ATTENTION TEACHERS -

New Feature for EA+ Gradebooks and Attendance as of 3/10/14

Skyward just released an enhancement to your Educator Access Plus Home screen. You now have the option to display a TEACHER QUICK ACCESS widget to help you navigate quicker. It allows one-click access to gradebook or attendance for any class.

Here is what it looks like –

![Teacher Quick Access](image1)

The next time you login, you will get a message that there is a new “widget” available. Choose “VIEW SETTINGS”

![Suggested Widgets](image2)

Check the box in Teacher Widgets that says “TEACHER QUICK ACCESS NEW”

![Dashboard Maintenance](image3)
The box below will now appear on your dashboard.

Choose your options and SAVE.

The BOOK icon represents the Gradebook for each class. The BELL icon represents the Post Daily Attendance portion of each class. Simply click on the option you need.

**Please note – not all classes are used for attendance or gradebook (elementary schools).**

You can still access the list of all your gradebooks for a more familiar view by clicking on the “My Gradebook” link.

You do not have to choose this widget for your home page. It is just an option for quicker access if desired.

Updated 3/14/14