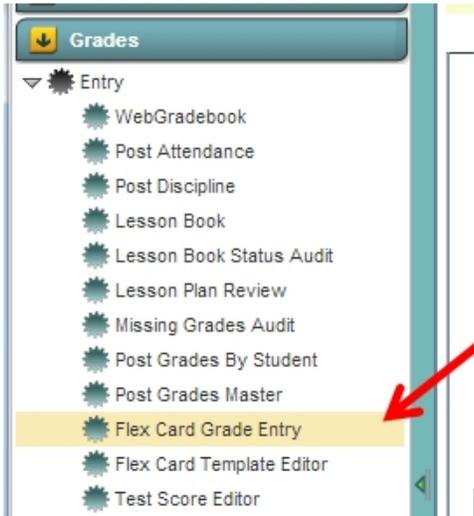


Flex Card Grade Entry

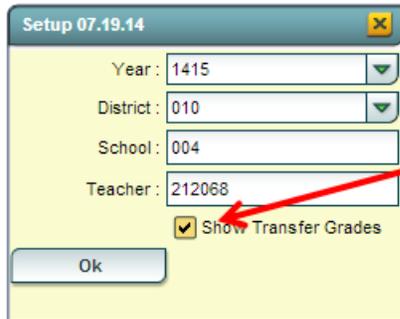
How-to

NOTE--Grade posting for the Flex Card may be 'locked' using [Grading Period Lock](#).

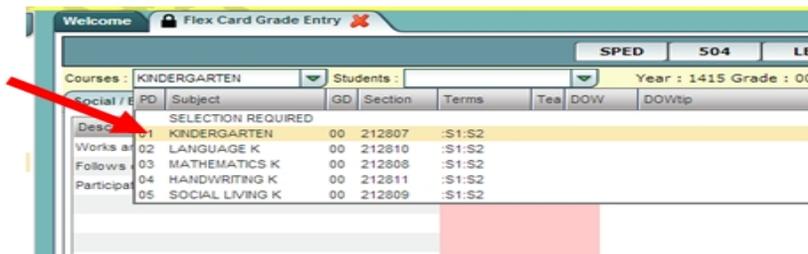
1. On the left, click on "Grades"
2. Under "Entry", select "Flex Card Grade Entry"



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"



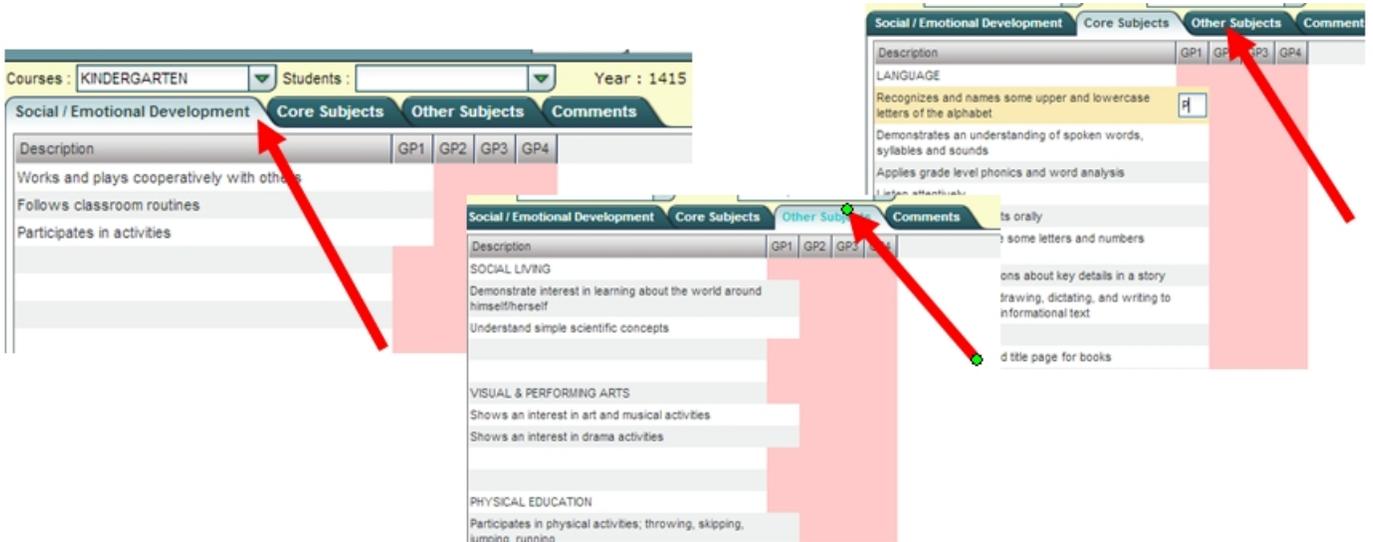
4. Click "OK"
5. Select the Subject "KINDERGARTEN" to view from the "Courses" drop down:



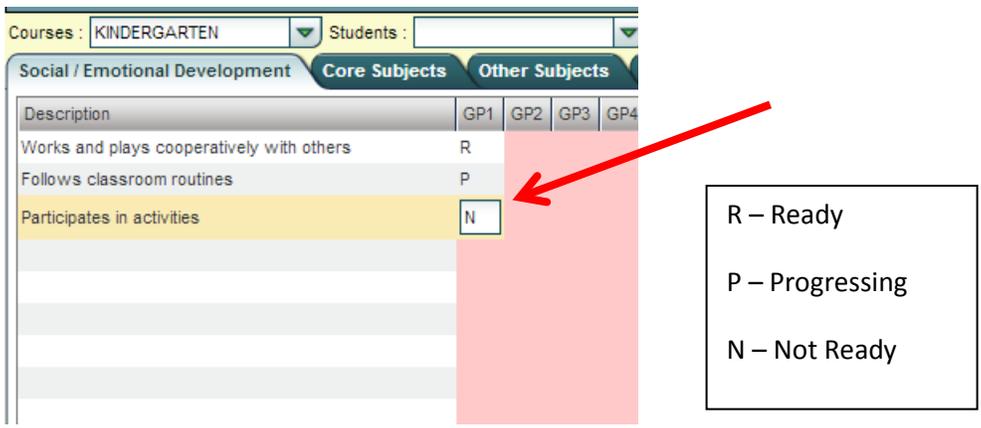
6. Select the desired student to enter grades for from the "Students" drop down:



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"

The screenshot shows a software interface with four tabs at the top: "Social / Emotional Development", "Core Subjects", "Other Subjects", and "Comments". The "Comments" tab is selected and highlighted in light blue. Below the tabs are three text input fields. The first field is labeled "Grade Placement For Next Year". The second field is labeled "Grading Period 1" and has a red arrow pointing to it from the right. The third field is labeled "Grading Period 2".

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

The screenshot shows the bottom of the software interface with a yellow background. There are three buttons: "Save", "Setup", and "Help". A red arrow points to the "Save" button from the right.