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.

Click on the My Gradebook link

Select the grade book you wish to run a report for.
Click on the **reports tab** and **select grade sheet report**.

Give your new/clone template an **appropriate name** and click the **save button**.
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 current term. Be sure to use all the parameters shown here.

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.