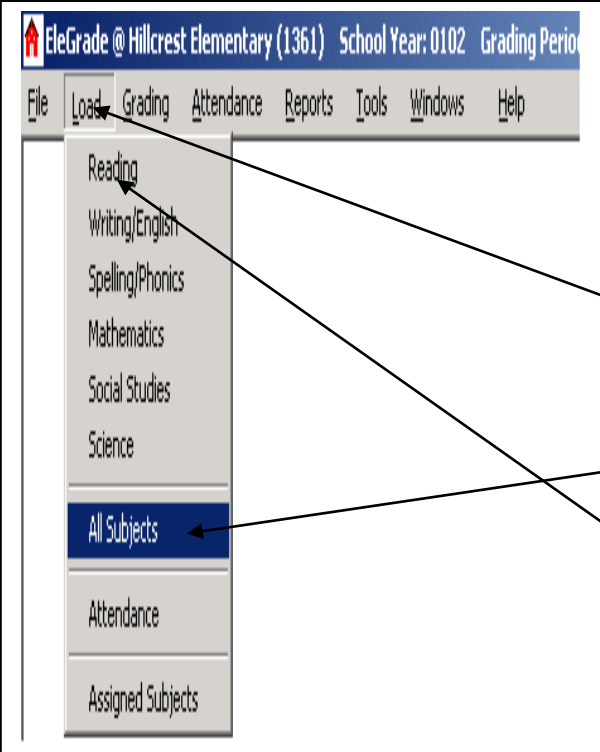
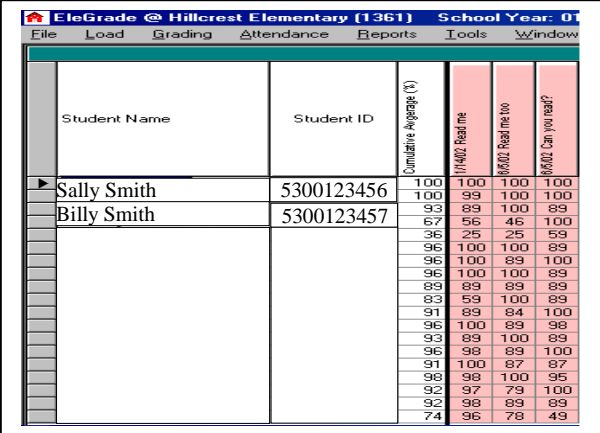
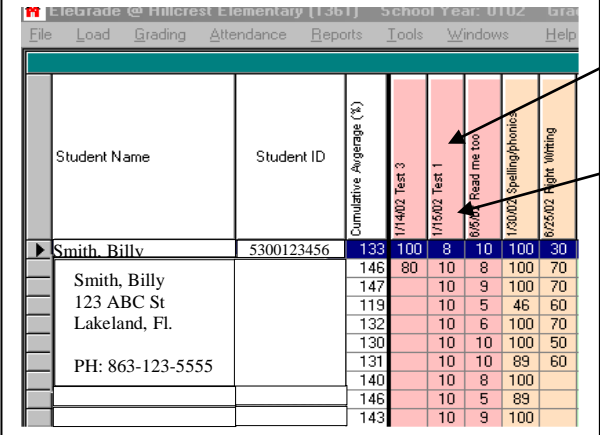


EleGrade - Loading a Grade Grid & Entering Grades

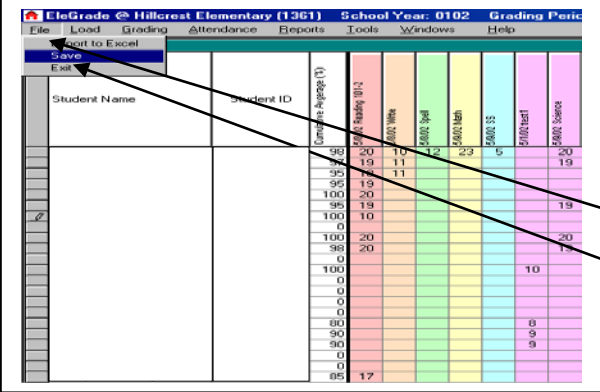
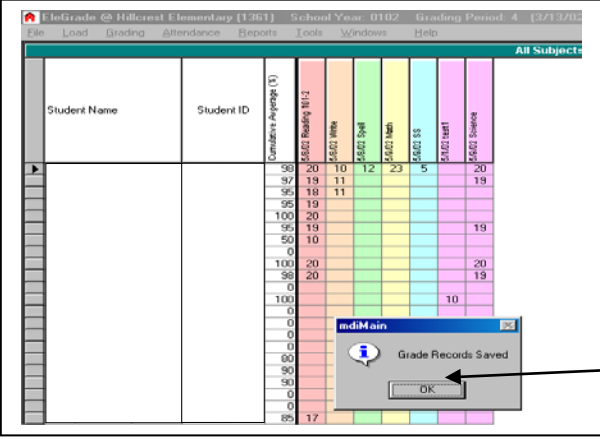

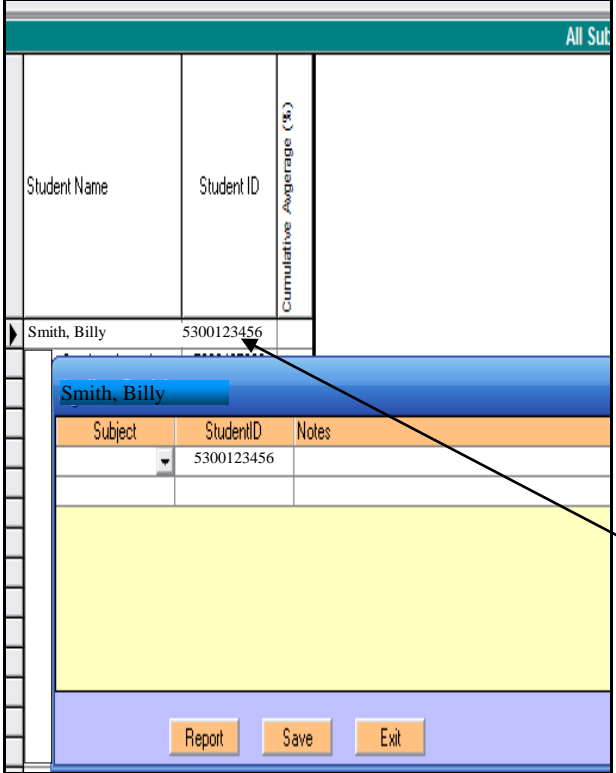
Steps	Screen Displayed	Procedures
1		<p><u>Loading a Grading Grid</u></p> <p>NOTE: If you teach multiple grades levels, please refer to this document. http://www.polk-fl.net/staff/technology/helpdesk/documents/NMELE_EleGradeMultipleHR.pdf</p> <p><u>On the Menu Bar</u></p> <ul style="list-style-type: none"> • Click Load • Click All Subjects <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Click a Subject <p>The Grading Grid for All Subjects or the Selected Subject is displayed.</p>

	<p><u>The Cumulative Average is calculated for the Subject(s) in the Active Grid.</u></p> <p>If <u>Reading</u> is loaded, then the Cumulative Average is for <u>Reading</u>. If <u>All Subjects</u> are loaded then the Cumulative Average is for <u>All Subjects</u>.</p>
	<p><u>To view Demographic Information for a Student</u></p> <ul style="list-style-type: none"> • Click the Row Selection to the left of the Student Name to Highlight • Click the Highlighted Student Name <p>The Student's Demographic Information is displayed.</p>

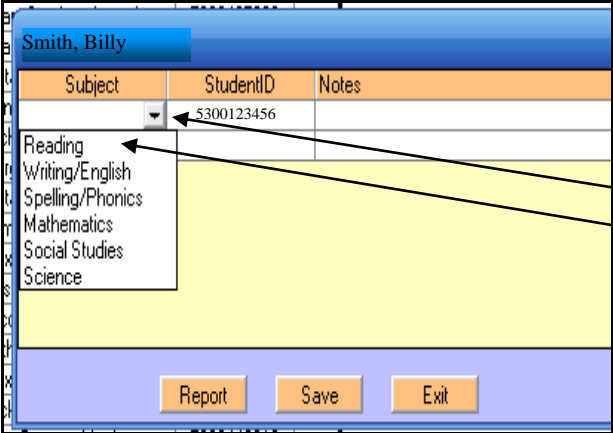
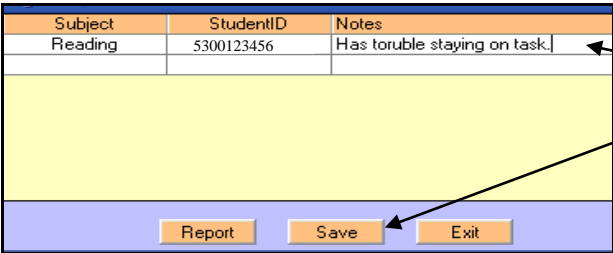
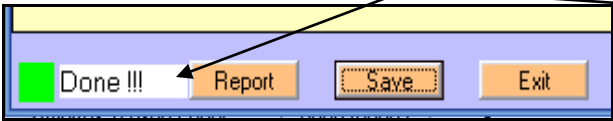
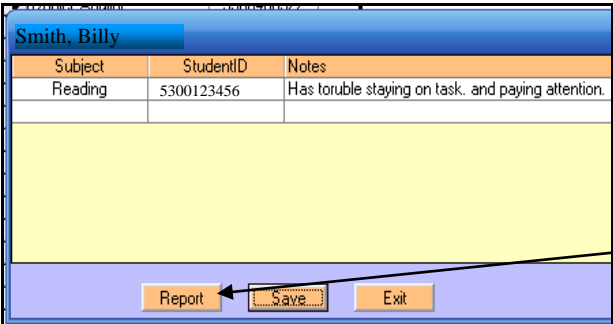
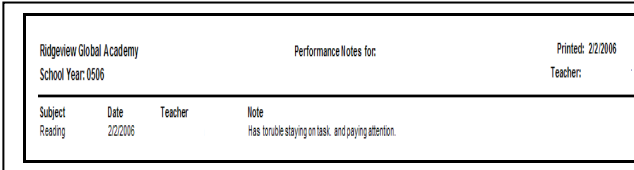

EleGrade - Loading a Grade Grid & Entering Grades

Steps	Screen Displayed	Procedures
3		<p><u>To See Information Concerning a Grading Item</u></p> <ul style="list-style-type: none"> Click the Grading Item in the Grid's Header <p><u>A tool tip appears with Assigning Teacher, Subject, Item Name, Test Date, Total Points, and Weight, for that item.</u></p> <p><u>Note: If the Item came from another Teacher, the previous Teachers name is also displayed.</u></p> <p><u>To see a Color Code Legend after All Subjects have been loaded</u></p> <ul style="list-style-type: none"> Right Click on the Grid's Header
4		<p><u>Entering Grades</u></p> <p><u>To Enter a Grade for a Grading Item</u></p> <ul style="list-style-type: none"> Click Inside the desired cell Type the Grade Press Enter to move the cursor down <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> Press Tab to move the cursor </div> <ul style="list-style-type: none"> to the right <p><u>Important: When Entering Grades</u></p> <p>Neither a blank Grade, nor a (X) will be calculated in any grade averages. A zero is calculated as a zero. An (X) denotes to EleGrade that this is an "excused test" and will not be counted as a "missed test" and will not appear on the missing grades report.</p>

EleGrade - Loading a Grade Grid & Entering Grades

Steps	Screen Displayed	Procedures
5	 	<p><u>To Save the Grades Being Issued</u></p> <ul style="list-style-type: none"> • Click Outside the Grid box <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Press Enter • Click File • Click Save <p>The Update Records window is displayed.</p>  <ul style="list-style-type: none"> • Click Yes <p>An Information window is displayed.</p> <ul style="list-style-type: none"> • Click OK <p><u>Note: You must Save Grade and Attendance information before exiting EleGrade.</u></p>
6		<p style="text-align: center;"><u>PERFORMANCE NOTES</u></p> <p>Performance Notes is a new feature of Ver. 9.0.</p> <p>Performance Notes Rules</p> <ul style="list-style-type: none"> • Only the teacher originally creating the entry can edit the performance notes. • Any other person having access to the student info can only view or print the report. <ul style="list-style-type: none"> • <i>Right Click</i> on Student Name

EleGrade - Loading a Grade Grid & Entering Grades

Steps	Screen Displayed	Procedures
7	  	<p style="text-align: center;"><u>PERFORMANCE NOTES</u></p> <ul style="list-style-type: none"> • Click Drop Down Arrow • Select Subject • Type Comments in Notes Box • Click Save button • “DONE” message appears after clicking Save button.
8	  	<p style="text-align: center;"><u>PERFORMANCE NOTES REPORTS</u></p> <ul style="list-style-type: none"> • Click Report button • The student’s report will appear on the screen. • Click Print icon to print the report. • Click Green UP or Down arrows if the report is longer than one page.