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:

ourses : K	ann									-	
	1110	ERGARTEN	-	Stu	dents :				Yea	ar : 1415 Gr	ade : 00
Social / E	PD	Subject		GD	Section	Terms	Tea	DOW	DO	Wtip	
		SELECTION REQUIR	ED								
Desc	1	KINDERGARTEN		00	212807	:S1:S2					
Works ar o	12	LANGUAGE K		00	212810	:S1:S2					
Follows	03	MATHEMATICS K		00	212808	:\$1:\$2					
Participat 0	04	HANDWRITING K		00	212811	:\$1:\$2					
0	05	SOCIAL LIVING K		00	212809	:\$1:\$2					

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

					-	A
Courses :	KINDERGARTEN	▼	Students :		⊸€	rear: 1415
Social / E	motional Development	V	Core Subjects 🔨	Other Subjects	Co	mments

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

		Social / Emotional I	Development Core Subjects	Other Subjects Comment
	· · · · ·	Description		GP1 GP GP3 GP4
Courses : KINDERGARTEN V Students :	Year: 1415	LANGUAGE		
Social / Emotional Development Core Subjects O	ther Subjects Comments	Recognizes and nam letters of the alphabe	es some upper and lowercase	P
Description GP1	GP2 GP3 GP4	Demonstrates an un syllables and sounds	derstanding of spoken words, s	
Works and plays cooperatively with others		Applies grade level p	phonics and word analysis	
Follows classroom routines		. Listen attentively		
Participatas is pativities	Social / Emotional Development Core Subjects	Other Subjects Comments	ts orally	
Participates in activities	Description Gi	P1 GP2 GP3 1	some letters and numbers	
	SOCIAL LIVING		ons about key details in a story	
	Demonstrate interest in learning about the world around himself/herself		frawing, dictating, and writing to	
	Understand simple scientific concepts			
		N	d title page for books	
	VISUAL & PERFORMING ARTS			
	Shows an interest in art and musical activities			
	Shows an interest in drama activities			
	PHYSICAL EDUCATION			
	Participates in physical activities; throwing, skipping, jumping, running			

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	
Srading Period 1	
Grading Period 2	

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

