How To Enter Progress Reports & Report Card Grades for Elementary Specials Teachers

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 Progress Report or Report Card grades for.
4. You have 2 different skill areas that need to be marked.

   A. Your Subject’s Skill.
   B. Your Subject’s Conduct.

5. Click on the first column that you need to enter grades for.

6. 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.

7. In the message window, you can either:
   - Click “OK” to make all grades your chosen grade.
   - OR
   - Click “Cancel” and not make any changes.
8. You can change the grade individually by clicking the box and manually entering the grade.

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

This will take you back to the Main Gradebook Screen.

10. Click the title of the next Skill.

11. Repeat steps 6 through 9 until you have your Skill and Conduct grades entered.