

Educator Access Plus
Standards Gradebook
For
Teachers



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Events

An Event is the fourth level of the Standards Gradebook hierarchy. The 3 previous levels of the hierarchy (Academic Areas, Subjects, and Skills are all set up by a district level person). Events however, are entered at the teacher level and they are attached to a specific Skill. The term “Events” is the terminology used by Skyward to describe individual assignments given to students. There are six Event functions: Add, Edit, Clone, Delete, Grade Entry, and Event Display.

These steps must be done each time before you perform any of the following functions:

- Add
- Edit
- Delete
- Grade Entry
- Event Display

If you do not have the Standards Gradebook hyperlink available the Academic Areas have not been completed.

1. Log into Educator Access Plus and click the My Gradebook hyperlink in the Menu Tree under Teacher Access.
2. Choose the Standards Gradebook hyperlink next to the class where you want to add the Event.
3. Click **Events** on the header on the Main Screen.

You’re now in the area where you can Add, Edit, Clone, Delete, Grade Entry or Event Display. The steps listed above must be done each time before you perform any of these functions. (To continue, go to the appropriate process section listed below.)

Add

The Description field for an Event is 30 characters Max.

1. Click **Add**.
2. Select a Subject and Skill from their respective drop-down menus. This is the Subject and Skill the Event will be attached to.
3. Enter a Description for the Event.
4. Enter an Assign Date, Proposed and Actual Due Date for the Event.
 - Assign Date – the date on which you assigned the Event to the students.
 - Proposed Due Date – the date you intend for the Event to end.
 - Actual Due Date – the date that the Event truly ends. This date may be the same as the Proposed Due Date or different if a Due Date adjustment was necessary.
5. If you want the Event to Post to Family Access or Post to Student Access, check the corresponding box.

6. You can *Use points to score this event* instead of using the grade marks assigned to the Academic Area. Enter max points possible if you choose this option.
7. Select the Classes where this Assignment should be added by checking the appropriate class(es) in the browse.
8. Click **Save**.

Edit

1. To edit an Event, highlight it and click **Edit**.
2. Change all applicable fields and click **Save**.

Clone

Since this is cloning functionality, it is unlikely that you will be altering the Description field, although you can.

1. To clone an Event, highlight it and click **Clone**.
2. Change all applicable fields and Select the Classes where this Assignment should be added from the browse. Click **Save**.

Delete

1. To delete an Event, highlight it and click **Delete**.
2. The system prompts you for verification. Click **OK**.

Warning: You CAN delete a graded Event.

Grade Entry

If the Event was created to be “Use points to Score this event” the heading on the column will be labeled “Score” and the Max Point will be listed at the top of the Grade Entry screen, if not it will be labeled “Grade”. If the Event is being graded you will see the available Grade Marks on the top right side of the screen.

Special Codes are created in the WESPaC system by the district.

1. To enter grades for an event, highlight it and click **Grade Entry**.
2. Enter grades for each student in the Grade/Score column. The marks that you can use appear in the Grade Marks table on this screen unless you’re using points to score this event. The Grade Marks table doesn’t appear when you use this option.

The % column populates based on the Default Value assigned to the Grade Mark in the Academic Area. If you’re using points the system calculates the % based on the student’s score and the maximum points possible.

3. Enter a Special Code for each student that needs one. The codes that you can use appear in the Special Codes table on this screen.
4. Check *No Count* and/or *Missing* for each student (as applies).
5. Enter a Comment if desired. A red triangle displays on the Main Screen for each grade that has a comment attached to it.

Event Display

The selections for Skill Heading and Event Heading affect all of your classes, but the Event Display Options selection only affects the class you’re currently viewing.

1. Click **Event Display** to choose the Standards Gradebook display layout.
2. Check Show Comments for all Events if you want the full comment field to appear on the Main Screen for all of your classes.
3. Select any combination of Skill Heading and Event Heading for a customized layout of the Standards Gradebook for all of your classes.
4. Click **Save**.

Reports

Teachers have access to two attendance reports, a class roster report and two reports for Gradebook information. These reports are accessible in Gradebook and in Educator Access Plus under Classes and Class Options.

All reports will display in a PDF file using Adobe Acrobat.

1. Log into Educator Access Plus and click the My Gradebook hyperlink in the Menu Tree under Teacher Access.
2. Choose the Standards Gradebook hyperlink next to the class where you want to add the Event.
3. Click **Reports** on the header on the Main Screen.

You're now in the area where you can run the following reports: Detail Report, Summary Report by Class, Class Roster, Progress Report, Event Listing. The steps listed above must be done each time before you perform any of these functions. (To continue, go to the appropriate process section listed below.)

Attendance Reports

Detail Report

1. Click on Detail Report on the menu tree.
2. Select the correct Date Range.
3. Select the preferred Options.
4. Select the preferred Report view (**View All Students** or **Select Students to View Report**). If you select **Select Students to View Report** there is an additional step of selecting the student you want to show on the report the click on **View Report**.

Summary Report by Class

1. Click on Summary Report by Class on the menu tree.
2. Select the correct Date Range.
3. Select the preferred Options.
4. Select the **View Report for All Students**.

Class Information Reports

Class Roster

1. Click on Class roster on the menu tree.
2. Select the preferred Options.
3. Select the **View Report for All Students**.

Gradebook Reports

The Progress Report is a comprehensive list of all Academic Areas a student is associated with. This report can be generated for select students or for all students in the class.

The Free Form Header and Footer is a max of 70 Characters per Label.

Progress Report

1. Click on Progress Report on the menu tree.
2. Select the preferred Options.
3. Enter Free Form Header Information (if wanted).
4. Enter Free Form Footer Information (if wanted).
5. Select the preferred Report view (**View All Students** or **Select Students to View Report**). If you select **Select Students to View Report** there is an additional step of selecting the student you want to show on the report the click on **View Report**.

The Event Listing report is a comprehensive list of all Events for a class.

The report the Actual Due Date for the Event date.

Display comments refers to the comments that can be placed on individual Events.

The Free Form Header and Footer is a max of 70 Characters per Label.

A status screen appears while the report generates. Then the report displays.

Event Listing

1. Click on Event Listing on the menu tree.
2. Select the Events that you want display either by term or date range.
3. Select the preferred Options
4. Enter Free Form Header Information (if wanted).
5. Enter Free Form Footer Information (if wanted).
6. Click **View Report for All Students** if you want to generate a Progress Report for every student in your class. Or click **Select Students to View Report** to choose specific students and then click **View Report**.

Display Options

The Display Options customize the Standards Gradebook layout for all of your classes. When you customize the Student Display and Event Display this affects all of your classes. When you customize the Grade Period Display this affects only the class you're currently on.

These steps must be done each time before you can customize any of the following displays:

- Student Display
- Event Display
- Grade Period Display

1. Log into Educator Access Plus and click the My Gradebook hyperlink in the Menu Tree under Teacher Access.
2. Choose the Standards Gradebook hyperlink next to the class where you want to add the Event.
3. Click **Display Options** on the Main Screen.

You're now in the area where you can customize the Student Display, Event Display and Grade Period Display. The steps listed above must be done each time before you can customize any of these displays. (To continue, go to the appropriate process section listed below.)

Student Display

The screen first opens to the Student Display options.

1. Select the Name Display, Display Options and Sorting Options you want.
2. Click **Save**.

Event Display

Event Display Options selection (showing of Comments) only affects the class you're currently viewing, but the selections for Skill Heading and Event Heading affect all of your classes.

1. Click the Event Display hyperlink.
2. Check Show Comments for all Events if you want the full comment field to appear on the Main Screen. A red triangle also appears on the Main Screen for each grade/score that has a comment attached to it.
3. Select any combination of Skill Heading and Event Heading to customize the Standards Gradebook Event display.
4. Click **Save**.

Grade Period Display

1. Click the Grade Period Display hyperlink.
2. Choose any combination of Grading Period Display to customize the Standards Gradebook Grading Period display for this class only.
3. Click **Save**.

Gradebook Main Screen Functionality

When you're on the Main Screen for several hyperlinks can take you to specific system functionality. There is a hyperlink for the Students heading, a hyperlink for each student's name, a hyperlink for each Event and Skill, and a hyperlink for each Subject if the Subject can be graded (this is setup in the Academic Areas). Additionally, if Grade Marks have been entered for any Subject, Skill, or Event, those Grade Marks are hyperlinked. In general, a hyperlink exists wherever your mouse pointer changes into a hand.

These steps must be done each time before you can access any of the hyperlinks on the Main Screen.

1. Log into Educator Access Plus and click the My Gradebook hyperlink in the Menu Tree under Teacher Access.
2. Choose the Standards Gradebook hyperlink next to the class where you want to view the Main Screen.

After the Main Screen opens, you'll see several underlined hyperlinks that take you to specific functionality. Each Grade Mark or asterisk that appears on this screen is also a hyperlink. The steps listed above must be done each time before you can access any of the hyperlinks on the Main Screen . (To continue, go to the appropriate process section listed below.)

Students Hyperlink

1. Click the Students (column header) hyperlink.
2. This will display, Student Display, Event Display and Grade Period Display.
3. Select the options you want and click **Save**.

For further information on this functionality see the Display Options section of this training packet.

Student Name Hyperlink

The **Next** or **Prev** button(s) at the top will allow you to page through the students in that class.

1. Click the hyperlink for any student's name. This area displays the student's summary information for all Subjects, Skills, Events and Grade Marks/Scores for this class.
2. Click **Reports** to access all available reports.

(See Report Section for more detail).

3. Click **Grade Skills** to override grade marks for this class's Skills.

If you click on the hyperlink of the students name in the student option screen it will take you to the student profile screen. The **Back** button will return you to the Main Screen.

4. Click the Missing Events or All Events tab to change the display of the screen from a display of all events to missing events and back again.
5. Click the Comments hyperlink to view this student's comments. You will need to use the **Edit Comments** button to access a screen for comment entry. A comment can only be added for the current Grading Period.
6. Click the Special Codes hyperlink to display a pop-up window containing the special codes or click the Grade Marks hyperlink to display a pop-up window containing valid grade marks.

Subject Hyperlink

1. Click the hyperlink for any Subject or click any Subject's Grade Mark hyperlink. This is the area where you enter this Subject's Grade Marks.
2. If you intend to manually award Grade Marks at the Subject level, enter an Override Grade or % value. After entering one of these values, the other value automatically populates according to the Assigned Grade Marks of this class's Academic Area. Click **Save**.
3. If you don't intend to manually award Grade Marks at the Subject level, the system automatically calculates the Grade Mark for you.

Skill Hyperlink

1. Click the hyperlink for any Skill or click any Skill's Grade Mark hyperlink. This is the area where you enter this Skill's Grade Marks.
2. If you intend to manually award Grade Marks at the Skill level, enter an Override Grade value or %. After entering one of these values, the other value automatically populates according to the Assigned Grade Marks of this class's Academic Area. Click **Save**.

If you don't intend to manually award Grade Marks at the Skill level, the system automatically calculates the Grade Mark for you.

Red Triangle

Holding the mouse over the red triangle will also display the comment in a fly over.

1. Click any red triangle that appears on the Main Screen.
2. A pop-up screen appears and displays the comment that is associated with the grade mark.
3. Click again and the pop-up screen will close.

Event Hyperlink

1. Click the hyperlink for any Event or click any Event's Grade Mark hyperlink.

If you click the hyperlink for the Event, you're taken to a screen similar to the one described in the Event area of this document (see the Table of Contents). However, this screen contains one additional option: Show/Hide Comments. Click this option to either Show or Hide the full comments that exist for this Event. If you intend to enter Event Grade Marks through this hyperlink refer to the Event area of this document (see the Table of Contents).

Enter a Score if you're using points to score this event. The Grade Mark table doesn't appear when you use this option.

When you click on a grademark for a particular student it will open on the edit screen with the cursor on the field for the same student.

2. If you click the Event's Grade Mark hyperlink, a screen appears where you can enter a Grade/ Score value or % for each student in the corresponding column. After entering one of these values, the other value automatically populates according to the Assigned Grade Marks of this class's Academic Area. The grade marks that you can use appear in the Grade Mark table on this screen.
3. Enter a Special Code for each student that needs one. The codes that you can use appear in the Special Codes table on this screen.
4. Check No Count and/or Missing as appropriate for each student.
5. A Free Form Comment space of 100 characters (max) is available.
6. Click **Save**.