

Skyward EA Plus: Grade Sheet Report

The grade sheet report will run a report that appears exactly as the grade book looks. It can list assignments and special codes as well as an assignment legend to assist with interpreting the assignments. This report can be run for classes and for single students.

Log into Skyward EA Plus

Enter your login and password, then click the login button. Be sure the Login area drop down is set to all areas.

Osceola School District Student

Login ID:

Password:

Sign In

Forgot your Login/Password?

04/11/10.00.13

Login Area: All Areas

Click on the My Gradebook link

Skyward Educator Access Plus - Windows Internet Explorer provided by Osceola School District

https://10.10.100.24/scripts/cgip.exe/WService=wsEAplus/sephom01.w

File Edit View Favorites Tools Help

EDUCATOR ACCESS^{plus}

Account Information

Are you looking for something? (Type in a search term and click the search button)

...or go to the Technology page of the district's website (click the 'Technology' button on the L side of the Right menu). Choose from the list of links on the page. EA+ SIG indicates topics that relate to the Skyward

Select the grade book you wish to run a report for.

Skyward Educator Access Plus - Microsoft Internet Explorer

Osceola School District
Teacher: ABBIE AAAAAHHHHH

Home Page | My Gradebook

Reports for All Classes

Dept	Subject	Description	Gradebook	
300 MIDDLE SCHOOL				
/ 1	TEST SCIENCE		Gradebook	
/ 1	TEST READING		Gradebook	
400 HIGH SCHOOL				
1 - 2	1	MTWRF 991A / 1	TEST MATH	Gradebook
1 - 2	1	MTWRF 992A / 1	TEST ENGLISH	Gradebook
3 - 4	1	MTWRF 991B / 2	TEST MATH	Gradebook
3 - 4	1	MTWRF 992B / 2	TEST ENGLISH	Gradebook

Click on the **reports tab** and **select grade sheet report.**

Home Page | Class Search | Class List | Main Screen

Assignments | Categories | Grade Marks | Reports | Display Options

Attendance

- Detail Report
- Summary Report By Class
- Grade Sheet Report
- Assignment Master Report
- Missing Assignments
- Email Progress Report
- View Emailed Reports
- Progress Reports
- Progress Detail
- Progress Summary
- Multi-Class Progress Report
- Partial Progress Reports

Click on the **reports tab** and **select grade sheet report.**

Click on **Add a New Template or clone template.**

Seq #	Report Template Name
10	TechDept
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

- Print
- Export to Excel
- Back
- Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Students
- Select Different Classes

Give your new/cloned template an **appropriate name** and click the **save button.**

Skyward Educator Access Plus - Microsoft Internet Explorer

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Print Queue Back to Report Ranges

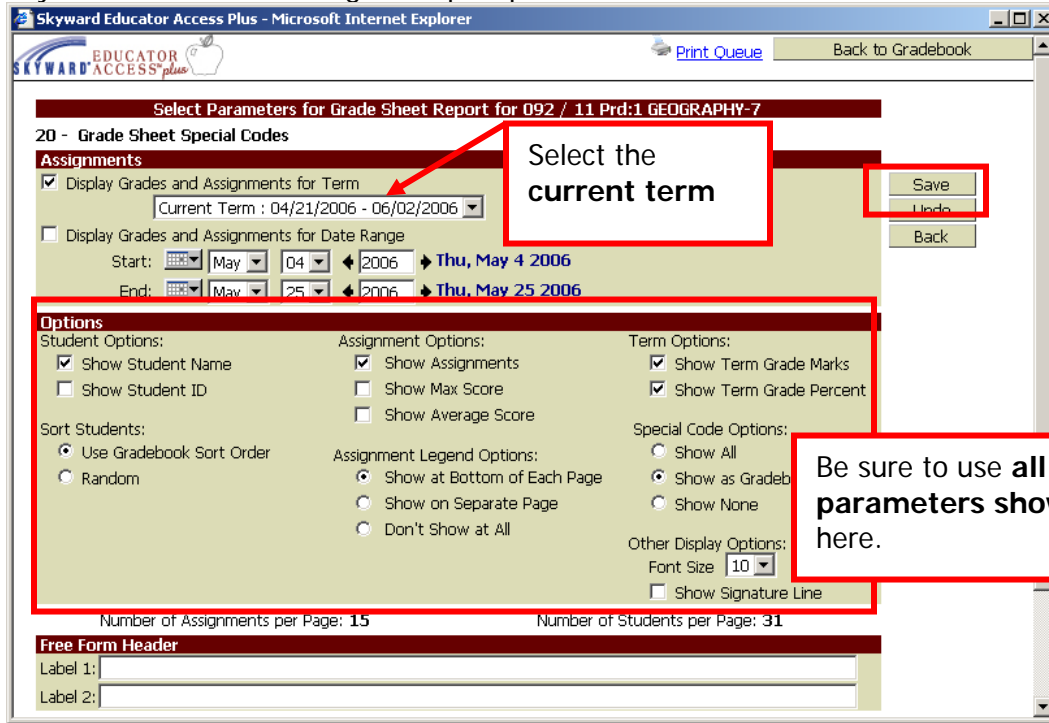
Add a new Report Template for the Grade Sheet Report.

Sequence #: 10

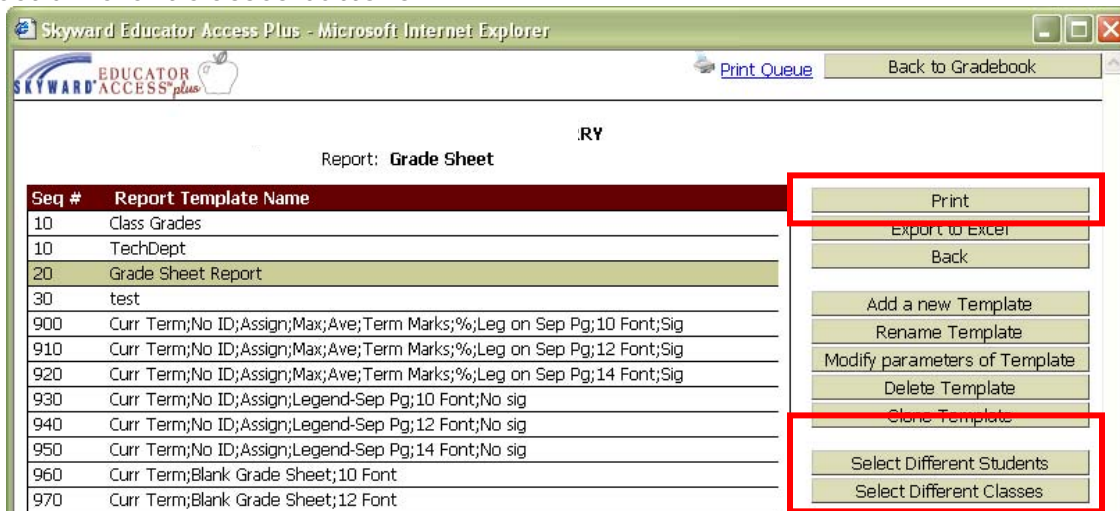
Report Template Name: Grade Sheet Report

Save Back

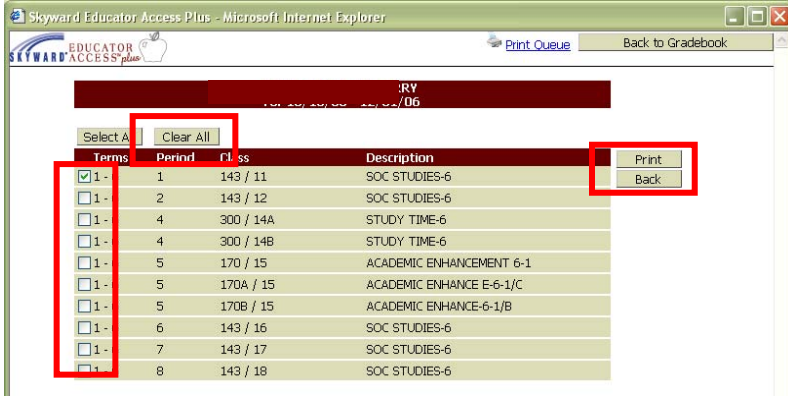
Set the parameters for the report. Pay special attention to the special code options and the assignment legend options. Also *be sure the term dates are correct and you have selected the show assignments option*. When you have finished setting the report parameters, **click the save button**.



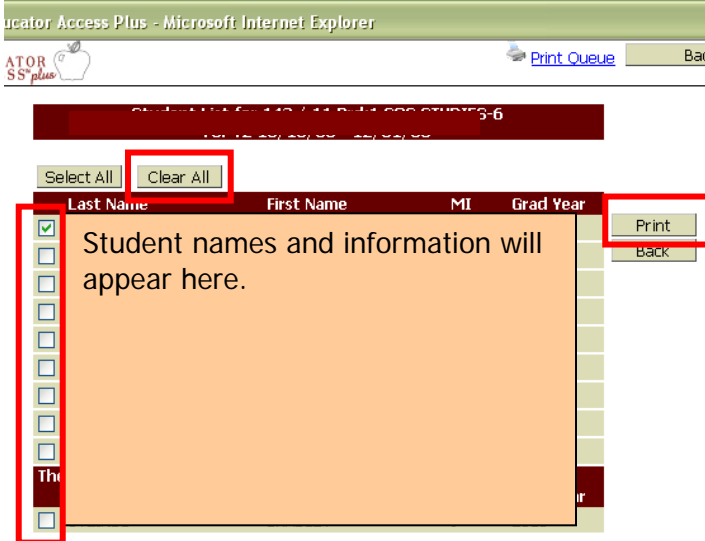
Select the template you want to print. Use the recently created template by clicking on the name of the template, then clicking on the print button if you desire to print the class grade book you are currently in. If you want to print specific students or other classes, click either the select different students or select different classes buttons.



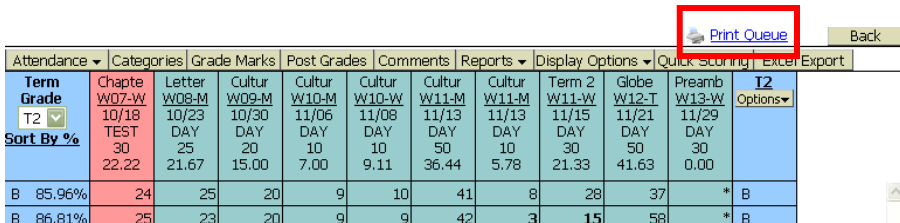
If you click the **select different classes** button a list of your classes will appear. Use the **clear all** button if you desire to print one or two classes. Then **check the box next to the classes you want to print** and **click the print button**.



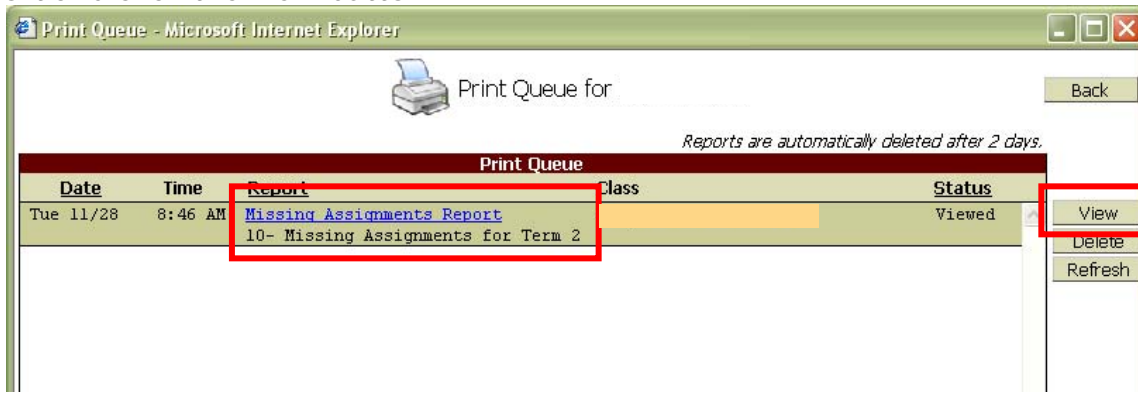
If you click the **select different students** button a list of students in the current grade book will appear. Use the **clear all** button if you want to select only one or two students. Then **use the checkbox next to the student names to indicate which students will run in the report** and **click the print button**.



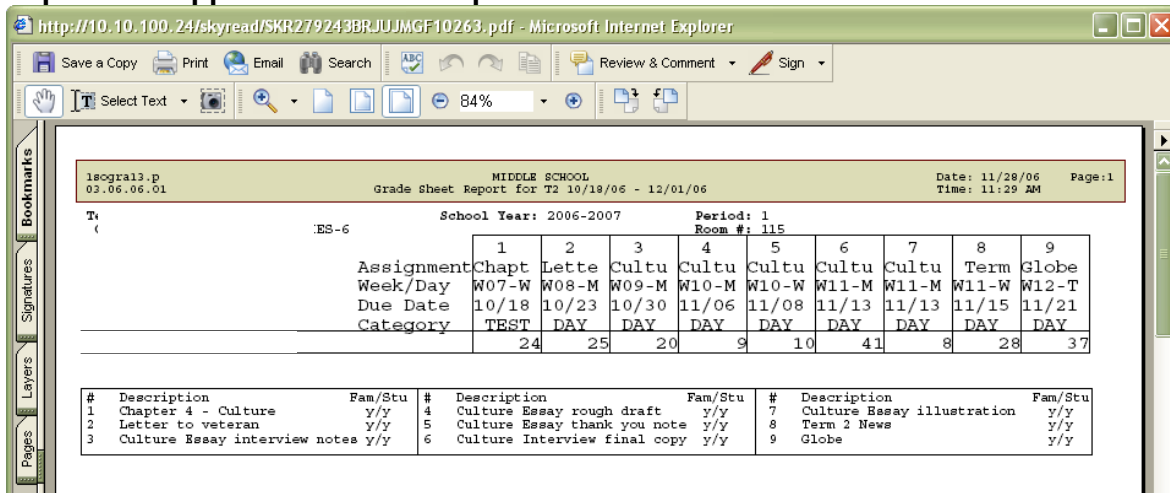
The report will run in the **print queue** and will automatically pop up after it runs. To access the report later, click the **print queue** link in the grade book.



The print queue will list all reports run recently. **Click on the title** of the report created or **highlight the report and click the view button**.



The report will appear as set in the parameters.



To print the report click the print icon above the report display.

