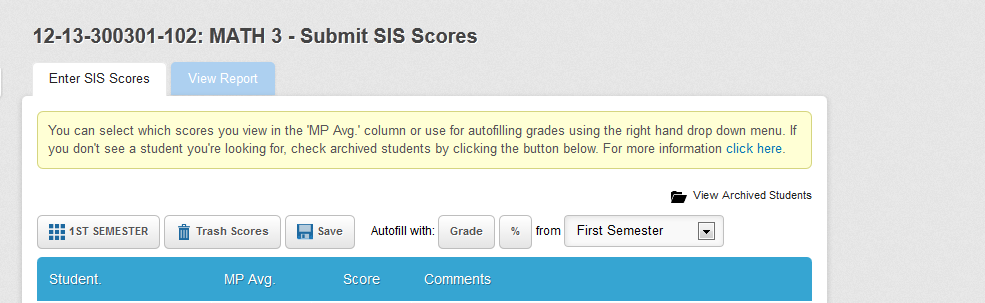
How to send Final grades to Principal

* Login to [www.engradewv.com](http://www.engradewv.com)
* Choose your class
* Left hand side choose marking period
* Select Grading Period in the first drop down box
* Choose matching grading period in the 2nd drop down box
* Choose “percent” for 9 week grades
* Choose “Grade” for semester grades
* Insert a P or F for pass/fail grades on this page
* Click SAVE
* Check your grade report by clicking on the tab at the top: “View Report”
* Do for all classes Grades 3 through 6

Revised Jan 15 2013