

Genesis Elementary Grades

Steps	Screen Displayed	Procedures
1		<p>Click on the 'Local Menu' Icon</p>
2		<p>Click on 'Elementary Grades'</p>

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3		<p>Select the Grading Period you want to make changes in.</p> <p>Type in Student ID.</p> <p>(or)</p> <p>Select a Teacher from the drop down. (The first student of that class will appear)</p> <p>Type the grade correction.</p> <p>To correct Comments, 'Right Click' on each box. This will bring up list of all the Comment Codes. Then Select from the List.</p> <p>Once you are finished correcting the grades and Comments for each student, Click 'Update'</p> <p>To navigate through the students in the class, use the 'Arrow' buttons at the bottom.</p> <p>To 'Exit' the Elementary Grade screen, Click 'Quit'</p>