

Entering Grades in CLASSxp

1. Double click on the CLASSxp icon in your home folder.
2. Enter your User ID and password. This is the same as your network Username and password.
3. Open the class you need to record or view.
4. Go to "Performance" at the top of the screen.
5. Choose Class Grades.
6. Launch the "Grades" atom.
7. Find the student you are entering the grade for and **click once** on the box for the correct trimester.
8. A list of grade options will appear. Click once on the correct grade.
9. When you are done, click **SAVE** in the lower right corner.
10. When you are finished entering grades, click on **CLOSE** for each open page. When you are to the last screen Quit SASIxp by going "File" to "Quit".

STUDENT AIDES SHOULD NOT BE ENTERING GRADES