

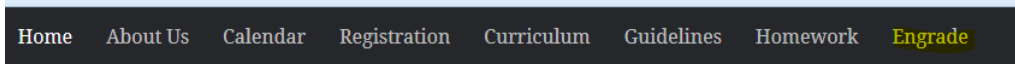
ENGRADE TEACHER GUIDE

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How to Login to ENGRADE?

1. Open a browser and go to URL <http://learnislam.org>
2. Click on ENGRADE from top right corner



3. Enter your credentials (username/password), click on 'LOG IN' button

A screenshot of the login page. At the top is a dark grey navigation bar with white text: Home, About Us, Calendar, Registration, Curriculum, Guidelines, Homework, and Engrade. Below this is a light blue header with the school's logo (Arabic calligraphy) and the text 'The Islamic School of Silicon Valley (Formerly 'The Islamic School of Stanford')'. The main content area is white and titled 'ENGRADE'. Below the title is a horizontal line. The text reads: 'Engrade is an easy way to share assignment scores, class grades, and attendance online as well as send private messages to the teacher.' There are two input fields: 'Username' and 'Password', both with yellow highlights. Below the 'Password' field is a blue 'LOG IN' button. At the bottom left is a blue link for 'Lost Password'.

How to create Homework Assignments?

1. Login to ENGRADE
2. Click on the 'Class Name'

All Classes ▾ Classes

ISLAMIC SCHOOL OF SILICON VALLEY / MY CLASSES 2016-2017 GP 1

My Classes

Class	Teacher
Grade8-IslamicStudies	
Grade8-QuranticStudies	

3. Click on the 'Assignments' from 'Left Navigation Menu' followed by 'New Assignment'
OR Click on the 'New Assignment' from top menu
OR Click on the 'New Assignment' from the table of assignments

engrade pro Grade8-IslamicStudies ▾ Gradebook

ISLAMIC SCHOOL OF SILICON VALLEY / CLASSES / GRADE8-ISLAMICSTUDIES / GRADEBOOK

Grade8-IslamicStudies Gradebook

+ New Assignment Options Full Screen Groups Categories Print

Class Grade	Behaviour	Attendance	Role Model Presentation	Hadith	Homework1	New Assignment
category:	Attendance a...	Attendance a...	Presentation...	Presentation...	Homework	
due:	04/30/2017	04/30/2017	04/30/2017	04/30/2017	08/27/2016	
points:	20	20	50	20	10	

4. Enter Assignment Name, Points Possible, Due Date, select Category, click on More Options to enter detail description and upload attachments

Grade8-IslamicStudies ▾ Assignments

ISLAMIC SCHOOL OF SILICON VALLEY / CLASSES / GRADE8-ISLAMICSTUDIES / NEW ASSIGNMENT

Grade8-IslamicStudies - New Assignment

Assignment Name

Rubric ▾

Points Possible Enter a number or *EC* for extra credit.

Due Date

Category ▾

[More options...](#)

5. More options

Description can be fancy with images and text formatting ☺

Attach, Click on Upload button, click on Browse button and select a file (please note that files upload / deleted on 'Save Assignment'). Repeat same steps again to upload more attachments.

'Allow students to see this assignment' checkbox is helpful to decide to show or hide from students/parents.

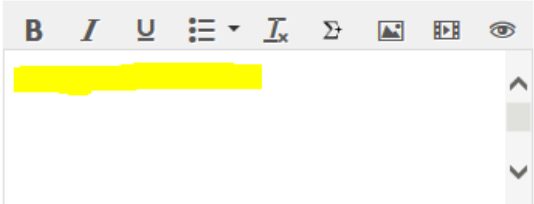
Add this assignment to class Calendar, leave this box checked to show on calendar

Turn-ins, option can be used for upper grades to let students submit by uploading assignment.

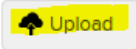
6. Click on 'Save Assignment'

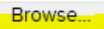
Fewer options...

Students [Choose Students](#)

Description 

Add External Tool [Configure](#)

Attach 

Copy to Classes

Allow students to see this assignment

Add this assignment to class *Calendar*

Add this assignment to class *Turn-ins*

[Save Assignment](#)

How to delete Attachment?

1. Login to ENGRADE
2. Click on the 'Class Name'
3. Click on the 'Assignment Name'
4. Uncheck the box next to the attachment name to be deleted, click on 'Save Assignment'.

Attach

Attach...

e 8th

Allow students to see this assignment

Add this assignment to class *Calendar*

Add this assignment to class *Turn-ins*

How to grade an Assignment?

1. Login to ENGRADE
 2. Click on the 'Class Name'
 3. Click on the 'Assignment Name'
 4. Scroll down to student names and enter the grades.
 5. Enter most common grade and use 'Copy All' button to copy. Then go ahead and change whoever didn't get common grade.
- Enter 'E' for excuse and **M** or **O** for missing or absent grades.

Student Scores

Enter each student's assignment score. You may enter **E** for excused or **M** for missing. You may add a comment after a score by typing a space and then your comment. Use your keyboard's *UP* and *DOWN* keys to jump boxes.

Student 1	<input type="text" value="10"/>	<input type="button" value="Copy to All"/> 2
Student 2	<input type="text" value="10"/>	
Student 3	<input type="text" value="10"/>	
Student 4	<input type="text" value="10"/>	

How to Grade a Test?

1. Login to ENGRADE
2. Click on the 'Class Name'
3. Click on the 'New Assignment'
4. Enter Name, Total Points, Test Date, Category Test, Student Scores and Save Assignment

Grade8-IslamicStudies - New Assignment

Assignment Name	<input type="text" value="Test 1"/>
Rubric	<input type="text" value="none"/>
Points Possible	<input type="text" value="30"/> Enter a number or <i>EC</i> for extra credit.
Due Date	<input type="text" value="09/25/2016"/>
Category	<input type="text" value="Test"/>

More options...

Save Assignment

Student Scores

Enter each student's assignment score. You may enter E for excused or M for missing. You may add a comment by typing a space and then your comment. Use your keyboard's *UP* and *DOWN* keys to jump boxes.

Student 1

10

↓ Copy to All

Student 2

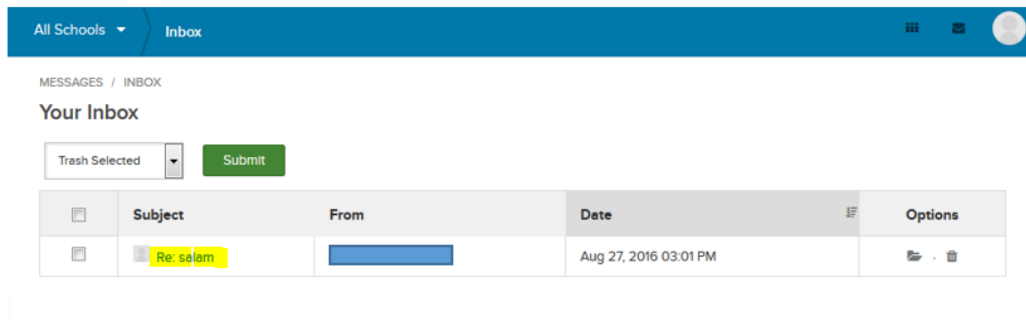
10

How to check Email?


1. Login to ENGRADE
2. Click on the Inbox  (top right corner)

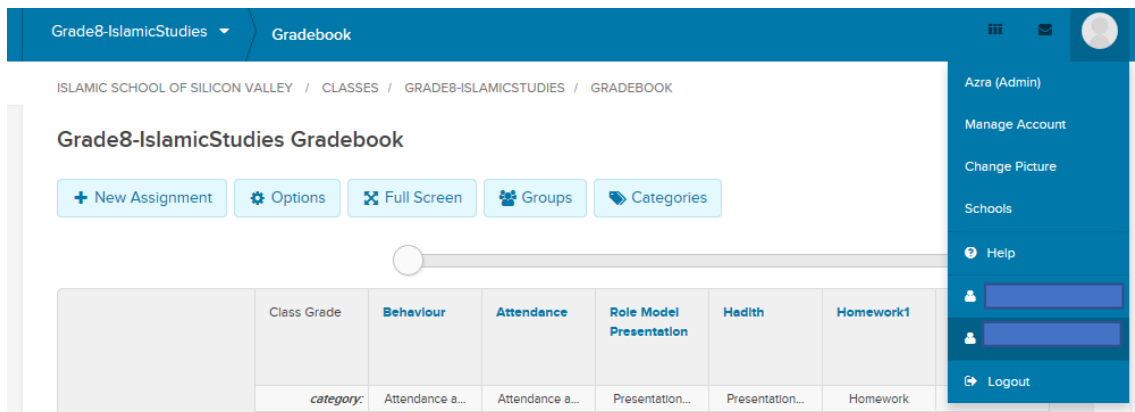


3. Click on the subject to read message.



How to switch between Parent - Teacher accounts?

1. Login to ENGRADE
2. Click on the account icon  (right top corner), select the **Account** to switch to



How to record Attendance?

1. Login to ENGRADE
2. Click on the 'Class Name'
3. Click on 'Attendance' from the 'Left Navigation Menu'
4. Select 'Day', select 'Date', mark 'A' absent students and 'Save'

Day Month All Time

09/04/2016 Save Export Print

Student	P	A	T
Student 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Student 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student 3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Student 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student 7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Check the 'All Time' total attendance for all students in the class

Day Month All Time

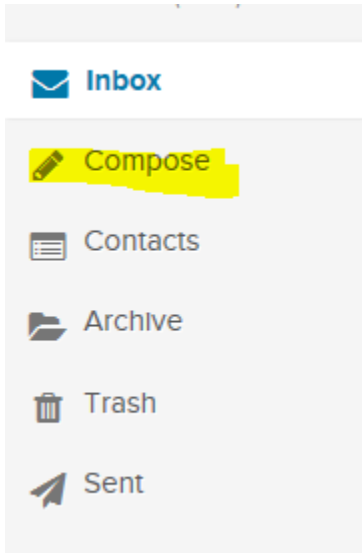
Name	P	A	T
Student 1	2	-	-
Student 2	2	-	-
Student 3	2	-	-
Student 4	2	-	-
Student 5	1	1	-
Student 6	1	1	-


How to email Students / Parents?

1. Login to ENGRADE
2. Click on the Inbox  (right top corner)



3. Click on 'Compose' from the left Navigation Menu



4. Start typing in the 'To' box and select a name from the drop down
OR click on the selector icon  on the right of 'To' box.

MESSAGES / COMPOSE

Send Message

To

sarj

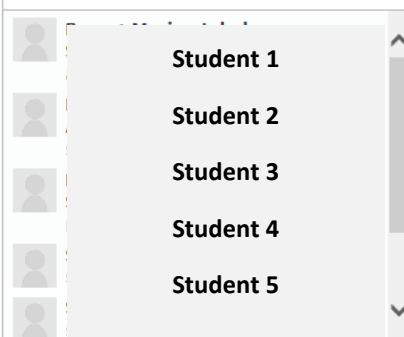
x




Subject

Attach

Message



5. If you clicked on the selector icon ,

Select the class from drop down, 

Click on Parent / Student then select a parent/student


OR **'Select All'** to select all and **'Select None'** to unselect all.

OR enter a name to find

When done selecting recipients, click on **'Done'**

6. Enter subject, message and send the message.

Choose from contacts×




Select: All · None

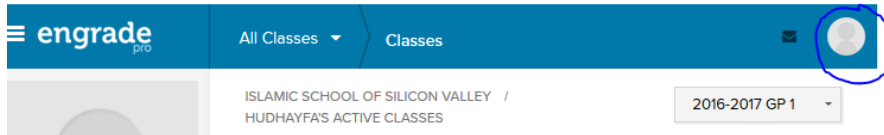
<input checked="" type="checkbox"/>	Parent Student 1
<input type="checkbox"/>	Parent Student 2
<input type="checkbox"/>	Parent Student 3
<input type="checkbox"/>	Parent Student 4
<input type="checkbox"/>	Parent Student 5
<input type="checkbox"/>	Parent Student 6
<input type="checkbox"/>	Parent Student 7
<input type="checkbox"/>	Parent Student 8
<input type="checkbox"/>	Parent Student 9
<input type="checkbox"/>	Parent Student 10

To (1)

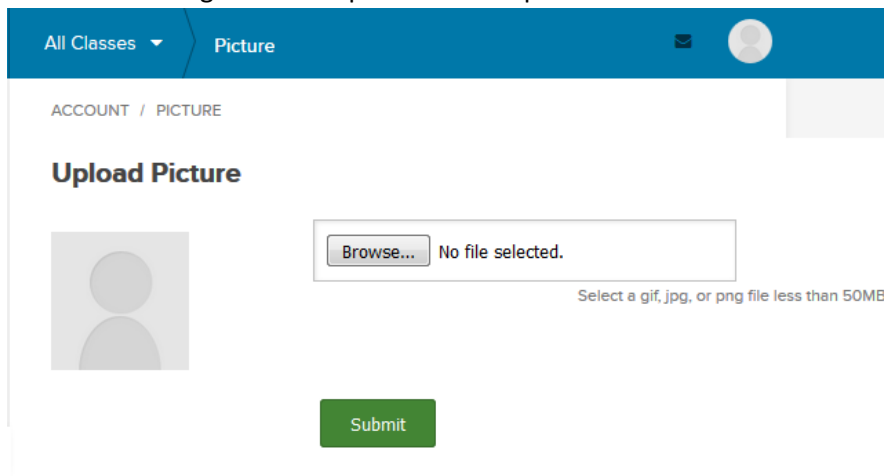
Parent Student 1

How to change account picture?

1. Login to ENGRADE
2. Hover on the account picture  (top right)



3. Select the 'Change Picture' option from drop down menu.



4. Upload a picture and submit.