

Quick Reference Guide *for Teachers*

Grade Entry

You will have access to enter/edit grades only while the Report Card window is open. The schedule for this window varies between Districts. For more information, please contact your eSchoolData Coordinator.

To access a Grade Entry page...

Click on the Class > Grade Entry Tab

How to do Grade Entry...

1. Click on the class you'd like to work on from your Personal Schedule. Then choose **Grade Entry** from the top Tab menu
2. Click on the corresponding Marking Period (Blue Bar) to open Grade Entry window.
3. Once opened, start grade entry.
4. Click **SAVE** once entry is completed.

Note:

If you do not know the comment number, click on  to view available comments.

Free Text Comments may not be available depending on school policy.

Crs: 35F004R_REG PHYSICS, S... n: 1, Period: 2

To enter grades for Dropped Students Click here

Class Roster, Progress Reports, Seating Chart, New Progress Report, Field Trip(s), Buses, Attendance Hist..., eSP Maintenance, Grade Analysis, Course Recommendation, Guardian/Emerg..., ERC Summary

Switch to DROPPED Students

Attendance Information column

Print Summary Report

Click on the appropriate Marking Period to expand

to store your changes.

Suggested Final Grade Calculator

SAVE button

Student	Attendance		MP 1		Final Exam	Final Grade
	Absent	Tardy	Abs/Tar	(W=None)	(W=None)	(W=NA)
Benson, Jon	0	0	0/0	95	05,12,18	
Bolden, Michelle	0	0	0/0	62	10,09	
Braxton, Phyliss	0	0	0/0	85		
Bryson, Kave	0	0	0/0			


Grade goes here

Select Available Comments

Comments Button

Typed Comments here:
May not be available depending on school policy


Tips: Final Grade

After opening Final Grade column, there will be an  icon. When clicked, this button will automatically calculate the averages for all grades entered for a student. The calculated final grade will not be entered unless accepted.

Other factors may be involved deciding the final grade, but this feature will be helpful in suggesting a final grade for a student.

Let's utilize some features!

Class Summary Report:

Class Summary Report is very useful in reviewing all grades entered for all students in a class. To print this report go to  icon. The report will open in new window with the **"Send to Printer"** button on top.

Dropped Students:

When entering a grade for Dropped Students, click on **"Switch to Dropped Students."** This takes you to the Grade Entry screen for Dropped Students only.