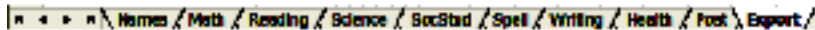


1. Open the spreadsheet you just saved. (Opens with Microsoft Office, Open Office or Star Office.)
2. To keep the original file as is, choose “Save As..” from the file menu and save a new copy for each quarter.
3. Enter or Copy students names and ID onto the first worksheet. The order of the names should not be changed once you start entering grades for the quarter.

To get names from the Elementary Report Card Program:

1. Open the Report Card and go to the Manage screen if necessary
2. Click on the “Export Student Names & IDs” button.
3. Choose Copy
4. Minimize or close the Elementary Report Card
5. Return to or open this quarter’s spreadsheet
6. Click on cell A7 of the Names worksheet
7. Choose Paste from the Edit Menu.

4. Use the worksheet tabs at the bottom to move between the subject areas to enter assignments and student scores



5. For each assessment that will be part of the final grade, enter the name of the assessment in row 3 and the maximum points in row 2. **Note: This simple spreadsheet does not allow for weighted grades. The maximum number of points assigned determines the assessments weight relative to other assessments.**

6. The default % for determining the final grade is 90% or better for an A, 80%-89.9% for a B, etc. You can change these percentages for any subject area in row 1.

7. The Code column of the Names worksheet can be used as a “secret code” for each student when posting grades on a bulletin board.

8. To print only the rows of a worksheet with student data in them...
 - a. Drag from the top left to the bottom right of the student data you want to print.
 - b. From the File menu, choose Print Area -> Set Print Area.
 - c. From the File menu, choose Print Preview (or Print...)

At the end of the quarter...

1. After your final grades have been entered, close the grades spreadsheet
2. Open the Elementary Report Card and go to the Manage screen.
3. Click on “Import Grades from Grading Program” (grades 3-5 only)
4. Click on Grade Quick Import: “Choose File to Import”
5. Navigate to and select the grades spreadsheet with your quarter grades.
 - Make sure files of type “Microsoft Excel” is selected
6. In the Specify Excel Data dialog box, choose the “Export” worksheet...
7. Choose “Data” from the “First Row Option” dialog box and click OK
7. Click on “Import” button at the bottom of the “Import Field Mapping” dialog box
8. The grades to be imported for each student will be displayed
9. If the grades are correct, click on the import button for the correct quarter.

