

HOW TO CHANGE A TEACHER AND SETUP THE NEW TEACHER IN ELEGRADE



Polk County School Board – Help Desk / Trainers
Phone: 519-8042 or 51586
Email: helpdesk@polk-fl.net

This document describes the process for changing / removing a teacher and how to setup the new teacher for the classroom.

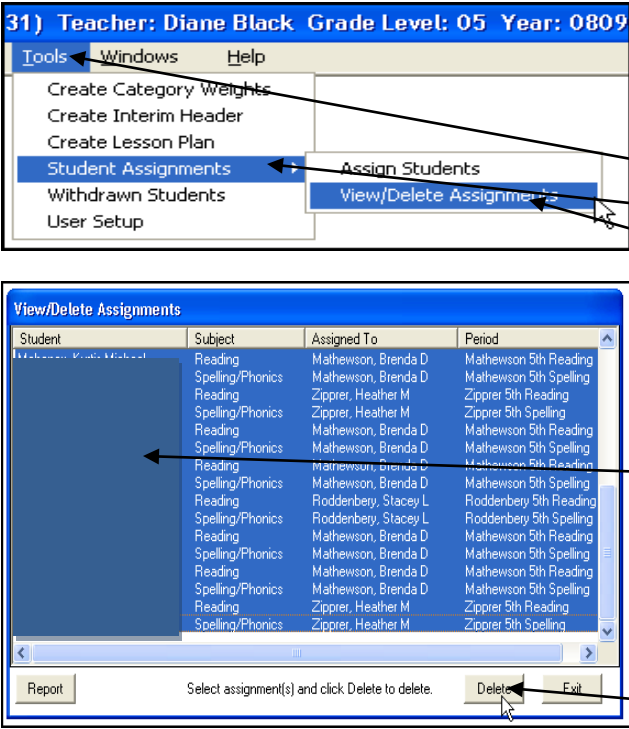
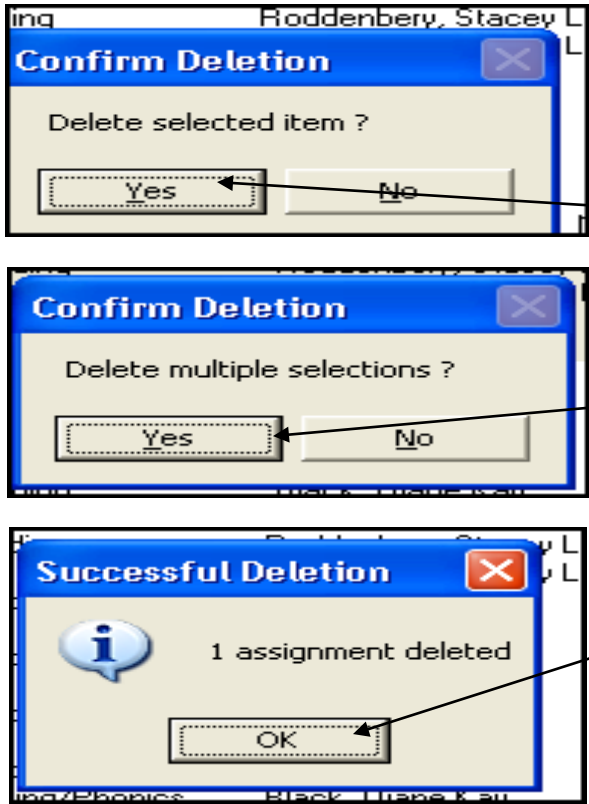
This process must be followed to properly move the students and their grades to the new classroom teacher.

This process usually starts with the Terminal Operator notifying the appropriate teachers of the change. Please include your Network Manager in this process.

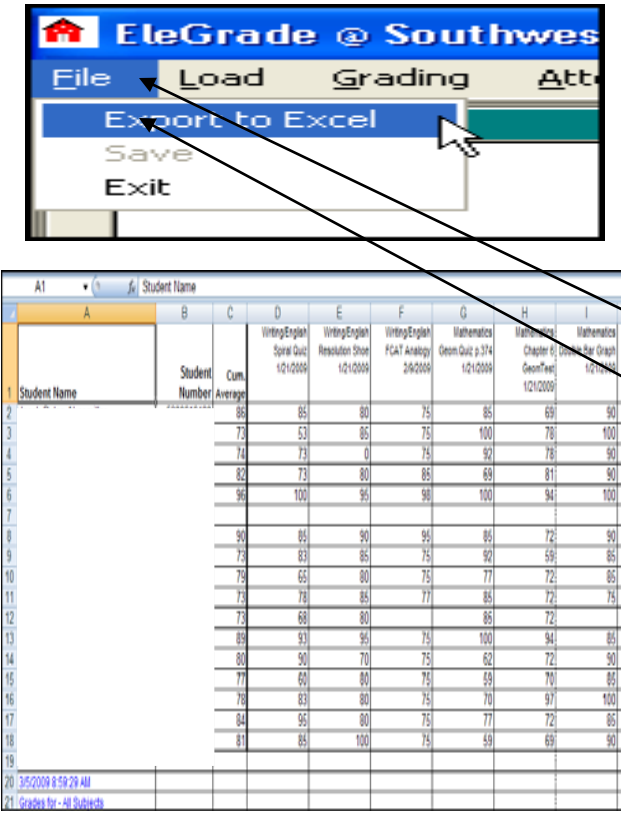
IMPORTANT:

The HOMEROOM TEACHER notifies all assigned teachers to complete their grades BEFORE the homeroom teacher begins the procedures listed below.

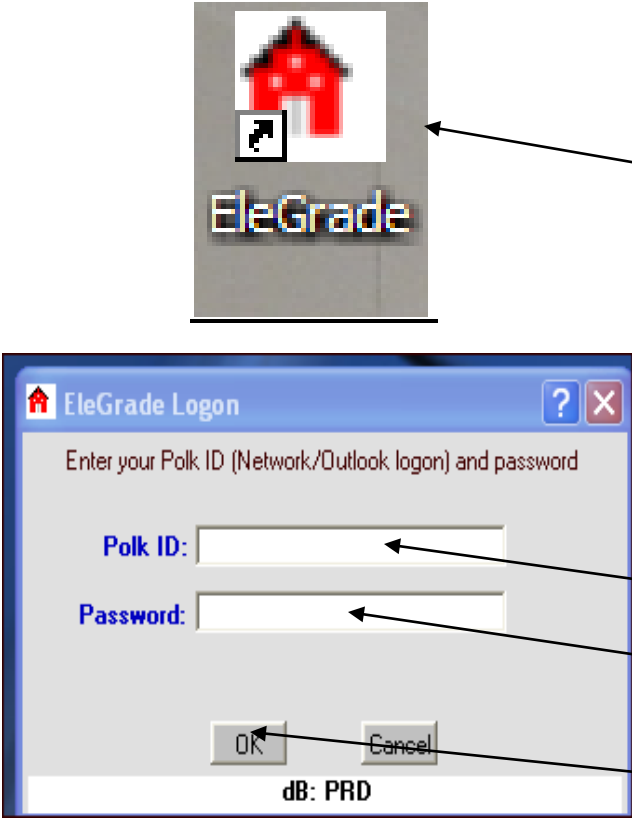
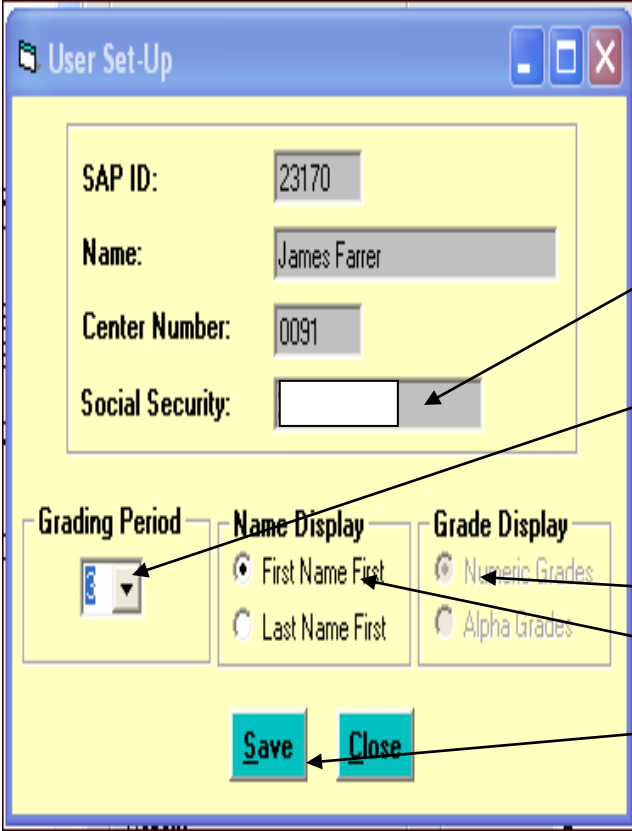
STEPS TO PREPARE FOR LEAVING TEACHER

Steps	Screen Displayed	Procedures
1	 <p>The first screenshot shows the 'Tools' menu with 'Student Assignments' and 'View/Delete Assignments' highlighted. The second screenshot shows the 'View/Delete Assignments' window with a table of student assignments. The table has columns for Student, Subject, Assigned To, and Period. The 'Delete' button is highlighted at the bottom right.</p>	<p><u>PROCEDURES FOR REMOVING CURRENT TEACHER:</u></p> <p>CURRENT HOMEROOM TEACHER UNASSIGNS STUDENTS:</p> <ul style="list-style-type: none"> • Click Tools • Click Student Assignments • Click View/Delete Assignments <p>Single Student Deletion</p> <ul style="list-style-type: none"> • Click on a Student Name to select an individual student, <p style="text-align: center;">OR</p> <p>Multiple Student Deletion</p> <ul style="list-style-type: none"> • Click on First Student Name • Scroll down to bottom of Student List • Hold Shift Key and Click Last Student <ul style="list-style-type: none"> • Click Delete button
2	 <p>The first screenshot shows a 'Confirm Deletion' dialog box with 'Delete selected item?' and 'Yes'/'No' buttons. The second screenshot shows a 'Confirm Deletion' dialog box with 'Delete multiple selections?' and 'Yes'/'No' buttons. The third screenshot shows a 'Successful Deletion' dialog box with '1 assignment deleted' and an 'OK' button.</p>	<p><u>CURRENT HOMEROOM TEACHER UNASSIGNS STUDENTS (Cont'd):</u></p> <p>Single Student Assignment Deletion</p> <ul style="list-style-type: none"> • Click Yes button <p>Multiple Student Assignment Deletion</p> <ul style="list-style-type: none"> • Click Yes button <p>Successful Deletion Confirmation</p> <ul style="list-style-type: none"> • Click OK button <p><u>NOTE:</u> The current teacher now notifies the TO and NETWORK MANAGER that all grades are completed and saved.</p>

STEPS TO PREPARE FOR LEAVING TEACHER

Steps	Screen Displayed	Procedures
3		<p><u>EXPORTING GRADE RECORDS:</u></p> <p>After Assigned Teachers and Current Homeroom Teacher has completed all student grade entries:</p> <p>Current Homeroom Teacher will EXPORT all grades to EXCEL.</p> <ul style="list-style-type: none"> • Click File • Click Export to File • When the spreadsheet opens Click File, Save As, Enter a file name, then Click Save. <p><u>NOTE:</u> The teacher should print a copy to give to the terminal operator and network manager</p>
4	<h3>STEPS TO PREPARE FOR THE NEW HOMEROOM TEACHER</h3> <p>The New Homeroom Teacher Must:</p> <ul style="list-style-type: none"> • Be listed in SAP and assigned to the school with the correct Center #. <p>The Terminal Operator:</p> <ul style="list-style-type: none"> • Adds the new Teacher in the STAFF LISTING in Genesis with a Local ID • Selects Classroom Teacher under Personnel Type in Genesis Teacher Record • Notifies the network manager and the new Homeroom Teacher that Genesis and SAP requirements are completed. <p>The Network Manager:</p> <ul style="list-style-type: none"> • Assists the new Homeroom Teacher with the initial login to EleGrade • Assists the new Homeroom Teacher with Student Grades Import. 	

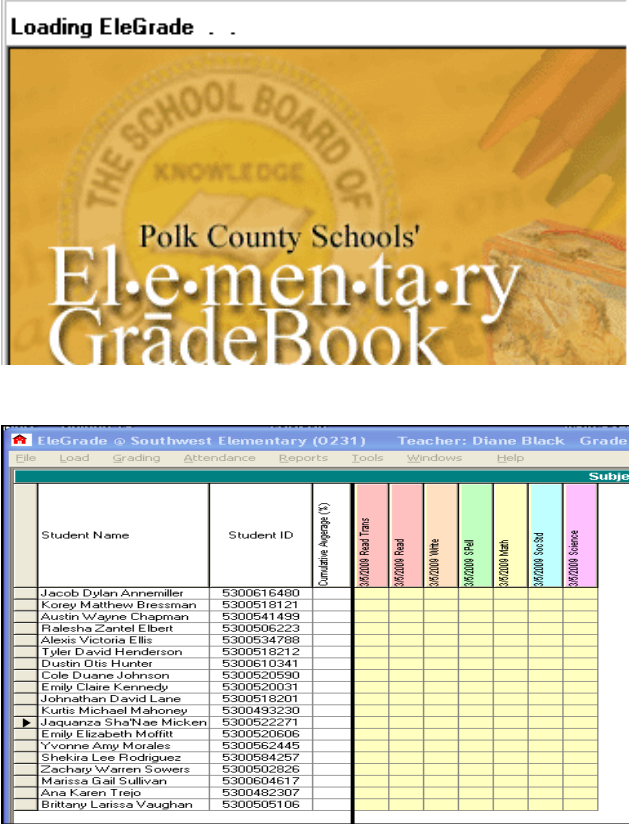
STEPS TO PREPARE FOR THE NEW HOMEROOM TEACHER

Steps	Screen Displayed	Procedures
5		<p><u>NEW HOMEROOM TEACHER INITIAL LOGIN TO ELEGRADE:</u></p> <p>From the Desktop</p> <ul style="list-style-type: none"> • Double click the EleGrade icon <p style="text-align: center;">Or</p> <p>From the Tool Bar</p> <ul style="list-style-type: none"> • Click the Start button • Click Programs • Click Polk Elementary Grade Book • Click EleGrade <p>The Polk ID is always the firstname.last name of the user.</p> <ul style="list-style-type: none"> • Enter the Polk ID in the Polk ID: field • Press Enter or Tab • Type your Email / Network password • Press Enter Or Click OK
6		<p><u>The New User Account form is displayed showing the SAP ID Number, User Name and School or Center Number:</u></p> <p><u>To Setup the Account</u></p> <ul style="list-style-type: none"> • Verify the User's SSN <p>To Choose the Grading Period</p> <ul style="list-style-type: none"> • Click the drop down arrow • Select the appropriate grading period <p>To Choose the Grade Display and Name Display</p> <ul style="list-style-type: none"> • Click the Radio Button for Display Alpha or Display Numeric Grades • Click the Radio Button for Name Display <ul style="list-style-type: none"> • Click Save or Cancel

STEPS TO PREPARE FOR THE NEW HOMEROOM TEACHER

Steps	Screen Displayed	Procedures
7		<p><u>NAME & GRADE DISPLAY:</u></p> <ul style="list-style-type: none"> • Grading Period (Selects the 9 week grading period that you wish to display) The user can set any grading period they wish, but once the grading period has been set, only the grading items for that grading period will be displayed (A teacher might still be working on the previous grading period for the first couple of days in a new grading period) • Grade Display (Numeric Grades is the Default Grade Display Type) Important: Grade Display Type (Alpha or Numeric) cannot be changed during a grading period, once grades are entered for that grading period. The user will have to wait until the next grading period to make the change. • Name Display. The user can choose to display student rosters as Last Name, First or First Name, Last.
8		<p><u>NOTE: If you click Cancel, the Information will NOT be saved.</u></p> <ul style="list-style-type: none"> • Click the Save button to Save • The Save Setting Window is displayed. • Click Yes to continue <p>The EleGrade Logon Window is displayed.</p> <ul style="list-style-type: none"> • Click Ok button to continue

STEPS TO PREPARE FOR THE NEW HOMEROOM TEACHER

Steps	Screen Displayed	Procedures
9		<p>The Loading EleGrade Window is displayed while the program loads.</p> <p>When EleGrade finishes loading, <i>click Load, All Subjects</i>.</p> <p>The Grades grid will appear and all of the students will be listed with grading items.</p> <p>The Grading Items will read: Transfer Grade-Reading, etc.</p> <p>NOTE: The grades that are imported are weighted grades, based on the number of grading items the student had for each subject.</p>

GENERAL NOTES AND INFORMATION

1. The grades always come in as weighted averages.
2. The average grade for each subject will fill in all blocks, if grades are available.
3. Missing grades for any subject indicates that the previous teacher did not create any grades for that subject.
4. The grades belong to the student and the grading items belong to the teacher.
5. In the case of changing teachers due to FTE, teachers often switch entire classes. When the grades are imported, the grades will be in the original teachers grading items.