

Slide 1 - Slide 1

Microsoft Internet Explorer

elp

Print this tutorial

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exe/WService=14235web/seplog01.w

SKYWARD
Skyward School District

Login: michelle13
Password: ●●●●●●●●
Login

[Change Password](#) [Forgot Login or P...](#)
Version: 03.06.01.1

Your current browser is: Microsoft Internet Explorer 6.0.2600.5512
Your current Operating System is: Microsoft Windows XP Service Pack 2

**Posting Athletic Eligibility Grades
WA/EP/TA/MG/G2/PG**

This tutorial covers how to post Athletic Eligibility Grades through My Gradebook in Educator Access Plus.

Login to Educator Access Plus.

Please Note: Use the navigation bar located in the upper right-hand corner of the screen to view this tutorial. Use the forward and back buttons to move through the tutorial.

Page 1

Slide 2 - Slide 2

Skyward Educator Access Plus - Microsoft Internet Explorer

EDUCATOR ACCESS™ plus

STUDENT MANAGEMENT

HUMAN RESOURCES

FINANCIAL MANAGEMENT

Enter a Customer Service Call

User Name: MICHELLE GENSKE

Login History | Print Queue | Exit

Educator Access Plus Home Page

From the Home Page of Educator Access Plus, enter into the My Gradebook area.

Page 2

Last Login Thursday, February 9, 2006 at 2:41 PM.

[Edit this Page](#)

- Educator Access Plus
 - Teacher Access
 - My Gradebook
 - My Students
 - My Classes
 - My Lesson Plans
 - Post Daily Attendance
 - My Homeroom
 - My Activities
 - Teacher Access Tutorial
 - Student Services Access
 - Gifted And Talented
 - Special Ed
 - Student Services Access Tutorial
 - Advisor Access
 - My Students
 - SumIt
 - Advisor Access Tutorial
 - Administrator Access
 - Class Search
 - Student Search - By Entity
 - Student Search - By District
 - Athletic Eligibility Post Tracking
 - Standards Report Cards - By Entity
 - Extra Curricular Activities
 - Establish Activities
 - View and Update by Activity
 - View and Update by Student
 - SumIt
 - Administrator Access Tutorial
 - Administrative Setup Procedures
 - Educator Access Plus Setup
 - District Setup
 - Teacher Access Setup
 - Attendance

Slide 3 - Slide 3

Skyward Educator Access Plus - Microsoft Internet Explorer

Skyward School District
Teacher: MICHELLE GENSKE

[Home Page](#) | [My Gradebook](#)

[View Tutorial](#) | [Enter a Customer Service Call](#) | [Print Queue](#) | [Back](#)

Reports for All Classes ▾

[Show All Classes](#)

104 SKYWARD EAST ELEMENTARY SCHOOL

Dept	Subject	Terms	Period	Days Meet	Class	Description	
GR4	GR4	1 - 4	1	MTWRF	AHMRM4 / L1	HOMEROOM GR 4	Standards Gradebook
GR4	GR4	1 - 4	1	MTWRF	AHMRM4 / M1	HOMEROOM GR 4	Standards Gradebook
GR4	GR4	1 - 4	1	MTWRF	AHMRM4 / K1	HOMEROOM GR 4	Standards Gradebook

400 Skyward High School

Dept	Subject	Terms	Period	Days Meet	Class	Description	
MAT	MAT	3 - 4	0	MTWRF	AALGF / 4	ADV ALG - FALL	Secondary Gradebook
		1 - 4	2	MTWRF	ADVAST / 01	ADVANCED ASTROLOGY	Secondary Gradebook
MAT	MAT	1 - 4	4	MTWRF	CALC / 01	CALCULUS	Secondary Gradebook
		1 - 4	7				

Choose the appropriate Secondary Gradebook. [Select the Secondary Gradebook for this class.]

Page 3

Slide 4 - Slide 4

Skyward Educator Access Plus - Microsoft Internet Explorer

Skyward High School
 Teacher: **MICHELLE GENSKE (Team)** Class: **ADVAST / 01 Prd:2 ADVANCED**
 ASTROLOGY

View Tutorial
 Enter a Customer Support Call

Home Page | My Gradebook | **Main Screen** | Print Queue | Back

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grades | Reports | Display Options | Quick Scoring | Export to Excel

Students	Fri 02/10 Atnd	Term Grade	M3	I3	Pages W22-F 02/10	Pages W22-Th 02/09	Pages W22-W 02/08	Pages
		Sort By %			HOME 100	HOME 100	HOME 100	
1 ABLAN GENO		B+	B+	B+	100	95	78	97
2 BABLE LORI		C+	C+	M	58	78	97	100
3 CAMPB LEASA		C+	C+	C+	85	46	102	98
4 FAIRC MARY		A	A	A	100	100	97	89
5 GIBBO LOIS		C-	C-	C-	88	78	98	46
6 QUALL SUE		D-	D-	D-	58	98	74	56
7 RATH CAROL		B	B	B	98	78	97	79
8 SACHS JAMES		C-	C-	C-	69	68	89	87
9 TABER ERIC		B+	B+	B+	79	89	99	100
10 USER TEST		A-	A-	A-	100	98	78	98

From the main screen of the Secondary Gradebook, select the **Post Grades** option.

Page 4

Slide 5 - Slide 5

Skyward Educator Access Plus - Microsoft Internet Explorer

Skyward High School
 Teacher: MICHELLE GENSKE (Team) Class: ADVAST / 01 Prd:2 ADVANCED
 ASTROLOGY

View Tutorial
 Enter a Customer Service Call

Home Page | My Gradebook | Main Screen | **Post Grades** | Print Queue | Back

Athletic Eligibility

Post Athletic Eligibility Grades for: [Post Grades](#)

Grade Period(s) open for Report Card Posting

01/30/2006 to 03/30/2006 [Post Grades](#)
 This Grade Period is open to post grades to the report cards from Monday, January 30 2006 at 11:59 PM. Wednesday, April 5
 Click the Post Grades link to post the

01/30/2006 to 03/23/2006 [Post Grades](#)
 This Grade Period is open to post grades to the report cards from Monday, January 30 2006 at 12:01 AM until Thursday, March 23 2006 at 11:59 PM.
 Click the Post Grades link to post the following grades from the Gradebook: Term 3.

Previous Grade Periods

09/16/2005 to 11/04/2005 MIDTERM 1 [Display Grades](#)
 This Grade Period closed for report card posting on Friday, October 7 2005 at 1:45 PM.
 Click Display Grades to view grades from this period.

09/16/2005 to 11/04/2005 QUARTER 1 [Display Grades](#)
 This Grade Period closed for report card posting on Monday, January 30 2006 at 1:00 PM.
 Click Display Grades to view grades from this period.

11/07/2005 to 12/21/2005 MIDTERM 2 [Display Grades](#)
 This Grade Period closed for report card posting on Monday, January 30 2006 at 11:59 AM.
 Click Display Grades to view grades from this period.

11/07/2005 to 01/28/2006 QUARTER 2/SEMESTER 1 [Display Grades](#)
 This Grade Period closed for report card posting on Wednesday, February 1 2006 at 5:00 PM.
 Click Display Grades to view grades from this period.

Upcoming Grade Periods

Slide 6 - Slide 6

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "Skyward High School" and the user is identified as "Teacher: MICHELLE GENSKE (Team)" for the class "ADVAST / 01 Prd:2 ADVANCED ASTROLOGY". The navigation menu includes "Home Page", "My Gradebook", "Main Screen", and "Post Grades".

The main content area is divided into sections:

- Athletic Eligibility:** A dropdown menu is set to "M3". A "Post Grades" link is visible.
- Grade Period(s) open for Reporting:**
 - 01/30/2006 to 03/30/2006 (MIDTERM 3):** This Grade Period is open to post grades to the report cards from Thursday, March 23, 2006 at 11:59 PM. A "Post Grades" link is available. A yellow callout box points to this link with the text "Select the Post Grades option." and "Page 6".
 - 01/30/2006 to 03/23/2006 (QUARTER 3):** This Grade Period is open to post grades to the report cards from Monday, January 30, 2006 at 12:01 AM until Thursday, March 23, 2006 at 11:59 PM. A "Post Grades" link is available.
- Previous Grade Periods:**
 - 09/16/2005 to 11/04/2005 (MIDTERM 1):** This Grade Period closed for report card posting on Friday, October 7, 2005 at 1:45 PM. A "Display Grades" link is available.
 - 09/16/2005 to 11/04/2005 (QUARTER 1):** This Grade Period closed for report card posting on Monday, January 30, 2006 at 1:00 PM. A "Display Grades" link is available.
 - 11/07/2005 to 12/21/2005 (MIDTERM 2):** This Grade Period closed for report card posting on Monday, January 30, 2006 at 11:59 AM. A "Display Grades" link is available.
 - 11/07/2005 to 01/28/2006 (QUARTER 2/SEMESTER 1):** This Grade Period closed for report card posting on Wednesday, February 1, 2006 at 5:00 PM. A "Display Grades" link is available.
- Upcoming Grade Periods:** (Section header visible at the bottom)

Slide 7 - Slide 7

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo and "EDUCATOR ACCESS plus". The user information is: Teacher: MICHELLE GENSKE (Team), Class: ADVAST / 01 Prd:2 ADVANCED ASTROLOGY. There are links for "View Tutorial" and "Enter a Customer Service Call".

The main content area is titled "Post Athletic Grades" and contains a table of "Students enrolled in an Activity". The table has columns for student names and their grades. The grades for ABLAN GENO, FAIRC MARY, and RATH CAROL are displayed in red font.

Students enrolled in an Activity		
ABLAN	GENO	A-
BABLE	LORI	B-
FAIRC	MARY	B+
RATH	CAROL	B+

Buttons for "Save" and "Back" are located above the table. A yellow callout box contains the following text:

Only students in this class that are **attached to activities** will be displayed in this area. The grades displayed in **red font** have **been calculated** for the grading period from the Secondary Gradebook. Select the **Save** option.

Page 7

Slide 8 - Slide 8

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo and "EDUCATOR ACCESS plus" text. The user is logged in as "Teacher: MICHELLE GENSKE (Team)" for the class "ADVAST / 01 Prd:2 ADVANCED ASTROLOGY". Navigation links include "Print this tutorial" and "Enter a Customer Service Call".

The main content area is titled "Post Athletic Grades" and contains a table of student grades. To the right of the table are "Save" and "Back" buttons. A large yellow callout box is overlaid on the page, containing the following text:

Returning to the Post Grades screen after the Save option has been chosen will result in the grades being displayed in green font. This indicates that the office has received these posted Athletic Eligibility grades.

This concludes the tutorial.

Page 8

[We value your feedback](#)

Students enrolled in an Activity		
ABLAN	GENO	A-
BABLE	LORI	B-
FAIRC	MARY	B+
RATH	CAROL	B+