p> <p style="text-align: center;"><b>Create Grading Item for Homeroom Class</b></p> <p>Item Name: <input type="text"/> Subject: <input type="text"/> Category: <input type="text"/></p> <p>Grading Item Date: <input type="text"/> Grading Weight: <input type="text" value="1"/> Total Possible Points: <input type="text"/></p> <p style="text-align: center;">Reset Submit</p>	<p><b><u>The Grading Item Confirmation screen appears.</u></b></p> <p><b><u>To Continue from this screen</u></b></p> <ul style="list-style-type: none"> <li>Select <b>Enter Grades</b> to enter grades</li> <li>Select <b>Lesson Item to Grade</b> screen appears</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Select <b>Create Another Item</b> to create another Grading Item</li> <li><b>Create Grading Item for Homeroom Class</b> screen appears.</li> </ul>

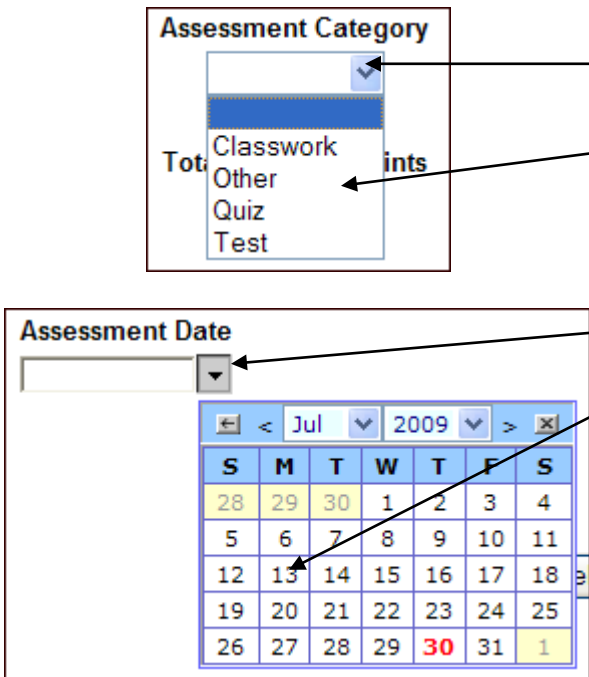

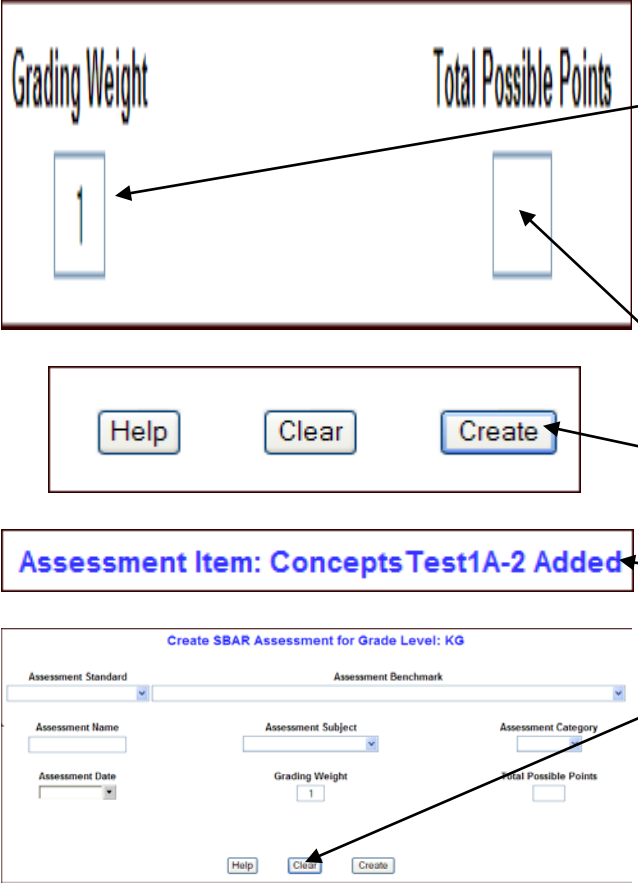
## EleGrade - Web Access

Steps	Screen Displayed	Procedures
11		<p><b><u>To Create Grading Items for Assignments for a Subject/Group Period</u></b></p> <ul style="list-style-type: none"> <li>• Point to <b>Logon</b></li> <li>• Click <b>Assignments</b></li> <li>• Click the <b>Subject</b></li> <li>• Click the <b>Group /Period</b></li> <li>• Click <b>Grading Items</b> or <b>Assessment</b> button</li> </ul> <p><b><u>NOTE: The Subject and Grade level will determine the menu option that will be available.</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Grading Items</b></li> <li>• Click <b>Create Grading Item</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click <b>Assessment</b></li> <li>• Click <b>Create non-SBAR Grading Item</b></li> </ul>
12		<p><b><u>To Create SBAR Assessment Items</u></b></p> <p><b><u>NOTE: If you teach mixed classes, you will have to select the grade level before you can begin creating the Assessment</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Grade Level</b> dropdown</li> <li>• Click <b>Grade Level</b></li> <li>• Click <b>Select</b></li> </ul> <p><b><u>Create SBAR Assessment Screen Appears</u></b></p>

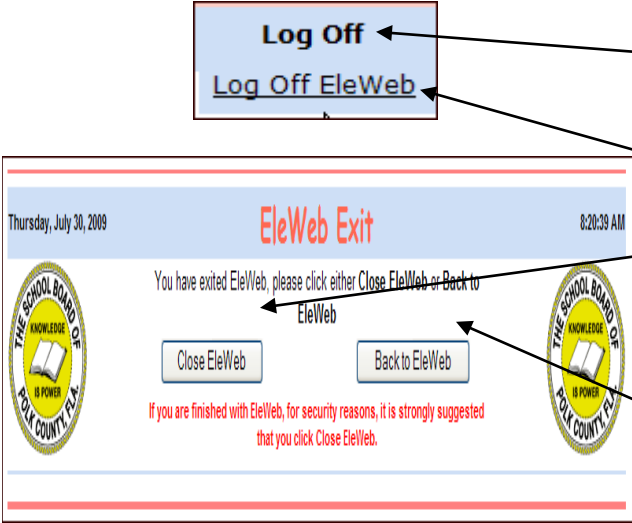
## EleGrade - Web Access

Steps	Screen Displayed	Procedures
13		<p><b><u>Create SBAR Assessment screen appears</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Assessment Standard</b> drop down arrow</li> <li>• Click <b>Standard</b> to Select</li> <li>• Click <b>Assessment Benchmark</b> drop down arrow</li> <li>• Click <b>Benchmark</b> to Select</li> </ul>
14		<p><b><u>How to name the Assessment</u></b></p> <p>Some Assessment Names have already been created by the Instructional Dept.</p> <ul style="list-style-type: none"> <li>• Click <b>Help</b> button</li> <li>• <i>Concepts of Print</i> already has an <b>Assessment Title</b> for all four benchmarks.</li> <li>• Click <b>RED X</b> to Close <b>Help Window</b>.</li> </ul> 

## EleGrade - Web Access

Steps	Screen Displayed	Procedures
15		<p><b><u>Creating an SBAR Grading Item (cont'd)</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Assessment Category</b> drop down</li> <li>• Click to <b>Select Category</b></li> </ul> <p>NOTE: <b>Homework</b> is no longer an available item.</p> <ul style="list-style-type: none"> <li>• Click <b>Assessment Date</b> drop down</li> <li>• Click on a <b>date</b> to <b>Select</b></li> </ul>  <ul style="list-style-type: none"> <li>• Use <b>drop down arrows</b> to change <b>Month</b> or <b>Year</b></li> <li>• Use "<b>&lt;</b> or <b>&gt;</b>" to <b>change months</b></li> </ul>
16		<p><b><u>Grading Weight and Total Possible Points</u></b></p> <ul style="list-style-type: none"> <li>• <b>Grade Weight</b> defaults to "1" unless you school dictated <b>Weighted Grades by Category</b>.</li> </ul> <p>NOTE: If <b>Weighted Grade Category</b> is used at your school, the <b>Grade Weight</b> box will <b>default</b> to the correct <b>weight</b>.</p> <ul style="list-style-type: none"> <li>• <b>Type Number</b> for <b>Total Points</b></li> <li>• Click <b>Create</b> button to complete <b>Creating Grading Item</b></li> <li>• <b>Grading Item Added</b> message appears.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click <b>Clear</b> button to clear all entries</li> </ul> <p><b><u>RETURN TO STEP 11 to create another Grading Item or go to LOGON on Main Menu.</u></b></p>

## EleGrade - Web Access

Steps	Screen Displayed	Procedures
17		<p><b><u>Logging Off of EleWeb</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Log Off</b> on Main Menu Bar</li> <li>• Click <b>Log Off EleWeb</b></li> <li>• Click <b>Close EleWeb</b> button to completely close out</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click <b>Back to EleWeb</b> button to enter <b>EleWeb</b></li> </ul>