

TO ENTER GRADES (Elementary Art, Music, P.E. Teachers)

1. After logging into the information system, choose **PREFS** from the menu on the left.

- [Assessment](#)
- [Resources](#)
- [Student Information](#)
- [Standard Report Card](#)
- [Cumulative Folders](#)
- [Prefs](#)
- [Calendars](#)
- [Standards & Benchmarks](#)

2. Choose **CHANGE SCHOOL** from the menu across top of screen.

Prefs

Items [\[Set Side Color\]](#) [\[Change Password\]](#) [\[Custom Menu\]](#) [\[Change School\]](#)

Please select the school that you want to make active:

3. Click on School button and choose the appropriate school from the pull-down menu. Click **SUBMIT**. You will then get a message that your school choice has been updated.

School:

4. Click on **STANDARD REPORT CARD** from the menu on the left.

School setting updated for this session.
Now using Enos.

- [Assessment](#)
- [Resources](#)
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5. Click on **INPUT FINAL GRADES** from the menu across the top.

Standard Report Card

Items [\[Input Final Grades\]](#) [\[View Final Report Cards\]](#) [\[Reportcard Reports\]](#)

Input Final Grades for Marking Period: 01

6. Choose a teacher from the list.

7. Choose **GRADE ALL**.

- Select a Teacher
- [Alexis-jones, Katrina](#)
 - [Beebe, Nancy](#)
 - [Chew, Margaret](#)
 - [Cole, Linda](#)
 - [Dewitt, Stephanie](#)
 - [Graham, Allison](#)
 - [Londrigan, Amanda](#)
 - [Schomburg, Alison](#)
 - [Thrasher, Tracy](#)

8. Each student will be listed. Use the pull-down menus and enter grades.

Students	Status
Grade All	
Burnom, Timothy	Active
Jones, Deonte	Active

Beck, Malik

PHYSICAL EDUCATION	Sec IEP <input type="checkbox"/>	1st	2nd	3rd	4th
Uses skills needed to engage in physical activity.	<input type="text" value="..."/>				
Maintains a level of physical fitness.	<input type="text" value="..."/>				
Develops cooperation and sportsmanship by working with others.	<input type="text" value="..."/>				
Participates and applies effort in class.	<input type="text" value="..."/>				

9. When finished entering grades, scroll down to bottom of screen and click **SUBMIT**.

10. You will now be on a screen to review grades. Scroll to bottom, reviewing grades as you go, and click **SUBMIT** again.

Input Final Grades for Marking Period: 01
REVIEW GRADES AND COMMENTS

2005 - 2006

11. You are now finished with that class. Click **HERE** to choose the next class. Return to Step 6 and repeat until finished with entire school. Then go back to Step 1 to choose your next school.

Click [Here](#) to grade another Class.