

Educator Access Plus

Secondary Gradebook

For Teachers



**2121 W. Casino Road
Everett, WA 98204**

Student Support (425) 349-6570

Email: nwrdcstu@nwrdc.net
Website: www.nwrdc.net


Documentation Key

Path: Sequence of button clicks to access a specific area of WESPac

Hot Key: Underlined letter provided on a button allows keystroke navigation. To use, click on **Alt** plus the underlined hot key letter

Note: Information provided to clarify a process

Close : Boxed word indicates a button in WESPac

Edit : Refers to pencil icon on a WESPac  button

Hyperlink Underlined path to a new screen or process

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Gradebook Overview

This manual gives the user the information needed 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 used front to back. Some information presented early in the manual will help the user understand successive processes. Once the manual review is completed, the Table of Contents will help the user quickly find specific information at a later date.

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. If configured appropriately by the District Administrator, 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
- 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
- Clone assignments from another Gradebook or another teacher
- Enter or update attendance for a class
- Verify or edit Category information
- Verify or edit Grade Mark information
- Set up term and semester grade calculation
- Demonstrate familiarity with Dropping Score options
- Make grade adjustments
- Post grades
- Run and analyze Gradebook reports
- Set up student, assignment, and grade period display options

Classes

Selecting a Class

Path: Educator Access Plus / My Gradebook

After a user logs into Educator Access Plus, a navigation tree appears on the left side of the screen. If given access to the Gradebook, the My Gradebook hyperlink 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 after expanding the plus sign My Gradebook still isn't an option, contact your District Administrator for assistance.

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

This window will display a Current Year Classes tab and a Prior Years Classes tab, if the teacher used the Gradebook last year. Prior Years Classes tab allows for view privileges only.

Sort Options: Clicking on any underlined column heading hyperlink will sort the classes list by that option.

1. Click **My Gradebook** from the Navigation Tree.
2. A list of classes appears on the screen. Click **Secondary Gradebook** next to the desired class.
3. To work with a different class, click **Classes**. The list of classes appears on the screen, select another classes' hyperlink from the display list.

From this window a teacher can access many reports. Simply click **Reports for All Classes** and choose the desired report. Highlight the **Report Template** desired for this report (see Reporting section for information on Report Templates), and click **Print**. This will place your report in the **Print Queue** for viewing/printing later or by waiting a few moments the report will display on the screen for viewing and printing.

Reports that are available through **Reports for All Classes**:

- Attendance
 - Attendance Summary by Class
- Gradebook
 - Grade Sheet Report
 - Assignment Listing – By Student
 - Missing Assignments

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

Grade Posting Status

Grade Posting Status offers the user many statistical data elements, additional details for many of these elements, the ability to indicate to administrators their grade posting is complete, and the opportunity to submit grade changes for prior grade periods, if a prior grading period has been locked. In addition, a notes feature is available to document information the teacher wishes to save and view when next accessing this program.

To access **Grade Posting Status** select the **Grade Period** you wish to display from the dropdown. The new window displays the dates and time of the input range for the selected **Grade Period**. If the **Grade Period** is currently open, the window will also indicate the number of days left to post.

Grade Posting Status presents many statistical elements to help the teacher analyze progress within each class's Gradebook. Data elements displayed are:


- (Number of) Missing Report Card Grades
- (Number of) Missing Assignments
- (Number of students) Missing (Report Card) Comments
- (Number of) Differences (between Posted Grade and Gradebook Grade)
- Low(est Student) Percent
- Average (Student) Percent
- High(est Student) Percent
- Active Students
- Dropped Students
- Posting Complete (checkbox)
- Last Post (Grades) Date
- Last Post (Grades) Time

Expanding the next to each class provides additional information for some of the data elements above.

- Missing Report Card Grades – detail lists each student with a missing Report Card Grade, indicating from which grade column the grade is missing.
- Missing Assignments – each student missing a score for an assignment is shown, listing details for each missing assignment.
- Missing Comments – students with no Report Card comments are listed.

- Differences – details display each student with grade differences, reporting the Gradebook grade and the Report Card grade
- Dropped Student Discrepancies – if the teacher selects to Post a Grade for a dropped student, all dropped students will display with their Posted Grade.

When the **Posting Complete** boxes have been selected, the information can be viewed by building Administrators to determine which classes/teachers have posted grades and which have not completed the process.

The  icon allows the user the ability to determine the number of records that display within the window, custom sort options, and the ability to determine the order of the fields displayed. Additionally, the field length can be altered to better fit the screen parameters.

The  (colored bar) icon exports the summary data to Excel.

Request Grade Changes

The ability to request grade changes is also a feature of **Grade Posting Status**, if the Entity locks closed Grading Periods. When a teacher accesses a previous **Grading Period** from the **Grade Posting Status** dropdown, the ability to **Request Grade Changes** is available. This feature allows the user to update the Gradebook for a locked **Grading Period**, then select to submit changes in **Posted Grades** for students subject to acceptance by the building Administrators.

Request Grade Changes will only be available, if prior **Grading Periods** were locked to changes by the District Administrator.

Request Grade Changes can be submitted multiple times for the same or different classes.

Once requesting to proceed with grade changes, the user will have two hours to complete and submit the changes.

By completing the **Grade Changes** process, the user closes the window of time to update this Gradebook.

When the **Complete Grade Changes** link is clicked, the proceed process submits the grade changes to the building Administrators for acceptance.

The screen will return to the **Grade Posting Status** window, allowing the user to request grade changes for another Gradebook class, or move forward to other tasks.

1. Click **Grade Posting Status**.
2. Select the desired term from the **Previous Grading Periods** section.
3. Highlight the desired class, click **Request Grade Changes**.
4. Enter the reason for the grade changes in the text box, click **Yes** to the question: **Do you want to proceed?**
5. When the Gradebook opens, make the desired changes to scores.
6. When finished updating the Gradebook, click the **Grade Posting Status** link.
7. Click **Complete Grade Changes**.
8. Click **Yes** to the question: **Do you want to proceed?**

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. Clicking this logo from anywhere in Gradebook will return the user to the Educator Access Plus Home Page that appears directly after login.

Save

Save saves all data that has been entered since opening the current screen. There are several screens in Gradebook on which the user **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 changes have been made and the user does not save them prior to moving to the previous screen.

Undo

Undo deletes all actions performed since opening the current screen or since the last time **Save** was selected on that screen. To reset the screen entries without closing it, click **Undo**.

Cancel

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

Edit

Edit opens a window that allows changing 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 the browse window. This will leave the session hanging in cyberspace and allow a window of opportunity for a hacker to access your District’s data.

Prev

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

Next

The **Next** button will move the user 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**. These hyperlinks and others that display provide a path of movement through the Gradebook.

Home Page

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

My Gradebook

This hyperlink returns the teacher to the **Gradebook class selection** screen.

Main Screen

This hyperlink returns the user 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 is not discussed elsewhere in this document.

Student Assignment Display

Path: My Gradebook / Main Screen / Student Name hyperlink

This selection allows the teacher 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 to the report options for the selected student.

Options are:

- **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 Gradebook grade. Provides a link to a history of grade changes.
- **Comments** display comments that have been posted for all completed **Grading Periods**.
- **Edit Current Term** and **Edit Other Terms***: allows for editing of the student's assignment scores, and/or adding a Special Code or comments for the selected Grading Period.
- **Edit Scores***: allows for editing of the student's Missing assignment scores, and/or adding a Special Code or comments.
- **Edit Comments**: allows for adding or editing Report Card Comments for any open Grading Period.
- **Reports**: connects the user to attendance and Gradebook report options for this student.
- **Student Name hyperlink**: allows the user to access student information options for the selected student.
- **Change History**: provides details of changes to scores, special codes, and/or comments saved for a student assignment.

* **Scores** can be updated for the current Grading Period and for prior Grading Periods, if the district has not chosen to lock prior Grading Periods. If the prior Grading Periods are locked, the **Edit Other Terms** feature will allow editing of the current Term or Semester.

1. Select the desired **Student Name Hyperlink** 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. Click **Back** to return to the Main Screen.

Student Demographic Display

Path: My Gradebook / Main Screen / Gender icon

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)**, **Academic History**, **Test Scores**, **Course Recommendations**, **Family Access Display** (duplicates grade information as displayed in Family/Student Access), and **Family Access History** information. In addition, two reports are available for the selected student – an **Information Report** and a **Multi-Class Progress Report**. All options may not display, options are dependent on security given the user by the District Administrator.

Options include:

- **Profile:** displays demographic information, alerts, and notes. Provides hyperlinks 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, and Next Year.
- **Add/Drops:** displays course/section adds and drops, including transaction information for the selected student.
- **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.
- **Graduation Requirements:** displays the academic areas and credits needed for the student to graduate, as well as the progress the student has made toward fulfillment of the requirements.
- **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 Display:** displays current year grades for all of the selected student's enrolled classes. Also displays Missing Assignments, GPA/Rank, and (Report Card) Comments information.
- **Family Access History:** displays Family Access login history.
- **Activities:** displays information for Activity groups the student is assigned to, including the type of Activity and coach information.
- **Information Report:** a report compiled of any of the informational elements listed above.
- **Multi-Class Progress Report:** provides a summary report including total points earned and total points possible by category, and the student's grade for recent assignment activity and for the term for each class the student is currently enrolled in.

- **Standards Report Card**: provides the parameters to view a Standards Report Card for any Active classes the student is scheduled into where the teacher has chosen to use the Standards Gradebook format.

1. Click the **Boy or Girl icon** to the left of the student's name to access student information options for the selected student.
2. Click **Back** to return to previous screen or **Main Screen** to return to the **Secondary Gradebook Main Screen**.

New Student Designation

Path: My Gradebook / Main Screen / New button

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

Clicking **NEW** opens a new window displaying 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 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, Weight, and Description** to determine whether an assignment in one section has a match in the other. However, if there are multiple assignments with identical criteria, the software will be unable to successfully match assignments from one class to another.

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 was enrolled for.

To turn off the **New** designator by the student's name, select **Do not display NEW by this student's name** prior to closing the new student options window.

1. Click **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** to move the assignment scores to the current section. 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.
3. If assignments exist that do not match assignments in this Gradebook, click the selection **View Assignments**. This opens a new window displaying the non-matching assignments and scores, as well as assignments in this Gradebook that do not match the old section. The software allows for entering scores in the new section assignments to compensate the student for transferring. The teacher will then need to **Save**, **Undo**, or **Cancel** this action based on whether they would like to accept any assignment scores entered.
4. Click **Back** to return to the **Main Screen**.

Term Grade Drop-down Menu

The **Term Grade** drop-down menu allows the teacher to view the calculated grade for a different term or semester. (This column is activated on the **Main Screen** when the user selects **Show Term Grade Column** in a fixed location on Gradebook screen in the **Assignment Display** options.) 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.

Sort By % Hyperlink

The **Sort By %** hyperlink is located underneath the **Term Grade** column header. Click this link to sort the students in descending order by the term or semester grade percentage. Once this hyperlink is selected, the sort will automatically take place. A **Sort Off** hyperlink will now display that will return the screen to its former student sort option.

Class Hyperlink

At the top of the **Main Screen** is a **Class** hyperlink. Click this hyperlink 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 allow the user to flip through the screens on each tutorial by using the Forward button, rather than the Play button.

Print Queue

This hyperlink will display reports in the **Print Queue** that have been run in the last two days. Users can view and/or print reports that have been generated.

Changed Grade Asterisk

If a student's calculated term or semester grade has changed since the last time grades were posted, 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 the cursor on the asterisk, a fly-by will alert the user that the grade was changed. Clicking the **Student Name** hyperlink, then **Report Card Grades** tab will display all **Posted** and **Gradebook** grades. Clicking **View History** provides transaction information regarding the grade change.

Other Access

Other Access dropdown allows easy navigation to all the options for which the user has security access in **Educator Access Plus My Classes** navigation tree. These options are available to view for the class currently displayed.

Discipline

Path: Educator Access Plus / My Gradebook / Main Screen / Other Access

Discipline access allows the user to view and add discipline referrals if security privileges have been granted for this option.

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

The fields available for Discipline entry depend on options selected by your District Administrator.

1. Click **Other Access**.
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 **Select**.
4. Dependent on security privileges the teacher may view the student's current discipline, or add new referrals.
5. To add a discipline referral, click **Add**.
6. Enter the following information, then click **Save**:
 - School
 - Officer
 - Offense
 - Location
 - Date
 - Time
 - Comment
7. To select another student, use the Student Name dropdown.
8. Click **Back** to return to the search menu, or **Main Screen** to return to the Gradebook.

Message Center

Path: Educator Access Plus / My Gradebook / Main Screen / Other Access

This feature allows the teacher to post messages to guardians and students who have access to class information through **Family/Student Access**.

The **Modify Filter** button allows the user to determine:

- the number of records displayed,
- to show Current, Expired, or Unread messages,
- to display messages from this class only or for all classes/students,
- to automatically display the filter selections, if number of records equals 100 or more.

Checking the box to allow parents/students to respond lets recipients reply to this message. When this occurs the teacher will find the response in EA+ in the **Message Center**.

By checking **Post My Email Address** the teacher's email address is visible to guardians and/or students.

1. Click **Other Access**.
2. Select **Message Center**.
3. View and edit all messages that are currently posted to **Family/Student Access**.
- OR --
4. Add a new class message by clicking **Add Message for Multiple Classes** or **Add Message for Current Class**.
5. Enter the following information:
 - a. Message Summary
 - b. Message Detail
 - c. Priority
 - d. Post From (Date)
 - e. (Post) to (Date)
 - f. Expiration Date
6. Enter selection(s) on how this information will be delivered:
 - a. **Post to Family Access**
 - 1) Allow parents to respond to this message
 - 2) Post my email address for parents viewing this message
 - b. **Post to Student Access**
 - 1) Allow students to respond to this message
 - 2) Post my email address to students viewing this message
 - c. **Send as Email** on "date" at "time" from "e-mail address"
 - 1) Email to Students
 - 2) Email to Guardians
 - a) Heads of Household Only
 - b) Report Card Recipients Only
 - c) Primary Guardians Only
 - d) First Families Only

Once a class message has been created, use **Edit** or **Delete** to perform those functions on a message.

A message cannot be deleted if a parent has responded to it.

A message can only be edited for the original classes it was created for.

7. Select each class or student this message will be posted for.
8. Click **Save**.
9. Click **Back** to return to the Main Screen.

Viewing Guardian/Student Responses to Class Messages

Path: Educator Access Plus / My Gradebook / Main Screen / Other Access

When a message is posted with the **Allow parents/students to respond to this message** option selected, the teacher can view and/or reply to responses through the **Message Center**.

The **Mark as Read** hyperlink allows the user to mark a message as read and remove it from the Unread Responses area.

1. Click **Other Access**.
2. Select **Message Center**.
 - a. Click **+** to expand the selected message options.
 - b. Click the **Expand All** hyperlink or **+** to expand the individual areas of interest.
 - c. Click the **Respond to the Message** hyperlink.
 - d. Enter **Detail** of the response to be sent to the guardian.
 - e. Click **Save**.
3. Click **Back** to return to the **Main Screen**.

Report Card Posting

Path: Educator Access Plus / My Gradebook / Main Screen / Other Access

This feature allows the teacher to quickly move to the **Report Card Posting** screen available in **Educator Access Plus / My Classes** where a posted grade can easily be altered for a student(s).

1. Click **Other Access**.
2. Select **Report Card Posting**.
 - a. Highlight the **grade** for the desired student, type in the corrected grade. **Comments** can also be entered or edited for this student. Repeat as necessary to complete all grade corrections.
 - b. Click **Save & Back** to save new entries and return to the **Gradebook Main Screen**.

Athletic Eligibility Posting

Path: Educator Access Plus / My Gradebook / Main Screen / Other Access

This feature allows the teacher to quickly move to the **Athletic Eligibility Posting** screen where grades can be posted 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.

1. Click **Other Access**.
2. Select **Athletic Eligibility Posting**.
 - a. Enter grades for each student on the roster.
 - b. Click **Save & Back** to save entries and return to the **Gradebook Main Screen**.

Survey

Path: Educator Access Plus / My Gradebook / Main Screen / Other Access

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

1. Click **Other Access**.
2. Select **Survey**.
 - a. All survey questions set up for **today** will display. Simply fill in the appropriate information for each survey question.
 - b. When all survey(s) information is completed, click **Save** to return to the **Main Screen**.

Test Scores

Path: Educator Access Plus / My Gradebook / Main Screen / Other Access

This feature allows the teacher to view tests a student has completed. This view simply lists the tests a student has taken, but will not display the test score information. To view test score information for students go to **Homepage / My Students / Test Scores**.

1. Click **Other Access**.
2. Select **Test Scores**.
 - a. A class roster will display indicating which tests the students in this class have taken.
 - b. To view the test scores for a specific student, click their **first name** or **last name**, then select **Test Scores** from the Navigation Tree.
 - c. Highlight a specific test to view the scores for this student.
 - d. Click **Close** to return to the **Student Test Scores** screen.
3. Click **Back** when finished viewing the information, to return to the **Main Screen**.

Assignments Through the Assignments Dropdown Adding Assignments

Path: My Gradebook / Main Screen / Assignments / Add Assignment

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

Assignment **Category Codes** are maintained by the District Administrator.

Assignment **Group** may be used for additional sorting options.

Actual Due Date can be filled in when the final due date for the assignment is decided, if different than the **Proposed Due Date**.

A **Weight Multiplier** allows an assignment to have a greater, lesser, or equal value to the other assignments for the class within this category.

Optional defaulted entries:

- **Post to Family Access**
- **Post to Student Access**

1. Click **Assignments**.
2. Select **Add Assignment**.
 - a. Select the desired **Category** group.
 - b. Enter the **Assignment Description**.
 - c. Enter **Assign Date** (date assignment given to students).
 - d. Enter **Proposed Due Date** (anticipated due date for assignment).
 - e. Enter the **Max Score** (the total number of points for this assignment).
 - f. Select any class(es) that will be using the same assignment information.
 - g. Click **Save and Add Another** to continue adding assignments, **Save and Score** to move to **Score Entry** for this assignment, or **Save and Back** to return to the **Main Screen**.

Changing Assignments

Path: My Gradebook / Main Screen / Assignments / List Assignments

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

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

1. Click **Assignments**.
2. Select **List Assignments**.
 - a. Highlight the assignment to be changed, click **Edit**.
 - b. Modify the assignment information as needed, click **Save**.
3. Click **Back** to return to the **Main Screen**.

Cloning Assignments

Path: My Gradebook / Main Screen / Assignments / List Assignments

After an assignment is created in the Gradebook, the user can clone the assignment to other classes. This option also allows for cloning of an assignment to the same class.

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

1. Click **Assignments**.
2. Select **List Assignments**.
 - a. Highlight the assignment to be cloned, click **Clone**.
 - b. Modify the assignment information as needed.
 - c. Select any classes that will be using the cloned assignment information.
 - d. Click **Save**.
3. Click **Back** to return to the **Main Screen**.

Deleting Assignments

Path: My Gradebook / Main Screen / Assignments / List Assignments

This option provides the capability to delete an assignment.

Cautionary Note:

Gradebook WILL allow an assignment to be deleted that has been scored. No alert will be given that scores are present before deleting this assignment.

If an assignment is deleted by mistake, the teacher can restore it through the **Display Options Tools** Section.

1. Click **Assignments**.
2. Select **List Assignments**.
 - a. Highlight the assignment to remove, select **Delete**.

b. A question appears:

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.

Click **OK** or **Cancel**.

3. Click **Back** to return to the **Main Screen**.

Assignment Report

Path: My Gradebook / Main Screen / Assignments / List Assignments

The report provides details entered when creating the assignment. Also displayed is information for each student's **Score**, (points) **Earned**, **Percent**, **Grade** (for this assignment), and **Comments**. If a **Special Code** was entered for this assignment, it will display rather than the **Grade**.

1. Click **Assignments**.
2. Select **List Assignments**.
 - a. Highlight the desired assignment for this report, click **Report**.
 - b. Select **Assignment Report**.
 - 1) Highlight the desired template, select **Print**.
 - 2) After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat Reader window to close the report.
 - c. Click **Back to Gradebook** to return to the **Main Screen**.

Score Entry

Path: My Gradebook / Main Screen / Assignments / List Assignments

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

Clicking the tab key moves the cursor through the score columns to the right, while selecting Enter after each score moves the cursor 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 and fill a checkmark in the Missing column.

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 **Assignments**.
2. Select **List Assignments**.
 - a. Highlight the desired assignment, click **Score Entry**.
 - b. Click in the row of the student for which a score will be added, type in the score.
 - c. When all score entry is completed, Click **Save**.
3. Click **Back** to return to the **Main Screen**.

Mass Assign Scores

Path: My Gradebook / Main Screen / Assignments / List Assignments

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

Use the **Mark un-scored as 0 and Missing** button to fill in 0's for un-scored students and fill a checkmark in the **Missing** column.

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 **Assignments**.
2. Select **List Assignments**.
 - a. Highlight the desired assignment, click **Mass Assign Scr**.
 - 1) Select the desired **Mass Assign Option**.
 - a) Assign All Scores to: "n" out of "n", optional: Overwrite scores
 - b) Adjust All Scores by "n" points
 - c) Remove All Scores
 - d) Set All to No Count
 - e) Remove All No Count
 - f) Remove All Missing
 - 2) Enter appropriate data, if needed for that option, click **Apply**.
 - 3) If desired, blank out or alter individual student scores, indicating **No Count** and/or **Missing Status**.
 - 4) If desired, default a **Comment** for all students, or fill in individual student comments manually or by choosing a comment bank selection.
 - 5) When all score entry is completed, click **Save**.
 - b. Click **Back** to return to the **Main Screen**.

Clone Assignments from an Existing Gradebook

Path: My Gradebook / Main Screen / Assignments / List Assignments

The **Clone From existing Gradebook** option allows the user to clone assignments from **another classes' Gradebook**, a **Gradebook from a previous year**, or **another teacher's Gradebook**.

Cloning from Another Class/Term/Year

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

The Clone process will not allow cloning of an assignment, if the **Category** assigned to an assignment is not being used in the Class being cloned to.

1. Click **Assignments**.
2. Select **List Assignments**.
 - a. Click **Clone From existing Gradebook**.
 - b. Select the **Class** and **Year** to clone from, click **Next**.
 - c. Ensure each assignment that will be cloned is selected; uncheck those that will not be cloned.
 - d. Click **Next**.
 - e. Verify the **Date Due**, use the calendar icon to change the **Date Due** if desired. Click **Finish**.
3. Click **Back** to return to the **Main Screen**.

Cloning from Another Teacher

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

Security limits the Entity(ies) the teacher will have access to.

The **Clone** process will not allow cloning of an assignment, if the **Category** assigned to an assignment is not being used in the **Class** being cloned to.

1. Click **Assignments**.
2. Select **List Assignments**.
 - a. Click **Clone From existing Gradebook**.
 - 1) Click **Select Different Teacher**.
 - a) Select the Entity in which the other teacher works.
 - b) Select the other teacher by typing their last name in the **Lookup By Last Name** box, or by selecting the alphabet letter their last name begins with below the lookup box.
 - c) Highlight the teacher to clone from, click **Select**.
 - d) Select the **Class** and **Year** to clone from; click **Next**.
 - e) Ensure each assignment that will be cloned is selected; uncheck those that will not be cloned.
 - f) Click **Next**.
 - g) Verify the Date Due, use the calendar icon to change the Date Due if desired, select **Finish**.
 - b. Click **Back** to return to the **Main Screen**.

Assignments Through the Gradebook Main Screen

To access features for a single assignment, the user can click the desired **Assignment Header** hyperlink. The resulting screen allows the teacher to **Add, Edit, Clone, Delete,** or **Score** this assignment. In addition, the user can select how the assignment score will display for this assignment, and whether assignment comments will be viewed on the **Main Screen**. A **Score Entry History** is also available on this screen. The History details the initial entry of the assignment scores, any changes to the scores, who completed the changes, as well as the score and any special codes or **No Count** and **Missing** designators assigned to the score for each student.

Adding Assignments through an Assignment

Path: My Gradebook / Main Screen

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

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 District Administrator.

Assignment **Group** may be used for additional sorting options.

Actual Due Date can be filled in when the final due date for the assignment is decided, if different than the **Proposed Due Date**.

A **Weight Multiplier** allows an assignment to have a greater, lesser, or equal value to the other assignments for the class within this category.

Optional defaulted entries:

- Post to Family Access
- Post to Student Access

1. Click on any **Assignment Header** hyperlink (there must be at least one previously created assignment to use this method).
2. Click **Add**.
 - a. Select the desired **Category** group.
 - b. Enter the **Assignment Description**.
 - c. Enter **Assign Date** (date assignment given to students).
 - d. Enter **Proposed Due Date** (anticipated due date for assignment).
 - e. Enter the **Max Score** (the total number of points for this assignment).
 - f. Select any classes that will be using the same assignment information.
 - g. Click **Save and Add Another** to continue adding assignments, **Save and Score** to move to **Score Entry** for this assignment, or **Save and Back** to return to the **Main Screen**.
3. Click **Back** to return to the **Main Screen** without saving the entered information.

Changing Assignments through an Assignment

Path: My Gradebook / Main Screen

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

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.

1. Click on the **Assignment Header** hyperlink to be changed.
2. Click **Edit** to change information for this assignment.
 - a. Modify the assignment information as needed and click **Save**.
3. Click **Back** to return to the **Main Screen**.

Cloning Assignments through an Assignment

Path: My Gradebook / Main Screen

After an assignment is created in the Gradebook, the user can clone the assignment to other classes. This option also allows for cloning of an assignment to the same class.

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.

1. Click on the **Assignment Header** hyperlink that will be used to clone from.
2. Click **Clone** to clone this assignment.
 - a. Modify the assignment information as needed.
 - b. Select any classes that will be using the cloned assignment information.
 - c. Click **Save**.
3. Click **Back** to return to the **Main Screen**.

Deleting Assignments through an Assignment

Path: My Gradebook / Main Screen

This option provides the capability to delete an assignment.

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 an assignment to be deleted that has been scored. No alert will be given that scores are present before deleting this assignment.

If an assignment is deleted by mistake, the teacher can restore it through the Display Options Tools Section.

1. Click on the **Assignment Header** hyperlink to be deleted.

- a. Click **Delete**. A question appears:

Are you sure you want to delete assignment xxxxxx on nn/nn/nnnn 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.

Click **OK** or **Cancel**.

Assignment Report through an Assignment

Path: My Gradebook / Main Screen

The report provides details entered when creating the assignment. Also displayed is information on for each student's **Score**, (points) **Earned, Percent, Grade** (for this assignment), and **Comments**. If a **Special Code** was entered for this assignment, it will display rather than the **Grade**.

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.

1. Click on the desired **Assignment Header** hyperlink.

2. Click **Report**.

- a. Select **Assignment Report**.

- b. Highlight the desired template and click **Print**.

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

- d. Click **Back to Gradebook** to return to the Assignment Information.

3. Click **Back** to return to the **Main Screen**.

Score Entry through an Assignment

Path: My Gradebook / Main Screen

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

Clicking the tab key moves the cursor through the score columns to the right, while selecting Enter after each score moves the cursor 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 and fill a checkmark in the **Missing** column.

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 desired **Assignment Header** hyperlink
2. Click **Score Entry** – **OR** – double-click an asterisk (*) in a score cell of the assignment column to be scored.
 - a. Click in the Score cell for the desired student, type in the score.
 - b. When all score entry is completed, click **Save** to return to the **Main Screen**.

Mass Assign Scores through an Assignment

Path: My Gradebook / Main Screen

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

Use the **Mark un-scored as 0 and Missing** button to fill in 0's for un-scored students and fill a checkmark in the Missing column.

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 desired **Assignment Header** hyperlink, select **Mass Assign Scr**.
2. Select the desired **Mass Assign Option**.
 - a. Assign All Scores to: "n" out of "n", optional: Overwrite scores
 - b. Adjust All Scores by "n" points
 - c. Remove All Scores
 - d. Set All to No Count
 - e. Remove All No Count
 - f. Remove All Missing
3. Enter appropriate data, if needed for that option and click **Apply**.
4. If desired, blank out or alter individual student scores, indicating **No Count** and/or **Missing Status**.
5. If desired, default a **Comment** for all students, or fill in individual student comments manually or by choosing a comment bank selection.
6. When all score entry is completed, click **Save** to return to the **Main Screen**.

Quick Scoring

Path: My Gradebook / Main Screen / Quick Scoring

This option provides the capability to enter scores for any student(s) and assignments within a **Grading Period**. As scores are entered or changed the **Grading Period** column will display the updated grade.

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 the 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.

1. Click **Quick Scoring**.
 - a. Enter appropriate data in student and assignment cells
 - b. Click **Save** to save entered scores or **Save and Back** to save entered scores and return to the **Main Screen**.

NOTE: The **Quick Scoring** button will access assignment and grades for the current **Grading Period**. If accessing a different Grading Period is desired, use the **Options** dropdown under the appropriate **Grade** column, selecting **Quick Scoring for Semester/Term "Xn"**. Selecting the **Quick Scoring option for a Semester/Trimester** will open a window displaying the assignments and grades for all **Grading Periods** encompassed in the Semester/Trimester.

Attendance

Attendance can be taken in **Secondary Gradebook** by using the **Attendance** dropdown on the Main Screen menu bar. If your district has chosen to display the **Attendance** column on the **Gradebook Main Screen**, another option is to 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 the teacher to the **Educator Access Plus Attendance Entry** screen.

Once attendance has been taken by the teacher or if the office has entered attendance for a student, the **Absence** or **Tardy** information will appear in the **Atnd** column in **Gradebook** to the right of the students' names, if this column is activated in the district. This area will also display **Do Not Admit** information if that feature has been enabled by the District Administrator.

Attendance Using the Attendance Date Hyperlink

Path: My Gradebook / 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. Click the alert box to view additional information for each student's specific alert.

The user can toggle between **Show Previous Weeks Attendance** which displays the past three weeks of attendance data for each student – AND – the **Show Today's Attendance for All Periods** link to display each student's attendance by period for today's date.

Columns for Absent and/or Tardy count will also display to the right of the students' names if activated by the district. These totals represent all absences and tardies for the length of this class, e.g. Year, Semester, etc.

If changes need to be made to the entered attendance, the 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, the teacher will not be able to overwrite it. Any changes for this student will have to be done through the office.

1. Click the **Date** hyperlink in the **Atnd** column.
 - a. Enter absence and tardy information for all students. Entered information will display in red showing changes to the screen.
 - b. When all attendance entry is completed, click **Save** to return to the **Main Screen**.

Note: Any entered data will now display in the **Atnd** column on the **Main Screen** and the column will now display **Atnd Taken**.

Attendance by Name Using the Attendance Dropdown

Path: My Gradebook / Main Screen / Attendance

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 **Alert Legend** to determine the type of alert. Click the alert box to view additional information for each student's specific alert.

The user can toggle between **Show Previous Weeks Attendance** which displays the past three weeks of attendance data for each student – AND – the **Show Today's Attendance for All Periods** link to display each student's attendance by period for today's date.

Columns for Absent and/or Tardy count will also display to the right of the students' names if activated by your district. These totals represent all absences and tardies for the length of this class, e.g. Year, Semester, etc.

If changes need to be made to the entered attendance, the 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, the teacher will not be able to overwrite it. Any changes for this student will have to be done through the office.

1. Click **Attendance**.
2. Select **Take Daily Attendance – by Name**.
 - a. Enter absence and tardy information for all students, entered information will display in red showing changes to the screen.
 - b. When all attendance entry is completed, click **Save** to return to the **Main Screen**.

Note: Any entered data will now display in the **Atnd** column on the **Main Screen** and the column will now display **Atnd Taken**.

Attendance by Seating Chart

Path: My Gradebook / Main Screen / Attendance

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

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

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

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

If changes need to be made to the entered attendance, the 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, the teacher will not be able to overwrite it. Any changes for this student will have to be done through the office.

1. Click **Attendance**.
2. Select **Take Daily Attendance – by Seating Chart**.
 - a. 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.
 - b. When all attendance entry is completed, click **Save** to return to the **Main Screen**.

Note: Any entered data will now display in the **Atnd** column on the **Main Screen** and the column will now display **Atnd Taken**.

Take Survey

Path: My Gradebook / Main Screen / Attendance

If changes need to be made to the survey information, the previously saved responses will appear in green. Any new changes will appear in red.

1. Click **Attendance**.
2. Select **Take Survey**.
 - a. All survey questions set up for today will display. Simply fill in the appropriate information for each survey question.
 - b. When all survey(s) information has been entered, click **Save** to return to the **Main Screen**.

Assign Seats for Seating Chart

Path: My Gradebook / Main Screen / Attendance Dropdown

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

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

In **Student Display Options** the option to **Sort By Student's Assigned Seat** may be selected. Selecting this option will sort the students according to the **Seating Chart** on the **Main Screen**.

1. Click **Attendance**.
2. Select **Assign Seats for Seating Chart**.
 - a. Enter the desired **Number of Rows** and preferred **Number of Seats Per Row** fields, click **Refresh**.
 - b. Click **Select** underneath a student's name to move that student to a new location, then click **Swap Seats** – OR – **Fill Seat** to move this student to the new location in the seating chart.
3. To **Auto Assign Seats**:
 - a. Select **Clear Seating Chart**. All students will be moved to an **Unassigned Seats** column.
 - b. Respond to the prompt: **Are you sure you want to clear the entire Seating Chart? (OK) Clear the entire Seating Chart and assign new seats. (Cancel) Do not clear the Seating Chart.** Click **OK** or **Cancel**.
 - c. Fill the seats manually by using **Select** for each student and moving them into a **Fill Seat** location.

-- OR --
 - d. Use the **Auto Assign Seats**: dropdown to process the **Auto Assign** function: by First Name, by Last Name, or at Random.
 - e. Click **Process**.
4. Click **Save** to return to the **Main Screen**.

View Alert Legend

Path: My Gradebook / 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 **Attendance**.
2. Select **View Alert Legend**.
 - a. A separate window will display identifying the different colored alerts and the purpose for each one.
 - b. After viewing the Alert Legend, click **Close** to return to the **Main Screen**.

Grade Calculations

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

Categories

Path: Educator Access Plus / My Gradebook / Main Screen / Categories

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.

Notes:

1. If the Entity has chosen to lock prior Grading Periods, the teacher will not be allowed to **Change Score Method**.
2. If the **Score Method** of **Base grades on percents assigned to categories** is selected, 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**). This may cause a discrepancy between the **Posted Grade** and the **Gradebook grade**.
3. If the **Score Method** of **Base grades on percents assigned to categories by Grade Period** is selected, changes made to **Category percentages** will cause current grades to be recalculated in the Gradebook.
4. Whatever **Score Method** is chosen, communication with students and parents on how grades are calculated is critical! Especially, if the changes are made for different **Grading Periods**.

Total Points

When selecting **Score Method** of **Total Points**, grades will be calculated based on the student's total earned points divided by the total Max Score points.

A **Category** cannot be deselected once it has been used in the creation of an assignment.

Unchecked **Categories** will drop in the selection window to below all checked **Categories**. Selected **Categories** are listed at the top in alphabetical order.

Category selections affect all sections of this course.

Exceptions to these selections will be noted next to any class that does not qualify for the current choices, desensitizing the associated check box.

1. Click **Categories**.
2. Click **Change Score Method**.
 - a. Select **Use total points to calculate grades**.
 - b. Click **Save**.
3. Click **Add/Edit Categories**.
 - a. Select the **Categories** that will be used for all sections of this course by putting a checkmark in the **Include column** to the right of the **Category Description**. Unchecking a **Category** will deselect this category and no longer allow it to be used when creating an **Assignment**.
 - b. Click **Save**.
4. Click **Use These Categories For My Other Classes**.
 - a. Select each class these options will be used for.
 - b. Click **Save** when all selections are completed.
5. Click **Back** to return to the **Main Screen**.

Weighted Categories

When selecting **Score Method** of **Weighted Categories**, grades will be calculated based on the percents assigned to categories.

A **Category** cannot be deselected once it has been used in the creation of an assignment.

Unchecked **Categories** will drop in the selection window to below all checked **Categories**. Selected **Categories** are listed at the top in alphabetical order.

Weighted values can total more than 100%. However, it is recommended that **Category** choices and percents equal 100%. A value of 0% assigned to a **Category** will cause students to receive an F grade in that category.

Category selections affect all sections of this course.

Exceptions to these selections will be noted next to any class that does not qualify for the current choices, possibly desensitizing the associated check box.

1. Click **Categories**.
2. Click **Change Score Method**.
 - a. Select **Base grades on percents assigned to categories**.
 - b. Click **Save**.
3. Click **Add/Edit Categories**.
 - a. Select the **Categories** that will be used for all sections of this course by putting a checkmark in the **Include column** to the right of the **Category Description**. Unchecking a **Category** will deselect this category and no longer allow it to be used when creating an **Assignment**.
 - b. Assign the **percent of weight** to each selected **Category**.
 - c. Click **Save**.
4. Click **Use These Categories For My Other Classes**.
 - a. Select each class these options will be used for.
 - b. Click **Save** when all selections are completed.
5. Click **Back** to return to the **Main Screen**.

Weighted Categories by Grading Period

A feature available in **Secondary Gradebook** allows the teacher to select different **Categories** and **weights** for each **Grading Period** established within the Entity. For instance, **Categories** and percentages might remain the same for a semester period of time, then change to a second set of **Categories** and percentages for the next semester. If this method is chosen, the teacher will need to select the **Categories** and enter the percentage weights for each **Grading Period**.

When selecting **Score Method** of **weighted categories**, grades for each **Grading Period** will be calculated based on the percents assigned to categories.

If this score method is not available, please contact your District Administrator for privileges to use this feature.

A **Category** cannot be deselected once it has been used in the creation of an assignment.

Unchecked **Categories** will drop in the selection window to below all checked **Categories**. Selected **Categories** are listed at the top in alphabetical order.

Weighted values can total more than 100%. However, it is recommended that **Category** choices and percents equal 100%. A value of 0% assigned to a **Category** will cause students to receive an F grade in that category.

Category selections affect all sections of this course.

Exceptions to these selections will be noted next to any class that does not qualify for the current choices, possibly desensitizing the associated check box.

1. Click **Categories**.
2. Click **Change Score Method**.
 - a. Select **Base grades on percents assigned to categories by Grade Period**.
 - b. Click **Save**.
3. Click **Modify %** for the first Grading Period.
 - a. Select the **Categories** that will be used for all sections of this course by putting a checkmark in the **Include column** to the right of the **Category Description**. Unchecking a **Category** will deselect this category and no longer allow it to be used when creating an **Assignment**.
 - b. Assign the **percent of weight** to each selected **Category**.
 - c. Click **Save**.
 - d. Repeat steps for each successive **Grading Period**.
4. Click **Use These Categories For My Other Classes**.
 - a. Select each class these options will be used for.
 - b. Click **Save** when all selections are completed.
5. Click **Back** to return to the **Main Screen**.

Grade Marks

Path: Educator Access Plus / My 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%. If given security to do so, Gradebook allows the user to determine the percentage ranges that will be assigned to a **Grade Mark** within the **Default Grade Mark Group**. 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).

A **Grade Mark** can be unchecked to deselect it. However, be certain to fix the percentage ranges of the above and below grade marks to ensure no gaps in the percentage ranges.

Grade Mark ranges affect all sections of this course. These sections will display at the bottom of this window.

If allowed by the District, the **Grade Mark ranges** can exceed 100%.

1. Click **Grade Marks**.
2. Click **Edit** next to the **Default Grade Mark Group**.
 - a. Update **ranges** for each **Grade Mark** as desired.
 - b. Once above selections are made, select each class these options will be used for.
 - c. Click **Save** when all changes have been completed.
3. Click **Back** to return to the **Main Screen**.

Special Grade Mark Groups

Path: Educator Access Plus / My Gradebook / Main Screen / Grade Marks

Gradebook users may have access to multiple **Grade Mark Groups**. As an example, a district can create a **Special Grade Mark Group** for Pass/Fail. Teachers need to assess which students will use the **Default Grade Mark Group**, or use a **Special Grade Mark Group**.

Each Entity may create up to ten **Special Grade Mark Groups**.

Once a student has been assigned a **Special Grade Mark Group**, the **Special Grade Mark Group's ID Number** will display next to the student's name on the **Main Screen**.

1. Click **Grade Marks**.
2. Next to the desired **Special Grade Mark Group**, click **Assign Students**.
 - a. Select the students who will use this **Grade Mark Group**.
 - b. Click **Save**.
3. Click **Back** to return to the **Main Screen**.

Midterm and Term Grade Calculation

Path: My Gradebook / Main Screen

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

Notes:

1. This option will only appear if the District Administrator has selected **Allow Override of Grade Period Start Dates** in the **Product Setup** for **Secondary Gradebook**. If this selection is not made at the District level, the option will NOT appear under the Midterm/Term hyperlink and the terms will calculate independently of each other, and will NOT cumulate scores from term to term.
2. If the user selects to **cumulate** Midterm and Term Grade columns, but has the Semester Grade column set to **weighted terms**, a warning message will be encountered which states: **Warning Your Semester/Final calculation for this term is not set to cumulative. It is recommended that you change your Semester/Final calculations to be cumulative when selecting this option.**

The hyperlink for the first **Grading Period** in a semester will not have the option to include previous **Grading Periods'** assignments.

Check the **Use Cumulative Grading** . . . option only if the teacher wishes to base this **Grading Period's** grade on all previous assignments in the preceding **Grading Periods** for the semester. Once this selection is made, notice that the beginning date in the **Grading Period** date field changes from the first day of the **Grading Period** to the first day of the semester.

1. Click the desired **Term** hyperlink in the heading of the **term grade** column.
2. Select the desired **View Term Score as:** option.
 - a. Select **Use Cumulative Grading for this term** option, if desired.
 - b. When all selections are made, click **Save** to return to the **Main Screen**.

Semester Grade Calculation

Path: My Gradebook / Main Screen

The teacher can decide whether Secondary 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, if given appropriate security privileges by the District Administrator.

Weighted Term Grades: Checking this option causes the semester score to be calculated based on the weighted values of the term **Grading Periods**. 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 the teacher would like the semester grade calculated, place a checkmark in the box next to Weighted Term Grades and fill in the percent totals for each term in the Percent fields that now display.

Cumulated Assignment Scores for all terms: Checking this option will cause the semester grade to be calculated using all assignments given in the semester, rather than a weighted percent of the term grades. If the **Categories Score Method** is set to **Use Total Points to Calculate the Score**, the semester score will be a simple calculation of total points earned divided by total points possible. If the **Categories Score Method** 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 **Calculation Option Setup** bar. If using a **Final Exam** or **Semester Exam**, which must be set up by the District Administrator, 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, when the Semester hyperlink is selected the teacher will be able to view the settings that have been made, but will not be allowed to change them.

1. Click the desired **Semester** hyperlink in the heading of the semester grade column.
2. Select the desired **View Semester Score as:** option.
 - a. Select **Weighted Term Grades OR Cumulated Assignment Scores** for all terms.
 - b. If **Weighted Term Grades** was selected above, fill in the **percent of weight value** for each term in the semester.
 - c. When all selections are completed, click **Save** to return to the **Main Screen**.

Dropping the Lowest Assignment Score

At any point in the term, the teacher can choose to drop the assignment score that most negatively affects a student's 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 the user to process drops: **Drop Lowest Score** and **Advanced Drop Lowest Score**.

Drop Lowest Score

Path: My Gradebook / Main Screen / Display Options

The **Drop Lowest Score** hyperlink will only be activated, if the Grading Period is open for input.

When a score is dropped, the **Special Code** of *AD (Automated Drop Score) appears in the assignment score cell for that assignment on the **Main Screen**.

1. Click **Display Options**.
2. Select **Drop Lowest Score**.
 - a. Select **Drop Lowest Score** for the **Grade Period** this drop will affect.
 - b. Place a checkmark next to the name(s) of any student(s) whose assignments should be included in this drop process. Click **Next**.
 - c. Place a checkmark next to the **Categories** and **Assignments** to be included in this drop process. Click **Next**.
 - d. Select the **Special Codes** to be included in this drop process. Click **Next**.

Note: This step may not appear, depending on whether **Special Codes** are being used on any assignments.
 - e. Verify the students and assignments that will be included in this drop process. Click **Process Drops**.
 - f. Click **Back** to return to the **Main Screen**.

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

Advanced Drop Lowest Score

Path: My Gradebook / Main Screen / Display Options

The **Advanced Drop Lowest Score** option works exactly as the **Drop Lowest Score** option (above), with two significant differences: 1) whereas the **Drop Lowest Score** options allows the teacher to drop only the lowest score for a student, the **Advanced Drop Lowest Score** option allows multiple low scores to be dropped for a student, and 2) this utility can be run multiple times, allowing for the lowest score in each desired **Category** to be performed.

The **Advanced Drop Lowest Score** hyperlink will only be activated, if the **Grading Period** is open for input.

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

1. Click **Display Options**.
2. Select **Advanced Drop Lowest Score**.
 - a. Select **Advanced Drop Lowest Score** for the **Grade Period** this drop will affect.
 - b. Select the name(s) of any student(s) whose assignments should be included in this drop process. Click **Next**.
 - c. Select the **number of scores to drop**: from the dropdown box in the header table.
 - d. Select the **Categories** and **Assignments** to be included in this drop process. Click **Next**.
 - e. Select the **Special Codes** to be included in this drop process. Click **Next**.

Note: This step may not appear, depending on whether **Special Codes** are being used on any assignments.
 - f. Verify the students and assignments that will be included in this drop process. Click **Process Drops**.
 - g. Click **Back** to return to the **Main Screen**.

When the process is complete, the **Advanced Drop Lowest Score Process** screen will display. An **Undo Drop Lowest Score** hyperlink now appears across from the term whose lowest scores were processed. This hyperlink will undo all drop processes for this **Grading Period**. To undo the drop, click the hyperlink, select all students whose drop(s) should be undone, then click **Process Undrops**.

The teacher also has the capability of running this process again to drop additional scores for this **Grading Period**.

Grade Adjustments

Path: My Gradebook / Main Screen / Term/Semester Options / Enter Term/Semester Grade Adjustments

The ability to enter a term or semester **grade adjustment** is available in the Secondary Gradebook. If security is enabled the teacher has the ability to add a positive adjustment, or the ability to enter either a positive or negative adjustment.

A student's grade can be affected by entering a new desired grade, or by entering a percent adjustment.

1. Click **Term/Semester Options**.
2. Select **Enter Term/Semester "Xn" Grade Adjustments**.
3. A grade adjustment can be entered one of two ways:
 - a. Enter the desired **grade** for the student in the **Adjustment Grade** column.
 - b. Enter the desired **percentage modification** (e.g. 5.00, - 5.00) for the student in the **Adjustment Amount** column.
4. Click **Save** to return to the **Main Screen**.

The **adjusted grade and percent** will display on the **Main Screen** once it is saved.

The **adjusted grade** will post when selecting **Post Grades**.

The **grade and percent adjustment** will display on **Progress Reports**.

The **grade adjustment** will also display in **Family/Student Access** for guardians and students.

Posting Grades

Path: My Gradebook / Main Screen / Post Grades

The teacher 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 the Entity's office staff. If today's date and time does not fall within a **Grading Period Input date and time range**, the user will be able to view previously posted grades (if applicable), but won't be able to post grades.

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


If any students have **dropped** the course and the teacher wishes 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 this class. Grades will not populate automatically for dropped students, the teacher will need to enter them individually.

The teacher has the ability on each **comment** column to default a **comment code**. Select the **default comment code** in the first row under the appropriate **Comment number**, then click **OK** to the pop-up message, **Do you want to default all blank comments for Comment n to nnn?**

When manually entering **Comment codes** the teacher can fill in the comments prior to auto-filling the other students' boxes in that **Comment** column, or an auto-filled box can be manually changed.

To view valid **Comment Codes**, select the **View Comment Codes** hyperlink at the top of the screen.

The **Free Form comments** field is 42 characters long.

1. Click **Post Grades**.
2. Click the desired **Post Grades** hyperlink.
 - a. Grades will automatically populate for each Active student. Verify the grades to be posted.
 - b. Enter **Comment Codes** and **Free Form comments** (if applicable). Use the  icon to edit **Free Form Comments** if needed.
 - c. Click **Save** to post the grades and comments.

During this process, grades cannot be changed. A grade change is possible in one of two ways:

- The teacher can return to the **Secondary Gradebook Main Screen** and edit assignment scores or make a grade adjustment. The teacher can **Post Grades** as many times as desired while the **Grading Period Input date and time** range is open. When returning to **Post Grades**, if grades have previously been posted for this **Grading Period** and a grade has changed, it will appear in red while the unchanged previously posted grades will appear in green.
- A second way to change a grade is to use **Other Access** and select **Report Card Posting** (see the Other Access section). This method must be used with caution, as the posted grades will no longer match the student's recorded grade in the Secondary Gradebook.

Post Comments

Path: My Gradebook / Main Screen / Comments


A **Comments** button is available on the **Main Screen**. The **Comments** button allows the teacher to enter **Grading Period comments** for the whole class on one screen.

This feature allows the user to add/change comments prior to or after grades have been posted. In addition, this is the ideal feature to allow for a “comments only” posting.

To view valid **Comment Codes**, select the **View Comment Codes** hyperlink at the top of the screen.

Free Form comments field is 42 characters long.

When manually entering **Comment codes** the teacher can fill in the comments prior to auto-filling the other students' boxes in that **Comment** column, or an auto-filled box can be manually changed.

1. Click **Comments**.
2. Click the desired **Post Comments** hyperlink.
 - a. **Comments** can be entered two ways:
 - 1) **Auto-fill a Comment** – select the comment code from the Default blank comments to: row beneath the desired Comment column to auto-fill. Select **OK** to the prompt “Do you want to default all blank comments for Comment n to nnn?”
 - 2) **Manually Applied Comments** – click in a Comment box for a student and enter the code for the student.
 - b. Add **Free Form comments** (if applicable). Use the  icon to edit **Free Form Comments** if needed.
 - c. Click **Save** to post the comments.

Automated Grade Posting

Automated Grade Posting is available as a District option. When turned on, the ability for teachers to **post grades** for individual classes is disabled in both **Educator Access and Gradebook**.

When this option is turned on, all the Gradebook grades will be posted when the posting window opens. This process is done through the **Print Queue**. Also, while the posting window is open, any changes made to the Gradebook that affect the Gradebook grades will automatically post the updated grade to the **Report Card**.

The only option now available in **Secondary Gradebook** is the option to **post Athletic Grades**, if activated for this Entity.

When **Athletic Grading** is not used in the Entity, only the **Comments** button is available. This button would allow the teacher to update **Comments** that will display on report cards with the automated posted grade.

Grading in Educator Access Plus (EA+)

Grades are displayed in EA+ through **My Classes / Report Card Posting** or **My Gradebook / Other Access / Report Card Posting**, however the posted grades are viewable only, no edit capability is enabled through this option.

Grading for Dropped Students

Grades for students who have **dropped** this course will not automatically post. Any students who will receive a grade in a dropped course would need to be entered by the Entity Staff through WESPaC.

Grading for Classes Without a Gradebook

When a teacher has a class where a **Secondary Gradebook** is not being maintained, e.g. a Teacher Assistant class, **Automated Grade Posting** will allow the teacher to manually post a grade for the student(s) through **EA+ / My Classes / Report Card Posting**.

If a single assignment is added for this class, posting through EA+ would no longer be accessible and automatic posting would occur for the class.

Reporting

Reports can be generated for all your classes, a single class, a single student, or a single assignment. Selection options allow choice of term(s) or date range to report on, and many of the data elements that can be printed on each 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, it can be saved to a disk, printed, or closed by clicking the “X” in the upper-right corner of the report. Closing the report will not close Educator Access Plus or Secondary Gradebook. If the report has multiple pages, navigate through the pages using the blue arrow buttons at the bottom of the report screen. The following section discusses each Gradebook report.

Report Templates

Path: My Gradebook / Main Screen / Reports Dropdown

Report templates allow the teacher to quickly pick a set of established parameters to run a report. This time efficient feature allows the user to quickly retrieve commonly selected parameters for each report. Skyward has provided some standard templates for each report, but personalized templates can also be created.

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)

When personalized templates exist and are highlighted, new options appear:

- **Rename Template**
- **Modify parameters of Template**
- **Delete Template**

1. Click **Reports**.
2. Select the desired **Report name**.
 - a. Highlight one of the **report templates** and click **Print**.
-- OR --
 - b. Click **Add a new Template**.
 - 1) Enter a **Sequence #** and **Report Template Name**, click **Save**.
 - 2) Select the parameters to display on this report, click **Save**.
 - 3) This report template can now be used at any time to view and print these parameters when this report is chosen.

Running Reports Using the Reports Dropdown

Grade Sheet Report

Path: My Gradebook / Main Screen / Reports

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. Template selections exist with different size fonts – from 10 to 14 pt font size. 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.

Grade Sheet Report options:

- Display Grades and Assignments for Term (select a Grading Period)
- Display Grades and Assignments for Date Range
- Show Student Name
- Show Student ID
- Sort Students: Use Gradebook Sort Order
- Sort Students (by): Random
- Show Assignments
- Show Max Score
- Show Average Score
- Assignment Legend Options: Show at Bottom of Each Page
- Assignment Legend Options: Show on Separate Page
- Assignment Legend Options: Don't Show at All
- Show Term Grade Marks
- Show Term Grade Percent
- Special Code Options: Show All
- Special Code Options: Show as Gradebook
- Special Code Options: Show None
- Font Size
- Show Signature Line
- Free Form Header (2 lines)
- Free Form Footer (4 lines)

The **Number of Assignments per Page** and the **Number of Students per Page** change depending on the selections above. These numbers display between the parameter options and the Free Form Header/Footer text boxes. As parameter selections are made, the user can view the changes to the Number of Assignments per Page and the Number of Students per Page, allowing different option selections to get the desired results.

Excel Export on the **Gradebook Main Screen** completes the same function as selecting **Reports** and selecting the Grade Sheet Report, however it only allows for the export to Excel feature, not creating a PDF report.

Assignment Listing – By Student

Path: My Gradebook / Main Screen / Reports

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, select 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:

Common options for these reports:

- Display Assignments for Term (select a Grading Period)
- Display Assignments for Date Range
- Free Form Header (2 lines)
- Free Form Footer (4 lines)
- Class Comments

All options:

- Do not print assignments marked “No Count”
- Show Signature Line
- Assignment Comments
- Assignment Average Score
- Percent
- Missing Assignment Indicator and Reason
- Earned and Possible Points
- Grade Mark

Completed options:

- Do not print assignments marked “No Count”
- Show Signature Line
- Assignment Comments
- Assignment Average Score
- Percent
- Earned and Possible Points
- Grade Mark

Missing options:

- Do not print assignments marked “No Count”
- Show Signature Line
- Assignment Comments
- Assignment Average Score
- Percent
- Earned and Possible Points
- Grade Mark
- Each Student on a Separate Page
- Exclude Students with No Missing Assignments

Assignment Master Report

Path: My Gradebook / Main Screen / Reports

The **Assignment Master Report** will print assignment list information for a specific term or Date Range sorted in different ways:

Assignment Master Report options:

- Sort Assignments by:
 - Term, Category, Due Date
 - Category, Due Date
 - Due Date
- Sort Sequence:
 - Descending
 - Ascending
- Other Options:
 - Display Assignment for Term (select a Grading Period)
 - Display Assignment for Date Range
 - Free Form Header (2 lines)
 - Free Form Footer (4 lines)

Missing Assignments Report

Path: My Gradebook / Main Screen / Reports

Missing Assignments Report allows for quick viewing of missing assignments for all students or selected students. It will print a report page for each selected student.

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 match those of the **Assignment Listing report** when the **Missing report** radio button selection is checked.

Missing Assignments Report options:

- Display Assignments for Term (select a Grading Period)
- Display Assignments for Date Range
- Do not print assignments marked “No Count”
- Show Signature Line
- Assignment Comments
- Assignment Average Score
- Percent
- Earned and Possible Points
- Grade Mark
- Each Student on a Separate Page
- Exclude Students with No Missing Assignments
- Free Form Header (2 lines)
- Free Form Footer (4 lines)
- Class Comments

Email Progress Report

Path: My Gradebook / Main Screen / Reports

The purpose of this report is to **e-mail a Progress Detail Report** 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.

Any parent/guardian without an e-mail address will be desensitized for selection in the **Create Emails** process.

E-mail Progress Report options:

- Display Grades and Assignments for Term (select a Grading Period)
- Only print students with a grade mark of (select grade mark)
- Only print students with <> than "n" percent
- Only print students with <> than "n" absences
- Recipients:
 - Guardians
 - Students
- Display Student's Advisor
- Display Attendance Totals
- Display Grades for Previous Term
- Free Form Header (2 lines)
- Display Category Totals
- Do Not Print Assignments Marked as 'No Count'
- Do Not Print Ungraded (*) Assignments
- Do Not Print Assignments Not Posted to Family Access
- Group Assignments by Category
- (Print) Assignment Comments
- (Print) Missing Indicator and Reason
- (Print) Earned and Possible Points
- (Print) Percent Earned
- (Print) Grade Mark
- (Print) Special Codes
- Date Sequence of Assignments:
 - Descending (newest to oldest)
 - Ascending (oldest to newest)
- Display List of Missing Assignments
- Display Signature Line
- Free Form Footer (4 lines)
- Class Comment

View Emailed Report

Path: My Gradebook / Main Screen / Reports

This report allows the teacher to see the status, date, and time of created **Email Progress Reports**. It also displays the guardian's e-mail address, the status of the e-mailed progress report, and the ability to view the attachment (actual e-mailed Progress Report).

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

Category Summary Report

Path: My Gradebook / Main Screen / Reports

The **Category Summary** report provides a quick view of the percentage and grade by **Category**, and the selected term/semester grade and percent for each student in the selected class.

Category Summary Report options:

- Display Category Percents for Term (select a Grading Period)
- Display Category Percents for Date Range
- Show Student Name
- Show Student ID
- Sort Students: Use Gradebook Sort Order
- Sort Students (by): Random
- Free Form Header (2 lines)
- Free Form Footer (4 lines)

Progress Detail

Path: My Gradebook / Main Screen / Reports

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.

Progress Detail options:

- Display Grades and Assignments for Term (select a Grading Period)
- Only print students with a grade mark of (select a grade mark)
- Only print students with \leq than "n" percent
- Only print students with \leq than "n" absences
- Display Student's Advisor
- Display Attendance Totals
- Display Grades for Previous Term
- Free Form Header (2 lines)
- Display Category Totals
- Do Not Print Assignments Marked as 'No Count'
- Do Not Print Ungraded (*) Assignments
- Do Not Print Assignments Not Posted to Family Access
- Group Assignments by Category
- (Print) Assignment Comments
- (Print) Missing Indicator and Reason
- (Print) Earned and Possible Points
- (Print) Percent Earned
- (Print) Grade Mark
- (Print) Special Codes
- Date Sequence of Assignments:
 - Descending (newest to oldest)
 - Ascending (oldest to newest)
- Display List of Missing Assignments
- Display Signature Line
- Free Form Footer (4 lines)
- Class Comment

Progress Summary

Path: My Gradebook / Main Screen / Reports

The **Progress Summary Report** displays elements of the **Progress Detail report**. If a teacher uses **Category Total Points** this report includes total points earned, total points possible, percent, and the student's cumulative grade for the term, semester, or date range selected. If the teacher uses **Weighted Categories** the report will display percent and the student's cumulative grade for the term, semester, or date range selected. 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 sorting in random order using the option **Display Students in Random Order**. To enable display of this report in the classroom, while maintaining student anonymity, choose to display only Student ID, not Student Name, and sort in random order.

Progress Summary options:

- Display Grades for Term (select a Grading Period)
- Only print students with less than "n" final percent
- Display Student Name
- Display Student ID
- Display Student in a Random Order
- Show Signature Line
- Free Form Header (2 lines)
- Free Form Footer (4 lines)

Multi-Class Progress Report

Path: My Gradebook / Main Screen / Reports

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. Each student will print on a single page displaying information for each of the classes the student takes from this teacher.

Multi-Class Progress Report options:

- Display Grades for Term (select a Grading Period)
- Display Signature Line
- Only print students with less than "n" final percent
- Print Dropped Classes
- Free Form Header (2 lines)
- Free Form Footer (4 lines)
- Class Comments

Partial Progress Detail

Path: My Gradebook / Main Screen / Reports

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 the teacher to select the previous week, up to the previous 4 weeks, or a specified date range. A teacher, student, or parent can quickly see how a student is doing on homework assignments, tests or quizzes within the report timeframe. A cumulative grade for the assignments on the report can be displayed and/or the current term grade.

Partial Progress Detail options:

- Display Grades and Assignments for:
 - Previous Week
 - Previous 2 Weeks
 - Previous 3 Weeks
 - Previous 4 Weeks
 - Enter Specific Days (enter a date range)
- Only print students with a grade mark of (select a grade mark)
- Only print students with <> than "n" percent
- Only print students with <> than "n" absences
- Display Grades:
 - Current Term Grade
 - Cumulative Grade for Assignments on Report
- Display Student's Advisor
- Display Attendance Totals
- Free Form Header (2 lines)
- Display Category Totals
- Do Not Print Assignments Marked as 'No Count'
- Do Not Print Ungraded (*) Assignments Do Not Print Assignments Not Posted to Family Access
- Group Assignments by Category
- (Print) Assignment Comments
- (Print) Missing Indicator and Reason
- (Print) Earned and Possible Points
- (Print) Percent Earned
- (Print) Grade Mark
- (Print) Special Codes
- Date Sequence of Assignments:
 - Descending (newest to oldest)
 - Ascending (oldest to newest)
- Display List of Missing Assignments
- Display Signature Line
- Free Form Footer (4 lines)
- Class Comment

Partial Progress Summary

Path: My Gradebook / Main Screen / Reports

The **Partial Progress Summary** report displays elements of the **Progress Detail report**. If a teacher uses **Category Total Points** this report includes total points earned, total points possible, percent, and the student's cumulative grade for the selected timeframe. If the teacher uses **Weighted Categories** the report will display percent and the student's cumulative grade for the selected timeframe. Parameters allow the teacher to select the previous week, up to the previous 4 weeks, or a specified date range. A cumulative grade for the assignments encompassed within the date range can be displayed and/or the current term grade. 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 **Partial Progress Detail Report**, this report allows sorting in random order using the option **Display Students in Random Order**. To enable display of this report in the classroom, while maintaining student anonymity, choose to display only Student ID, not Student Name, and sort in random order.

Partial Progress Summary options:

- Display Grades and Assignments for:
 - Previous Week
 - Previous 2 Weeks
 - Previous 3 Weeks
 - Previous 4 Weeks
 - Enter Specific Days (enter a date range)
- Only print students with less than "n" final percent
- Display Student Name
- Display Student ID
- Display Students in a Random Order
- Show Signature Line
- Show Current Term Grade
- Free Form Header (2 lines)
- Free Form Footer (4 lines)

Partial Multi-Class Progress Report

Path: My Gradebook / Main Screen / Reports

The **Partial 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 the teacher to select the previous week, up to the previous 4 weeks, or a specified date range. A cumulative grade for the assignments encompassed within the date range can be displayed and/or the current term grade. Each student will print on a single page displaying information for each of the classes the student takes from this teacher.

Partial Multi-Class Progress Report options:

- Display Grades and Assignments for:
 - Previous Week
 - Previous 2 Weeks
 - Previous 3 Weeks
 - Previous 4 Weeks
 - Enter Specific Days (enter a date range)
- Display Signature Line
- Only print students with less than "n" final percent
- Print Dropped Classes
- Show Current Term Grade
- Show Cumulative Grade for Assignments on Report
- Free Form Header (2 lines)
- Free Form Footer (4 lines)
- Class Comment

Excel Export

Path: My Gradebook / Main Screen / Excel Export

The **Excel Export** feature works the same as the **Grade Sheet Report** functionality; however this option only allows an export to Excel, not creating a PDF report. The **Excel Export'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. Template selections exist with different size fonts – from 10 to 14 pt font size.

The report allows for use of the preloaded templates or use of templates the teacher has added. Through the **Excel Export** function, the templates cannot be modified.

1. Select **Excel Export**.
 - a. Highlight the desired **Report Template**.
 - b. Click **Export to Excel**.
 - c. Click **Back to Gradebook** to return to the **Main Screen**.

Running Reports for Individual Students

Path: My Gradebook / Main Screen / Student Name Hyperlink

Reports can be run for individual students in two ways: by using the **Select Students to View Report** button when generating reports from the **Reports** button, or by clicking a **Student's Name** hyperlink on the **Main Screen**.

Preloaded and teacher added templates are available for use in this mode.

1. Click the desired **Student Name** hyperlink on the **Main Screen**.
2. Select **Reports** dropdown.
 - a. Select the desired report name.
 - b. Highlight the desired **Report Template**.
 - c. Click **Print**.
 - d. After viewing and/or printing the report, use the "X" in the corner of the Adobe Acrobat window to close the report.
 - e. Click **Back to Gradebook** to return to the individual student assignments screen in Gradebook.
3. To select another student in this class use the **Student Name** dropdown.
4. Click **Back** to return to the **Main Screen**.

Display Options

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

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

Student Display Options

Path: Educator Access Plus / My Gradebook / Main Screen / Display Options

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

Display Options include:

- Student ID
- Dropped Students
- Student Grade Level

1. Click **Students** heading OR click **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. Click **Save** when selections have been completed to return to the **Main Screen**.

The user has the option to **Sort by Gradesheet Sequence**. Select the **Modify Gradesheet Sequence** hyperlink to reorder the students on the **Main Screen**, **Take Daily Attendance – by Name**, and for selected report templates. Highlight a student's name and use the **Move Up** and/or **Move Down** buttons to position the student in the desired location on the list. Once complete, click **Save** to return to the **Student Display** options. Click **Save** on the **Student Display** window, to hold these sort options and return to the **Main Screen**.

Assignment Display

**Path: Educator Access Plus / My Gradebook / Main Screen /
Display Options**

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
 - Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future)
 - Sort Assignment by: Date Sequence, Category, or Assignment Group
 - Date Sequence of the Assignments: Descending or Ascending

- *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 Format Display Options

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

Grade Period Display

Path: Educator Access Plus / My Gradebook / Main Screen / Display Options

The **Grade Period Display** determines which **Grading Period** columns will be displayed in 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**. There are two columns – one to **Display Assignments** for the selected **Grading Period**, and a second to **Display Grade Period** (blue grade column).

This display selection affects only the currently selected class. **Grade Period Display** must be configured separately for each class.

The current **Grading Period** cannot be deselected.

Select 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 **Display Options** dropdown.
 - a. Select whether the **Assignments** and/or **Grade Period** column will display for this **Grade Period** by placing a checkmark in the box in the appropriate column next to the **Grading Period(s)** for the desired option.
 - b. Uncheck to hide any desired **Grade Period** and/or **Display Assignments** options.
 - c. Click **Save** when selections have been completed to return to the **Main Screen**.

Tools

Path: My Gradebook / Main Screen / Display Options / Tools

Restore Deleted Assignments

Assignment information and scores can be restored to the Gradebook. If an assignment was deleted by mistake and needs to be reinstated to the Gradebook, this tool easily allows the restore.

An assignment cannot be restored, if the **Category** used in the assignment is no longer being used in the Gradebook.

To cancel the restore function, Click **Back**, rather than **Restore Assignment**.

1. Select **Restore Deleted Assignments** from **Display Options** dropdown.
 - a. **Highlight** the assignment to be restored and click **View Details**. The assignment information and scores will display on the screen.
 - b. Click **Restore Assignment**, to save this assignment information and scores back into the Gradebook.
 - c. Click **Back** to return to the **Main Screen**.

Student Groups

Student Groups can be set up to enable the teacher to work with and give different assignments to small groups of students. The feature allows the setup of ten unique groups within one Gradebook.

Once established only the students from one group can be displayed on the **Main Screen** at one time. A dropdown for Student Groups appears above the student list, allowing the teacher to toggle between groups.

Cautions for using Student Groups:

- **Assignments** can be made within this Gradebook for a single group (the group displayed when **Add Assignment** was selected) or for all groups. However, the teacher cannot select other Gradebooks/Classes to also create the assignment for, if creating the assignment for a single group, unless that Gradebook also uses the same **Student Group** selection.
- A student may not be assigned to multiple groups. Students can only be assigned to one group within this Gradebook.
- All students can now no longer be displayed on the **Main Screen**. Users only see one group at a time.
- All **Scoring** options will work only for the group currently displayed on the **Main Screen**.
- The **Gradebook**, **Progress Reports**, and **Partial Progress Reports** sections under the **Report** dropdown options will work only for the currently displayed group on the **Main Screen**.
- Once **Groups** are established and assignments created for a specific group, then scored, the students can no longer be moved to another group. All assignments or scores for the student for this specific **Group** would have to be removed or deleted prior to moving the student to another group.

In effect, the use of **Student Groups** separates a single class into two different Gradebook groups.

1. Select **Student Groups** from **Display Options**.
 - a. Enter a **Description** in each desired **Group number**.
 - b. Assign students in the various groups by placing the radio button adjacent to the **Student Name** in the appropriate **Group** column.
 - c. Click **Save** to return to the **Main Screen**.

The **Student Groups** can be reversed by removing the **Group descriptions**, which places the students back into one main group. However, if specific assignments have been made for the **Groups** while established, **scores** or **No Count** designators will need to be entered for students for whom the assignment was not originally created.

View Backups

If the district is periodically running **Gradebook Backups**, the user will have the option of **Viewing Backups**. The display will provide a view of a Gradebook from a specific date in time.

However, if a student is deleted from the class after the Backup is run, the student will no longer be visible on the Backup. This tool will only display those students who are either Active or Dropped from the class.

1. Select **View Backups** from **Display Options**.
 - a. Select the desired backup from the list, click **View Backup**.
 - b. Click **Close** to return to the **Main Screen**.

Assignment Comment Bank

The **Assignment Comment Bank** lists all comments created for use with assignment score entry. The list allows the user to **Add** new comments, **Edit** existing comments, or **Delete** a comment that is incomplete or no longer used.

1. Select **Assignment Comment Bank** from **Display Options**.
 - a. Select to **Add**, **Edit**, or **Delete** a comment.
 - b. Click **Back** to return to the **Main Screen**.

When a comment is edited or deleted, the comment in its original state will stay attached to the assignment and student to which it was initially attached to.