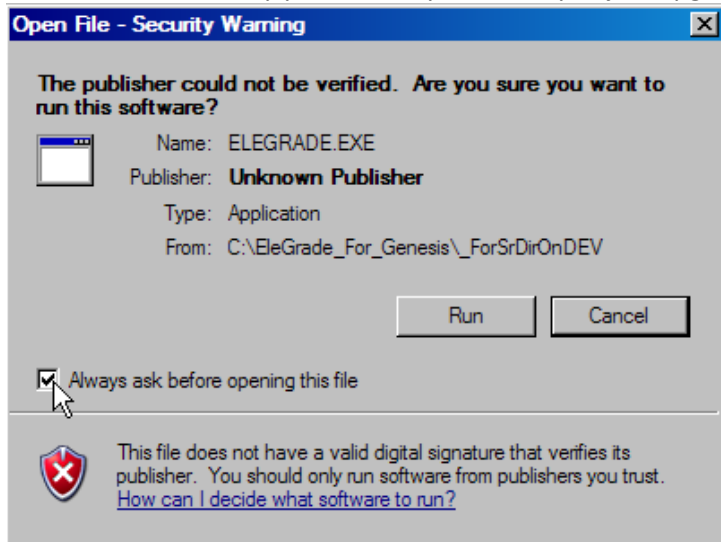


EleGrade SBAR Interim Report

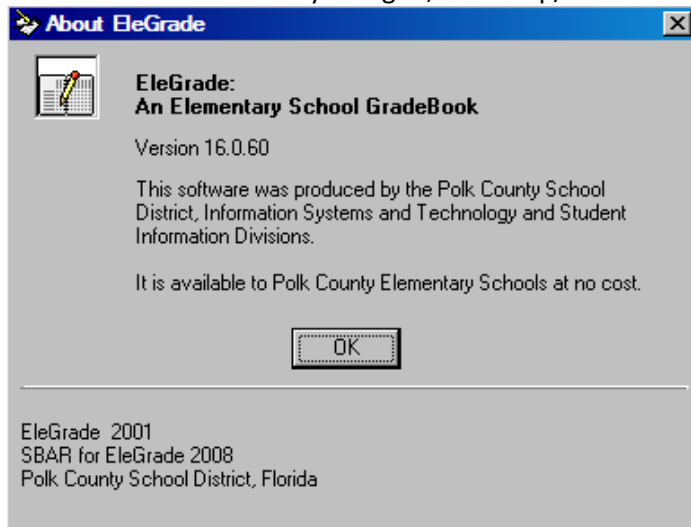
In the following document the word **click** means to click the **Left mouse button** once. **Double click** means to double click (twice in rapid succession) the **Left mouse button**. **Right Click** means to click the **Right mouse button** once.

Start EleGrade the way you normally do and if you just upgraded to a new version, you will get this message

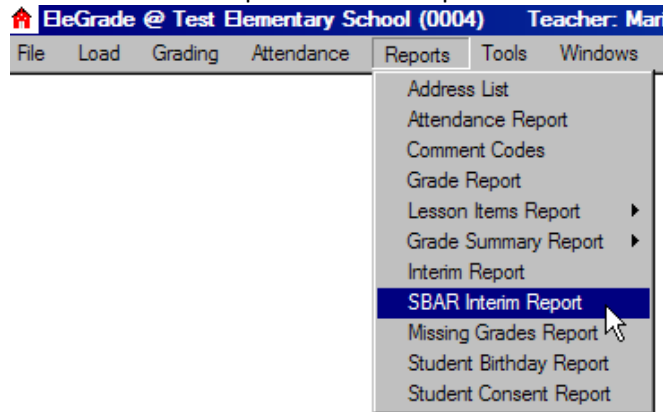


Uncheck the “Always ask before opening this file” and click <Run>.

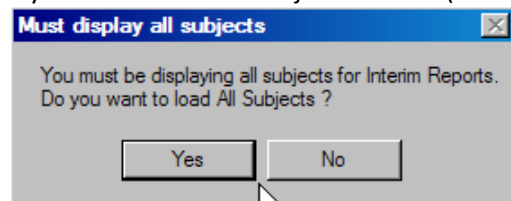
After EleGrade starts and you logon, click Help/About and the version should be 16.0.60 or higher.



The SBAR Interim report is on the Reports Menu



If you don't have All Subjects loaded (from the Load menu) then you will get this message



If you click <Yes> then EleGrade will load All Subjects and then run the SBAR Interim Report form.

SBAR Interim Report Data Entry Screen

Now the SBAR Interim input box opens. Only SBAR grade level students will show in the SBAR Student List. The Grading Key is at the top, grades are 1, 2 and 3 which correspond to the numbers by the radio buttons in each of the grading areas, Academic Standards and Readiness To Learn. The **Key for Reporting** shows how to assess.

Key for Reporting

- 1 - Consistently Demonstrates: Student consistently demonstrates and applies new skills and increased knowledge
- 2 - Sometimes Demonstrates: Student sometimes demonstrates knowledge and skills with competence
- 3 - Seldom Demonstrates: Student seldom demonstrates knowledge and skills with competence

SBAR Student List

- Bibbus, Bettina
- Bibbus, Billy

Grading Period - 4

5300594802 Bibbus, Bettina
Grade Level: 01

Academic Standards

Reading Performance 1 2 3

Math Performance 1 2 3

Writing Performance 1 2 3

Readiness To Learn

Successful Learning Behaviors 1 2 3

Absences: Tardies:

Teacher requests conference

Each time you click a student from the SBAR Student List, any previously entered assessment for the default grading period (the grading period selected in User Setup) will be displayed on the form.

If there is no saved data for a student in the default grading period, the radio buttons 1 2 3 will be clear as in the above image.

The Absences and Tardies are the total of all absences and tardies for the default grading period, the fields are disabled so the values cannot be changed.

The **Teacher requests conference** checkbox can be checked to add a line to the student's report indicating that you request a conference with the parent and prints the school's phone number.

If you click <**Gradebook Scores**>, and there are daily grades present, EleGrade will select the correct radio button for each of the grading areas. If there is no grade for one or more of the areas then click the radio button for the value grade you wish to give; look at **Key for Reporting** at the top of the screen.

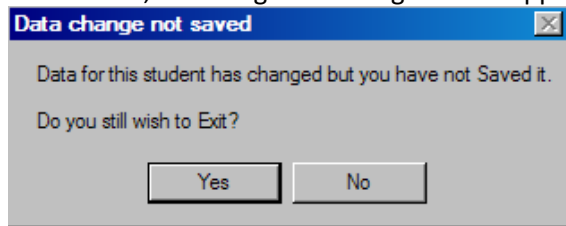
To facilitate saving and viewing or printing the SBAR Interim Report, these actions have been combined into one button, **<Save and View>** and **<Save and Print>**. When either of these buttons are clicked, the Interim data is saved and viewed or printed; this eliminates having to click the <Save> button and then click a Report button and then click <Print> from the report's toolbar and you can move on to the next student on the list.

The **<Save and View>** button saves the SBAR data and brings up the report which has a print toolbar button and a PDF export toolbar button. On the report toolbar, the print button prints the report and the PDF button prompts you for the location to save the PDF file.

The **<Save and Print>** button saves the SBAR data to the database and prints directly to the default printer, it does not display the Print Dialog Box. This is the fastest method to enter the SBAR data and print the report.

The **<Save>** button saves the Interim data to the database.

The **<Exit>** button exits the SBAR Interim Report screen. If you have changed data for the current student and not saved it, a message indicating this will appear.



Entering the grade data is as easy as clicking one of the three radio buttons in one of the grading areas. You can only have one button (of the three) selected at a time. If you have selected or clicked a button but changed your mind and do not want to issue a grade for that area this grading period, Right Click the selected radio button and it will clear.

The next page contains a sample of the SBAR Interim Report.



**Polk County Schools
Elementary Standards Based Interim Report**

Test Elementary School

Teacher: Marie Moore
Grading Period: 4
Grade Level: 01

Bibbus, Bettina

5300594802

Keys for Reporting

- **Consistently Demonstrates:** Student consistently demonstrates and applies new skills and increased knowledge
- **Sometimes Demonstrates:** Student sometimes demonstrates knowledge and skills with competence
- **Seldom Demonstrates:** Student seldom demonstrates knowledge and skills with competence

The Standards Based Interim Report is a snapshot of your student's performance on the Standards and Benchmarks taught up until the date of the report.

Academic Standards	Interim 1	Interim 2	Interim 3	Interim 4
Reading Performance	Not Reported	Not Reported	Not Reported	Sometimes Demonstrates
Math Performance	Not Reported	Not Reported	Not Reported	Seldom Demonstrates
Writing Performance	Not Reported	Not Reported	Not Reported	Sometimes Demonstrates
Readiness to Learn				
Successful Learning Behaviors	Not Reported	Not Reported	Not Reported	Sometimes Demonstrates
Absences	0	0	0	0
Tardies	0	0	0	0

Ms Marie Moore requests a conference. Please call the school, N/A, to make an appointment.



Please cut and return

Bibbus, Bettina 5300594802

Parent Signature _____ Parent requests conference --- Yes No Phone Number: _____

Parent Comments: _____