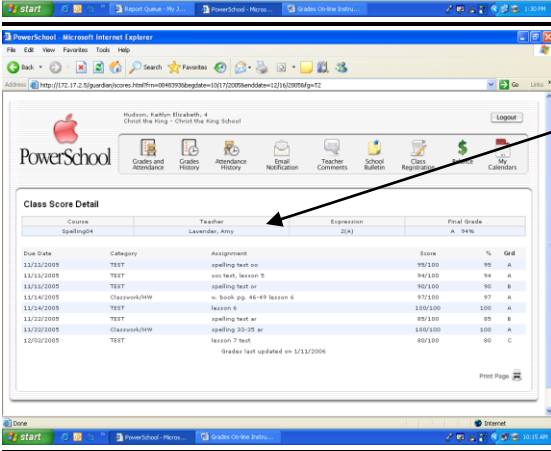
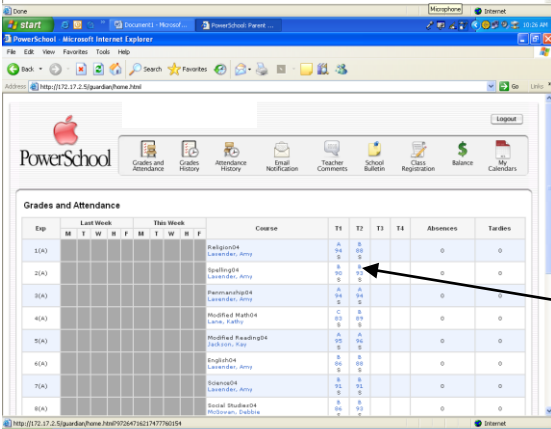
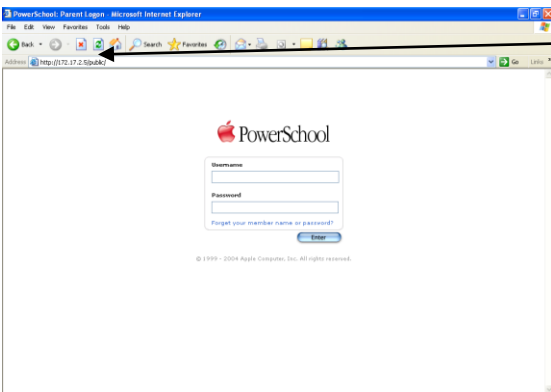
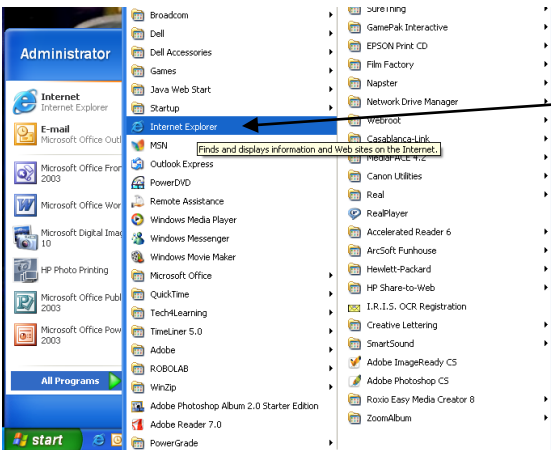


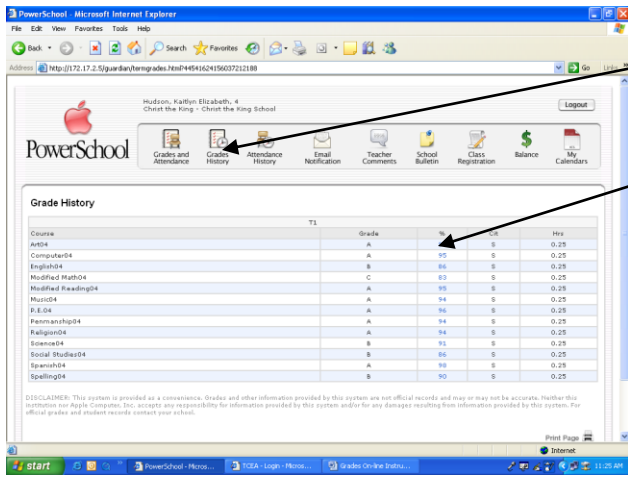
# Grades On-Line Instruction Sheet

**Step 1** Open up Internet Explorer (Click on Start button got to All programs find Internet Explorer and left click it to open the program. You may need to sign on to whoever you use for Internet Service.

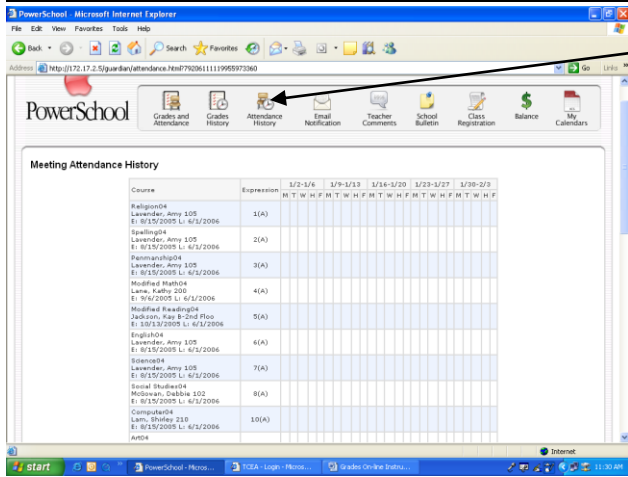
**Step 2** In the address line type the following: 216.201.214.174 then press the go button or hit return on your keyboard. This will take you to the log-in screen. Type your confidential ID in the box right below the word user name and then type your password right below the word password.

**Step 3** You are now logged into your child's grades. This screen will show you each course, the averages for each term and the current term attendance and tardy totals. To see a breakdown of an average, click on the grade (in blue). This will take you to a screen that will display a list of assignments with the corresponding grade. If you need to e-mail one of your child's teachers, just click on their name and it will open up your e-mail program.

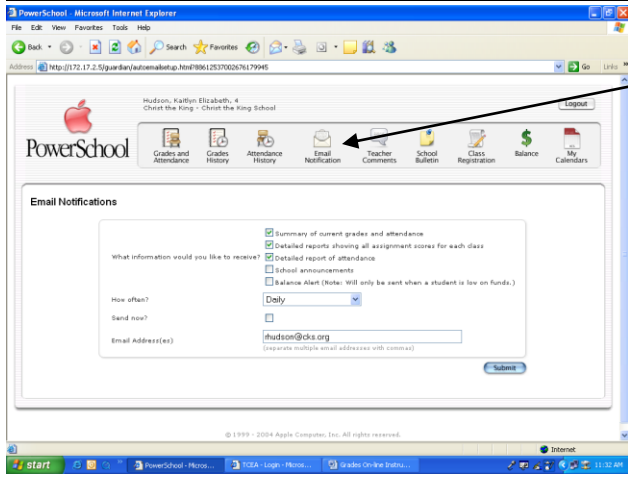




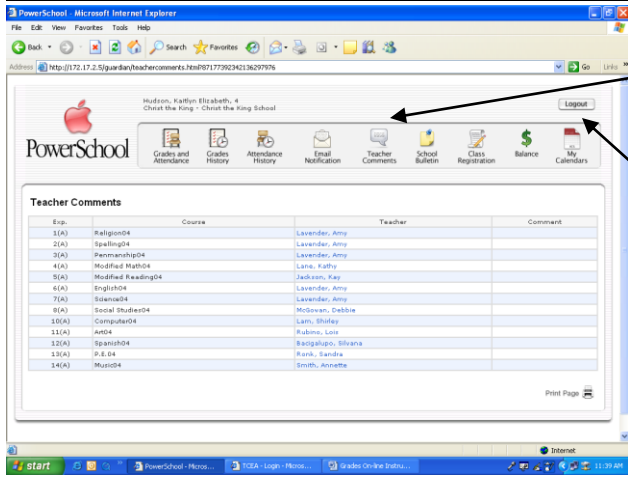
Click on the button “Grade History” and you will see past terms. You can click on a grade (in Blue) to see a detailed list of assignments.



Click on the button “Attendance History” to see your child’s attendance and tardy record for the current term.



Click on the button “E-mail Notification” if you want to receive reports about you child’s grades and attendance. Make sure you enter an e-mail address before you submit the changes. **Note:** At this time “School Announcements and Balance Alerts” notifications are not used.



Click on “Teacher Comments” to see any notes from the teacher. The note will appear under the comments column. If you need to respond to a comment, click on the name of teacher who you want to contact and your e-mail program will open. Please logout when you are finished. The logout button is in the top right corner of each screen. **Note:** The last four buttons are not used at this time.