How To Mark Progress Reports for Grades 1-5: Work Habits and Social Behaviors

1. Click on the Teacher Access tab in Educator Access Plus.

2. Select My Gradebook

3. Select the Standards Gradebook for the class that you need to enter Work Habits and Social Behaviors.

4. When you hover over a title, it will give you a description for each skill. Click on the title for the first Work Habit.
5. You can mass assign a grade to all students by choosing the conduct from the drop down menu under Grade.

A new message window will open.

6. In the message window, you can either:

   Click “OK” to make all grades your chosen grade.
   OR
   Click “Cancel” and not make any changes.

7. You can change the grade individually by clicking the box and manually entering the grade.

8. After you have marked all of your grades, click Save.

   This will take you back to the Main Gradebook Screen.
9. Click the title of the next Work Habit.

10. Repeat steps 4 through 9 until you have all of your Work Habits and Social Behaviors marked.