

## WV Teacher's Professional Development Companion

Welcome to Engrade—we are excited for you to be a part of the rapidly growing West Virginia network! Thank you for your time today, and please feel free to ask questions at any point during our session.

### ***Before we start...***

What questions do you want to answer before the end of our session?

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### ***A. The Basics***

1. **Log in:** Go to [www.engradewv.com](http://www.engradewv.com) and enter your username and password. These will be provided by your school administration. You can click on Account at top of the page after you log in to change your password and account information (like your email address). Just update the information, enter your password in the required box, and click Submit.
2. **WVEIS Integration and Active Classes:** After logging in, you will see a list of all of your classes. Engrade has integrated with WVEIS for a two-way sync that includes automatically populating class and roster information, submitting attendance and posting grades to WVEIS. The Active Classes screen is the main screen for teachers. It displays all of the current class information with snapshot stats about student performance.
3. **The Gradebook:** Click one of your class names to see the gradebook. Your gradebook is where most of the classroom management tools are found when using Engrade. Along the left side panel, you will find most of the class-level functionality. On the top right side of your screen, you may view the Grading Period/Marking Period drop-down menu to see different periods of time in the school year. *Tip: If you ever get lost, click the “Engrade” logo in the top left of your screen and navigate back to the list of classes.*

- Settings:** You may check and update your class settings by clicking on *Settings* in the left side menu. Select the Grade Settings tab to configure other settings. Click *Save Settings* to save your changes. (You may not be able to change all of these settings, depending on your district's configurations.)

<b>Key Settings:</b>	
- Subject	- Grade Level
- Assignment Categories	- Rounding

## ***B. The Gradebook – In Depth***

- Assignments:** Click the *+New Assignment* button to add an assignment for your students. Enter the assignment name, date, and possible points (the maximum for that assignment).

If needed, select the appropriate *Category*. Select *More Options* to add a description of the assignment, tag standards, or add an attachment.

Student scores and comments can be entered at the bottom of the assignment creation screen, or added directly in the gradebook. Utilize features like “Copy All” to save time when entering similar scores across your class.

Engrade recognizes the following letters in the Gradebook: E (excused) and M (missing). Excused marks the student as excused from the assignment and does not impact the student's grade. Missing marks the assignment as missing, and the student's grade is negatively impacted.

M = \_\_\_\_\_ = \_\_\_\_\_                      E = \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_ = \_\_\_\_\_ = \_\_\_\_\_                      \_\_\_ = \_\_\_\_\_ = \_\_\_\_\_

- Student Performance Details:** View a student's details by clicking on their name in the gradebook or whenever it appears in blue. From the student details tab, you can easily view grade details, standards performance, marking period grades, attendance, reporting, account information and WVEIS basic contact information. Please keep in mind all changes to student information must be made in WVEIS before they will be reflected in Engrade.

7. **Student and Parent Access:** From your gradebook, go to *Students -> Options -> Print Student Flyers*. Your school may be coordinating the distribution of student/parent account information. For students and parents who already have accounts, they may continue to use their existing usernames and passwords.
  
8. **Printing Reports:** From the gradebook, hover over the *Print* button to find several options.
  - *Print Student Reports* will generate a list of ALL assignments and grades for your class.
  - *Missing Reports* will generate a list of assignments your students are missing and tagged with an M.
  - *Export Gradebook* will allow you to save an Excel-type file of all scores and averages for that class; *Print Gradebook* allows you to print scores and averages from the browser
  - If you teacher multiple subjects, you may want to print *Multiclass Reports*, found in the left sidebar of your *Active Classes* page. The *Detailed Progress Report* will print a customizable progress report by marking period.

*Let's try it!*

## C. Official Reporting and WVEIS

9. **Attendance:** From your gradebook, click on the *Attendance* button on the left. Tag each student with the appropriate mark. **Make sure you hit the *Save* button when you're finished.** Your attendance will automatically sync with WVEIS at several points throughout the day. Engrade identifies present, absent and tardy marks. Additional attendance codes will be entered directly in WVEIS.
  
10. **Submit Grades:** When it's time to post grades to WVEIS, Engrade allows you to easily fill the grades directly from your gradebook. From your gradebook, click on *Submit Grades* in the left side menu. Choose the needed gradebook marking period from the drop-down on the left, choose to "autofill" with the grade letter or percent, and choose the WVEIS marking period from the drop-down on the right. **Please be sure you have selected the correct Marking Periods.** If you need to change the mark for a student, just adjust the mark in the box by the student's name. If your district requires comments, choose the needed comments from the drop-down for each student. Once you click *Save*, your admin will review your submissions and can then submit the marks to WVEIS.
  
11. **Report Cards (May not apply to your school):** Hover over *Apps* at the top of your account. Click on *Report Cards*, and then choose the class you'd like to work on. Select a student and update the information in the cells as needed. The arrows at the top allow you to switch between students. Hover over a cell to utilize the "Copy" function. This will copy the text from one cell to all students. Note that gradebook changes will be updated on the report card overnight, and will be available for printing the next day. If you need these changes updated sooner, please contact us.

### ***Let's Review!***

1. Attendance
2. WVEIS Submission
3. Report Cards (Optional)

## D. Analysis

12. **Standards Tracking:** Click on *Standards* in the left sidebar. For any standards you've tagged to an assignment, you will see an overall score. You may need to change the *Standards Set*, depending

on your class. Click directly on a blue score to see the tagged assignments. Click on the *Filter* button to change how you view the scores. You may print a report of your standards from this page. Select a student's name to see their individual progress or add an individual assessment. The Assignments tab will give you an overall view of assignments and progress.

13. **Reporting:** Click this button on the left side menu to bring up a visual display of your student's standardized assessment data. Note that the data visible on this page depends on your district's tests and the date of testing data availability. Assessment data is sent to Engrade directly from the assessment provider.

## ***E. Communication***

14. **Comments:** Engrade gives you two ways to record comments for your students. To write a comment on a particular assignment, click on a student's name in the gradebook and fill in the *Comment* field. To add a general comment for the student's performance in the class, click *Comments* and then click *Edit* to add a comment for the student.
15. **Messaging:** The internal messaging tool allows teachers, students, parents and administrators to easily stay connected. Click *Messages* on the top blue bar to access your contacts and send a message.

## ***F. Advanced Features***

*These content creation tools can be found under the Apps menu on the top blue bar.*

- **Tests/Quizzes:** 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:** Create engaging content and study guides embedded with multimedia to share with students. Allow students to collaborate on shared wikis or assign wikis created by other teachers through the bank of shared wikis.
- **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:** Make digital flashcard sets to share with students and parents. View and assign flashcards created by other teachers on Engrade in the flashcard bank. Students and

parents can also make their own flashcard sets from within their Engrade account.

## Pop-quiz

1. Attendance is automatically sent to WVEIS when you take it. True or false? \_\_\_\_\_
2. The most important settings for your class are \_\_\_\_\_ and \_\_\_\_\_.
3. What should you always check when submitting your grades to WVEIS? \_\_\_\_\_
4. If a student can't log in, who can update their password? \_\_\_\_\_
5. How often are grades updated in student/parent accounts? \_\_\_\_\_
6. What information needs to be entered in your account to receive notification of a new message or to reset your password if lost? \_\_\_\_\_
7. In order for students to have access to a quiz, wikis or flashcards, what must you do first?  
\_\_\_\_\_

## Engrade Contacts and References

My Engrade Trainer(s) \_\_\_\_\_

### Contact us:

Email: info@engrade.com

Phone: 304-902-4282

800-305-1367

### Additional Resources:

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



- Frequently Asked Questions
- Teacher 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 your admin before the beginning of the school year.
- Videos, Documentation and Step-by-Step Guides
- Online Support Contact Form

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

<http://goo.gl/mvT9H>