

Educational Service District 113

*Capital Region Information Service Center*

# SECONDARY GRADEBOOK

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## Quick Tip Sheets

Logging in to Skyward

**Gradebook: Display options, Adding Assignments, Accessing Student Information  
and entering Attendance**

*September 2017*



**My Partner for Learning Solutions**

**TERMS OF USE**

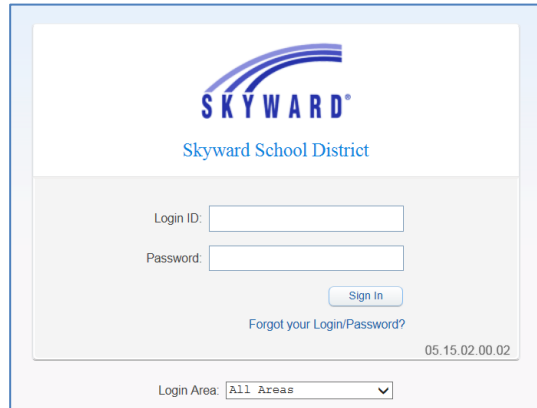
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# Logging in Educator Access Plus and the homepage options

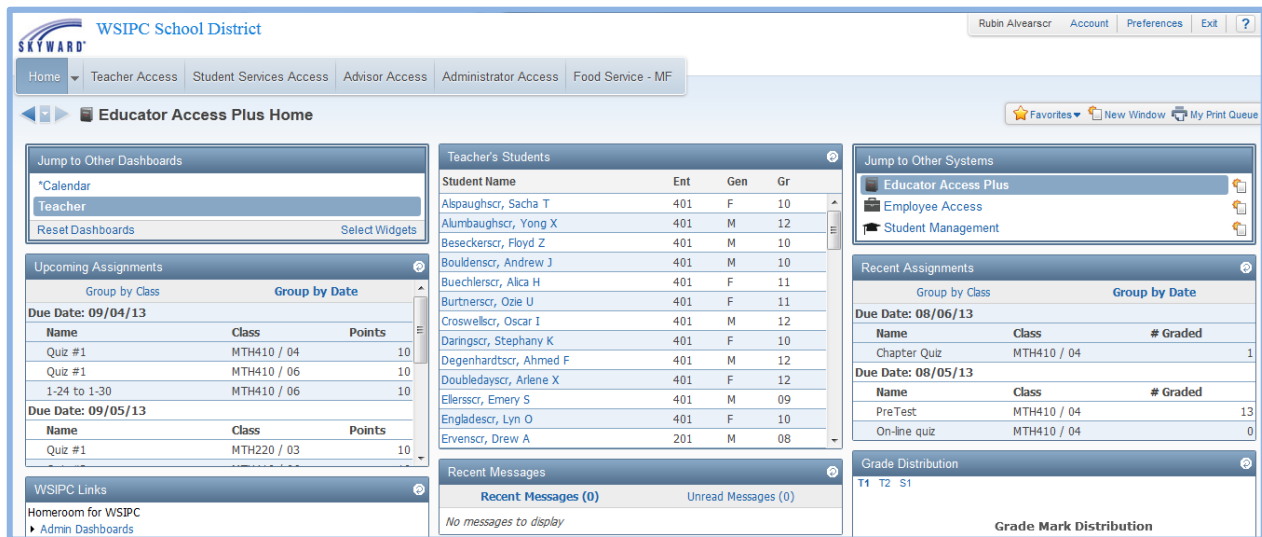
## Skyward URL:

<http://eaplus.steilacoom.wa-k12.net>

- Enter Login ID
- Enter Password
- Select Sign in



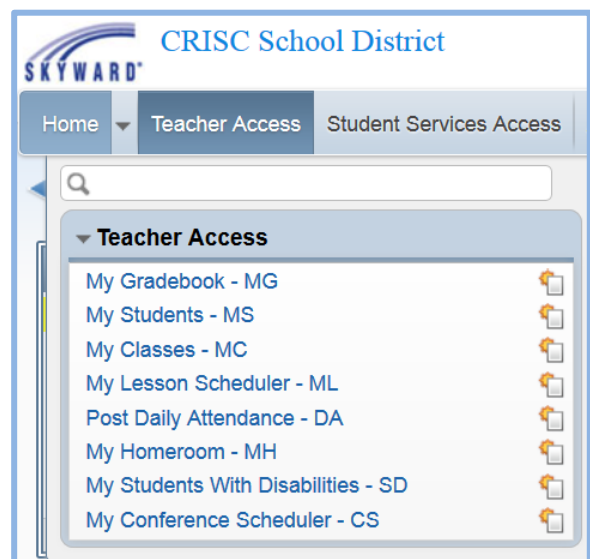
## Home Page:



- Access to Gradebook
- Access to Student Information in your classes
- Access to Class information
- Access to Daily Attendance Posting

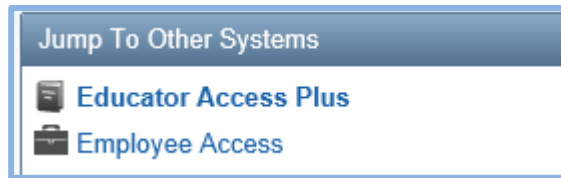
## Additional Areas – If Enabled

- Access to My Homeroom
- Access to Lesson Scheduler
- Access to Students with Disabilities
- Access to Conference Scheduler

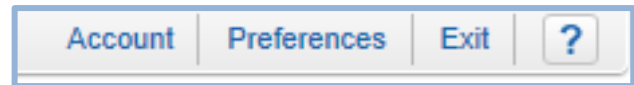


## Jump to Other Systems –Dependent on security access

- Employee Access
- Family Access



- Account setting – Password changes
- Preferences – Color changes, automatically open reports etc.
- ? for SkyDoc documentation and Tutorials



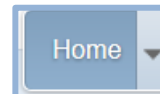
- The **Print Queue** icon is available in all areas of EA+
  - Select the icon to view or print a document in the Print Queue.



- Access to the Print Queue (with an example of a report that was run)
  - Clicking on the report hyperlink will open up the report in a PDF document and then it is necessary to select the printer icon to print the report. All reports go to the Print Queue and need to be viewed and then printed by selecting the printer icon.
  - Select the “Rerun” button to rerun any report in your Print Queue – it will grab new/updated information in the re-run report.

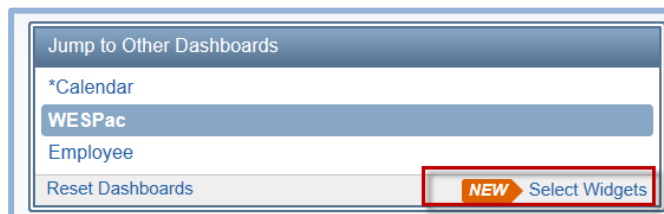
Date ▼	Time	Report Description	Class	Wait List #	Status
09/13/2013 Fri	9:22 AM	<a href="#">Class Roster Report</a>	PE678/05 PE 678		Completed

- Selecting the **Home** tab will return to the main page



## Helpful Teacher Widgets: (Must be enabled at the district level):

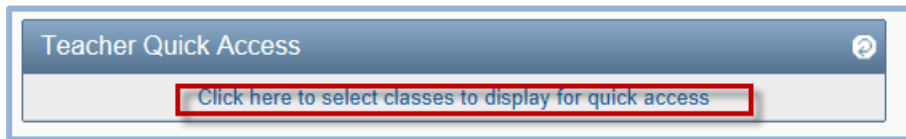
- On the homepage – select the **SELECT WIDGETS** hyperlink in the *Jump to Other Dashboards* area. The widgets available to choose are set up at the district level.



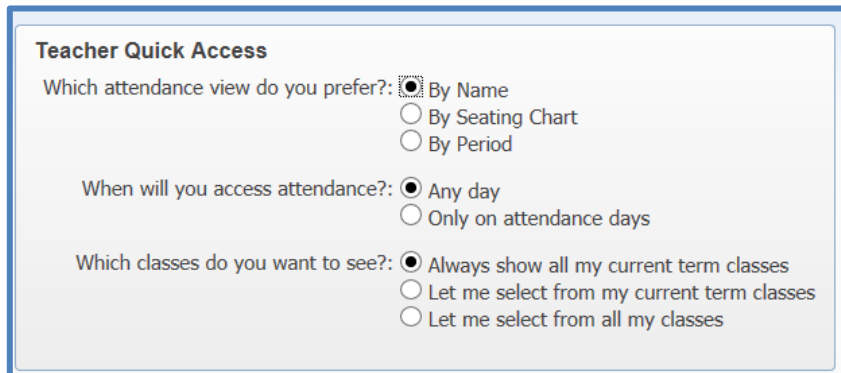
- The Quick Access Widget will enable the option to click on attendance or gradebook from the home screen.



- Once it is selected, the teacher then needs to set up the options under the dashboard by selecting the *Click here to select classes to display for quick access* hyperlink




- Make the appropriate selections and Save



The Quick Access Gradebook and Attendance icons are now on the homepage for easy access. Once attendance is taken the bell turns gray noting that it has been taken for the day (or period).

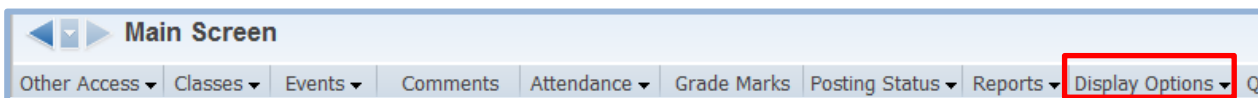
# Gradebook

## Display Options – setting up the view of gradebook with individual preferences

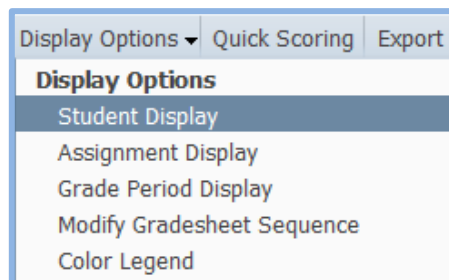
- From your Homepage, select the book icon  in the Teacher Quick Access widget or Teacher Access Tab - My Gradebook
- Select [Secondary Gradebook](#) hyperlink

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 2	1	AB	ENG600 / 01	LANGUAGE ARTS 6	<a href="#">Secondary Gradebook</a>

- Move cursor over the **Display Option** tab at the top of the gradebook



- **Student Display** – *This option sets up how you want the students to display in your gradebook.*



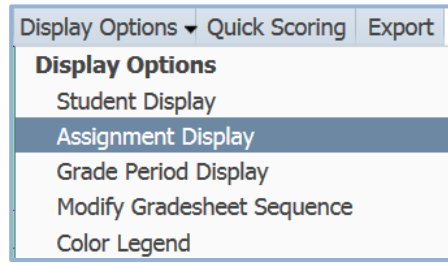
Make selection for Name, Display, and Sorting Options per your preference

Modify Gradesheet Sequence will give you the option to put students in an order other than alphabetically.

Select Save button when Student Display Options are set

Name Display	Example
<input type="radio"/> First Last	(Full Name, Separated) Anthony A Anderson
<input type="radio"/> First Last	(Full Name, Grouped) Anthony A Anderson
<input type="radio"/> First Last	(Short Name, Separated) Antho Ander
<input type="radio"/> Last, First	(Full Name, Separated) Anderson Anthony A
<input checked="" type="radio"/> Last, First	(Full Name, Grouped) Anderson, Anthony A
<input type="radio"/> Last, First	(Short Name, Separated) Ander Antho
<input type="radio"/> Suppress	(Name hidden completely) No Name Appears
<input type="checkbox"/> Display the student's Other Name (when available) instead of the First Name and Middle Initial	
<b>Display Options</b>	
<input checked="" type="checkbox"/> Student ID	
<input type="checkbox"/> Dropped Students	
<input type="checkbox"/> Student Grade Level	
<input type="checkbox"/> Student's School	
<b>Sorting Options</b>	
<input type="radio"/> Sort By First Name Last Name	
<input type="radio"/> Sort By Last Name First Name	
<input type="radio"/> Sort By Student's Assigned Seat	
<input checked="" type="radio"/> Sort By Student's Grade located in "Term Grade" Column	
<input type="radio"/> Sort By Gradesheet Sequence ( <a href="#">Modify Gradesheet Sequence</a> )	

- **Assignment Display** - This option sets up how you want your assignments to display



Make selection for:

Assignment Display options

Assignment Defaults

Assignment Score Entry

Assignment Heading

Select Save when Assignment Display options are set

**Assignment Display Options**

Show Average Score of the Assignment  
 Show Average Score of Term Grades  
 Show Assignment Group of the Assignment  
 Show "Term Grade" Column in a fixed location on Gradebook screen  
 Show Posted Grades in a different color on Gradebook screen  
 Show Comments for all Assignments  
 Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future)  
 Show Earned Percent Column when Calculating Term Grade based on Minimum Percent  
 Use High Contrast Borders

Sort Assignments by: Date Sequence

Date Sequence of the Assignments:  Descending (newest to oldest)  Ascending (oldest to newest)

**Assignment Defaults**

Maximum Score Default: 100  
 Post to Family Access Default: Last Saved Post to Student Access Default: Last Saved

**Assignment Score Entry**

Suppress the "value entered is greater than max score" message  
 Display student's due date attendance on Score Entry screen

**Assignment Heading**

Options use examples with the text "Characters" representing the assignment description, "08/20/2004" representing the due date, "Week 4 - Friday" representing a week and day, "Quiz" representing the category code, and "100" representing the max score of an example assignment.

Show Category color in Assignment Headings only

Description, Week, Category, Max Score

Description, Week, Category, Max Score

Description, Date, Category, Max Score

Description, Date, Category, Max Score

Description, Week, Date, Category, Max Score

Description, Week, Date, Category, Max Score

Charac  
W04-F  
Quiz  
100

Characters  
W04-Fri  
Quiz  
100

Charac  
08/20  
Quiz  
100

Characters  
08/20/2004  
Quiz  
100

Charac  
W04-F  
08/20  
Quiz  
100

Characters  
W04-Fri  
08/20/2004  
Quiz  
100

- Save
- Undo
- Restore Defaults
- Back

- **Grade Period Display** - This option sets up what grading periods you want to view in gradebook (the current grading period is always checked and unchecking is not an option)

Display Options ▾ Quick Scoring Export

**Display Options**

- Student Display
- Assignment Display
- Grade Period Display**
- Modify Gradesheet Sequence
- Color Legend

**Grade Period Display** Save Undo

Display Assignments	Display Grade Period	Grading Period	Date Range
<input type="checkbox"/> Hide All <input type="checkbox"/> Show All	<input checked="" type="checkbox"/> Hide All <input checked="" type="checkbox"/> Show All	* Term 1	08/29/2016 - 10/28/2016
<input type="checkbox"/> Hide All <input type="checkbox"/> Show All	<input type="checkbox"/> Hide All <input type="checkbox"/> Show All	Term 2/Semester 1	10/29/2016 - 01/20/2017

\* Signifies the Current Grade Period(s). These cannot be hidden.

- All boxes are unchecked (except current grading period)
- Select what grading periods you want viewable in gradebook
- **Assignments by Date Range** - option to select what time frame you want to see. If selecting this option, the checked areas above are not honored.

**Assignments By Date Range**

Only Show Assignments Within Date Range

09/01/2017 to 09/30/2017

- Select Save when Grade Period Display options are set
- **Modify Gradesheet Sequence** - This option allows you to change the student display order within the Gradebook

Highlight the student and select the Move Up or Move Down button to change order

You can move all Dropped students to the bottom of the list

Select Save when sequence changes are completed

New Sequence	Old Sequence	Last Name	First Name
1	12	Nylandscr	Desmond U.
2	1	Alspaughscr	Sacha T.
3	6	Heyenscr	Teisha D.
4	2	Beseckerscr	Floyd Z.
5	3	Bouldenscr	Andrew J.
6	4	Ellersscr	Emery S.
7	5	Engladescr	Lyn O.
8	7	Jacomescr	Temple P.
9	14	Pickertscr	Florene J.
10	16	Valdiviezoscscr	Isaiah G.
11	8	Lamerscr	Domingo R.
12	15	Ravencraftscr	Oliver K.
13	10	Loiaconoscr	Maxwell G.
14	11	Nedrowscr	Natasha I.
15	13	Passeroscr	Alline R.
16	9	Laschscr	Lora U.
17	17	Zdenekscr	Ed N.

Save Undo Back Move Up Move Down

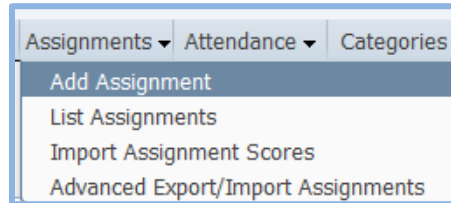
(D) indicates that the student has been dropped

- **Color Legend** – displays the color of assignment categories

Category Color Legend	
	HWK - HOMEWORK
	JRN - JOURNAL
	QZ - QUIZ
	TST - TEST

## Adding Assignments

- Move cursor over the Assignments option tab at the top of the gradebook
- Select Add Assignment



**Assignment Maintenance**

**Add Assignment**

Category: HWK - HOMEWORK

Description:

Detailed Description:

Assignment Group:

Entered Date: **Tue, Sep 13 2016**

Assign Date:  Sep 13 2016  Tue, Sep 13 2016

Proposed Due Date:  Sep 13 2016  Tue, Sep 13 2016

Actual Due Date:  01 2016

Max Score:   Post to Family Access

Weight Multiplier:   Post to Student Access

**Display Options**

Show Score As: Score  Show Comments  Show On Lesson Scheduler

**Class Options** ?

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	201		1 - 2	1	AB	ENG600 / 01	LANGUAGE ARTS 6
<input checked="" type="checkbox"/>	201		1 - 2	2	AB	ENG600 / 02	LANGUAGE ARTS 6
<input checked="" type="checkbox"/>	201		1 - 2	3	B	ENG600 / 53	LANGUAGE ARTS 6
<input type="checkbox"/>	201		1 - 2	3	A	MIS726 / 01	BOOK CLUB
<input checked="" type="checkbox"/>	201		1 - 2	4	A	ENG600 / 04	LANGUAGE ARTS 6
<input type="checkbox"/>	201		1 - 2	5	B	MIS840 / 55	MS YEARBOOK

Save and Back

Save and Add Another

Save and Score

Undo

Back

Attach (0)

Options ▾

- Choose Category
- Enter in Short description of Assignment
- Use of Detailed description is optional
- Dates do not need to be changed from current date unless you choose to change them.
- Actual Due Date does not need to be added unless you choose to make it different than the Proposed Due Date.
- Enter in Max Score and (optional) multiplier
- Select Show Assignment Score As – pull-down selection
- Next select if you want the Assignments to go in to another gradebook by selecting it in the area at the bottom of the assignment screen
- Select Save and Score

**Score Entry**

**Lsn 3, Sentence Frags, Run Ons**

Post to Family Access
 Week 3 - Tuesday - 09/13/2016

Post to Student Access
 Category: **HWK** Max Score: **20**

**28 un-scored students:**

Students	Absent	Score	Special Code	No Count	Missing	Comment
<b>Change blank comments to:</b> <input type="text"/>						
1 Ceperoscr, Gaston A		*		<input type="checkbox"/>	<input type="checkbox"/>	
2 Cheirsscr, Burma V		*		<input type="checkbox"/>	<input type="checkbox"/>	
3 Dalzielscr, Julianna P		*		<input type="checkbox"/>	<input type="checkbox"/>	
4 Dejarnettscr, Kortney H		*		<input type="checkbox"/>	<input type="checkbox"/>	
5 Everyscr, Dalila G		*		<input type="checkbox"/>	<input type="checkbox"/>	

- **Mass Assign Score Options**

Use this area to assign the same score to every student and then change the unique scores on the individual student.

- Select the Score
- Select Apply

**Mass Assign Options**

Assign All Scores  
to: 20 out of 20

Overwrite scores

Adjust All Scores  
by: 0 points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

- **Scoring an individual student**

Students	Absent	Score	Special Code	No Count	Missing	Comment
<b>Change blank comments to:</b> <input type="text"/>						
1 Ceperoscr, Gaston A		*		<input type="checkbox"/>	<input type="checkbox"/>	

- Double clicking in the individual cell will allow for grade entry
- Special Codes are entered in the next cell and the key is located to the right of the screen. If you only see the title and a + sign, select the plus sign to expand the table.
- Check boxes are for No Count tracking
- Comment box is for any comments on the individual student for this assignment
- Select the Save, Undo, or Back button located in the upper left of the heading when scores are entered

- The assignment is now in the gradebook main screen with the category in the heading of the assignment.

		Tue 09/13 Atnd	T1 Options	T1 Report Card	Lsn 3, Sen WK03-Tue 09/13/2016 HWK 20	Lsn 2 Simp WK03-Tue 09/13/2016 HWK 5	Scope Tone WK03-Tue 09/13/2016 CLS 10
1	! Ceperoscr, Gaston A	-	*A	*B-	*	5	10

- To edit or delete the assignment, click on the assignment heading
- Select the option you want to do (Edit to change the current information, Delete, Score, etc.)
- Add will take you to the screen to add a new assignment

### Scoring screen for Multiple Assignment Entry – Quick Scoring Tab

Display Options **Quick Scoring** Export

- Select Quick Scoring Tab
- Single click in first cell, enter score, tab, enter score, tab....etc.

		Term Grade T1	Lsn 3, Sen WK03-Tue 09/13/2016 HWK 20	Lsn 2 Simp WK03-Tue 09/13/2016 HWK 5	Scope Tone WK03-Tue 09/13/2016 CLS 10	4 Types Se WK02-Fri 09/09/2016 HWK 2
1	! Ceperoscr, Gaston A	A 93.55%	* <input type="text"/>	5 <input type="text"/>	10 <input type="text"/>	2 <input type="text"/>
2	Cheirsscr, Burma V	A 100.00%	* <input type="text"/>	5 <input type="text"/>	10 <input type="text"/>	* <input type="text"/>
3	Dalzielscr, Julianna P	A 100.00%	* <input type="text"/>	5 <input type="text"/>	* <input type="text"/>	2 <input type="text"/>

## Accessing Student Information

- Selecting the icon to the left of Student Name will give you Student Demographic Information
- Selecting the Student Name Hyperlink will give you a different view for grading (mostly used for final grade input)

Student Icon example:

**Profile** My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (2)
- Schedule
- Add/Drops (42)
- Entry/Withdrawal
- IHP
- Emergency Contacts
- Discipline (0)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Test Scores (0)
- Student Portfolio
- Recommendations (0)
- Family Access History (0)
- Activities (0)
- Family Access Display
  - Home
  - Gradebook
- Student Access Display
  - Home
  - Gradebook
- Reports
  - Information Report
  - Multi-Class Progress Report

Forrerscr, Nell L Grade: **06** [Email Teachers](#)

**No Image Available**

3570 Scramble avenue  
Scramble, WV 55555  
Primary Guardian:  
**OLETA FORRERSCR**  
(555) 867-7171

Alert Info:

Note:

Second Phone:  
School Email: [scramblehome15507@scr36.com](mailto:scramblehome15507@scr36.com)  
Student Access Login: **FORRENELO00**

Third Phone:  
Home Email: [Scramble13065@start.com](mailto:Scramble13065@start.com)  
Student Access Password: **password**

Student Id: **3975**    Birthday: **07/18/2005**    Language: **English**  
Internal Id: **15507**    Age: **11**    Gender: **Female**  
Status: **Active**    Locker:    Fed/State Ethn: **Not Hispanic**  
Other Name:    Federal Race: **5** [?](#)

**School Information**

Entity: **201/CRISC Middle Sc**    Advisor:  
School: **WSIPC Middle School**    Hr Teacher:  
Homeroom:    Disc Officer:

**Family 1**

Guardian Name	Background Check	Relation	Phone	Email
<a href="#">OLETA FORRERSCR</a>	No	Father	(555) 867-7171	
<a href="#">PAULETTE GRASSMANSCR</a>	No	Stepmother		<a href="mailto:Guardian@guardian.com">Guardian@guardian.com</a>
Sibling Name	Status	Relation	Grade	Entity

**Emergency Contacts**

Contact Name	Background Check	Relation	Phone	Email
<a href="#">RAMONA HILDENBRANDSCR</a>	No	GRANDPARENT	(555) 267-6252	
<a href="#">RHETT HARTZFELDSCR</a>	No		(555) 867-6450	

Student Hyperlink example:

Forrerscr, Nell L **Nell L Forrerscr**

**Assignments** **Missing Assignments (1)** **Report Card Grades** **Comments**

[Special Codes](#) [Teacher's Log](#) [Edit Current Term](#) [Edit Other Terms](#) [Reports](#)

**Assignments** **Scores**

Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score	Grade	Spec Code	No Count	Miss	Absent	Chg Hist
+ Semester Grade: S1									54.11	F					
+ Term Grade: T2									54.40	F					
- Term Grade: T1									50.00	F					
Term 1	09/13	Tue	HWK		Lsn 3, Sentence Frags, Ru	1.00	20	0.00		*					
Term 1	09/13	Tue	HWK		Lsn 2 Simp Subj/Simp Pred	1.00	5	4.59	5	A					2
Term 1	09/13	Tue	CLS		Scope Tone & Synthesis Pk	1.00	10	9.52	9	A-					1
Term 1	09/09	Fri	HWK		4 Types Sent.	1.00	2	1.67	0	F					1
Term 1	09/08	Thu	HWK		Spelling/Amount WS	1.00	2	1.91	1.5	C					1
Term 1	09/06	Tue	PRE		Book Cover	1.00	10	9.63	0	F					1
Term 1	09/06	Tue	COM		Signed Release	1.00	1	0.81	0	F					1
Term 1	09/02	Fri	COM		Signed Syllabus	1.00	1	0.85	0	F					1

# Entering Attendance

From the Gradebook



- Move cursor over the Attendance Tab
- Select Take Daily Attendance option (by name, by seating chart)
- All students are defaulted to Present
- Select Absent or Tardy for appropriate students

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Tuesday, September 13, 2016**

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	A	E	U	O	T	Period 1	Period 2	Period 3	Period 4	Period 5
	SE	Ceperoscr	Gaston A	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									L -	L -
		Cheirsscr	Burma V	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2	2								
		Dalzielscr	Juliana P	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										
	S	Dejarnetsscr	Kortney H	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										
		Everysscr	Dalka G	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										
		Forrerscr	Nell L	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										
	S	Freeneyscr	Orval I	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										
		Heiseyscr	Carolynn V	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										

From the Home Screen – Three options to post attendance:

Teacher Access:

- Select **Post Daily Attendance** menu item
- Select By Name or By Seating Chart
- Select Absent or Tardy
- Select Save

Teacher Quick Access:

- Select Bell icon



Home **Teacher Access** Administrator Access Food Service

Teacher Access

- My Gradebook - MG
- My Students - MS
- My Classes - MC
- My Lesson Scheduler - ML
- Post Daily Attendance - DA**
- My Homeroom - MH
- My Students With Disabilities - SD
- My Conference Scheduler - CS

Teacher Quick Access

My Gradebook **Post Daily Attendance**

Trm	Prd	Class	Description		
1-3	1	60HMRM / 6MC	HOMEROOM		
1-3	2	60HMRM / 6MC	HOMEROOM		