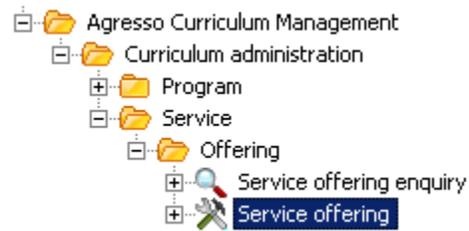


# Entering Grades – *from Service Offering*

From Agresso *Menu Items* panel:

1. Open *Service offering* screen through displayed path.



In the *Service offering* screen,

2. Enter service code, press tab key.
3. Enter offering code, press tab key.

The service information will display.

4. Click on the *Service grades entry* option in the menu bar (highlighted above).

*Service grades entry* screen opens.

	Grade item	Student no.	Name	Exam ID	Stage	Code	GP	Value
1	FINAL	294702	ENCHANTED, ELA					200
2	FINAL	294706	EXPLORER, DORA					200

5. Select the type of grade you want to enter from the *Grade item* drop down list, press tab key. Or alternatively, press tab key 3 times to display all grade type fields.

List of students will display.

6. Enter grades in the *Value* column and move to the next cell, until all grades are entered.

*Code* column value will be completed based on the grade value you enter.

7. To enter a comment on the grade you have entered, double click on the grade.

*Grade narrative* screen will open.

8. Enter comment in the *Narrative* text field.

BY Student BY Enrollment BY Grade narrative			
New link Organise links			
Student	<b>294703: White, Snow</b>	Student key	<b>242279</b>
Service	<b>ESL0012 - 10JANRMTR2</b>		
Grade item	<b>FINAL</b>	Scale	<b>2006SCALE</b>
Grade			
Code	<b>A</b>	Grade1	
Grade point	<b>4.000</b>	Grade2	
Value	<b>87.000</b>	Disp.	<b>P</b>
Narrative			

9. Click on save button to save the narration.



*Grade narrative* screen will close; you will be taken back to *Grade* tab on *Enrollment* screen.

Comment(s) for each grade can be viewed/modified at any time by double clicking on that grade.

10. Click on save button to save the grades.

