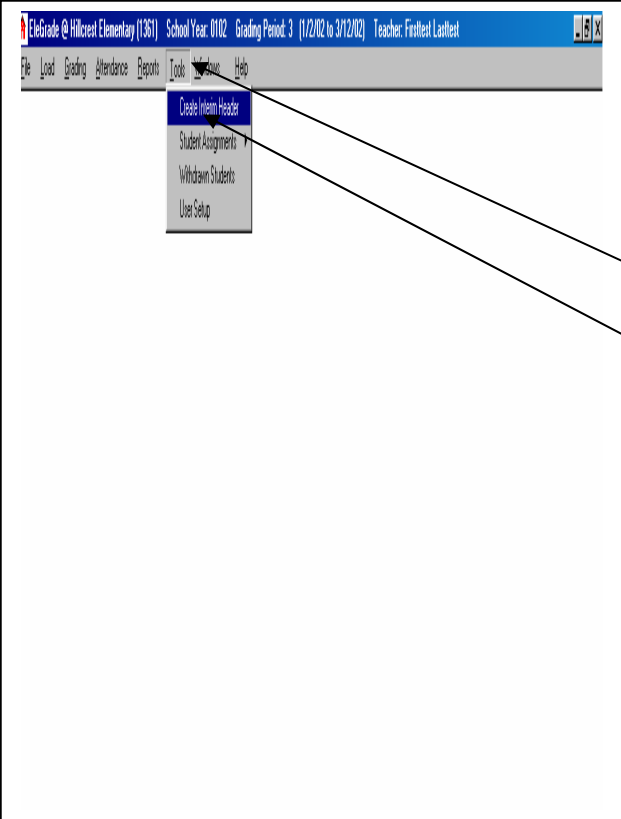
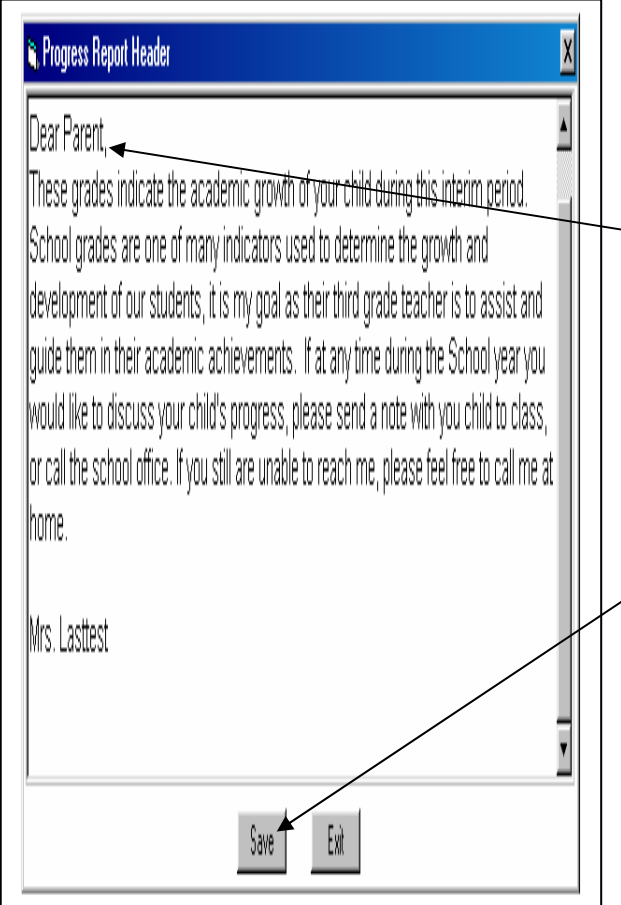
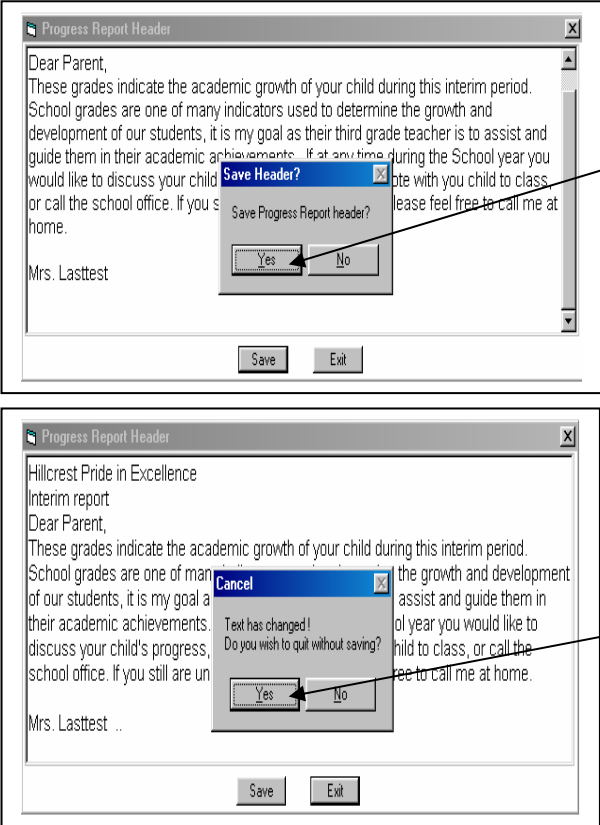
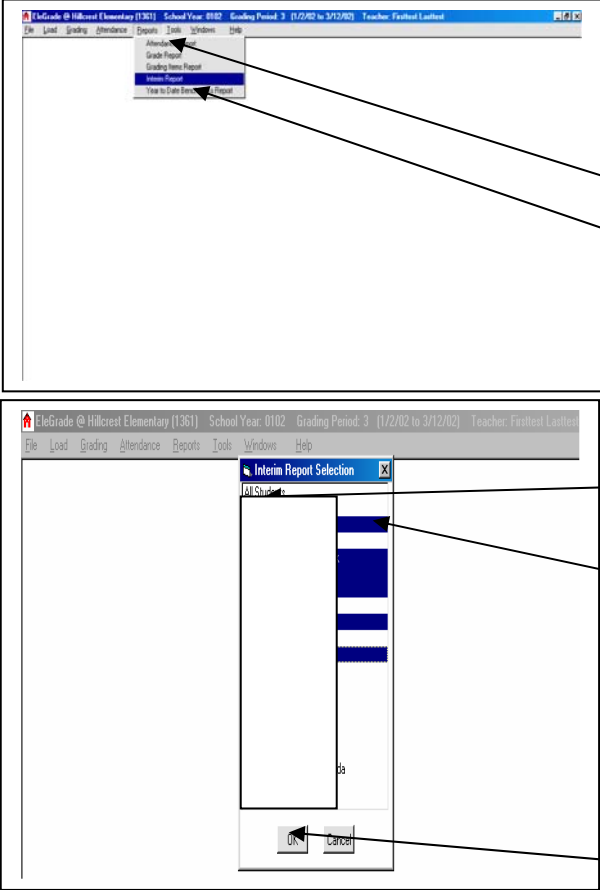


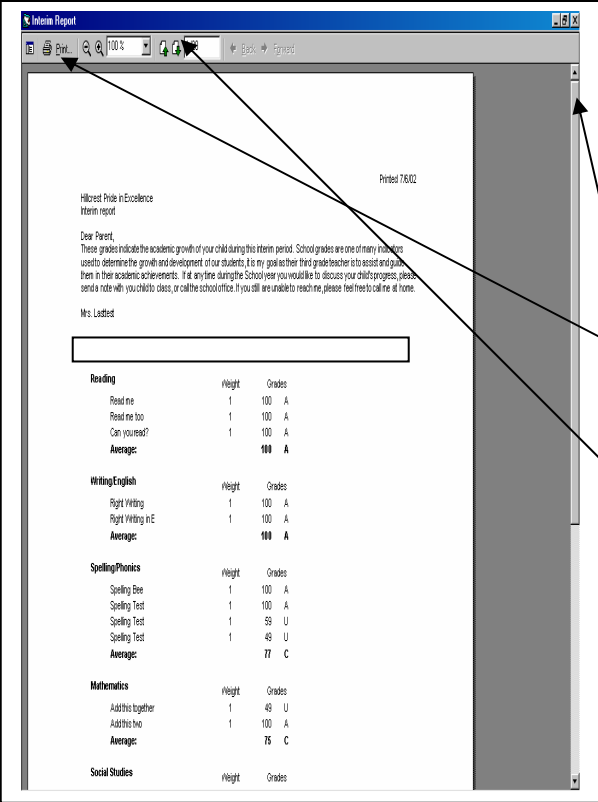
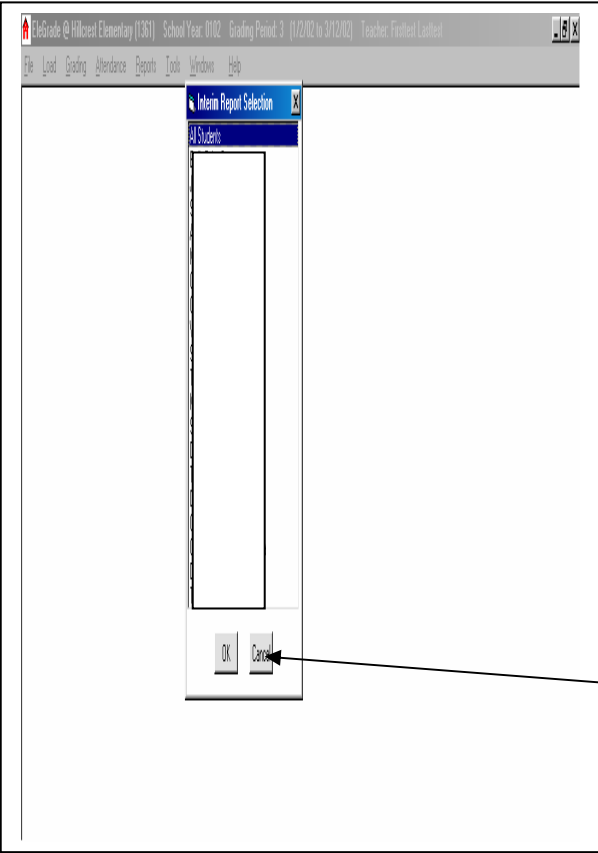
EleGrade - Create Interim Header/ Interim Report

Steps	Screen Displayed	Procedures
1	 A screenshot of the EleGrade software interface. The title bar reads 'EleGrade @ Hillcrest Elementary (1361) School Year: 0102 Grading Period: 3 (11/2/02 to 3/12/02) Teacher: Frosttest Lasttest'. The menu bar includes 'File', 'Load', 'Grading', 'Attendance', 'Reports', 'Tools', 'Help', and 'Help'. The 'Tools' menu is open, showing options: 'Create Interim Header', 'Student Assignments', 'Withdrawn Students', and 'User Setup'. Arrows point from the 'Tools' menu and the 'Create Interim Header' option to the procedure text on the right.	<p><u>To Create an Interim Header</u></p> <p><u>On the Menu Bar</u></p> <ul style="list-style-type: none">• Click Tools• Click Create Interim Header
2	 A screenshot of the 'Progress Report Header' window. The title bar reads 'Progress Report Header'. The text area contains a personalized message: 'Dear Parent, These grades indicate the academic growth of your child during this interim period. School grades are one of many indicators used to determine the growth and development of our students, it is my goal as their third grade teacher is to assist and guide them in their academic achievements. If at any time during the School year you would like to discuss your child's progress, please send a note with you child to class, or call the school office. If you still are unable to reach me, please feel free to call me at home. Mrs. Lasttest'. At the bottom of the window are 'Save' and 'Exit' buttons. Arrows point from the text area and the 'Save' button to the procedure text on the right.	<p>The Progress Report Header window is displayed.</p> <ul style="list-style-type: none">• Type a Personalized Message to the Students Parent(s) in the Progress Report Header Text box <p>This will become the Header on the first page of the Student Interim Report.</p> <ul style="list-style-type: none">• Click Save to Save the Header

EleGrade - Create Interim Header/ Interim Report

Steps	Screen Displayed	Procedures
3		<p>The Save Header window is displayed.</p> <ul style="list-style-type: none"> • Click Yes to Save the Header • Click No to return to the Text box <p><u>If you Click EXIT Without Saving the Header</u></p> <p>An Information box is displayed.</p> <ul style="list-style-type: none"> • Click Yes to quit without saving • Click No to return to Text box and type a personalized message
4		<p><u>To Display the Interim Report</u></p> <p><u>On the Menu Bar</u></p> <ul style="list-style-type: none"> • Click Reports • Click Interim Report <p>The Interim Report Selection window is displayed.</p> <p><u>To Select Student(s)</u></p> <ul style="list-style-type: none"> • Highlight All Students Or • Highlight a Single Student Or • Multiple Students <p>Refer to Chapter 2-3, Step 6 for Multiple Selection</p> <ul style="list-style-type: none"> • Click OK to continue

EleGrade - Create Interim Header/ Interim Report

Steps	Screen Displayed	Procedures
5		<p>The Interim Report for the Student(s) you have selected is displayed.</p> <p>Each Student Interim Report is on a separate page and can be printed.</p> <p><u>To Print the Report</u></p> <ul style="list-style-type: none"> • Click the Print icon <p><u>If More than One Student was Selected</u></p> <ul style="list-style-type: none"> • Use the Previous Page/Next Page icons to move from page to page • Use the Scroll Bar on the right of the screen to view the entire page
6		<p><u>To Close the Report</u></p> <ul style="list-style-type: none"> • Click the X in the top right corner of the screen <p>The Interim Report Selection screen is displayed.</p> <p><u>You may repeat the above process for another Student or group of Students.</u></p> <ul style="list-style-type: none"> • Repeat Steps 4-5 to continue and Print another Interim Report <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click Cancel to Return to the Main Menu screen