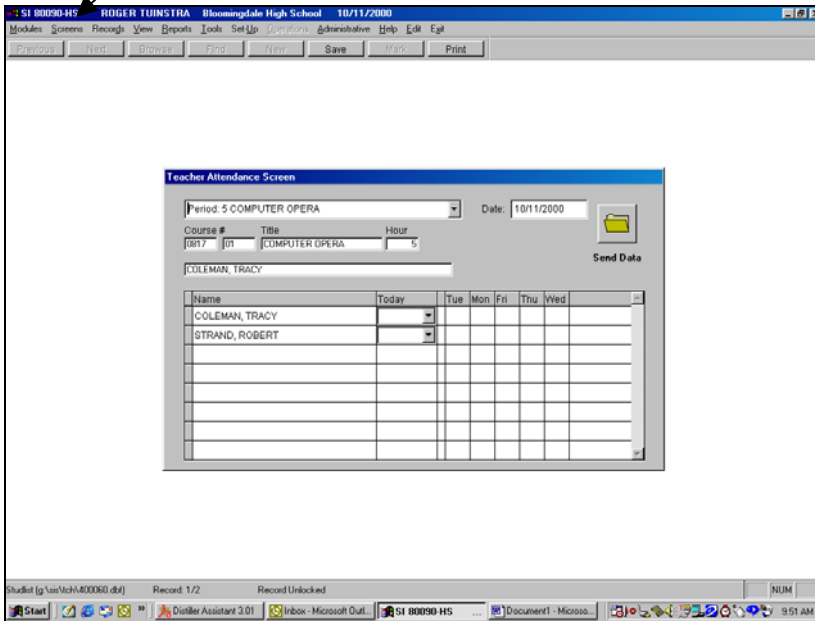


## Teacher Grading Instructions

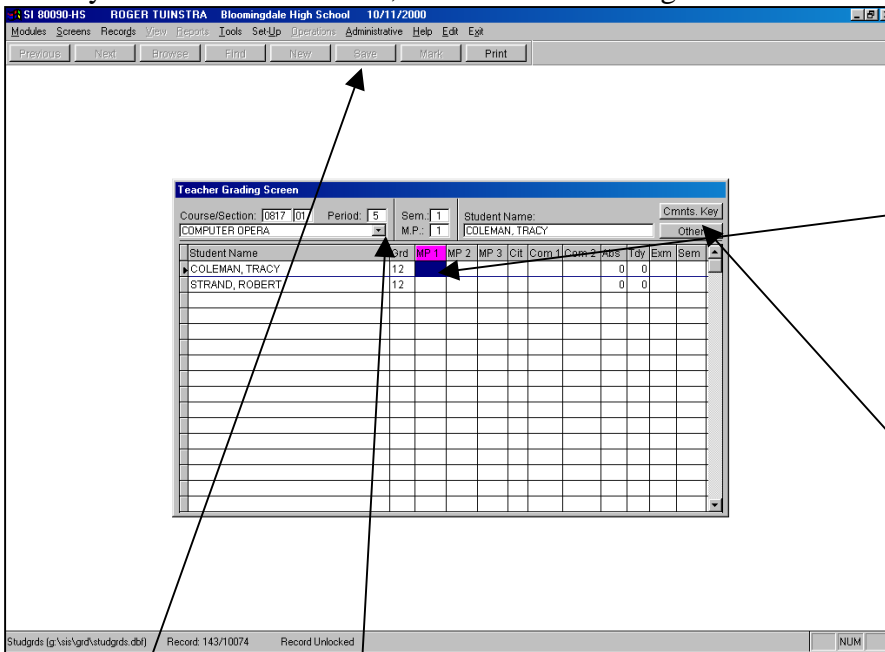
Important Addendum See the End

Go into the KRESA program using the same procedure that you use to take attendance. Your screen should look like this – your normal attendance screen.

Click on Screens: There will be two choices. Click on the second choice which is “grade entry”.



When you make this selection, the screen will change to look like this:



Type in the appropriate grade for each student under the proper marking period.

If you want to make comments, there are choices under either one of these two buttons (Cmnts. Key).

To change to a different class,

click on the down arrow here and you will see a list of your classes just like the attendance screen and click on another class. **When you are finished with a class, click on save. You do not need to enter attendance. Citizenship grades are O=outstanding, S=Satisfactory, N=Needs Improvement, U=Unsatisfactory**

Addendum 10/25/04

Adding personalized comments. On the Kresa grade screen, just to the right of the Com 1 and Com 2 columns is a column called notes. If you put a Y in this column for a student, you will be given the opportunity to write a personalized message.