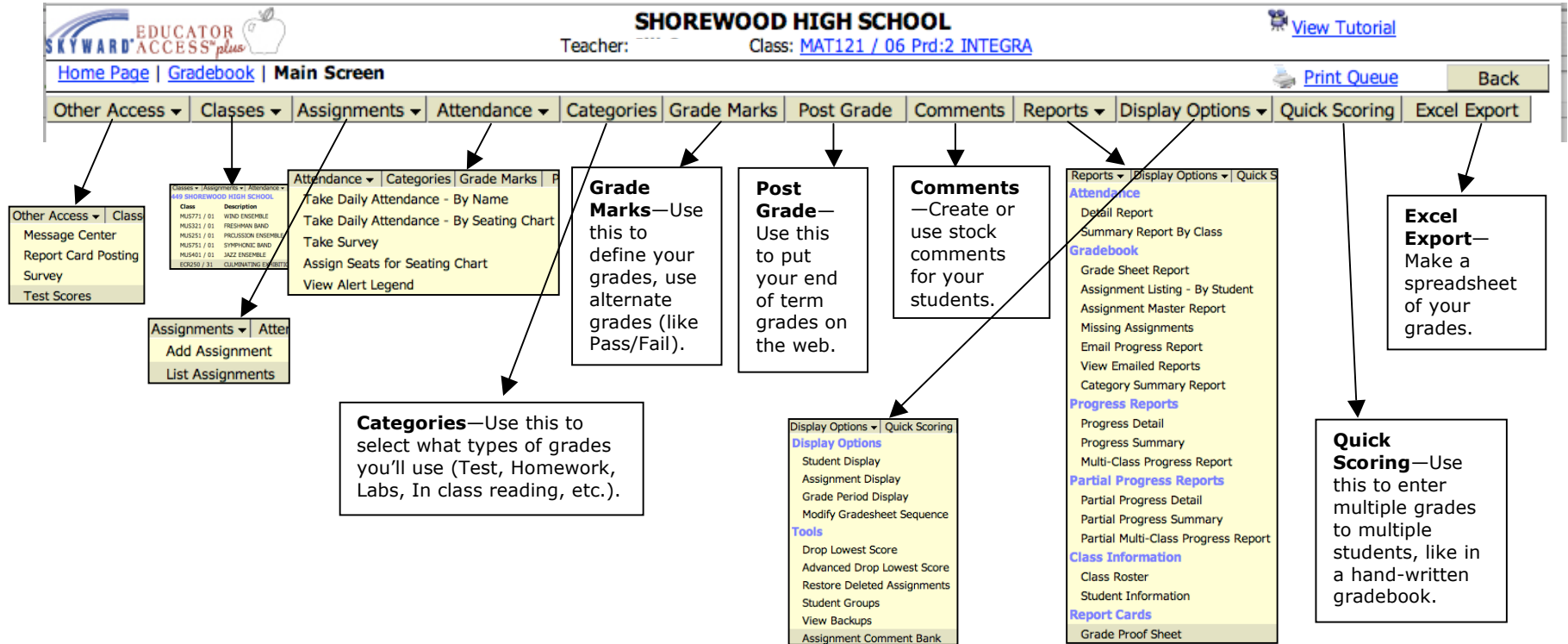


Easy Access Plus (Skyward) Secondary Grading Flow Chart

A Quick Reference Guide to Basic Grading Needs and Maintenance



Directions for Typical Grading Needs

Below are the simplest directions for many of the EA+ options available to you.

For a complete Users Manual ready for download, go to the following link:

[Secondary EA+ Gradebook Manual](#)

Adding Assignments Path: My Gradebook / Main Screen / Assignments / Add Assignment. Fill in all necessary information for calculating the grade properly (category, points possible, due date, etc.)

Copying Assignments From Other Gradebooks Path: My Gradebook / Main Screen / Assignments / List Assignments

Copying Assignments to Other Classes (Cloning): Path: My Gradebook / Main Screen / Assignments / List Assignments/Clone/Select assignments and classes to be copied. Click Save.

Entering Grades Path: My Gradebook / Main Screen / Assignments / List Assignments/Assignments. Highlight assignments and click Score Entry. Click Save.

Quick Score Path: My Gradebook / Main Screen / Quick Scoring

Mass Score (for filling in the same grade for all selected students) Path: My Gradebook / Main Screen / Assignments / List Assignments. Highlight the assignment and click Mass Assign Scr. Select what/how you want scores to be entered. Click Apply, then click Save.

Defining Grade Settings

Categories Path: Educator Access Plus / My Gradebook / Main Screen / Categories (Note, you cannot alter categories. If you want a custom category, contact Jiovanna Koceski at the district office, ext. 4238.)

Weights/Total Points Path: Educator Access Plus / My Gradebook / Main Screen / Categories/Change Score Method. Click either Total Points or Base grades on percents assigned to categories. Click Save. Click Add/Edit Categories, select categories, assign the percent of weight for each category. Click Save. Click Use These Categories For My Other Classes. Select the classes. Click Save.

Weight by Grading Period Path: Educator Access Plus / My Gradebook / Main Screen / Categories/Change Score Method. Select Base grades on percents assigned to categories by Grade Period. Click Save. Click Modify %, select categories to be included, assign the percentage for each category. Click Save. Click Use These Categories For My Other Classes, if appropriate.

Adjusting Grades Path: My Gradebook / Main Screen. Once your students and grades are visible, select Options below the term title (Q1, for example) Select Enter Term Grade Adjustments. Adjust selected grades or percentages. Click Save. Both the actual and adjusted scores are visible on your screen *and in all student and parent reports*.

Scales Path: My Gradebook/Main Screen/Grade Marks. Click Edit (next to the grade scale box). Change your grading scale. Click Save.

Adding Pass/Fail Path: My Gradebook/Grade Marks/Assign Students/Select All -> Save. You've now created a Special Grade Mark Group for your entire class. Make changes in your class' file as needed.

Posting Grades Path: Path: My Gradebook / Main Screen / Post Grades. Click desired Post Grades hyperlink. Verify grades. Click Save.

Posting Comments Path: My Gradebook / Main Screen / Post Comments. Click appropriate Comments hyperlink. Select comments, autofill, etc. Click Save.

Preventing Class Averages posted to your website Path: My Gradebook / Main Screen /Display Options/Grade Period Display. Click or unclick which grading periods you wish to post. Click Save.

Printing Reports This takes some time and quite a few parameters to select. See a TIS or the EA+ manual (linked above) for complete directions.