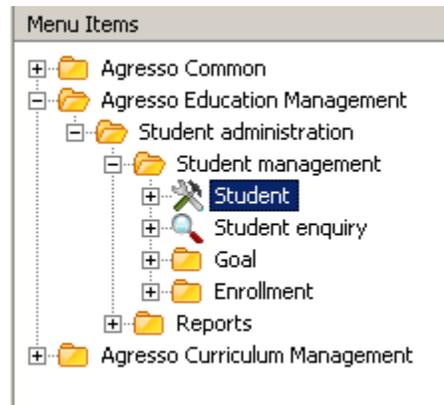


Entering Grades – from Student\Enrollment

From Agresso Menu Items panel:

1. Open *Student* screen through displayed path.



2. In the *Student* screen enter student number, press tab key.

You can use other search criteria such as search name instead of student number to bring up a student's information.

Student information will be populated.

The screenshot shows the 'Student' form with the following data: Student no. 294703, Surname: White, First name: Snow, Birthdate: 07/15/1985, Gender: Female, Mar. Status: Single (never married). The 'Student' tab is active.

3. Click on *8 - Enroll* tab.

Tag	Service	Offering	Description	Final grade	Grade point	Grade value
?	<input type="checkbox"/>					
1	<input type="checkbox"/> ESL0012	10JANRMTR2	Academic Literacy Advanced Tra		4.00	87.00
Σ						

All services that the student have taken and is taking are listed in *Enroll* tab.

4. Find the service that you want to enter grades for, and double click on it.

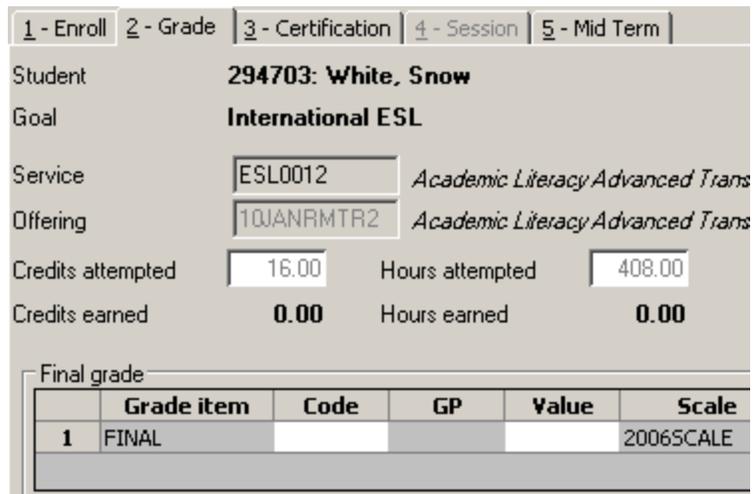
The Enrollment screen opens.

5. Click on 2 - Grade tab.

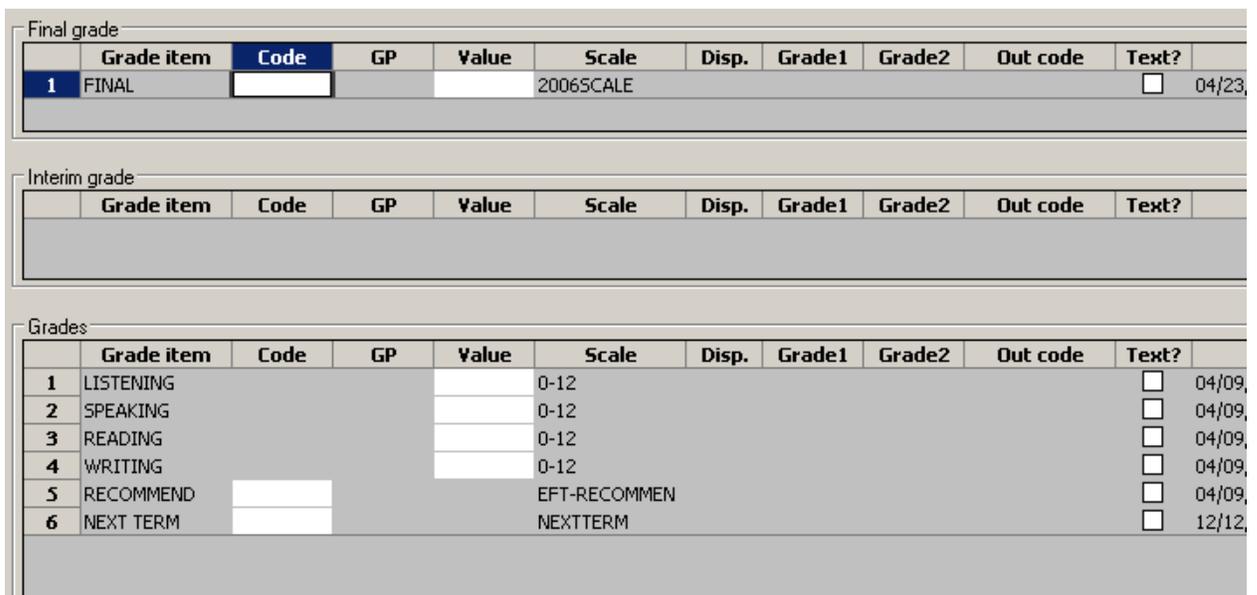


In the Grade tab of Enrollment screen you can enter grade values in the white cells within the provided table(s).

6. Enter grade in the relevant column. (e.g. Value)



Depending on the structure of the service you are entering grades for, different grade tables and fields will be displayed. For example, for a Benchmark services the following tables and layout will be provided.



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

Grade narrative screen will open.

8. Enter comment in the Narrative text field.

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.

The Text field related to the grade will be checked to show that a comment for this grade exists.

Final grade										
	Grade item	Code	GP	Value	Scale	Disp.	Grade1	Grade2	Out code	Text?
1	FINAL	A	4.000	87.000	2006SCALE	P			A	<input checked="" type="checkbox"/> 01/13

Comments 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.

