Score Entry

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

2. Select My Gradebook

3. Select the class with the assignment that you want to add grades for.
4. Click on the asterisk under the assignment you want to add grades to.

5. Mark your selection
   A. Choose to post assignment grades to Family and/or Student Access.
   B. Enter the numerical value for the assignment and press Enter to move down to the next box.
   C. Enter any applicable Special Codes (See Below).
   D. Select the boxes under the “No Count” column if you do NOT want the grade to count towards the average.
   E. Select the boxes in the “Missing” column to show that the assignment is Missing.
   F. In the “Comments” column, add comments as necessary.

6. Special Codes are set by the District. Grades will “Special Codes” will be in Bold print in the gradebook.

   Choosing Exempt will automatically set the selected grades as No Count.
7. Mass Assign Options will makes changes to all of the grades at one time.
   A. “Assign All Scores” - When you input a grade into the box and press Apply, all students will receive that grade that don’t already have a graded entered. *(By clicking the box, “Overwrite Scores,” it will change already existing grades)*
   B. “Adjust All Scores” - Adds points to every grade for the assignment.
   C. “Remove All Scores” - Clears all grades for the assignment.
   D. “Set All to No Count” - Sets all grades for the assignment to No Count where they will not count towards the average.
   E. “Remove All No Count” - Removes all No Count grades for the assignment.
   F. “Remove All Missing” - Removes all Missing grades notations for the assignment.

8. After you have entered your information, click Save in the upper right hand corner.
9. After you press Save, it will take you back to the main gradebook screen.

Any grades that had Special Codes are now in Bold print.

When you hover over the bold print with your cursor, it will give you the details attached to the grade.