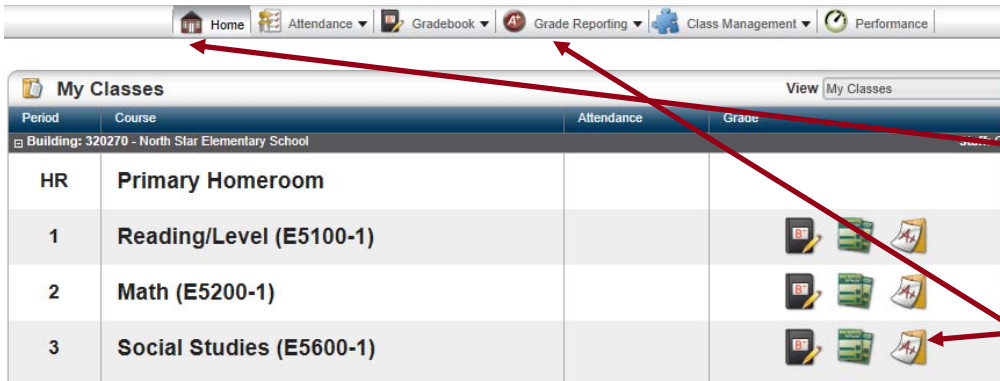


eSchoolPlus Teacher Access Center Elementary Grade Reporting and IPR QuickTips

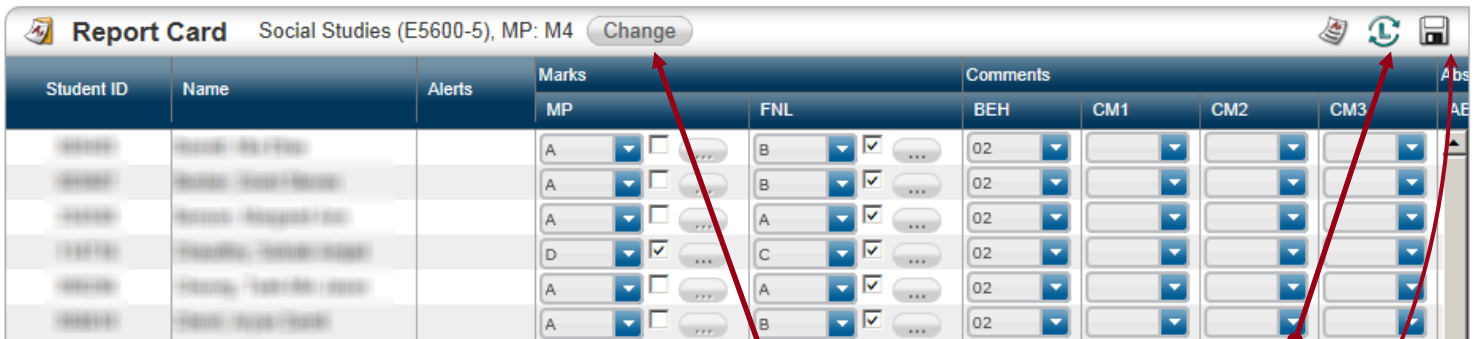


Log into eSchoolPlus Teacher Access Center.

Click the **Home** button any time to get back to your course list.

To enter Grades, click on either the **Grade Reporting** drop down at the top or click on the **A+** Icon to the right of the desired course.

Step 1



Click the **Load from Gradebook** Icon at the top right of the page. Make changes to student's grades as needed.

Click the **Save** Icon.

To change to a different course click the **Change** button at the top.

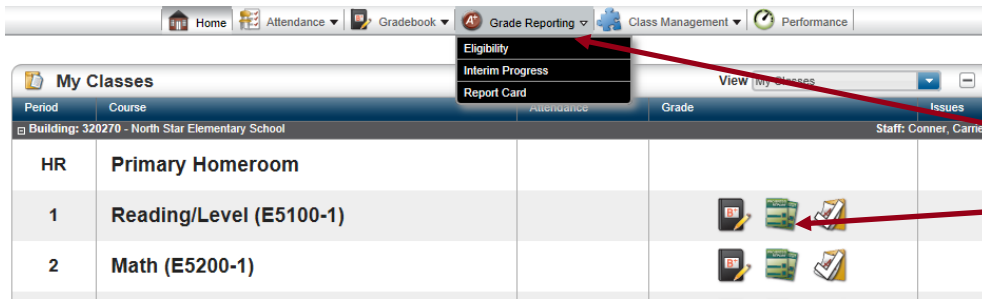
Note: If you forget to save you will be prompted to save.

Step 2

Note: Load from Gradebook DOES NOT calculate the final grade at the end of the course. Enter Comments where appropriate and then save your Report Card. If you change a grade make sure you change the Gradebook so that the correct average shows up in HAC. Marking Period grades and the Final Grade are letter grades.

Please see next page for additional information.

Entering IPR



To enter IPR Grades, click on either the **Grade Reporting** drop down at the top or click on the **Green Icon** to the right of the desired course



Code	Description
F	Failing
BP	Working Below Potential
DF	Danger of Failing
ES	Exceeds the standards
MS	Meets the standards
PD	Performance Declining

Enter your **Progress** mark. These options are available in the drop down list.

Enter the **Behavior** and **Comments** as necessary.

Code	Description
01	Exceeds behavioral standards
02	Meets behavioral standards
03	Approaching behavioral standards
04	Does not meet behavioral standards

These are the **Behavior** Comments available in the drop down list

Important: You cannot Load From Gradebook for IPRs. Also, **DO NOT** enter Free Text Comments as they will not print on the IPR.

Click **Save** when done.

Click on the **Change** button to select another course.