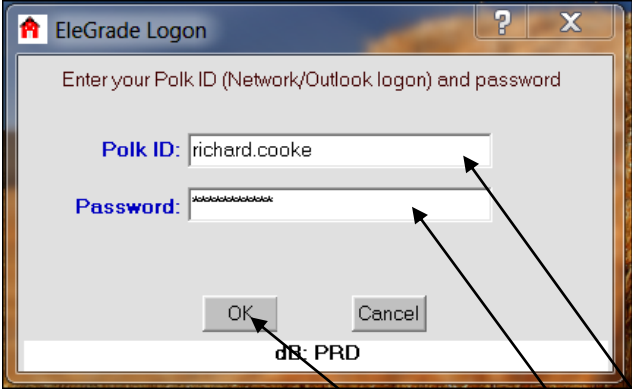
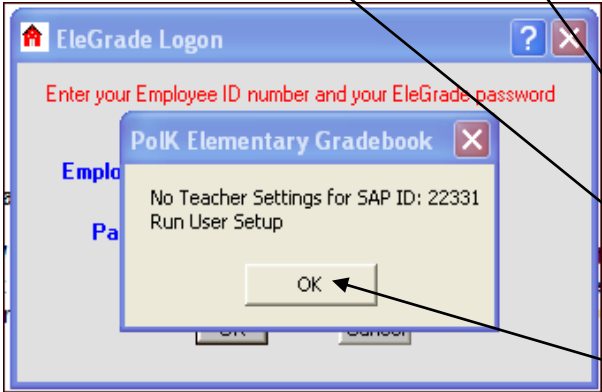
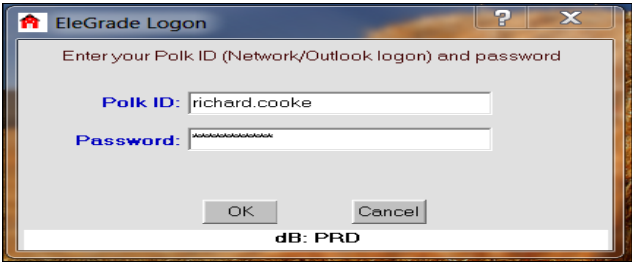
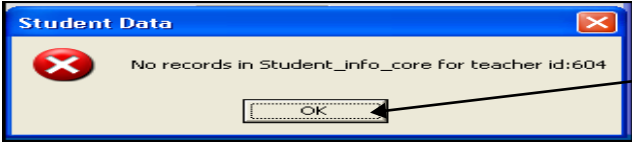
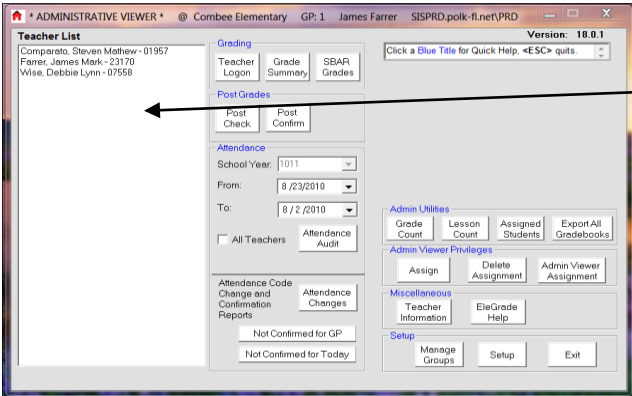
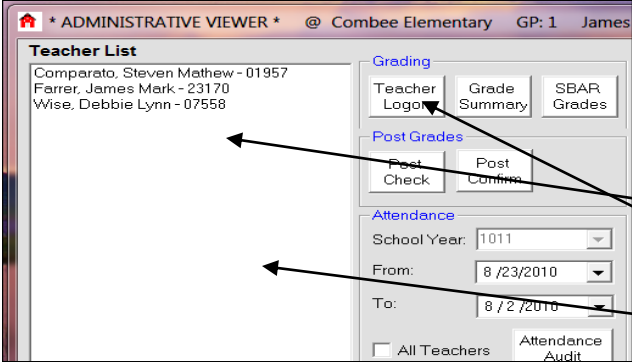
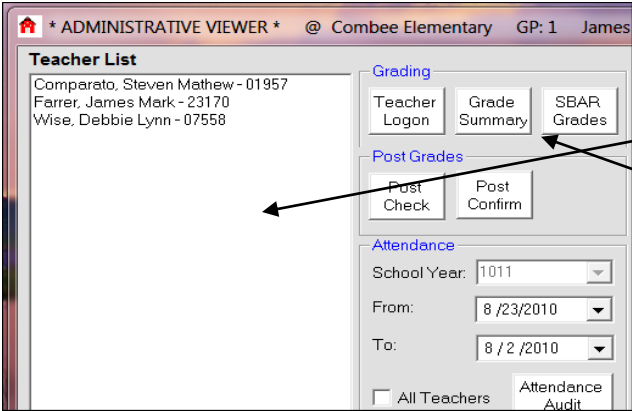
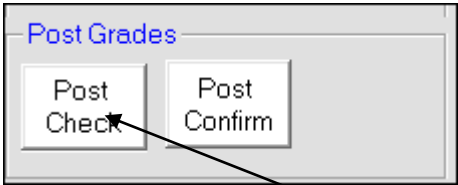
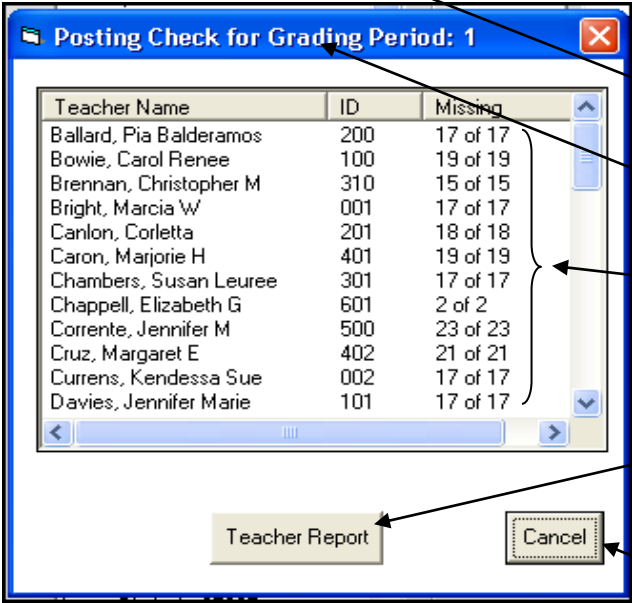


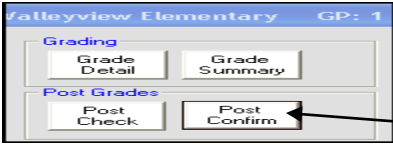
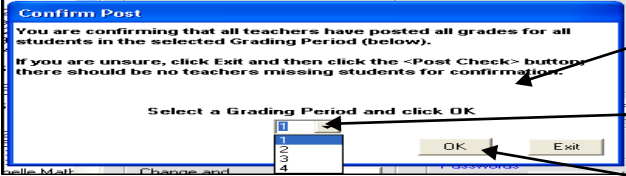
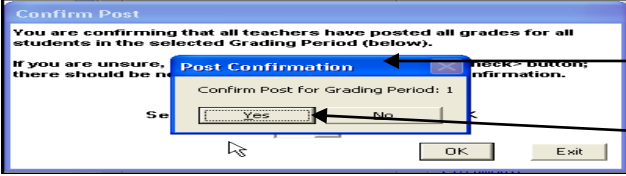
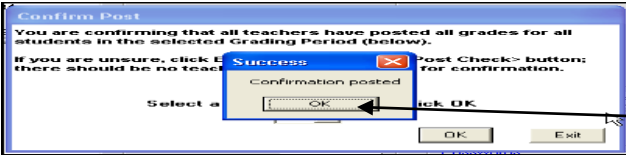
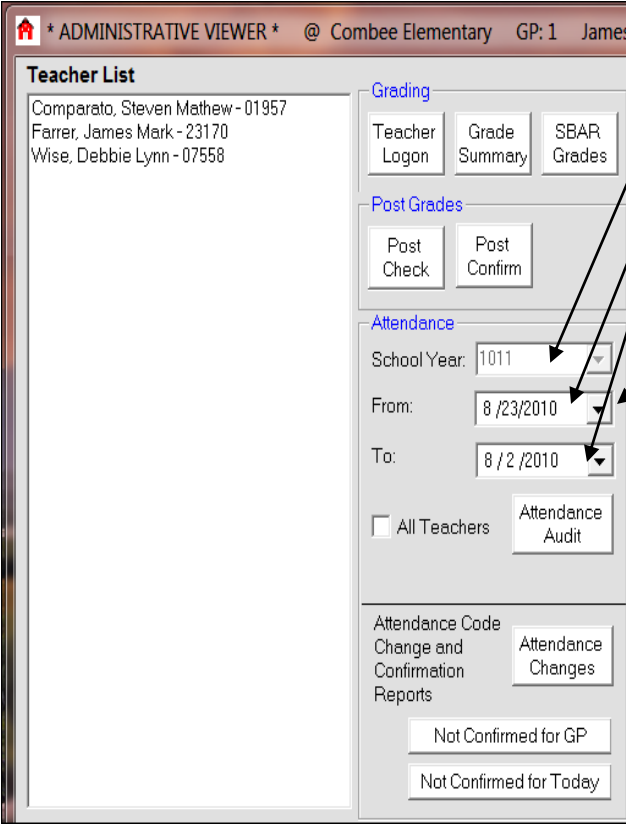
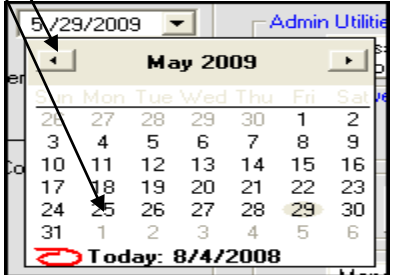
EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
1	 	<p><u>INITIAL LOGIN TO EleGrade:</u></p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. The Login is NEW at the beginning of EACH school year! 2. The Terminal Operator at your school MUST enter you in Genesis as a Staff Member before you can login to EleGrade. 3. The Principal or Assistant Principal must add you to the EleGrade Administrator Account before you can login and view the Admin Viewer. <p><u>To Setup Your Account:</u></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
2	  	<p><u>Login to EleGrade:</u></p> <ul style="list-style-type: none"> • Log in as in Step #1 <p>NOTE: Network Managers will receive this message because the NM position does not have students assigned to them as classroom teachers do.</p> <ul style="list-style-type: none"> • Press OK button to continue <p>The Administrative Viewer window appears</p> <p>Right Clicking in the Teacher List Box will produce a teacher list report with SAP and Local ID</p>

EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
3	 	<p><u>Admin Viewer –Teacher Lists and Button Options:</u></p> <p>To View a Teacher’s Grade book:</p> <ul style="list-style-type: none"> • Left Click a Teacher’s Name • Left Click Grade Detail button <li style="text-align: center;">OR • Double Left Click a Teacher’s Name <p>To View a Teacher’s Report Cards:</p> <ul style="list-style-type: none"> • Left Click a Teacher’s Name • Left Click Grade Summary or SBAR Grades button
	 	<p><u>Admin Viewer – Posting Grades (Post Check and Post Confirm):</u></p> <p>At the end of each grading period, the Administrator or Network Manager will POST GRADES. Before posting grades, you should perform a Post Check.</p> <ul style="list-style-type: none"> • Left Click Post Check <p>Posting Check screen appears.</p> <p>Missing Column (XX of XX) indicates the number of students that have not had grades Posted as compared to the teacher’s total number of students.</p> <ul style="list-style-type: none"> • Left Click Teacher Report button – a report with the information as displayed in the window will be printed. • Click Cancel to close window

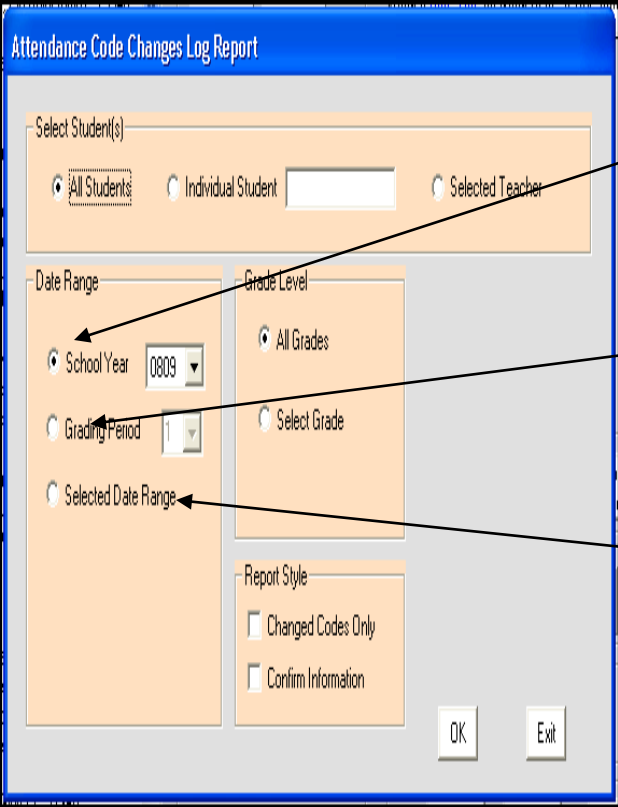
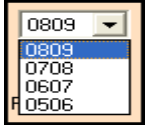

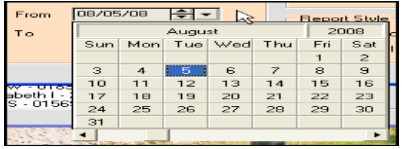
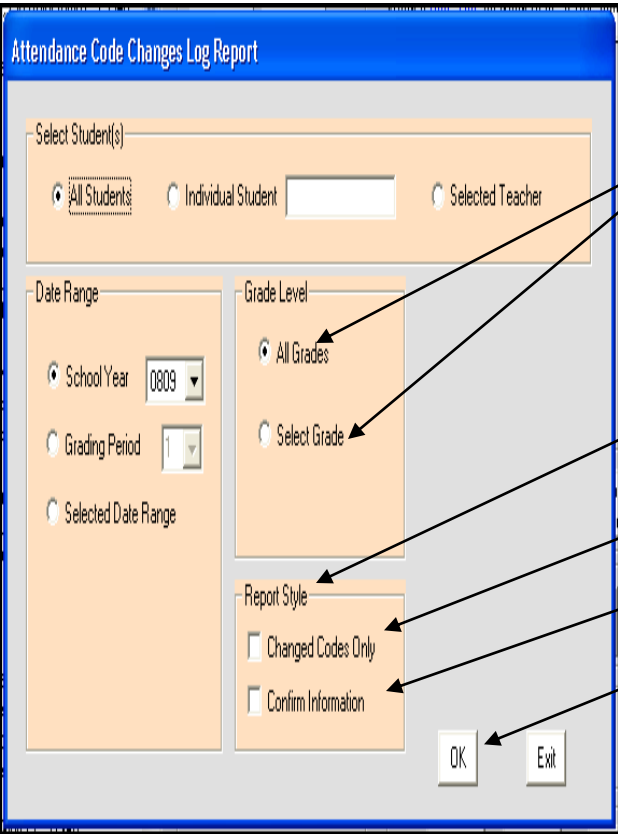
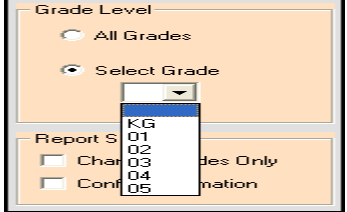
EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
5	   	<p><u>Admin Viewer – Posting Grades (Post Check and Post Confirm): (Cont'd)</u></p> <ul style="list-style-type: none"> • Left Click Post Confirm button • Post Confirm Screen appears. • Left Click Drop Down Arrow to Select Grading Period • Click OK button • Post Confirmation Window appears. • Click Yes button • Success Window appears. • Click OK button
6		<p><u>Admin Viewer – Attendance:</u></p> <ul style="list-style-type: none"> • School Year defaults to the current school year • From Date defaults to First Day of School • To Date defaults to Current Date • Clicking on either From or To Dropdown Arrow will bring up a Calendar. • Click Arrows to Change Month • Double Click Calendar Date to Select 

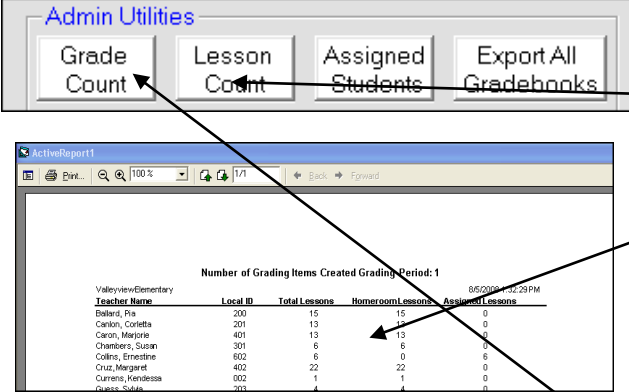
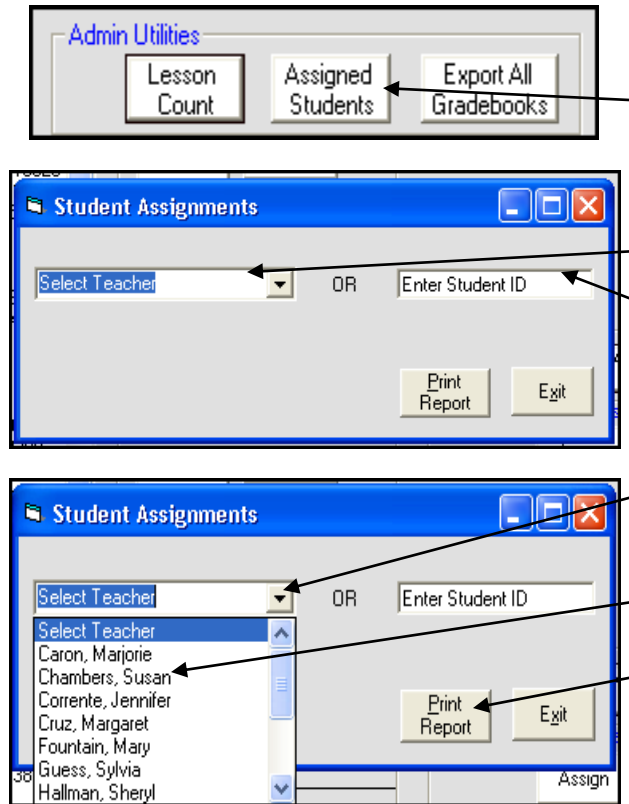
EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
7		<p><u>Admin Viewer – Attendance Audit:</u></p> <p>To perform an Attendance Audit for all Teachers for the Selected dates:</p> <ul style="list-style-type: none"> • Click All Teachers check box – notice All Teachers are now highlighted • Click Attendance Audit button • Accept default dates or Change Date Range <p>NOTE: This is a lengthy report and will require extra time to process the data and print the report.</p> <p style="text-align: center;">OR</p> <p>To run this report for ONE TEACHER</p> <ul style="list-style-type: none"> • Left Click on Teacher's Name • Left Click Attendance Audit button <p style="color: red; font-weight: bold; text-align: center;">NOTE: TWO NEW BUTTONS!</p>
8		<p><u>Attendance Changes:</u></p> <p>To make Attendance changes</p> <ul style="list-style-type: none"> • Click Attendance Changes button <p><u>Select Student Options - Choose One:</u></p> <ul style="list-style-type: none"> • All Students • Individual Student – Enter Student Number • Select Teachers • Click to Select Teacher

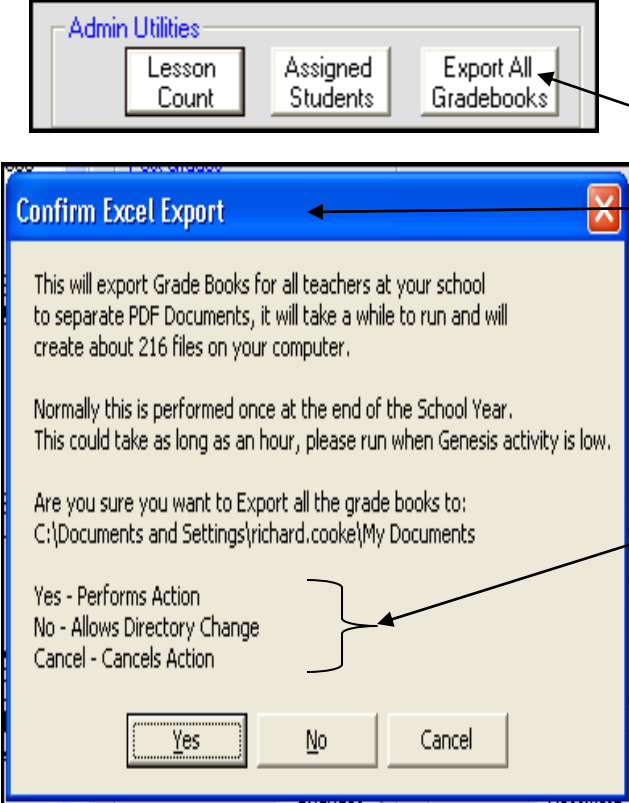
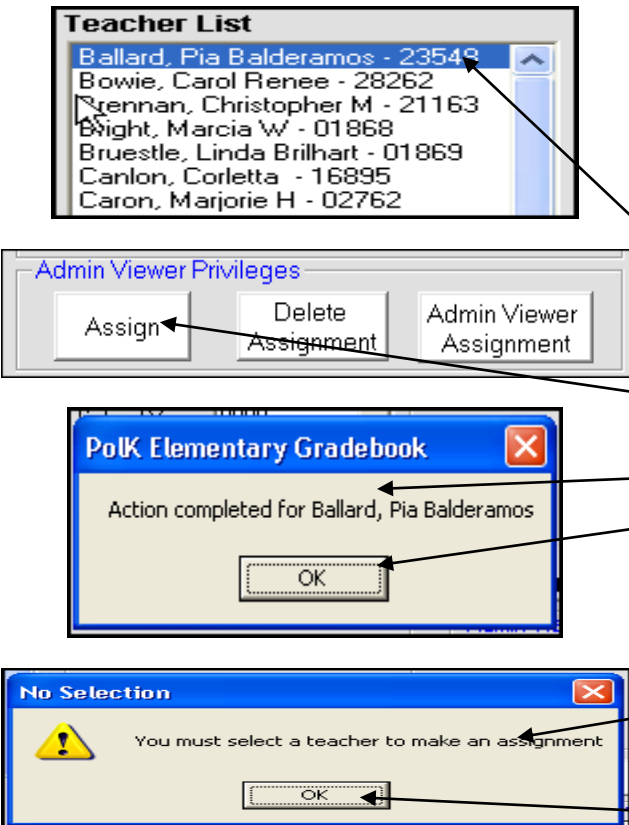
EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
9		<p><u>Attendance Changes:</u></p> <p><u>Date Range:</u></p> <p>School Year – <i>Select Year</i></p>  <p>Grading Period – <i>Select Grading Period</i></p>  <p>Selected Date Range – <i>Type Date or Click Drop Down to Select Month and Date</i></p> 
10		<p><u>Attendance Changes – Additional Options:</u></p> <p><i>Select All Grades or Select Grade</i></p>  <p>Report Style: Choose One</p> <p>Change Codes Only</p> <p>Confirm Information</p> <p><i>Click OK button to run Report</i></p>

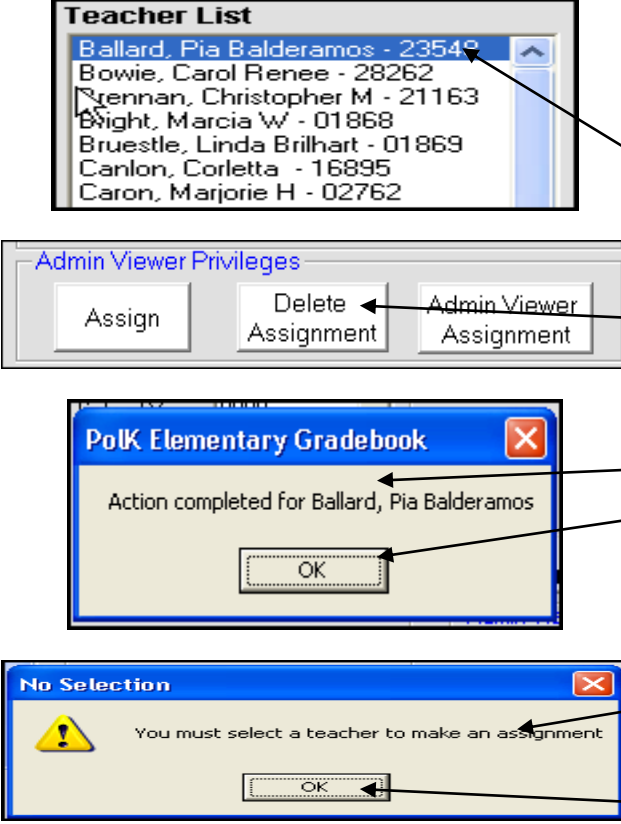
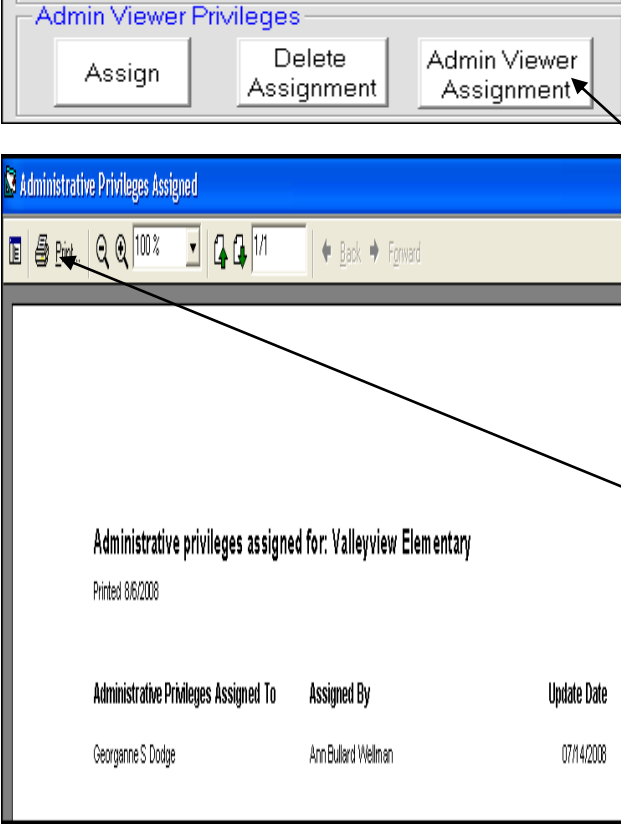
EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures																																													
11	 <p>Admin Utilities</p> <p>Grade Count Lesson Count Assigned Students Export All Gradebooks</p> <p>Number of Grading Items Created Grading Period: 1</p> <table border="1"> <thead> <tr> <th>Teacher Name</th> <th>Local ID</th> <th>Total Lessons</th> <th>Homeroom Lessons</th> <th>Assigned Lessons</th> </tr> </thead> <tbody> <tr><td>Bilardi, Pia</td><td>200</td><td>15</td><td>15</td><td>0</td></tr> <tr><td>Caron, Coriella</td><td>201</td><td>13</td><td>13</td><td>0</td></tr> <tr><td>Caron, Marjorie</td><td>401</td><td>13</td><td>13</td><td>0</td></tr> <tr><td>Chambers, Susan</td><td>301</td><td>6</td><td>6</td><td>0</td></tr> <tr><td>Collins, Ernestine</td><td>802</td><td>6</td><td>0</td><td>6</td></tr> <tr><td>Cruz, Margaret</td><td>402</td><td>22</td><td>22</td><td>0</td></tr> <tr><td>Corrente, Jennifer</td><td>002</td><td>1</td><td>1</td><td>0</td></tr> <tr><td>Guess, Sylvia</td><td>701</td><td>1</td><td>1</td><td>0</td></tr> </tbody> </table>	Teacher Name	Local ID	Total Lessons	Homeroom Lessons	Assigned Lessons	Bilardi, Pia	200	15	15	0	Caron, Coriella	201	13	13	0	Caron, Marjorie	401	13	13	0	Chambers, Susan	301	6	6	0	Collins, Ernestine	802	6	0	6	Cruz, Margaret	402	22	22	0	Corrente, Jennifer	002	1	1	0	Guess, Sylvia	701	1	1	0	<p><u>Admin Utilities – Lesson Count:</u></p> <ul style="list-style-type: none"> Click on Lesson Count button <p>Number of Grading Items Created Grading Period:1 Report will be displayed.</p> <p>NEW GRADE COUNT REPORT</p> <ul style="list-style-type: none"> Click Grade Count button <p>This new report will provide the principal with a detailed report of all grades that were actually posted in a given period.</p> <p>The recommended date range is a week.</p>
Teacher Name	Local ID	Total Lessons	Homeroom Lessons	Assigned Lessons																																											
Bilardi, Pia	200	15	15	0																																											
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12	 <p>Admin Utilities</p> <p>Lesson Count Assigned Students Export All Gradebooks</p> <p>Student Assignments</p> <p>Select Teacher OR Enter Student ID</p> <p>Print Report Exit</p> <p>Student Assignments</p> <p>Select Teacher OR Enter Student ID</p> <ul style="list-style-type: none"> Select Teacher Caron, Marjorie Chambers, Susan Corrente, Jennifer Cruz, Margaret Fountain, Mary Guess, Sylvia Hallman, Sheryl <p>Print Report Exit</p>	<p><u>Admin Utilities – Assigned Students:</u></p> <ul style="list-style-type: none"> Click Assigned Students button <p>You can view the Assigned Students Report by either an individual teacher or by a student number.</p> <ul style="list-style-type: none"> Click the Drop down arrow to View the Teacher Listing Click on the Teacher Click Print Report button 																																													

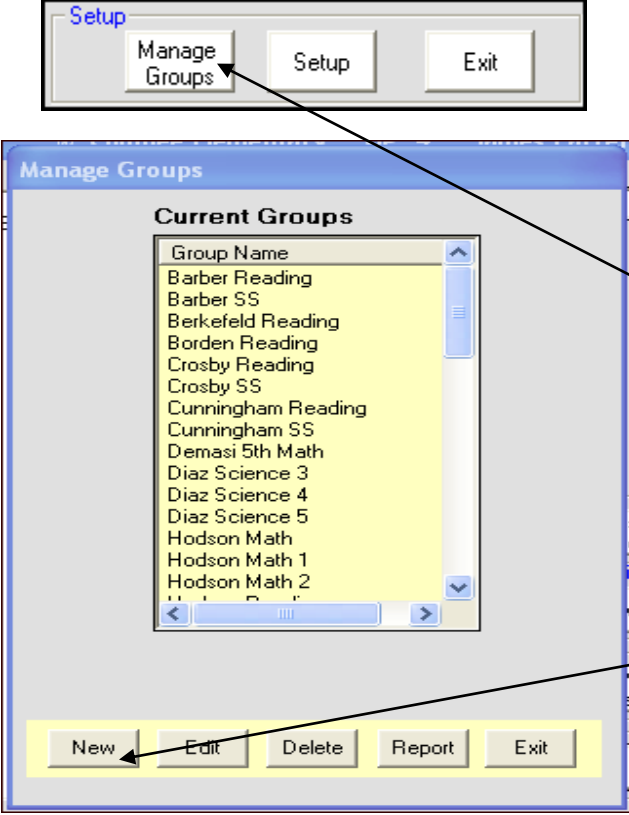
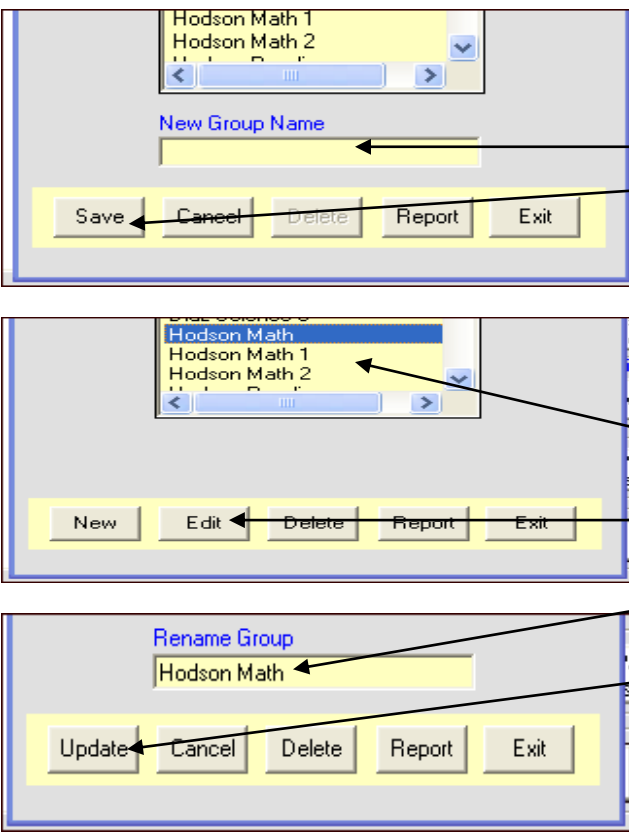
EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
<p align="center">13</p>		<p><u>Admin Utilities – Export All Gradebooks:</u></p> <ul style="list-style-type: none"> Click Export All Gradebooks button <p>Confirm Excel Export window appears.</p> <p>NOTE: Please read the information carefully before proceeding.</p> <p>This is a YEAR END report and must be run before the Year End ROLLUP is performed by Information Services.</p> <p>Notice the Choices available!</p>
<p align="center">14</p>		<p><u>Assigning Admin Viewer Privileges:</u></p> <p>NOTE: Only Principals and Assistant Principals can assign Admin Rights.</p> <ul style="list-style-type: none"> To Assign Admin Viewer Privileges – Click on a Staff Member's name to Assign Admin Viewer Privileges Click Assign button <p>Action Completed box appears</p> <ul style="list-style-type: none"> Click OK button <p>If you don't select a Staff Member from the listing on the left before you click, a warning message will appear.</p> <ul style="list-style-type: none"> Click OK button

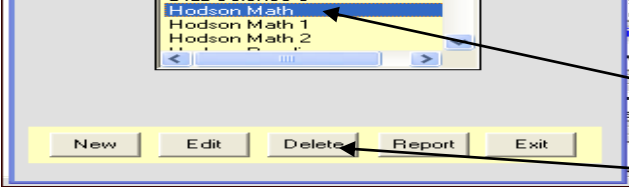


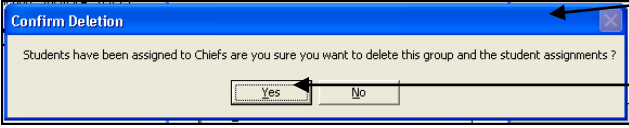
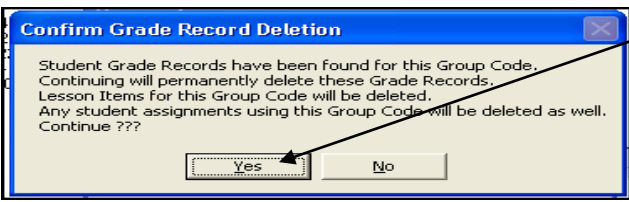
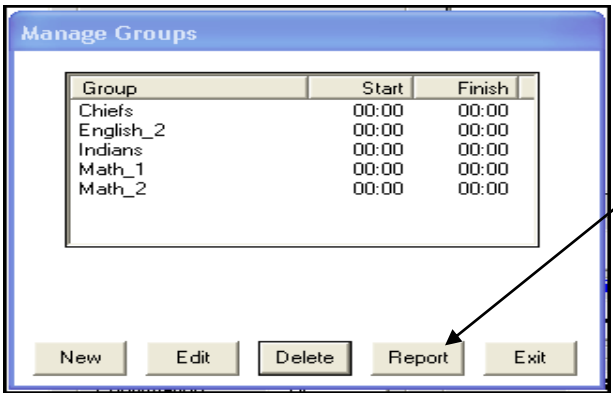
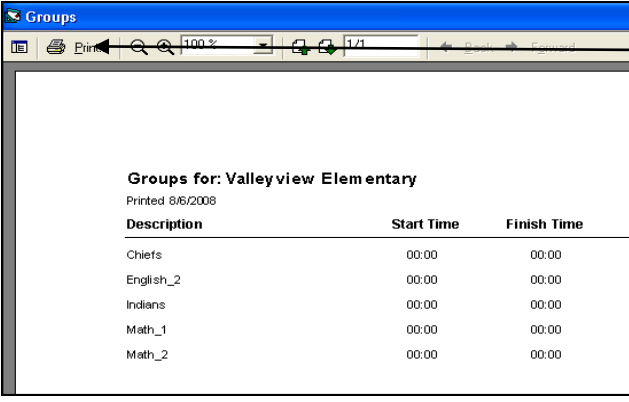
EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
<p align="center">15</p>		<p><u>Unassigning Admin Viewer Privileges:</u></p> <p><u>NOTE: Only Principals and Assistant Principals can unassign Admin Rights.</u></p> <p>To Remove Admin Viewer Privileges –</p> <ul style="list-style-type: none"> • Click on a Staff Member’s name to Remove Admin Viewer Privileges • Click Delete Assignment button <p>Action Completed box appears</p> <ul style="list-style-type: none"> • Click OK button <p>If you don’t select a Staff Member from the listing on the left before you click, a warning message will appear.</p> <ul style="list-style-type: none"> • Click OK button
<p align="center">16</p>		<p><u>Admin Viewer Privileges Report:</u></p> <p>To print a report of all users that have been assigned Admin Viewer Privileges.</p> <ul style="list-style-type: none"> • Click Admin Viewer Assignment button <p>The report is displayed listing the names, who assigned the rights, and date updated.</p> <p>Left Click Printer Icon to Print</p>

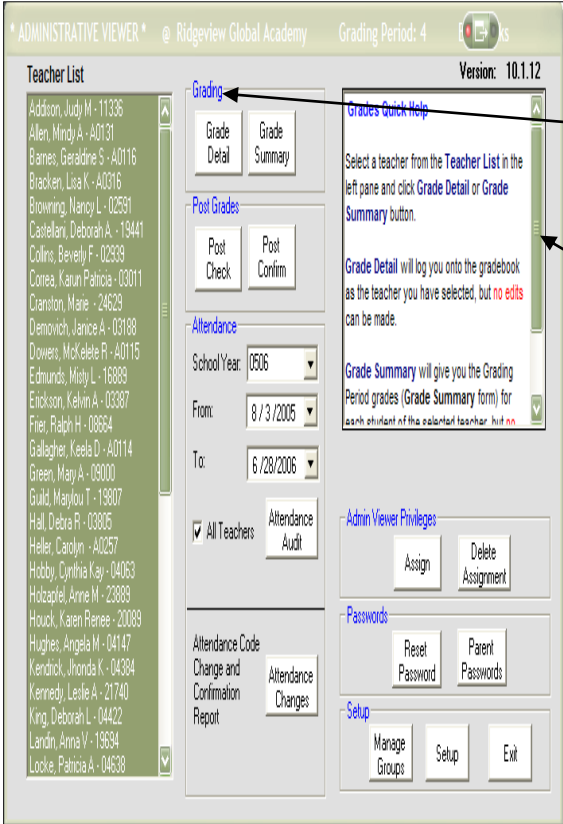
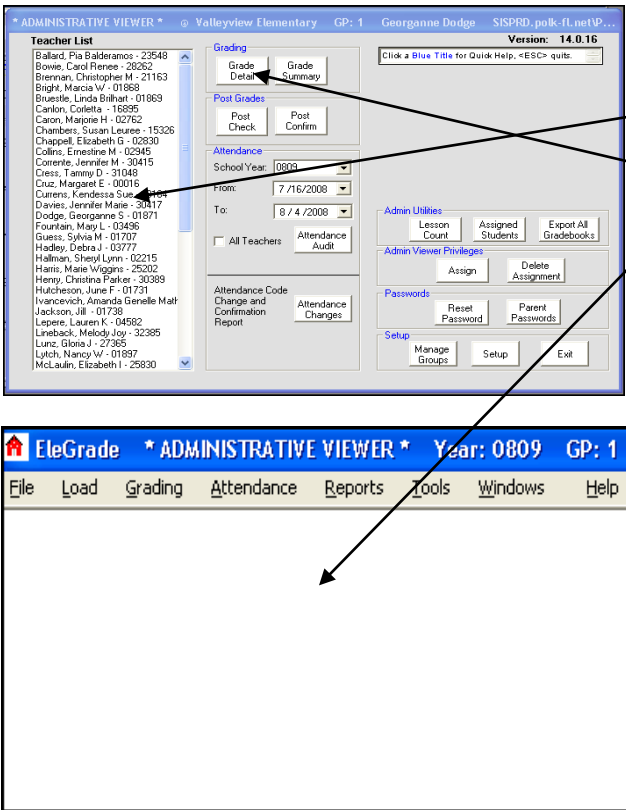
EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
<p>17</p>		<p><u>To Create and Edit Manage Group Assignments:</u></p> <p>Student Assignment Groups/Periods are Setup using the Administrative Viewer. These must be setup before any Student Assignments can be made by a Classroom Teacher.</p> <ul style="list-style-type: none"> • Left Click Manage Groups button <p>The Manage Groups screen is displayed.</p> <p>The Group Names, Start Times/Finish Times are displayed.</p> <p><u>To Create a New Group:</u></p> <ul style="list-style-type: none"> • Click New
<p>18</p>		<p><u>To Create Edit Manage Group Assignments (Cont'd):</u></p> <ul style="list-style-type: none"> • Type Name of new group • Click Save <p><u>NOTE:</u> The maximum numbers of Groups is 255.</p> <p><u>To Edit A Group:</u></p> <ul style="list-style-type: none"> • Click to Highlight the Group that needs to be edited • Press Edit button • Type the Changes • Press Update button

EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
19	    	<p><u>To Delete a Group:</u></p> <ul style="list-style-type: none"> • Click to Highlight the Group that needs to be edited • Press Delete button • Click Yes button to confirm • Click OK button <p>If there are students assigned to the group you want to delete, a Warning Message will appear.</p> <ul style="list-style-type: none"> • Click Yes to continue • Click Yes to continue
20	 	<p><u>Manage Group Report:</u></p> <ul style="list-style-type: none"> • Click Report button to display a report • Click Print Icon to print report

EleGrade – Administrative Viewer

Steps	Screen Displayed	Procedures
21		<p><u>To View Quick Help for any of the Administrative Viewer Functions:</u></p> <ul style="list-style-type: none"> Click any Blue Subject Header for any function <p>Example: Grading</p> <ul style="list-style-type: none"> Use the scroll bar to view the entire screen Press Esc to close the help screen
22		<p><u>Accessing Teacher Grade books:</u></p> <ul style="list-style-type: none"> Left Click Teacher name Click Grade Detail <p>The Teacher's EleGrade Screen appears.</p> <p>The Administrator Account will allow you to perform all of the same functions except:</p> <ol style="list-style-type: none"> Create/Edit Grades or Grading Items Change the User Account Settings

EleGrade – Administrative Viewer		
Steps	Screen Displayed	Procedures
23		<p><u>Managing Your Admin User Account:</u></p> <ul style="list-style-type: none"> Click Setup button Edit Setup screen appears <p>To change the Grading Period:</p> <ul style="list-style-type: none"> Click Grading Period dropdown Click on desired Grading Period Number <p><u>REMEMBER:</u> The Grading Period that is set in the Admin Viewer will be used when viewing the Teacher’s Grade Book.</p> <ul style="list-style-type: none"> Press Save button Press OK button

Posting Grades With EleGrade

Now that the end of the marking period is upon us, here is the procedure for posting your grades using EleGrade. If you are departmentalized, you must be sure that the other teachers in your team have finished entering their grading items, or the grades will not be accurate. Be sure to check with ESE teachers of your homeroom students as well.

1. Log on to EleGrade, and choose “**Classroom**”. (If you are departmentalized)
2. From the **Grading** menu, choose **Grade Summary**.
3. The first student in your homeroom will be displayed. Note the blue arrow buttons at the bottom of the page, which will allow you to move through your list.
4. The current grades for the student are in the column marked “**Current Gradebook**”. To move them to the current marking period column, click the “**Copy**” button.
5. Now that the letter grades are in the current grading period column, you may edit them if necessary. You should also add an asterisk after the letter if the student is working below level in that academic area (see notes, below).

6. After copying and editing any letter grades, move to the comments section. Right click in one of the boxes in the first column to see the comment list. Click on a comment to add it to the report card, with a maximum of four (you may still write on the report cards when you get them).
7. Now fill in the non-academic grades on the left. Change any grade that should not be a "G" to an "E", "S", or "N". When this student is complete, click the "**Post**" button. (Note: If you try to move to another student without clicking "Post", you will receive an error message. Be sure you post the student's grades before continuing)
8. Click on the blue arrow pointing right to move to the next student, and repeat steps 4-8 above. Do this until all of your homeroom students have been posted. Click the "**Close**" button when you have completed.
9. To verify the report card accuracy when they come back to you, go to **Reports...Grade Summary Report...Grading Period**. This will produce a report for each student showing what was posted using EleGrade.
10. Print these reports.
11. Be sure that you have posted all of your students before the deadline set by your administration.
12. Please keep your copies of the Grade Summary reports. This will let you check the report cards before you send them home to be sure that everything has been printed correctly.

Notes:

1. ESE students who receive an academic grade from an ESE teacher should be marked as working below level in *that subject* unless the ESE teacher tells you otherwise. [Type an (*) after the grade on Grade Summary screen.]
2. Regular Ed. students working below grade level may receive a maximum grade of "C" in that subject area. ESE students may receive an "A" while working below grade level.
3. ESE teachers cannot "post" grades. They can only use EleGrade to keep their grades, and these are reflected in the letter grade the homeroom teacher sees when they post grades.