



EA+ and Secondary Gradebook Training Information Sheet

Length: 6 hours

Description: This class is a complete presentation of Educator Access Plus and Secondary Gradebook. Educator Access Plus is a web based program that allows teachers to view and maintain data on students. Teachers will learn how to enter daily attendance records. The Secondary Gradebook is a component of Educator Access Plus, which allows teachers to maintain grading information and submit class grades to the client program. Teachers will be shown how to run a variety of reports on students and classes.

Click the following links to view an overview tutorial for Educator Access Plus and Secondary Gradebook:

[Educator Access Plus](#) [Secondary Gradebook Overview](#)

Interaction: Other Skyward modules that this product potentially interacts with are: Demographics, Grading, Scheduling, Attendance, Activities, Graduation Requirements, Test Scores, Food Service, EduTrack, Discipline, Family/Student Access.

Audience: This training is intended for Teachers. Other staff that may find this training helpful include support technicians and administrators.

Goal: Upon completion of this training class, the attendee will be able to do the following:

- Lookup student information
 - Post Daily Attendance for classes
 - Enter and Score Assignments
 - Post Grades for Classes
 - Run Student and Class Reports
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Standards Gradebook (with EA Plus) Class Outline:

- A. Login Screen
 - 1. Password options, Version, Browser and OS information

- B. EA+ Home Page
 - 1. Customizable Page by Administration
 - 2. [Tutorials](#)
 - 3. If you have questions, please contact the Skyward Tech at your school

- C. My Gradebook
 - 1. Selection of Gradebook Screen
 - a. [Current](#) / [Prior](#) Years Tab
 - b. [Reports for All Classes](#)
 - c. Show All Classes
 - d. [Grade Posting Status](#)
 - e. Multiple Entity Capability
 - 2. [Overview](#) of Main Gradebook Screen
 - a. Class Information Link
 - b. Print Queue
 - c. Tabs
 - d. Back Button Navigation
 - 3. Other Access Tab (Based on Security)
 - a. [Discipline](#)
 - b. [Message Center](#)
 - c. [Survey](#)
 - d. [Food Service](#)
 - e. [Recommendations](#)
 - f. [Gradebook Tracker](#)
 - g. [Online Assignment Templates](#)
 - 4. [Classes](#) Tab (Select another Gradebook)
 - 5. Attendance Tab
 - a. [By Name](#)
 - b. [By Seating Chart](#)
 - c. Take [Survey](#)
 - d. [Assign Seats for Seating Chart](#)
 - e. [View Alert Legend](#)
 - 6. Categories Tab
 - a. [Change Score Method](#) – Setting for Points or Weighting (*Do not change once this is set!)
 - b. [Add/Edit Categories](#)
 - c. [Use These Categories For My Other Classes](#)

- 7. Grade Marks Tab
 - a. [View Scale](#)
 - b. [Special Grade Mark Groups](#) – Assign Students
- 8. Assignments Tab
 - a. [Add Assignment](#)
 - i. Category selection, Description, Assignment Group, Dates, Max Score, Weight Multiplier, Post to FA/SA, Select other classes Score Entry History and various Button on Right
 - b. List Assignments
 - i. [Add](#), [Edit](#), [Clone](#), [Delete](#), Assignment Report, [Score Entry](#), [Mass Assign Score](#), [Assignment Display](#), and [Clone from Existing Gradebook](#)
- 9. Scoring Assignments from the Main Screen of the Gradebook
 - a. Click on the Score Cell of the assignment
 - b. Assignment Header (Mouse-Over and Editing)
 - i. Assignment Change History
 - ii. Can use Score Entry or Mass Assign Score
 - c. Hyperlinked Student Name – to view and grade individually
 - i. Assignments, Missing Assignments, Report Card Grades and Comments Tabs
 - ii. Edit Current Term, Edit Other Terms, Reports and Change History
- 10. [Quick Scoring](#)
 - a. Only for Current Grading Period
 - b. Show Cell Details
- 11. Main Screen of Gradebook
 - a. [Display Method](#) (Grade Mark, Percent, Points)
 - b. [Grade Adjust](#) Feature (By Grade Mark or Percentage)
 - c. Grade Adjust Column
 - d. [Grade Posting Status](#) (Grade Change Request for a closed grading period)
 - e. Quick Score
 - f. Report Card Column
- 12. Auto Post Grades/Posting
 - a. [Post Grades](#) (Grade Input Start/End Dates and comments)
 - b. Athletic Posting
 - c. Post Dropped Students
 - d. Post Comments
- 13. Charts
 - a. Term Grade Distribution
 - b. Student Progress
- 14. Display Options Tab
 - a. [Student Display](#)
 - b. [Assignment Display](#)
 - c. [Grade Period Display](#)

- d. [Modify Gradesheet Sequence](#)
- e. Teacher's Log
- f. [Drop/Advanced Drop Lowest Score](#)
- g. [Restore Deleted Assignments](#)
- h. [Student Groups](#)
- i. [View Backups](#) (Snapshot of Gradebook on a specific date)
- j. [Assignment Comment Bank](#)
- 15. Reports Tab
 - a. Working with Templates and Parameters (Cover the Print Queue)
 - b. Attendance Reports
 - i. [Detail Report](#) – displays the student's attendance record
 - ii. [Summary Report by Class](#) – displays the entire classes attendance for a specific date range
 - c. Gradebook Reports
 - i. [Grade Sheet Report](#) – a hard copy of the gradebook
 - ii. [Assignment Listing-By Student](#) – lists all assignments and scores without the current grade.
 - iii. [Assignment Master Report](#) – lists all assignments created in the gradebook
 - iv. [Missing Assignment Report](#) – lists all missing assignments for a student(s)
 - v. [Email Progress Report](#) – can email parents and/or students the progress detail report
 - vi. [View Emailed Reports](#) – view all emailed progress reports
 - vii. [Category Summary Report](#) – list how the students are doing in each category
 - d. Progress Reports
 - i. [Progress Detail](#) – displays current grades and assignment scores
 - ii. [Progress Summary](#) – displays all students with current grade
 - iii. [Multi-Class Progress Report](#) – will print a progress report if you see the student for multiple courses
 - e. Partial Progress Reports – can select a date range
 - i. [Partial Progress Detail](#)
 - ii. [Partial Progress Summary](#)
 - iii. Partial Multi-Class Progress Report
 - f. Class Information
 - i. [Class Roster](#) – specific student information
 - ii. [Student Information](#) – generate a report for any student information with security access
 - g. Report Cards
 - i. [Grade Proof Sheet](#) – posted grades and comments to the report card
- 16. [Excel Export](#)
 - a. Dependent upon which Grading Period is Displayed
- 17. Miscellaneous
 - a. *Score = Difference between Report Card (Posted) and Gradebook

- b. NEW button (ability to import gradebook grades if assignments match)
- c. Mouse-over of Bold Assignment Score – Shows Special Codes
- 18. Student Icon – picture of boy or girl on main screen of gradebook
 - a. [Profile](#)
 - b. [Class Summary](#)
 - c. [Attendance](#)
 - d. [Schedule](#)
 - e. [Add/Drops](#)
 - f. [Discipline](#)
 - g. [NCLB](#)
 - h. [Academic History](#)
 - i. [Graduation Requirements](#)
 - j. Educational Milestones
 - k. [Test Scores](#)
 - l. [Student Portfolio](#)
 - m. [Recommendations](#)
 - n. [Family Access Display](#)
 - o. [Message Center](#)
 - p. [Family Login History](#)
 - q. [Activities](#)
 - r. Custom Forms
 - s. [Multi-Class Progress Report](#)

D. [My Students](#)

- 1. [Student Lookup](#) and Sort Capabilities

E. [My Classes](#)

- 1. Class Selection Screen
- 2. Class Options Screen (Whole Class View)

F. **Post Daily Attendance**

- 1. Ability to see when/if attendance had/has been taken
- 2. By Name | By Seating Chart | Assign Seats

G. **My Homeroom**

- 1. [Overview](#)
- 2. Reports
 - a. My Homeroom Roster
 - b. Attendance Detail
 - c. Progress Report
 - d. Missing Assignment Report

- e. Report Card Summary
- f. Standards Report Card

H. My Activities

1. [Overview](#)

2. Reports

- a. Activity Roster
- b. Attendance Detail
- c. [Progress Report](#)
- d. Missing Assignment Report
- e. Report Card Summary

I. Review / Question and Answer