

Engrade Marking Periods: Submitting Grades to WVEIS

To submit grades to WVEIS:

1. Log into www.engradewv.com
2. Click on the class you wish to submit grades.
3. Click “Submit Grades” on the left side of the gradebook.

English/Language Arts 0-293 Gradebook

Marking Period: 4th 9 Weeks

Gradebook for 4th 9 Weeks
March 17, 2014 - June 6, 2014

Student	Class Grade 4th 9 Weeks	Assignment		New Assignment
		1	2	
category:		Homework	Tests	
due:		5 / 22 / 14	3 / 25 / 14	
points:		100	100	
Student Adele	68% D	68	E	
Student Amanda	71% D	66	75	
Student Andrew	39% F	M	78	
Student Anne-Lise	78% C	78	78	
Student Cameron	82% C	85	78	
Student Chris	92% B	85	98	
Student Dan	78% C	78	78	
Student Hayden	68% D	78	58	

4. Select the period of time to pull from your gradebook, such as “1st Nine Weeks”. You will notice the current average for each student will display under “MP Avg”.

English/Language Arts 0-293 - Submit SIS Scores

Enter SIS Scores | View Report

Sample Elementary School - WV Training is requesting grade submissions.

Autofill with: Grade % from 1st 9 Weeks Post to: SECOND NINE WEEKS Save

Student	MP Avg	Grade	Comments
Student Adele	79%		▼ choose up to 2...
Student Amanda	78% (C)	B	▼ choose up to 2...
Student Andrew	85% (B)	B	▼ choose up to 2...
Student Anne-Lise	83% (C)	C	▼ choose up to 2...
Student Cameron	79% (C)	C	▼ choose up to 2...
Student Chris	77% (C)	A	▼ choose up to 2...
Student Dan	73% (D)	A	▼ choose up to 2...
Student Hayden	79% (C)	A	▼ choose up to 2...
Student Jack	78% (C)	A	▼ choose up to 2...

- Next, select the WVEIS marking period to which you would like to post grades.

English/Language Arts 0-293 - Submit SIS Scores

Enter SIS Scores [View Report](#)

Sample Elementary School - WV Training is requesting grade submissions.

Autofill with: from 2nd 9 Weeks Post to: **SECOND NINE WEEKS**

View Archived Students

Student.	MP Avg.	Score	Comments
Student, Adele	84% (C)	<input type="text" value="B"/>	▼ choose up to 2...
Student, Amanda	83% (C)	<input type="text" value="B"/>	▼ choose up to 2...
Student, Andrew	91% (B)	<input type="text" value="B"/>	▼ choose up to 2...
Student, Anne-Lise	75% (C)	<input type="text" value="C"/>	▼ choose up to 2...
Student, Cameron	78% (C)	<input type="text" value="C"/>	▼ choose up to 2...
Student, Chris	99% (A)	<input type="text" value="A"/>	▼ choose up to 2...
Student, Dan	102% (A)	<input type="text" value="A"/>	▼ choose up to 2...
Student, Hayden	99% (A)	<input type="text" value="A"/>	▼ choose up to 2...
Student, Jack	104% (A)	<input type="text" value="A"/>	▼ choose up to 2...

- You can fill the score column with the grade from the gradebook by clicking “Grade” or “%”. You can modify a student’s grade by changing the score.

English/Language Arts 0-293 - Submit SIS Scores

Enter SIS Scores [View Report](#)

Sample Elementary School - WV Training is requesting grade submissions.

Autofill with: from 2nd 9 Weeks Post to:

View Archived Students

Student.	MP Avg.	Score	Comments
Student, Adele	84% (C)	<input type="text" value="B"/>	▼ choose up to 2...
Student, Amanda	83% (C)	<input type="text" value="B"/>	▼ choose up to 2...
Student, Andrew	91% (B)	<input type="text" value="B"/>	▼ choose up to 2...
Student, Anne-Lise	75% (C)	<input type="text" value="C"/>	▼ choose up to 2...
Student, Cameron	78% (C)	<input type="text" value="C"/>	▼ choose up to 2...
Student, Chris	99% (A)	<input type="text" value="A"/>	▼ choose up to 2...
Student, Dan	102% (A)	<input type="text" value="A"/>	▼ choose up to 2...
Student, Hayden	99% (A)	<input type="text" value="A"/>	▼ choose up to 2...
Student, Jack	104% (A)	<input type="text" value="A"/>	▼ choose up to 2...

7. Select comments from the drop-down menu (if comments are available for your school). When finished, click the X in the right corner of this box.

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Enter SIS Scores | View Report

Sample Elementary School - WV Training is requesting grade submissions.

Autofill with: Grade % from 2nd 9 Weeks Post to: SECOND NINE WEEKS Save

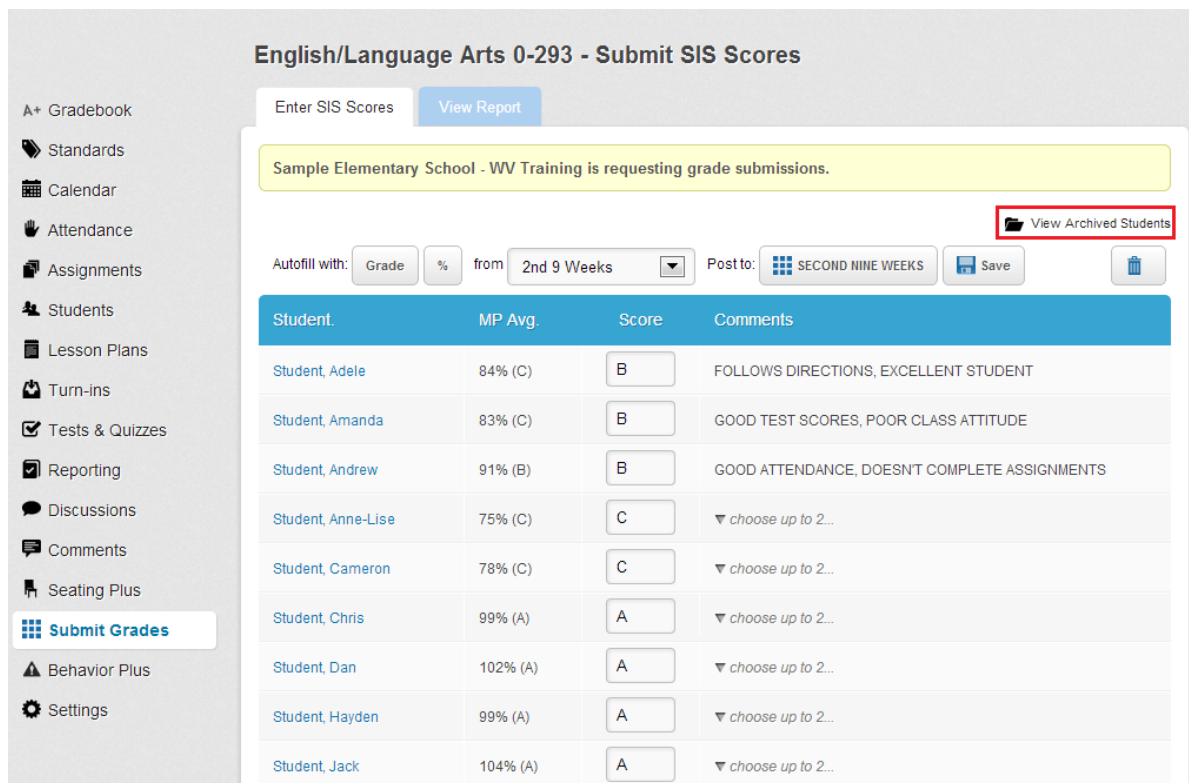
Student	MP Avg.	Score	Comments
Student, Adele	84% (C)	B	FOLLOWS DIRECTIONS, EXCELLENT STUDENT
Student, Amanda	83% (C)	B	GOOD TEST SCORES, POOR CLASS ATTITUDE
Student, Andrew	91% (B)	B	GOOD ATTENDANCE
Student, Anne-Lise	75% (C)	C	<input type="checkbox"/> RESPECTFUL IN CLASS <input type="checkbox"/> FOLLOWS DIRECTIONS <input type="checkbox"/> COMPLETES ASSIGNMENTS <input type="checkbox"/> GOOD ATTITUDE <input checked="" type="checkbox"/> GOOD ATTENDANCE <input type="checkbox"/> GOOD TEST SCORES <input type="checkbox"/> HARD WORKER (EXCELLENT WORK HABITS) <input type="checkbox"/> GETS ALONG WELL WITH OTHERS <input type="checkbox"/> VERY PLEASANT <input type="checkbox"/> EXCELLENT STUDENT <input type="checkbox"/> POOR CLASS ATTITUDE <input type="checkbox"/> DOESNT COMPLETE ASSIGNMENTS <input type="checkbox"/> POOR ATTENDANCE
Student, Cameron	78% (C)	C	
Student, Chris	99% (A)	A	
Student, Dan	102% (A)	A	
Student, Hayden	99% (A)	A	
Student, Jack	104% (A)	A	

8. Once you have reviewed the grades and comments, click "Save". If you do not see one of your students on the roster (due to a schedule change or new semester), you will be able to post their grades by following the steps below.

Viewing Previous Students

If a student is no longer on your roster, you can view them for the purpose of submitting their grades to WVEIS. The student may be archived due to a schedule change, or the new semester.

1. Click “View Archived Students”.



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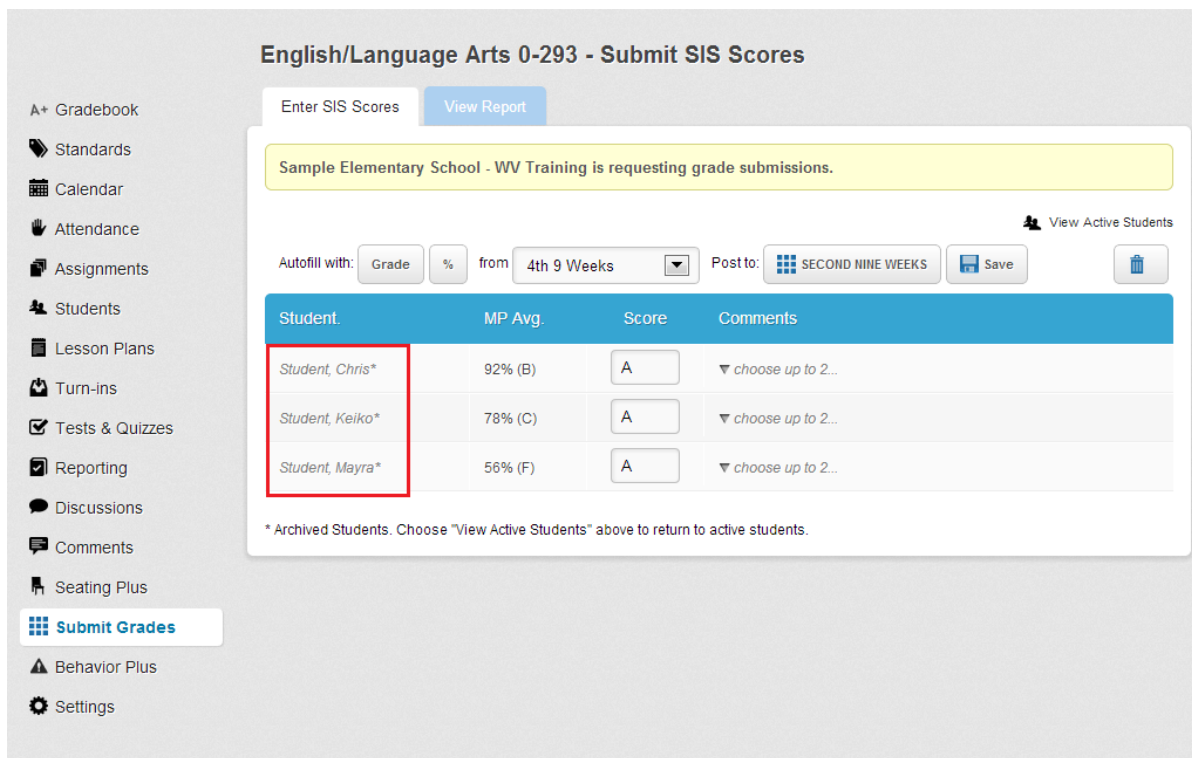
Autofill with: Grade % from 2nd 9 Weeks Post to: SECOND NINE WEEKS Save

View Archived Students

Student.	MP Avg.	Score	Comments
Student, Adele	84% (C)	B	FOLLOWS DIRECTIONS, EXCELLENT STUDENT
Student, Amanda	83% (C)	B	GOOD TEST SCORES, POOR CLASS ATTITUDE
Student, Andrew	91% (B)	B	GOOD ATTENDANCE, DOESNT COMPLETE ASSIGNMENTS
Student, Anne-Lise	75% (C)	C	▼ choose up to 2...
Student, Cameron	78% (C)	C	▼ choose up to 2...
Student, Chris	99% (A)	A	▼ choose up to 2...
Student, Dan	102% (A)	A	▼ choose up to 2...
Student, Hayden	99% (A)	A	▼ choose up to 2...
Student, Jack	104% (A)	A	▼ choose up to 2...

Note: The Archived Students list will contain any student who was listed in your class at any time. You will likely see students, for whom you do not need to post a grade. WVEIS will only accept the students who were on your roster for the period of time you select.

As an example, for a teacher posting to “FIRST SEMESTER”, WVEIS will only take the grades submitted for student who was in her class at the conclusion of the first semester - not the other students. You do not need to worry if you see these other students on the list.



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Sample Elementary School - WV Training is requesting grade submissions.

Autofill with: Grade % from 4th 9 Weeks Post to: SECOND NINE WEEKS Save

Student.	MP Avg.	Score	Comments
Student, Chris*	92% (B)	A	▼ choose up to 2...
Student, Keiko*	78% (C)	A	▼ choose up to 2...
Student, Mayra*	56% (F)	A	▼ choose up to 2...

* Archived Students. Choose "View Active Students" above to return to active students.

Follow the steps 1-8 above to post grades for your archived students.

Please contact Engrade support if you have any questions.
info@engrade.com