



Quick Reference Teacher Gradebook Guide

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Overview

What Is Skyward Gradebook?

Skyward Gradebook is an online tool that allows you to track and record educational information about students in your classes. You have the capability to maintain student grades and have the option to share them with parents and students through Family and Student Access. You may have different functionality in Gradebook than is shown in this guide depending on setup and security managed by your district.

What Skyward Gradebook Does

- Eliminates paperwork leaving more time for you to teach.
- Allows you to easily enter, maintain, review and communicate student grades and progress information.
- Allows you to create and score assignments for students using the Gradebook.
- Makes student information available to you automatically.
- Provides capability for you to view student information, such as attendance, family, emergency and general information, through the Gradebook.
- Enhances communication between you, administrators, parents and students.

How Skyward Gradebook Works

- Gradebook Setup is maintained at the district/entity level so the system is available and ready for you to use in the classroom.
- You are able to log in with a district-assigned username and password.
- Open My Gradebook, and select the class you wish to work with.
- You can take attendance, create and score assignments, post grades and run reports.

Getting Started

Accessing Skyward

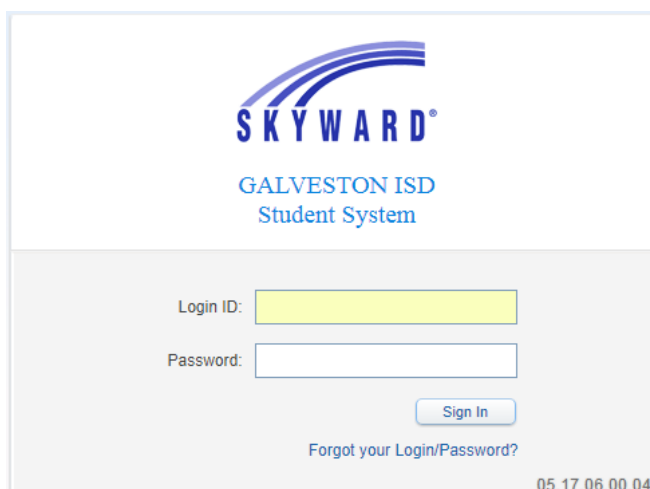
1. Skyward is a web based application, therefore; you need to use a web browser to use Skyward. Skyward supports the following browsers; Chrome, Internet Explorer, Firefox, Safari.

Note: For faster future access, add the Skyward link below to your browser Bookmarks/Favorites OR create a desktop shortcut, by dragging the Skyward URL from the browser to your desktop.

Logging In



1. Login via the desktop icon
2. Login ID: Is the same as your computer login Username
3. Password: Is the same as your computer login Password
IMPORTANT NEVER SHARE YOUR PASSWORD
4. Click Sign In



Note: If you receive a Pop-Up Blocker Warning, make sure that you Always allow Pop-Ups from Skyward.

Navigating Educator Access Plus

Once you successfully log in, you will see the Educator Access Plus Home AKA **Teacher Home Page** AKA Dashboard. You can add favorites to this interface, see your recent programs, access your print queue, and view other information from this page. You can also see “Helpful Reminders” and also access additional **Teacher Resources**, like Skyward video tutorials and how-to documents.

EDINBURG CISD Trainer1 Trainer1 Account Preferences Exit ?

Home Teacher Access

← Educator Access Plus Home →

! ☆ Favorites New Window My Print Queue

Jump to Other Dashboards

Skyward User

Reset Dashboards Select Widgets

My Print Queue

Job	Status
No items available.	

District News

No news to display

Recent Programs

- EA Plus Home WAIEP
- My Conference Scheduler WAIEPITAICS
- My Students WAIEPITAIMS

Favorites

No favorites available.

Educator Access Plus

Elementary Report Card Grading Period Ends 5/29/2015 10:00 PM

Secondary Report Card Grading Period Ends 6/1/2015 12:00 PM

"Educator Access Plus" Home Page Welcome to Skyward's Educator Access Plus system.

Teacher Resources

- Additional Resources
- Video - Daily Attendance
- Video - Display Grading Periods

1. Entity Location / System Menus



In this area the Entity location is displayed on the left side of the screen. On the right side of the screen you will see the name of the logged in user and the system menus for Account, Preferences, Exit, and the Help button shown as a question mark icon.

Account: Use to view the details and login history of the account you are logged in as.

Preferences: Allows you to setup options associated with your account, like changing your theme color.

Exit: – To log out click the Exit button. Do not exit by clicking the X on the browser window. This may cause your account to remain logged in even though you have closed the window.

: Help icon, use this icon to access SkyDoc, Skyward’s Online Documentation.

2. Main Menu Bar

This is your main menu in Skyward. Home will always return you to your Teacher Home Page. Most users will see the following menu items under Teacher Access.

Teacher Access – most users will see the following items

My Gradebook – MG

My Students – MS

My Classes – MC

Post Daily Attendance – DA

My Students with Disabilities – SD, My LEP Students – LE, My Section 504 Students – SE, My Gifted and Talented Students – GT, My At Risk Students – AR

Roster of Special Programs – RS



My Conference Scheduler – CS

Learning Center - LC

3. Icon Menu Bar




Alerts: A yellow Circle with an “!”. An Alert will display when a parent creates or responds to a Message Center message. Click the Alert icon to view or respond to the message(s).

Favorites: Allows you to access any Skyward menu paths that you have designated as a favorite. To designate a screen as your favorite you will first need to navigate to that screen and then click on the “Star” icon located in the top left section of the screen so that it turns from grey  to gold . Once the star turns gold a link to that screen will show up in your “My Favorites”.

New Window: This icon will open a new, separate but identical Skyward window of the screen you are on. You can use this new window to navigate anywhere in Skyward without disturbing your original window.

My Print Queue: Any report or process that you generate will run through your Print Queue. You access the Print Queue from any screen as the button will always display in the upper right corner. Depending on the screen, the button may say My Print Queue or it could also just be displayed as the

small printer icon . From your Print Queue you can reopen the reports you previously ran or review the status of a report ran earlier. Any reports that you run will be available for 5 days from the day you run them. They will be deleted after 5 days.

4. Navigation & System ID



Here you have some navigation buttons as well as the name of the main system you are using, for Teachers it will always be Educator Access Plus Home. The navigation bar will allow you to go back or forward through the last ten screens you have visited. The drop down arrow will show you a list of the last ten screens you visited.

5. Widgets

Select Widgets: Allows you determine the information that displays on your Dashboard. Click Select Widgets to select the modules you would like to display on your Teacher Home Page and click Save once you've made your selections.

My Gradebook

From this screen, you can access all of your current classes' Gradebooks, along with those from prior years.

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 6	1	MTWRF	6661 / 01	ELA/READING	Gradebook
		1 - 6	2	MTWRF	6661 / 01	ELA/READING	Gradebook
		1 - 6	3	MTWRF	6911 / 11	ADVISORY/LUNCH	Gradebook
		1 - 6	4	MTWRF	6661 / 02	ELA/READING	Gradebook
		1 - 6	5	MTWRF	6661 / 02	ELA/READING	Gradebook
		1 - 6	7	MTWRF	6691 / 01	ELA/READING GT	Gradebook
		1 - 6	8	MTWRF	6691 / 01	ELA/READING GT	Gradebook

Current Year Classes: From this tab, you can see all current school year Gradebooks for the courses you teach.

Reports for All Classes: Under this button, you can access reports that can pull details from multiple classes at a time. The details of the reports will be covered in a later section of this guide.

Posting Status: Under this button, you can quickly verify which grades have been (or will be) sent to the office. You can also request grade changes for closed grading periods. The details of these options will be covered later in this guide.

Column Headings: All of the column headings above the list of Gradebooks can be used to sort the records based on that field. By default, all Gradebooks are listed in order of the Period they are taught. You could click the Subject heading to group all the courses together based on the subject codes attached.

Gradebook Links: These links take you into your Gradebook to maintain the data.

Prior Year Classes: From this tab, you can see any Gradebooks from past school years. Any Gradebooks identified with your user account that were set up and used in previous years will display here. You can click on the Gradebook link to get a standard view of the Gradebook at the end of that school year, but you will have no editing capabilities.

Gradebook

This screen is the Gradebook Main screen. From here, you can see the students in the class, and see and maintain the assignments and grades. You can also set up the Gradebook, run reports, and enter attendance for the day.

	Term Grade	FIN	SM2	SW6	Staar W40-W	Time & W38-T	Divisi W38-T	6-9 M W38-M	6-9 Mu W36-F	Module W36-W	Subtra W36-M	Review W34-Th	Benchm W34-Th	3D St W34-F
1 F	76 75.50%	81.03%	82.72%	82.98%	61	50	100	100	95	95	20	60	85	100
2 M	86 85.50%				87	73	71	98	77	75	87	90	87	87.2
3 F	86 86.00%				89	73	100	98	67	75	93	80	89	
4 M	75 74.50%				70	70	88	100	98	80	73	80	74	
5 M	95 94.50%				93	93	94	93	99	95	100	85	91	
6 M	71 71.00%													

Class Information Link: The Class Information link appears under the Entity at the top left corner of the screen. In the example above, this is where you see 0300/13 Prd:1 MATH/MATEMATICA. Clicking this link pulls up a screen that shows details of how the course, class/section, and meeting pattern are set up.

Tabs: You can use the Tabs across the top of the list to access other functions within the Gradebook.

Other Access: View Student’s Discipline, Test Scores, Busing, Report Card Grades & the Message Center

Classes: Quickly switch from one class to another.

Assignments: Add and list assignments.

Attendance: Take daily attendance, assign seats for seating chart, and view alert color legend.

Categories: Change the scoring method and add/edit categories for assignments.

Grade Marks: View the Default Grade Marks setup by the district.

Posting: Post Grades for Dropped Students and Post Comments.

Reports: Access reports for attendance, gradebook, progress, class information, and report card.

Charts: Graph information about student grading in a course

Display Options: Customize the way Students and/or Assignments are displayed.

Quick Scoring: Enter or change grades for all of the assignments for all of the students.

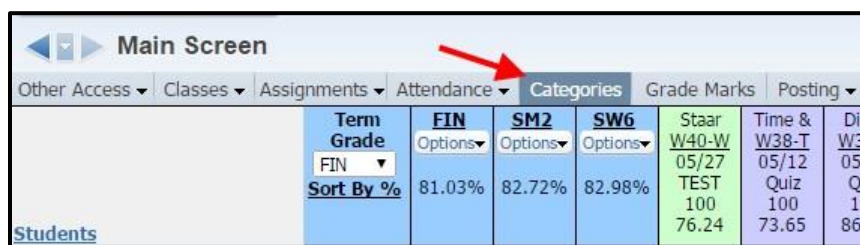
Export: Export your gradebook to a csv file that can be opened with Excel.

Initial Setup Procedures

Score Method and Categories Setup

The Categories tab is used as a reference to view the categories that are setup for the class. Via this tab you will setup the Score Method which will determine how assignment grades will be calculated.

1. Click on the **Categories** tab



Main Screen							
Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	
	Term Grade	FIN	SM2	SWG	Staar W40-W	Time & W38-T	Div W38-T
	Options	Options	Options		05/27	05/12	05/12
	FIN				TEST	Quiz	Qu
	Sort By %	81.03%	82.72%	82.98%	100	100	100
Students					76.24	73.65	86.24

2. Click on the **Change Score Method** button



Category Maintenance Favorites New Window My Print Queue Back

Score Method
Grades based on percents assigned to Categories
Total Percent Allocated: 0%

Change Score Method

Use These Categories For My Other Classes

3. Select one of the Score Method options and click Save



Category Group Maintenance Print ? Back

Score Method

Use total points to calculate grades

Base grades on percents assigned to categories

Save

Use total points to calculate grades: If using total points, the Gradebook will not calculate grades using Categories. In other words, it will treat all points earned for assignments equally. A point in the

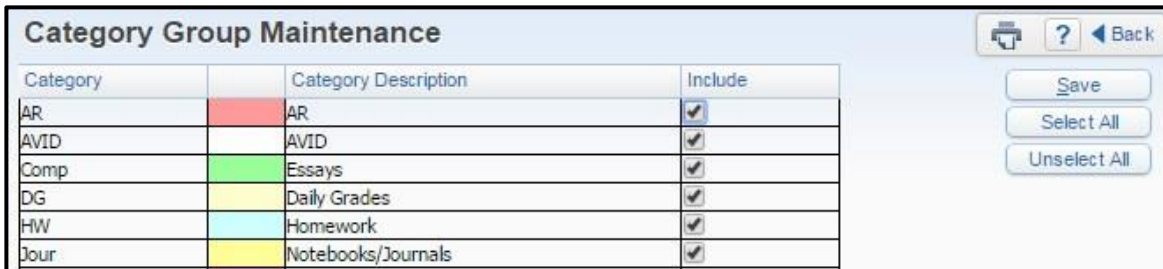
Category of Homework will have the same value as a point in the Categories of Test, Quiz, Lab, and so on. Using this method, student grades are calculated based on the points only.

Base grades on percents assigned to categories: If you chose to use “Base grades on percents assigned to categories,” you will need to assign percent weights to the chosen categories. When calculating an overall grade, Gradebook scoring will use the total points earned within each category multiplied by the percentage assigned to that category. It is important to note that once weighting has been assigned, and the first grading period has ended, you will not be able to deviate from the originally assigned weighting structure. It will be in place for the duration of the course.

4. Click the **Add/Edit Categories** button



If you selected the **Use total points to calculate grades** option, you can choose which Categories you will be using within the Gradebook and **Save** your selection.



If you selected the **Base grades on percents assigned to categories** option, you can choose which Categories you will be using within the Gradebook and enter the Percentages assigned to each selected Category. Each selected Category should have a percentage assigned to it that is greater than zero. Otherwise, any assignment attached to the unweighted Category will not factor into the overall grade. Once all percentages have been assigned, click **Save**.

Category Group Maintenance Print ? Back

Total Percent Allocated

Current Percent Allocated: 0.00 Modified Percent Allocated: 0.00

Save
Select All
Unselect All

Category	Category Description	Current Percent	Include	Modified Percent
AR	AR	0.00	<input checked="" type="checkbox"/>	0.00
AVID	AVID	0.00	<input checked="" type="checkbox"/>	0.00
Comp	Essays	0.00	<input checked="" type="checkbox"/>	0.00
DG	Daily Grades	0.00	<input checked="" type="checkbox"/>	0.00

Please be aware that if you have a category selected, but do not use it during a grading period, the percentages will redistribute between the other selected Categories that were used. For example, if you have five Categories selected with 20% weighting for each, but only use four in a grading period, those four will be weighted at 25% each. You can run the Progress Detail report to see the redistributed percentages if any Categories were unused.

5. Click the **Use These Categories for My other Classes** button to assign the same categories and scoring method to other classes you teach.

Category Maintenance Favorites New Window My Print Queue Back

Score Method

Grades based on percents assigned to Categories
Total Percent Allocated: 0%

Change Score Method

Use These Categories For My Other Classes 

Categories Used Add/Edit Categories

6. Check the box to the left of the course to add the same categories and scoring method to that class. When all necessary courses are selected, click **Save**.

Apply Category Setup to Other Classes Print ? Back

Select the classes to which you would like to apply the current category setup.
Future category group modifications will not be automatically applied to the selected classes.

Save

Select Classes Add/Edit Categories

	Prd	Class	Class Desc	Dept	Subj	Terms	Days Meet	Exception
<input checked="" type="checkbox"/>	2	SKY201 / 01	ADVANCED GRADING			1 to 6	MTWRF	
<input checked="" type="checkbox"/>	3	SKY301 / 01	REPORTING			1 to 6	MTWRF	

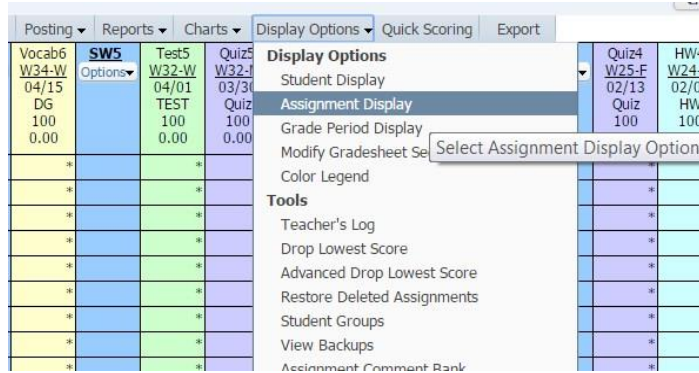
Gradebook Display Options

The Display Options menu allows you to select different display options for student display, assignment display and grade period display. Once these are set correctly, you should not have to visit this area again. However, there might be times when you want to vary these.

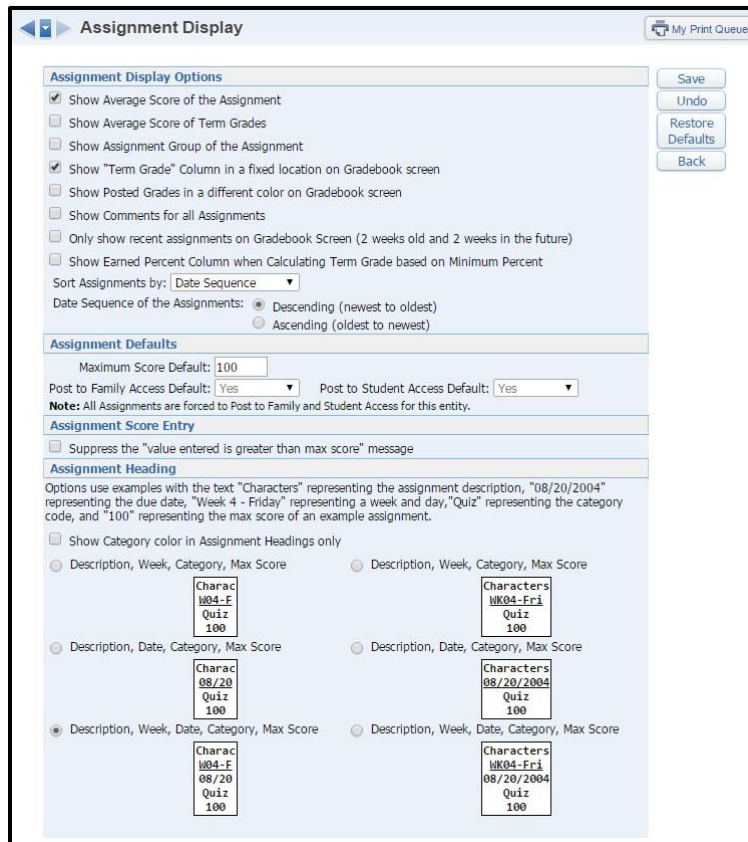
Assignment Display

Your Assignment Display allows to you to set user preferences for display of assignment detail information in the Gradebook and for assignment score settings.

1. Mouse over the Display Options tab and Select Assignment Display



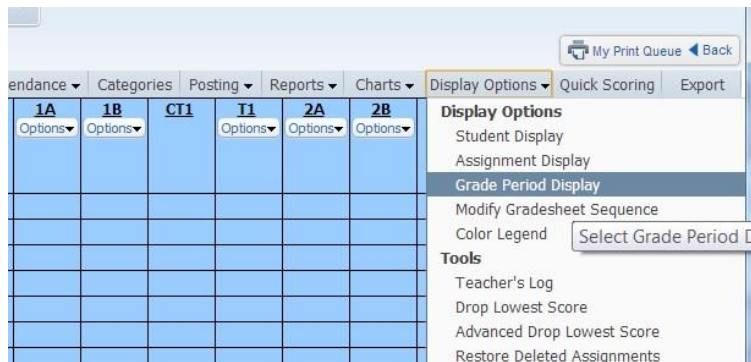
The important option here is the sort assignments option: Select by Date Sequence and choose Descending. You may also select an assignment heading layout in the bottom section. It is a good idea to leave all other options alone. These preferences can be changed at any time, so you can try different options. SAVE your choices.



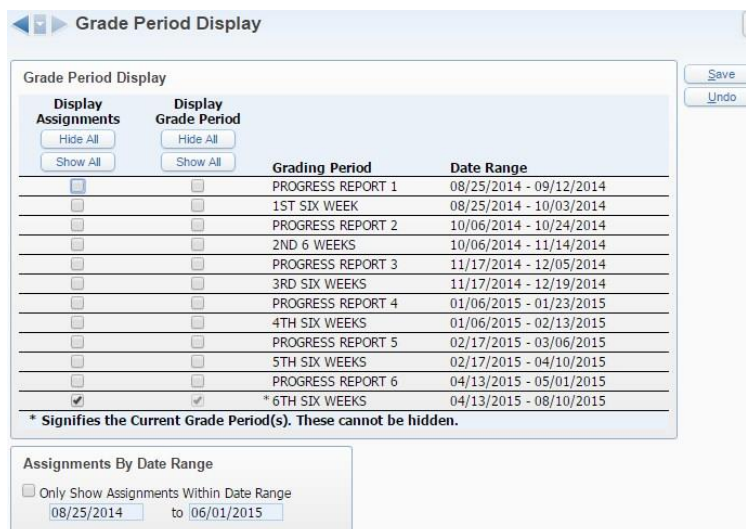
Grade Period Display

The current terms and assignments will always be displayed by default, but other terms may be selected or deselected. It is recommended that you keep all previous SW Grading Periods displayed at all times in order to stay aware of any grade discrepancies which may occur after a term ends.

1. Mouse over the Display Options tab.



2. Click Grade Period Display
3. Select the Terms in the Display Grading Period column that you wish to display. (You don't need to show all assignments for past grading periods, but we recommend that you show all terms.)

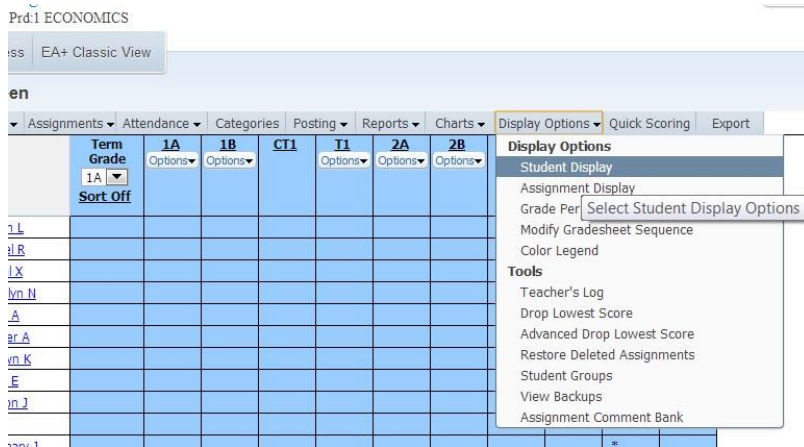


4. SAVE

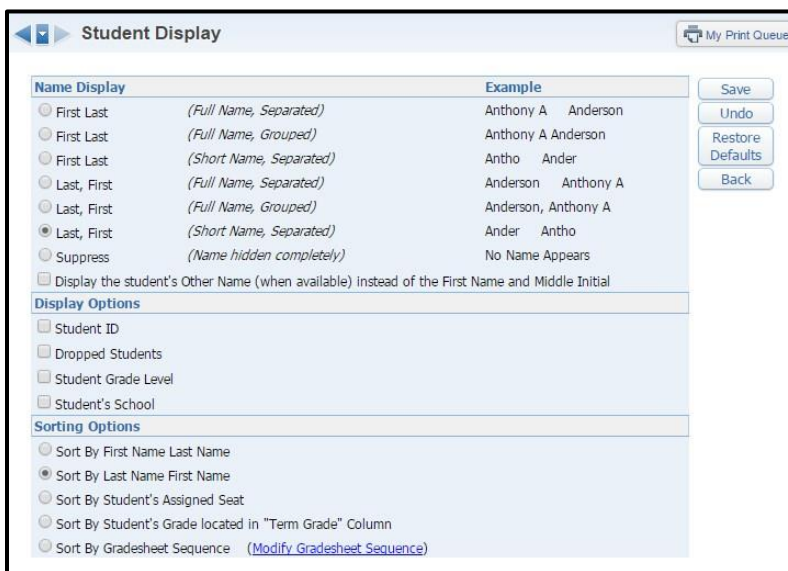
Student Display

You have several different options for displaying student names. This is also where you may choose to show or hide dropped/inactive students.

1. Mouse over the Display Options tab.



2. Select Student Display



3. Make the desired choices.

4. SAVE

Tip: If you have a conference with a parent and you would like to show them your gradebook screen, but don't want the parent to see the rest of the student's grades, you can select Suppress from Name Display and Student ID from Display Options. This will only show the Student IDs on your gradebook screen.

Adding Assignments

1. To add an assignment, click the Assignments menu at the top and select Add Assignment.



Assignment Maintenance My Print Queue

Add Assignment

Category: Comp - 0% - Essays

Description:

Detailed Description:

Assignment Group:

Entered Date: **Fri, Jul 31 2015**

Assign Date: **Fri, Jul 31 2015**

Proposed Due Date: **Mon, Aug 3 2015**

Actual Due Date:

Max Score: Post to Family Access

Weight Multiplier: Post to Student Access

Display Options

Show Score As: score Show Comments

Class Options ?

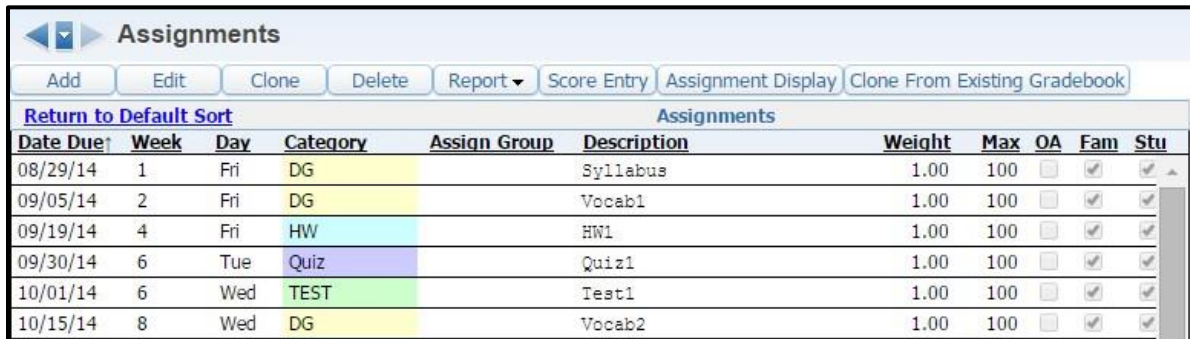
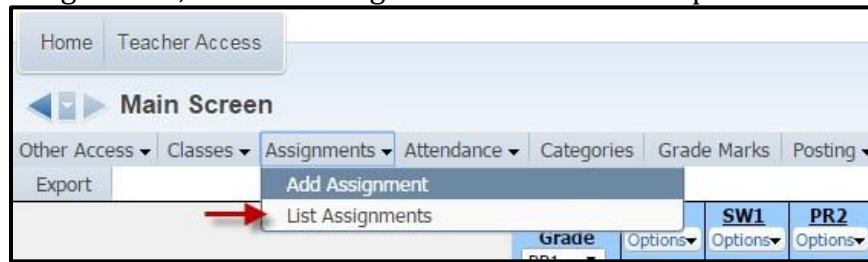
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input type="checkbox"/>	801		1 - 6	1	MTWRF	SKY101 / 01	GENERAL OVERVIEW
<input checked="" type="checkbox"/>	801		1 - 6	2	MTWRF	SKY201 / 01	ADVANCED GRADING
<input type="checkbox"/>	801		1 - 6	3	MTWRF	SKY301 / 01	REPORTING

2. *Category: Select a category code from the drop down menu.
3. *Description: Type the name of the assignment (maximum of 30 characters).
4. Detailed Description: Enter a detailed explanation of the assignment (maximum of 300 characters). The Detailed Description can be viewed within Family and Student Access.
5. *Assign Date: Enter the date the assignment was given to the students; it defaults to current date. **Make sure the assignment date is within the six-week period.**
6. *Proposed Due Date: Enter the date you anticipate that the assignment will be due. You can enter future Assign and Proposed Dates; this allows the assignment to display as a future assignment in Family and Student Access.
7. Actual Due Date: Date entered for assignment receiving an extension. An example would be students not turning the assignment on the proposed date due to a bad weather day. The actual due date will supersede the proposed due date.
8. **Max Score:** Enter the maximum value a student may receive for the assignment; extra credit should not be included in this number. Assignments created solely to track **extra credit** can be created with a max score of zero.
9. ***Weight Multiplier:** This typically remains at "1" unless you wish to adjust assignment value for varying difficulty in assignments. Example: Assignment has a maximum score of 100. If you change the Weight Multiplier field to .5, the assignment is given half the value or a maximum score of 50. By changing the Weight Multiplier to 2, the assignment maximum score would double to 200.
10. Post to Family Access, Post to Student Access: These options are selected by default. These options will post the assignment information to Family and Student Access.
11. Click Save and Score to go directly to entering student grades, or Save and Add Another to add another assignment without entering grades for the assignment just entered, or Save and Back to return to the Gradebook.

List Assignments

Use this option to Add, Edit, Clone, or Delete assignments.

1. To list your assignments, click the Assignments menu at the top and select List Assignments.



Assignments

Add Edit Clone Delete Report Score Entry Assignment Display Clone From Existing Gradebook

[Return to Default Sort](#)

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
08/29/14	1	Fri	DG		Syllabus	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/05/14	2	Fri	DG		Vocab1	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/19/14	4	Fri	HW		HW1	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/30/14	6	Tue	Quiz		Quiz1	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/01/14	6	Wed	TEST		Test1	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/15/14	8	Wed	DG		Vocab2	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add: This option allows you to create a new assignment.

Edit: This allows you to make modifications to an existing assignment; all field can be modified. If an assignment was added to multiple classes and modification of the assignment is needed, it will be necessary to access each class and edit the assignment to make the change.

Clone: This option allows you to copy an assignment within the same class or to another class.

Delete: This allows you to delete an assignment and any student grades associated with the assignment. If an assignment is incorrectly/accidentally deleted, you can use the Restore Deleted Assignments tool, under Display Options, Tools, Restore Deleted Assignments.

Report – Assignment Report: This displays a list of students and the grades they earned on the selected assignment.

Score Entry: Allows you to add/edit assignment scores and comments for the selected assignment.

Assignment Display: Allows you to customize how assignments display on the Gradebook Main Screen and provides options for managing the assignment score settings.

Clone from Existing Gradebook: Allows you to copy one or more assignments from a current year or historical Gradebook of your own. When selecting this option, you must be in the Gradebook where you want the assignment created.

Entering Scores

From the main screen of the Gradebook, you may enter grades several different ways.

You may enter grades by:

- Clicking on the assignment name, Score Entry
- Clicking the Quick Scoring button
- Clicking in a cell

Screen	Term	Lesson 1	1A	1B	CT1	T1	2A	Q2	T2	SE1	S1
	Grade	09/26/2013	Options	Options					Options	Options	Options
	Sort Off	100									
Seq)		Lesson 1									
Justin L											*
Marsal X											*
Katelyn N											*
Eric A											*
Conner A											*
Chastity											*
Cory E											*
Deion J											*
Kali A											*

The most expedient way to enter scores is with the Quick Scoring method.

Entering Semester/Final Exam Scores

Semester/Final Exam Score Entry allows you to enter the scores for the semester/final exam.

1. To enter Semester/Final Exam grades, go to the Gradebook Main Screen and click the **Options** tab under the EX1 or EX2 Grade Bucket
2. Select **Enter Semester Exam "EX1/EX2" Scores**



3. Enter the Exam grade for each student under the Score column or you may enter an override to Exempt a student from the exam. To Exempt students from the Exam, select "EX Exempt" from the drop down under the Override column.

Students	Score	Override
1 BRANS RICHA	80	-
2 CLINT HILLA		EX Exempt
3 JOBS STEVE	*	-

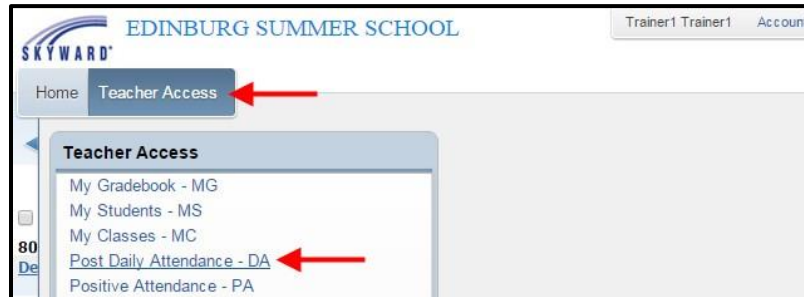
4. Click Save

Daily Tasks

Most of the tasks in this section are tasks that you will complete daily or almost daily.

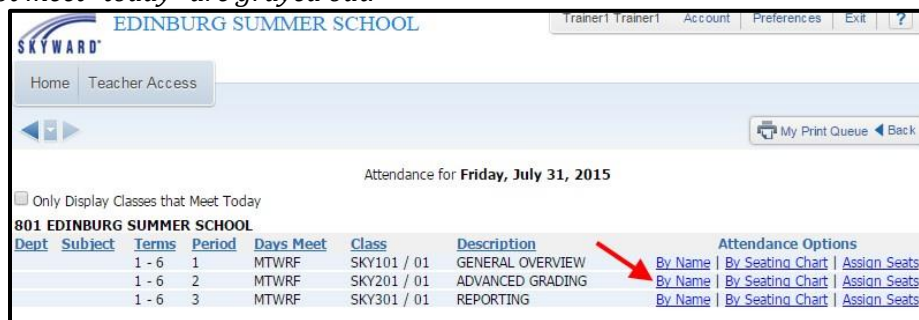
Taking Attendance

Click the **Post Daily Attendance** link under Teacher Access.



Taking Attendance by Name

1. Click the **By Name** link next to the course for which you want to take attendance. *Note: The sections that do not meet "today" are grayed out.*



PLEASE NOTE – Attendance, for funding purposes, is taken 2nd period each day. Taking attendance 2nd period is required for everyone.

Elementary campuses should make sure that they are in their second period class when taking attendance for funding purposes. During 2nd period, students are either present or absent at the appointed attendance time.

Secondary campuses should take attendance EVERY period.

Term Tasks

There are some tasks that may only occur at the end of a term or semester. Those tasks are explained in this section.

Posting Grades for Progress Reports and Report Cards

We will use Auto Posting in our district for grade reporting. While this will make the process easier for the teachers, there are still steps that must be completed each cycle prior to printing accurate Progress Reports and Report Cards. Those processes are outlined below.

1. Teachers must enter tasks and scores throughout the grading cycle.
Proposed Due Dates are critical to the grade reporting process! Make sure that your Proposed Due Dates fall within the correct grade-marking period.
2. Grades will be automatically pulled from the teacher's gradebook each night during the period that the posting window is open. All changes made during this time will be updated during each nightly pull. Once the window closes, no more changes can be made by the teacher unless they complete a formal grade change request.
3. Comments for each student may be posted by the teacher, if desired.
Comments are not required and no more than 3 comments can be assigned per student.
4. Teachers must verify all grades, comments and BEFORE the window closes. Registrars (Secondary) and PEIMS Clerks (Elementary) will provide the teachers with various reports that will aid in verifying their grades. Those reports can be either a Grade Differences Report, Grade Proof Sheet Report or a Blank Grades Report.

Grade Differences Report: This report shows if discrepancies exist between Gradebook grades posted (Report Card) grades. See sample of Grade Differences Report at the end of this guide.

Grade Proof Sheet Report: This report lists the grades that teachers have for their classes. Posted Grades are grades that will be printed on Report Cards and Transcripts (high school). See sample of Grade Proof Sheet at the end of this guide.

Posting Comments to Progress Reports and Report Cards

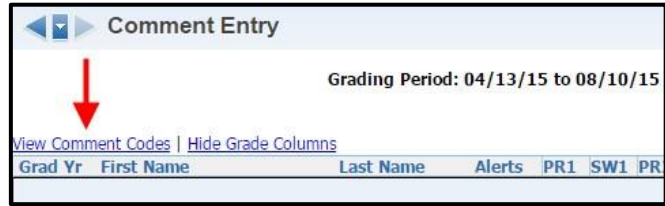
1. To Post Comments for each class, mouse over the Posting button and click on Post Comments

Term Grade	FIN	SM2	SW6	Star	W40-W	W38-1	W38-1	W38-M	W36-F	W36-W	W36-M
FIN	81.03%	82.72%	82.98%	05/27 TEST	05/12 Quiz	05/12 Quiz	05/12 Quiz	05/12 Quiz	04/27 PRO	04/27 PRO	04/27 PRO
Sort By %				100	100	100	100	100	100	100	100

2. Under 'Grade Period(s) Open for Comment Posting' select the correct reporting period. Click the Post Comments link on the right.

Grade Period(s) Open for Comment Posting	Post Comments
2015 to 08/10/2015 grade period is open to post comments.	Post Comments
6TH SIX WEEKS	
the Post Comments link to enter comments for this period.	

- To see a list of comments click on the View Comment Codes link



- You can assign a code to each individual student by typing in the Comment Code under one of the Comments box. You may click on the Hide Grade Columns link to move the Comments Code boxes closer to the students' names. You may enter up to three (3) comment codes per student.

Grad Yr	First Name	Last Name	Alerts	C1
Default blank comments to:				▼
2018	RICHARD	BRANSON	■	07
2018	HILLARY	CLINTON		02
2018	STEVE	JOBS		01
2018	ABRAHAM	LINCOLN		

- You can **mass assign comments** by clicking on the drop down for the Comment Column “C1” and selecting the Comment Code that you wish to assign to all students. Click OK on pop-up window.



- Once comments are assigned to students, click SAVE.

Printing

Skyward has many different reports that can be printed. You can print the spreadsheet visible on your screen simply by right clicking on the screen and choosing Print. This is not the best option, as it will only print what is visible.

Printing Reports

There are a number of canned reports that you can print. It is also possible to add new reports with different options. There are reports for rosters, attendance, grades and assignments.

To select a report, mouse over the Reports menu and select the desired report. Use a report template, edit a report template or add a new report with only the options you would like to include.

Commonly Used Reports

Grade Sheet Report – This report will give you a cover page with a list of all assignments, the Due Dates, the corresponding categories and weights, along with the average scores for the class. The subsequent pages list the students and the grades on each task. This report can be requested at the end of each SW

Grading period, at the end of the SM, and/or at the end of the school year. See sample Grade Sheet Report at the end of this guide.

Progress Detail – This report provides a detailed report for each student. It lists all assignments and the earned points, along with a breakdown by category. There is a signature line. You will get one page for each student, so be aware. This is a lengthy report.

Class Roster – There are several options to choose with this report. It will provide you with basic information including, name, grade, gender, birth date, address, phone number and guardian information.

Missing Assignments – This report will list the students who have missing assignments in the gradebook. It will show you the student name, assignment name and date. The Skyward template will put each student on a new page, but you may clone or add a template and deselect that option so that students will not print on separate pages.

Grade Proof Sheet – This report will generate a one-page report showing grades for each grading period. The grades show on this report are the grades that are posted at the office. You can choose to see the current term only or you may include all previous terms. This report is sometimes given to the teachers by the school Registrars to verify grades at the end of each grading period.

Other Skyward Tasks

There are some tasks that don't occur on a regular basis. The remainder of this user guide will focus on those additional tasks that are necessary to import, verify, print and document your gradebook.

Requesting Grade Changes After the Posting Window Closes

Once the posting window closes, you can request a grade change. PLEASE MAKE EVERY EFFORT TO VERIFY THE ACCURACY OF ALL GRADES BEFORE THE WINDOW CLOSES IN ORDER TO AVOID HAVING TO MAKE MANUAL CHANGES.

1. Log onto the Skyward Teacher Gradebook and follow the steps outlined in the Skyward Gradebook Grade Change Request Form Guide
2. An administrator will log in to Skyward and confirm the grade change request from the teacher and officially accept the Grade Change Request. Once the administrator completes the process in Skyward, the grade change will be completed and official.

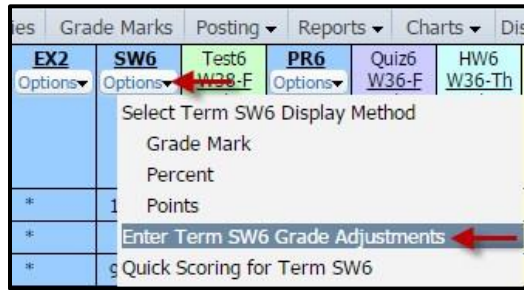
NOTE: Grade Change Requests will only be accepted for Six Weeks Grading Periods. Online Grade Change Requests will not be necessary for Progress Reporting Periods.

Please see the Skyward Grade Change Request Process how-to at the end of this guide.

Entering Grade Adjustments

Grades can be adjusted at the end of a term. Grade adjustments should not be made on Progress Reports. If you need to adjust a term grade:

1. Click the **Options** button in the term column heading and then click **Enter Term Grade Adjustments**



2. Enter the desired score in the grade column and press Tab. The necessary points will be added automatically.

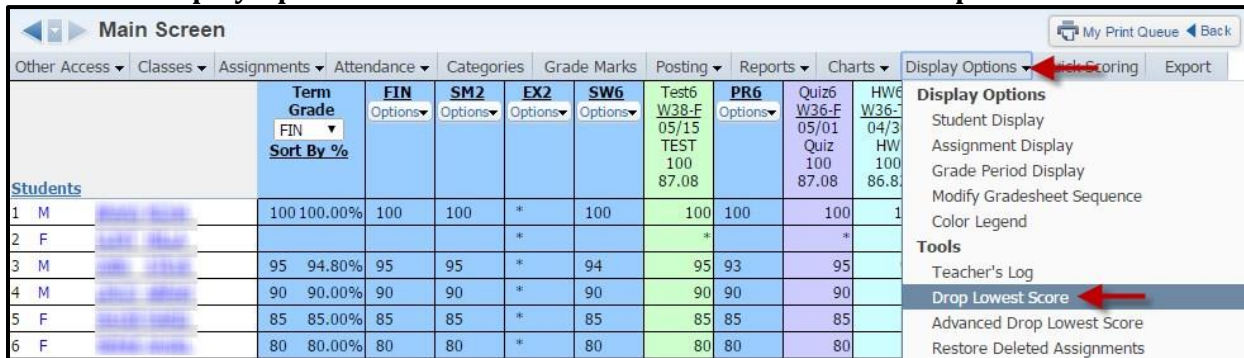
Calculated Grade Percent	Grade	Adjustment Amount	Cmt	Total Percent	Override	Posted Grade
60	60.00	70	9,50	69.50	-	
96	96.00				-	
98	98.00				-	
95	95.00				-	

3. You may choose to add a note to indicate why the grade was adjusted by clicking on the **note icon** in the Comment column.
4. Click Save.

Drop Lowest Score

Drop Lowest Score is a tool that automates the process of dropping a student’s lowest assignment scores for a class.

1. Click on **Display Options** from the Gradebook Main Screen and click **Drop Lowest Score**



2. Choose the grading period that you wish to process.

Process Options

My F

Drop Lowest Score Process

Step 1: Select a grade bucket to run the Drop Lowest Score Process.

The Drop Lowest Score Process will drop the assignment score that most negatively affects the student's overall grade.

Grade Bucket	Date Range	Process Option
PR1 - Mid Term 1	08/25/14 - 09/12/14	Drop Lowest Score
SW1 - Term 1	08/25/14 - 10/03/14	Drop Lowest Score 
PR2 - Mid Term 2	10/06/14 - 10/24/14	Drop Lowest Score
SW2 - Term 2	10/06/14 - 11/14/14	Drop Lowest Score
PR3 - Mid Term 3	11/17/14 - 12/05/14	Drop Lowest Score

- Verify the students who will be included when running Drop Lowest Score. If you want to exclude a student from this process, uncheck the box next to the student's name. After reviewing the names, click **Next**.

Exclude Students

Drop Lowest Score Process

Grade Bucket: **SW1 - Term 1** in Grading Period **1ST SIX WEEK** Date Range: **08/25/14 - 10/03/14** Next
Back

Step 2: Review list of students included in the process.
To exclude a student from the process uncheck the corresponding box.

SKY201 / 01 Prd:2 ADVANCED GRADING				Students enrolled
Last Name	First Name	MI	Grad Year	
<input checked="" type="checkbox"/>	BRANSON	RICHARD	2018	
<input checked="" type="checkbox"/>	CLINTON	HILLARY	2018	
<input checked="" type="checkbox"/>	JOBS	STEVE	2018	
<input checked="" type="checkbox"/>	LINCOLN	ABRAHAM	2018	
<input checked="" type="checkbox"/>	MAYER	MARISSA	2018	
<input checked="" type="checkbox"/>	MERKEL	ANGELA	2018	
<input checked="" type="checkbox"/>	MYSK	ELON	2018	
<input checked="" type="checkbox"/>	OBAMA	BARACK	2018	
<input checked="" type="checkbox"/>	OBAMA	MICHELLE	2018	
<input checked="" type="checkbox"/>	PAGE	LARRY	2018	

- Review the assignments that can be included in the Drop Lowest Score process. To exclude an assignment or category, uncheck the box next to it. If you uncheck a category, all assignments attached to that category will be unchecked. After excluding the assignments, click **Next**.

Exclude Assignments

Drop Lowest Score Process

Grade Bucket: **SW1 - Term 1** in Grading Period **1ST SIX WEEK** Date Range: **08/25/14 - 10/03/14** Next
Prev
Back

Step 3: Review Categories and Assignments included in the process.
To exclude an assignment or category from the process uncheck the corresponding box.

Bypass rounding percentage validation when determining what low scores to drop ?

Categories & Assignments			
Due Date	Description	Weight	Max
<input checked="" type="checkbox"/>	Daily Grades		
<input checked="" type="checkbox"/>	08/29/14 Syllabus	1.00	100.00
<input checked="" type="checkbox"/>	09/05/14 Vocabl	1.00	100.00
<input checked="" type="checkbox"/>	Homework		
<input checked="" type="checkbox"/>	09/19/14 HW1	1.00	100.00
<input checked="" type="checkbox"/>	Quizzes		
<input checked="" type="checkbox"/>	09/30/14 Quiz1	1.00	100.00
<input checked="" type="checkbox"/>	Test		
<input checked="" type="checkbox"/>	10/01/14 Test1	1.00	100.00

- Review the Special Codes to determine whether assignments with these Special Codes should be included in the Drop Lowest Score process. Uncheck the box next to the code to exclude it from the process. After verifying the Special Codes, click **Next**.

Exclude Special Codes

Drop Lowest Score Process
Grade Bucket: **SW1 - Term 1** in Grading Period **1ST SIX WEEK** Date Range: **08/25/14 - 10/03/14**

Step 4: Review list of Special Codes included in the process.
To exclude an assignment from the process that is marked with this code, uncheck the corresponding box.

Special Codes			
Code	Description	No Count	Missing
<input checked="" type="checkbox"/> LIE	Late, 50% cr	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> XT	Extra Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: This screen will not appear if there are no Special Codes set up.

- Review the students and their assignments that will be dropped. You can still uncheck a student from the drop process by unchecking the box next to the student's name. After verifying the assignments that will be dropped, click **Process Drops**.

Drop Lowest Score Process

Drop Lowest Score Process
Grade Bucket: **SW1 - Term 1** in Grading Period **1ST SIX WEEK** Date Range: **08/25/14 - 10/03/14**

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.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	% Grd
<input checked="" type="checkbox"/> AARONSONSCR, KRYSTINA	05/10	DAIL	Music Plan		1.00	100.00	87.00	87.00 B
<input checked="" type="checkbox"/> ADUSCR, SADIE	05/08	On L	Online Assignment		1.00	2.00	1.00	50.00 F
<input checked="" type="checkbox"/> ADUSCR, Simon	05/20	CLAS	Page 113 Music Theor		1.00	100.00	0.00	0.00 F
<input checked="" type="checkbox"/> DAWSSCR, FELICA	05/20	CLAS	Page 113 Music Theor		1.00	100.00	75.00	75.00 C
<input checked="" type="checkbox"/> MAYEDASCR, CHARLESETTA	05/10	CLAS	Worksheet 28.B		1.00	100.00	75.00	75.00 C
<input checked="" type="checkbox"/> REISCHSCR, GARY	05/10	DAIL	Music Plan	LTE	1.00	100.00	75.00	75.00 C
<input checked="" type="checkbox"/> RIGGINSR, SANG	05/20	CLAS	Page 113 Music Theor		1.00	100.00	70.00	70.00 C

Undo Drop Lowest Score

- Select **Drop Lowest Score** from the Display Options drop-down list.
- Select **Undo Drop Lowest Score**

SW6 - Term 6 04/13/15 - 08/10/15 **Undo Drop Lowest Score**

Verify the students and assignments for whom current drops will be undone. You are able to see the

Undo Drop Lowest Score Process

Undo Drop Lowest Score Process
Grade Bucket: **SW6 - Term 6** in Grading Period **6TH SIX WEEKS** Date Range: **04/13/15 - 08/10/15**

Final Step: Review assignment scores that will be 'undropped' for each student.
Click the "Process Undrops" button to automatically remove the "*AD" from the Special Code and unmark the score from No Count.
To exclude a student's assignment from the process uncheck the corresponding box.

These scores have been previously dropped. They will now become 'undropped' with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score
<input checked="" type="checkbox"/>	05/20	TEST	6.5 Length test	*AD	1.00	100.00	70.00
<input checked="" type="checkbox"/>	05/08	TEST	6.4 assessment Divis	*AD	1.00	100.00	70.00
<input checked="" type="checkbox"/>	05/12	DG	length practice	*AD	1.00	100.00	60.00

Grade Discrepancies

Occasionally, grade discrepancies will occur. This is especially true with students who transferred into your classroom after the first day of school. You **MUST** have all terms visible in your display options, or you will miss seeing these discrepancies. Discrepancies will appear in **BOLD** under the heading Report Card in the gradebook. There are several reasons why grade discrepancies occur, but in every case they must be corrected before the close of the window at the end of each term.

Reasons Grade Discrepancies Occur

There are several reasons why you might see a grade discrepancy. One reason is that you requested a grade change and entered new data that has not yet been “accepted” by the office. If that happens, notify your Registrar or your attendance clerk.

Another reason for a discrepancy could be that the office entered a grade manually for a student who either transferred to GISD or who received a grade at another campus (such as EAEA) or from another teacher at your campus, and you have not yet accepted that transfer grade into your gradebook ***Semester and final grades are not calculated from the office records, but rather from the teacher’s gradebook. Therefore, it is imperative that these records are accurate and that both the office records and the gradebook records match identically.*** The only time it is acceptable to have a grade discrepancy is for a Progress Report grade that will not adversely impact a student’s UIL eligibility. Those should be ignored. However, ALL Term discrepancies must be cleared up before the end of each cycle.

******IMPORTANT****IMPORTANT****IMPORTANT******

We recommend that you not hide previous SW term grades in your gradebook. If previous terms are hidden, you will not see grade discrepancies. You may hide all previous assignments and Progress Report periods but **do not hide SW term grades for ANY previous terms**. Students come and go throughout the school year. Grades from their previous school(s) will be recorded in the office as they are received. As grades are entered in the office, a discrepancy will appear in your gradebook. You must add that grade to your gradebook in order to correctly calculate a semester and final average.

Once a grade discrepancy is discovered, you must take certain steps to accept that grade into your gradebook. You’ll see this discrepancy in a “Report Card” column with a **BOLD** grade to mark the difference, as seen below. If you’ve entered grade adjustments previously, you’ll also see a Grade Adjustment column (also shown in example below)

Main Screen						
Other Access		Classes	Assignments	Attendance	Categories	Grades
			Term Grade	SWS	Grade Adjust	SWS Report Card
			FIN	Options		
			Sort By %			
Students						
1	M	BRANS RICHA	100 100.00%	100		
2	F	CLINT HILLA NEW				*95
3	M	JOBS STEVE	95 94.80%	95		
4	M	LINCO ABRAH	90 90.00%	90		
5	F	MAYER MARIS	85 85.00%	90	4.50	
6	F	MERKE ANGEL	80 80.00%	80		

Options for Accepting Previous Grades for New Students




Students will likely enter and leave your classroom throughout the school year. Those entering your classroom may be new to the district, they may be new to your class, or they may simply be transferring from one section of your class to another.

In Skyward, there are 5 different ways of getting previous grades into your gradebook. *The circumstances under which the child is entering your class will determine the best method of entry for previous grades.* For most instances, Option 3 is the best option.

It is imperative that every student have a grade in your gradebook for every term, regardless of when they entered your classroom. Without a grade in every term, the semester and final averages WILL NOT calculate correctly. Leaving blank grades will also cause grade discrepancies.

Grade discrepancies MUST be cleared before the end of each and every cycle.

There are 5 different options for getting scores entered into your gradebook. All 5 options, and the best time to use them, are discussed below

 **New Student**  My Print Queue  Back

New Student

[REDACTED] was added to this class on **Tuesday, October 7 2014**

Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course *Option not Available*

[REDACTED] has not dropped any sections of this course

Option #2 - Transfer Assignment/Term Scores From Another Class **Manually Transfer Scores**

Choose this option to manually transfer or enter based on one of 7 other classes

Use Another Class: **Not Selected** ([Select Another Class](#))

Option #3 - Manually Enter Term Scores **Manually Enter Scores**

Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course *Option not Available*

There are no term percents that may be transferred

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

Option 1 – Auto-Transfer Scores from a Dropped Section

It is recommended that you DO NOT choose Option 1 unless a student is transferring from another section of your class and your assignments are exactly the same for both sections.

Option 2 – Transfer Scores from a Dropped Class

This can be used when a student transfers from one course to another if you want to move those grades. One example would be transferring grades from a dropped athletics course into a PE course. Another example would be transferring grades from a dropped Pre-AP Math course to a Regular Math course. You will need to decide if this is a good fit for your needs. If you choose Option 2, please DO NOT choose the option to transfer “assignment and term grades.” This will cause grading problems. Choose “term grades only” from Option 2 when this option is used.

Option 3 – Manually Enter Term Scores

This option will be used most often with students transferring from another district or another campus within the district. You will use this option to “copy” the term grades from the office into your gradebook so that they can be calculated into the semester and final averages. It can be used for most instances, and will probably be your first choice in many cases.

Option 4 – One-Click Transfer Term Percents from a Dropped Section

This option allows you to do a “one-click transfer” from dropped sections. This is best used when a student moves from one section to another of the same course. You will see the dropped section, the term and the score that will be transferred. If you are not comfortable with this method or not certain that it is accurate, you can use Option 2 or 3.

Option 5 – Enter a Starting Grade for the Current Term

If a student enters your class in the middle of a SW period, you will need to do a combination of things. You will need to enter previous term grades using Option 3 or Option 4, and you will need to use Option 5, to enter a “starting grade” for the current term when they transfer in the middle of a SW period. These may be coming from another classroom or from another school. With this option, you enter a starting grade for the current term, and the system will fill in that grade in all blanks in your gradebook from the beginning of the current cycle until the student’s enrollment date. For example, if you are in Week 3 of the current term and you have already entered 7 tasks for that grading cycle, you can enter the student’s withdrawal grade using Option 5, and the system will enter that withdrawal grade into the blank cells for the previous 7 tasks. This saves you from entering the withdrawal grade into each individual task.

Accepting Previous Term Grades for New/Transfer Students

When you receive a new student in your class, the office will enter grades for previous terms once they arrive from the sending school. When these grades are entered into Skyward, a discrepancy in your gradebook will occur. Gradebook discrepancies must be checked and cleared before the end of each six-week grading cycle. When new students enroll into your class, you must take the following steps to get his/her previous term grades into your gradebook so that semester and final grades calculate correctly:

Scenario – Student is new to campus/district

1. Click the yellow NEW button beside the student’s name.

Main Screen							
Other Access		Classes	Assignments	Attendance	Categories	Grade Marks	Posting
		Term Grade	SW5	Grade Adjust	SW5 Report Card	Test5	Quiz5
		FIN	Options			W32-W	W32-M
		Sort By %				04/01	03/30
						TEST	Quiz
						100	100
						87.08	87.08
Students							
1	M	BRANS RICH	NEW	100	100.00%	100	100
2	F	CLINT HILLA				*95	*
3	M	JOBS STEVE		95	94.80%	95	95

Note: If the New button is not visible, you will need to click on the student's name. It will take you to another screen where you can click on the New Student tab seen in the following picture.

Assignments	Missing Assignments (0)	Report Card Grades	Comments	New Student
Special Codes Teacher's Log Edit Current Term Edit Other Terms Reports				
Assignments	Scores			

- Choose Option 3 to manually enter term scores. As previously discussed, this option will be used most often and will allow you to enter term scores for previously completed terms. This option will not include any individual tasks, just final term scores. This is what you will use for brand new students who have term and/or semester scores entered in the office.

Transfer Scores	
Option #1 - Auto-Transfer Scores from Dropped Section of this Course	<i>Option not Available</i>
has not dropped any sections of this course	
Option #2 - Transfer Assignment/Term Scores From Another Class	Manually Transfer Scores
Choose this option to manually transfer or enter assignment and term grades based on one of 7 other classes	
Use Another Class: Not Selected (Select Another Class)	
Option #3 - Manually Enter Term Scores	Manually Enter Scores
Choose this option to manually enter term grade percents for closed grading periods	
Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course	<i>Option not Available</i>
There are no term percents that may be transferred	
Option #5 - Enter a Starting Grade Percentage for the Current Term	Enter a Starting Grade

The following screen will appear:

Enter Term Grades for Class SKY201 / 01						
Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
SW1			95		<input type="text" value=""/>	<input type="text" value=""/> %
SW2			97		<input type="text" value=""/>	<input type="text" value=""/> %
SW3			98		<input type="text" value=""/>	<input type="text" value=""/> %
EX1			98	Exam Score: <input type="text" value="0"/> / 100 points		
SM1			97		<input type="text" value=""/>	<input type="text" value=""/> %
SW4			95		<input type="text" value=""/>	<input type="text" value=""/> %
SW5			96		<input type="text" value=""/>	<input type="text" value=""/> %
SW6						

Save Term/Exam Grades and Enter Semester Grades

Note: The Report Card column indicates the grades that are recorded in the office. The Current Grade column indicates the grades that are recorded in the gradebook. In the example above, there are no grades recorded in the gradebook for SW Terms 1-4 or for Semester 1 or Semester 1 Exam. If this is not corrected, none of the existing grades listed will be calculated into the final grade.

- In the blanks in the New Percent column, enter the grades that are present in the “Report Card” column so that the Report Card Grade is brought into the gradebook as a whole number. (You will not be able to enter a grade for SM1. That process will be available on the next screen.)

Enter Term Grades for Class SKY201 / 01						
Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
SW1			95	95.00%	<input type="text" value="95"/>	<input type="text" value="95.00"/> %
SW2			97	97.00%	<input type="text" value="97"/>	<input type="text" value="97.00"/> %
SW3			98	98.00%	<input type="text" value="98"/>	<input type="text" value="98.00"/> %
EX1			98	Exam Score: <input type="text" value="98"/> / 100 points		
SM1			97		<input type="text" value=""/>	<input type="text" value=""/> %
SW4			95	95.00%	<input type="text" value="95"/>	<input type="text" value="95.00"/> %
SW5			96	96.00%	<input type="text" value="96"/>	<input type="text" value="96.00"/> %
SW6						

Save Term/Exam Grades and Enter Semester Grades

- After entering all missing grades, click the “Save Term Grades and Enter Semester Grades” button.

Save Term/Exam Grades and Enter Semester Grades

5. Enter the calculated semester grade and click the “Save Semester Grades and Finish” button. (If you do not want to enter a semester exam score, you MUST delete the zero that is in the box by default)

Enter Semester Grades for Class SKY201 / 01						
Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
SW1	95	95.00%	95	95.00%	95	95.00%
SW2	97	97.00%	97	97.00%	97	97.00%
SW3	98	98.00%	98	98.00%	98	98.00%
EX1	98	98.00%	98	Exam Score:	<input type="text" value="98"/> / 100 points	
SM1			97		<input type="text" value=""/> ... <input type="text" value="97%"/>	
SW4	95	95.00%	95	95.00%	95	95.00%
SW5	96	96.00%	96	96.00%	96	96.00%

Note: – For classes/campuses that do not give semester exams, there will not be a box for the Exam Score. Everything else will look the same.

6. You will then be returned to your gradebook. The discrepancies will no longer be visible in BOLD and the NEW button will be removed. There is no need to request grade change or notify the office. This completes this process!

Note: You cannot simply enter an SM1 grade in the gradebook without entering grades for SW1, SW2 and SW3. SM1 is a calculated grade so all three SW1-3 terms must be entered. If you only have a semester grade, enter that same grade into the SW1, SW2 and SW3 buckets so that it will calculate in your gradebook properly.

Note: Turn off the new button. Once you have entered scores for all previous terms, you will probably want to “turn off” the NEW button. To do that, click the NEW button once again, CHECK the box indicated below, and close the window. The NEW button will disappear.

New Student

~~XXXXXXXXXXXX~~ was added to this class on **Friday, July 31 2015**

Do not display NEW by this student's name.

This page intentionally left blank for printing purposes

Please remember to recycle

Appendix A

Skyward Online Grade Change Request

Grades are automatically posted in Skyward for all Grading Periods. All grades must be entered correctly before the grading period closes. To change or enter grades after a grading period closes, teachers will need to complete the Online Grade Change Request process. **Check with your Registrar (Secondary) or Attendance Clerk (Elementary) on whether you need to complete a paper Grade Change Request Form to submit after completing the Online Grade Change Request process in Skyward.**

1. Log in to Skyward
2. Click on **Teacher Access**
3. Click on **My Gradebook**
4. Click on **Posting Status**

Home Teacher Access

My Gradebook

Reports for All Classes Posting Status

045 MEMORIAL MIDDLE SCHOOL

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 6	3	MTWRF	6806 / 01	ART	Gradebook
		1 - 6	3	MTWRF	7806 / 05	ART	Gradebook
		1 - 6	4	MTWRF	6806 / 02	ART	Gradebook
		1 - 6	4	MTWRF	7806 / 06	ART	Gradebook
		1 - 6	5	MTWRF	6806 / 03	ART	Gradebook
		1 - 6	5	MTWRF	7806 / 07	ART	Gradebook
		1 - 6	6	MTWRF	7806 / 08	ART	Gradebook
		1 - 6	8	MTWRF	6806 / 04	ART	Gradebook

5. Select the **grading period** in which grades need to be changed or added for existing or new students.

Home Teacher Access

My Gradebook

Reports for All Classes Posting Status

045 - Secondary Gradebook

Grading Periods Open for Posting

- 5TH SIX WEEKS
- 6TH SIX WEEKS

Previous Grading Periods

- PROGRESS REPORT 1
- 1ST SIX WEEK
- PROGRESS REPORT 2
- 2ND 6 WEEKS
- PROGRESS REPORT 3
- 3RD SIX WEEKS
- PROGRESS REPORT 4
- 4TH SIX WEEKS

Upcoming Grading Periods

- PROGRESS REPORT 5
- PROGRESS REPORT 6

6. **Highlight** the class needing changes.
7. Click **Request Grade Changes**.

Secondary Grade Post Status

Posting was open from 12:01 AM on 11/26/14 until 5:00 PM on 12/19/14

Secondary Grade Posting Status for 3RD SIX WEEKS (11/17/14 - 12/19/14)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff.	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Last Post Date	
▶ 03	6806 / 01	ART	20	4	20		86.33	92.78	98.33	20	14	<input type="checkbox"/>	01/09/15 - Frida	
▶ 03	7806 / 05	ART	4	4	4		92.33	97.17	99.67	4	5	<input type="checkbox"/>	01/09/15 - Frida	
▶ 04	6806 / 02	ART	14	14	14		86.33	96.57	100.00	14	8	<input type="checkbox"/>	01/09/15 - Frida	
▶ 04	7806 / 06	ART	5	5	5		90.67	95.20	100.00	5	1	<input type="checkbox"/>	12/17/14 - Wed	
▶ 05	6806 / 03	ART	14	14	14		93.75	96.96	100.00	14	4	<input type="checkbox"/>	12/17/14 - Wed	
▶ 05	7806 / 07	ART	3	3	3		77.75	91.92	99.25	3	2	<input type="checkbox"/>	12/17/14 - Wed	
▶ 06	7806 / 08	ART	1	20	35		90.33	96.27	100.00	20	10	<input type="checkbox"/>	01/09/15 - Frida	
▶ 08	6806 / 04	ART	16	3	16		85.67	89.35	99.00	16	8	<input type="checkbox"/>	01/09/15 - Frida	
▶ 08	7806 / 09	ART									9	<input type="checkbox"/>		

Request Grade Changes

8. Enter Reason for Requesting the Grade Changes.
Note: There is a 2-hour time limit in which to make the changes.

9. Click **Yes** to proceed.
 (This will take you back to your gradebook)

Request Grade Changes
 If you proceed, you will be allowed to modify your gradebook for the closed grading period **3RD SIX WEEKS** for course **7806 / 08**.

You will be allowed to make changes from now until **6:41 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?

10. Click on the **grade that needs to be changed** or the **blank grade box** where a grade will be entered.

Note: If the grading period to which grade changes need to be made to is not displaying, click on Display Options, Grade Period Display, and check off the Grading Period to display, and click Save.

Students	Term Grade	SM1	SM1 Report Card	EX1	SW3	vocabulary 12/15/2014	review she 12/15/2014	write equa 12/10/2014	slope of 12/08/2014
	FIN	Options	Report Card	Options	Options	AR 100 96.92	Part 100 100.00	AR 100 36.43	AR 100 52.86
	Sort By %								
	#	#	*	*	*	*	*	*	*
	#	77	72	85	90	100	0	100	0
	#	78	75	72	100	100	0	0	0
	#	87	86	83	90	100	0	100	0
	#	*83	*83N	86	67	*	100	0	0
	#	93	82	98	100	100	100	100	100
	#	80	70	79	*	100	0	90	0
	#	#	*	*	*	*	*	*	*

Note: If you already have the grade in your gradebook, but the Registrar (secondary) or Attendance Clerk (elementary) is still missing the grade on report card, then Click on the Back Button and Click the Complete Grade Changes button, this will post the grade to report card.

11. Enter the **new grade and** Click **Save**
 (This will take you back to your gradebook)

Note: To clear an INC use the Override drop-down and select the dash (-) then enter the new grade

Grade Adjustment
Term SW3

This Grade Period is closed for Grade Entry.
Only students that are term adjusted out of this Term can be modified.

Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade
1 AGUILLO YARESI T*	104872	80	79.50		79.50	-	
2 BARRERA JAZMINE	137409	85	85.00			-	85
3 BARRIOS LESLEY	166575	72	72.00			-	72
4 BETANCOURTH YOUSI J	111008	83	82.75			-	83
5 CAVAZOS FERNANDO	110652	67	66.86			-	67

12. Confirm that the grade entered or changed appears in your gradebook.

Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export		
					Term Grade FIN Sort By %	SM1 Options Report Card	EX1 Options	SW3 Options	SW3 Grade Adjust	vocabulary 12/16/2014 AR 100 96.92	review she 12/15/2014 Part 100 100.00	write equa 12/10/2014 AR 100 36.43	slope 12/08/ AR 100 52.8
1	F	AGUILLO	YARESI T*	104872	#	#	*	80	79.50				
2	F	BARRERA	JAZMINE	137409	#	77	72	85		90	100		
3	F	BARRIOS	LESLEY	166575	#	78	75	72		100	100		
4	F	BETANCOURTH	YOUSU J	111008	#	87	86	83		90	100		
5	M	CAVAZOS	FERNANDO	110652	#	*83	*83N	86	67		100		
6	M	CORTINA	ALAN R	109084	#	93	82	98		100	100	100	
7	M	CORTINA	GERALD D	121300	#	80	70	79			100		

13. Click the **Back** button (top right of gradebook)

14. Highlight the class where the changes were made &

Click the **Complete Grade Changes** Button (top right)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Last Post Date	Last Post Time
▶	03 6806 / 01	ART	20	4	20		86.33	92.78	96.33	20	14	<input type="checkbox"/>	01/09/15 - Friday	6:41 PM
▶	03 7806 / 05	ART	4	4	4		92.33	97.17	99.67	4	5	<input type="checkbox"/>	01/09/15 - Friday	7:10 PM
▶	04 6806 / 02	ART	14	14	14		86.33	95.57	100.00	14	8	<input type="checkbox"/>	01/09/15 - Friday	6:41 PM
▶	04 7806 / 06	ART	5	5	5		90.67	95.20	100.00	5	1	<input type="checkbox"/>	12/17/14 - Wednesda	11:23 AM
▶	05 6806 / 03	ART		14	14		93.75	96.96	100.00	14	4	<input type="checkbox"/>	12/17/14 - Wednesda	10:44 AM
▶	05 7806 / 07	ART		3	3		77.75	91.92	99.25	3	2	<input type="checkbox"/>	12/17/14 - Wednesda	3:36 PM
▶	06 7806 / 08	ART		1	20	35	90.33	96.27	100.00	20	10	<input checked="" type="checkbox"/>	01/09/15 - Friday	7:10 PM
▶	08 6806 / 04	ART	16	3	16		85.67	89.35	99.00	16	8	<input type="checkbox"/>	01/09/15 - Friday	6:41 PM
▶	08 7806 / 09	ART									9	<input type="checkbox"/>		
▶	09 6806 / 05	ART	21	8	19				96.67	19	11	<input type="checkbox"/>	01/09/15 - Friday	6:41 PM
▶	09 7806 / 10	ART	8	8	8		82.33	92.54	100.00	8	8	<input type="checkbox"/>	01/20/15 - Tuesday	11:39 AM

16. Click **Yes** to complete the grade change.

Complete Grade Changes

If you proceed, the temporary window for changes to this gradebook will be closed.

Do you want to proceed?

17. Click **Back** or **Home** to exit Grade Posting Status Screen.

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	F	C
▶	03 2113 / 02	ALGEBRA II A									14		
▶	04 2203 / 01	GEOMETRY				21	2	72.67	84.28	93.75	21	15	
▶	06 2203 / 02	GEOMETRY		24	20	2	70.00	79.26	90.75	20	12		
▶	07 2203 / 03	GEOMETRY			20	2	62.75	80.09	92.75	20	15		
▶	08 2203 / 04	GEOMETRY			31	16	2	65.75	76.11	95.50	16	14	
▶	01 2203 / 05	GEOMETRY			8	19	2	60.75	79.45	97.33	19	19	
▶	02 2203 / 06	GEOMETRY		1		18		69.50	81.61	90.00	18	17	
▶	04 2263 / 01	GEOMETRY			4	-4		87.25	89.56	92.00	4	2	
▶	06 2263 / 02	GEOMETRY			3	3		74.50	80.17	84.75	3	2	
▶	07 2263 / 03	GEOMETRY				1		86.25	86.25	86.25	1	3	
▶	08 2263 / 04	GEOMETRY			4	2		76.25	81.88	87.50	2	1	

Note: Until the grade change is approved, the teacher will see a report card column next to the grading period column where the changes were made. Once the grade change is approved the report card column will go away.

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Grade Sheet Report

The Grade Sheet Report prints a spreadsheet-like display of the Gradebook assignments and scores. This report can be used as a hard copy of the Gradebook. The report can also be run as a blank grid with the student's name displaying in the left-hand column of the report. The blank grade sheet report can be generated using Skyward Templates 930, 940, and 950.

This document outlines how to print a grade sheet report using Template 800

1sogra13.p 39 05.15.02.00.00		Grade Sheet Report for 08/25/14 - 06/01/15										04/28/15 5:47 AM		Page:1		
Teacher: SHI PERES		School Year: 2014-2015										Period: 1		Room #: 506		
Course: 1244 / 01 ENG II PAP ECHS		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Assignment Week/Day Due Date Category		FIN	SM2	EX2	SW6	PR6	SW5	PR5	SW4	SW4 Grade Adjust	PR4	SM1	EX1	SW3	SW3 Grade Adjust	PR3
01.							73	68	86		95	95	95	93	92.78	
02.							75	89	84		77	79	76	69		87
03.							78	73	88		97	89	92	77		84
04.							100	100	94		99	100	100	100	103.00	
05.							59	74	75		89	81	79	76		83
06.							79	76	82		67	88	76	82		89
07.							79	75	57		77	82	79	75		87
08.							89	86	100		97	93	93	94	94.11	
09.							85	82	91		98	97	97	94	94.44	
10.							100	100	87		91	84	81	72		92
11.							61	76	60		67	77	94	67		100
12.							77	74	81		89	92	100	82		92
13.							66	79	65		80	80	81	69		78
14.							89	88	96	8.90	83	90	EX	95		88
15.							80	100	86		95	91	EX	80		92
16.							84	81	88	4.00	90	88	86	80		89
17.							88	85	100	9.30	97	94	79	100		92
18.							82	78	83		67	87	88	81		88
19.							67	80	84		67	86	85	84		89
20.							85	82	67		98	95	EX	91		98
21.							83	79	95		97	90	86	88		83
22.							44	55	90	16.30	67	84	76	82	81.78	
23.							83	80	100		97	93	EX	92		92
24.												94	EX	86		88
25.							100	100	90	21.50	67	93	EX	84		89
26.							77	71	94		86	87	77	86		100
27.							86	83	98		100	94	84	96		92
28.							76	91	97		91	86	EX	83		98
29.							83	82	85		91	87	78	81		94
30.							100	100	100		99	99	EX	98		91
31.							100	100	91		99	99	100	100		96

How-To Print a Grade Sheet Report

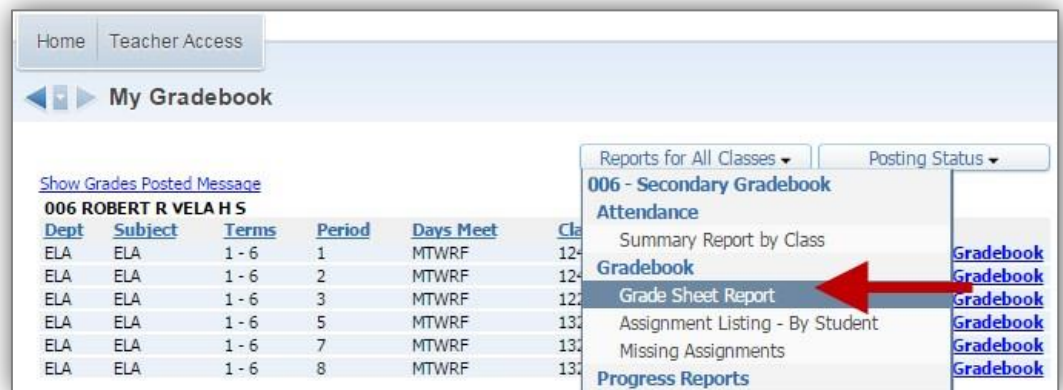
1. Log in to Skyward
2. Click on **Teacher Access**



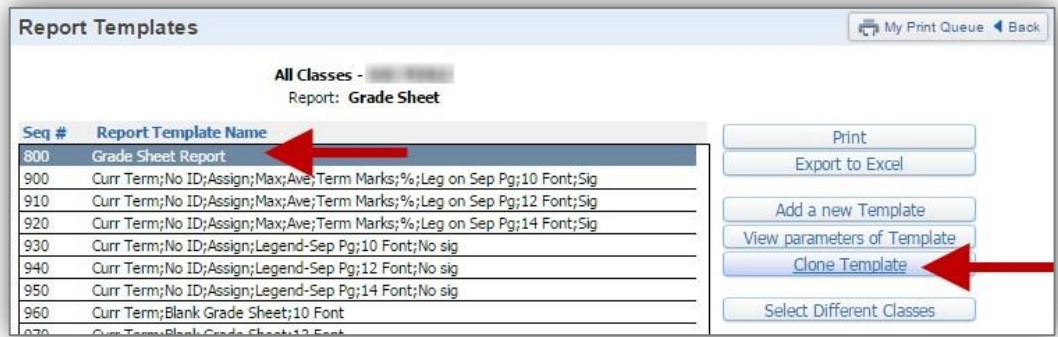
3. Click on **My Gradebook**



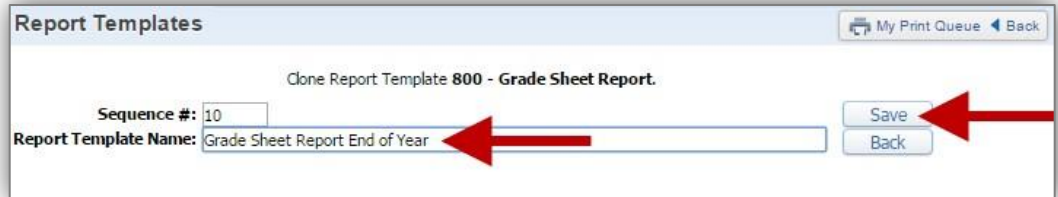
4. Click **Grade Sheet Report**



- Select the **800 Grade Sheet Report** template &
- Click **Clone Template**



- Type a name for the new template &
- Click **Save**

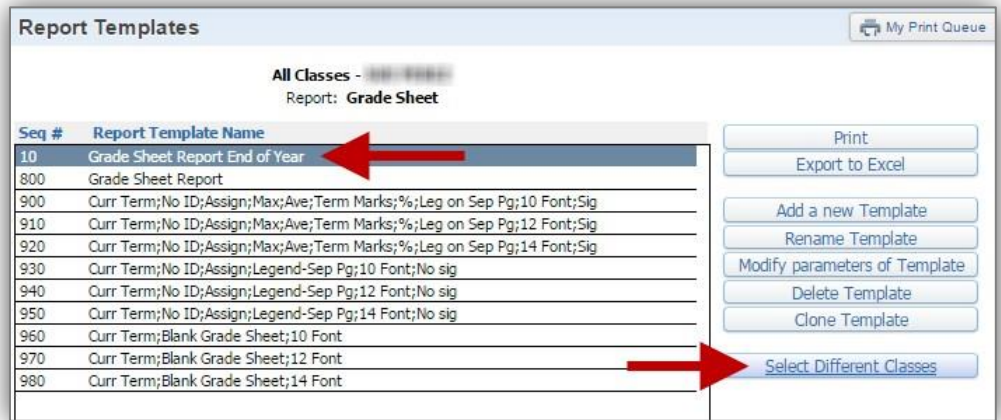


- Select **Display Grades and Assignments for Date Range**
And change date range
Start: Aug 1, 2014
(first day of school)
End: June 1, 2015
(last day of school)

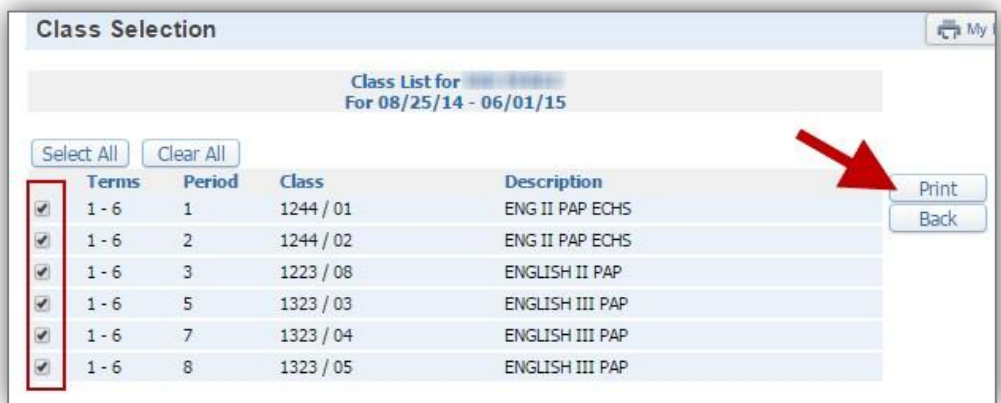
- Click **Save**



11. Select the new template
&
12. Click **Select Different Classes**



13. Select the classes that you wish to print the report for
14. Click **Print**

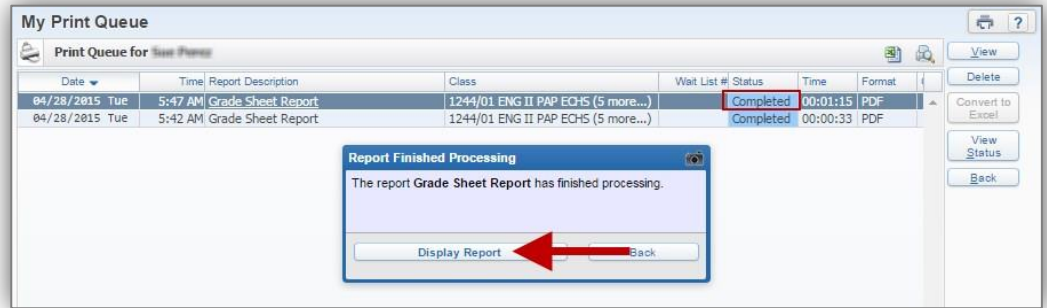


15. The report will be sent to the **Print Queue**



16. When the print job is **Completed**

17. Click **Display Report**



18. Save or print the Grade Sheet Report(s)

The screenshot displays a 'Grade Sheet Report' for the 2014-2015 school year. The report includes student names, assignment categories, and scores for 15 different assignments. The 'Assignment Week/Day Due Date Category' column lists assignments from 01 to 31. The columns for assignments 1 through 15 are labeled: FIN, SM2, EX2, SW6, PR6, SW5, PR5, SW4, SW4 Grade Adjust, PR4, SM1, EX1, SW3, SW3 Grade Adjust, and PR3. The scores for each student are listed in the corresponding columns.

Assignment Week/Day Due Date Category	1 FIN	2 SM2	3 EX2	4 SW6	5 PR6	6 SW5	7 PR5	8 SW4	9 SW4 Grade Adjust	10 PR4	11 SM1	12 EX1	13 SW3	14 SW3 Grade Adjust	15 PR3
01.						73	68	86		95	95	95	93	92.78	87
02.						75	89	84		77	79	76	69		84
03.						78	73	88		97	89	92	77		84
04.						100	100	94		99	100	100	100	103.00	
05.						59	74	75		89	81	79	76		83
06.						79	76	82		67	88	76	82		89
07.						79	75	57		77	82	79	75		87
08.						89	86	100		97	93	93	94	94.11	
09.						85	82	91		98	97	97	94	94.44	
10.						100	100	87		91	84	81	72		92
11.						61	76	60		67	77	94	67		100
12.						77	74	81		89	92	100	82		92
13.						66	79	65		80	80	81	69		78
14.						89	88	96	8.9083	90	EX	95			88
15.						80	100	86		95	91	EX	80		92
16.						84	81	88	4.0090	88	86	80			89
17.						88	85	100	9.3097	94	79	100			92
18.						82	78	83		67	87	88	81		88
19.						67	80	84		67	86	85	84		89
20.						85	82	67		98	95	EX	91		98
21.						83	79	95		97	90	86	88		83
22.						44	55	90	16.3067	84	76	82		81.78	
23.						83	80	100		97	93	EX	92		92
24.										94	EX	86			88
25.						100	100	90	21.5067	93	EX	84			89
26.						77	71	94		86	87	77	86		100
27.						86	83	98		100	94	84	86		92
28.						76	91	97		91	86	EX	83		98
29.						83	82	85		91	87	78	81		94
30.						100	100	100		99	99	EX	98		91
31.						100	100	91		99	99	100	100		96

Skyward

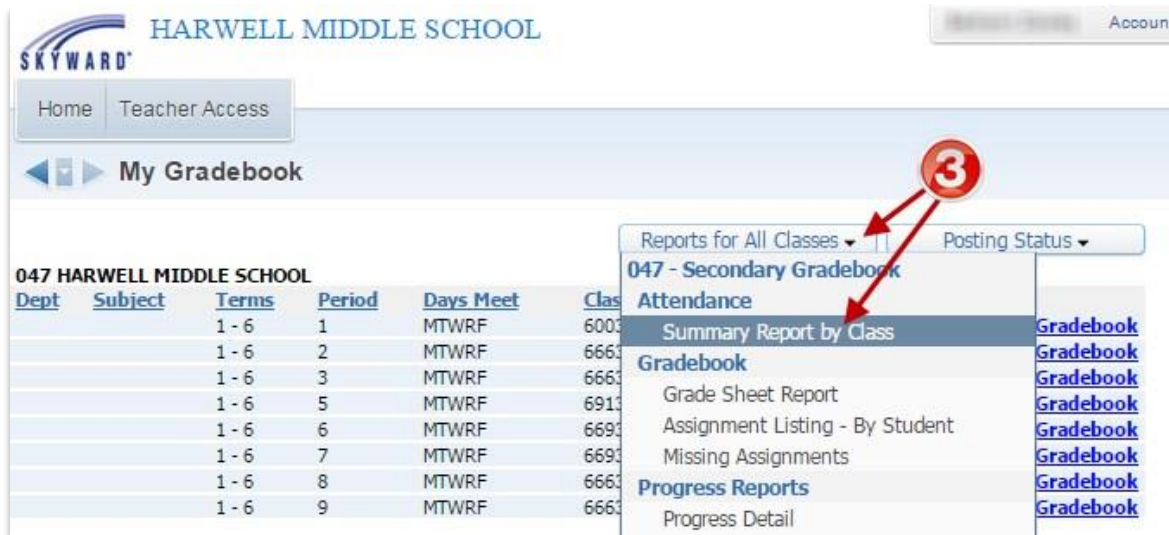
Attendance Report by SW Term

Step 1. **Log on** to your Skyward account

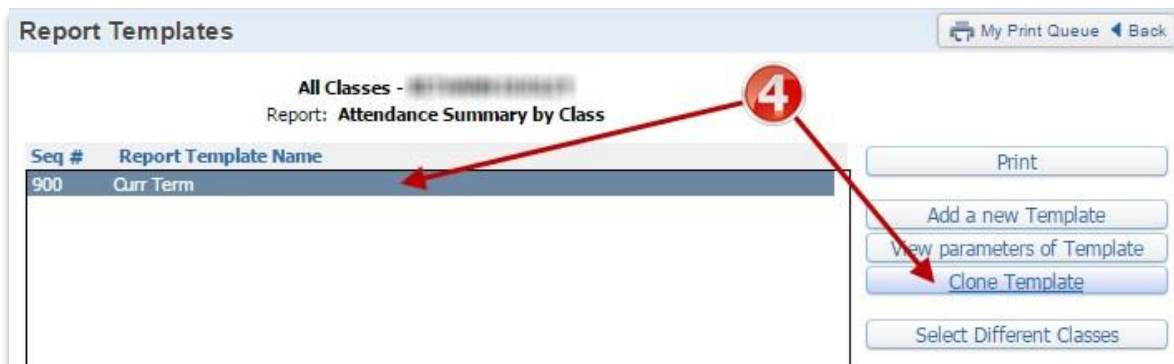
Step 2. **Click** on Teacher Access and **Select** My Gradebook – MG



Step 3. **Click** on Reports for all Classes and **Select** Summary Report by Class under Attendance

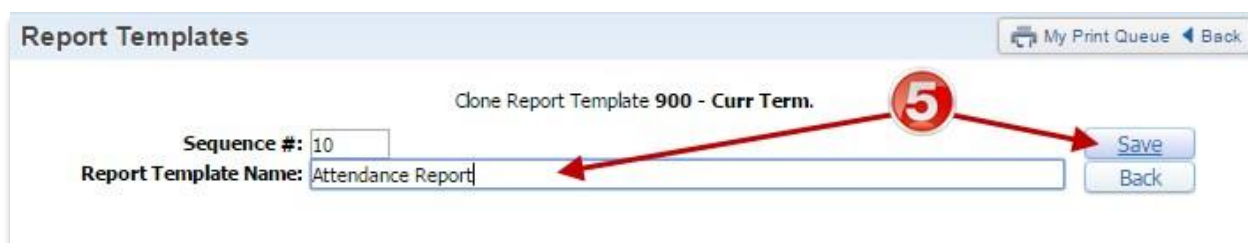


Step 4. **Select** the 900 Curr Term template and **Click** on Clone Template



Skyward | Attendance Report

Step 5. **Type** in a name for the new report template, **Click Save**



Step 6. **Select** any options that you want your report to include

Step 7. **Select** the Six Weeks Term that you want to print your Attendance Report for from drop-down

Step 8. **Click Save**



Step 9. **Select** the new template and **Click** on Print, this will send the report to the Print Queue and once your report is ready you can save it or print it.

Report Templates My Print Queue

All Classes - [XXXXXXXXXXXX]
Report: **Attendance Summary by Class**

Seq #	Report Template Name
10	Attendance Report
900	Curr Term

Print

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

NOTE: If you are printing the report by Six Weeks, you will need to select the report and Click on Modify parameters of Template to select a different Six Weeks grading period, Save, and then Print it.