

Educator Access Plus Standards Gradebook For Teachers



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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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Overview

Selecting a Gradebook

Path: Web / Educator Access Plus tab / Teacher Access / My Gradebook

After you log into Web Access and go to the **Educator Access Plus** tab, a menu tree appears on the left side of the screen. If you have been given access to Gradebook, the **My Gradebook** link will appear in the menu tree below the **Teacher Access** folder. If a plus sign is present, click it to expand the folder. If there isn't a plus sign, or if you click the plus sign and **My Gradebook** still isn't an option, contact your Gradebook Administrator for assistance.

Click the **My Gradebook** menu item. If you have multiple classes your **My Gradebook** class list screen appears (**Note:** if you only have one class this screen is skipped and you will go directly to the main screen of your Gradebook). At the far right of the screen a **Standards Gradebook** hyperlink will be active for each class that uses Standards Gradebook.

Click **Standards Gradebook** for the class you will be working with first. After you click the hyperlink the Gradebook main screen for that class appears. The **Gradebook Main Screen** can be customized by each user, however, the buttons that will be constant on everyone's screen are: **Other Access, Classes, Events, Comments, Attendance, Grade Marks, Reports, Display Options, Quick Scoring** and **Excel Export**.

Other Access

Allows users to jump directly to other web based modules such as Message Center and Survey (this access is controlled by security)

Classes

Allows users to jump directly to another class Gradebook. If you only have one Gradebook and you need to access a prior year Gradebook clicking on **Classes** will give you access to the class list screen with the prior year tab.

Grade Marks

When selected, displays all the grade marks and any associated values used in this Gradebook.

Navigation Buttons

Several navigation icons and buttons are common in Gradebook. Learning how to use them makes it easier to navigate quickly through the screens. Not all screens have all the buttons listed below.

Skyward icon

Located at the top left corner of each screen, a blue-and red **Skyward Educator Access Plus** logo appears. Click this logo from anywhere in Gradebook to return to the **Educator Access Plus** home page.

Save

Saves all data that you have entered since opening the screen to the database. There are several screens in EA Plus Gradebook on which you **MUST** click **Save** before exiting the screen.

Back

Takes you to the previous screen without saving any data. If new data is entered and not saved prior to clicking the back button the system will prompt you to save first, read the message and select appropriately.

Save and Back

Allows the user to do two actions with one button. It saves any new or changed information and then takes you to the previous screen automatically.

Undo

Deletes ALL actions you have performed since opening the screen (or since the last time you clicked **Save** on the screen). Click Undo if you want to delete all of the information entered but you don't want to close the screen.

Edit

Opens a window that allows you to change information.

Restore Defaults

Restores the original settings for a particular screen that has been customized.

Navigation Hyperlinks

Home Page

Like the Skyward icon, returns to the **Educator Access Plus** Home Page.

My Gradebook

Returns you to the Gradebook class selection screen. Besides accessing other current year Gradebooks you can also access Prior year Gradebooks from this screen.

Events (Assignments)

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

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 associated to a specific **Skill(s)**. The term **Events** is the terminology used by Skyward to describe individual assignments/assessments given to students. There are seven **Event** functions: **Add**, **Edit**, **Clone**, **Delete**, **Score Entry**, **Event Display**, and **Clone From existing Gradebook**.

Add an Event

1. Click **Events** on the header of the **Main Screen** and select **Add Event** from the drop down options.
2. Select a **Subject** and **Skill** from their respective drop-down menus. This is the **Subject** and **Skill** the **Event** will be associated with, if the event should be associated with more than one subject or skill lower on the screen select additional subject/skills with the checkbox. Note: This event will be given the same description/due date/grade mark group/point value for all subjects/skills selected and will also be linked when editing. If the Event needs to have different details depending on the subject/skill create them individually.
3. Enter a **Description** for the Event
4. Enter an **Assign Date**, **Proposed** and **Actual Due Date** for the Event
 - a. **Assign Date** – the date on which the Event is assigned to the students
 - b. **Proposed Due Date** – the date intended for the Event to end
 - c. **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. Choose the grade mark group from the **Grade Mark Group** drop-down menu.

Note: This only applies if you have more than one group available.

The **Description** field for an Event is 30 characters Max.

The **Actual Due Date** will override the **Proposed Due Date**. Teachers typically use the **Actual Due Date** option if they want to retain what the original date was for information purposes.

This multiplies the Max Score and student Event score by the number indicated. If an Event has a Max Score of ten, a student earns eight points and the Weight Multiplier is set to two, the Max Score will become 20 and the student's points will become 16.

If using **Family Access** and you opt not to display an **Event in Family Access** the grade in **Family Access** will calculate independently of the Gradebook and may display a different overall grade

An option to show event comments on the main screen for this event is also available on this screen.

6. Option if using Calculations: Type a weight multiplier in the **Weight Multiplier** field (if something other than 1.00 is desired).
7. Option if using calculation: **Use points to score this event**, if selected **Enter the max points possible**. This is the total number of points that the Event is worth. An Event can later be given extra credit by awarding more points than the Max Score.
8. For the Event to **Post to Family Access** or **Post to Student Access**, check the corresponding box.
9. Choose how the Event score should display on the main screen by selecting the **Show Event Score As:** option from the drop down menu. The options available are: **Grade Mark, Percent** or **Check** (Percent is only available if the Gradebook is set to calculate).
10. Check the boxes next to any desired classes in the **Select the Classes where this Event should be added** area. By default, the current class's box is checked.
11. Click **Save and Back** (if not adding any further events) or select **Save and Add Another** to continue adding Events. You can also click **Save and Score** if you are ready to enter scores for the Event.

Edit

**Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook**

The Edit, Clone, Delete, and other features are all accessed by selecting the **List Events** option under **Events** on the **Gradebook Main Screen**.

1. From the **Gradebook Main Screen**, select **Events** on the header and select **List Events**
2. To edit an **Event**, highlight it and click **Edit**
3. Change all applicable fields and click **Save**

Note: If the Event is linked to multiple subject/skill and multiple classes the edit will impact all linked items.

Clone

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

Be cautious cloning linked events.

1. From the **Gradebook Main Screen**, select **Events** on the header and select **List Events**
2. To clone an **Event**, highlight it and click **Clone**
3. Change all applicable fields and **Select the Classes where this Assignment should be added** from the browse screen. Click **Save and Back**.

Delete

There is a **Restore Deleted Events** tool available. (**Gradebook Main Screen/Display Options/Tools/Restore Deleted Events**)

1. From the **Gradebook Main Screen**, select **Events** on the header and select **List Events**
2. To delete an **Event**, highlight it and click **Delete**
3. The system prompts you for verification. Click **OK** to delete the Event.
4. If the Event is linked to Multiple subjects/skills you have an option to delete the selected skill or for all skills. If the Event is linked to another class you are also given an option to delete it from selected classes or all classes. Select as appropriate.

****Warning:** You CAN delete a graded Event.

Adding an Online Assignment

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

Events created in Standards Gradebook can be made available online for students to complete and for guardians to view through **Family Access**. **Online Assignments** cannot be used if calculations are not turned on for your Standards Gradebook. Depending on the types of questions that are set up in the **Online Assignment**, the program can also automatically grade the **Event** based on correct answers supplied by the teacher, and record the students scores in the Gradebook.

Before an **Event** can be made available online to students, you must create the event in Gradebook. After an **Event** is created in Gradebook, it must be made available online to students.

Templates: All Online Event properties, including questions and correct answers, can be made into a template. To save time when creating an Online Event, you can clone from a template that you have created. This is also useful since Online Events cannot be cloned from year to year.

For example, you may create a template that has **Default Points per Question** set to 2, **Show Correct Answers** checked, and **Randomize Questions** checked if those are the properties that you frequently use.

1. From the **Main Screen**, select **Events** on the header and select **List Events**
2. Highlight the appropriate **Event**
3. Click **Edit**
4. Click **Make Event Available Online** (if the button is not available contact the Gradebook administrator)
5. Enter the **Start/Stop Date** and time ranges for students to access the online event.
6. The **Online Event Name** cannot be updated in this area. It is the same as the Gradebook event description.
7. Enter the optional **Description** of the event. The **Description** will display in the list of **Current** and **Past Events** in **Family Access**.
8. If desired, change the **Default Points per Question**
9. If desired, select the option **Auto Score and Post to Gradebook**. This causes the system to automatically grade the event based on correct answers that you provide and post the grade to Gradebook. If this is checked, only **Multiple Choice** and **True/False** questions are allowed on the event.

Save: Saves the online event setup and remain on the screen.

Save and Back: Saves the online event setup and returns to the previous screen.

Back: Discards the online event and returns to the previous screen.

Save and Add Questions: Saves the online event setup and continues to add questions.

10. If desired, select the option to **Show Correct Answers**. If this is checked, students can view the correct answers for **Multiple Choice** and **True/False** questions after the event has been graded automatically by the system. If the event is graded manually by the teacher, correct answers will only display if the option to **Show Results in Student Access** is selected.
11. If desired, select **Randomize Questions**. This causes the questions to be displayed in random order when students work on the assignment.
12. If desired, change the number of **Questions per Page**. This dictates how many questions are displayed on a page when students work on the event.
13. Once the online event options have been selected click **Save**

Adding questions to an Online Event

Once the Online Event is configured, you must add the questions that make up the assignment and provide the system with correct answers so that it can either automatically grade the event or assist you in the scoring process.

You can also add additional questions to an Online assignment by following this procedure. However, this is not recommended if there are students who have already completed the assignment as they cannot return to the event to answer the new question(s).

1. From the **Main Screen**, select **Events** on the header and select **List Events**
2. Highlight the appropriate **Event**
3. Click **Edit**
4. Click **Edit Online Event**
5. Click **Add** (by Event Questions)
6. Select a **Question Type**. If **Auto Score** is turned on, your selections are **Multiple Choice** or **True/False**. If **Auto Score** is turned off, **Short Answer** and **Essay** are also available.
7. Type the **Question** as you would like it to appear for the student in **Student Access**
8. If desired, change the point value for the question in **Points for Question**
9. The information displayed in the **Answers to Question Number [X]** area depends on which Question Type is selected.
 - a. **Multiple Choice**: You can enter up to 10 answers (A through J) for students to select from. Select the Correct checkbox(es) that corresponds with the correct answer(s). There can be multiple correct answers. In that case, a student must select ALL of the correct answers to earn the point(s) allocated for the question. If there are multiple correct answers, it is recommended that you indicate this in the question (e.g. "Select all that apply").
 - b. **True/False**: Select whether the correct answer is True or False.

c. **Short Answer:** You can enter up to 10 correct answers. The student's answer must match one of the correct answers exactly (except for capitalization) to earn the point(s) allocated for the question. You can override the system determination when you manually grade the assignment since Short Answer questions cannot be used in conjunction with Auto Score and Post to Gradebook.

a) Examples:

Correct Answer	Student Answer	System Determination
paper	Paper	Correct
John	john	Correct
John F Kennedy	John F. Kennedy	Incorrect
SimScan	Sim Scan	Incorrect
Duck and Cover	Duck & Cover	Incorrect

d. **Essay:** Since there is no correct answer, the system does not automatically score the question(s).

10. To continue adding questions, click **Save and Add Another** and repeat the above steps. If you have finished adding questions, click **Save and Back** on the Online Event Maintenance screen.

11. Click **Save and Back**

12. Click **Save** on the **Event Maintenance** screen

The max score of the event is automatically calculated by adding up the point values of all the questions. This cannot be changed on the online assignment.

Score Entry

Single Skill Event Score Entry

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

If an **Event** is not linked to multiple subjects/skills there are multiple ways to access **Single Skill Entry** (clicking on the **Event heading**, clicking an **Event score** field on the main screen, or to **List Events** and selecting the **Score Entry** button).

However, if an event is linked to multiple subjects/skills then you must go to **List Events**, expand the event (click on the plus sign) and then select the hyperlink **Score Entry**. The process below explains this last method in detail.

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

Absent Column – if a student was absent on the due date of the assignment (excused or unexcused) the absent type and reason will display in the column.

Comment field: maximum of 100 characters.

No Count prevents the Event from being counted in the term grade for that student. An asterisk displays in **Family Access** if an Event that is not scored is marked as **No Count** or **Missing**. A scored Event displays in bold in **Family Access** if it is marked as **Missing** or **No Count**. An **Event**, whether scored or not, still counts towards the student's grade even if the **Missing** box is checked.

1. From the **Main Screen**, select **Events** on the header and select **List Events**
2. Highlight an **Event** (expand the event with the plus sign if necessary), and click on **Score Entry**.
3. Enter grades for each student in the **Grade or Score** column. The available marks appear in the **Grade Marks** table on this screen. The % column populates based on the **Default Value** assigned to the **Grade Mark** in the **Academic Area**. If using points, the system calculates the % based on the student's score and the maximum points possible.
4. The **Mass Assign Options** are also available for **Score Entry**, (**Assign All Scores or Grades, Adjust All Scores, Remove all Scores, Set All to No Count, Remove All No Count, and Remove All Missing**).
5. Enter a **Special Code** for each student that needs one. The available codes appear in the **Special Codes** table on this screen. (The use of Special Codes is optional.)
6. Check **No Count** and/or **Missing** (as applicable)
7. Enter a **Comment** if desired. A red triangle displays on the **Main Screen** for each grade that has a comment attached to it, if the main screen display is set to **View Event by Skill**.
8. Click **Save** to save entries and return to the **Main Screen**. Or, click **Prev** or **Next** to move to another **Event** for scoring.

Multiple Skill Event Score Entry

Path: Web/ Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

Absent Column – if a student was absent on the due date of the assignment (excused or unexcused) the absent type and reason will display in the column.

To mass add different scores to the different skills use the single skill entry method.

To add a comment to one of the skills use the single skill entry method.

No Count prevents the Event from being counted in the term grade for that student. An asterisk displays in **Family Access** if an Event that is not scored is marked as **No Count** or **Missing**. A scored Event displays in bold in **Family Access** if it is marked as **Missing** or **No Count**. An Event, whether scored or not, still counts towards the student's grade even if the **Missing** box is checked.

1. From the **Main Screen**, select **Events** on the header and select **List Events**
2. Highlight an **Event** that is linked to multiple subject/skills (it will have a plus sign next to it on the left)
3. Click **Score Entry**
 - a. Option 1: Enter a grade mark or score in the **Score All** column individually. This will give all skills the same score.
 - b. Option 2: Use the **Mass Assign Options (Assign All Scores or Grades, Adjust All Scores, Remove all Scores or Grades, Set All to No Count, Remove All No Count, Remove All Missing)**. This will again give **all skills** the same information for each student.
 - c. Option 3: Use a combination of option 1 & 2.
4. Click **Save** to save entries and return to the **Gradebook Main Screen**. Or, click **Prev** or **Next** to move to another **Event** for scoring.

Clone From Existing Gradebook

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook / Events

Depending on the District setup a user may be able to clone Events from other teachers as well as your own Gradebooks.

If cloning from another teacher(s) Gradebook, only Gradebooks with identical Subjects/Skills are available. Edit the cloned Event for the Subject/Skill area to populate.

1. From the **Main Screen**, select **Events** on the header and select **List Events**
2. Click **Clone From Existing Gradebook** to clone events
 - a. Select a **Gradebook** or choose **Select Different Teacher** to select from another teacher's Gradebook
 - b. Click **Next**
 - c. Select the **Event(s)** to clone
 - d. Click **Next**
 - e. Check the Classes to link the Event(s)
 - f. Click **Next**
 - g. Adjust the **Date Due** (this changes the actual due date)
 - h. Click **Finish**

Changing the Event List Sort

You can change the way Events are sorted on the Events list screen. To change the sort, select the **Events** option on the **Gradebook Main Screen** menu bar then click the **List Events** menu item. On the Events list screen, click an underlined heading (e.g. Description). The Events will now be sorted by that heading type. For example, if you click Description the Events will be ordered alphabetically by Description. If you click the same heading again the sort order will be reversed.

An arrow appears to the right of the heading that the list is using to sort the Events. If the arrow is pointing down the sort is descending. If the arrow is pointing up the sort is ascending.

The default sort is ascending by **Due Date**. If you wish to return to the default sort, click the **Return to Default Sort** hyperlink that appears in the left corner of the Events listing box.

Comments for Report Card

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

Comments by Class List

To view Comments w/Code, select the hyperlink **View Comment Codes**.

Comments may be posted only during an open grade period.

There is a limit of one free form plus six pre-formatted comments per student each grading period.

Freeform comments are available for Student Class comments, as well as, each Subject for the class. Each comment will display on a different line.

1. Click **Comments** from the **Main Screen**
2. Select the **Post Comments** hyperlink for the appropriate Grading period
3. To mass assign a comment code to all students, select from the **Default blank comments to:** dropdown list located under just below the header row
4. To assign comments to individual students, type the code in the associated cell for each student under the column heading **C1, C2, or C3**, etc.
5. If **Freeform** comments are available click in the cell (or click on the icon at the end of the comment) and type the comment. Depending on the district setting there are 50 to 2000 characters available. Hard returns are usable but there is no other formatting available (such as bullets or bolding).
6. Click **Save**

Comment by Individual

To view Comments w/Code, select the hyperlink **View Comment Codes**.

Comments may be posted only during an open grade period.

There is a limit of one free form plus six pre-formatted comments per student each grading period.

Freeform comments are available for Student Class comments, as well as, each Subject for the class. Each comment will display on a different line.

1. Click the student name hyperlink from the **Main Screen** class list
2. Select the **Comments** tab
3. Click **Edit Comments**
4. If using comment codes enter the code in the corresponding cell for **Comment 1;** **Comment 2;** etc
5. If **Freeform** comments are available click in the cell (or click on the icon at the end of the comment) and type the comment. Depending on the district setting there are 50 to 2000 characters available. Hard returns are usable but there is no other formatting available (such as bullets or bolding).
6. Click **Save**

Reports

Gradebook allows you to run reports for an entire class, a single student or a single Event. Teachers have access to multiple reports for attendance, class information and grading. These reports are accessible in multiple areas including: My Gradebook class list screen, Gradebook Main Screen, Gradebook Student name hyperlink and in Educator Access Plus under Classes and Class Options.

Skyward uses a Report Template system. They have created some templates that they think have the most common settings (those will always be associated with a 900 number value), however you can also create your own templates with the options/ranges you prefer for your report.

All reports will display in a PDF file using Adobe Acrobat. After a report is generated you may save it to a disk, print it, or close the report by clicking the X in the upper-right corner of the report. Closing the report will not close the Gradebook. If the report has multiple pages, you can navigate through the pages using the blue right and left arrow buttons at the bottom of the report screen.

These are the Gradebook Report options:

Print	Prints the report highlighted in the Report Template Name list
Export to Excel	Transforms the report into a Microsoft Excel spreadsheet. This option is only available for the Grade Sheet report.
Add a New Template	Create a customized template
Rename Template	Rename customized templates
Modify Parameters of Template	Alters parameters on customized templates
Delete Template	Deletes customized templates
Clone Template	Clones a template. This is typically used to clone one of Skyward's custom reports so that it can be modified without having to start from scratch. Clone Template cannot be used to clone templates to other classes.

Select Different Students

Allows user to select different students for the report. After clicking this button, the **Student List** window appears, allowing the user to restrict the report to a selection of students. If dropped students are to be included on the report, this selection must be used, as well as selecting the students in the **These students have dropped this class** area.

Select Different Classes

Allows selection of different classes for the report

Attendance Reports

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

Detail Report

1. From the **Main Screen**, select **Reports** on the header and select **Attendance Detail Report**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. Select the preferred **Options** if adding or cloning a template
4. Click **Select Different Students** to view the report for only select students
5. Click **Print**

Summary Report by Class

1. From the **Main Screen**, select **Reports** on the header and select **Attendance Summary Report by Class**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. Select the preferred **Options** if adding or cloning a template
4. Click **Select Different Classes** to view the report for a class other than the current class or multiple classes
5. Click **Print**

Gradebook Reports

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

Grade Sheet Report

The **Grade Sheet Report's** primary purpose is to display **Subject, Skill and Event** grades 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. This report can be generated for select students or for all students in the class.

To Create a Custom Grade Sheet Report:

1. From the **Main Screen**, select **Reports** on the header and select **Grade Sheet Report**
2. Select **Add a new Template** or **Clone Template**
3. Enter a **Report Template Name**.
4. Click **Save**
5. In the **Assignments** section choose the Term or Date Range of Event information to include on the report (note: if you don't select anything in the **Assignments** section you can get a blank Grade Sheet report)
6. Select desired items from the **Options** section of the screen

Note 1: **Column Options** should not be selected if a blank Grade Sheet report is desired

Note 2: If you select the **Column Option: Show Events**, only the Events that actually display on your **Main Screen** will appear on the report.

7. Type free form headers and footers as desired in the **Free Form Header** and **Free Form Footer**
8. Click **Save**
9. Click **Print**
10. If **Select Different Students** is selected, there is an additional step of selecting which student(s) will show on the report

The **Free Form Header** and **Footer** has a max of 70 characters per Label line.

The **Grade Sheet Report** has the additional option to Export the information to Excel.

Progress Report

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.

To create a custom report, use **Add a new Template**.

The **Free Form Header and Footer** has a max of 70 characters per Label line.

1. From the **Main Screen**, select **Reports** on the header and select **Progress Report**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. To enter **Free Form Header/Footer** information (not required) on an existing template, use **Clone Template** or **Add a new Template**
4. Click **Print**
5. If **Select Different Students** is selected, there is an additional step of selecting which student(s) will show on the report.

Event Listing

The **Event Listing** report displays student Events and sorts them based on due date. This report differs from other reports in that it provides an easy way to view all Events or graded Events only.

To create a custom report, use **Add a new Template**.

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

The **Free Form Header and Footer** has a max of 70 characters per Label line.

1. From the **Main Screen**, select **Reports** on the header and select **Event Listing**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. To enter **Free Form Header/Footer** information (not required) on an existing template, use **Clone Template** or **Add a new Template**
4. Click **Print**
5. If **Select Different Students** or **Select Different Classes** is selected, there is an additional step of selecting which student(s)/class(es) will show on the report.

Skill/Event Listing

The **Skill/Event Listing** report displays student **Events** and sorts them based on either **Event** or by **Skill**. There are various choices on which to select the amount of detail to display **Event** information on this report.

To create a custom report, use **Add a new Template**.

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

The **Free Form Header and Footer** has a max of 70 characters per Label line.

1. From the **Main Screen**, select **Reports** on the header and select **Skill/Event Listing**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. To enter **Free Form Header/Footer** information (not required) on an existing template, use **Clone Template** or **Add a new Template**
4. Click **Print**
5. If **Select Different Students** or **Select Different Classes** is selected, there is an additional step of selecting which student(s)/class(es) will show on the report.

Standards Report Card

The **Standards Report Card**'s primary purpose is to provide the students and parents with an official report on the student's academic progress. This report includes information on all of the classes that students are enrolled in that use a Standards Report Card layout are defined at the Administrative level. Any changes to the layout would need to be performed by someone with Administrative access to the Standards Gradebook setup area.

Note: This report contains information from the **Grading Period** you select, as well as, information from all prior **Grading Periods** (as defined in the WESPaC Grading Setup). You cannot print a report card that only includes one Grading Period's data, unless it is the first Grading Period of the school year.

1. From the **Main Screen**, select **Reports** on the header and select **Standards Report Card**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. If adding or cloning templates, select a **Grading Period**
4. Make selections as appropriate to **Print a blank report card**, **Separate comments onto a new page**, or **Print comments only**
5. Click **Save**
6. If **Select Different Students** or **Select Different Classes** is selected, there is an additional step of selecting which student(s)/class(es) will be included on the report.
7. Click **Print**

Missing Events

This report allows you to quickly view **Missing Events** for all students or selected students. It prints a report page for all selected students whether or not they have missing assignments, but the report page is blank for any student with no missing Events.

The report considers an Event missing if the **Missing** box is checked on the **Score Entry** screen. Also, an Event might appear as missing if it is un-graded and past the due date. However this is the case only if the appropriate option is activated by your Standards Gradebook Administrator.

Note: If the Missing box is checked, and assignment is considered missing even if it has received a score.

To create a custom report, use **Add a new Template**.

The **Free Form Header and Footer** has a max of 70 characters per Label line.

1. From the **Main Screen**, select **Reports** on the header and select **Missing Events**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. To enter **Free Form Header/Footer** information (not required) on an existing template, use **Clone Template** or **Add a new Template**
4. Click **Print**
5. If **Select Different Students** or **Select Different Classes** is selected, there is an additional step of selecting which student(s)/class(es) will show on the report.

Progress Detail Report

The **Progress Detail Report**'s primary purpose is to display student **Event** grades by **Subject** and **Skill** and to provide totals for each **Skill**. A teacher, student or parent can quickly see how a student is doing on **Events, Skills** and **Subjects**. This report also includes the student's current **Subject** grade(s).

To create a custom report, use **Add a new Template**.

The **Free Form Header and Footer** has a max of 70 characters per Label line.

Only grades from this selected Grading Period will appear on the report. No grades from other Grading periods will display.

1. From the **Main Screen**, select **Reports** on the header and select **Progress Detail Report**
2. Select an existing **Report Template Name** , **Add a new Template**, or **Clone Template**
3. To enter **Free Form Header/Footer** information (not required) on an existing template, use **Clone Template** or **Add a new Template**
4. Click **Print**
5. If **Select Different Students** or **Select Different Classes** is selected, there is an additional step of selecting which student(s)/class(es) will show on the report.

Class Information Reports

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

Class Roster

1. From the **Main Screen**, select **Reports** on the header and select **Class Roster**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. Select the preferred **Options** if adding or cloning a template.
4. Click **Select Different Classes** to view the report for a class other than the current class or multiple classes.
5. Click **Print**

Student Information

1. From the **Main Screen**, select **Reports** on the header and select **Student Information**
2. Select an existing **Report Template Name**, **Add a new Template**, or **Clone Template**
3. Select the preferred **Options** if adding or cloning a template
4. Click **Select Different Students** to view the report for only select students
5. Click **Print**

Trend Grading

Skill Trend Grading by Event

**Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook**

The **Skill Trend Grading by Event**'s primary purpose is to provide the teacher with the calculation of the skill grade if the trending method were being applied to the events. This report includes all listed events and a calculated skill Trend Grade. The teacher can then compare this to the calculated (total points or weighted) skill grade in the Gradebook and decide if they should apply a grade adjustment.

There are no options for this report. It lists students with every subject/skill following before listing the next student.

1. From the **Main Screen**, select **Reports** on the header and select **Skill Trend Grading by Event**

Display Options

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

Gradebook allows you to change three primary types of displays:

- **Student Display**, which is how the student name and ID is displayed on the Gradebook main screen;
- **Event Display**, which is how Event information is displayed on the main screen and some reports; and
- **Grade Period Display**, which determines the Grade Periods that are displayed on the main screen and the Student Options screen (the hyperlink of the student name on the main screen).

To configure each of these displays, click **Display Options** on the **Main Screen** and select the appropriate option from the menu list.

You can return the settings of any options screen to the Gradebook defaults by clicking the **Restore Defaults** button, which is located on the right side of each options screen.

The **Display Options** customize the Standards Gradebook layout for all teachers' classes. When you customize the **Student Display** and **Event Display** this affects all of a teacher's classes. When you customize the **Grade Period Display**, this affects only the current class.

Student Display

1. From the **Main Screen**, select **Display Options** on the header and select **Student Display**
2. Select display options from **Name Display**, **Display Options**, and **Sorting Options**
3. Click **Save**

Event Display

Event Display Options selection (**Show Comments for all Events**) only affects the class being viewed, but the selections for **Skill Heading** and **Event Heading** affect all of a teacher's classes.

There is an option to **Suppress the "value entered is greater than the max score" message.**

If Display student's due date attendance on Score Entry screen is selected it will only display attendance that indicates an excused or unexcused absence type.

1. From the **Main Screen**, select **Display Options** on the header and select **Event Display**
2. Select display options from:
 - a. **Event Display Options** – If Show comments for all Events box is selected a comment column will display next to each Event on the **Main Screen**, otherwise a red triangle will display in the corner (if the **Main Screen** is being display as View Events by Skills).
 - b. **Subject Heading** – If your Administrator has setup Academic Areas to use auto calculation for Subjects and Skills, you have a **View Subject Grade as** option available in this area.
 - c. **Skill Heading** – in addition to the heading options. If your Administrator has setup Academic Areas to use auto calculation for Subjects and Skills, you have a **View Skill Grade as** option available in this area.
 - d. **Event Defaults**
 - e. **Events Score Entry**
 - 1) To **Use single skill event scoring screen**, then you'll get the single skill score entry when selecting by the heading of the event on the **Main Screen**.
 - 2) To **Use multiple skill event scoring screen**, then you access the multiple skill scoring screen when clicking the heading of the event on the **Main Screen** (if the event is linked to multiple skills).
 - 3) If you enter a score on an Event and the value of the score is greater than the maximum value allowed for the Event the system automatically gives you a warning message. However, if you check the **Suppress the "value entered is greater than max score"** option then the message won't display.
 - f. **Event Heading** – select desired appearance
3. Click **Save**

Grade Period Display

1. From the **Main Screen**, select **Display Options** on the header and select **Grade Period Display**
2. Choose any combination of **Grading Period Display** to customize the Standards Gradebook Grading Period display for this class only
3. Click **Save**

Modify Gradesheet Sequence

1. From the **Main Screen**, select **Display Options** on the header and select **Modify Gradesheet Sequence**
2. Choose the **Student Name** to change the sequence
3. Click **Move Up** or **Move Down**
4. Click **Save**

Viewing Events on Main Screen

There are two options for viewing **Events** on the **Main Screen**: **View Skills by Event** or **View Events by Skill**. The **Main Screen** view is the opposite of which ever option you can see in the **Display Option** Menu List.

When viewing the **Main Screen** with **View Skills by Event** another option allows you to **Hide all Skills** or **Show all Skills**. This option will collapse or expand the skills associated with Events without having to individually click on the plus/minus signs in the header of the Event.

When viewing the **Main Screen** with **View Events by Skill** another option allows you to **Hide all Events** or **Show all Events**. This option will collapse or expand the skills that have Events associated with them without having to individual click on the plus/minus signs in the header of the skill.

Display Option Tools

Restore Deleted Events

1. From the **Main Screen**, select **Display Options** on the header and select **Restore Deleted Events**
2. Choose the **Event** to restore from the list
3. Click **View Details**
4. Click **Restore Event**

Student Groups

This area allows you to organize student into groups for grading or viewing purposes. You can create up to ten different groups. Once you've activated this area by creating at least one group, all students must be assigned to a group. If you create only one group, then all of the students are assigned to it. To delete a group, blank its group Description and click Save. Events can be assigned/added by Student Group, but a student can only be a member of one group. To remove a student from a group you must delete any scores for any events attached to the current student group.

This is not a recommended feature at this time.

1. From the **Main Screen**, select **Display Options** on the header and select **Student Groups**
2. Add **Group Descriptions** to make groups available
3. Select the group radio button for each student
4. Click **Save**

View Backups

If your Administrator has scheduled **Gradebook Backups**, you will be able to view those backups in this area.

1. From the **Main Screen**, select **Display Options** on the header and select **View Backups**
2. Select the backup to view
3. Click **Close**

Event Comment Bank

As you add individual comments to student's Events, those comments are stored in the **Event Comment Bank**. You can add, edit and delete comments in this area. Storing these comments streamlines the Event comment entry for frequently used comments.

The **Event Comment Bank** has a max of 100 characters per comment.

The comments can be deleted individually or in mass. To delete more than one at the same time select **Delete Multiple Comments** then select the comments to delete.

1. From the **Main Screen**, select **Display Options** on the header and select **Event Comment Bank**
2. Click **Add**
3. Type the comment text
4. Click **Save**

Subject Attachments

Currently Subject Attachments are not available.

Gradebook Main Screen Functionality

Path: Web / Educator Access Plus tab / Teacher Access /
My Gradebook / Standards Gradebook

On the **Main Screen** there are several hyperlinks leading 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 the mouse pointer changes into a hand.

Students Hyperlink

1. Click the **Students** (column header) hyperlink
2. This displays the **Student Display, Event Display, Grade Period Display, and Restore Deleted Events**
3. Select an option and click **Save**

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

Student Name Hyperlink

The **dropdown menu** at the top will allow you to select other students in that class.

1. Click any student's name. This area displays the student's summary information for **All Events, Missing Events, Report Card Grades, and Comments** for this class.
2. Click **Reports** to access all available reports for this individual. (See **Report Section** for more detail.)
3. Click **Enter Scores for Skills** to enter grade marks for the class's **Skills**
4. Select **Save** or **Back** to return to the previous page
5. Click the **Missing Events** tab or any other tab to change the display of the screen from a display of all events to one of the other options and back again

Click the hyperlink of the students name in the student option screen to go to the student profile screen.

The **Back** button will return you to the Main Screen.

6. Click the **Comments** tab to view this student's comments. Use the **Edit Comments** button to access a screen for comment entry. A comment can only be added for the current **Grading Period**.
7. 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

The **Prev** and **Next** buttons at the top provide the ability to page through subjects.

After entering an adjustment there is now a place to enter a comment explaining the adjustment (up to 25 characters). This information will display in family access, progress report and report card.

1. Click the hyperlink for any **Subject** or click any **Subject's Grade Mark** hyperlink.
2. To manually award **Grade Marks** at the **Subject** level, enter a **Grade Adjustment** or **% value** adjustment. After entering one of these values, the other value automatically populates according to the **Assigned Grade Marks** of this class's **Academic Area**.
3. Click **Save**

Note: If not manually awarding **Grade Marks** at the **Subject** level, the system automatically calculates the **Grade Mark**.

Skill Hyperlink

The **Prev** and **Next** buttons at the top provide the ability to page through skills.

If no events are tied to the skill the ability to mass assign a grade is available.

1. Click the hyperlink for any **Skill** or click any **Skill's Grade Mark** hyperlink. This is the area to enter the **Skill Grade Marks**.
2. 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 the class's **Academic Area**.
3. Click **Save**

Note: If not manually awarding **Grade Marks** at the **Skill** level, the system automatically calculates the **Grade Mark**.

Event Hyperlink

When clicking on a grade mark cell for a particular student it will open directly to the edit screen with the cursor on the field for the same student.

1. Click the hyperlink for any **Event** (the header of the event)
2. The **Event** summary screen will open giving the user various options (add, edit, clone, delete, score entry, and event display). See the **Event section** of this manual for more detail.
3. Click **Back** to return to the **Main Screen**

Red Triangle

Holding the mouse pointer over the red triangle will also display the comment as a flyover.

When viewing the main screen “View Skills by Events” the red triangle will display on the skill column.

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

Note: The red triangles do not display on the **Main Screen** if the view selected is **View Skills by Event**

Student Information

This is the icon located to the left of each student name on the **Main Screen**. Click this icon to open the **Student Profile** screen. This screen displays demographic information about the student.

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.

i.e.: Class: **GRD001/01 Prd: 1 1st Gra**

View Tutorial Hyperlink

This hyperlink is located in the upper right corner of the **Main Screen**. There are many tutorials currently available.

New Button

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

If you click the **NEW** button, a new screen opens and the following message appears with the appropriate information in the brackets: “[Student Name] transferred into this class on [date] from [previous class].”

Below this message, Gradebook lists the number of graded/scored events that exist in the previous class for that student. Gradebook also lists the number of Events from the previous class that don't match Events in the new class, as well as, the number of Events in the new class that don't match an Event in the old class. The software uses the following criteria to match events: Due Date, Subject, Skill, Max Score (if used) and Grade Mark Set. If all criteria are the same, the system will look at the Event Description.

Example: A student has six scored Events in the class she is transferring out of (MUSGR4/01). The new class (MUSGR4/02) contains only four assignments that match from the old class; two don't match. The following message would appear:

6 assignments scored in MUSGR4/01
4 matching assignments found in MUSGR4/02
2 do not match assignments in MUSGR4/02

You can then click the **View Events** hyperlink on the right side of the screen. A new screen appears containing two sections: **Unmatched Events** for previous class and **Unmatched Events** for new class. These sections contain detailed information about the Events. This screen serves two primary purposes:

- **Unmatched Events for Previous Class** allows you to easily see which Events if any, were scored in the old class but don't have a match in your class. If desired, you can then make preparations to have the points from these Events added to your class.
- **Unmatched Events for New Class** allows you to add Event information for this student to Events that exist in your class but did not exist in the old class. For example, from this screen you can check all of the unmatched assignments for this student as No Count so that they won't be counted in the student's grade. You can also add a comment or a Special Code, and can award scores to this student for Events in your class.

When you are finished working with this screen, click **Save** to save any changes you've made. You will be returned to the previous screen. On this screen, you can check the box **Do not display NEW by this student's name**. This removes the yellow **NEW** button on the **Main Screen**. If you need to access this information again click on the student name hyperlink and go to the **New Student** tab.

Subset Enrollment Asterisk

When a student is enrolled in only one semester of a year-long course, or in only one term of a semester-long course, this student is said to be enrolled in a subset of the course. This means that the student is enrolled in a course length that does not span the entire course.

A student enrolled in a subset of a course appears in Gradebook with an asterisk to the right of his or her name on the **Main Screen** student listing. If you click on that student's hyperlinked name to access the **Student Options** screen, a message explaining the asterisk appears. For example, if a student is enrolled in only the second semester of a year-long course and you click the hyperlink, a message similar to the following appears at the top of the **Student Options** screen: "Sarah Smith is only scheduled for SEM 2 of YEAR of this YEAR long class." The exact text of this message depends on how your WESPaC administrator has configured WESPaC.

Additional Scoring Instructions

The following are tips and instructions for using the **Standards Based Gradebook** as efficiently as possible.

Quick Scoring for Multiple Students

Path: **Web / Educator Access Plus tab / Teacher Access / My Gradebook / Standards Gradebook**

The **Quick Scoring** screen lets you enter scores for any of the current **Grading Period's Events** and for any student without leaving the screen. After adjusting or entering, the cell will be highlighted in green until the screen is saved.

Quick scoring allows the input of grades for subjects, skills and events.

The display on the Quick Score screen is dependent on the display on the main screen.

1. Select **Quick Scoring** from the **Main Screen**
2. Click in the cell to enter a score
3. Type the score
4. Tab or enter or click in the next cell to enter information
Optional: To see/add more detail after selecting a cell click on **Show 'Cell' Details** this area allows input of special codes, no count, missing and comments. It also displays the full description of the subject, skill and event.
5. To exit **Quick Score** screen click **Back**, **Save** or **Save and Back** button.

Grade all Skills/Subjects for One Student

Path: **Web / Educator Access Plus tab / Teacher Access / My Gradebook / Standards Gradebook**

A **Special Code** cannot be added to a **Skill**.

If entering a grade adjustment in this area the comment field isn't available through this screen.

After saving a student's skill scores, the drop down menu may be used to select another student.

1. Click on the **Student's name**
2. Click **Enter Scores for Skills**
3. Click on the **Grd** input cell next to the skill to be entered or adjusted.
4. Tab, enter or click in the next cell to enter information
5. When you are finished with input click **Save** or **Back**

Grade/Score/Adjust Individual Skills or Subjects

Path: Web / Educator Access Plus tab/ Teacher Access /
My Gradebook / Standards Gradebook

If auto calculations is turned off, this method is used to enter a grade for the report card. If auto calculations are turned on, this method can be used to make an adjustment to the calculated grade and overwrite it. If a grade adjustment is made on the subject or skill a small comment area is available for a short explanation for the adjustment.

A **Special Code** cannot be added to a **Skill**.

If entering a grade adjustment in this area the comment field is available through this screen.

1. Click on the header of the desired skill or subject
2. If calculations are turned on then enter the adjustment as it applies to individual students; if the Gradebook is not calculating a grade based on Events then you can either enter grades individually, in Mass or a combination
3. When you are finished with input click **Save** or **Back**