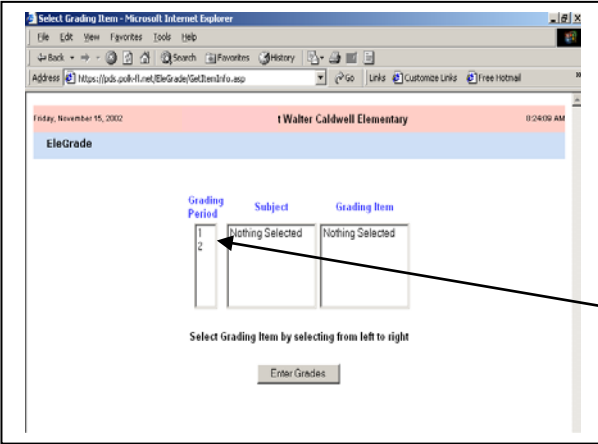
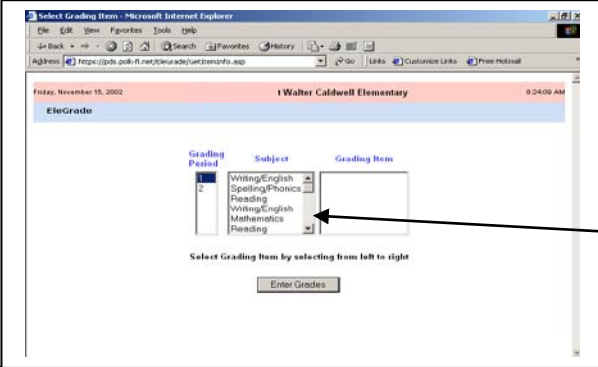
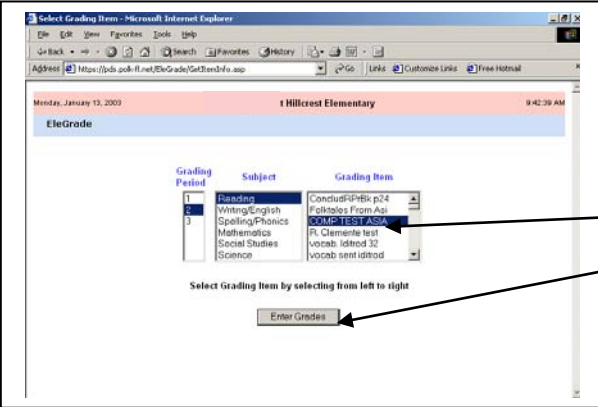
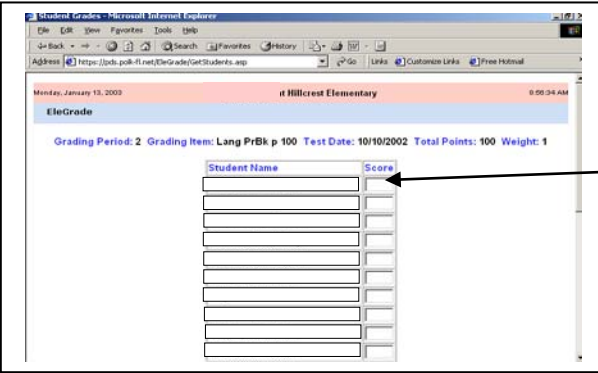


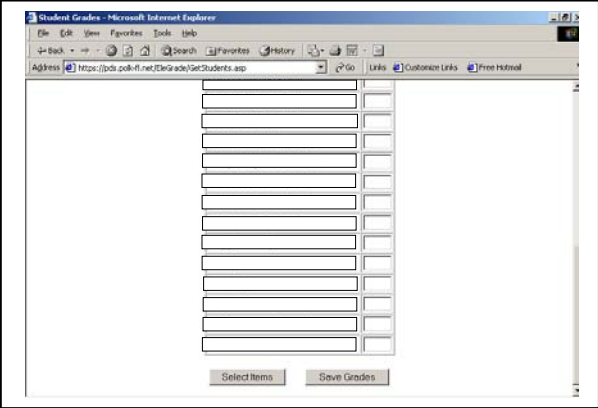
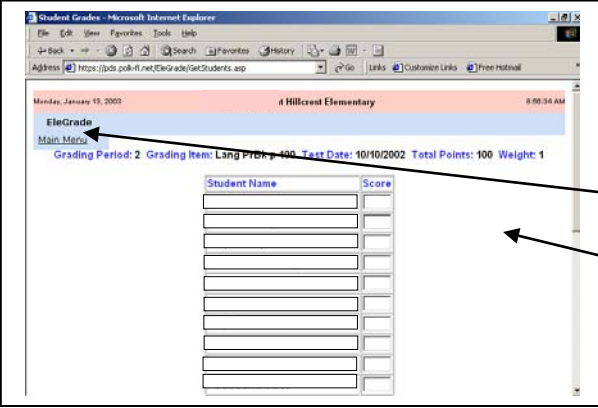
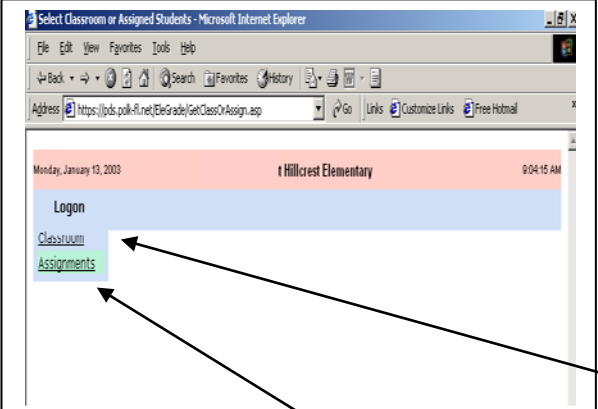
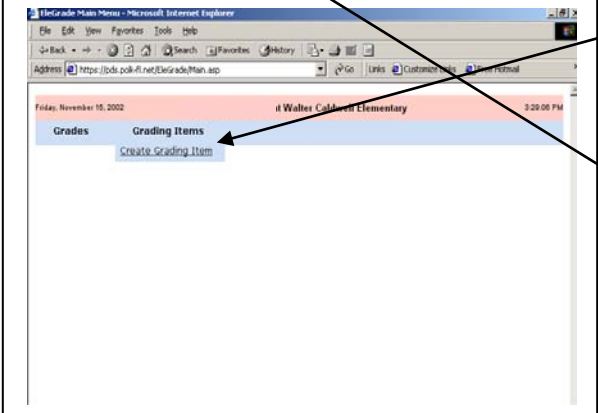
EleGrade - Web Access

Steps	Screen Displayed	Procedures
1		<p>On your home computer, connect to the Internet and start Internet Explorer.</p> <p><u>In the Address box</u></p> <p>Type https://elegrade.polk-fl.net</p> <p>The EleGrade Logon screen is displayed.</p> <ul style="list-style-type: none"> • Type your POLK ID (firstname.lastname) in Polk ID: • Type your Password in Password • Click the Logon to EleGrade icon
2		<p>The Main Menu screen is displayed.</p> <p><u>Note: The menu selections will display after the mouse is pointed at the menu option.</u></p> <ul style="list-style-type: none"> • Point at the Logon option <p>You can enter grades for a Classroom or Assignments</p> <p><u>To enter grades for classroom</u></p> <ul style="list-style-type: none"> • Select Classroom <p><u>To enter grades for Assignments</u></p> <ul style="list-style-type: none"> • Click Assignments • Move to step 3 <p><u>To Enter Grades for a Classroom</u></p> <p>The Date, Teacher name, School name, and Time are shown across the top of the screen.</p> <ul style="list-style-type: none"> • Point to the Grades option • Click Enter Grades

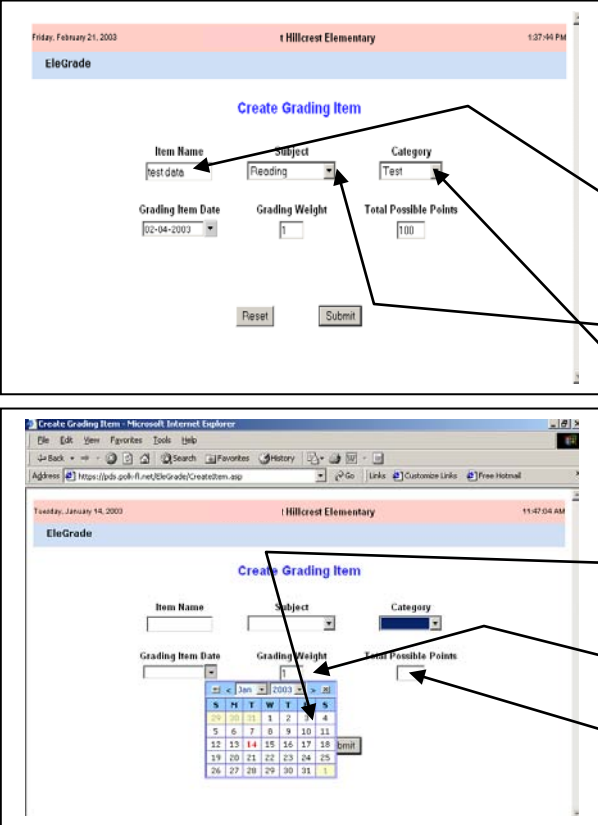
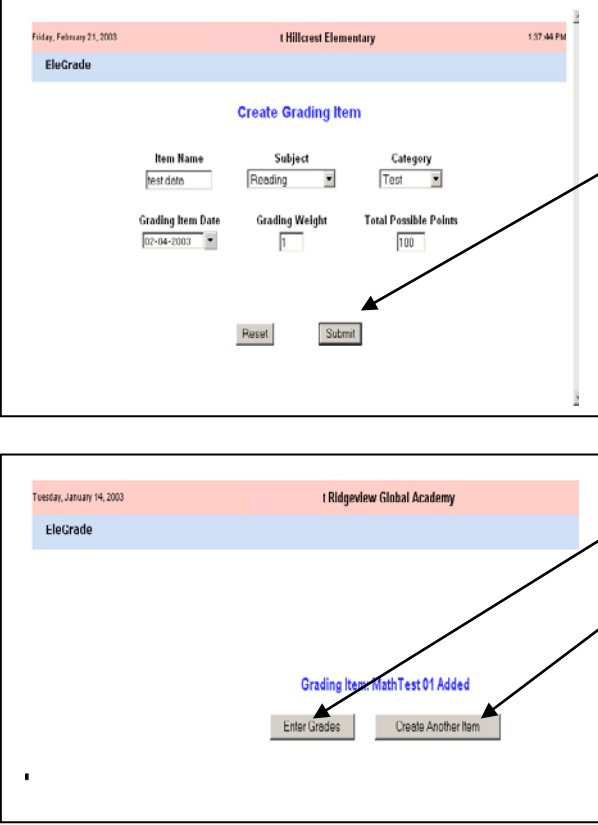
EleGrade - Web Access

Steps	Screen Displayed	Procedures
3	 	<p>The Grading Item Selection screen is displayed.</p> <p>Note: Subject Items are displayed after a Grading Period has been selected.</p> <p>To Select the Grading Period</p> <ul style="list-style-type: none"> Click the Grading Period <p>The Subject Items are displayed.</p> <p>Note: Grading Items for a specific Subject are displayed after the Subject has been selected.</p> <p>To Select a Subject</p> <ul style="list-style-type: none"> Click the Subject
4	 	<p>The Grading Items for that subject are displayed.</p> <p>To Enter Grades for the Selected Grading Item</p> <ul style="list-style-type: none"> Click the Grading Item Click Enter Grades <p>The Grading Item screen is displayed. Grading Period, Grading Item, Test Date, Total Points and Weight are displayed directly above the list of Student names and current Grade score.</p> <p>To Enter a Grade or Change a Grade</p> <ul style="list-style-type: none"> Click inside the Score box Type the Grade <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Highlight the Current Grade Type the Grade Change

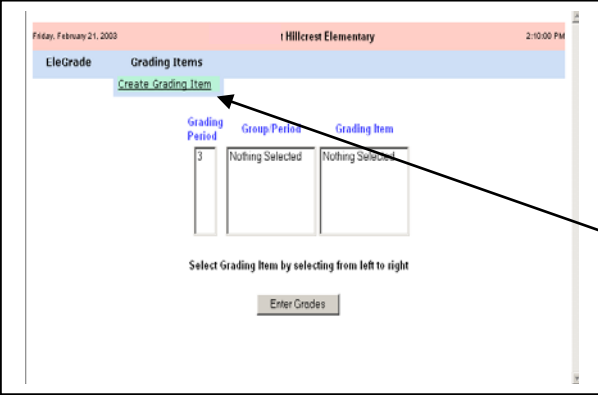
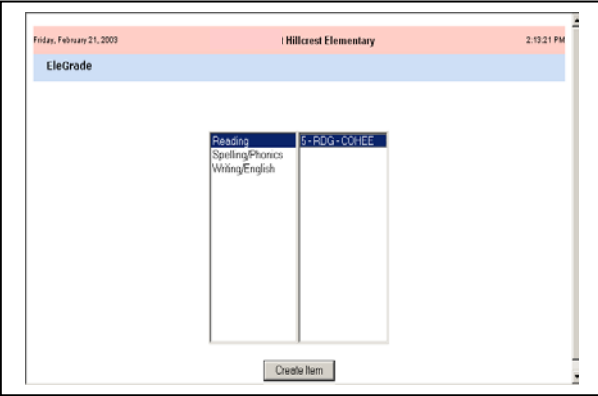
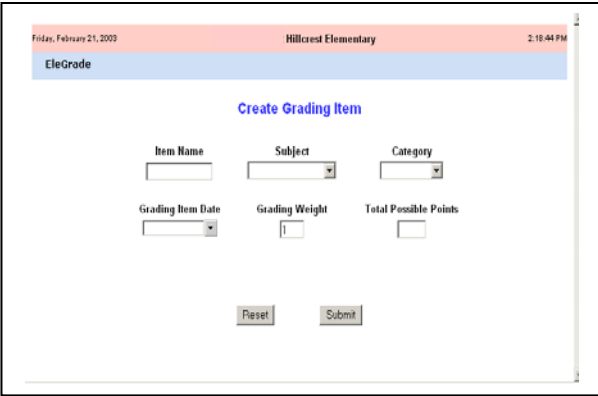
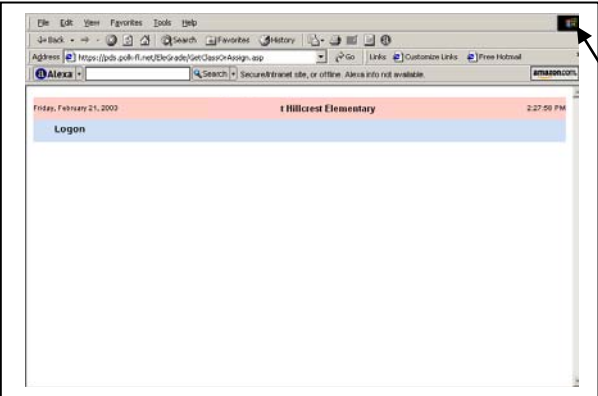
EleGrade - Web Access

Steps	Screen Displayed	Procedures
5	 	<p><u>To Save the Grades</u></p> <ul style="list-style-type: none"> • Click Save Grades <p><u>To select a different Subject and Enter or Change a Grade</u></p> <ul style="list-style-type: none"> • Click Select Items • Repeat Step 4 <p style="text-align: center;"><u>OR</u></p> <p><u>To Return to the Main Menu</u></p> <ul style="list-style-type: none"> • Point to the Elegrade option • Click Main Menu
6	 	<p>The Main Menu screen is displayed.</p> <p><u>To Create Grading Items</u></p> <ul style="list-style-type: none"> • Point to the Logon option <p>You can Create Grading Items for Classroom or Create Grading Items for Assignments.</p> <p><u>To Create Grading Items for Classroom</u></p> <ul style="list-style-type: none"> • Click Classroom • Point to the Grading Items option • Click Create Grading Item <p><u>To Create Grading Items for Assignments</u></p> <ul style="list-style-type: none"> • Click Assignments • Move to step 9

EleGrade - Web Access

Steps	Screen Displayed	Procedures
7		<p><u>To Create Grading Items for a Classroom</u></p> <p>The Create Grading Items screen is displayed.</p> <p><u>To Enter the Item Name</u></p> <ul style="list-style-type: none"> Type the Item Name <p><u>To Enter Subject</u></p> <ul style="list-style-type: none"> Click the drop down arrow Select the Subject <p><u>To Enter the Category</u></p> <ul style="list-style-type: none"> Click the drop down arrow Select the Category <p><u>To Enter the Grading Item Date</u></p> <ul style="list-style-type: none"> Click the drop down arrow Select the Date <p><u>To Enter the Grading Weight</u></p> <ul style="list-style-type: none"> Type the Weight <p><u>To Enter the Total Possible Points</u></p> <ul style="list-style-type: none"> Type the Total Possible Point
8		<p><u>To Save the Grading Item after it has been Created.</u></p> <ul style="list-style-type: none"> Click Submit <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Click Reset to Clear the page and create a different Grading Item <p>The Grading Item confirmation screen is displayed.</p> <p><u>To Continue from this screen</u></p> <ul style="list-style-type: none"> Select Enter Grades to enter grades Select Create Another Item to create another Grading Item <p><u>To return to the main menu</u></p> <ul style="list-style-type: none"> Point to the Elegrade option Click Main Menu

EleGrade - Web Access

Steps	Screen Displayed	Procedures
9	 	<p><u>To Create Grading Items for Assignments</u></p> <ul style="list-style-type: none"> • Point to Grading Items option • Click Create Grading Item <p><u>To Create Grading Items for Assignments for a Subject/Group Period</u></p> <ul style="list-style-type: none"> • Click the Subject • Click the Group /Period • Click Create Item
10	 	<p>The Create Grading Items screen is displayed.</p> <p><u>To Create the Grading Item</u></p> <ul style="list-style-type: none"> • Repeat steps 7,8 <p><u>Important Note: You will need to close the web browser to disconnect form EleGrade.</u></p> <p><u>To Exit EleGrade</u></p> <ul style="list-style-type: none"> • Click the X in the top right corner of the screen.