

WV Early Elementary 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.egradewv.com and enter your username and password. 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). Please update the information, enter your password in the required box, and click Submit.
2. **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.
3. **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.
4. **The Gradebook:** Click one of your class names to see the classic 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.

5. **Settings:** For each class, please review and update your class settings by clicking on *Settings* in the left side menu. Please review basic class settings, grade settings and standards 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.)

Key Settings to Review:

Grade Level	Class Course (for Report Cards)	Standards Display (Mastery)
Subject Area	Show Percentage (Choose “No”)	Standards Mode (Advanced)

B. The Gradebook – In Depth

6. **Assignments / Skills:** Click the *+New Assignment* button to add an assignment for your students. Enter the assignment name or skill, date, and possible points. The point value should exactly match the maximum for your standards scale (ex. 4 or 5). If needed, select the appropriate *Category*. Select *More Options* to tag standards. You may browse or search and tag multiple standards.

Click “Enter Assessments” to enter assignment scores and review standard scores. Type in the overall score on the assignment or skill in the first column. Engrade will automatically fill the standard score(s) based on your scale. Make any necessary adjustments to the standards scores for each student. Click “Save Scores” to add the assignment and scores.

7. **Standards-Based Gradebook and Reporting:** Click on *Standards* in the left sidebar. View progress toward assessed standards and mastered standards by student. For all standards 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. You may add an individual score for that student on that specific standard.

Click on the *Filter* button to change how you view the scores. You can also filter by category. You may print several reports from this page. The reports can be adjusted depending on the filters you select. The Assignments tab at the top will give you an overall view of assignments and progress.

8. **Student Performance Details:** Select a student’s name to see their individual progress. From the student details tab, you can easily view or print grade details, standards performance, marking period grades, attendance, 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.

9. **Student and Parent Access:** From your gradebook, go to *Students* -> *Options* -> *Print Parent Flyers*. Your school may be coordinating the distribution of student/parent account information.

10. **Printing Reports:** From the gradebook, hover over the *Print* button to find several printing 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 teach 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. You can also print student performance on standards across all classes.

Let's try it!

C. Official Reporting and WVEIS

11. **Attendance:** From the class where attendance should be taken, click 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 by the attendance clerk.

12. **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.

13. **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 updates made in your gradebook will be refreshed nightly on the report card, and will be available for printing the next day. If you need these changes updated sooner, please contact us. Print report cards by selecting the Print Class PDF option at the top of your student list and create a PDF document with your report cards.

Let's Review!

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

D. Advanced Features

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

- **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. What should I check if I do not see my standards appearing?

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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. What should I check if information is not automatically appearing on my report card?

 8. Standards scores cannot be changed once they are entered. True or false? _____



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

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

<http://goo.gl/mvT9H>