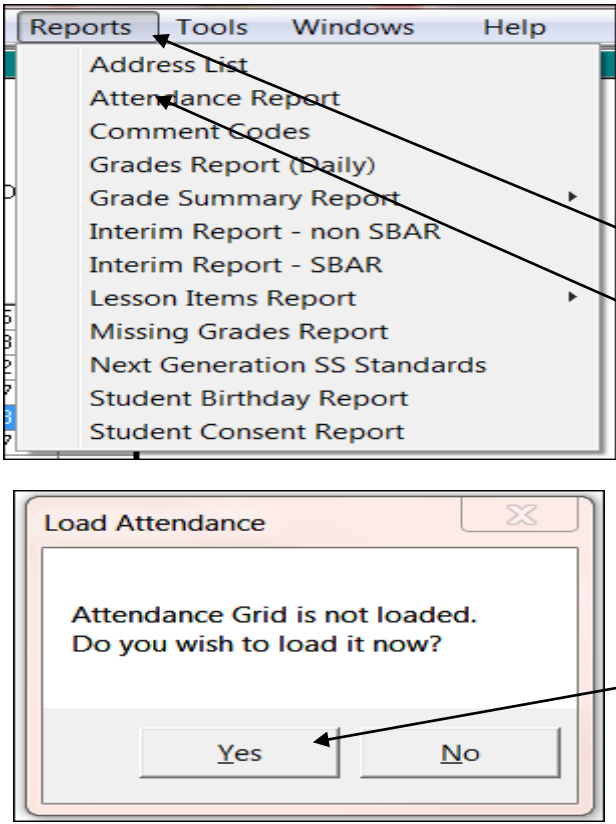
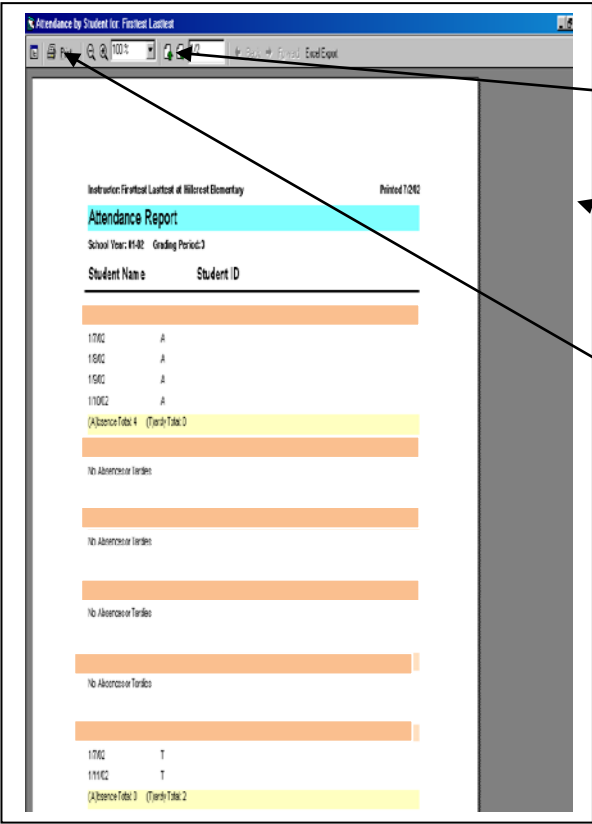
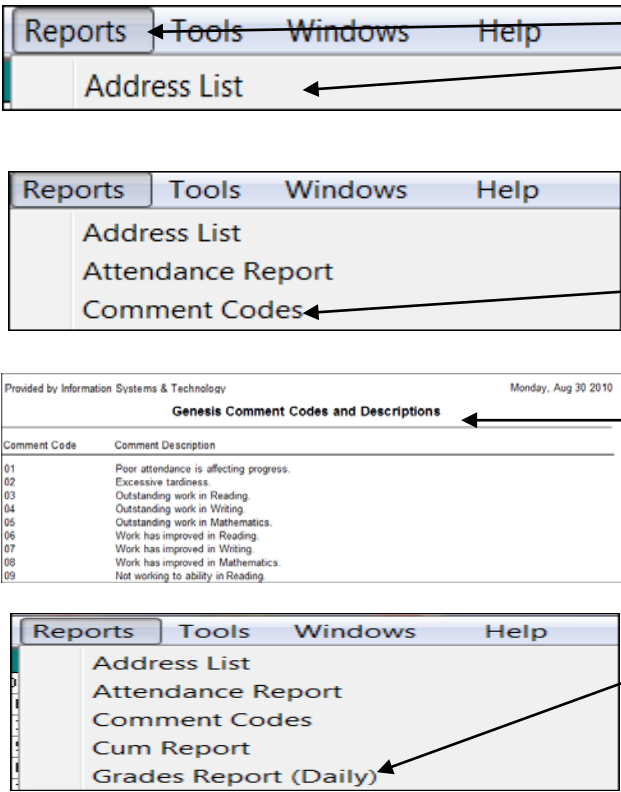
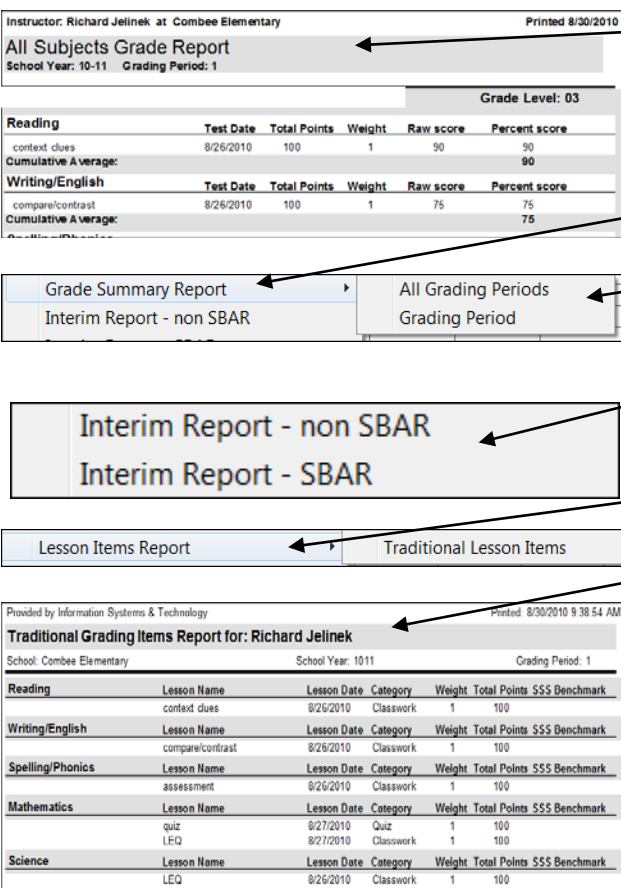



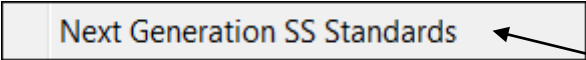
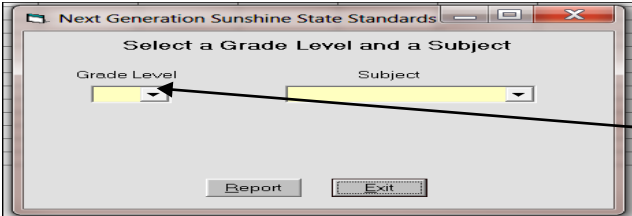
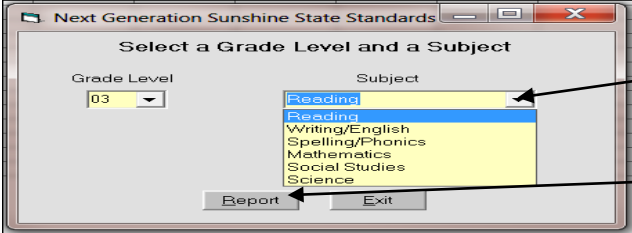
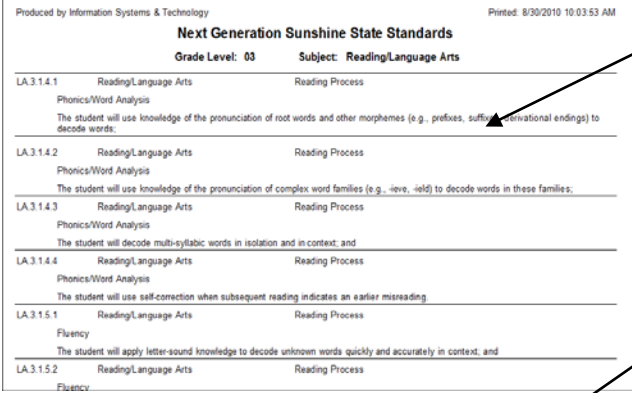
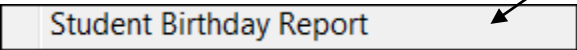
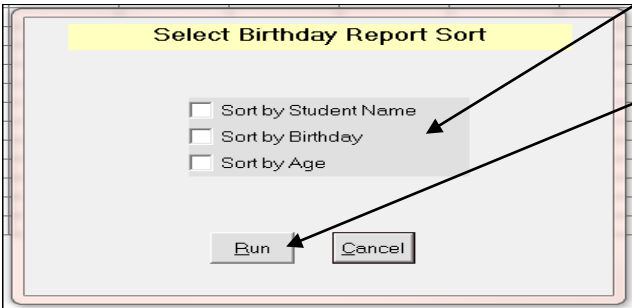
EleGrade - Reports

Steps	Screen Displayed	Procedures
1	 <p>The first screenshot shows the 'Reports' menu open in the software. The menu items are: Address List, Attendance Report, Comment Codes, Grades Report (Daily), Grade Summary Report, Interim Report - non SBAR, Interim Report - SBAR, Lesson Items Report, Missing Grades Report, Next Generation SS Standards, Student Birthday Report, and Student Consent Report. Arrows point from the 'Attendance Report' menu item to the 'Click Attendance Report' instruction and from the 'Reports' menu bar to the 'Click Reports' instruction.</p> <p>The second screenshot is a dialog box titled 'Load Attendance'. It contains the text: 'Attendance Grid is not loaded. Do you wish to load it now?'. At the bottom, there are two buttons: 'Yes' and 'No'. An arrow points from the 'Yes' button to the 'Click YES' instruction.</p>	<p><u>To Run the Attendance Report</u></p> <p><u>On the Menu Bar:</u></p> <ul style="list-style-type: none"> • Click Reports • Click Attendance Report <p>If you have not loaded the Attendance Grid, this message window is displayed.</p> <ul style="list-style-type: none"> • Click YES
2	 <p>The screenshot shows a web browser window displaying an 'Attendance Report'. The report title is 'Attendance Report' and it includes 'School Year: 11-12' and 'Grading Period: 3'. Below the title is a table with columns for 'Student Name' and 'Student ID'. The table contains several rows of student data, with some rows highlighted in orange and others in yellow. A vertical scroll bar is visible on the right side of the report area. Arrows point from the scroll bar to the 'Use the Scroll Bar' instruction and from the 'Print' icon in the browser toolbar to the 'Click the Print icon' instruction.</p>	<p>The Attendance Report is displayed.</p> <ul style="list-style-type: none"> • Use the Page-up / Page Down icons to view the Next/Previous Students Report • Use the Scroll Bar on the right of the screen to view the entire report <p><u>To Print the Report:</u></p> <ul style="list-style-type: none"> • Click the Print icon <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> ← → PDF </div> <p>Note: Anytime the “PDF” words are dark, you have the option of exporting the current document to a PDF file.</p> <ul style="list-style-type: none"> • Click the PDF button to use this feature.

EleGrade - Reports

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> • Click Reports button • Click Address List <p>This report will display an Excel spreadsheet with all of your student's information.</p> <ul style="list-style-type: none"> • Click Comment Codes button <p>Comment Codes report is displayed.</p> <ul style="list-style-type: none"> • Click Grades Report (Daily) button
4		<ul style="list-style-type: none"> • The All Subjects Grade Report appears • Click Grade Summary Report button • Select either All Grading Periods or Grading Period • Select either Interim Report – non SBAR or Interim Report - SBAR • Click Lesson Item Report to view the report • The Traditional Grading Item Report is displayed <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> ← Back Forward → PDF </div> <ul style="list-style-type: none"> • Note: Anytime the “PDF” words are dark, you have the option of exporting the current document to a PDF file. • Click the PDF button to use this feature.

EleGrade - Reports

Steps	Screen Displayed	Procedures
5	   	<p>Click Missing Grades Report button to <i>display</i> a report of Grades that were not posted to individual students.</p> <p>Click Next Generation SS Standards button</p> <p>Click the Grade Level dropdown to <i>select</i> the grade Level</p> <p>Click the Subject dropdown to <i>select</i> the grade level</p> <p>Click the Report button</p>
6	  	<p>The Next Generation SS Standards report is displayed for your selections.</p> <p>Click Student Birthday Report button</p> <p>Click on one of the three choices</p> <p>Click Run button</p> <p>NOTE: The Sort by Birthday report will sort the list starting in August. The Sort by Age report will provide the “matriculation age” as years, months and days.</p>

EleGrade - Reports

Steps	Screen Displayed	Procedures
7		<ul style="list-style-type: none"> • Click Student Consent Report • The report will display the Consent Items as either Y or N • Click Year to Date Benchmark Report • The Year to Date Benchmark Report will display all benchmark used for lesson items.
8		<ul style="list-style-type: none"> • Click Cum Report button • The Cumulative Average by Subject is displayed. • Use the Page-up / Page Down icons to view the Next/Previous Students Report • Use the Scroll Bar on the right of the screen to view the entire report • To Print the Report • Click the Print icon • To Close the Report • Click the X in the upper right corner of the screen