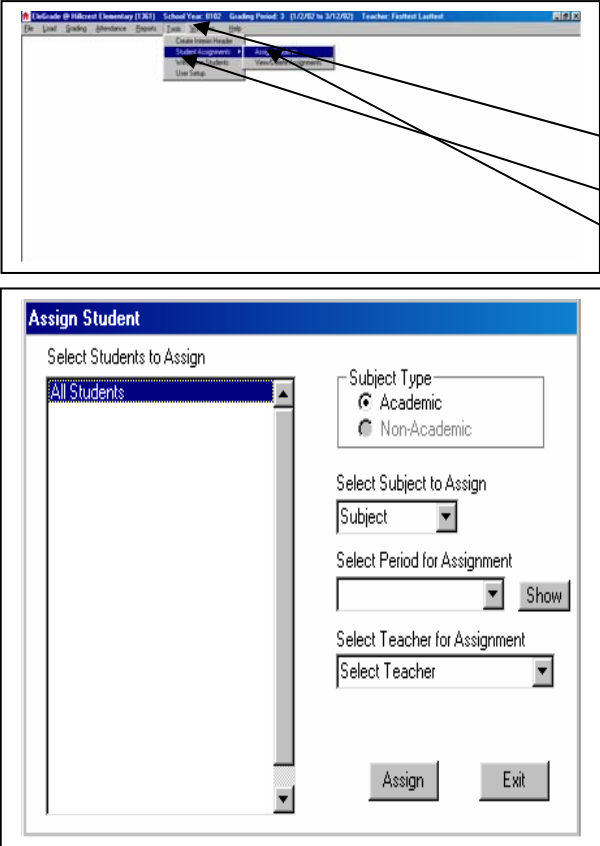
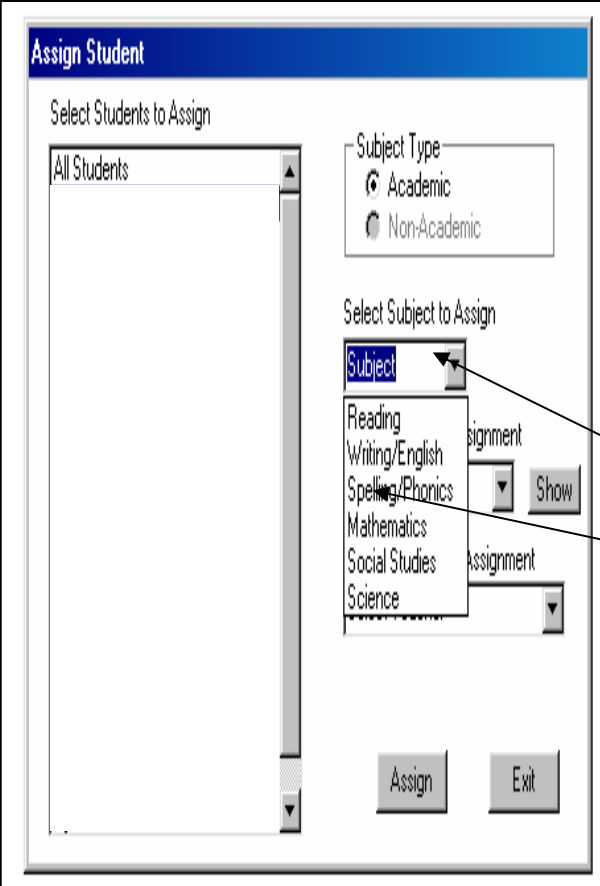


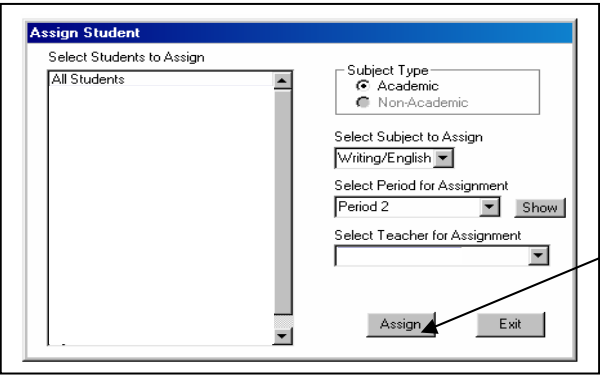
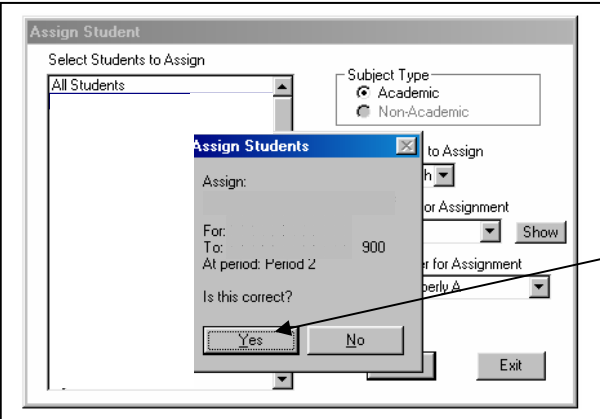
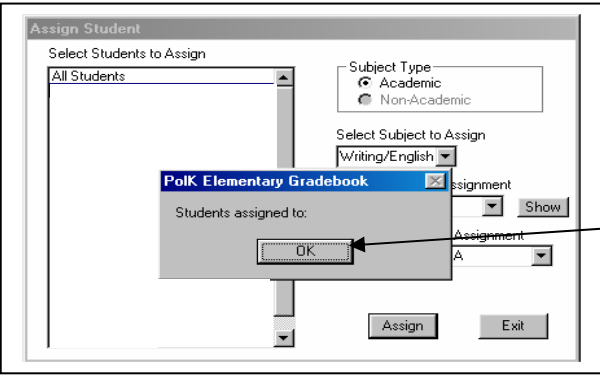
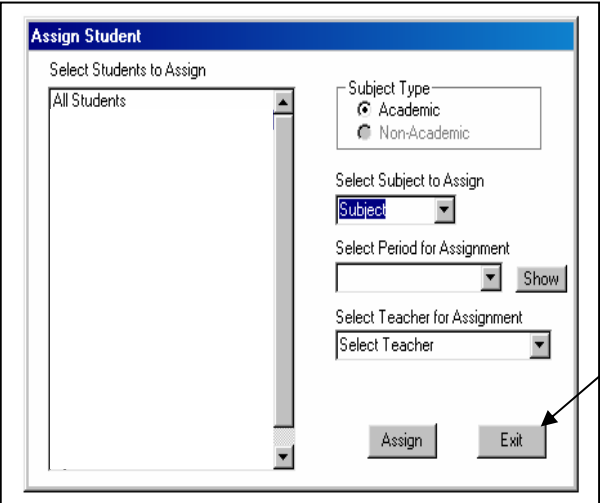
# EleGrade - Departmentalization Assigning Students/Deleting Assignments

Steps	Screen Displayed	Procedures
1		<p><b><u>To Assign Students to Another Teacher</u></b></p> <p><b><u>On the Menu Bar</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Tools</b></li> <li>• Click <b>Student Assignments</b></li> <li>• Click <b>Assign Students</b></li> </ul> <p>The <b>Assign Student</b> screen is displayed.</p> <p><b><u>To Select Student(s) to Assign</u></b></p> <ul style="list-style-type: none"> <li>• Click a <b>Student Name</b> from the student list</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Refer to <b>Chapter 2-3, Step 6 Multiple Selection</b></li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Click <b>All Students</b></li> </ul>
2		<p><b><u>To Select the Subject Type</u></b></p> <p><b><u>Important: Currently only Academic Subject Type can be assigned.</u></b></p> <p><b><u>To Select the Subject to Assign</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>drop down arrow</b></li> <li>• Select the <b>Subject</b></li> </ul>

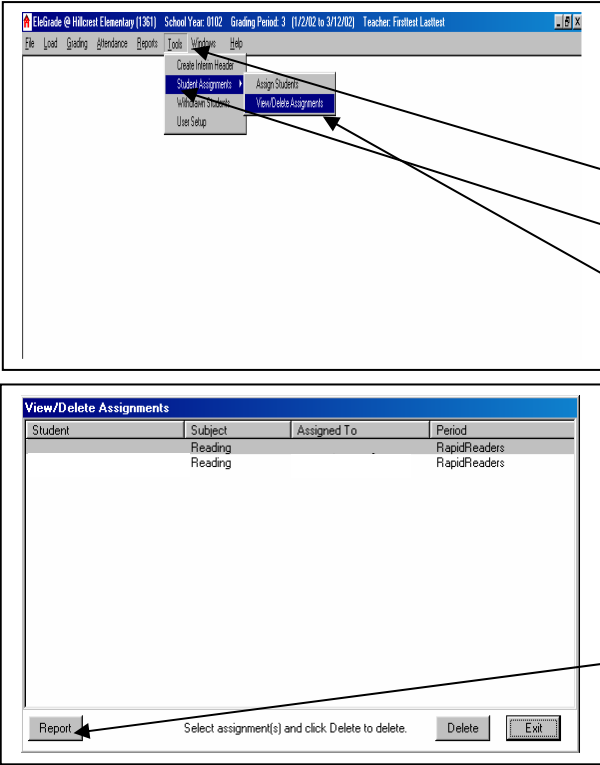
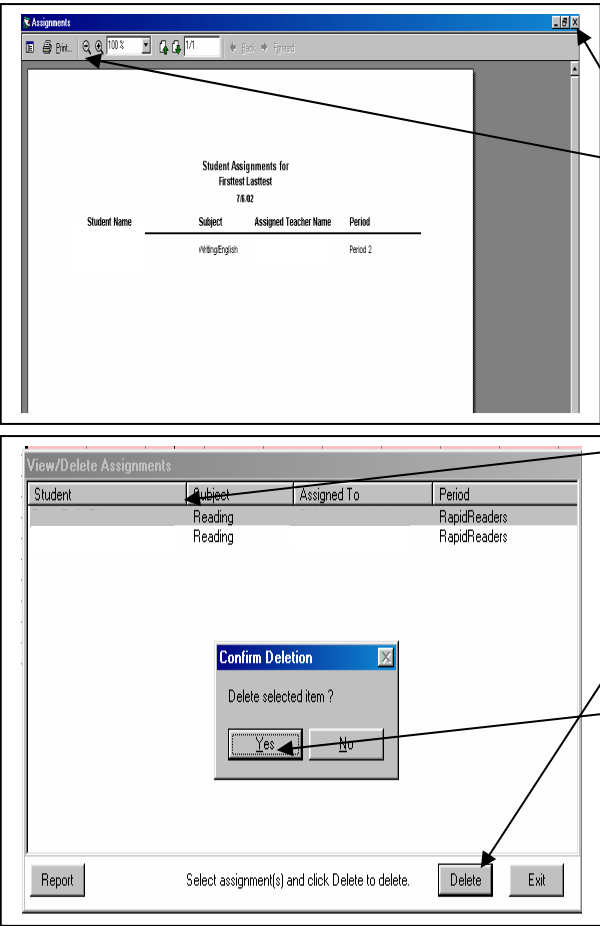
# EleGrade - Departmentalization Assigning Students/Deleting Assignments

Steps	Screen Displayed	Procedures
3	<p>The top screenshot shows the 'Assign Student' dialog box with the 'Select Period for Assignment' dropdown menu open. The 'RapidReaders' option is selected. The bottom screenshot shows the 'Period Definitions' dialog box with a table of period descriptions and times. The 'RapidReaders' description is highlighted. Arrows point from the instructions to the 'Show' button, the 'RapidReaders' description, and the 'OK' button.</p>	<p><b><u>To Select the Period of Assignment</u></b></p> <ul style="list-style-type: none"> <li>• Click the drop down arrow</li> <li>• Select the <b>Period</b> for Assignment</li> </ul> <p style="text-align: center;"><b>Or</b></p> <p><b><u>To Display the Periods Definition and Time</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Show</b></li> <li>• Double Click the <b>Description</b> to Select a Period for Assignment</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Description</b></li> <li>• Click <b>OK</b> to Select a Period for Assignment</li> </ul>
4	<p>The screenshot shows the 'Assign Student' dialog box with the 'Select Teacher for Assignment' dropdown menu open. The 'Select Teacher' option is selected. Arrows point from the instructions to the dropdown arrow and the 'Select Teacher' option.</p>	<p><b><u>To Select the Teacher Assignment</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>drop down arrow</b></li> <li>• Select the <b>Teacher</b> to whom you will assign the Students</li> </ul>

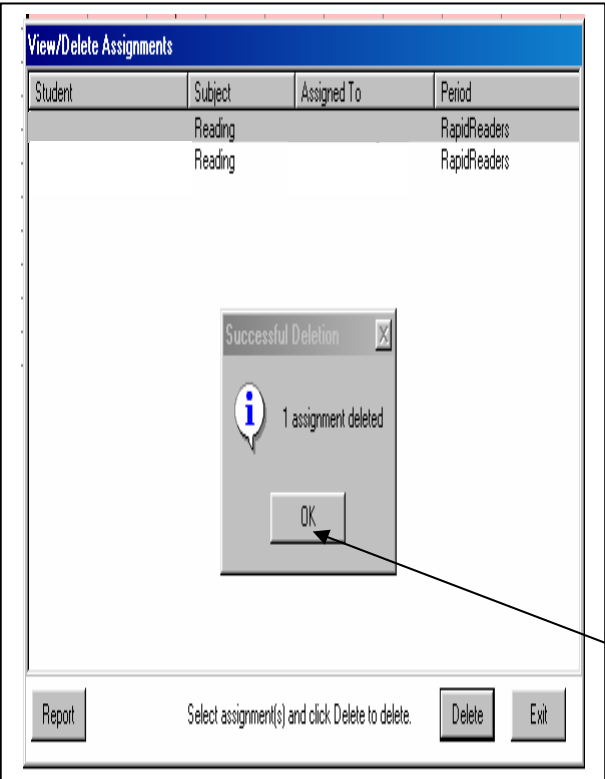
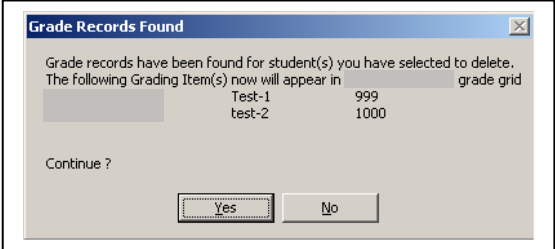
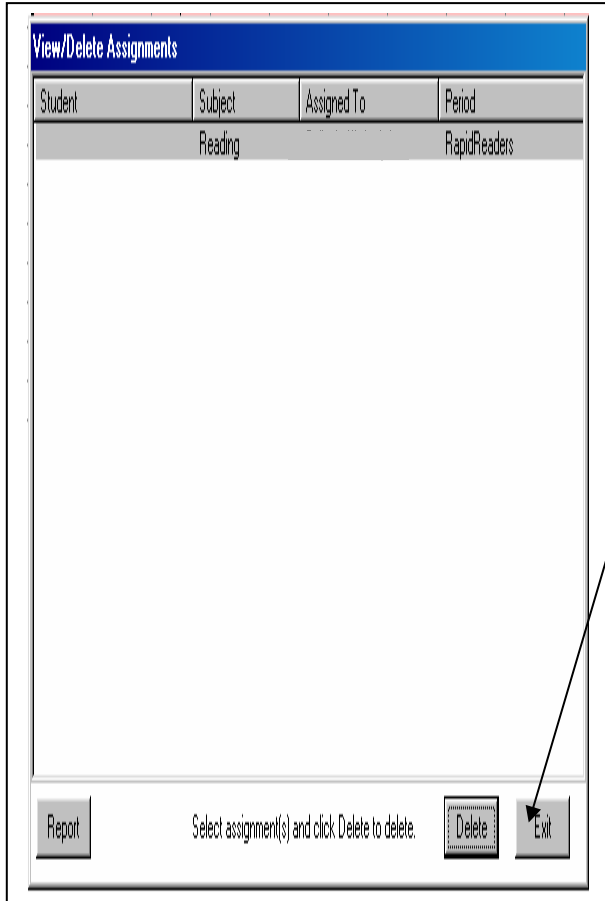
# EleGrade - Departmentalization Assigning Students/Deleting Assignments

Steps	Screen Displayed	Procedures
5	 	<p><b><u>To Assign the Student</u></b></p> <p>Click <b>Assign</b></p> <p>The <b>Assign Students</b> window is displayed.</p> <p>Click <b>YES</b> to make the assignment</p>
6	 	<p>The <b>Information</b> window is displayed confirming the assignment.</p> <p>Click <b>OK</b></p> <p><b><u>To Continue the Process of Assigning a Student</u></b></p> <ul style="list-style-type: none"> <li>• Repeat Steps 2 through 6 to Assign another Student</li> </ul> <p style="text-align: center;"><b>Or</b></p> <p>Click <b>Exit</b> to return to the Main Menu screen</p>

# EleGrade - Departmentalization Assigning Students/Deleting Assignments

Steps	Screen Displayed	Procedures												
7	 <p>The screenshot shows the EleGrade application window. The 'Tools' menu is open, and 'View/Delete Assignments' is highlighted. Below this, the 'View/Delete Assignments' screen is shown with a table:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Student</th> <th>Subject</th> <th>Assigned To</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td></td> <td>Reading</td> <td></td> <td>RapidReaders</td> </tr> <tr> <td></td> <td>Reading</td> <td></td> <td>RapidReaders</td> </tr> </tbody> </table> <p>At the bottom of the screen, there are buttons for 'Report', 'Delete', and 'Exit'. A text prompt says 'Select assignment(s) and click Delete to delete.'</p>	Student	Subject	Assigned To	Period		Reading		RapidReaders		Reading		RapidReaders	<p><b><u>To View or Delete an Assignment</u></b></p> <p><b><u>On the Menu Bar</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Tools</b></li> <li>• Click <b>Student Assignments</b></li> <li>• Click <b>View/Delete Assignments</b></li> </ul> <p>The <b>View/Delete Assignments</b> screen is displayed.</p> <p><b><u>To View an Assignments Report for these Students</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Report</b></li> </ul>
Student	Subject	Assigned To	Period											
	Reading		RapidReaders											
	Reading		RapidReaders											
8	 <p>The screenshot shows the 'Assignments Report' window with the following table:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Student Name</th> <th>Subject</th> <th>Assigned Teacher Name</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>WillingEnglish</td> <td></td> <td></td> <td>Period 2</td> </tr> </tbody> </table> <p>Below this, the 'View/Delete Assignments' screen is shown with the same table as in step 7. A 'Confirm Deletion' dialog box is open, asking 'Delete selected item?' with 'Yes' and 'No' buttons.</p>	Student Name	Subject	Assigned Teacher Name	Period	WillingEnglish			Period 2	<p>The <b>Assignments Report</b> is displayed.</p> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> <li>• Click the <b>X</b> in the top right corner of the screen to close the screen</li> </ul> <p><b><u>To Delete an Assignment(s)</u></b></p> <ul style="list-style-type: none"> <li>• Highlight the <b>Students Name</b></li> <li>• Click <b>Delete</b></li> </ul> <p>The <b>Confirm Deletion</b> window is displayed.</p> <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to continue</li> </ul>				
Student Name	Subject	Assigned Teacher Name	Period											
WillingEnglish			Period 2											

## EleGrade - Departmentalization Assigning Students/Deleting Assignments

Steps	Screen Displayed	Procedures
<b>9</b>		<p>If grades have been assigned to the record you are deleting, this <b>Warning</b> message will appear.</p>  <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to continue</li> </ul> <p>The <b>Information</b> screen verifying that the Assignment(s) have/has been deleted is displayed.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b> to continue</li> </ul>
<b>10</b>		<ul style="list-style-type: none"> <li>• Repeat the <b>above steps</b> to Delete another Assignment</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Click <b>Exit</b> to return to the Menu screen</li> </ul> <p><b>Once the Student Assignment has been deleted any grades in the grading items will appear in the Classroom Teachers Grading grid.</b></p>