

WV School Administrator's Professional Development Companion

Welcome to WV Engrade Administrator Training. We are excited to share several features of the Engrade system which will help you manage student performance and attendance data, communication, teacher collaboration, and reporting at your school. Thank you for your time today, and please feel free to ask questions at any point during our session.

Points to consider:

What is a challenge you face in managing data at your school?

Is there an assessment or data-driven, schoolwide goal that you hope Engrade will help your school accomplish in the next school year?

How much flexibility should teachers have in determining their settings and gradebook configurations?

The Basics

- 1. Log in:** Go to www.egradewv.com and enter your admin username and password. You can click on "Account" at the top of the page after you log in to change your password and account information. To change your password, enter your preferred new password twice and confirm your original password, then click Submit.
- 2. Messaging:** To send a message to teachers, students, or parents, click *Messages* in the top blue bar. Select *Contacts* on the left sidebar. Click the gray bars to expand various groups, and select individual recipients by clicking their names (there will be a green check mark by the name). After the recipients have been selected, click *Send Message* at the top or bottom of your screen. Compose the message and include attachments as needed.
- 3. WVEIS Integration:** Engrade has a two-way sync with **WVEIS**. Engrade automatically *pulls* student/teacher information and rosters once a day. Engrade *pushes* attendance several times throughout the day. Additionally, Engrade allows the administrator (you) to push grades at specific

intervals during the year (midterm and/or end of term) for official **WVEIS** reporting. Changes to rosters, students and teachers in **WVEIS** will appear in Engrade the following day. Each class in **WVEIS** will be created as a class on Engrade.

- 4. Dashboard:** Your dashboard is your “home base” when using Engrade. *Tip: If you ever get lost, click the “Engrade” logo in the top left of your screen to navigate back to your dashboard.* An Administrator uses the dashboard to view a snapshot of Student Performance, Attendance, Missing Assignments, and Login Information. Click on an indicator below each graph to view students who match specific criteria.

Let's Try It! Click on the missing assignments graph to view a list of students who currently have missing assignments in their classes.

Users

- 1. Students:** Click on “Students” on the left side menu to view a list of students in the school and access additional information.
 - **Student / Parent Usernames and Passwords:** Locate a student or parent’s login information (and reset passwords) by selecting a student’s name and choosing the *Account* tab. Click on the username in which you would like to view/edit. Create additional parent accounts from this screen as well. Print or Export a list of all student/parent usernames under the “Options” menu.
 - **Student Tabs:** To view all data pertaining to an individual student, utilize the various tabs located across the top of a student’s page. Locate information such as classes, current grades, attendance marks, missing assignments, accounts and student info. *Note: Student information needs to be updated in **WVEIS**.
 - **Archived Students:** If a student is dropped from a class in **WVEIS**, they will be “archived” within the class in Engrade. Their grade information will remain. You can locate the student at any time by selecting the class, selecting “Students”, and choosing to “View Archived Students.”
 - **Custom Search:** Administrators can perform a custom search of their student roster from the “Options” menu based on specific criteria including missing assignments, class performance and demographics. You can then select the students and send a message to the students or

parents or print a progress report.

2. Teachers: Click “Teachers” on the left side menu to view the list of teachers in the school.

Teachers are created and assigned to classes through the **WVEIS** integration. There is no need to create teachers with Engrade. Please set up teachers through **WVEIS**. ***Note: Teacher emails are NOT made available through the WVEIS integration.**

- **Teachers’ classes:** Select a teacher’s name to view the list of classes they are assigned.

- **Teachers’ Usernames and Passwords:** You may locate a teacher’s login information, add an email address, or reset their password by selecting a teacher’s name and choosing the *Edit* tab.

3. Administrators: Click on “Administrators” on the left side menu to view a list of administrators in the school and access additional information. ***Note: Administrators are NOT created through the WVEIS integration.**

- **Adding Administrators and Permission Levels:** Depending on the permission status of your own administrator account, you can create an administrator and edit their permission level. For example, you may wish to give an attendance clerk “Attendance Only” status, etc.

Quiz1: Match the example situation with the correct system:

- | | |
|--|-----------------------------|
| 1. A student/teacher is in the wrong class ____ | a. Change in WVEIS |
| 2. A teacher has forgotten their username/password ____ | b. Change in Engrade |
| 3. We have had a change in administration at our school ____ | |
| 4. A student has left the school ____ | |
| 5. A teacher left the school and should not have access ____ | |
| 6. One teacher is taking over a class for another teacher ____ | |
| 7. A student’s phone number / address has changed ____ | |
| 8. A students’ schedule has changed ____ | |

Classes, Grades and Reporting

1. Classes: Administrators can dive into any class from the classes menu. Classes are organized

alphabetically and can be sorted by instructor name, number of students, total assignments, missing assignments and class average. The class list can also be filtered.

- **Archive a Class:** Administrators can archive old classes (at the end of a semester). This will move the class to the “Archived Classes” folder for the teacher, student and parent. All archived classes are still accessible.

2. Attendance: Administrators and Attendance Clerks can view student attendance, identify which teachers and classes have taken attendance, and make adjustments to attendance marks. Absent and Tardy marks are sent to **WVEIS** on regular intervals (several times a day). ***Note: All absent or tardy reason codes must still be entered in WVEIS.** Depending on your district settings, Engrade can override **WVEIS** attendance marks. Manage daily attendance with the following tabs:

- **Today:** Displays all students marked absent or tardy by period and class. Sort the list by selecting the heading (Class, Student Name etc.)
- **All Classes:** Displays classes that have and have not taken attendance by period. Sort the list by class name, teacher, period or taken status.

Discussion Point: What is your policy and procedure for teachers marking students tardy?

3. Reporting (Assessments): Engrade displays assessment data from Acuity and WESTEST in one clear, simple grid. ***Note that the data visible on this page depends on your district’s tests and the testing data available from the provider.** The Assessments page allows you to see an overview of student scores on the assessments linked to your school’s account. The options on this page allow you to filter your assessment results. Students shown will be reflective of the selected marking period.

4. Marking Periods: The school year is broken up into marking periods, or subsets of time, based on dates set by the district. This section will display the marking period configuration for your school’s classes. There are several places within Engrade to select between marking periods. For example, marking periods can be selected in the gradebook, a student’s classes tab, and when printing reports. Marking periods can be hidden or made viewable by the district. ***Note: If you need adjustments made to the marking periods, please notify your district WVEIS contact.**

5. Print Reports: Engrade's Print Reports feature allows you to quickly generate and print a variety of Engrade reports. These reports can help administrators communicate student performance quickly

and effortlessly. On this screen you can print reports for all students.

- Print Progress Reports (*Recommended for Interim Reports*)
- Print Progress Reports with Details
- Export Attendance (CSV)
- Export Student Grades (CSV)
- Export Students (CSV)
- Export Mail Merge Data (CSV)
- Export Missing Assignments (CSV)
- Export All Gradebooks (CSV)

To print a report for a specific student, click “Students” on the left. Hover over the wheel to the right of the student’s name and select “Detailed Progress Report” or “Basic Progress Report”

Let’s Try It! Print a progress report for a single student for the 1st Nine Weeks.

6. WVEIS: Engrade is integrated with **WVEIS** to pull roster data, and student, teacher, and class information into the Engrade system. Engrade also pushes attendance information at regular intervals. Also, Admins can review grade submissions to **WVEIS** by selecting “**WVEIS**” on the left sidebar and navigate through the various tabs at the top:

- **Attendance Logs:** View recent attendance logs automatically submitted to **WVEIS** with date and time.
- **Grade Logs:** View grade logs submitted to **WVEIS** with date and time.
- **Teacher Submissions:** Review teachers’ posted grades. A check mark indicates that the teacher has completed grade submission for that class. Click on a class to review individual grades and teacher submissions.
- **Post Grades:** School or district administrators can easily submit grades to **WVEIS** (at the end of each term). Please reach out to your district WVEIS contact for assistance with posting.

7. Settings: Admins may assist Teachers with gradebook and class settings. *Depending on your district configuration, some of these settings may be locked.*

Click “Settings” to access the following tabs:

- **School Grading Scales:** Administrators can configure common grading scales
- **School Standards Scales:** Administrators can configure common Standards grading scales
- **Custom Codes:** Administrators can set custom letter codes for assignments (ex. O,S,N)
- **Custom Links:** Administrators can set up custom website links and make them available to admins, teachers, parents and students.

From the “Classes” page, you can control all class settings:

- **Class Settings:** Administrators may review and adjust basic class settings. At the top of the list of classes, hover over the gear on the right side of the blue bar. Choose “Edit Class Settings.” Here you can adjust class and grading settings for each class including scale and rounding.
***Note: Teacher / Admin must set subject area and grade level to view standards in the class.**

Discussion Point: What is the school’s philosophy on rounding? Should teachers follow the same rounding procedure?

Quiz 2: Select the appropriate answer.

1. If there is an error in a class name/teacher name/student name or teacher/student class enrollment, I should update it in ____.
a. WVEIS
b. Engrade
2. Any class roster, student or teacher changes made in **WVEIS** will appear in Engrade ____.
a. Immediately
b. At the end of the school day
3. Class Attendance information will report to **WVEIS** ____.
a. Frequently throughout the school day.
b. The next school day
4. Teachers submit grades for admin approval by selecting ____ on their left sidebar.
a. WVEIS
b. Submit Grades
5. I review teacher’s grades or attendance logs for **WVEIS** submission by selecting ____ on my left sidebar.
a. WVEIS

b. Attendance

Teacher Overview

1. **Gradebook:** Click one of the class names to access the gradebook. The color-coded gradebook updates live, in real time, instantly sharing information with parents and students. Teachers can create point-based assignments, tag standards and attach files.
2. **Standards Tracking:** Teachers can click on *Standards* in the left sidebar of their class. For any standards they've tagged to an assignment, they will see a score. Click directly on a score to see tagged assignments. They may print a report of their standards from this page.
3. **Students:** Teachers can view and access student information including grade details, attendance, assessments, accounts, previous marking period grades and basic contact information.
4. **Attendance:** Teachers easily take attendance by marking only absent or tardy students. Information is automatically sent to admins, attendance secretaries, and eventually **WVEIS**. The teacher will need to ensure they hit the **Save** button when they're finished.
5. **Reporting:** Teachers can click the *Reporting* button on the left side menu of their class to bring up a visual display of their student's standardized test data.
6. **Lesson Plans:** Teachers can create lessons plans. As an administrator you can have teachers submit them for your approval.
7. **WVEIS Submission:** Teachers must submit grades in each class. They select *Submit Grades* in the left sidebar of their gradebook. They must choose the correct gradebook marking period from the drop-down on the left, and select the corresponding **WVEIS** marking period from the drop-down on the right. Next, they choose to "autofill" with the grade letter or percent. If they need to change the mark for a student, they can type over the mark in the box by the student's name. If your district requires comments, the teacher can choose the appropriate number of comments to the right of each student. Once they click *Save*, the admin can review their submissions and post the grades to **WVEIS**.
8. **Custom Report Cards** (select schools): A teacher can access report cards by hovering over the Apps menu at the top blue bar. Select "Report Cards", and then choose a class to view or edit.

Self-contained elementary teachers may select any class since the students are the same. Select a student's name and update the information in the cells as needed. Use the arrows at the top to switch between students and the numbers to view additional pages. Note that any changes to the gradebook will be updated on the report card nightly. If a teacher needs these changes updated sooner, please contact us. Teachers and admins can print report cards by clicking on "Print Class"

***Note: Not all schools / counties will use this feature.**

9. Teacher Apps / Advanced Features:

- **Quizzes/Tests:** Build interactive online quizzes and tests for students with multiple question types. Share tests and quizzes within your school or district. Save hours of time as quizzes and tests are automatically graded by Engrade and can easily be saved to the gradebook.
- **Wikis:** Engrade will allow teachers and students to build sharable online pages with embedded links, images, and videos.
- **Lesson Plans:** Develop and share complete lesson plans with colleagues or create lesson plan templates for future lesson plans. Tag WV Next Gen or CSO standards to your plans.
- **Flashcards:** Engrade will allow teachers and students to create and share flashcards at instructor or student level.

10. Mobile Access: Teachers, students and parents can access Engrade on the go from our iPad app or any mobile device.

- **Mobile Site:** m.egradewv.com
- **iPad App:** Class Pro

Engrade Contacts and Resources

My Engrade Trainer(s) _____

Contact us:

Email: info@engrade.com

Phone: 304-902-4282
800-305-1367

Please feel free to reach out to Engrade support to request and schedule additional follow-up virtual training for you or your staff.

Additional Resources:

At <https://wikis.egradewv.com/help> you'll find:

- Frequently Asked Questions
- Your full Admin Quick Start Guide (PDF)
- Full Engrade WV Manual (full guide for teachers, students/parents, and admins). A published version for the school will be given to you before the beginning of the school year.
- Videos, Documentation and Step-by-Step Guides
- Online Support Contact Form

Quiz 1 Answer Key: 1. a, 2. b, 3. b, 4. a, 5. b, 6. a, 7. a, 8. a

Quiz 2 Answer Key: 1. a, 2. b, 3. a, 4. b, 5. a

Let us know how we did during your session today! Please take our survey at:

<http://goo.gl/mvT9H>