



GRADEBOOK QUICK REFERENCE

Report Card for Grades 3 - 5

Task A – Verify Grade Input

1. Verify that all assignments and scores have been entered.

Task B – Enter Conduct Scores

Open a gradebook.

Note: The C1 (*Citizenship*) column is used to enter conduct scores.

1. Click on the "C1" hyperlink or within an empty cell in that column.
2. The Score Entry screen appears.
3. Even though other selections are available, only **S (Satisfactory)**, **P (Progressing)**, and **N (Not Progressing)** are valid conduct scores for St. Lucie County Report Cards.
4. Type the score into the cell for each student.
5. To mass assign a score of **4, 3, 2** or **1** to cells without a value, use the "Default blanks to" drop-down.
6. Click "Save" when complete.
7. Repeat the steps 1-6 to enter conduct scores in every class.

Other Access		Classes	Assignments	Attendance	Categories	Grade
Term	Grade	Options	Q1	C1	Signed	Ch. 4
Q1	Sort By %	%	W08-M	W07-T	10/12	10/08
			HW	TEST	100	100
			78.95	76.29		
1		D 64.26%	64.26		100	6
2		C 72.26%	72.26		100	6

Citizenship Grade Entry

Citizenship C1

Save
Undo
Back

View Grade Marks

Students	Grade
1	N
2	S
3	P
4	
5	



Task C – Teacher Comments (*Optional*)

1. Within a gradebook, hover over the "**Posting**" tab.
2. Click "**Post Comments**".
3. Click the "**Post Comments**" link for the current grading period.

ST. LUCIE SCHOOL					
Class: 1205010 / 01 Prd:2 M/J MA					
Grade Marks	Posting	Reports	Charts	Display Op	
igned	Ch	Post Dropped Students	Grades	W	
08-M	W0			W	
0/12	10	Post Comments		W	

I. Request a Parent Conference: *Reading Gradebook Only*

In the first column, "**CON**", type an "**X**" in the cell that corresponds to the student.

II. In Danger of Being Retained: *Reading Gradebook Only*

In the second column, "**RET**", enter an "**X**" in the student's corresponding cell.

III. Student as Below Grade Level: *Lang. Arts, Reading & Math Gradebooks*

Type an "**X**" in column "**C3**" in the corresponding cell for the student.

IV. Areas of Concern for a Subject: *Lang. Arts, Reading & Math Gradebooks*

In columns, "**C4**", "**C5**", and "**C6**", use the codes below to indicate the Area of concern within that subject's gradebook (LA, RE, MA).

Lang. Arts		Reading		Math	
Code	Description	Code	Description	Code	Description
410	Spelling	420	Comprehension	430	Computation
411	Grammar	421	Decoding	431	Problem Solving
412	Uses Writing Process	422	Vocabulary		

V. To Enter Individual Student Comments: * Reading Gradebook Only*

In the final column, "**Freeform Comments**", type up to 450 characters (including spaces). Copy and paste can be used; spell check is available if you use the small box to the far right.

Reading Gradebook



EDUCATOR SKYWARD ACCESS plus **ELEMENTARY SCHOOL**
 Teacher: Class: 50100400 / 005 Prd:1 Read [View Tutorial](#) [Customer Access](#)

Comment Entry

[View Comment Codes](#) | [Show Dropped Students](#) | [Alert Legend](#)

Comments Plus: [View CON Comment Codes](#) | [View RET Comment Codes](#)

Grad Yr	First Name	Last Name	Alerts	CON	RET	C3	C4	C5	C6	Freeform
2022	G	A		X	X	X	420	421	422	
2022	C	B					420			
2022	E	B		X		X	421	422		
2022	J	C								
2022	H	C		X		X	422			

Language Arts Gradebook

EDUCATOR SKYWARD ACCESS plus **ELEMENTARY SCHOOL**
 Teacher: Class: 50100400 / 005 Prd:1 Lang [View Tutorial](#) [Customer Access](#)

Comment Entry

[View Comment Codes](#) | [Show Dropped Students](#) | [Alert Legend](#)

Comments Plus: [View CON Comment Codes](#) | [View RET Comment Codes](#)

Grad Yr	First Name	Last Name	Alerts	CON	RET	C3	C4	C5	C6	Freeform
2022	G	A				X	410	411	412	
2022	C	B					410			
2022	E	B				X	411	412		
2022	J	C								
2022	H	C				X	412			

Math Gradebook

EDUCATOR SKYWARD ACCESS plus **ELEMENTARY SCHOOL**
 Teacher: Class: 50100400 / 005 Prd:1 Math [View Tutorial](#) [Customer Access](#)

Comment Entry

[View Comment Codes](#) | [Show Dropped Students](#) | [Alert Legend](#)

Comments Plus: [View CON Comment Codes](#) | [View RET Comment Codes](#)

Grad Yr	First Name	Last Name	Alerts	CON	RET	C3	C4	C5	C6	Freeform
2022	G	A				X	430	431		
2022	C	B					430			
2022	E	B				X	431			
2022	J	C								
2022	H	C				X	431			

Important: Only complete comments I, II, and V in the **Reading** gradebook.
 Comments III and IV are completed in Lang. Arts, Reading and Math.



Task D – Mark Posting Complete

1. To notify your administrator that grade posting is complete, navigate to the screen where you can select your various gradebooks (*My Gradebook Screen*).
2. Hover over the **"Grade Posting Status"** button.

St. Lucie County School District

Teacher: _____

Home Page | My Gradebook

View Tutorial
Customer Access
My Print Queue Back

Reports for All Classes ▾

Grade Posting Status ▾

Grading Periods Open for Posting

Grade Posting Status for 1ST 9 Weeks

Upcoming Grading Periods

Grade Posting Status for 2nd 9 Weeks

Grade Posting Status for 3rd 9 Weeks

Grade Posting Status for 4th 9 Weeks

Terms	Period	Days Meet	Class	Description
1 - 4	3	T	5015060A / 324	PH ED(PE TCHR)4
1 - 4	3	M	5015060A / 326	PH ED(PE TCHR)4
1 - 4	3	R	5015060A / 328	PH ED(PE TCHR)4
1 - 4	3	W	5015060A / 438	PH ED(PE TCHR)4
1 - 4	3	F	5015060A / 805	PH ED(PE TCHR)4
1 - 4	5	M	5015070A / 601	PH ED(PE TCHR)5
1 - 4	5	T	5015070A / 709	PH ED(PE TCHR)5
1 - 4	5	F	5015070A / 718	PH ED(PE TCHR)5
1 - 4	5	R	5015070A / 749	PH ED(PE TCHR)5

3. Click **"Grade Posting Status for ..."** the current grading period.
4. Click the **"Mark All as Completed"** button.
5. Click **"Back"** to return to the My Gradebook screen.

St. Lucie County School District

User Name: _____

Wednesday, October 21st, 2009

Home Page | My Gradebook | Secondary Grade Post Status

7 days left to post

Secondary Grade Posting Status for 1ST 9 Weeks (08/24/09 - 10/28/09)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Active Stds	Drp Stds	Posting Complete
03	5015060A / 324	PH ED(PE TCHR)4	38		19	19		<input type="checkbox"/>
03	5015060A / 326	PH ED(PE TCHR)4	40		20	20		<input type="checkbox"/>
03	5015060A / 328	PH ED(PE TCHR)4	26		13	13	1	<input type="checkbox"/>
03	5015060A / 438	PH ED(PE TCHR)4	20		15	15		<input type="checkbox"/>

Mark All as Completed

Back