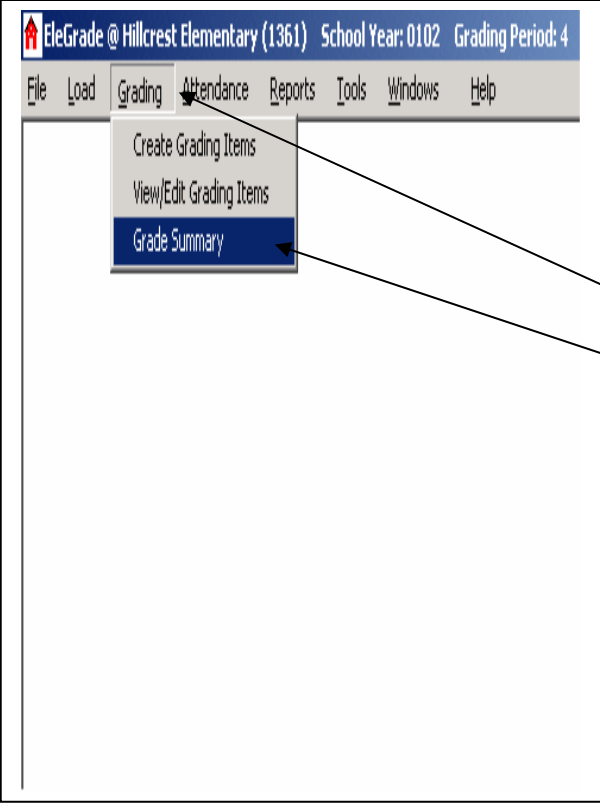
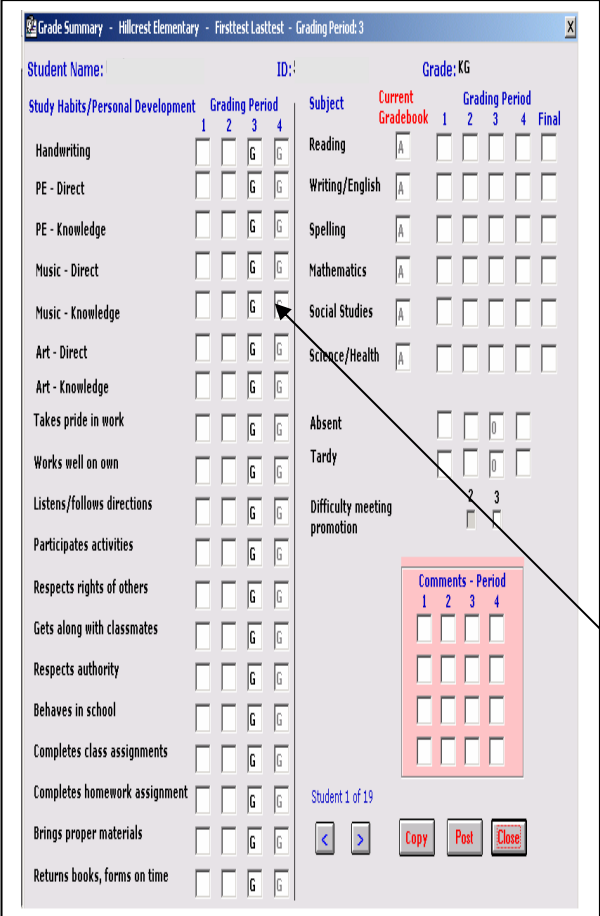
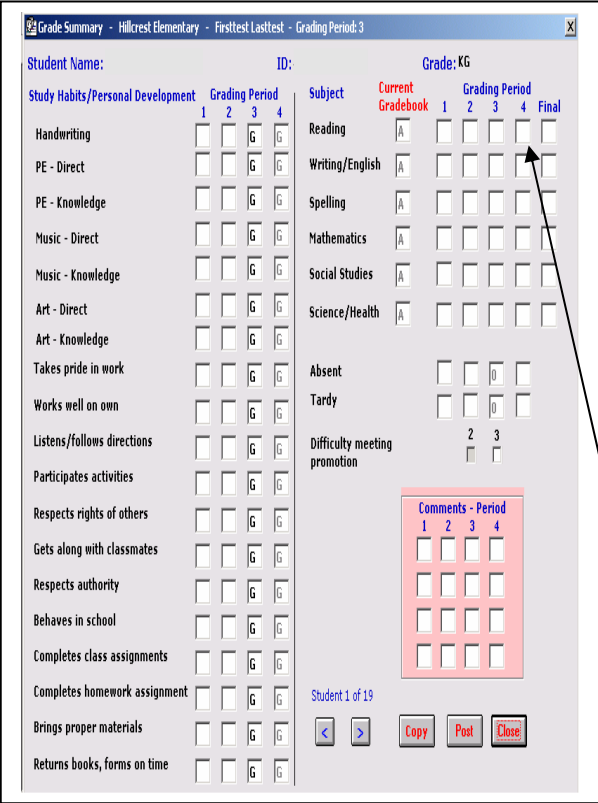
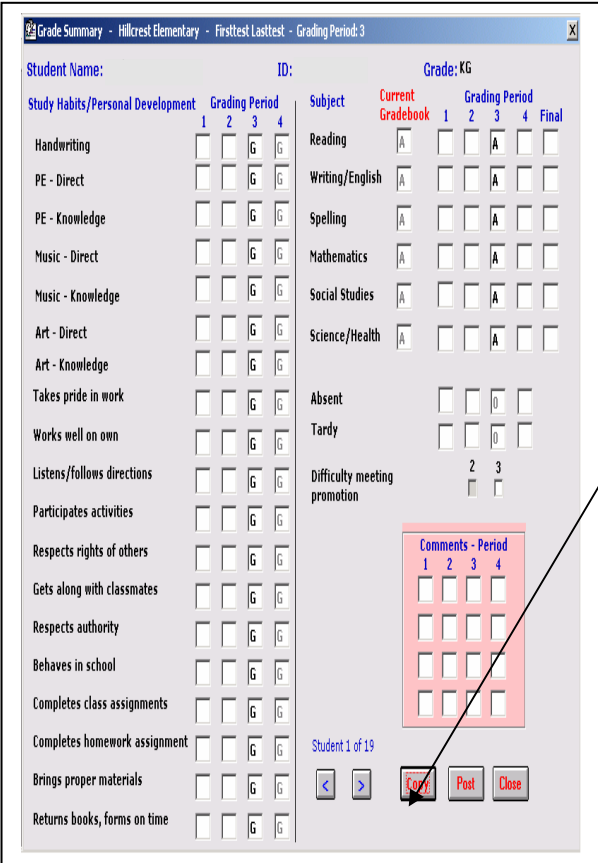


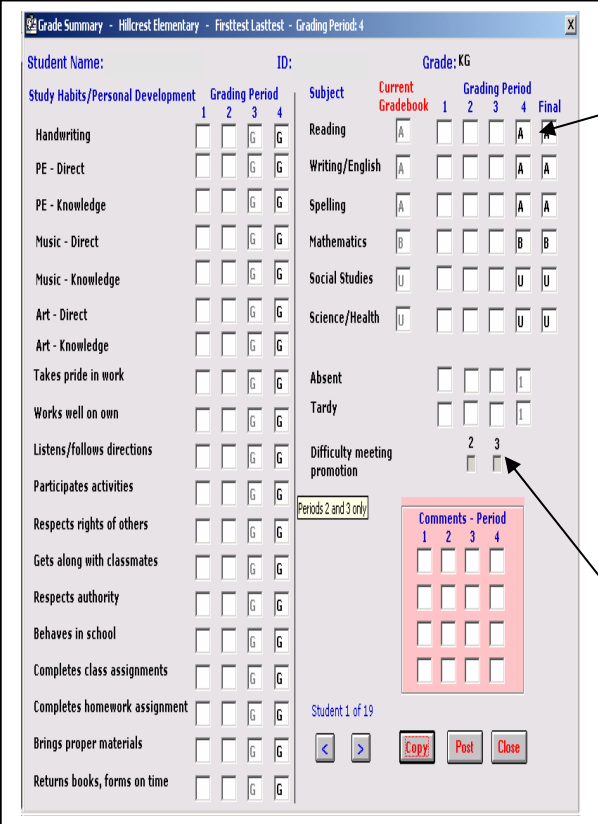
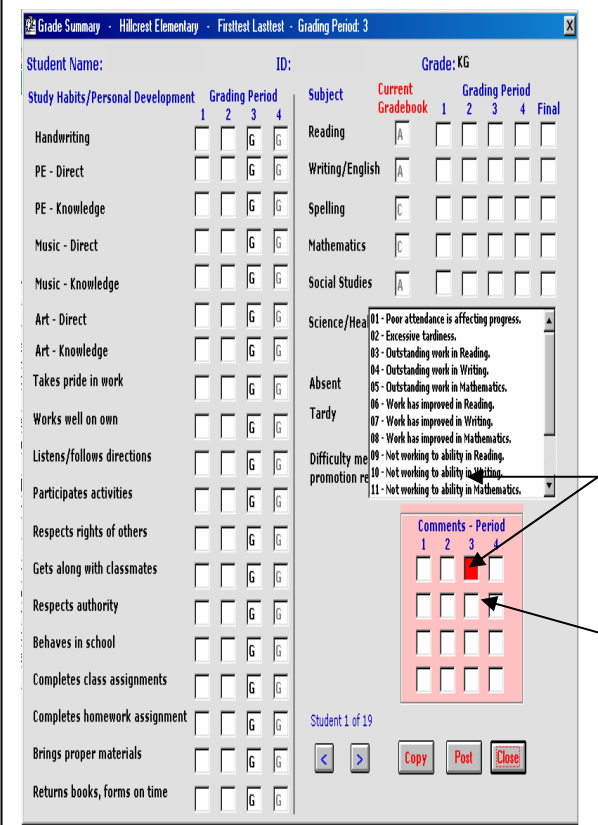
EleGrade - Grade Summary

Steps	Screen Displayed	Procedures
1		<p><u>The Grade Summary procedure is used at the end of a Nine Weeks period to Post Grades for Report Card printing.</u></p> <p><u>To Display Grade Summary</u></p> <p><u>On the Menu Bar</u></p> <ul style="list-style-type: none"> • Click Grading • Click Grade Summary <p><u>Grade Summary is where you will display Academic Grades and Enter Non-Academic Grades.</u></p> <p><u>Note: Academic grades, shown on this screen, are from the grade book.</u></p>
2		<p>The Grade Summary screen is displayed, with School Name, Teacher Name, and Grading Period.</p> <p>The Grade Summary screen enables the teacher to copy the cumulative average for each subject to the current grading period.</p> <p>Once the grades are posted, the data will be used for Report Card printing.</p> <p>The Student Name, Student ID Number, and Grade Level are displayed across the top of the screen.</p> <p>Non-Academic grades default to G.</p> <p><u>To Change a Non-Academic Grade</u></p> <ul style="list-style-type: none"> • Click in the box for the current grading period • Change the Grade for the Non-Academic Subject

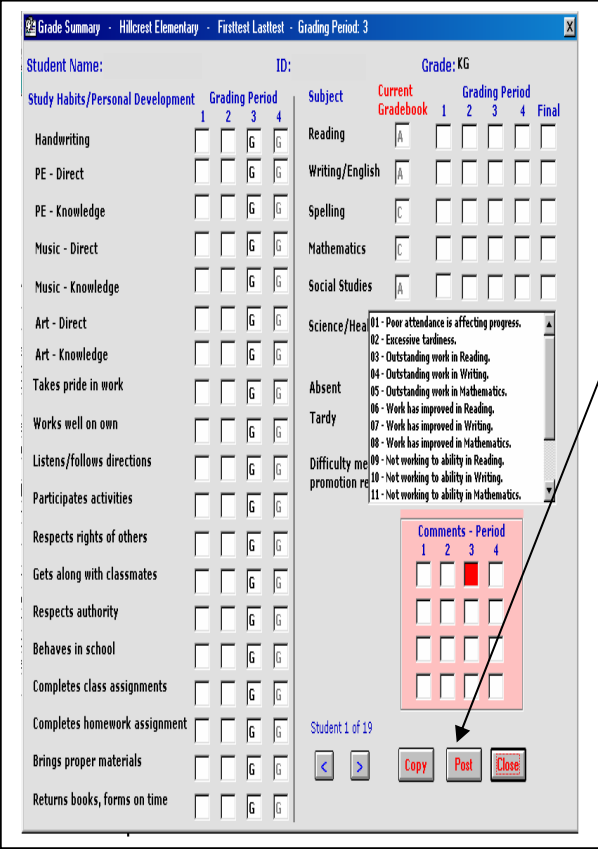
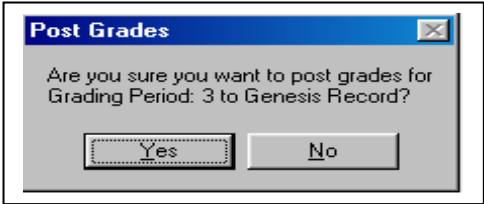
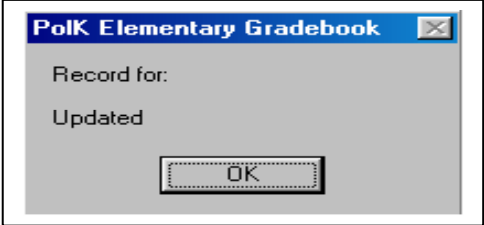
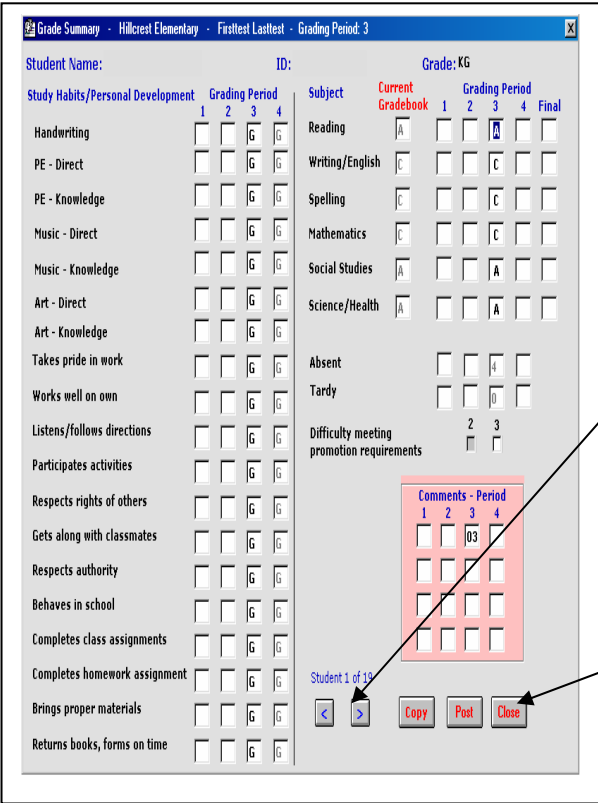
EleGrade - Grade Summary

Steps	Screen Displayed	Procedures
3		<p><u>Grade Codes</u></p> <p><u>Non-Academic</u></p> <ul style="list-style-type: none"> • E = Excellent • G = Good • S = Satisfactory • N = Needs Improvement <p><u>Academic</u></p> <ul style="list-style-type: none"> • A = Outstanding • B = Above Average • C = Average • D = Below Average • U = Unsatisfactory <p><u>Note: an Asterisk (*) = Working Below Grade Level and can be entered in a subject box following the letter grade.</u></p>
4		<p>The Current Academic Grades for a grading period are displayed.</p> <p><u>To Copy the Current Cumulative Average for each subject to the current grading period column</u></p> <p style="text-align: center;">• <i>Click Copy</i></p> <p>This will copy the Grades from the Grade Book into the Grade Summary screen, where they can be edited.</p> <p>If the current grading period is four, then the final grade is averaged for all grading periods and displayed in the Final Column.</p> <p>You cannot enter Academic Grades to the grade book from this screen.</p>

EleGrade - Grade Summary

Steps	Screen Displayed	Procedures			
5		<p><u>To Change a Grading Period Grade</u></p> <ul style="list-style-type: none"> • Highlight the Grade • Type the Letter change <p><u>Attendance:</u> The Attendance Record for Absent and Tardy for the Grading Period is displayed.</p> <p>You cannot enter Attendance Records on the Grade Summary screen.</p> <p><u>Promotion:</u> Promotional Requirements can be marked only during the 2nd and 3rd Grading Periods.</p> <p><u>To Place a Check Mark for Difficulty meeting promotion</u></p> <ul style="list-style-type: none"> • Click Inside the box <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Difficulty meeting promotion requirements</td> <td style="text-align: center; padding: 2px;">2 <input type="checkbox"/></td> <td style="text-align: center; padding: 2px;">3 <input checked="" type="checkbox"/></td> </tr> </table> </div>	Difficulty meeting promotion requirements	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
Difficulty meeting promotion requirements	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>			
6		<p>Comments to be posted for Printing on a Students Report Card are selected for each Grading Period.</p> <p><u>To Select Comments for a Grading Period</u></p> <ul style="list-style-type: none"> • Hold Curser over the Grade Period Comment box • Right Click the selected box • Select the Comment you want entered <p><u>To Add Additional Comments</u></p> <ul style="list-style-type: none"> • Select the Next box within the Grading Period • Repeat the steps above for additional comments 			

EleGrade - Grade Summary

Steps	Screen Displayed	Procedures
7		<p><u>Once All Entries Have Been Made</u></p> <ul style="list-style-type: none"> Click Post <p>The Post Grades Information Window is displayed.</p>  <ul style="list-style-type: none"> Click Yes to continue <p>A Confirmation Window is displayed.</p>  <ul style="list-style-type: none"> Click OK to continue
8		<p>Students Grade Summary data is posted separately and Must be Repeated for each Student.</p> <p><u>To Move Through the Student Screens</u></p> <ul style="list-style-type: none"> Click the Previous Student/ Next Student arrows to move between Student Grade Summary screens. Repeat Steps 2 –7 until all Student Grades for the Grading Period are Posted Click Close to exit the Grade Summary screen