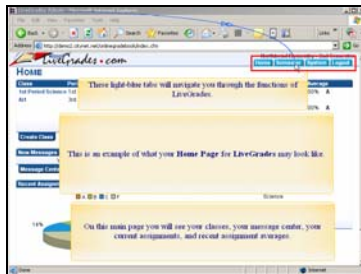


Slide 1

Text Captions: LiveGrades Setup Part 1

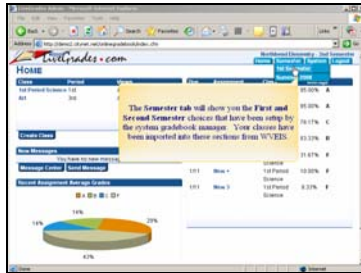


Slide 2

Text Captions: This is an example of what your Home Page for LiveGrades may look like.

On this main page you will see your classes, your message center, your current assignments, and recent assignment averages.

These light-blue tabs will navigate you through the functions of LiveGrades.

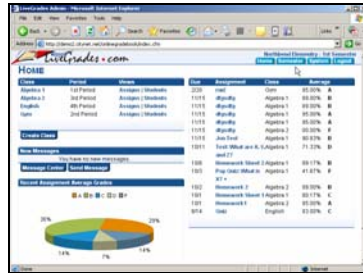


Slide 3

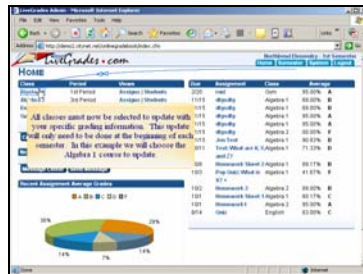
Text Captions: The Semester tab will show you the First and Second Semester choices that have been setup by the system gradebook manager. Your classes have been imported into these sections from WWEIS.



Slide 4

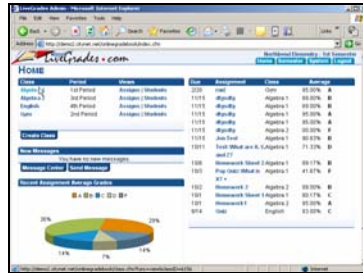


Slide 5

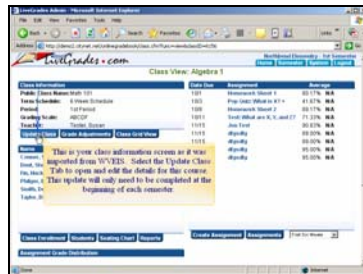


Slide 6

Text Captions: All classes must now be selected to update with your specific grading information. This update will only need to be done at the beginning of each semester. In this example we will choose the Algebra 1 course to update.

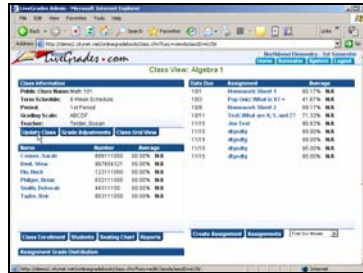


Slide 7

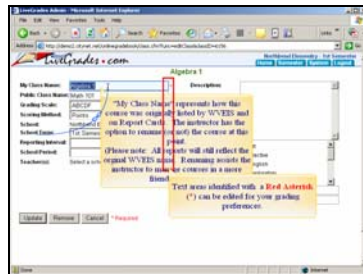


Slide 8

Text Captions: This is your class information screen as it was imported from WVEIS. Select the Update Class Tab to open and edit the details for this course. This update will only need to be completed at the beginning of each semester.

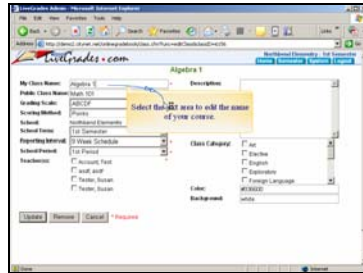


Slide 9



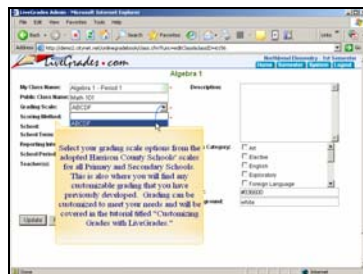
Slide 10

Text Captions: "My Class Name" represents how this course was originally listed by WVEIS and on Report Cards. The instructor has the option to rename (or not) the course at this point. (Please note: All reports will still reflect the original WVEIS name. Renaming assists the instructor to manage courses in a more friendly manner)



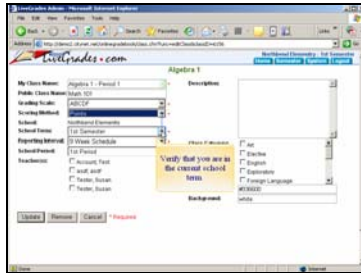
Slide 11

Text Captions: Select the text area to edit the name of your course.



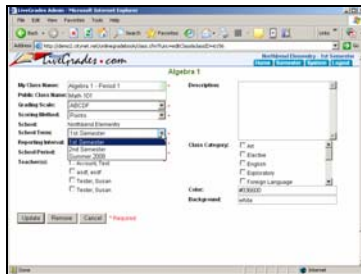
Slide 12

Text Captions: Select your grading scale options from the adopted Harrison County Schools' scales for all Primary and Secondary Schools. This is also where you will find any customizable grading that you have previously developed. Grading can be customized to meet your needs and will be covered in the tutorial titled "Customizing Grades with LiveGrades."

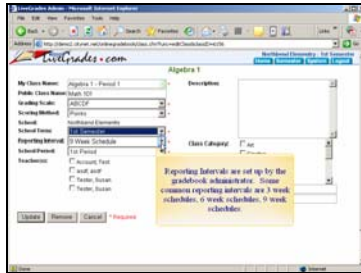


Slide 15

Text Captions: Verify that you are in the current school term.

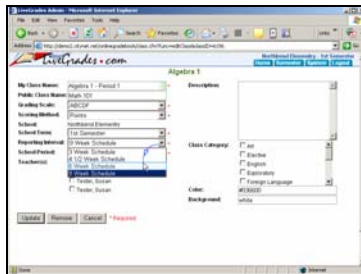


Slide 16

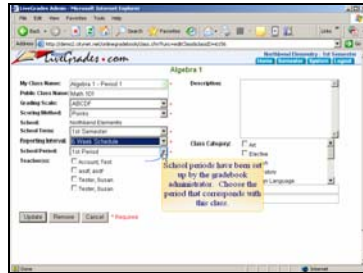


Slide 17

Text Captions: Reporting Intervals are set up by the gradebook administrator. Some common reporting intervals are 3 week schedules, 6 week schedules, 9 week schedules.

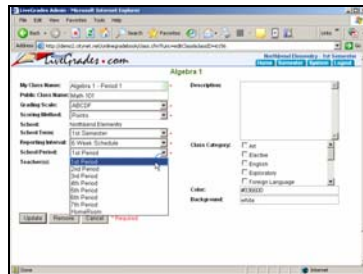


Slide 18

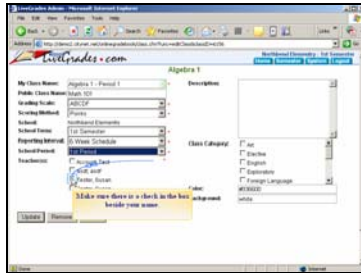


Slide 19

Text Captions: School periods have been set up by the gradebook administrator. Choose the period that corresponds with this class.

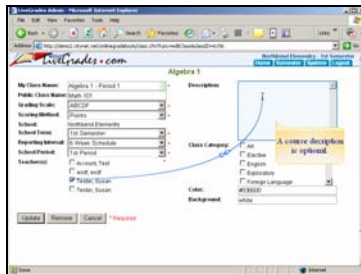


Slide 20



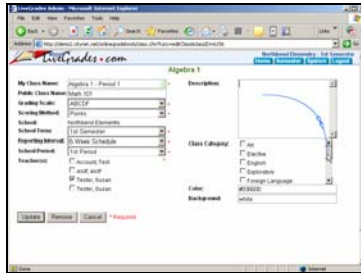
Slide 21

Text Captions: Make sure there is a check in the box beside your name.

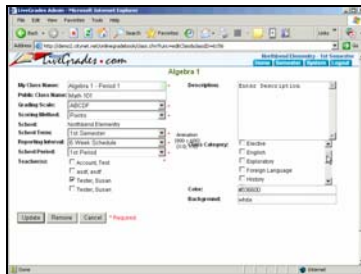


Slide 22

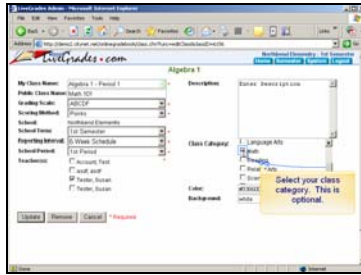
Text Captions: A course description is optional.



Slide 23

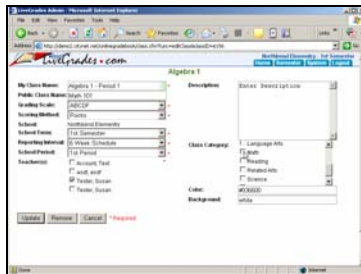


Slide 24

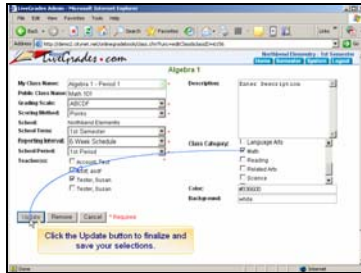


Slide 25

Text Captions: Select your class category.
This is optional.

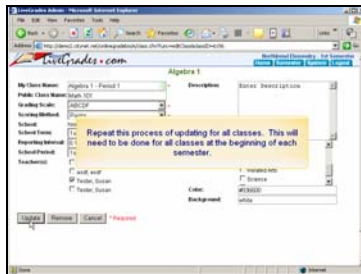


Slide 26



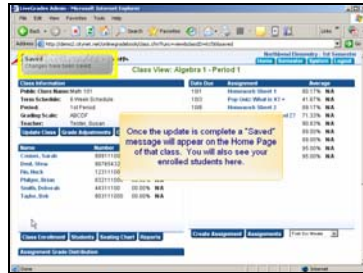
Slide 27

Text Captions: Click the Update button to finalize and save your selections.



Slide 28

Text Captions: Repeat this process of updating for all classes. This will need to be done for all classes at the beginning of each semester.



Slide 29

Text Captions: Once the update is complete a "Saved" message will appear on the Home Page of that class. You will also see your enrolled students here.



Slide 30

Text Captions: This tutorial was created by Jan Frenzel and Todd Poole for Harrison County Schools
www.harcoboe.com
2007