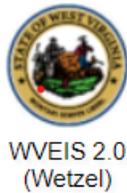


WVEIS 2.0 and Grade Changes

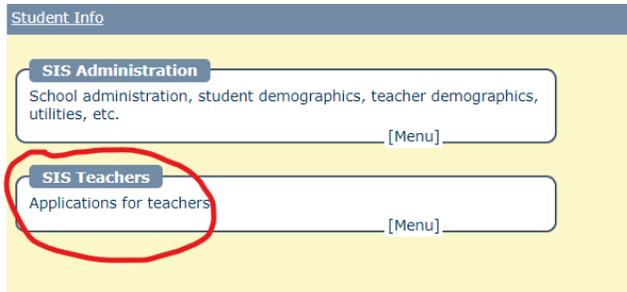
1. Log into Webtop <https://sso.k12.wv.us/0/user/login>



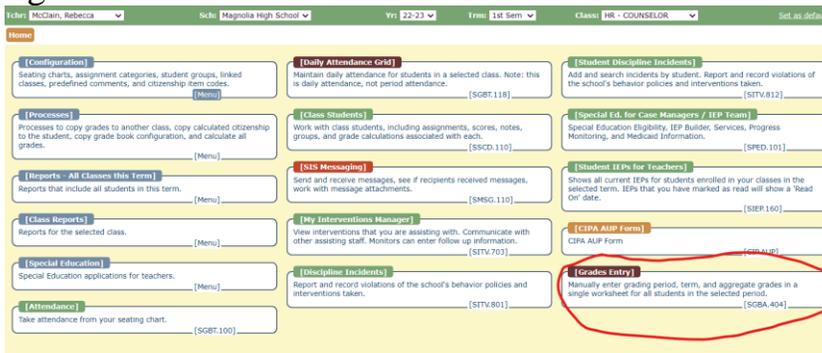
2. Click on Portal in the top left.
3. Click on this icon on your Webtop.



4. Click on SIS Teachers if it does not automatically come up.



5. Click on Grades Entry (SGBA.404) or type it into the menu item on the right.



6. Click the drop down menu for the correct class/period. Once you have done that you should see grades to enter or change.

The screenshot shows the 'Grades Entry' interface. At the top, there is a navigation bar with 'Student Info', 'Exit', and 'Logout'. Below this, there are dropdown menus for 'Tchr: McClain, Rebecca', 'Sch: Magnolia High School', 'Yr: 22-23', 'Term: 1st Sem', and 'Class: 02 - TUTOR'. The 'Class' dropdown is circled in red. Below the navigation bar, there is a section titled 'Enter grading period, term, and aggregate grades.' with a sub-section 'Enrolled' and buttons for 'Undo' and 'Print'. The main area contains a table with columns for '1st 9', '2nd 9', '1st Exam', '1st Sem', '3rd 9', '4th 9', '1st Exam', and '2nd Sem'. The table has rows for 'Release For College Courses [23 - 767200 | Section: 22] - McClain, Rebecca - 02', 'Anderson, Matthew Scott 920011175', 'Anderson, Raylee Kayden 920011177', 'Paoletta, William Wayne 920011009', 'Watkins, Bryley Rivers 920011566', and 'Witschey, Joellen Faith 920011570'. A red circle highlights the '1st 9' column for the 'Anderson, Matthew Scott' row.

7. After you enter or change a grade just click on another cell and it will save. Repeat this process for all of your classes.

The screenshot shows the 'Grades Entry' interface after a grade update. The navigation bar is the same as in the previous screenshot. The 'Class' dropdown is now '02 - TUTOR'. Below the navigation bar, there is a message: 'Save successful. Grade updated from '' to '100''. The main area contains the same table as in the previous screenshot. A red circle highlights the '1st 9' column for the 'Paoletta, William Wayne 920011009' row, which now contains the value '100'.

8. This is only to be used when it comes to grade verification time. Do not make changes any other time. If you need a grade changed after report cards have been printed, you will need to email the counselor/principal