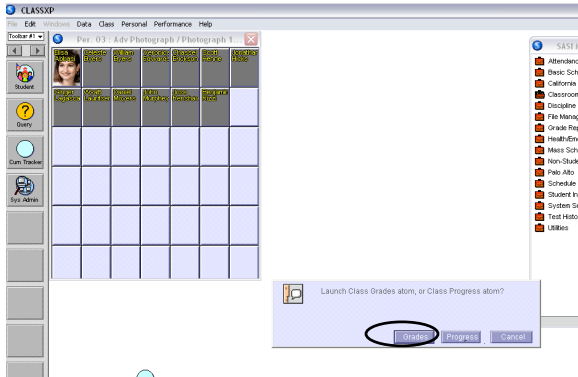




Entering Progress Grades with CLASSxp Gunn High School Fall, 2008

- Enter ClassXP the same as when taking attendance. Select the section for which you wish to enter marks.
- Click on “Performance” from the menu bar.
- Click on the option for “Class Grades”. A window will open asking whether you want Class Grades or Class Progress atom. For Quarter and Semester Grades click on the “Grades” button, **for progress reports (warning notes) click the “Progress” button.**



Section ID	Tch#	Teacher Name	Period	Ending	Term	Room				
0192-05	18	Bishop, L	01	01	YR	115				
Course ID	Course Title	Credit								
0192	Adv Photograph	10.000								
Show All Data		Show Marks Only								
Student Information			First Grade Report					Second		
Ln	Student ID	Student Name	1st Qtr	Cond	Cmt 1	Cmt 2	Cmt 3	All Abs	All Tdy	2nd Qtr
1	2338	(D addabbo, Alex R.	A							
2	2347	Avila, Robert L.	B							
3	2281	Barrios, Mary M.	A							
4	2309	Coronado, Justin R.	B+							
5	2277	Frost, Angel Y.	D							
6	2283	Hanson, John M.	A-							
7	2292	Johnson, Ashley S.	A							
8	2205	Kellner, Tara L.	B							

- The Class Grades atom screen will open for you to enter the marks and comments.
- Enter marks and comments for all students receiving grades. For progress grades only enter marks for those students receiving a C or below. Do not enter absences or tardies. You can only enter comments for students receiving a mark.
- When you are done with the Class click on Save. Remember that if you click on Undo you will clear all entries that have been entered since the last time you saved.

You may print your own grade verification form if you wish. To do this: open the SASI modules icon in the top right corner of your screen. Click on “Grade Reporting”, click on “Grading”, click on “Grades.” From the top menu, pull down “Grades,” choose the report called “Mark Ver by Tch (GRD15).

OR you can do it the lazy man’s way and just take a screen shot and print that. To do this, hold down the command, shift and 4 keys simultaneously. Your cursor will turn into a +. Drag this cursor over the area you want a picture of. You will hear a click and it will appear as Picture 1 on your desktop. Change it’s name and save it.

**Problems or Questions? See Darlene Feldstein or Lettie Weinmann or e-mail
gunntech@pausd.org**