SKYWARD®

Lubbock-Cooper

Skyward Educator Access Plus

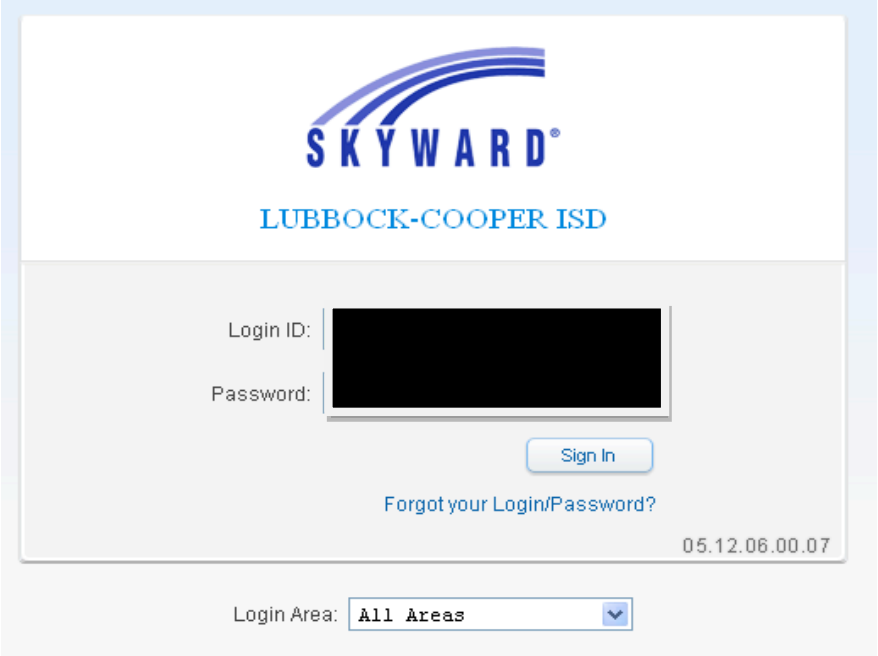Gradebook Users Guide

Last Update 8-9-17

Table of Contents

Skyward - Educator Access Plus (EA+)

Skyward Access at School and Home **Bookmark Teacher Grade Book in your browser for easier access.**	Go to the school website at www.lcisd.net > Click **Staff** > Login > > Scroll Down > Select **Teacher Grade Book.** NOTE: **Skyward Employee Access** is where you access your pay stubs.
Skyward Login: The first page you will see when you access the website is your login screen. This screen is where you will login to take attendance and use the grade book. Login using your network credentials. • First time users will use the credentials you created once you received District Network Credentials Activation Information from Human Resources. If you have any difficulties, contact your campus administrator. • If you are a returning teacher and have forgotten your credentials go to the IT Blog at *itblog.lcisd.net* and change your password using the SSPR Utility. If you continue to have difficulties, submit a help email to help@lcisd.net.	
Password Reset	If you do not remember your password and make more than 6 attempts to login to Skyward without success, you will be locked out. Please submit an email to Help@lcisd.net for assistance in unlocking your account.

EA+ Homepage

Skyward opens up to your Educator Access Plus Homepage.

NOTE:

The message in the area at the bottom will change periodically. Make sure you read it, as important information about grade entry deadlines will be posted here.

A link to the online version of the Gradebook Manual can also be found here.

Choose **Educator Access Plus** on the Jump to Other Systems box on the right if you are not on the EA+ homepage.

Choose **Teacher Access** from the tabs on the upper left.

The **Teacher Access drop-down menu** shows a list of options that you can use.

NOTE: Always click **SAVE** and use the **BACK** button after entering data or your data will be lost. **Never** use the **red X** in the upper right or red Dot in the upper left o close the window. Data will be lost if **SAVE** is not clicked when it is an option**.** **NOTE:** There may be additional options on each based on your assignment and access levels.	**Teacher Access** **My Gradebook** – access to all of your classes, grades and attendance **My Students** – access the Gradebook by student, view attendance, or choose report options by student **My Classes** – access your Gradebook, attendance reports, etc. by class **Post Daily Attendance** – enter or view daily attendance by class or period **My Activities** – view and run eligibility reports for Activity Groups, send email messages to Activity groups ### Activity Groups • Major Activity Groups such as Band and Athletics are created at the beginning of the year. If you have an Activity Group you would like created, contact the office to have the group set up. **Administrator Access** **Student Search By Entity** – View individual student profiles and information for ALL students on your campus. This is also where you can create discipline referrals. See page 22 in this manual

Attendance: Click on **Post Daily Attendance.**	
You will now see a list of your	

classes. **Choose how you want to see the list for your class.**
 	
• *Attendance* can be taken by:
     o Name
     o Seating Chart
	Attendance for **Tuesday, July 31, 2012**
	
	View Attendance by Period | ☐ Only Display Classes that Meet Today
	
	001 LUBBOCK-COOPER HIGH SCHOOL

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
10	10	1 - 6	3	1	BAND1 / 01	Band 1	By Name | By Seating Chart | Assign Seats
10	10	1 - 6	3	1	BAND2 / 01	Band 2	By Name | By Seating Chart | Assign Seats
10	10	1 - 6	3	1	BAND3 / 01	Band 3	By Name | By Seating Chart | Assign Seats
10	10	1 - 6	3	1	BAND4 / 01	Band 4	By Name | By Seating Chart | Assign Seats
10	10	1 - 6	5	2	BANDWW / 01	Woodwind Methods	By Name | By Seating Chart | Assign Seats
10	10	1 - 6	6	2	BANDPC / 01	Percussion	By Name | By Seating Chart | Assign Seats
10	10	1 - 6	7	2	BANDBM / 01	Brass Methods	By Name | By Seating Chart | Assign Seats

By Name:
The class will open with all students marked present (by default).

You can click on **Last Name** OR **First Middle** to change the view.

If a student is absent, click on the radio button under the **Absent** column**.**

SECONDARY: If a student is tardy, click on the radio button under the **Tardy** column**.**

ELEMENTARY: DO NOT mark a student tardy. The office will mark a tardy. When a student is tardy, they will receive a slip before coming to your class.

Click on **Save** to submit your attendance.

◄ ▼ ► Take Daily Attendance - By Name

Take Attendance for **Tuesday, July 31, 2012**

Attendance cannot be entered, this class does not meet today.

Alert Legend \| Show Previous Weeks Attendance \| View Class Summary \| Print Class Roster

Alerts	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	Absent Count	Tardy Count

NOTE:

The **View Class Summary** button offers various summaries you can view and print.

Your **Absent Count** and **Tardy Count** columns will show the number of times a student has been absent or tardy for the year.

The **Alerts** column shows any alerts assigned to each student.

Click on the **Alert Legend** link to see what each color represents.

Click on the **alert** to the left of the student to see the alert for that student.

Take Daily Attendance - By Name

Take Attendance for **Tuesday, July 31, 2012**

Attendance cannot be entered, this class does not meet today.

Alert Legend | Show Previous Weeks Attendance | View Class Summary | Print Class Roster

Alerts	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Absent Count	Tardy Count

---

Alert Legend

The **Alert Legend** will show color codes for each item.

Alert Color Legend

🟥	Student has been Absent
🟨	Student has been Tardy
🟩	Student has Alert Information
🟦	Student has Primary Disability/Handicap Information
🟧	Student has Critical Alert Information
🟦	Student is Classified as Section 504
🟪	Student is At-Risk
🟪	Student has General Notes

Seating Chart / Assigning Seats:

Access the seating chart by going to Teacher Access > My Gradebook > choose a class > roll over Attendance tab > choose Assign seats for seating chart.

ELEMENTARY: Seat chart setup falls under your Çitizenship class.

Skyward will automatically put the students in a seat alphabetically.

Option #1:

Move a student by clicking on **Select** in the box with the student you wish to move, then click on **Fill Seat** or **Swap Seats** in the seat you wish them to go.

Repeat the process until you have the students in the desired order.

Show Pictures | Clear Seating Chart

Number of Rows: 6   Refresh
Number of Seats Per Row: 6

Save
Undo
Back

Conner	Gragg	Folsom	Gonzales	Davis	Bundy
Select	Select	Select	Select	Select	Select
Burk	Gerard	Sample	Zoila R Smith	O Neil	Arnett
Select	Select	Select	Select	Select	Select
Dedeaux	Quintana	Martinez	Francis	Williams	Lung
Select	Select	Select	Select	Select	Select
Weston M Trim	Zoe S Tucker	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Select	Select	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat
Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat	Fill Seat

NOTE:

You can change the number of Rows and Seats Per Row.

Once you put the numbers in be sure to click on *Refresh*

Option #2: You can clear out the seats by clicking on **Clear Seating Chart**. The student names will now be on the left. Change the numbers of rows and columns if you want. **Click** on **Select** and then **Fill Seat** to arrange the students. Be sure to click **Save** when you are finished.	
Gradebook: **Click** on **My Gradebook.**	
Select your class by clicking on a Gradebook (in blue font) on the right. **NOTE**: The Reports for All Classes button here allows you to create reports that will print results for ALL of your classes	

Your Gradebook will open and your screen will be similar to this.

Columns:
- **Students**: Student names
- **Term Grade** – Can be changed to show averages for desired term using drop down box.
- **SW1, SW2, SW3, etc**. – Six Weeks Average
- **PR1, PR2, PR3, etc.** – Progress Report Average
- **EX1, EX2** – 1st Semester and 2nd semester exams
- **SM1, SM2** – Semester Average
- **FNL** – Final overall average

Menu Bar Overview:
- **Other Access**: Use to access Message Center, Athletic Eligibility and more.
- **Classes:** Use to switch between classes.
- **Assignments**: Use to enter, edit and view assignments.
- **Attendance**: Take attendance from here by Name or Seating Chart. – Also, create a seating chart in this tab.
- **Categories**: Use to set your categories and weights.
- **Grade Marks:** This Tab will not be used.
- **Posting**: Use to post comments for the students at progress report, six weeks and semester.
- **Reports**: Use to print attendance reports, Gradebook reports, class information, blank grade sheets and more.
- **Charts:** Use to provide charts on assignments. Class and individual reports can be printed for analysis.
- **Display Options**: Use to arrange the appearance of your Gradebook. This is where you can also drop lowest grades.

Menu Bar Cont… • **Quick Scoring** –Use to enter grades without opening each assignment separately. • **Export** – Use to export your grades into an Excel spreadsheet.	 SKYWARD® Marla Sterling Account Preferences Sign Out ? Home ◀ ▶ **Main Screen** 🖶My Print Queue ◀Back Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Posting ▾ Reports ▾ Charts ▾ Display Options ▾ **Quick Scoring** **Export**
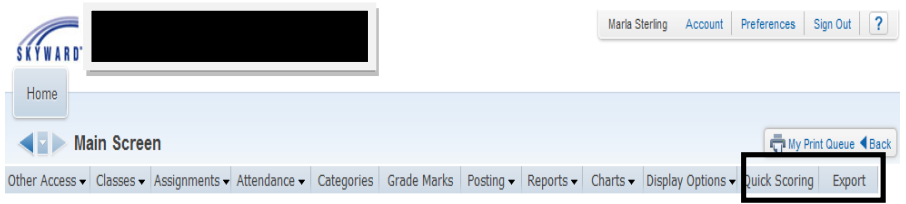
(Screen) Display Options
 	
Hover over the **Display Options** button on the menu bar then select the option you desire.
	arts ▾ **Display Options** ▾ Quick Scoring Export
	
	Display Options
	   Student Display
	   Assignment Display
	   Grade Period Display
	   Modify Gradesheet Sequence
	   Color Legend
	Tools
	   Teacher's Log
	   Drop Lowest Score
	   Advanced Drop Lowest Score
	   Restore Deleted Assignments
	   Student Groups
	   View Backups
	   Assignment Comment Bank
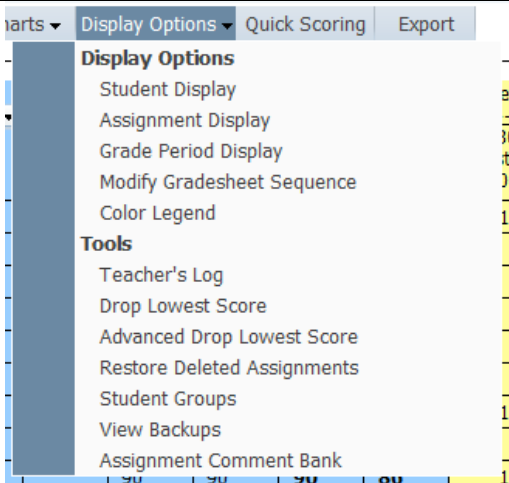
Student Display Use this screen to choose the way you want to display your student names in your gradebook. You can display the Student ID, Dropped Students and the Student Grade Level by checking the appropriate boxes. Sorting options allows you to sort the list of student names. If you make any changes be sure to **SAVE.**	**Name Display** **Sample** Save ◯ First Last Full Separated Anthony A Anderson Undo ◯ First Last Full Grouped Anthony A Anderson Restore Defaults ◯ First Last Short Separated Antho Ander Back ◯ Last, First Full Separated Anderson Anthony A ◉ Last, First Full Grouped Anderson, Anthony A ◯ Last, First Short Separated Ander Antho ◯ Suppress Name Completely No Name Appears **Display Options** ☐ Student ID ☐ Dropped Students ☐ Student Grade Level ☐ Student's School **Sorting Options** ◯ Sort By First Name Last Name ◉ Sort By Last Name First Name ◯ Sort By Student's Assigned Seat ◯ Sort By Student's Grade located in "Term Grade" Column ◯ Sort By Gradesheet Sequence (Modify Gradesheet Sequence)
Displaying Dropped Students	Students who have dropped your class do not disappear from your Gradebook. They are hidden and can be displayed through Student Display Options.
Check the box next to **Dropped Students** in the Student Display Options and **Save**. Dropped students will show in your Gradebook as tan highlighted rows across the Gradebook.	85.00 77.33 87.67 89.0 **Students** 1 Flintstone, Freddy 91 91.00% 75 97 95 91 2 Jacoby, Maggie 68 67.50% 90 55 70 68 3 Lyndsey, Addison 87 87.00% 90 80 98 87 4 Ryan, Sean NEW 85 85.49% * * * 85.49 85

Assignment Display

Choices here include showing the average score of the assignment, comments, the order that the assignments will be displayed, etc.

Change the sequence to Ascending to have the oldest assignments first (like a traditional Gradebook)

Other choices at the bottom are for how the assignment will be displayed in the column heading.

NOTE: Options set in one class or subject DO NOT automatically apply to all gradebooks.

Assignment Display Options

☐ Show Average Score of the Assignment
☐ Show Average Score of Term Grades
☐ Show Assignment Group of the Assignment
☑ Show "Term Grade" Column in a fixed location on Gradebook screen
☐ Show Posted Grades in a different color on Gradebook screen
☐ Show Comments for all Assignments
☐ Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future)
☐ Show Earned Percent Column when Calculating Term Grade based on Minimum Percent

Sort Assignments by: Date Sequence ▾
Date Sequence of the Assignments: ◉ Descending (newest to oldest)
  ○ Ascending (oldest to newest)
Program for Viewing Excel Exports: Microsoft Office ▾

Assignment Defaults
  Maximum Score Default: 100
Post to Family Access Default: Last Saved ▾   Post to Student Access Default: Last Saved ▾

Assignment Score Entry
☐ Suppress the "value entered is greater than max score" message

Assignment Heading
Options use examples with the text "Characters" representing the assignment description, "08/20/2004" representing the due date, "Week 4 - Friday" representing a week and day, "Quiz" representing the category code, and "100" representing the max score of an example assignment.

☐ Show Category color in Assignment Headings only

○ Description, Week, Category, Max Score   ○ Description, Week, Category, Max Score

```
Charac
W04-F
Quiz
100
```

```
Characters
WK04-Fri
Quiz
100
```

Save
Undo
Restore Defaults
Back

Grade Period Display

The district option to force all grading periods to show has been turned on. This means that ALL term columns (PR, SW, SM, FNL) will be showing. Even if you uncheck the box and SAVE, the columns will remain on. This will not be changed, as you need to be able to see when there is discrepancies in the term columns verses the report card grade.

You do have the option hide assignments.

Grade period display set in one class or subject DO NOT automatically apply to all gradebooks.

You can also show assignments within a specific date range in the "Assignments By Date Range" box.

Grade Period Display

Display Assignments	Display Grade Period	Grading Period	Date Range
Hide All	Hide All		
Show All	Show All		
☑	☑	Progress Report 1	08/27/2012 - 09/14/2012
☑	☑	Six Weeks 1	08/27/2012 - 09/28/2012
☑	☑	Progress Report 2	10/01/2012 - 10/19/2012
☑	☑	Six Weeks 2	10/01/2012 - 11/02/2012
☑	☑	Progress Report 3	11/05/2012 - 11/30/2012
☑	☑	* Six Weeks 3	11/05/2012 - 12/21/2012
☑	☑	Progress Report 4	01/08/2013 - 01/25/2013
☑	☑	Six Weeks 4	01/08/2013 - 02/15/2013
☑	☑	Progress Report 5	02/19/2013 - 03/08/2013
☑	☑	Six Weeks 5	02/19/2013 - 04/05/2013
☑	☑	Progress Report 6	04/08/2013 - 04/26/2013
☑	☑	Six Weeks 6	04/08/2013 - 05/30/2013

* Signifies the Current Grade Period(s). These cannot be hidden.

Assignments By Date Range
☐ Only Show Assignments Within Date Range
08/27/2012   to   05/30/2013

Save
Undo

HIGH SCHOOL ONLY

Category and Category Weight Setup

Click the **Categories** button.

Click the **Add/Edit Categories** button

You will now see a list of categories that are available.
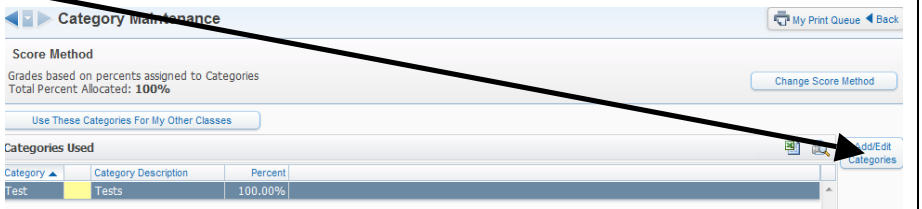
NOTE:

If you would like a category added to the list of categories that are available you will need to submit your category name to Gwen Mayo at gmayo@lcisd.net to have it added.

Click to uncheck the categories that you don't want to use.
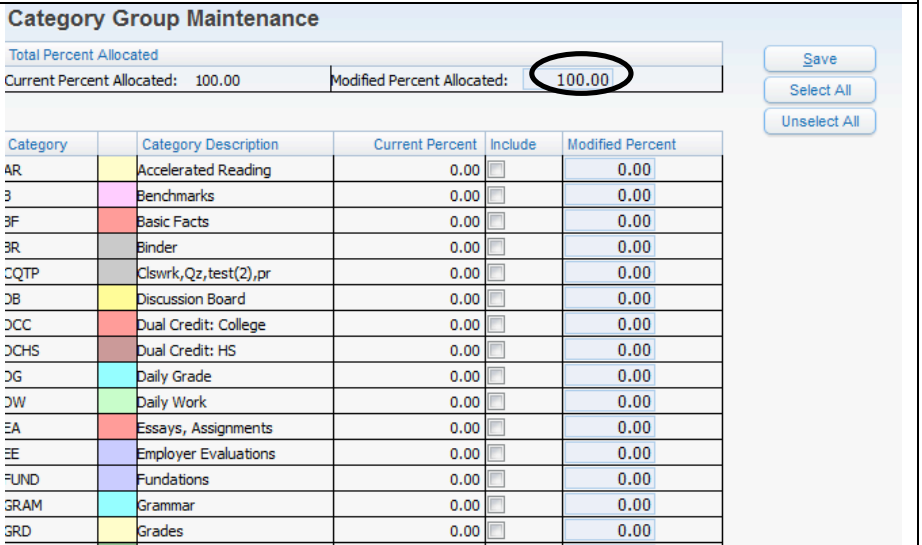
Next, type in the percentage that you want each category to be weighted.

- This must total 100. If you choose only 1 category then put 100 in that Modified Percent column.

Click **Save**

NOTE:

It is best to do your category setups for the entire year all at once. Then you do not have to worry with them again.

Check the District Grading Policy approved categories and weights.

NOTE:

The option to add or change category weights is NOT AVAILABLE after the first six weeks progress reporting period closes.

Categories & Weights must be set up prior to this time. After the close of the first six weeks progress reporting period you will need to contact Gwen Mayo at gmayo@lcisd.net for assistance

If you want to use these same categories for your other classes click "**Use These Categories For My Other Classes**" button.	**Category Maintenance** — My Print Queue ◄ Back **Score Method** Grades based on percents assigned to Categories Total Percent Allocated: 100% Change Score Method Use These Categories For My Other Classes Categories Add/Edit Categories Category ▲ Category Description Percent Test Tests 100.00%
Check the boxes next to the classes that will use the same categories. **NOTE:** Some of the classes will automatically check for you since they are tied together. Click **Save** when you are finished.	**Apply Category Setup to Other Classes** Save Select the classes to which you would like to apply the current category setup. Future category group modifications will <u>not</u> be automatically applied to the selected classes. **Select Classes** 		Prd ▲	Class	Class Desc	Dept	Subj	Terms	Days Meet	Exception
---	---	---	---	---	---	---	---	---
☐	2	2CITZ / 05	CITIZENSHIP 02	2nd		1 to 6	MTWRF	
☐	5	2COMP / 05	COMPUTER 02	2nd		1 to 6	MTWRF	
☐	6	2ELA / 05	ENGLISH LANGUAGE ARTS 02	2nd		1 to 6	MTWRF	
☐	12	2READ / 05	READING 02	2nd		1 to 6	MTWRF	
☐	15	2SOST / 05	SOCIAL STUDIES 02	2nd		1 to 6	MTWRF	
☐	16	2SC/HE / 05	SCIENCE/HEALTH 02	2nd		1 to 6	MTWRF		 **NOTE:** The classes you wish to apply the same categories to must be using the same Scoring Method.
ASSIGNMENTS: Hover over the **Assignments** tab and choose **Add Assignments** **OR** click on **Assignments.**	SKYWARD Marla Sterling Account Preferences Sign Out ? Home **Main Screen** My Print Queue ◄ Back Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring Export
If you click on **Assignments** you will see the screen to the right **Click Add.**	**Assignments** Add Clone Report ▾ View Scores Assignment Display Clone From Existing Gradebook Return to Default Sort **Assignments** | Date Due	Week↑	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
---	---	---	---	---	---	---	---	---	---	---
09/07/12	2	Fri			Timed Test - 0. 1	1.00	100	☑	☑	
09/14/12	3	Fri				1.00	100	☐	☑	☑
09/14/12	3	Fri				1.00	100	☐	☑	☑
09/14/12	3	Fri				1.00	100	☐	☑	☑
09/14/12	3	Fri				1.00	100	☐	☑	☑
09/21/12	4	Fri				1.00	100	☐	☑	☑
09/21/12	4	Fri				1.00	100	☐	☑	☑
09/28/12	5	Fri				1.00	100	☐	☑	☑
09/28/12	5	Fri				1.00	100	☐	☑	☑
10/05/12	6	Fri				1.00	100	☐	☑	☑
10/05/12	6	Fri				1.00	100	☐	☑	☑
10/11/12	7	Thu				1.00	100	☐	☑	☑
10/12/12	7	Fri				1.00	100	☐	☑	☑
10/19/12	8	Fri				1.00	100	☐	☑	☑
10/19/12	8	Fri				1.00	100	☐	☑	☑
10/26/12	9	Fri				1.00	100	☐	☑	☑
10/26/12	9	Fri				1.00	100				 Assignment Count: **24**

Adding Assignment

- **Select your Category.**
- Enter a **Description** of the assignment.
- **Entered Date**: This shows what day you actually entered the assignment into the system. It is an auto stamped date and cannot be changed.
- Select the **Date of the Assignment**
- Select the **Proposed Due Date**
- Enter the **Actual Due Date**.
- Enter the **Max Score.**
- Enter the weight, if desired, using the **Weight Multiplier**. (2.0 means the assignment will count twice without you having to put the assignment in twice.)

Saving Options

- Choose **Save and Back** if you are finished.
- Choose **Save and Add Another** if you want to add more assignments.
- Choose **Save and Score** to go to the screen to enter grades.
- Choose **Attach** if you wish to add an attachment such as the actual assignment.
- WARNING: Be aware of copyrights on items you attach.
- **Back** – takes you back to the prior screen without saving.

On this screen you may choose to add this assignment to multiple classes or subjects. Simply check the boxes in desired classes.

You will go to the other class(es) to score the assignment.

Proposed Due Date Idea
Use the Proposed due date for the date that the assignment is due from the students and setting the actual date for a couple of days later to allow for grading. The assignment won't show as missing until after the actual due date.

Posting to Family and Student Access
This will be checked and grayed out. You cannot uncheck these options. Once you create and save an assignment in the gradebook, it is live for parents to see. If an assignment has been created but a grade has not been assigned, an asterisk will show as the grade until one is added.

Save and Score

If you click **Save and Score** you will be taken to this screen.

The score code will show up as an (*) to start with.

You can enter any of the codes found in the box to the right in the **Special Codes** column if applicable.

You can also click on **No Count** or **Missing**

You can enter a **Comment** for each student.

- The **Comment** column is used to enter individual comments for the students on this assignment only.

- **WARNING:** Be careful using the comment column since it is live and the parents will see it immediately.

Click in the **Score box** to enter the grade for each student. You can press enter to go to the next student.

Be sure to click **SAVE** when you are finished or your grades will NOT be saved.

Mass Assign Score

If you want to assign a blanket grade, click on the Assign All Scores button, type in the score to be given and click Apply.

If you want to add a "curve" or extra points to all students on an assignment, click on Adjust All Scores, type in the points and click Apply.

You can also Remove All Scores, Set All to No Count, Remove All No Count, and Remove All Missing.

You can have ALL missing assignments show as a 0 in the Gradebook by clicking on the **Mark un-scored as 0 and Missing** button. **PLEASE SEE DISTRICT GRADING POLICY BEFORE ASSIGNING A ZERO.**

The Mass Assign Option can also be accessed by clicking on the Assignment name at the top of the column and choosing Score Entry.

Deleting an Assignment

Select the assignment to delete by clicking on the Assignment name at the top of the column.

Click **Delete.**

You will see a popup box confirming that you want to delete the assignment. Click **OK** to verify.	Are you sure you want to delete assignment This is for a screen shot! on 12/19/2012 for category Test? (OK) Delete this assignment and return to the main Gradebook screen. (Cancel) Do not delete this assignment and return to the Assignment Detail screen. [OK] [Cancel]

Cloning an Assignment

Select the assignment you wish to clone by clicking on the assignment heading.

Click on Clone.

Select the classes to copy the assignment to by checking the box(es).

NOTE:

Click on the class you are currently in to deselect it so it does not clone an assignment in the same class or subject.

Click Save and you are back to the main assignment list.

You can go to the class you cloned the assignment to enter the scores for that class.

PR5 Options ▾   5th 6 W28-T 03/04 FORM 100 100.00

Prev   Next

Assignment
Category: FORM - Formative (Daily) 30%
Description: 5th 6 Weeks
Detailed Description:
Assignment Group:

Add / Edit / Clone / Delete

Clone Assignment
Category: Test - 100% - Tests
Description: This is for screen shots!
Detailed Description:
Assignment Group:
Entered Date: Wed, Dec 19 2012
Assign Date: Dec ▾ 19 ▾ ◀ 2012 ▶ Wed, Dec 19 2012
Proposed Due Date: Dec ▾ 19 ▾ ◀ 2012 ▶ Wed, Dec 19 2012
Actual Due Date: Dec ▾ 19 ▾ ◀ 2012 ▶ Wed, Dec 19 2012
Max Score: 100
Weight Multiplier: 1.00
☑ Post to Family Access
☑ Post to Student Access
Show Assignment Score As: Score   ☐ Show Comments

Save / Undo / Back / Attach (0) / Check Spelling

Select the Classes where this Assignment should be added

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
☑ 103	2nd		1 to 6	1	MTWRF	2MATH / 05	MATH 02
☐ 103	2nd		1 to 6	2	MTWRF	2CITZ / 05	CITIZENSHIP 02
☐ 103	2nd		1 to 6	5	MTWRF	2COMP / 05	COMPUTER 02
☐ 103	2nd		1 to 6	6	MTWRF	2ELA / 05	ENGLISH LANGUAGE ARTS 02
☐ 103	2nd		1 to 6	12	MTWRF	2READ / 05	READING 02
☐ 103	2nd		1 to 6	15	MTWRF	2SOST / 05	SOCIAL STUDIES 02
☐ 103	2nd		1 to 6	16	MTWRF	2SC/HE / 05	SCIENCE/HEALTH 02

Quick Scoring

Quick Scoring allows you to enter scores for various assignments listed without having to open the individual assignments.

Click **Quick Scoring** on the menu bar.

Enter grades/scores for the desired assignment(s) and SAVE when done.

NOTE:
If a grading period has closed, you can access Quick Scoring by requesting a grade change!

Maria Sterling   Account   Preferences   Sign Out   ?

SKYWARD

Home

◀ ▣ ▶ Main Screen   My Print Queue ◀ Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring Export

◀ ▣ ▶ **Quick Scoring**

Students	Term Grade SW3	b W17-W 12/19 Test 100	a W17-W 12/19 Test 100	Money W14-F 11/30 Test 100	Stocki W14-Th 11/29 Test 100	Money W13-T 11/20 Test 100	Cscope W11-F 11/09 Test 100
1	80 79.75%	*	*	100	60	76	83
2	78 78.25%	*	*	63	85	82	83
3	53 53.00%	*	*	63	50	41	58
4	79 79.25%	*	*	88	75	71	83

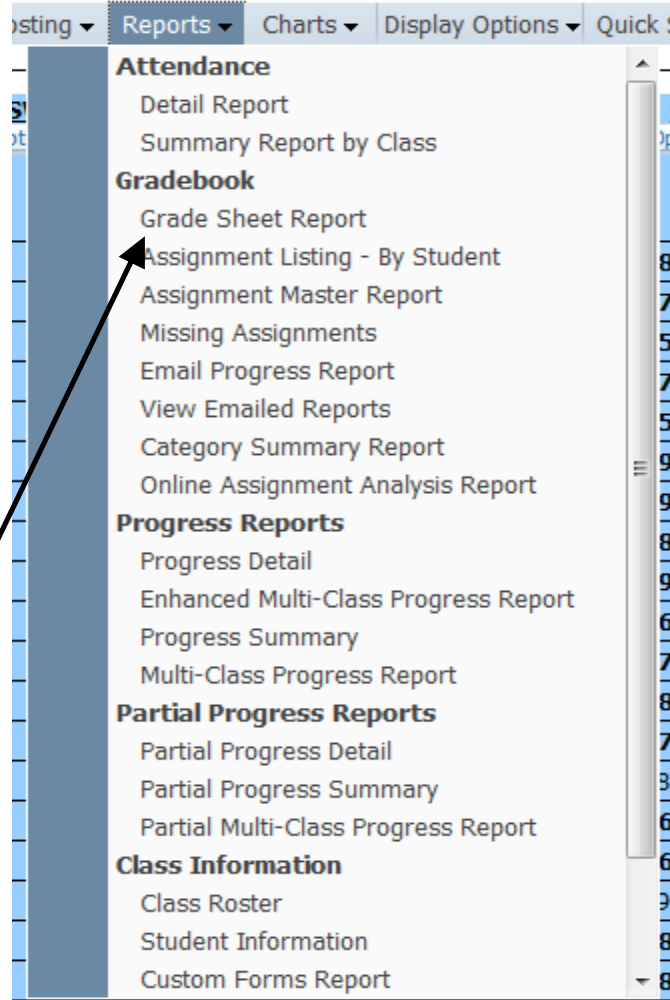|	
Non-Core Subject Grades	**Please see the District Grading Guidelines for specificis on non-core subject area grades or speak with your campus administrator.**
Viewing Cumulative Grades To view the cumulative grades for the class: • Click the down arrow under the Term Grade column • Select the progress report period, six weeks period or final grade to see the averages.	
In the drop-down box, select the grade period for which you wish to print. Click **Print** **NOTE:** **Print** is actually preparing the report for viewing NOT printing. Once the report is prepared you will have the option to print. **Click Display Report** to see the file. The file will open in a PDF Reader and you will be able to print it out from there. **Click Back** and you will be at the **report Screen.**	

Reports

Reports will offer you a variety of reports for attendance, Gradebook, progress reports, partial progress reports, class information and report cards.

Scroll down to get to the lower part of the report options.

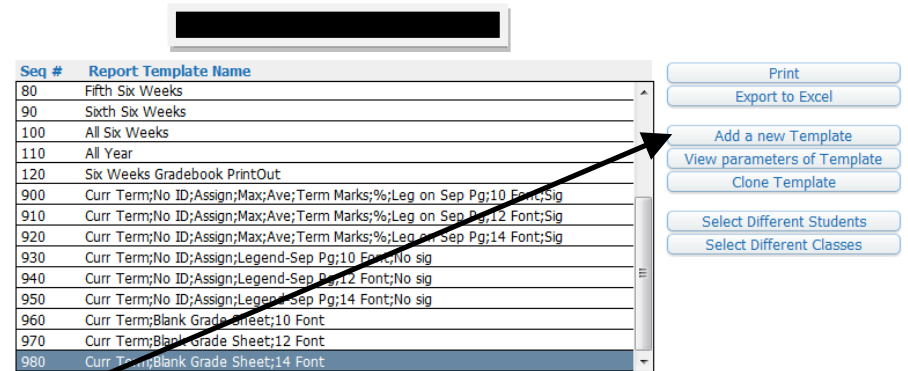Take some time to view the different reports to see which ones you like and want to use.

osting ▾ | Reports ▾ | Charts ▾ | Display Options ▾ | Quick

Attendance
Detail Report
Summary Report by Class
Gradebook
Grade Sheet Report
Assignment Listing - By Student
Assignment Master Report
Missing Assignments
Email Progress Report
View Emailed Reports
Category Summary Report
Online Assignment Analysis Report
Progress Reports
Progress Detail
Enhanced Multi-Class Progress Report
Progress Summary
Multi-Class Progress Report
Partial Progress Reports
Partial Progress Detail
Partial Progress Summary
Partial Multi-Class Progress Report
Class Information
Class Roster
Student Information
Custom Forms Report

Grade Sheet Report

The Grade Sheet Report is **under** the Gradebook category and gives you a printout of your Gradebook that could be used at parent conferences.

You will see 3 sets of reports in different font sizes. The larger the font the fewer columns per page in the report.

You can also create new templates with the information you specifically need by using the **Add new Template** button.

Seq #	Report Template Name
80	Fifth Six Weeks
90	Sixth Six Weeks
100	All Six Weeks
110	All Year
120	Six Weeks Gradebook PrintOut
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

Print
Export to Excel
Add a new Template
View parameters of Template
Clone Template
Select Different Students
Select Different Classes

Blank Grade Sheet will give you a list of your students in alphabetical order as they appear in your Gradebook along with blank columns that could be used to record assignments or as a checklist form.

Drop Lowest Score

- This option allows you to drop the assignments that most negatively affect the students overall grade in a designated grading period.

Click on Display Options on the menu bar.

Choose Drop Lowest Score under the Tools section.

Choose a grading period to drop the lowest score.

Note:

Closed grading periods are grayed out and cannot be accessed.

You can uncheck boxes next to students you wish to exclude from this process.

Click **Next.**

You can also choose assignments and/or categories to exclude from the process if you do not wish to include benchmarks, tests or special assignments in the drop process. **FOLLOW DISTRICT GRADING GUIDELINES AT ALL TIMES.** Click **Next.**	**Exclude Assignments** **Drop Lowest Score Process** Grade Period: SW3 - Six Weeks 3 Date Range: 11/05/12 - 12/21/12 Step 3: Review Categories and Assignments included in the process. To exclude an assignment or category from the process uncheck the corresponding box. **Categories & Assignments** <table><tr><td></td><td>**Due Date**</td><td>**Description**</td><td>**Weight**</td><td>**Max**</td></tr><tr><td>☑</td><td>Tests</td><td></td><td></td><td></td></tr><tr><td>☑</td><td>11/09/12</td><td>Cscope multi digit add/subt</td><td>1.00</td><td>100.00</td></tr><tr><td>☑</td><td>11/20/12</td><td>Money Envision</td><td>1.00</td><td>100.00</td></tr><tr><td>☑</td><td>11/29/12</td><td>Stocking Money - mastery</td><td>1.00</td><td>100.00</td></tr><tr><td>☑</td><td>11/30/12</td><td>Money - CSCOPE</td><td>1.00</td><td>100.00</td></tr><tr><td>☑</td><td>12/19/12</td><td>aaaaaaa</td><td>1.00</td><td>100.00</td></tr></table>
You will be given a list to review before processing the drops. Dropped grades are shown in the gradebook as ***AD** (Assignment Dropped) Click **Process Drops** to have the gradebook calculate and drop the lowest grade.	**Drop Lowest Score Process** Grade Period: **SW3 - Six Weeks 3** Date Range: **11/05/12 - 12/21/12** Final Step: Review assignment scores that will be dropped for each student. Click the "Process Drops" button to automatically place a "*AD" in the Special Code and mark score as No Count. To exclude a student's assignment from the process uncheck the corresponding box. These are the scores that will now be set to dropped with this process. <table><tr><td>Student</td><td>Due Date</td><td>Cat</td><td>Description</td><td>Special Code</td><td>Weight</td><td>Max</td><td>Score</td><td>%</td><td>Grd</td></tr><tr><td>☑</td><td>11/29</td><td>Test</td><td>Stocking Money - mas</td><td></td><td>1.00</td><td>100.00</td><td>60.00</td><td>60.00</td><td>60</td></tr><tr><td>☑</td><td>11/30</td><td>Test</td><td>Money - CSCOPE</td><td></td><td>1.00</td><td>100.00</td><td>63.00</td><td>63.00</td><td>63</td></tr><tr><td>☑</td><td>11/20</td><td>Test</td><td>Money Envision</td><td></td><td>1.00</td><td>100.00</td><td>41.00</td><td>41.00</td><td>41</td></tr><tr><td>☑</td><td>11/20</td><td>Test</td><td>Money Envision</td><td></td><td>1.00</td><td>100.00</td><td>71.00</td><td>71.00</td><td>71</td></tr><tr><td>☑</td><td>11/09</td><td>Test</td><td>Cscope multi digit a</td><td></td><td>1.00</td><td>100.00</td><td>50.00</td><td>50.00</td><td>50</td></tr><tr><td>☑</td><td>11/30</td><td>Test</td><td>Money - CSCOPE</td><td></td><td>1.00</td><td>100.00</td><td>88.00</td><td>88.00</td><td>88</td></tr><tr><td>☑</td><td>11/29</td><td>Test</td><td>Stocking Money - mas</td><td></td><td>1.00</td><td>100.00</td><td>80.00</td><td>80.00</td><td>80</td></tr><tr><td>☑</td><td>11/29</td><td>Test</td><td>Stocking Money - mas</td><td></td><td>1.00</td><td>100.00</td><td>70.00</td><td>70.00</td><td>70</td></tr><tr><td>☑</td><td>11/09</td><td>Test</td><td>Cscope multi digit a</td><td></td><td>1.00</td><td>100.00</td><td>75.00</td><td>75.00</td><td>75</td></tr><tr><td>☑</td><td>11/09</td><td>Test</td><td>Cscope multi digit a</td><td></td><td>1.00</td><td>100.00</td><td>50.00</td><td>50.00</td><td>50</td></tr></table>
Advanced Drop Lowest Score • This option allows you to drop multiple assignments within the same grading period. Click on Display Options on the menu bar. Choose Advanced Drop Lowest Score under the Tools section.	SKYWARD Marla Sterling Account Preferences Sign Out ? Home Main Screen My Print Queue Back Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring Export arts ▾ Display Options ▾ Quick Scoring Export **Display Options** Student Display Assignment Display Grade Period Display Modify Gradesheet Sequence Color Legend **Tools** Teacher's Log Drop Lowest Score Advanced Drop Lowest Score Restore Deleted Assignments Student Groups View Backups Assignment Comment Bank

Choose a grading period to drop the lowest scores from. **Note:** **Closed grading periods are grayed out and cannot be accessed.**	**Advanced Process Options** **Advanced Drop Lowest Score Process** Step 1: Select a grade period to run the Advanced Drop Lowest Score Process. This process allows for multiple assignment score drops within the same grade period. The dropping of assignment scores can be done from a single category or from multiple categories. **Grade Period** **Date Range** **Process Option** PR1 - Progress Report 1 08/27/12 - 09/14/12 Advanced Drop Lowest Score SW1 - Six Weeks 1 08/27/12 - 09/28/12 Advanced Drop Lowest Score PR2 - Progress Report 2 10/01/12 - 10/19/12 Advanced Drop Lowest Score SW2 - Six Weeks 2 10/01/12 - 11/02/12 Advanced Drop Lowest Score PR3 - Progress Report 3 11/05/12 - 11/30/12 Advanced Drop Lowest Score SW3 - Six Weeks 3 11/05/12 - 12/21/12 **Advanced Drop Lowest Score** SM1 - Six Weeks 3 08/27/12 - 12/21/12 **Advanced Drop Lowest Score** PR4 - Progress Report 4 01/08/13 - 01/25/13 **Advanced Drop Lowest Score**
You can uncheck boxes next to students you wish to exclude from this process. Click **Next.**	**Advanced Exclude Students** **Advanced Drop Lowest Score Process** Next Back Grade Period: **SW3 - Six Weeks 3** Date Range: **11/05/12 - 12/21/12** Step 2: Review list of students included in the process. To exclude a student from the process uncheck the corresponding box. **2MATH / 05 Prd:1 MATH 02** **Students enrolled** <table><tr><td></td><td>**Last Name**</td><td>**First Name**</td><td>**MI**</td><td>**Grad Year**</td></tr><tr><td>☑</td><td></td><td></td><td>M</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>P</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>B</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>R</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>D</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>C</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>L</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>A</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>R</td><td>2023</td></tr><tr><td>☑</td><td></td><td></td><td>E</td><td>2023</td></tr></table>
You can also choose assignments and/or categories to exclude from the process if you do not wish to include benchmarks, tests or special assignments in the drop process. **FOLLOW DISTRICT GRADING GUIDELINES AT ALL TIMES.** **On this screen choose the number of scores you will to drop from the subject or class.** Click **Next.**	**Advanced Exclude Assignments** **Advanced Drop Lowest Score Process** Next Prev Back Grade Period: **SW3 - Six Weeks 3** Date Range: **11/05/12 - 12/21/12** Step 3: Review Categories and Assignments included in the process. To exclude an assignment or category from the process uncheck the corresponding box. Note: Any dropped scores for these Categories and Assignments will be "undropped" during this process. Select the number of scores to drop: 1 ▾ **Categories & Assignments** <table><tr><td>**Due Date**</td><td>**Description**</td><td>**Weight**</td><td>**Max**</td></tr><tr><td colspan="4">☑ Tests</td></tr><tr><td>☑ 11/09/12</td><td>Cscope multi digit add/subt</td><td>1.00</td><td>100.00</td></tr><tr><td>☑ 11/20/12</td><td>Money Envision</td><td>1.00</td><td>100.00</td></tr><tr><td>☑ 11/29/12</td><td>Stocking Money - mastery</td><td>1.00</td><td>100.00</td></tr><tr><td>☑ 11/30/12</td><td>Money - CSCOPE</td><td>1.00</td><td>100.00</td></tr><tr><td>☑ 12/19/12</td><td>aaaaaaa</td><td>1.00</td><td>100.00</td></tr></table>

You will be given a list to review before processing the drops.

Dropped grades are shown in the gradebook as ***AD** (Assignment Dropped)

Click **Process Drops** to have the gradebook calculate and drop the lowest grades.

		Advanced Drop Lowest Score Process							My Print Queu

Advanced Drop Lowest Score Process

Grade Period: SW3 - Six Weeks 3   Date Range: 11/05/12 - 12/21/12   Process Drops

Final Step: Review assignment scores that will be dropped for each student.
Click the "Process Drops" button to automatically place a "*AD" in the Special Code and mark score as No Count.   Prev   Back

These are the scores that will now be set to dropped with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
	11/29	Test	Stocking Money - mas		1.00	100.00	60.00	60.00	60
	11/30	Test	Money - CSCOPE		1.00	100.00	63.00	63.00	63
	11/20	Test	Money Envision		1.00	100.00	41.00	41.00	41
	11/20	Test	Money Envision		1.00	100.00	71.00	71.00	71
	11/09	Test	Cscope multi digit a		1.00	100.00	50.00	50.00	50
	11/30	Test	Money - CSCOPE		1.00	100.00	88.00	88.00	88
	11/29	Test	Stocking Money - mas		1.00	100.00	80.00	80.00	80
	11/29	Test	Stocking Money - mas		1.00	100.00	70.00	70.00	70
	11/09	Test	Cscope multi digit a		1.00	100.00	75.00	75.00	75
	11/09	Test	Cscope multi digit a		1.00	100.00	50.00	50.00	50

Electronic Discipline Referrals

Login to Skyward Gradebook.

Skyward will open on your **Educator Access Plus Home**

Click on the **Administrator Access** tab and choose **Student Search By Entity.**

NOTE:

Depending on your access level, you may have other options under Administrator Access.

LUBBOCK-COOPER ISD

SKYWARD

Home	Teacher Access	Administrator Access	EA+ Classic View

▼ **Administrator Access**

Student Search By Entity

Search by last name for the student you are giving a referral by typing in the **light purple search box** in the lower right corner.

		Student Search - By Entity						My Print Queue	Bac

Student Search - By Entity for entity 103 - LUBBOCK-COOPER NORTH ELEM - Student General Information   Filter Options

Last Name ▲	First/Middle	Def Ent	S	Age	G	Gr	Primary Guardian	Phone	

View Student Information

General

Attendance

20 ▼ | ◄◄ ◄ ► ►► | 20 records displayed   Last Nam   A B C

Highlight the correct student and click on **View Student Information** button.	
Click on **Discipline** on the left.	
Click on **Add.**	

Fill in the Discipline Form and click **Save** (This is the submit.)
- Check the box Parent Notified if you did so prior to submitting the form.
    - Refer to your campus policies about notifying parents prior to disciplinary actions.

- There is a **Spell Check** button available. Please use it as this report will eventually go to the parent.

- Once the referral is **Saved** an email will be sent to the principal in charge of discipline.
    - Refer to your campus administrator if you have any questions.

New Discipline Referral

Grade: 02

School:	LUBBOCK-COOPER NORTH ELEM
Offense:	#TR - Teacher Referral
Location:	
Bus:	
Date of Offense:	Dec 19 2012 Wed, Dec 19 2012
Time of Offense:	12 : 05 PM
Comment:	

Save

Check Spelling

☐ Parent Notified

Entered: 12/19/12 at 12:05 PM

NOTE:

When writing up the referral in the comment box, **DO NOT** refer to other students involved in the incident by name. Refer to them as "other student" or "another student". Parents do not need to know the names of the other students involved in the incident – only their own.

You will need to do a separate referral for each student involved in the incident.

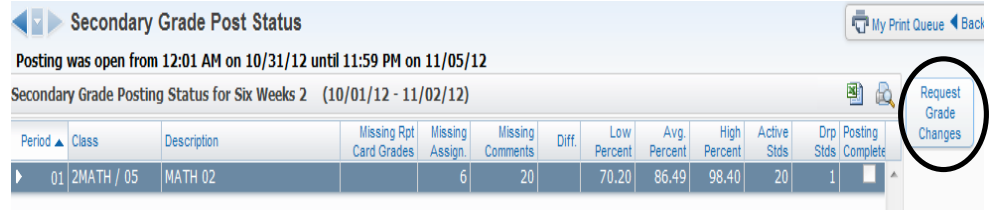|	
Requesting a Grade Change after a Closed Grading Period • This includes closed progress report periods if you want the grades to reflect on the progress report. • Progress reports are only a snapshot of the grades at that moment. You do not have to request grade changes for progress reports once the progress report has gone home.	**When to use this:** • To make grade adjustments • To add a grade for a student who was absent or had an incomplete grade • To add an overlooked assignment • To edit and back date an assignment that is not falling within the correct grading perio **Resubmits** To resubmit grades for a grading period that is not showing on the progress report or report card – this can occur when the auto posting window and nightly updates to the Skyward server conflict with each other. • If you are doing a resubmit, you only have to **Request a Grade Change** to temporarily open the reporting period and then turn right around and **Complete the Grade Change**.
Login to Skyward • Click on My Gradebook. • Open desired class or subject.	
Click on the **Options** drop down menu on the grade column for the PR (Progress Report), SW (Six Weeks), or SM (Semester) or FNL (Final) in which you want to request a change. Select **Grade Posting Status for Term SW, PR, SM or FNL.**	
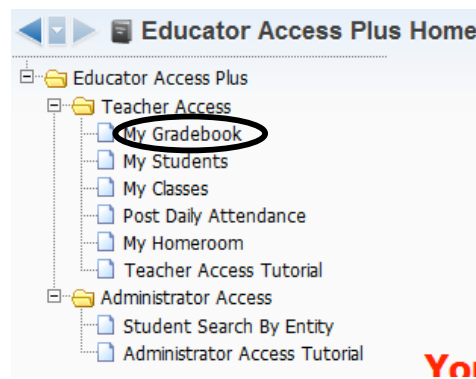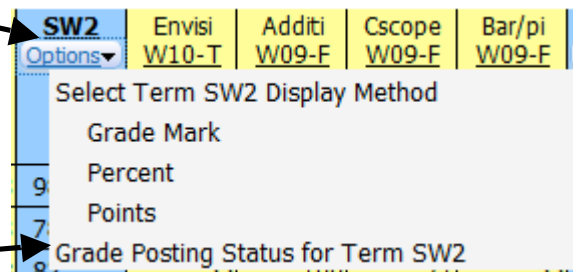
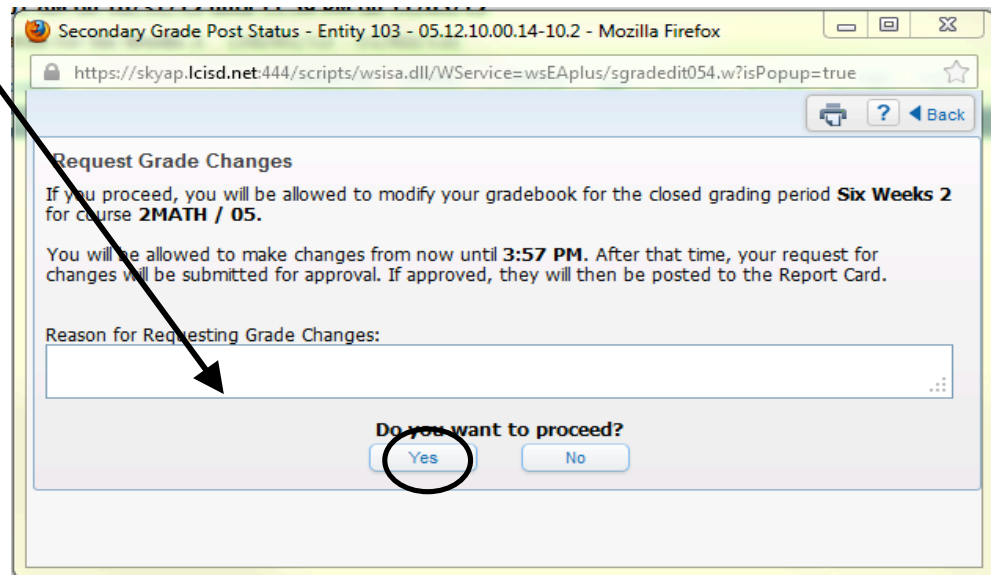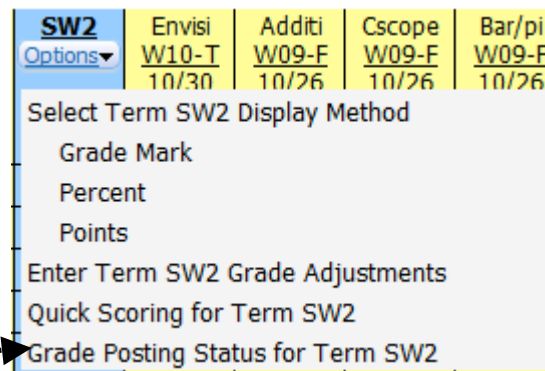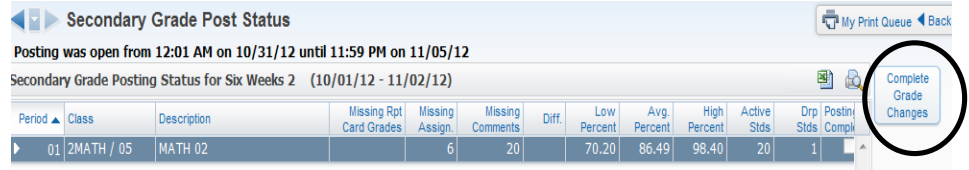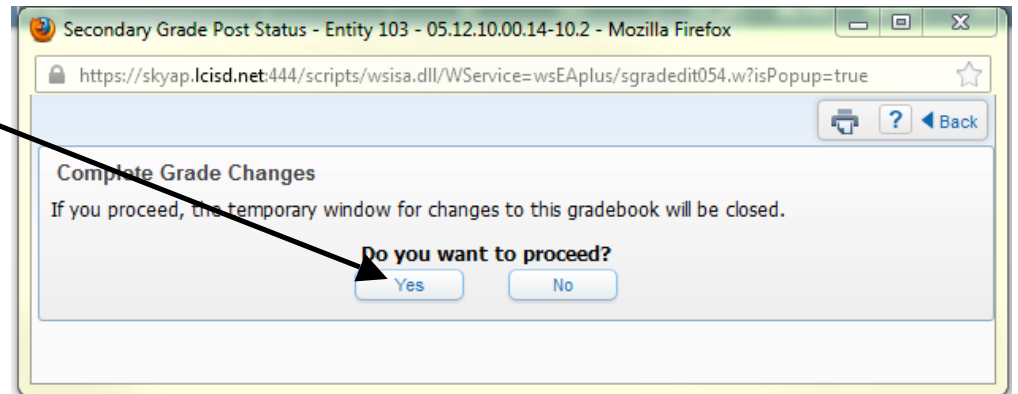|	
Click on **Request Grade Changes** button. This gives you a 2 hour time window in which the grading period is temporarily open to make the necessary changes, additions or adjustments.	Secondary Grade Post Status Posting was open from 12:01 AM on 10/31/12 until 11:59 PM on 11/05/12 Secondary Grade Posting Status for Six Weeks 2 (10/01/12 - 11/02/12) | Period ▲	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
---	---	---	---	---	---	---	---	---	---	---	---	---
▶ 01	2MATH / 05	MATH 02		6	20		70.20	86.49	98.40	20	1		 **(NOTE: If "Complete Grade Changes" ever appears on this button instead of "Request Grade Changes", it means you have recently requested changes for that class without completing the grade change and you still have time in the two hour window to make them without needing to enter a reason again.)**
Type in the **Reason for Requesting Grade Change**. • It does not have to be a long explanation or even a complete sentence. (EX: grade change; add grade, back-date; resubmit; etc.) Click on **Yes.** You have a **2 hour window** to complete any needed changes.	Secondary Grade Post Status - Entity 103 - 05.12.10.00.14-10.2 - Mozilla Firefox https://skyap.lcisd.net:444/scripts/wsisa.dll/WService=wsEAplus/sgradedit054.w?isPopup=true **Request Grade Changes** If you proceed, you will be allowed to modify your gradebook for the closed grading period **Six Weeks 2** for course **2MATH / 05.** You will be allowed to make changes from now until **3:57 PM.** After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card. Reason for Requesting Grade Changes: **Do you want to proceed?** [Yes] [No]

Once you have completed the necessary changes, click on the **Options** drop down menu again on the grade column you chose to make a grade change request.
 	
You should now see 2 additional options.
 	
Click on **Grade Posting Status for Term SW, PR, SM or FNL.**
	SW2
	Options▾
	
	Select Term SW2 Display Method
	   Grade Mark
	   Percent
	   Points
	Enter Term SW2 Grade Adjustments
	Quick Scoring for Term SW2
	Grade Posting Status for Term SW2

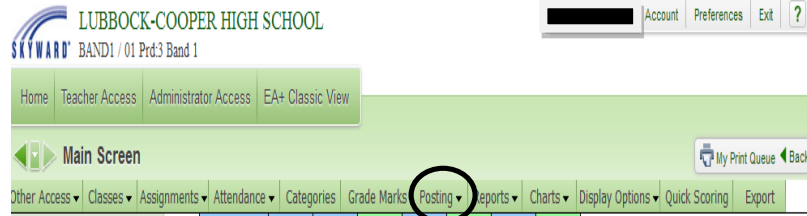|	
Click on the **Complete Grade Changes** button.	
Click on **Yes**	

*****************NOTE: VERY IMPORTANT**************

Final Step:

Send an email or call your PEIMS secretary notifying them that you have made adjustments so they can complete the process on their end by reposting the grades so they calculate correctly. Progress reports or report cards can then be run or re-run as needed.
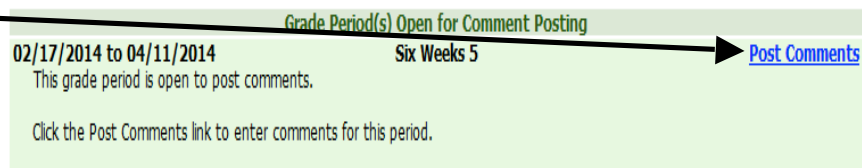
Adding Progress Report and Report Card Comments	Auto posting comments is a huge time saver. If you are one who hand writes comments on report cards, this could save you a lot of time.
• Login to Skyward. • Go to **Teacher Access.** • Choose **My Gradebook.** • Choose the gradebook you wish to enter. • Roll over **Posting** and click on **Post Comments.**	
Click on **Post Comments** link (in blue font) under the current six weeks.	
Click in the **C1** box next to the student you wish to add a comment code and type in the corresponding number code. To see the codes available click on the **View Comment Codes** link (in blue) in the upper left. • You can add up to 6 codes per student. • *You can post a Default comment to all blanks, but be careful with this option as it auto fills for ALL students and the code may not be applicable to ALL students.*	NOTE: Comments will not show up in the grade book, but they will print on the report cards.

Additional Options

- Show Dropped Students

  - By clicking on this you will see former students in the class that have dropped.

- Hide Grade Columns

  - By clicking on this you will hide the PR and SW columns.

- Alert Legend

  - By clicking on this you will see the alert legend that corresponds to student alerts such as At Risk, Disability, etc.

Grading Period: 02/17/14 to 04/11/14   Six Weeks 5

Save

Back

View Comment Codes | Show Dropped Students | Hide Grade Columns | Alert Legend

Grad Yr	First Name	Last Name	Alerts	PR1	SW1	PR2	SW2	PR3	SW3	EX1	SM1	PR4	SW4	PR5	SW5	C1	C2	C3
									Default blank comments to:							▼	▼	▼
2017				100	100		100		100	100	100	100	100	100	100			
2017				100	100		100		100	100	100	100	100	100	100			

Adding a Freeform Comment

- You can add a comment of your chosing by clicking on the **icon** at the end of the row for the student you wish to add a comment.

- A new window will open and you may enter any comment and click **OK**. The comment will show for that student only.

- Once you click OK, you will go back to the full class list. Complete your comments and then click **SAVE**.

Save

Back

C1	C2	C3	C4	C5	C6	Freeform
	▼	▼	▼	▼	▼	

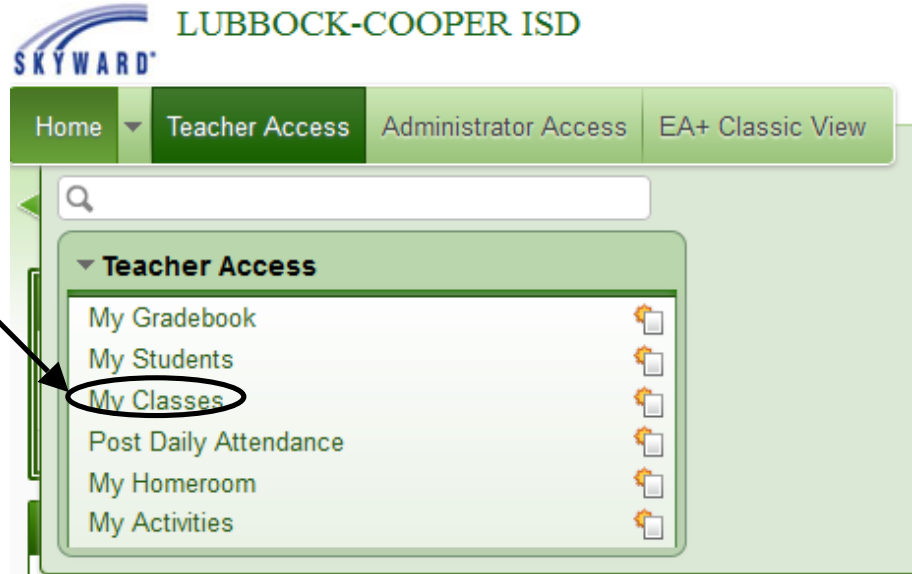**Free Form Comment Entry**

My Print Queue ?

Class Comment Entry for ▇▇▇▇▇▇

Ok

Back

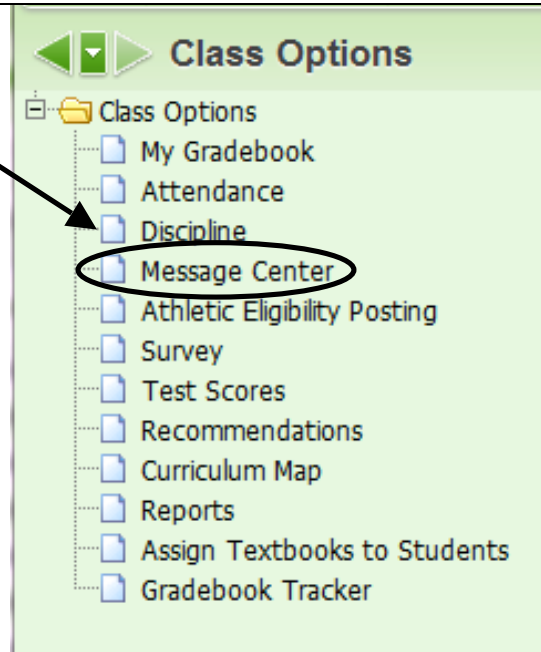| **Emailing a Class, Classes or Select Students Through Skyward**	This option saves you the time as long as parents keep the office updated with new email addresses. • If parents notify you of and email change, send a courtesy email to the office with the information as a double check.
• Login to Skyward. • Go to **Teacher Access.** • Click on **My Classes**	
Choose a class by clicking on **Class Options** (blue font after description on right).	
Choose **Message Center** (on left).	

Choose one of the following options found on the right side of the window:

- **Add Message for Multiple Classes**: Add a new message for <u>ALL</u> students in a selected class or classes.

- **Add Message for Current Class:** Add a new message for the current classes or selected students in the current class.
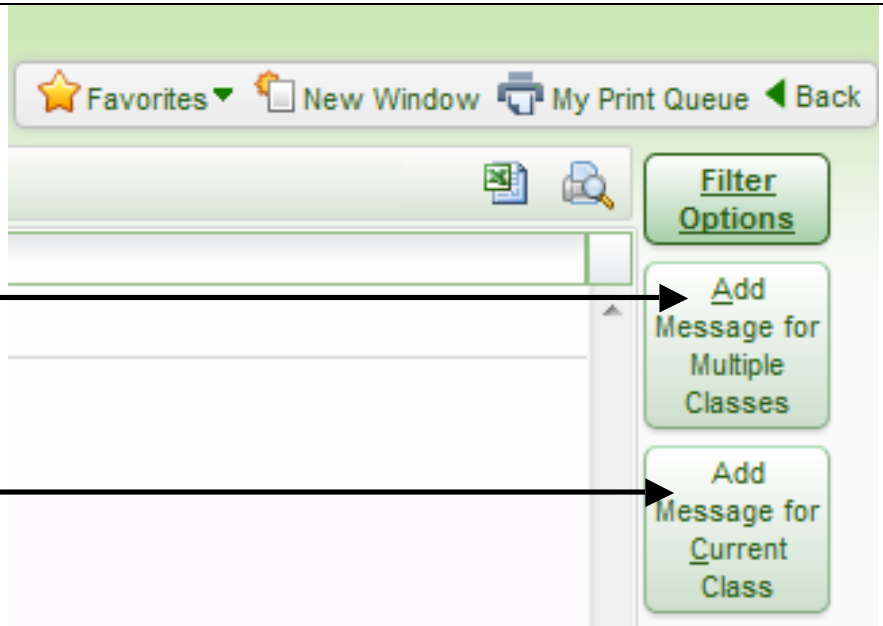
Multiple Classes Option:

- Type a **Message Summary and Message Detail**. This is like the subject line and body of the email in a regular email message.

- Select or unselect **Posting Options** if you wish the information to show in Family and/or Student Access.

- Select or unselect the options you wish under **Emailing Options.**

- Select **Post to All Classes** if you choose

  OR

- Check the boxes next to the specific classes you wish to email.

- **Save**

New Class Message for Multiple Classes

Save
Attach (0)

Add a New Message

* Message Summary: [   ]   Priority: Normal ▼
* Message Detail: View Style Toolbar: ◄

[   ]

Posting Options

Post From: 03/26/2014 🔲 to: 04/02/2014 🔲
☐ Only Post for Students currently enrolled in selected classes
☑ Post to Family Access   ☑ Post to Student Access
  ☑ Allow parents to respond to this message   ☑ Allow students to respond to this message
  ☐ Post my email address for parents viewing this message   ☐ Post my email address for students viewing this message
☐ Post to Calendar
  Place on Calendar Date: 03/26/2014   Text: [   ]

Emailing Options

☐ Send as Email on 03/26/2014   at 03:26 PM   from jmayo@lcisd.net   Restore Default
  ☐ Only Send Email for Students currently enrolled in selected classes
  ☐ Email to Students
  ☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)
    ☐ Heads of Household Only   ☐ Primary Guardians Only   ☐ Report Card Recipients Only   ☐ First Families Only
    ☐ Send an Email For Each Student in Same Family ❓   ☐ Do Not Show Student Name in Body of Email ❓
  ☐ Display Additional details in the Email Body
    ☐ Course Description   ☐ Period   ☐ Teacher Name

☐ Post to All Classes

Select the classes where this message should be saved

Select All
Clear All

☐	Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description
☑	001	10	10	1 to 6	3	1	BAND1 / 01	Band 1
☐	001	10	10	1 to 6	2	1	BANDWW / 01	Woodwind Methods
☐	001	10	10	1 to 6	3	1	BAND2 / 01	Band 2
☐	001	10	10	1 to 6	3	1	BAND3 / 01	Band 3
☐	001	10	10	1 to 6	3	1	BAND4 / 01	Band 4
☐	001	10	10	1 to 6	6	2	BANDPC / 01	Percussion
☐	001	10	10	1 to 6	7	2	BANDBM / 01	Brass Methods
☐	001	10	10	1 to 6	8	2	BANDBM / 02	Brass Methods

Current Class Option:

- Type a **Message Summary and Message Detail**. This is like the subject line and body of the email in a regular email message.

- Select or unselect **Posting Options** if you wish the information to show in Family and/or Student Access.

- Select or unselect the options you wish under **Emailing Options.**

- Select **Post to All Students** if you choose.

  OR

- Select **Clear All** and check the boxes next to the specific students you wish to email.

- **Save**

New Class Message for Selected Students

Add a New Message

* Message Summary: [   ]   Priority: Normal ▾

  Save
  Attach (0)

* Message Detail: View Style Toolbar: ◂

Posting Options

Post From: 03/26/2014 to: 04/02/2014

☑ Post to Family Access   ☑ Post to Student Access
  ☑ Allow parents to respond to this message   ☑ Allow students to respond to this message
  ☐ Post my email address for parents viewing this message   ☐ Post my email address for students viewing this message
☐ Post to Calendar
  Place on Calendar Date: 03/26/2014   Text: [   ]

Emailing Options

☐ Send as Email on 03/26/2014 at 03:36 PM from jmayo@lcisd.net   Restore Default
  ☐ Email to Students
  ☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)
    ☐ Heads of Household Only   ☐ Primary Guardians Only   ☐ Report Card Recipients Only   ☐ First Families Only
    ☐ Send an Email For Each Student in Same Family ?   ☐ Do Not Show Student Name in Body of Email ?
  ☐ Display Additional details in the Email Body
    ☐ Course Description   ☐ Period   ☐ Teacher Name

☐ Post to All Students

Select students to receive the message   Select All

▲	Last Name	First Name	MI	Grad Year
☑				2017
☑				2017
☑				2017
☑				2017
☑				2017
☑				2017
☑				2017
☑				2017
☑				2017
☑				2017
☑				2017

Clear All

38 records displayed

The NEW Button `NEW` DO NOT IGNORE IT!	The NEW Button allows you to: • Transfer term scores from a dropped section • Transfer term scores from a dropped class • Manually Enter Term Scores • Enter a starting grade percent for the current term NOTE: The NEW Button is like an alert. It is notifying you that you have a new student and that you need to do a grade transfer. This is extremely important for awarding credit and GPA and for accurate records for the state.
When you open your grade book, you will see a yellow `NEW` button to the right of students that are new to your class or section.	
When you click on the `NEW` button, you will be given several options. NOTE: • Not all options will always be available depending on the nature of the transfer of the NEW student. • If options are not available it will note that on the right and give a reason under the option choice. • Read all information carefully!	

Option #1 – Auto-Transfer Scores from Dropped Section of this Course	DO NOT USE THIS OPTION!
Option #2 – Transfer Assignments/Term Scores from a Dropped Class • This option is available if a student has any previously dropped classes from any course at LCHS and is new to your course. **(AKA: Schedule Change Students)** • It is used typically if a student goes from <u>PreAP to a regular class</u> or changes to a similar course such as <u>Athletics to PE</u>.	 NOTE: If the student moved to a new section of the same course you will want to use Option #4 to transfer the term grades only.
Click on the drop down menu and choose "**term grades only**". NOTE: DO NOT USE the "assignment and term grades" option.	
• Click on **Select Dropped Class** (blue font) • Choose a class to transfer scores from by clicking on the radio button at the beginning of the row. NOTE: If you are unsure of the class to transfer grades from, contact a counselor. • Click on **Manually Transfer Scores.**	 NOTE: The Section Number MAY NOT correspond to the period you have the student. **Read the Description carefully!** If you are unsure, contact a counselor.

The term grades from the previous class will show on the left.

- Enter dropped class Report Card column averages for the appropriate six weeks in the New Percent column on the right.
- In this example the 100 in the 3SW is NOT transferred from the dropped class as the grade was not a final term grade. The final term grade comes from the current class.

NOTE:

DO NOT put the averages for the current section (your class). Only transfer dropped class term grades.

- Click on **Save Term Grades and Enter Semester Grades** to continue.

- You will enter Semester grades, if applicable and click on **Save Semester Grades and Finish.**

Check your gradebook and see if the semester grade in your gradebook is **bold**. If it is, you will need to request a grade change and resubmit the semester average.	Follow the directions for requesting a grade change (resubmits) beginning on page 25 in this manual. See page 44 for **Bold Grades with Asterisks in the Gradebook** in this manual.

Option #3 – Manually Enter Term Scores • This option is used for students new to the district OR who do not have any dropped classes available.	Option #3 - Manually Enter Term Scores **Manually Enter Scores** Choose this option to manually enter term grade percents for closed grading periods **NOTE:** If a student is New to the District and enrolls during the 2nd semester, the counselors will add SM1 averages; HOWEVER, you must use Option #3 and also add the SM1 average (only) to make the FNL calculate correctly.
• Click on Manually Enter Scores. • Enter grades from the Report Card column in the New Percent column. • Click **Save Term Grades and Enter Semester Grades** to continue.	Option #3 - Manually Enter Term Scores **Manually Enter Scores** Choose this option to manually enter term grade percents for closed grading periods **Enter Term Grades for Class SCI6 / 06** <table><tr><th>Term</th><th>Current Grade</th><th>Current Percent</th><th>Report Card</th><th>Adjustment</th><th>New Grade</th><th>New Percent</th></tr><tr><td>1SW</td><td></td><td></td><td>94</td><td>94.00%</td><td>94</td><td>94.00 %</td></tr><tr><td>2SW</td><td></td><td></td><td>88</td><td>88.00%</td><td>88</td><td>88.00 %</td></tr><tr><td>3SW</td><td></td><td></td><td>92</td><td>92.00%</td><td>92</td><td>92.00 %</td></tr><tr><td>SM1</td><td></td><td></td><td>91</td><td></td><td></td><td> %</td></tr><tr><td>4SW</td><td></td><td></td><td>90</td><td></td><td></td><td>90 %</td></tr></table> Save Term Grades and Enter Semester Grades If all you need to enter is a semester average then skip the first step and click the **Save Term Grades and Enter Semester Grades button** to move on and enter Semester Grade only.
• Enter the semester grade from the Report Card column into the New Percent column. • Click **Save Semester Grades and Finish**.	**Enter Semester Grades for Class SCI6 / 06** <table><tr><th>Term</th><th>Current Grade</th><th>Current Percent</th><th>Report Card</th><th>Adjustment</th><th>New Grade</th><th>New Percent</th></tr><tr><td>1SW</td><td>94</td><td>94.00%</td><td>94</td><td>94.00%</td><td>94</td><td>94.00%</td></tr><tr><td>2SW</td><td>88</td><td>88.00%</td><td>88</td><td>88.00%</td><td>88</td><td>88.00%</td></tr><tr><td>3SW</td><td>92</td><td>92.00%</td><td>92</td><td>92.00%</td><td>92</td><td>92.00%</td></tr><tr><td>SM1</td><td>91</td><td>91.33%</td><td>91</td><td></td><td></td><td>91 %</td></tr><tr><td>4SW</td><td>90</td><td>90.00%</td><td>90</td><td>90.00%</td><td>90</td><td>90.00%</td></tr></table> Save Semester Grades and Finish

<table>
<tr>
<td>

Option #4 – One-Click Transfer Term Percents from Dropped Section of this Course

- This option will only be available if a student transfers from one section to another section of the same course.

</td>
<td>

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course

Click **Transfer Percent** to transfer the term grade percent from the dropped section with one click

LSW: Current percent of **100.00** scored in ART1 / 03
Current percent of **0.00** scored in ART1 / 01

[Transfer Percent]

- To transfer ONLY the percent averages from the previous section of the current course, click the **Transfer Percent** button for each completed six weeks.
- The grade listed on top is the grade in the student's previous section.
- The grade on the bottom is the grade in the student's current section.

ART1 = Course / 03 = Section

</td>
</tr>
</table>

Option #2, Option #3 and Option #4 only take care of grades for completed/closed terms.

If it is in the middle of a current term, you must also account for the student's withdraw grade from the previous school or course.
This is the Entry/Starting grade for the current/open term in your class.

You will use Option #5 to enter a starting grade percentage.

Using option #5 will save you time as it inserts the starting grade percentage into every assignment you currently have for the current term. You do not have to open each individual assignment to put in a grade.

<table>
<tr>
<td>

Option #5 – Enter a Starting Grade Percentage for the Current Term

- This option is used when you want to enter a starting grade for a student when the current term has already begun.

</td>
<td>

Option #5 – Enter a Starting Grade Percentage for the Current Term   [Enter a starting Grade]

</td>
</tr>
<tr>
<td>

- Click on **Enter a starting Grade.**

- Type in the **Starting Grade Percent** provided by the registrar

</td>
<td>

Option #5 – Enter a Starting Grade Percentage for the Current Term   (Enter a starting Grade)

Set Starting Grade for ▓▓▓▓▓▓▓▓▓   Apply Grade Percent

The **Starting Grade Percent** will be applied to each current term assignment that was due before ▓▓▓▓▓▓▓ **Start Date.**

Starting Grade Percent   0.00 % 0
Student Start Date: 05/07/2012 ▾ (Enrollment Date is 05/07/12)
☐ Overwrite existing assignment scores

NOTE: Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you ent...
All assignments with a max score of zero and those with Benchmarks attached will be marked No Count an...

If you have marked assignments as no count for this student you must check this option to overwrite them or physically remove the no count on each assignment.

All missing grades for the student, from the start of the current term up to (and including) the student start date, will be assigned the starting grade unless they are marked "no count" or are after the student start date.

</td>
</tr>
</table>

****************NOTE: VERY IMPORTANT**************

Final Step: TURN OFF THE NEW BUTTON

When you have taken care of any withdrawal grades **and** transferred all the necessary percentages, then click on the `NEW` button again and select the box that says ***Do not display NEW by this student's name.*** The `NEW` button will disappear, and you will know you have taken care of all their transfer grades.

New Student
TAYLOR ▓▓▓▓▓▓ was added to this class on **Monday, November 23 2009**
☑ Do not display NEW by this student's name.
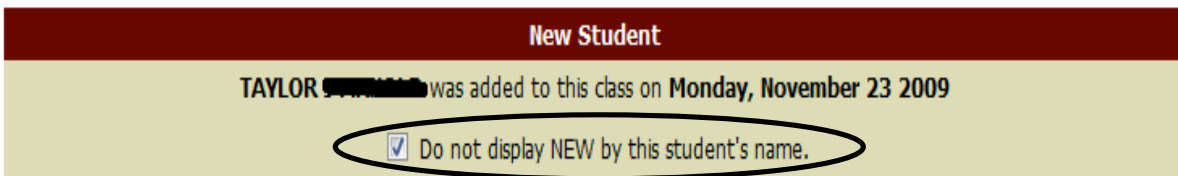
ADDITIONAL NOTE:

If the new button is accidently turned off on a student you know to be new to your class you can get to the same information by clicking on the student's name in your Gradebook and then selecting the **New Student** tab at the top of the page.

| Assignments | Missing Assignments (0) | Report Card Grades | Comments | New Student |
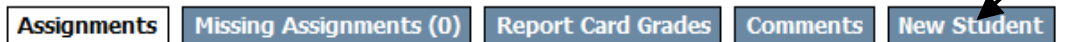
Grade Adjustments	Grade adjustments are most commonly used to raise a student's six weeks or semester grade from a 69 (failing) to 70 (passing). Other situations can occur, but are very student specific.
	Grade adjustments can be done for a Six Weeks (SW), Semester (SM) or the Final Average (FNL).
	If you have any questions, contact your campus administrators.

• Open your grade book and the class of the student whose grade you wish to adjust. • Click on the SW drop down menu and choose **Enter Term SW/ Grade Adjustment.**	**Select Term SW5 Display Method** Grade Mark Percent Points Enter Term SW5 Grade Adjustments Quick Scoring for Term SW5 Grade Posting Status for Term SW5
• Insert the new grade for the student in the **Grade** column. • Click **Save**.	**Grade Adjustment** **Term SW5** Save / Undo / Back

You will be taken back to the Main Screen for the current classes gradebook. A new column will now be visible next to the SW column. The SW Grade Adjust column will show the points necessary to adjust the students grade to the desired score.	NOTE: If you wish to make a grade adjustment in a closed grading period, you will need to request a grade change to open the closed grading period. Follow the directions for requesting a grade change beginning on page 24 in this manual.

Incompletes and Medical Overrides	• Incompletes are used when a student has not completed assignments for a grading period that has closed.
	    ○ Incompletes must be addressed and changed to actually grades within the 1 week grace period. At the end of the 1 week grace period, students who still have Incompletes are considered inelligible.
	
	• Medical Overrides are used when a student has incomplete assignments due to long term medical illness or hospitalization.
	    ○ Medical Overrides can stay in place until the student is medically released back to school and has a reasonable time to complete make-up work.
	
	If you have any questions concerning the handling of Incompletes or Medical Overrides, please contact your campus administrators.

• Open your gradebook and the class of the student whose grade you wish to override. • Click on the SW drop down menu and choose **Enter Term SW? Grade Adjustment.**	
• Click on the drop down menu in the override box on the row for the student you wish to create an override. • Choose (I Incomplete) or (M Medical) • **Save**	

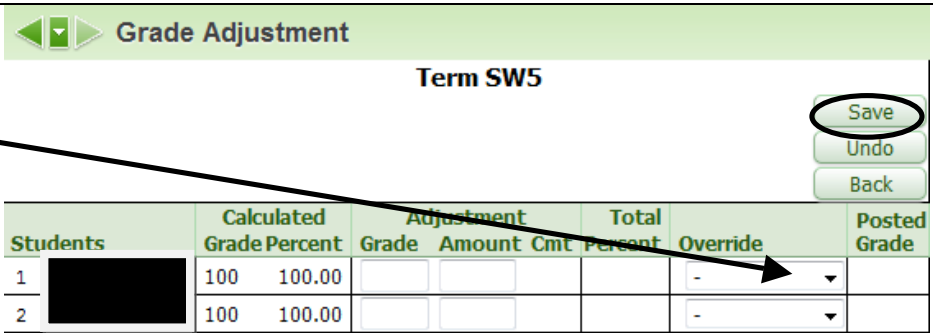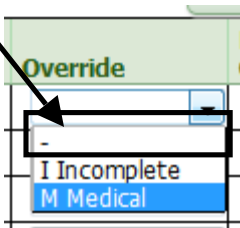|	
• An **I** or **M** will now show in your gradebook.	SW5 Options▾ I 100
Once students have made up grades and you have entered them into your gradebook, you must go back into Grade Adjustments and remove the Incomplete or Medical Override.	

• Open your Gradebook and the class of the student whose grade you wish to override.
 	
• Click on the SW drop down menu and choose **Enter Term SW? Grade Adjustment.**
	SW5 / PR5 / 5th 6 / SW4 / 4th Si
	Options▾ Options▾ W28-T Options▾ W25-Th
	
	Select Term SW5 Display Method
	  Grade Mark
	  Percent
	  Points
	Enter Term SW5 Grade Adjustments
	Quick Scoring for Term SW5
	Grade Posting Status for Term SW5

• Click on the drop down menu in the override box on the row for the student you wish to change an override. • Choose the blank. (-) • **Save**	**Grade Adjustment** **Term SW5** Save / Undo / Back Students / Calculated Grade Percent / Adjustment Grade Amount Cmt / Total Percent / Override / Posted Grade 1 — 100 100.00 — — 2 — 100 100.00 — — Override - I Incomplete M Medical

NOTE:

If you wish to create or change an Incomplete or Medical Override in a closed grading period, you will need to request a grade change to open the closed grading period.

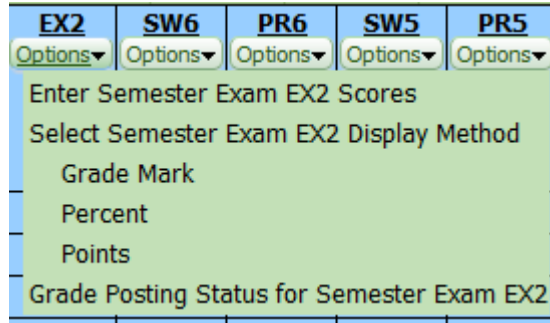Follow the directions for requesting a grade change beginning on page 24 in this manual.
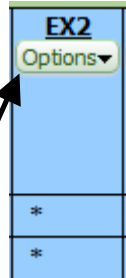
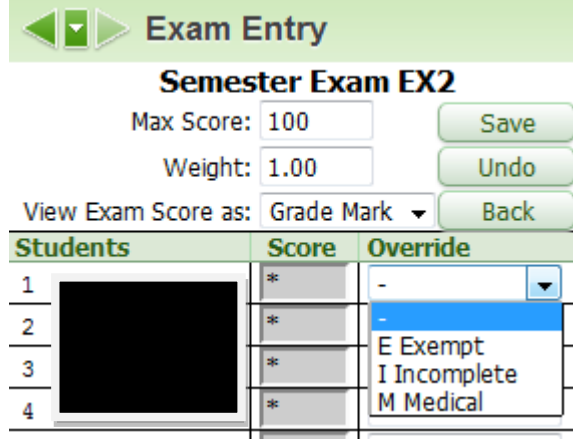|	
SECONDARY ONLY **Semester Exam Grades**	Semester exam grades are entered at the end of each semester and count as 14.2% of the semester average. The column headings for Semester Exam Grades are EX1 and EX2.
• Open your Gradebook and the class you wish to enter an exam grade. • Click on the Options Drop Down Menu in the EX column and choose **Enter Semester Exam EX Scores.**	
A new window will open allowing you to add scores. • Add student's scores in the Score Column OR choose one of the Override options. (Do not leave an exam score blank.)	
If you choose an Override option of Incomplete or Medical, once the grade has been made up, you must come back to this screen and change the **I** or **E** to the blank option (-) and add a score.	NOTE: If you are adding and exam grade or are changing an Incomplete or Medical Override to a grade in a closed grading period, you will need to request a grade change to open the closed grading period. Follow the directions for requesting a grade change beginning on page 24 in this manual.

Bold Grades with Asterisks in the Gradebook	
• Bold grades with an asterisk next to them in SW, SM and FNL columns appear when there is a discrepancy between the average at the close of the grading period (what would show on the report card) and what is currently calculating in the Gradebook.	**DO NOT IGNORE THESE!** This example shows that the student had a 74 at the close of the semester BUT and 84 is calculating and showing in the live Gradebook because additional grades were added and the PEIMS secretary not notified so reposting (recalculation of the grade) could be done. To correct this issue a Resubmit must be done. This is just like requesting a grade change so follow the directions for requesting a grade change beginning on page 24 in this manual. NOTE: **Progress Report columns** are different in that they are a snapshot of the grades for a student. Bold grades **DO NOT** have to be addressed in the PR columns unless there is a specific grade that is being added that you want to calculate in with the progress report.

|
Course Credit for Students New to the District

For students who move into LCHS and are enrolled in your course and were not enrolled in a similar course in their previous school.

NOTE:
The Gradebook is set to calculate grades for a semester and award credit only if there are grades in all three six weeks in the semester.

So, you will see the ≠ symbol in the SM columns for ALL students until there are grades in the form of assignments or SW averages in all 3 six weeks for that semester. | In order for students to receive credit in a course, they must have six weeks averages for SW1, SW2, SW3 and/or SW4, SW5, SW6 depending on if the course is one semester or full year.

If a student is enrolled in the course for two consecutive six weeks (EX: SW2 and SW3), average the two six weeks and put the average in SW1 using Option 3 of the new button. This will award credit for the course.

If a student is only enrolled in your course for one six weeks or a portion of that one six weeks (EX: SW3 or SW6), they will not receive credit and you will see (≠) in the SM column. The six weeks average will show for any grades they received from you, but no semester average will show.

You must also go into the SW3 or SW6 and post comment code 021.

021 Credit for the semester was not given due to length of enrollment at LCISD.

This comment will print on the report card notifying parents that no credit was given for the course.
Follow directions on page 27 of this manual for posting report card comments. |

HIGH SCHOOL ONLY **No Course Credit Due to Attendance Issues** • If a student has not been in school a sufficient amount of time to receive credit or has had too many absences, Comment Code 024 will need to be added notifying parents of the reason for the student not receiving credit.	# Use Comment Code 024 **Follow directions on page 27 of this manual for posting report card comments**.
HIGH SCHOOL ONLY **Credit Recovery** • On report cards, you will need to add a comment code in SW3 and/or SW6 for any student who is receiving grades through Credit Recovery.	# Use Comment Code 022 **Follow directions on page 27 of this manual for posting report card comments**.

For ANY questions regarding Skyward Gradebook, please email help@lcisd.net.