


To View Grades and enter hours for a student

- Open ClassXP and select your class just as you would for taking attendance
- If you want grades for a particular student, you will need to single click on the student's name.
- From the menu bar, select **Performance**
- Select **Student grades** to see information for just one student.

[illegible]

- Select **Class Grades** to see the entire class at one time.
 - If you select Class Grades, you will be asked if you want to see grades or progress, select grades.



Launch Class Grades atom, or Class Progress atom?

Grades Progress Cancel

- You should see a screen like this one.

005662-01, Advanced ECEC **Class Grades** [X]

Section ID	Tch#	Teacher Name	Period	Ending	Term	Room
005662-01	102	Carpenter P	01	04	S1	105-AN
Course ID	Course Title	Credit				
005662	Advanced ECEC	2.00				

Student Information			First Six Wee		Second Six V		Third Six Weeks			
Ln	Student ID	Student Name	6W1 AVG	6W1 GRD	6W2 AVG	6W2 GRD	6W3 AVG	6W3 GRD	FNL EXM	TRM1 AVG
1			55	F						
2			96	A	79	C				
3			66	F	80	C				
4			94	A	101	A				
5			89	B	76	C				
6			98	A	94	A				
7			93	A	90	B				

- To enter hours for a student, scroll across until you see the heading TRM1 HRS

005662-01, Advanced ECEC **Class Grades** [X]

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Course ID	Course Title	Credit				
005662	Advanced ECEC	2.00				

Student Information			Sixth Six Weeks				TRM1	Sixth		
Ln	Student ID	Student Name	6W5 GRD	6W6 AVG	6W6 GRD	TRM2 AVG	TRM2 GRD	TRM1 HRS	TRM2 HRS	Credits Attempt
1										2.000
2										2.000
3										2.000
4										2.000
5										2.000
6										2.000
7										2.000

- If you keep hours for students, this is where you need to enter them.