

Genesis Grades Secondary Grade Input by Class Roster

Steps	Screen Displayed	Procedures
1		<p>Click on the 'Grade Reporting' Icon</p>

2		<p>Click on the 'Report Cards' tab</p> <p>Click on 'Keyboard Data Entry / By Class'</p>
---	--	---

Genesis Grades Secondary Grade Input by Class Roster

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> • Type in 'Course ID' • If you do not know the Course number, Click on 'Find Course' and search for it. • Select a 'Section' • Click 'Get Grades' • A list of the students in that class will appear. • To input a grade, Click on the grading period and type in the grade • To go to the next student hit 'Enter' key or arrow 'Down' • To go the Absences column hit the 'Tab' key or arrow 'Right' • This method is to be used for the rest of the Columns. (Exam, Sem., Absences, Tardies, etc.) • When done, Click 'Save Grades'