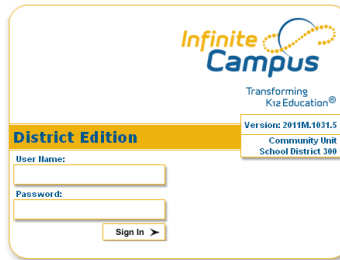


Checking Grades & Missing Assignments

1. Open up Internet Explorer and type <http://www.wcsguidance.com/grades.html> in the browser field.



2. The “User Name” is the student’s 6 digit student ID#. This number can be found on the student’s schedule or ID card.
3. The “Password” is the first letter of the student’s first name, the first letter of the student’s last name, and their birthdate (MMDDYY). Your password will be eight characters long, it will have NO spaces and all letters will be typed in lowercase.

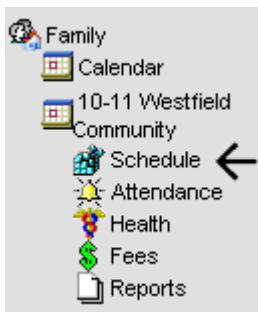
Example: A student at Westfield named Justin Bieber was born on March 1, 1994. His ID# is 642975.

This student’s User Name would be: **642975**

This student’s Password would be: **jb030194**



4. After you enter your User Name and Password click “Sign In”. On the next screen you can click “Schedule” and proceed to click on the different class names to view grades and missing assignments.



Term Term 1 (08/16/10-10/15/10)	
1	330-1 Social Studies - 8
2	320-1 General Math - 8

Grading Task Summary	
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress	
Grading Task	Terms Term 1
Mid Term	
MS Marking Period	B 85.71%

If you cannot login please send an e-mail to “portal@d300.org”.