

Quick Start Guide for Setting up classes in LiveGrades

Logon to Citynet webtools (<http://webtools.citynet.net>), and select LiveGrades from the list of programs

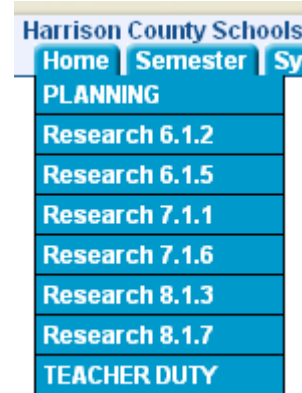
From your home screen, you will see your classes, the message center, and the assignment window. Please look across the top of the screen and locate the four blue tabs: **Home, Semester, System, and Logout.**



Click on the **Home tab**, and you will see a drop down list of the classes that are assigned to you through the WVEIS system.

These classes will need to be “updated” with your particular information before you can begin to create assignments. Click on listed and begin the update process.

At the top of the screen you will see the class information section. located at the bottom of this section labeled “Update Class”. Click



school/class
the first class
There is a tab
on this tab.

Class Information

Subject: CMPTR INFO 6
Course Code: 282666
Section Code: 002
Term Schedule: [Redacted]
Period: [Redacted]
Grading Scale: ABCDF
Teachers: Frank, Virginia
 Frenzel, Jan

Update Class **Grade Adjust.** **Grid View** **Finalize**

My Class Name: Research 6.1.2 ✓ **Description:** [Empty field]

Subject: CMPTR INFO 6 ✓

Course Code: 282666 ✓

Section Code: 002 ✓

Grading Scale: ABCDF ✓

Scoring Method: Points ✓

School: BRIDGEPORT MIDDLE SCHOOL ✓

School Term: 2nd Semester ✓

Reporting Interval: 6 Week Schedule ✓

School Period: AA ✓

Teacher(s): Fischer, Kathryn ✓
 Fogg, Beverly ✓
 Forinash, Melissa ✓
 Frank, Virginia ✓
 Frenzel, Jan ✓

Class Category: Art
 Elective
 English
 Exploratory
 Foreign Language

Color: [Red bar] ✓

Background: [White bar] ✓

Valid marked with: ✓
 Invalid marked with: ✗

Update **Cancel**

Notice the Green checkmarks that are located to the right of the fill fields. You can make changes in all of these fields

. The class name can be changed to something that is easily recognized by you and your students.

Choose the grading scale that you will be using. The default grading scales for HCSchools has already been set for the

Elementary scale, the ABCDF scale, and the SINU. You creating your own grading scale if you don't use any of

ABCDF ✓
 Choose... ✓
 ABCDF ✓
 Elementary Scale ✓
 Research Class ✓
 SINU ✓

have the option of the default scales.

Scoring Method: Points ✓
School: Choose... ✓
School Term: Percent ✓
Reporting Interval: Points ✓

Choose a scoring method: Percent or Points.

Choose the current school term

School Term: 2nd Semester ✓
Reporting Interval: Choose... ✓
School Period: 1st Semester ✓
2nd Semester ✓

Reporting Interval: 6 Week Schedule ✓
School Period: Choose... ✓
Teacher(s): 3 Week Schedule ✓
9 Week Schedule ✓
4 1/2 Week Schedule ✓
6 Week Schedule ✓
 Frank, Virginia ✓

Choose a school period. If you are setting up a class for a self-contained classroom, this selection is only to designate this class into a specific slot.

Make sure your name is selected as the teacher. If you share teaching responsibilities with another teacher, you can select that teacher to also have access to this class.

All of the required fields should now have a Green checkmark beside them.

When all of these changes have been made, click on **button** to accept the changes.

Choose a Reporting Interval: this is based on your grading periods.

School Period: 2nd Period ✓
Teacher(s): Choose... ✓
1st Period ✓
2nd Period ✓
3rd Period ✓
4th Period ✓
5th Period ✓
6th Period ✓
7th Period ✓
AA ✓

Valid marked with:
Invalid marked with: ✗

Teacher(s):

- Fischer, Kathryn
- Fogg, Beverly
- Forinash, Melissa
- Frank, Virginia ✓
- Frenzel, Jan ✓

Valid marked with: ✓
Invalid marked with: ✗

the **Update**

REPEAT THIS UPDATE CLASS PROCESS FOR ALL OF YOUR CLASSES LISTED UNDER THE HOME TAB.