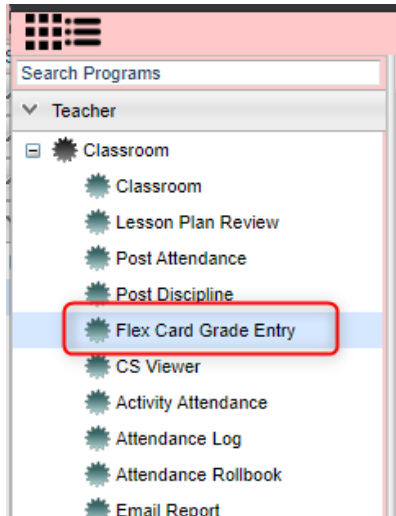


Flex Card Grade Entry

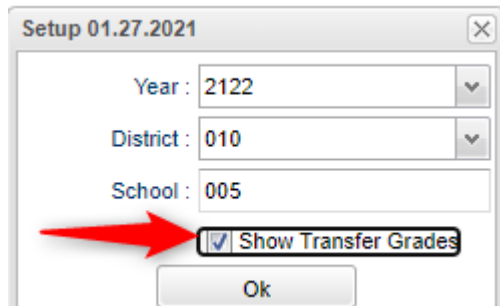
How-to

1. On the left, click on "Grades"
2. Under "Classroom", select "Flex Card Grade Entry"

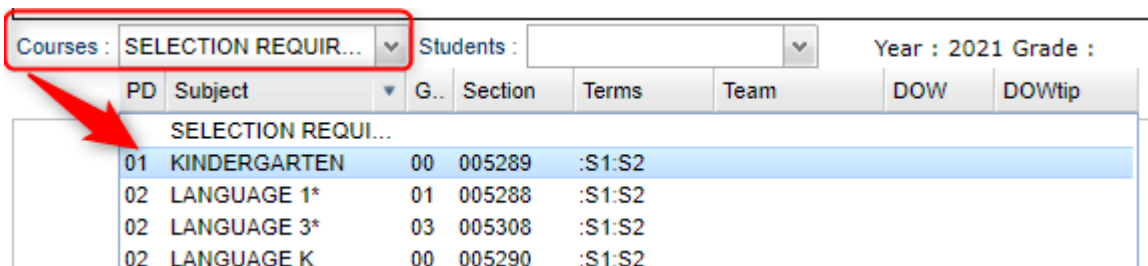


3. On the setup box:

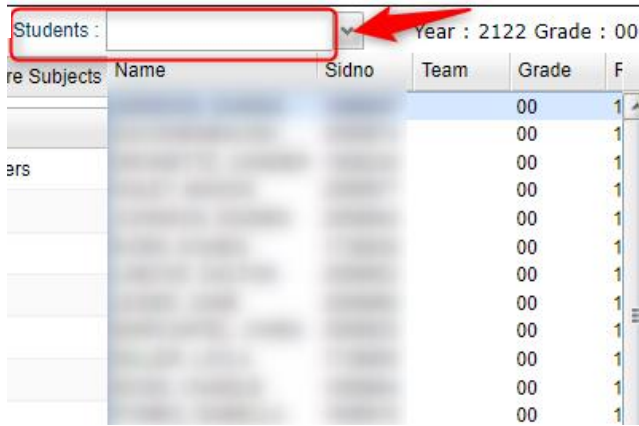
- Select the desired "Year"
- "District" and "School" and "Teacher" should be defaulted based on security
- Check the box "Show Transfer Grades"



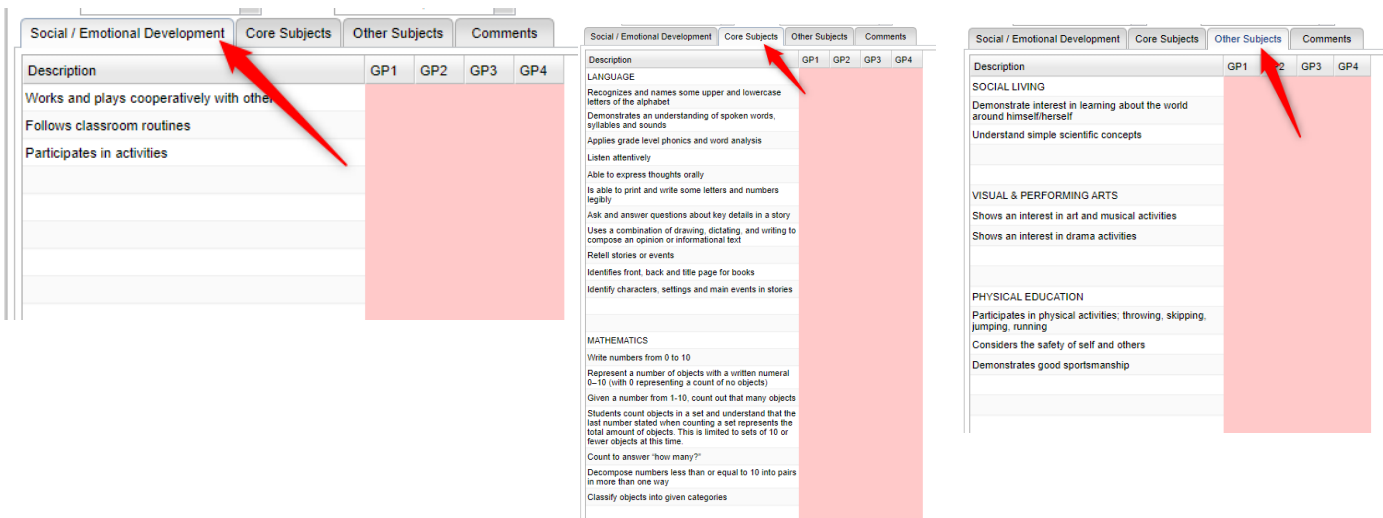
4. Click "Ok"
5. Select the Subject "KINDERGARTEN" to view from the "Courses" drop down:



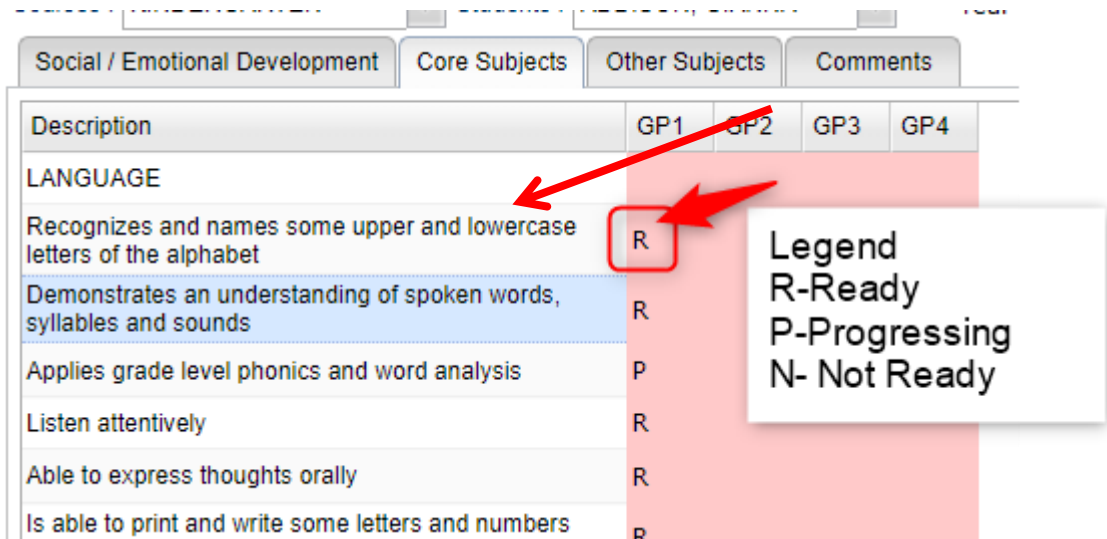
6. Select the desired student to enter grades for from the "Students" drop down:



7. Tabs will appear below the "Courses" and "Students" drop down. Select each tab to enter grades into:



8. At this time, either check the appropriate box or click in the appropriate cell to enter a grade for the student:



9. You may enter comments by opening the "Comment" tab and entering comments into "Grading Period 1"

Social / Emotional Development Core Subjects Other Subjects Comments

Grade Placement For Next Year

Grading Period 1

Grading Period 2

10. Once all grades are entered for all tabs, click the "Save" button at the bottom of the screen

Save Print Setup Help