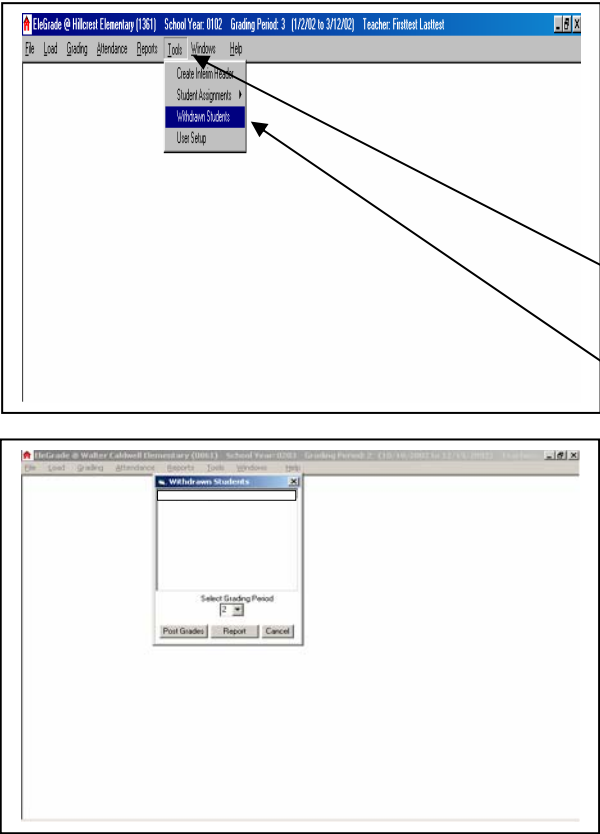
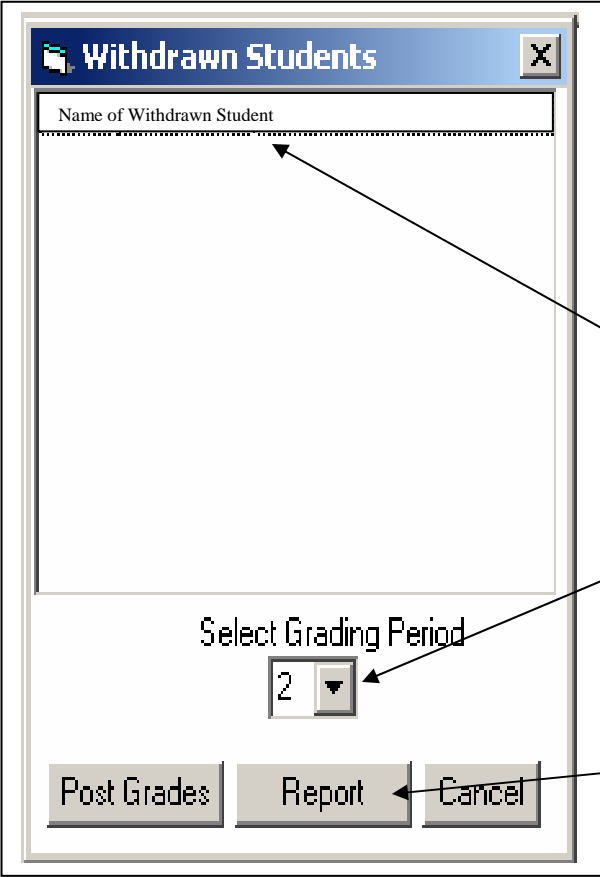
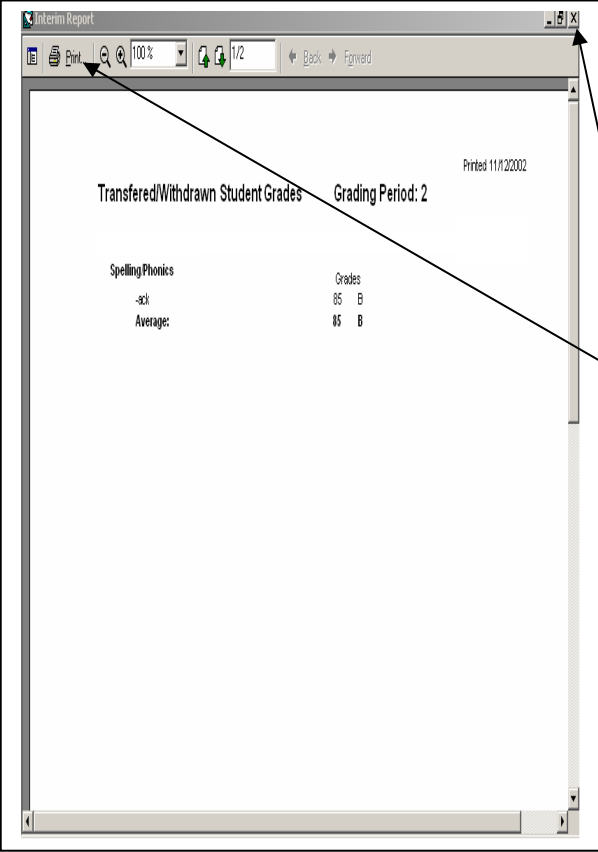
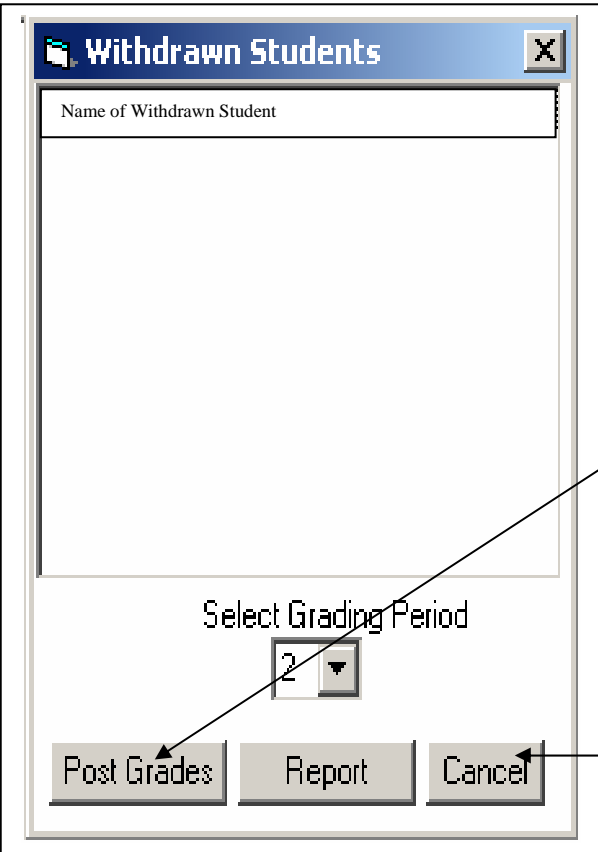


# EleGrade - Withdrawn Students Grade Report

Steps	Screen Displayed	Procedures
1		<p><b><u>To Run a Withdrawn Students Grade Report</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>Withdrawn Students</b></li> </ul> <p>The <b>Withdrawn Students</b> window is displayed.</p>
2		<p>The <b>Withdrawn Students</b> window will display only students that have been withdrawn during the current Grading Period.</p> <p>The <b>Grading Period</b> when the student(s) withdrew will have to be selected.</p> <ul style="list-style-type: none"> <li>• Click the <b>Student Name</b></li> </ul> <p><b><u>To Select the New Grading Period</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>drop down arrow</b></li> <li>• <b>Select the Grading Period</b></li> </ul> <p><b><u>To View and Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Report</b></li> </ul>

## EleGrade - Withdrawn Students Grade Report

Steps	Screen Displayed	Procedures
3		<p>The <b>Report</b> is displayed, showing the grade for each Grading Item in each Subject.</p> <p><b><u>The Report is to be Printed and Placed into the Student Cum Folder.</u></b></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> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>X</b> in the top right corner of the screen</li> </ul>
4		<p>The <b>Withdrawn Students</b> window is displayed.</p> <p>You may Select Another Students name and Repeat the same steps to Print their Grade Report.</p> <p><b><u>To Post the Grade for the Selected Student</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Post Grades</b></li> </ul> <p>The <b>Grade Summary Screen</b> is displayed for this selected Student.</p> <p><b><u>To Post Grades for Report Card printing</u></b></p> <p>Refer to Chapter 6-3, Step 5-7 Grade Summary</p> <ul style="list-style-type: none"> <li>Click <b>Cancel</b> to Return to the Main Menu</li> </ul>