

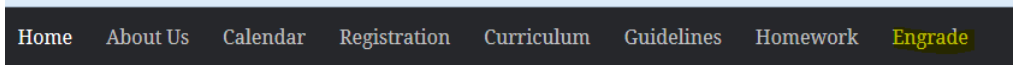
ENGRADE USER GUIDE

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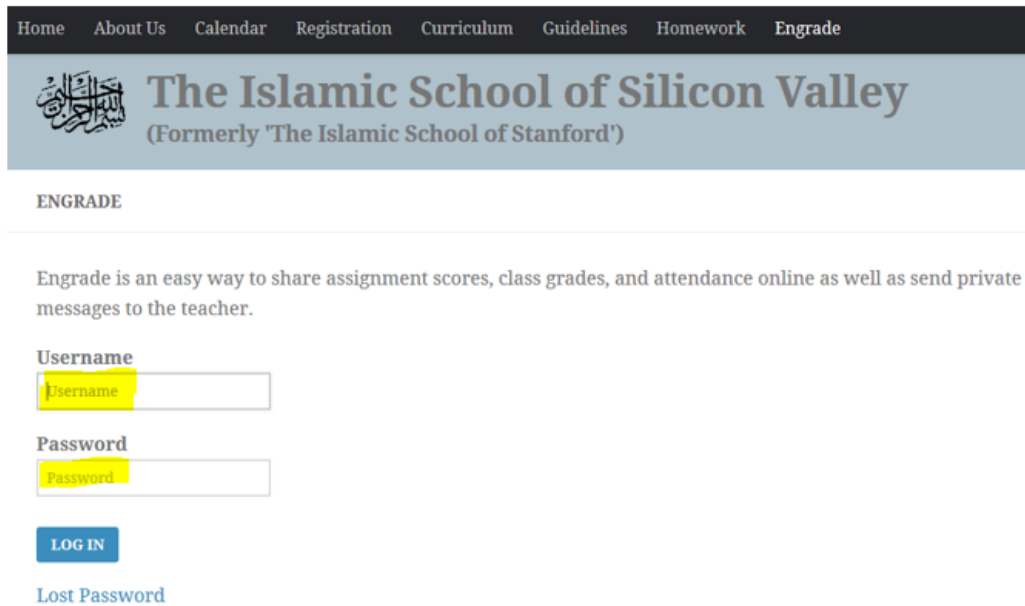
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How to Login to ENGRADE?

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)

A screenshot of the Engrade login page. At the top is a navigation menu with 'Engrade' highlighted. Below it is the school's logo and name: 'The Islamic School of Silicon Valley (Formerly 'The Islamic School of Stanford')'. The main heading is 'ENGRADE'. A paragraph explains that Engrade is used for sharing scores, grades, and attendance, and for sending private messages. There are two input fields: 'Username' and 'Password', both with yellow highlights. Below the fields is a blue 'LOG IN' button and a 'Lost Password' link.

4. Click on 'LOG IN' button

How to check Homework Assignments?

1. Login to ENGRADE
2. If you are logged in as **multiple student parent**, select student name from the drop down

All Classes ▾ Classes

ISLAMIC SCHOOL OF SILICON VALLEY / ACTIVE CLASSES

Active Classes

Change Student: Student 1 ▾

| Class | Teacher |
|-----------------------|-----------|
| Grade8-IslamicStudies | Teacher 1 |
| Grade8-QuranicStudies | Teacher 2 |

3. 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 | Teacher 1 |
| Grade8-QuranicStudies | Teacher 2 |

4. Click on the assignment name

Grade8-QuranicStudies ▾ Grade Details

ISLAMIC SCHOOL OF SILICON VALLEY / CLASSES / GRADE8-QURANICSTUDIES / GRADE DETAILS

Grade8-QuranicStudies Grades for Student 1

Print

| Homework (counts as 40% of overall grade) | Due | Score | Comment |
|---|---------------------|--------|---------|
| Homework 1 | Sunday Aug 28, 2016 | - / 11 | |

Scoring
E = Excused, does not affect grade
M = Missing, counts as zero
EC = Extra Credit

Grading Scale
Grade will be equal to class percentage (0-100).

Rounding
Class percentage will be rounded to the nearest whole number.

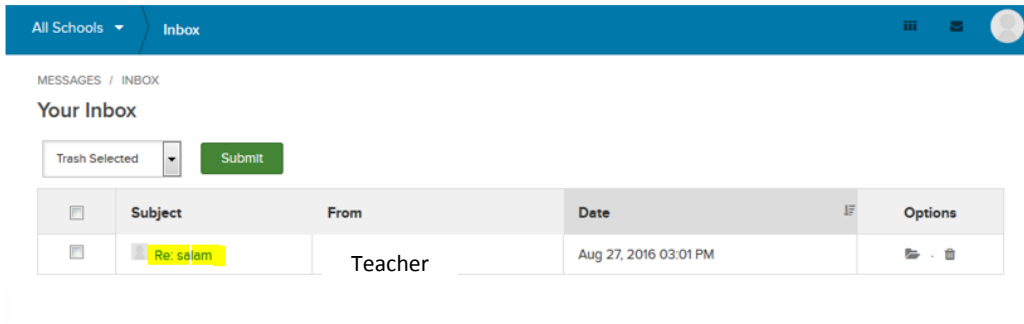
5. Download attachment if available and print.

How to check Email?

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

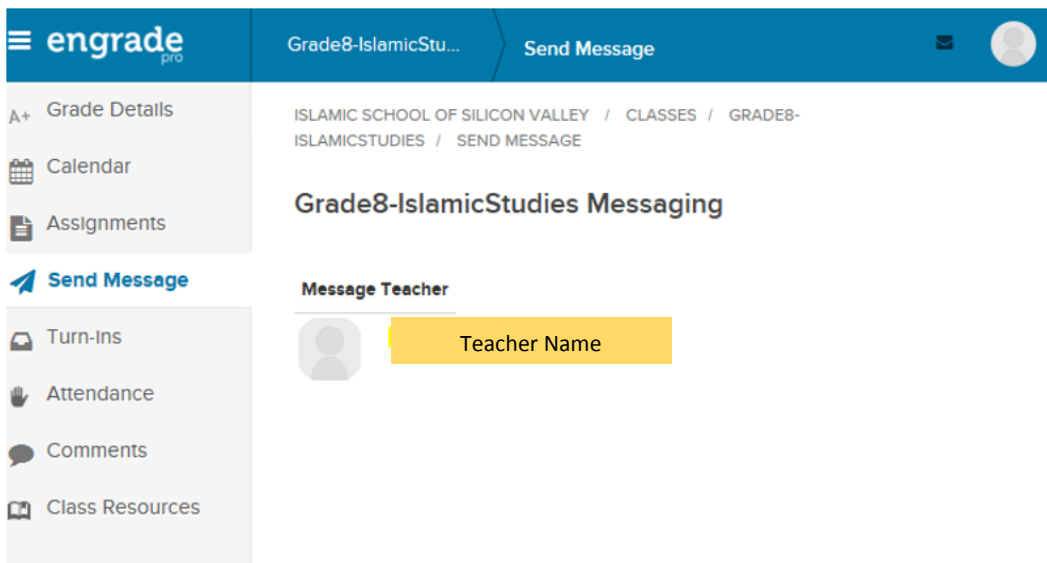


3. Click on the subject to read message.

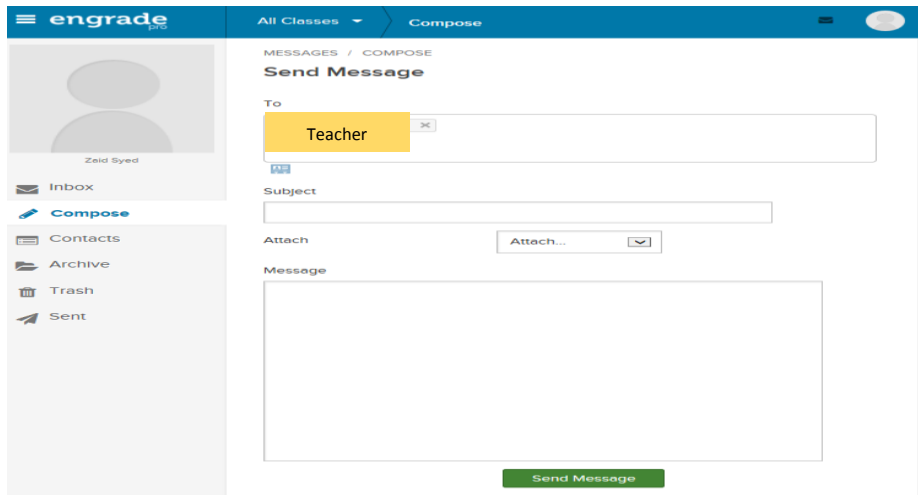


How to email Teacher?

1. Login to ENGRADE
2. If you are logged in as multiple student parent, select student name from the drop down
3. Click on the class name
4. Click on 'Send Message' from the left Navigation Menu
5. Click on teacher name

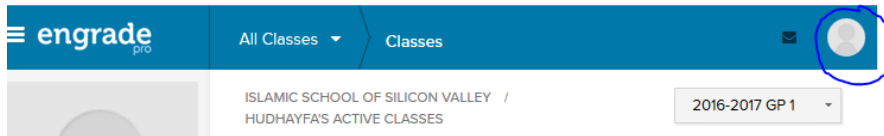


6. Enter subject & message, click on 'Send Message'

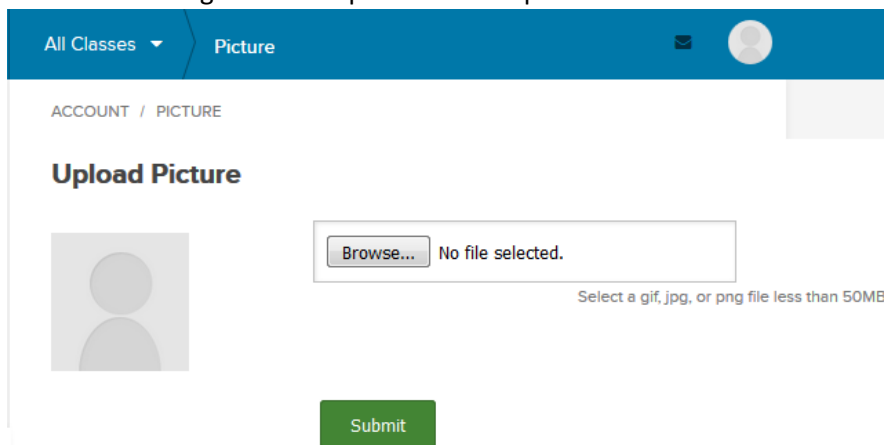


How to change account picture?

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.