WVEIS 2.0 and Grade Changes

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

West Verginia anarmavror EDUCATION	WVDE Authentication Portal	
	SSO Login Log in below with your SSO username or email address.	
	User Name or Email (micc8003 (0)) Password (0)	
	Submit Constructions mensionalities associated	

- 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.

(chr:	McClain, Rebecca 🗸	Sch: Magnolia High Scho	ol 🗸 Yr:	22-23 ¥	Trm: 1st Sem 🗸	Class: HR - COUNSELOR	~	Set as default
Hom	e							
Se	Configuration] ating charts, assignment categories, student g asses, predefined comments, and citizenship it	groups, linked em codes. [Menu]	[Daily Attendance Grid] Maintain daily attendance for is daily attendance, not perior	students in a sele d attendance.	cted class. Note: this [SGBT.118]	[Student Discipline Incid Add and search incidents by the school's behavior policies	ients] student. Report and recor ; and interventions taken. [SITV	rd violations of
Pr to	[Processes] occesses to copy grades to another class, copy the student, copy grade book configuration, a ades.	calculated citizenship nd calculate all (Menu)	[Class Students] Work with class students, incl groups, and grade calculation	luding assignment is associated with	s, scores, notes, each. [SSCD.110]	[Special Ed. for Case Mai Special Education Eligibility, 1 Monitoring, and Medicaid Info	nagers / IEP Team] IEP Builder, Services, Prog ormation. (SPEC	press 0.101]
Re	(Reports - All Classes this Term) ports that include all students in this term.	[Menu]	[SIS Messaging] Send and receive messages, i work with message attachme	see if recipients re nts.	[SMSG.110]	[Student IEPs for Teach Shows all current IEPs for stu selected term. IEPs that you On' date.	udents enrolled in your cla have marked as read will [STEP	asses in the show a 'Read
R	[Class Reports]	[Menu]	[My Interventions Manage View interventions that you a other assisting staff. Monitors	ger] ire assisting with. s can enter follow	Communicate with up information. 	[CIPA AUP Form] CIPA AUP Form	(cto.)	
St	[Special Education] ecial Education applications for teachers.	[Menu]	[Discipline Incidents] Report and record violations of interventions taken.	of the school's beh	avior policies and	[Grades Entry] Manually enter grading perio single worksheet for all stude	d, term, and aggregate gr ants in the selected period	rades in a I.
Та	ke attendance from your seating chart.	(SGBT.100)						

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



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.



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