

# **Educator Access Plus**

## **Secondary Gradebook**

### **For Teachers**



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# GRADEBOOK OVERVIEW

This manual gives you the information you'll need to perform general Gradebook tasks. These tasks include selecting a class, navigating through Gradebook screens, creating, scoring and editing assignments, setting up grade calculation methods, reporting, modifying the way that information is displayed, and posting grades.

This document is meant to be read from front to back. Some information presented early in the manual will help you as you read through later processes. Once you've read through the manual, the Table of Contents will help you quickly find specific information later.

Occasionally, Family Access and Student Access are mentioned in this manual. Family Access is a program that allows parents and students to view student information, such as Gradebook data. If configured appropriately by the District Student Coordinator, the Grading area of Family Access can display Gradebook data. Student Access allows students to view the same Gradebook information.

## Training Objectives

At the conclusion of this training, the class participant will be able to accurately perform the following:

- Select classes
- Easily navigate through the Gradebook
- Add, update, clone or delete assignments for a class
- Add, update or delete grades for an assignment
- Add, update or delete grades on an individual student
- Enter or update attendance for a class
- Verify or edit Category information
- Verify or edit Grade Mark information
- Set up semester grade calculation
- Demonstrate familiarity with Dropping Score options
- Run and analyze Gradebook reports
- Post grades
- Set up student, assignment, and grade period display options
- Demonstrate familiarity with other display options



# CLASSES

## Selecting a Class

After you log into Educator Access Plus, a navigation tree appears on the left side of the screen. If you have been given access to the Gradebook, the My Gradebook link will appear in the navigation tree below the Teacher Access folder. If the Gradebook option doesn't appear, look for a plus sign to the left of the Teacher Access folder. If a plus sign is present, click it to expand the folder. If there isn't a plus sign, or if you click the plus sign and My Gradebook still isn't an option, contact your District Student Coordinator for assistance.

A list of current classes will appear. The hyperlink "Show All Classes" will open the window for all classes taught during the school year. Selecting the "Only Show Current Classes" hyperlink will return you to the current classes view.

Sort Options: You can sort your classes in different ways by clicking on any underlined column heading hyperlink.

1. Select **My Gradebook** from the Navigation Tree.
2. A list of your classes appears on the screen. Select the "Secondary Gradebook" hyperlink next to the class you wish to work with.
3. To work with a different class, use the **Classes** dropdown. The list of your classes appears on the screen, select another class from the display list.

From this window a teacher can access, view, and print reports for all classes they teach. Simply use the **Reports for All Classes** dropdown and select the desired report. Highlight the report Template you wish to use for this report (see Reports section for information on report Templates), and click the **Print** button. This will place your report in the Print Queue for viewing/printing later or by waiting a few moments the report will display on your screen for viewing and printing.

Reports that are available through the **Reports for All Classes** dropdown option:

- Attendance
  - ✓ Attendance Summary by Class
- Gradebook
  - ✓ Grade Sheet Report
- Progress Reports
  - ✓ Progress Detail
  - ✓ Progress Summary

- Partial Progress Reports
  - ✓ Partial Progress Detail
  - ✓ Partial Progress Summary
- Class Information
  - ✓ Class Roster
- Report Cards
  - ✓ Grade Proof Sheet

# NAVIGATING

## Navigation Buttons

Several navigation icons and buttons are common in the Gradebook. Learning how to use them will make it easier to navigate quickly through the screens. Not all screens have all the buttons listed below.

### Skyward Icon

At the top left-hand corner of each screen, a blue-and-red Skyward Educator Access Plus logo appears. If you click this logo from anywhere in Gradebook, you will be returned to the Educator Access Plus Home Page that appears directly after you log in.

### Save

**Save** saves all data that you've entered since opening the current screen. There are several screens in Gradebook on which you **MUST** click **Save** before the data is saved (e.g. Assignment Entry, Score Entry, and Grade Posting).

### Back

Most screens contain a **Back** button. Use this button to move to the previous screen. **NOTE:** Using this button will act like a Cancel, if you have made changes and do not Save them prior to moving to the previous screen.

### Undo

**Undo** deletes all actions you have performed since opening the current screen or since the last time you clicked **Save** on that screen. If you don't want to save any of the information you've entered but don't want to close the screen, click **Undo**.

### Cancel

**Cancel** deletes all changes made since opening the current screen or since your last screen save, and will close the window.

### Edit

**Edit** opens a window that allows you to change information.

## **Exit**

The **Exit** button is available only from the Educator Access Plus Home Page. Clicking this button is the only way to log completely out of Educator Access Plus. The fastest way to access this button is to click the Skyward icon or the Home Page hyperlink. CAUTIONARY NOTE: Do NOT exit the system by using the “x” in the right-hand corner of your browse window. This will leave your session hanging in “cyberspace” and allow a window of opportunity for a hacker to access your data.

## **Prev**

The **Prev** button will move you to the previous record, such as the previous assignment in the list.

## **Next**

The **Next** button will move you to the next record, such as the next assignment in the list.

## **Navigation Hyperlinks**

At the top left-hand corner of some Gradebook screens are three hyperlinks: Home Page, My Gradebook, and (Gradebook) Main Screen.

### **Home Page**

This link, like the Skyward icon, returns you to the Educator Access Plus Home Page.

### **My Gradebook**

This link, like the **Classes** dropdown on the Gradebook Main Screen menu bar, returns you to the Gradebook class selection screen.

### **Main Screen**

This link returns you to the Gradebook Main Screen.

# OTHER ACCESS

By using the Other Access dropdown you can quickly see all the options for which you have security access in Educator Access Plus My Classes navigation tree. These options are available to view for the class you are currently working with.

## Discipline

Discipline access allows you to view and add discipline referrals if you have security privileges for this option.

### My Gradebook / Classes / Main Screen / Other Access Dropdown

Change the search feature to Last Name by clicking on the header hyperlink above the last name column.

1. Select the **Other Access** dropdown.
2. Select **Discipline**.
3. Search for the desired student by first name, double-click the student's name or highlight the student's name and click the **Select** button.
4. Dependent on your security privileges you may view the student's current discipline, or add new referrals.
5. To add a discipline referral, click the **Add** button.
6. Enter the following information, then click the **Save** button:
  - ✓ School
  - ✓ Officer
  - ✓ Offense
  - ✓ Location
  - ✓ Date
  - ✓ Time
  - ✓ Comment
7. To select another student, use the Student Name dropdown.
8. Select **Back** to return to the search menu, or the **Main Screen** hyperlink to return to your Gradebook.

# Report Card Posting

This feature allows you to quickly move to the Report Card Posting screen available in Educator Access Plus / My Classes where you can easily alter a grade posted for a student(s) from your Gradebook.

## My Gradebook / Classes / Main Screen / Other Access Dropdown

1. Select the **Other Access** dropdown.
2. Select **Report Card Posting**.
3. Highlight the grade for the student you wish to change, type in the corrected grade. Enter any comments for this student.
4. Repeat step #3 as necessary to complete all grade corrections.
5. Click the **Save & Back** button to save your entries and return to your Gradebook.

# Athletic Eligibility Posting

This feature allows you to quickly move to the Athletic Eligibility Posting screen where you can post grades for students who are part of an activity or athletic group. This view will only display those students who are part of an activity group that is currently open for grading.

## My Gradebook / Classes / Main Screen / Other Access Dropdown

1. Select the **Other Access** dropdown.
2. Select **Athletic Eligibility Posting**.
3. Enter grades for each student on the roster.
4. Click the **Save & Back** button to save your entries and return to your Gradebook.

# Survey

This feature allows you to quickly move to the Survey options that are open for your class for this date.

## **My Gradebook / Classes / Main Screen / Other Access Dropdown**

1. Select the **Other Access** dropdown.
2. Select **Survey**.
3. All survey questions set up for today will display. Simply fill in the appropriate information for each survey question.
4. When you have completed your survey(s), select **Save** which will return you to the EA+ Gradebook Main Screen.

# Class Messages

This feature allows you to post messages to guardians and students who have access through Family/Student Access.

## My Gradebook / Classes / Main Screen / Other Access Dropdown

The **Show All Messages** hyperlink will display any expired messages that you have previously posted to Family/Student Access.

1. Select the **Other Access** dropdown.
2. Select **Class Messages**.
3. You will be able to view and edit all messages for this class that you currently have posted to Family/Student Access.
4. To add a new class message, click **Add**.
5. Enter the following information, then select **Save**:
  1. Message Summary
  2. Message Detail
  3. Priority
  4. Display Start date
  5. Display End date
  6. Post my email address to parents viewing this message
  7. Post my email address to students viewing this message
6. Click **Back** to return to the Gradebook Main Screen.

# Test Scores

This feature allows you to view which tests a student has completed. This list simply lists the tests a student has taken, but will not display the test score information. To view test score information for your students go to [Homepage / My Students / Test Scores](#).

## **My Gradebook / Classes / Main Screen / Other Access Dropdown**

1. Select the **Other Access** dropdown.
2. Select **Test Scores**.
3. A class roster will display indicating which tests the students in this class have taken.
4. Select **Back** when you are finished viewing the information, this will return you to the Gradebook Main Screen.

**NOTE:** The student's names in this view act as a hyperlink to take you to the My Student information for this student, allowing you to view the test scores for each test the student has taken.

# ASSIGNMENTS THROUGH THE ASSIGNMENTS DROPDOWN

## Adding Assignments through the Assignment Dropdown

This option provides the capability to add assignments for a class or classes.

### My Gradebook / Classes / Main Screen / Assignments Dropdown

The Assignments List can be sorted by double-clicking on any underlined heading hyperlink. By double-clicking again you can reverse the order. This changes the display sort only in this window.

Assignment Category Codes are maintained by the school office personnel.

'Assignment Group' is reserved for future use, but may be used for additional sorting options.

'Actual Due Date' can be filled in when the final due date for the assignment is decided.

'Weight Multiplier' allows you to make an assignment have a greater, lesser, or equal value to the other assignments for the class within the category.

Optional defaulted entries:

- Post to Family Access
- Post to Student Access

9. Select the **Assignments** dropdown.
10. Select **Add Assignment**.
11. Select the desired Category group.
12. Enter the Assignment 'Description'.
13. Enter 'Assign Date' (date assignment given to students).
14. Enter 'Proposed Due Date' (anticipated due date for assignment).
15. Enter the 'Max Score' (the highest possible score students can receive for the assignment).
16. Check the box to the left of any class(es) that will be using the same assignment information.
17. Select **Save**.
18. Repeat steps 1-9 to add additional assignments.

# Changing Assignments through the Assignments Dropdown

This option provides the capability to change information for an assignment.

## My Gradebook / Classes / Main Screen / Assignments Dropdown

1. Select the **Assignments** dropdown
2. Select **List Assignments**.
3. Highlight the assignment you wish to change, select **Edit**.
4. Modify the assignment information as needed, select **Save**.
5. Select **Back** to return to the Gradebook Main Screen.

# Cloning Assignments through the Assignments Dropdown

After you've created an assignment in the Gradebook, you can clone the assignment to other classes that you teach. You can also clone an assignment to the same class.

## My Gradebook / Classes / Main Screen / Assignments Dropdown

1. Select **Assignments** dropdown.
2. Select **List Assignments**.
3. Highlight the assignment you wish to clone, select **Clone**.
4. Modify the assignment information as needed.
5. Check the box to the left of any class(es) that will be using the cloned assignment information.
6. Select **Save**.
7. Select **Back** to return to the Gradebook Main Screen.

# Deleting Assignments through the Assignments Dropdown

This option provides the capability to delete an assignment.

## My Gradebook / Classes / Main Screen / Assignments Dropdown

CAUTIONARY NOTE:  
Gradebook WILL allow you to delete an assignment that has been scored. It will not alert you to the fact that scores are present before you delete this assignment.

1. Select **Assignments** dropdown.
2. Select **List Assignments**.
3. Highlight the assignment you wish to remove, select **Delete**.
4. A question, “Are you sure you want to delete assignment xxxxxx on nn/nn/nnnn for category xxx? (OK) Delete this assignment and return to the Assignment List screen. (Cancel) Do not delete this assignment and return to the Assignment List screen.” will display, select **OK** or **Cancel**.
5. Select **Back** to return to the Gradebook Main Screen.

# Score Entry through the Assignments Dropdown

This option provides the capability to quickly enter scores for individuals on an assignment.

## My Gradebook / Classes / Main Screen / Assignments Dropdown

You can tab through the score columns or select Enter after each score to move down the score column.

Entering past a student score field will leave an \* in that box.

Available codes for the Special Code column will be listed in a legend box in the right-hand corner of the screen.

“No Count” prevents the assignment from being counted in the term or semester grade for that student. “Missing” causes a Missing code to appear in Family Access next to the assignment, but doesn’t affect how the assignment is calculated in the term or semester grade. An assignment with a score will count toward the student’s grade even if the Missing box is checked.

Use the “Mark un-scored as 0 and Missing” button to fill in 0’s for un-scored students.

The comment column is a free form text field that will hold up to 30 characters.

The teacher has the capability of moving through the assignments using the Prev/Next buttons to add, edit, and/or delete assignments scores and comments.

1. Select **Assignments** dropdown.
2. Select **List Assignments**.
3. Highlight the assignment for which you want to enter scores, select **Score Entry**.
4. Click in the row of the student for which you wish to add a score, type in the score.
5. When you are finished with all score entry, select **Save**.
6. Select **Back** to return to the Gradebook Main Screen.

# Mass Assign Scores through the Assignments Dropdown

This option provides the capability to mass assign scores for all students on an assignment.

## My Gradebook / Classes / Main Screen / Assignments Dropdown

### Mass Assign Options:

- Assign All Scores a specified score
- Adjust All Scores by “n” points
- Remove All Scores
- Set All to No Count
- Remove All No Count
- Remove All Missing

Use the “Mark un-scored as 0 and Missing” button to fill in 0’s for un-scored students.

Entering past a student score field will leave an \* in that box.

“No Count” prevents the assignment from being counted in the term or semester grade for that student. “Missing” causes a Missing code to appear in Family Access next to the assignment, but doesn’t affect how the assignment is calculated in the term or semester grade. An assignment with a score will count toward the student’s grade even if the Missing box is checked.

The comment column is a free form text field that will hold up to 30 characters.

The teacher has the capability of moving through the assignments using the Prev/Next buttons to add, edit, and/or delete assignments scores and comments.

1. Select **Assignments** dropdown.
2. Select **List Assignments**.
3. Highlight the assignment for which you want to enter scores, select **Mass Assign Scr.**
4. Select the Mass Assign Option you wish to use.
5. Enter appropriate data, if needed, select **Apply**.
6. When you are finished with all score entry, select **Save**.
7. Select **Back** to return to the Gradebook Main Screen.

# ASSIGNMENTS THROUGH THE GRADEBOOK MAIN SCREEN

## Adding Assignments through an Assignment

This option provides the capability to add assignments for a class or classes.

### My Gradebook / Classes / Main Screen

In this mode, the teacher has the capability of moving through the assignments using the Prev/Next buttons to add, edit, clone, and delete assignments, or add assignment scores.

Assignment Category Codes are maintained by the school office personnel.

'Assignment Group' is reserved for future use, but may be used for additional sorting options.

'Actual Due Date' can be filled in when the final due date for the assignment is decided.

'Weight Multiplier' allows you to make an assignment have a greater, lesser, or equal value to the other assignments for the class within the category.

Optional defaulted entries:

- Post to Family Access
- Post to Student Access

The teacher has the option to show the assignment score as a score, a check, a percentage, or a grade mark.

The teacher can also "Show Comments" on the Gradebook Main Screen, if desired.

1. Click on any Assignment Header hyperlink (there must be at least one previously created assignment to use this method).
2. Select **Add**.
3. Select the desired Category group.
4. Enter the Assignment 'Description'.
5. Enter 'Assign Date' (date assignment given to students).
6. Enter 'Proposed Due Date' (anticipated due date for assignment).
7. Enter the 'Max Score' (the highest possible score students can receive for the assignment).
8. Check the box to the left of any class(es) that will be using the same assignment information.
9. Select **Save**.
10. Select **Back** to return to the Gradebook Main Screen.
11. Repeat steps 1-10 to add additional assignments.

# Changing Assignments through an Assignment

This option provides the capability to change information for an assignment.

## My Gradebook / Classes / Main Screen

In this mode, the teacher has the capability of moving through the assignments using the Prev/Next buttons to add, edit, clone, and delete assignments, or add assignment scores.

The teacher has the option to show the assignment score as a score, a check, a percentage, or a grade mark.

The teacher can also “Show Comments” on the Main Gradebook window, if desired.

1. Select **Edit** to edit this assignment.
2. Modify this assignment information as needed, select **Save**.
3. Select **Back** to return to the Gradebook Main Screen.

# Cloning Assignments through an Assignment

After you've created an assignment in the Gradebook, you can clone the assignment to other classes that you teach. You can also clone an assignment to the same class.

## My Gradebook / Classes / Main Screen

In this mode, the teacher has the capability of moving through the assignments using the Prev/Next buttons to add, edit, clone, and delete assignments, or add assignment scores.

The teacher has the option to show the assignment score as a score, a check, a percentage, or a grade mark.

The teacher can also "Show Comments" on the Main EA+ Gradebook window, if desired.

1. Select **Clone** to clone this assignment.
2. Modify the assignment information as needed.
3. Check the box to the left of any class(es) that will be using the cloned assignment information.
4. Select **Save**.
5. Select **Back** to return to the Gradebook Main Screen.

# Deleting Assignments through an Assignment

This option provides the capability to delete an assignment.

## My Gradebook / Classes / Main Screen

In this mode, the teacher has the capability of moving through the assignments using the Prev/Next buttons to add, edit, clone, and delete assignments, or add assignment scores.

**CAUTIONARY NOTE:**  
Gradebook WILL allow you to delete an assignment that has been scored. It will not alert you to the fact that scores are present before you delete this assignment.

The teacher has the option to show the assignment score as a score, a check, a percentage, or a grade mark.

The teacher can also “Show Comments” on the Gradebook Main Screen, if desired.

1. Select **Delete** to delete this assignment.
2. A question, “Are you sure you want to delete assignment xxxxxx on nn/nn/nxxx for category xxx? (OK) Delete this assignment and return to the main Gradebook screen. (Cancel) Do not delete this assignment and return to the Assignment Detail screen.” will display, select **OK** or **Cancel**.

# Score Entry through an Assignment

This option provides the capability to quickly enter scores for individuals on an assignment.

## My Gradebook / Classes / Main Screen

You can tab through the score columns or click Enter after each score to move down the score column.

Entering past a student score field will leave an \* in that box.

Available codes for the Special Code column will be listed in a legend box in the right-hand corner of the screen.

“No Count” prevents the assignment from being counted in the term or semester grade for that student. “Missing” causes a Missing code to appear in Family Access next to the assignment, but doesn’t affect how the assignment is calculated in the term or semester grade. An assignment with a score will count toward the student’s grade even if the Missing box is checked.

Use the “Mark un-scored as 0 and Missing” button to fill in 0’s for un-scored students.

The comment column is a free form text field that will hold up to 30 characters.

The teacher has the capability of moving through the assignments using the Prev/Next buttons to add, edit, and/or delete assignments scores and comments.

1. Click on the Assignment Header hyperlink you wish to enter scores for, select **Score Entry – OR** – double-click an asterisk (\*) in a score cell of the column you wish to score.
2. Click in the row for the student that you wish to add a score for, type in the score.
3. When you are finished with all score entry, select **Save** which will return you to the Gradebook Main Screen.

# Mass Assign Scores through an Assignment

This option provides the capability to mass assign scores for all students on an assignment.

## My Gradebook / Classes / Main Screen

### Mass Assign Options:

- Assign All Scores a specified score
- Adjust All Scores by “n” points
- Remove All Scores
- Set All to No Count
- Remove All No Count
- Remove All Missing

Use the “Mark un-scored as 0 and Missing” button to fill in 0’s for un-scored students.

Entering past a student score field will leave an \* in that box.

“No Count” prevents the assignment from being counted in the term or semester grade for that student. “Missing” causes a Missing code to appear in Family Access next to the assignment, but doesn’t affect how the assignment is calculated in the term or semester grade. An assignment with a score will count toward the student’s grade even if the Missing box is checked.

The comment column is a free form text field that will hold up to 30 characters.

The teacher has the capability of moving through the assignments using the Prev/Next buttons to add, edit, and/or delete assignments scores and comments.

1. Click on the Assignment Header hyperlink you wish to enter scores for, select **Mass Assign Scr.**
2. Select the Mass Assign Option you wish to use.
3. Enter appropriate data, if needed, select **Apply.**
4. When you are finished with all score entry, select **Save** which will return you to the Gradebook Main Screen.

# QUICK SCORING

This option provides the capability to enter scores for any student(s) and assignments directly from the Main Screen.

## My Gradebook / Classes / Main Screen / Quick Scoring

Entering past a student score field will leave an \* in that box.

Double-clicking in a student's assignment cell OR selecting **Show 'Cell' Details'** with your cursor in the appropriate cell will bring up a window to allow the teacher to enter Special Code, No Count, Missing designators or a Comment on this assignment score.

"No Count" prevents the assignment from being counted in the term or semester grade for that student. "Missing" causes a Missing code to appear in Family Access next to the assignment, but doesn't affect how the assignment is calculated in the term or semester grade. An assignment with a score will count toward the student's grade even if the Missing box is checked.

**Save** will save the data entered since entering Quick Scoring or since the last Save.

**Save and Back** will save the entered data and return you to the Gradebook Main Screen.

Click **Quick Scoring**.

Enter appropriate data in student and assignment cells, select **Save** or **Save and Back**.



# ATTENDANCE

You can take attendance in EA+ Gradebook by using the **Attendance** dropdown on the Main Screen menu bar; you can also click the underlined date hyperlink in the attendance column header to the right of the student name list. Selecting from either of these areas takes you to the Educator Access Plus Attendance Entry screen.

Once you have taken attendance or if the office has entered attendance for a student, the Absence or Tardy information will appear in the 'Atnd Taken' column in Gradebook to the right of the student's name. This area will also display Do Not Admit information if that feature has been enabled by your District Student Coordinator.

# Attendance Using the Attendance Date Hyperlink

## My Gradebook / Classes / Main Screen / Attendance Date Hyperlink

This option will display in a list view by name.

Alert information will display in a column to the left of the student's name. Click the 'Alert Legend' hyperlink to determine the type of alert. Double-click the alert box to view additional information for each student's specific alert.

The past three weeks of attendance data will display to the right of the student's current day's attendance information. Columns for Absent and/or Tardy count will also display between the current date and prior weeks' attendance data if activated by your district.

If you need to return to the Attendance Entry option to edit information, your previously saved attendance will appear in green. Any new changes will appear in red.

If attendance information has been entered by the office for a student, you will not be able to overwrite it. If changes need to be done for this student, they will have to be done through the office.

1. Click the Date hyperlink in the Atnd column.
2. Enter absence and tardy information for all students, entered information will display in red showing changes to the screen.
3. When you are finished with all attendance entry, select **Save** which will return you to the Gradebook Main Screen.
4. Any entered data will now display in the Atnd Taken column on the Gradebook Main Screen.

# Attendance by Name Using the Attendance Dropdown

## My Gradebook / Classes / Main Screen / Attendance Dropdown

This option will display in a list view by name.

Alert information will display in a column to the left of the student's name. Click the 'Alert Legend' hyperlink to determine the type of alert. Double-click the alert box to view additional information for each student's specific alert.

The past three weeks of attendance data will display to the right of the student's current day's attendance information. Columns for Absent and/or Tardy count will also display between the current date and prior weeks' attendance data if activated by your district.

If you need to return to the Attendance Entry option to edit information, your previously saved attendance will appear in green. Any new changes will appear in red.

If attendance information has been entered by the office for a student, you will not be able to overwrite it. If changes need to be done for this student, they will have to be done through the office.

1. Click the **Attendance** dropdown.
2. Select 'Take Daily Attendance – by Name'.
3. Enter absence and tardy information for all students, entered information will display in red showing changes to the screen.
4. When you are finished with all attendance entry, select **Save** which will return you to the Gradebook Main Screen.
5. Any entered data will now display in the Atnd Taken column on the Gradebook Main Screen.

# Attendance by Seating Chart Using the Attendance Dropdown

## My Gradebook / Classes / Main Screen / Attendance Dropdown

This option will display in a seating chart view (see Assign Seats for Seating Chart section for instructions on how to set up your seating chart).

Alert information will display under the student's name and attendance dropdown box. Click the 'Alert Legend' hyperlink to determine the type of alert. Double-click the alert box to view additional information for each student's specific alert.

Select the hyperlink 'Show Pictures', if pictures are loaded for your Entity. Pictures will display above each student's name. 'Hide Pictures' will then turn this feature off.

The 'Printer Friendly Listing' will open the seating chart in a separate browser window in a printer friendly format.

If you need to return to the Attendance Entry option to edit information, your previously saved attendance will appear in green. Any new changes will appear in red.

If attendance information has been entered by the office for a student, you will not be able to overwrite it. If changes need to be done for this student, they will have to be done through the office.

1. Click the **Attendance** dropdown.
2. Select 'Take Daily Attendance – by Seating Chart'.
3. Enter absence and tardy information for all students by using the dropdown options underneath each student's name, entered information will display in red showing changes to the screen.
4. When you are finished with all attendance entry, select **Save** which will return you to the Gradebook Main Screen.
5. Any entered data will now display in the Atnd Taken column on the Gradebook Main Screen.

# Take Survey Using the Attendance Dropdown

## My Gradebook / Classes / Main Screen / Attendance Dropdown

If you need to return to the 'Take Survey' option to edit information, your previously saved responses will appear in green. Any new changes will appear in red.

1. Click the **Attendance** dropdown.
2. Select 'Take Survey'.
3. All survey questions set up for today will display. Simply fill in the appropriate information for each survey question.
4. When you have completed your survey(s), select **Save** which will return you to the Gradebook Main Screen.

# Assign Seats for Seating Chart Using the Attendance Dropdown

## My Gradebook / Classes / Main Screen / Attendance Dropdown

Pictures can be displayed in this window by selecting the 'Show Pictures' hyperlink. This option can then be turned off by selecting the 'Hide Pictures' hyperlink.

If a student has been selected by mistake, simply select the **Unselect** button underneath their name to cancel the move.

Once seats are assigned you have the option to sort students in your Gradebook Main Screen by the 'Student's Assigned Seat' in the Student Display options.

1. Click the **Attendance** dropdown.
2. Select 'Assign Seats for Seating Chart'.
3. Select the 'Number Of Rows' and 'Number of Seats Per Row' options, click **Refresh**.
4. Click the **Select** button underneath a student's name to move that student to a new location, then click a **Swap Seats – OR – Fill Seat** button to move this student to the new location in the seating chart.

### Auto Assign Seats:

5. Select the 'Clear Seating Chart' hyperlink. All student will be moved to an 'Unassigned Seats' column.
6. You now have the option to fill the seats manually by using the **Select** button for each student and moving them into a **Fill Seat** location.
- OR -
7. Use the 'Auto Assign Seats:' dropdown to process the Auto Assign function: by First Name, by Last Name, or at Random.
8. Select the **Process** button.
9. Select **Save** when you are finished to return you to the Gradebook Main Screen.

# View Alert Legend Using the Attendance Dropdown

## My Gradebook / Classes / Main Screen / Attendance Dropdown

The Alert boxes will display to the left of the student's name in the Attendance by Name option, or underneath the student's name in the Attendance by Seating Chart option.

1. Click the **Attendance** dropdown.
2. Select 'View Alert Legend'.
3. A separate window will display identifying the different colored alerts and the purpose of each one.
4. When you have completed viewing the Alert Legend, select **Close** which will return you to the Gradebook Main Screen.



# GRADE CALCULATIONS

If given the appropriate security by your District Student Coordinator, you can determine how term and semester grades will be calculated. If any features discussed in this section don't appear in your Gradebook, you may need to discuss your District's security policies with and be assigned additional security by the District Student Coordinator.

## Categories

As discussed in the section Adding an Assignment, a Category must be added to an assignment when the assignment is created. Categories can be weighted or unweighted. When a Category is weighted, assignments that are attached to it can be weighted more heavily than assignments attached to another Category. For example, if a teacher wants Homework assignments to count more heavily toward the term grade than Participation assignments, the teacher can use the Categories feature in Gradebook to weight the Category of Homework 60% and the Category of Participation 40%. These percentages can be attached to Categories even after assignments have been scored.

**NOTE:** Changes made to Category percentages will cause current grades to be recalculated, and will affect any prior calculated term or semester grade in the Gradebook. However, the changes won't affect any posted grades unless the grading period is open and the grades are reposted after the change has occurred (see the section Posting Grades).

### My Gradebook / Classes / Main Screen / Categories

#### Score Method Options:

- Use total points to calculate score (causes the term grade to be based on total points earned divided by total points possible)
- Base score on percents assigned to categories (causes the term grade to be based on Category weights)

A Category cannot be deselected once it is used in the creation of an Assignment.

Category selections affect all sections that you teach of this class. These sections will display at the bottom of this window.

Weighted values can total more than 100%.

1. Select **Categories**.
2. Select **Edit**.
3. Select a Score Method.
4. Select which Categories you wish to use for all sections of this course by putting a checkmark in the Use column to the right of the Category Description. Unchecking a Category will deselect this category and no longer allow you to use it when creating an Assignment.
5. If using weighted Categories, assign the percent of weight to each Category.
6. Select **Save** when you have finished all selections.
7. Select **Back** to return to the Gradebook Main Screen.

# Grade Marks

Grade Marks are letter grades assigned to percentage ranges. For example, a Grade Mark of “A” may be assigned to the percentage range of 100% - 95%. Gradebook allows you to determine the percentage ranges that will be assigned to a Grade Mark. These changes can be made even after the assignment scores have been added and term grades calculated.

NOTE: Changes made to Grade Mark percentages will cause current grades to be recalculated, and will affect any prior calculated term or semester grade in the Gradebook. However, the changes won't affect any posted grades unless the grading period is open and the grades are reposted after the changes are saved (see the section Posting Grades).

## My Gradebook / Classes / Main Screen / Grade Marks

A Grade Mark cannot be zeroed out. If you choose not to use a specific Grade Mark, contact your District Student Administrator to remove it from your list.

Grade Mark ranges affect all sections that you teach of this class. These sections will display at the bottom of this window.

If allowed by your District, the Grade Mark ranges can expand to more than 100%.

1. Select **Grade Marks**.
2. Select **Edit**.
3. Update ranges for each Grade Mark as desired.
4. Select **Save** when you have finished all selections.
5. Select **Back** to return to the Gradebook Main Screen.

# Term Grade Calculation

Teachers often want a term grade to be based on assignment scores earned in that term only. However, many teachers prefer a term grade to be based on both the assignment scores in that term *and* all previous terms in the semester. Gradebook allows you to decide whether the term grade will be based on only assignment scores in that term, or on assignment scores in that term and previous terms of the semester.

NOTE: This option will only appear if the District Student Coordinator has selected “Allow Override of Grade Period Start Dates” in the Gradebook Setup. If this selection is not made at the District level, this option will NOT appear under the Term hyperlink and the terms will calculate independently of each other, and will NOT cumulate scores from term to term.

## My Gradebook / Classes / Main Screen

The hyperlink for the first term in a semester will not have the option to include previous terms’ assignments, of course, because there are no previous terms. The first term hyperlink WILL have the option to cumulate if you are using midterm grades.

Check the “Use Cumulative Grading. . .” option only if you wish to base this term’s grade on all previous assignments in the preceding terms. Once you check the box, notice that the beginning date in the Term dates field changes from the first day of the *term* to the first day of the *semester*.

1. Select the Term hyperlink in the heading of the term grade column you wish to affect.
2. Select how you want to View “Term” Score as: option.
3. Check the box next to “Use Cumulative Grading for this term” option, if desired.
4. Select **Save** when you have finished all selections to return to the Gradebook Main Screen.

# Semester Grade Calculation

You can decide whether your Gradebook calculates the semester grade based on a calculated percent of each term grade or on a cumulative total of all assignments in the semester.

*Weighted Term Grades:* Checking this option causes the semester score to be calculated based on your weighted values of the term grades. For example using weights of 50% for each term, if a student earns 78% for Term 1 and 88% for Term 2, the Semester 1 grade will be an average of the two terms: 83%. If this is how you want the semester grade calculated, check the box and fill in the percent totals for each term in the Percent fields that appear after checking the box.

*Cumulated Assignment Scores for all terms:* Checking this option will cause the semester grade to be calculated using the term assignments rather than the term grades. If the term grade is set to Use Total Points to Calculate the Score (see Categories section) the semester score will be a simple calculation of total points earned divided by total points possible. If the term grade is set to Base Score on Percents Assigned to Categories, the semester grade will be calculated using these Category percentages.

The date range that the semester grade is based on appears below the maroon Calculation Option Setup bar. If you are using a Final Exam or Semester Exam, which must be set up by the District Student Coordinator, fill in the Cumulative Assignment Score percent and Exam percent appropriately.

NOTE: The District has the preference to disallow this option for a teacher. If your District has made this choice for you, when you select the Semester hyperlink you will be able to view the settings that have been made, but will not be allowed to change them.

## My Gradebook / Classes / Main Screen

1. Select the Semester hyperlink in the heading of the semester grade column you wish to affect.
2. Select how you want to View Semester Score as: option.
3. Check the box next to Weighted Term Grades OR Cumulated Assignment Scores for all terms.
4. If Weighted Term Grades was selected above, fill in the percent of weight value for each term in the semester.
5. Select **Save** when you have finished all selections to return to the Gradebook Main Screen.

# Dropping the Lowest Assignment Score

At any point in the term, you can choose to drop the assignment score that most negatively affects a grade. This drop can be performed for a single student or all students, and can be applied to a single assignment or all assignments. There are two features that allow you to do this: Drop Lowest Score and Advanced Drop Lowest Score.

## Drop Lowest Score Option

### My Gradebook / Classes / Main Screen / Display Options Dropdown

When a score is dropped, the Special Code of AD (Automatic Drop) appears in the assignment score cell for that assignment.

1. Select **Display Options** dropdown.
2. Select Drop Lowest Score.
3. Select the 'Drop Lowest Score' hyperlink for the Grade Period that this drop will affect.
4. Place a checkmark next to the name(s) of any student(s) whose assignments should be included in this drop process. Select **Next**.
5. Place a checkmark next to the Categories and Assignments you wish to be included in this drop process. Select **Next**.
6. Place a checkmark next to the Special Codes you wish to be included in this drop process. Select **Next**.
7. Verify the students and assignments that will be included in this drop process. Select **Process Drops**.

When the process is complete, you will be returned to the first drop screen. An Undo Drop Lowest Score hyperlink now appears across from the term whose lowest scores you processed. This hyperlink allows you to undo the most recent drop score process for the term. To undo the drop click the hyperlink, select all students whose drop should be undone, then select **Process Undrops**.

# Advanced Drop Lowest Score Option

The Advanced Drop Lowest Score option works exactly as the Drop Lowest Score option (above), with one significant difference: whereas the Drop Lowest Score options allows you to drop only the lowest score for a student, the Advanced Drop Lowest Score option allows you to drop multiple low scores for a student.

## My Gradebook / Classes / Main Screen / Display Options Dropdown

When a score is dropped, the Special Code of AD (Automatic Drop) appears in the assignment score cell for that assignment.

1. Select **Display Options** dropdown.
2. Select Advanced Drop Lowest Score.
3. Select the 'Advanced Drop Lowest Score' hyperlink for the Grade Period that this drop will affect.
4. Place a checkmark next to the name(s) of any student(s) whose assignments should be included in this drop process. Select **Next**.
5. 'Select the number of scores to drop:' from the dropdown box in the header table.
6. Select the number of scores to drop, then place a checkmark next to the Categories and Assignments you wish to be included in this drop process. Select **Next**.
7. Place a checkmark next to the Special Codes you wish to be included in this drop process. Select **Next**.
8. Verify the students and assignments that will be included in this drop process. Select **Process Drops**.

When the process is complete, you will be returned to the first drop screen. An Undo Drop Lowest Score hyperlink now appears across from the term whose lowest scores you processed. This hyperlink allows you to undo the most recent drop score process for the term. To undo the drop click the hyperlink, select all students whose drop should be undone, then select **Process Undrops**.

You will also have the capability of running this process again, even if you have not completed the Undo Drop Lowest Score process to drop additional scores for this Grade Period.

# POSTING GRADES

You can post grades from the Gradebook if the current day and time falls within a Grading Period Input date and time range, which is set up by your Entity's office staff. If today's date and time does not fall within a Grading Period Input date and time range, you will be able to view previously posted grades (if applicable), but won't be able to post grades.

## My Gradebook / Classes / Main Screen / Post Grades

When the Post Grades window opens you will be able to see the current and any Previous Grade Periods for this class.

NOTE: If any students have dropped the course and you wish to post grades for them, click the Show Dropped Students hyperlink at the top of the screen. The link will appear only if there are dropped students for the course.

To view your school's Comment Codes, select the View Comment Codes hyperlink at the top of the screen.

Free Form comments field is 42 characters long.

1. Select **Post Grades**.
2. Confirm the Grading Period information for which you are posting grade, then select the Post Grades hyperlink.
3. Verify the grades to be posted.
4. Add Comment Codes and Free Form comments (if applicable).
5. Select **Save** to post the grades and comments. If you don't wish to post grades at this point, select **Cancel**.

During this process, you cannot change grades. To change a grade, you must return to the EA+ Gradebook Main Screen and change assignment scores. If you posted grades previously for this Grading Period and a grade has changed, it will appear in red while the previously posted grades will appear in green.

A second way to change a grade is to use the **Other Access** dropdown and select Report Card Posting (this option is discussed in the Other Access section of this document). This method must be used with caution, as the posted grades will no longer match the student's recorded grade in the Gradebook.



# REPORTING

Gradebook allows you to run reports for all your classes, a single class, a single student, or a single assignment. You can select the term(s) or date range to report on and can choose many of the data elements that appear on the report.

Gradebook uses Adobe Acrobat to generate reports. The reports are PDF files, and may take several seconds to generate. After a report is generated, you may save it to a disk, print it, or close the report by clicking the X in the upper-right corner of the report; closing the report will not close Educator Access Plus or Gradebook. If the report has multiple pages, you can navigate through the pages using the blue right and left arrow buttons at the bottom of the report screen. The following section discusses each Gradebook report.

# Report Templates

Report templates allow you to quickly pick a set of established parameters to run a report. This saves you from having to pick the desired parameters each time you wish to run the report. Skyward has provided you with some standard templates for each report, but you can also create your own.

## My Gradebook / Classes / Main Screen / Reports Dropdown

Options within the Report Templates are:

Print

Back (to return to Gradebook)

Add a new Template

View parameters of (highlighted) Template

Clone Template

Select Different Students

Select Different Classes (appears for multi-class reports)

If you have created your own templates, new options appear when you highlight one of your templates:

- Rename Template
- Modify parameters of Template
- Delete Template

1. Select the **Reports** dropdown.
  2. Select the Report name you wish to run.
  3. Highlight one of the report templates, then select **Print**.
- OR -
4. Select **Add a new Template** button.
  5. Fill in a Sequence # and Report Template Name, click **Save**.
  6. Select the parameters you wish to display on this report, click **Save**.
  7. You can now use this report template to view and print these parameters when you choose this report.

# Running Reports Using the Reports Dropdown

## Grade Sheet Report

The Grade Sheet Report's primary purpose is to display assignment scores in a grid format. This report can also be used to mimic a traditional Gradebook by printing a sheet that lists the students on the left and an empty grid across the page. You have the option to select different templates with different size fonts – from 10 pt to 14 pt font size.

### My Gradebook / Classes / Main Screen / Reports Dropdown

This report also has the option to **Export to Excel**. Highlight the desired report template, click **Export to Excel** to export the desired information into an Excel spreadsheet.

1. Select Grade Sheet Report from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. If desired, **Select Different Students** or **Select Different Classes** to select which students and classes will be displayed in this report.
4. Select **Print**.
5. After viewing and/or printing the report, use the “X” in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

The **Export to Excel** button on the Gradebook Main Screen completes the same function as selecting the **Reports** dropdown and selecting the Grade Sheet Report, however it only allows for the export to Excel feature, not running to the screen or a printed report.

# Assignment Listing – By Student

The Assignment Listing Report displays student assignments and sorts them based on due date.

This report differs from other reports in that it provides an easy way to view all assignments, completed assignments only, or missing assignments only. To do this, use or create a template that uses the All, Completed, or Missing option button in the upper-right corner of the Assignments area. Each of these three viewing selections causes the Options area to display different choices:

*All:*

- Display Assignment Average Score
- Display No Count Assignments
- Display Student Assignment Comments
- Display Missing Assignment Indicator and Reason
- Show Signature Line

*Completed:*

- Display Assignment Average Score
- Display No Count Assignments
- Display Student Assignment Comments
- Show Signature Line

*Missing:*

- Display Assignment Average Score
- Display No Count Assignments
- Display Student Assignment Comments
- Display Each Student on a Separate Page
- Exclude Students with No Missing Assignments
- Show Signature Line

## My Gradebook / Classes / Main Screen / Reports Dropdown

Select Assignment Listing – By Student from the **Reports** dropdown.

Highlight the Report Template you wish to use.

If desired, **Select Different Students** to select which students from this class will be displayed in this report.

Select **Print**.

After viewing and/or printing the report, use the “X” in the corner of the Adobe Acrobat Reader window to close the report.

Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Assignment Master Report

The Assignment Master Report allows you to print your assignment list information for a specific term or Date Range sorted in different ways:

Sort Assignments by:

Term, Category, Due Date

Category, Due Date

Due Date

Sort Sequence:

Descending

Ascending

## **My Gradebook / Classes / Main Screen / Reports Dropdown**

Select Assignment Master Report from the **Reports** dropdown.

Highlight the Report Template you wish to use.

Select **Print**.

After viewing and/or printing the report, use the “X” in the corner of the Adobe Acrobat Reader window to close the report.

Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Missing Assignments Report

This report allows you to quickly view missing assignments for all students or selected students. It will print a report page for all selected students whether or not they have missing assignments, but the report page will be blank for any student with no missing assignments.

The report considers an assignment missing if the due date has passed and the assignment is not graded or if the Missing box is checked on the Score Entry screen. If the Missing box is checked, an assignment is considered missing even if it has received a score.

The options available on this report are available on the Assignment Listing report when the Missing report radio button selection is checked.

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select Missing Assignments from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. If desired, **Select Different Students** to select which students from this class will be displayed in this report.
4. Select **Print**.
5. After viewing and/or printing the report, use the “X” in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Email Progress Report

The purpose of this report is to email a Progress Detail Reports to parents/guardians displaying student assignment scores by Category and providing totals for each Category. A parent can quickly see how a student is doing on homework assignments, tests or quizzes. This report also includes the student's current term grade.

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select Email Progress Report from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. Select **Create Emails**.
4. Place a checkmark next to the students whose guardian you wish to email a report, select **Next**.
5. Place a checkmark next to the options you wish use for this report, enter a text for the email, click **Process Emails**.
7. You will be able to view a report indicating which parents/guardians were sent a Progress Report email, after viewing and/or printing this report use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# View Emailed Report

The report allows you to see the status, date, and time of created Email Progress Reports. It will also display the guardians e-mail address, the status of the emailed progress report, and the ability to view the attachment (actual emailed Progress Report).

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select View Emailed Report from the **Reports** dropdown.
2. Highlight an entry and click the **View** button for additional information.
3. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Progress Detail

The Progress Detail Report's primary purpose is to display student assignment scores by Category and to provide totals for each Category. A teacher, student, or parent can quickly see how a student is doing on homework assignments, tests or quizzes. This report also includes the student's current term grade.

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select Progress Detail from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. If desired, **Select Different Students** or **Select Different Classes** to select which students and classes will be displayed in this report.
4. Select **Print**.
5. After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Progress Summary

The Progress Summary Report displays elements of the Progress Detail report, including total points earned, total points possible, and the student's cumulative grade for the term, semester, or date range selected. If you choose to view the report for all students, all students will print on a single page (unless the number of students in the class exceeds the space on the report page).

Unlike the Progress Detail Report, this report allows you to display students in random order using the option Display Students in Random Order. You can display this report in your class and increase the likelihood of student anonymity by choosing not to display students' names on the report and instead choosing to display Student ID, and also choosing to display the students in random order.

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select Progress Summary from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. If desired, **Select Different Students** or **Select Different Classes** to select which students and classes will be displayed in this report.
4. Select **Print**.
5. After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Multi-Class Progress Report

The Multi-Class Progress Report displays Gradebook elements for each student by Category, including total points earned, total points possible, and the student's cumulative grade for the Grading Period selected. If you choose to view the report for all classes, each student will print on a single page displaying information for each of your classes the student is registered for.

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select Multi-Class Progress Report from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. If desired, **Select Different Students** to select which students will be displayed on this report.
4. Select **Print**.
5. After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Partial Progress Detail

The Partial Progress Detail Report's primary purpose is to display student assignment scores by Category and to provide totals for each Category for recent assignment activity. Parameters allow you to select the previous week, up to the previous 4 weeks, or a specific date range. A teacher, student, or parent can quickly see how a student is doing on homework assignments, tests or quizzes. This report includes the student's current grade for this selected date range only!

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select Partial Progress Detail from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. If desired, **Select Different Students** or **Select Different Classes** to select which students and classes will be displayed in this report.
4. Select **Print**.
5. After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Partial Progress Summary

The Partial Progress Summary report displays elements of the Progress Detail report, including total points earned, total points possible, and the student's grade for recent assignment activity. Parameters allow you to select the previous week, up to the previous 4 weeks, or a specific date range. This report includes the student's current grade for this selected date range only! If you choose to view the report for all students, all students will print on a single page (unless the number of students in the class exceeds the space on the report page).

Unlike the Progress Detail Report, this report allows you to display students in random order using the option Display Students in Random Order. You can display this report in your class and increase the likelihood of student anonymity by choosing not to display students' names on the report and instead choosing to display Student ID, and also choosing to display the students in random order.

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select Partial Progress Summary from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. If desired, **Select Different Students** or **Select Different Classes** to select which students and classes will be displayed in this report.
4. Select **Print**.
5. After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Partial Multi-Class Progress Report

The Multi-Class Progress Report displays Gradebook elements for each student by Category, including total points earned, total points possible, and the student's grade for recent assignment activity. Parameters allow you to select the previous week, up to the previous 4 weeks, or a specific date range. This report includes the student's current grade for this selected date range only! If you choose to view the report for all classes, each student will print on a single page displaying information for each of your classes the student is registered for.

## My Gradebook / Classes / Main Screen / Reports Dropdown

1. Select Multi-Class Progress Report from the **Reports** dropdown.
2. Highlight the Report Template you wish to use.
3. If desired, **Select Different Students** to select which students will be displayed on this report.
4. Select **Print**.
5. After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
6. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Export to Excel

This new button works the same as the Grade Sheet Report functionality, however only allows for export to Excel, not allowing to run to the screen. The Grade Sheet Report's primary purpose is to display assignment scores in a grid format. This report can also be used to mimic a traditional Gradebook by exporting a sheet that lists the students on the left and assignment information in a grid format across the page.

## **My Gradebook / Classes / Main Screen / Export to Excel**

1. Select the **Export to Excel** button.
2. Highlight the Report Template you wish to use.
3. Select **Export to Excel**.
4. Click the **Back to Gradebook** button to return to the Gradebook Main Screen.

# Running Reports for Individual Students

Report can be run for individual students in two ways: by using the **Select Different Students** button when running reports from the **Reports** button, or by clicking a student's name on the Gradebook Main Screen.

## My Gradebook / Classes / Main Screen

1. Click the student's hyperlinked name on the Gradebook Main Screen.
2. Select the **Reports** dropdown.
3. Select the desired report name.
4. Highlight the Report Template you wish to use.
7. Select **Print**.
8. After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
5. Click the **Back to Gradebook** button to return to the individual student assignments screen in Gradebook.
6. You can select another student in this class by using the Student Name dropdown.
7. Click the **Back** button to return to the Gradebook Main Screen.



# DISPLAY OPTIONS

Gradebook allows you to change three primary types of displays: Student Display, which is how the student name and ID are displayed on the Main Screen; Assignment Display, which is how assignment information is displayed on the Main Screen; and Grade Period Display, which determines the Grade Periods that will be displayed.

Once settings have been selected and saved, you can return the settings of any options screen to the Gradebook defaults by clicking **Restore Defaults** button within the appropriate Display Option selection, which is located on the right side of each options screen.

## Student Display Options

These options allow the user to alter the order and appearance of the students' names on the Main Screen. The user can also choose to show or not show dropped students.

### My Gradebook / Classes / Main Screen / Display Options Dropdown

1. Select the "Students' hyperlink – **OR** – select the **Display Options** dropdown, then Student Display to access options.
2. Student display options include: Name Display, Display Options, and Sorting Options. Make desired selections.
3. Select **Save** when selections have been completed to return to the Gradebook Main Screen.

You have the option to Sort by Gradesheet Sequence. Select the Modify Gradesheet Sequence hyperlink to reorder your students on the Main Screen and for selected templates in the Gradesheet Report. Highlight a student's name and use the **Move Up** and **Move Down** buttons to position the student to the desired sequence. Once complete, click **Save** to return you to the Student Display options. Click **Save** on this window as well to hold these sort options.

# Assignment Display

These options allow the user to alter the appearance of the assignments' display on the Main Screen and set a maximum score default. The option areas are:

*Assignment Display Options:*

- Show Average Score of the Assignment
- Show Assignment Group of the Assignment
- Show "Term Grade" Column in a fixed location on Gradebook screen
- Show Comments for all Assignments
- Sort Assignment options

*Assignment Defaults:*

- Maximum Score Default

*Assignment Score Entry:*

- Suppress the "value entered is greater than max score" message

*Assignment Heading:*

- Show Category color in Assignment Headings only
- Assignment Display Options

## My Gradebook / Classes / Main Screen / Display Options Dropdown

1. Select Assignment Display from the **Display Options** dropdown.
2. Assignment display options include: Assignment Display Options, Assignment Defaults, and Assignment Heading options. Make desired selections.
3. Select **Save** when selections have been completed to return to the Gradebook Main Screen.

# Grade Period Display

The Grade Period Display determines which Grading Period columns will be displayed in your Gradebook. Some teachers prefer to view only the current term's grade column, while others want to see all Grading Period grade columns. Select Grading Periods for viewing by placing a checkmark in the box next to the appropriate Grading Period.

This display selection affects only the current class you're viewing. This feature must be configured separately for each class.

The current Grading Period cannot be unselected.

## My Gradebook / Classes / Main Screen / Display Options Dropdown

You have the option to show or hide Assignments and/or Grade Periods.

Use the Hide All or Show All options to select or deselect all options. The Hide All will not deselect the current Grade Period.

1. Select Grade Period Display from the **Display Options** dropdown.
2. Place a checkmark in the Grading Periods you wish to display for this class.
3. Select **Save** when selections have been completed to return to the Gradebook Main Screen.



# MAIN SCREEN HYPERLINKS AND ICONS

This section will describe additional hyperlinks and icons that appear on the Gradebook Main Screen that aren't discussed elsewhere in this document.

## Student Assignment Display

This selection allows the user to view and edit all of a single student's assignments and missing assignments, as well as view report card grades and comments. This option also provides a Reports button that links you to the report options for the selected student.

### My Gradebook / Classes / Main Screen / Student Name link

**Assignments** lists all assignments for the entire course length or one semester based on the Grade Period Display options selected.

**Missing Assignments** lists all missing assignments for the student for the entire course length or one semester based on the Grade Period Display options selected.

**Report Card Grades** displays the grade progression for the student for the entire length of the course. Will display the Posted grade, as well as the EA+ Gradebook grade. Also links to a history of grade changes.

**Comments** displays comments that have been posted for any Grading Period that has completed.

**Edit Scores:** allows the user to edit any of the student's assignment scores, add a Special Code or comments.

**Reports:** connects the user to attendance and EA+ Gradebook report options for this student.

**Student Name hyperlink:** allows the user to access student information options for the student displayed.

1. Select the "Student name" link to access student Assignments, Missing Assignments, Report Card Grades, and Comments information options.
2. Use the Student Name dropdown to move to another student in this class.
3. Select **Back** to return to the Gradebook Main Screen.

# Student Demographic Display

This selection allows the user to view individual student information consisting of: demographic Profile, Attendance, Schedule, class Add/Drops, Discipline, NCLB (No Child Left Behind) info, Academic History, Current Grades, Test Scores, course Recommendations, and Family Access History, and Information Report.

## My Gradebook / Classes / Main Screen / Gender icon

**Profile:** displays demographic information, alerts, and notes. Provides links to additional guardian and emergency contact information.

**Attendance:** displays selected student's attendance information for the current school year.

**Schedule:** displays student's schedule for Current Year by Term or Period, Current Term only, or Next Year.

**Add/Drops:** displays course/section adds and drops for this student, plus date completed and user implementing the change.

**Discipline:** allows a user to view or add a discipline referral, plus edit or delete their own referral entries.

**NCLB:** displays additional student information.

**Academic History:** displays student's current and historical course and grade information.

**Current Grades:** displays current year grades for all of student's enrolled classes. Also displays Missing Assignments, GPA/Rank, and Comments information.

1. Select the "Boy or Girl" icon to the left of the student's name to access student information options for that student.
2. Select the **Back** button to return to previous screen or the **Main Screen** link to return to the Main EA+ Gradebook Screen.

**Test Scores:** displays all district and standardized test information and scores for the selected student.

**Recommendations:** displays courses recommended for this student's future schedules.

**Family Access History:** displays Family Access login history.

**Information Report:** allows you to print a report compiled of any of the informational elements listed above.

# New Student Designation

If a student is transferred into your class from another section of the same course, a yellow NEW button will appear beside the student's name on the Gradebook Main Screen.

If you click the NEW button, a new screen will open indicating the date and the section number from which the student transferred. Below the message, Gradebook lists the number of scored assignments that exist in the previous class for that student. Gradebook also lists the number of assignments from the previous class that do match the current section, as well as the number of assignments from the previous class that do not match those in the current section. The software uses Due Date, Category, Max Score, and Weight to determine whether an assignment in one section has a match in the other.

An Asterisk (\*) will display to the right of any student's name who has transferred into this section with an altered Course Length. By clicking on the Student Name hyperlink, an informational message will display explaining the term length this student is scheduled for.

## My Gradebook / Classes / Main Screen / New button

You will have the opportunity to View Assignments from the old section that do not match assignments in the new section.

To turn off the New designator by the student's name, click in the box next to "Do not display NEW by this student's name" prior to closing this window.

1. Select **NEW** to the right of the student's name to access new student options for the selected student.
2. If there are matching assignments with scores, select Transfer Scores link to move the assignment scores to the current section.
3. A window will display the assignment and score information giving the teacher an opportunity to update scores and comments, if desired, prior to the transfer. The teacher will then need to Save, Undo, or Cancel this action based on whether they would like to accept the assignments and scores.
4. Select **Back** to return to the Main EA+ Gradebook screen.

## **Sort By % Hyperlink**

The Sort By % hyperlink is located in the Term Grade column header. Click this link to sort the students in descending order by the term or semester grade percentage. Once you have selected this hyperlink, the sort will automatically take place. You will then see a Sort Off hyperlink that will return your screen to its former student sort option.

## **Term Grade Drop-down Menu**

The Term Grade drop-down menu allows you to view the calculated grade for a different term or semester. It is located in the Term Grade column header. Select the desired term or semester from the drop-down menu to change the displayed grade.

## **Term/Semester Grade Hyperlink**

In each term or semester column, you can click on a student's grade to display Report Card Grades, as well as Assignments, Missing Assignments, Comments, and Reports options.

## **Class Hyperlink**

At the top of the main screen is a class link. Click this link to display information about the class, including the terms, days, and times that the class meets.

## **View Tutorial Hyperlink**

This hyperlink is located in the upper-right corner of the Gradebook Main Screen. Tutorials are a work-in-progress, however you can flip through the screens by using the Forward button, rather than the Play button.

## **Print Queue**

This hyperlink will display your Print Queue listing the reports that have been run in the last two days. You can then view and/or print reports you have already run.

## **Changed Grade Asterisk**

If a student's calculated term or semester grade has changed since the last time you posted it, the changed grade will be bolded and an asterisk will appear to the left of the calculated grade on the Gradebook Main Screen. By placing your mouse on the asterisk, a fly-by will alert you that the grade was changed. By clicking on the changed grade, a new screen will display the Report Card Grades, indicating the Posted grade and the changed grade. This screen also provides a View History hyperlink giving you details of the date, time, and person who changed the grade.