





Grade Entry Quick Reference Guide for Teachers

The screenshot shows the 'Grade Entry' web application. At the top, it displays the user '3_WILThirdGrade_Staff:_Achtziger,Frances' and a message: 'Please click "Save" when done to store your changes.' Below this are buttons for 'Key Idea Grades', 'Save', and 'Print Summary'. A callout points to the 'Key Idea Grades' button, stating: 'Click Key Idea Grades to see list of allowable grades.' Another callout points to the 'Print Summary' button, stating: 'Click Print Summary to view or print out a hard copy of the student's report card.' The main area shows a list of 'Key Idea' categories with corresponding grade input boxes. A callout points to the grade box for 'Reads for enjoyment and information', stating: 'Type the grade here for the corresponding Key Idea.' At the bottom, there is a 'Teacher Comments' field with a character count of '0/600 characters', which is circled in red.

Entering Report Card Grades:

1. Log in to eSD <https://www.eschooldata.com>
2. Click on Staff Schedules and then Staff Schedule Views.
3. Click on the class you want to enter grade entry information for.
4. Choose the Class Roster tab at the top of your page.
5. Click on the clipboard  next to the student's name to enter grades
6. Click on the button **Key Idea Grades** to print out a list of allowable grades
7. Choose **Print Summary** to view or print out a hard copy of the student's report card
8. Type in comments (up to 600 characters) under **Teacher Comments**.
Click the  for spell check.
9. Don't forget to **SAVE**.
10. Once you click save and go back to your class roster a check mark  will appear next to the student's  to indicate grades have been entered.