Wylie ISD

Teacher Gradebook

Quick Reference Guide

2022-2023

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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

- 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 (Google Chrome, Internet Explorer, Firefox, Safari), but

   for best functionality we recommend that you use **Google Chrome**.

   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

On the WISD homepage click Staff and then on the SKYWARD Icon

1. Login ID: Is the same as your computer login Username

2. Password: Is the same as your computer login Password

    IMPORTANT NEVER SHARE YOUR PASSWORD

3. 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. 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.

1. **Entity Location / System Menus**   Trainer1 Trainer1   Account   Preferences   Exit   ?

   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**   ⓘ ☆ Favorites ▾   🗔 New Window   🖶 My Print Queue

   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** ◄▼► 🗐 Educator Access Plus Home
   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.

6. **Educator Access Plus**
   Found at the bottom of your Teacher Home Page this is where from time to time the campus/district posts helpful deadline reminders.

My Gradebook

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

Year	Dept	Subject	Terms	Period	Days Meet	Class	Description	
2017	01	01	1 - 6	1	MTWRF	7115 / 41	PRE AP ENG 7	View Gradebook
2017	01	01	1 - 6	2	MTWRF	7130 / 42	READING	View Gradebook
2017	01	01	1 - 6	4	MTWRF	7130 / 44	READING	View Gradebook
2017	01	01	1 - 6	5	MTWRF	7130 / 45	READING	View Gradebook
2017	01	01	1 - 6	7	MTWRF	7110 / 47	ENGLISH 7	View Gradebook
2018	01	01	1 - 6	1	MTWRF	7115 / 41	PRE AP ENG 7	View Gradebook
2018	01	01	1 - 6	2	MTWRF	7110 / 42	ENGLISH 7	View Gradebook
2018	01	01	1 - 6	3	MTWRF	7110 / 43	ENGLISH 7	View Gradebook
2018	01	01	1 - 6	4	MTWRF	7110 / 44	ENGLISH 7	View Gradebook
2018	01	01	1 - 6	5	MTWRF	7110 / 45	ENGLISH 7	View Gradebook
2018	01	01	1 - 6	7	MTWRF	8015 / 07	READING ASSIST	View 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.

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

<p style="text-align:center"><strong style="color:red">Do this step first</p>

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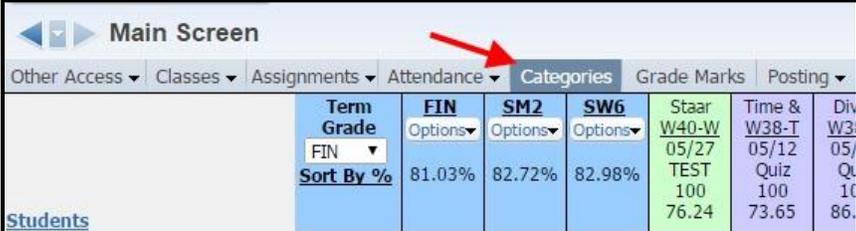
Export: Export your gradebook to a csv file that can be opened with Excel.

Initial Setup Procedures
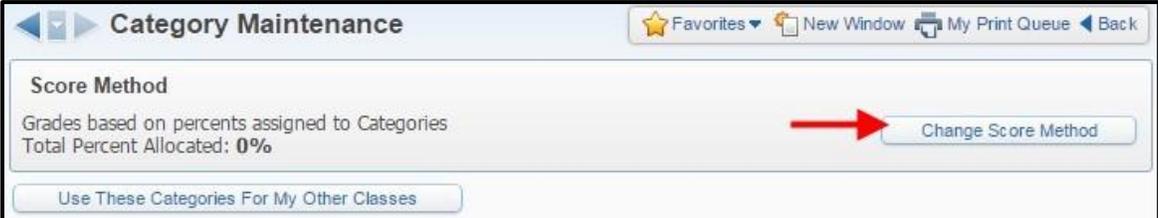
Score Method and Categories Setup

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

2. Click on the **Change Score Method** button (first time you open the course)

3. Select one of the Score Method options and click 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. **(This method is not used).**

Base grades on percent's assigned to categories: The "Base grades on percent's assigned to the categories," will have assigned 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.

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.
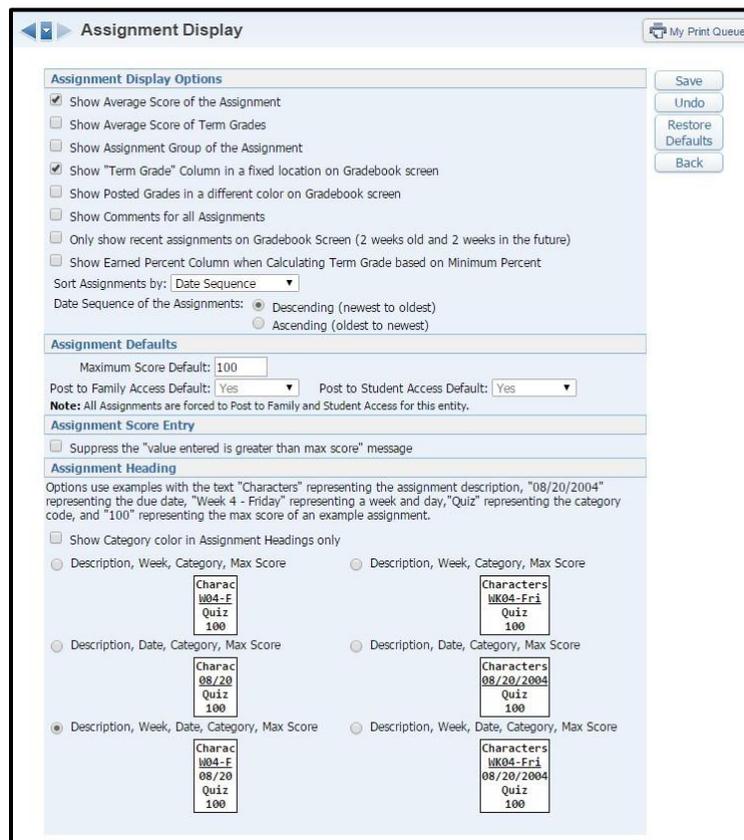
Assignment Display

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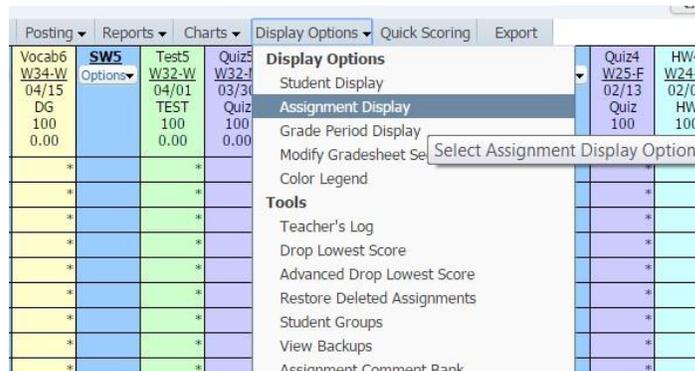
The important option here is the sort assignments option: Select by Date Sequence and choose Descending. You may also select an assignment heading layout in the bottom section. It is a good idea to leave all other options alone. These preferences can be changed at any time, so you can try different options.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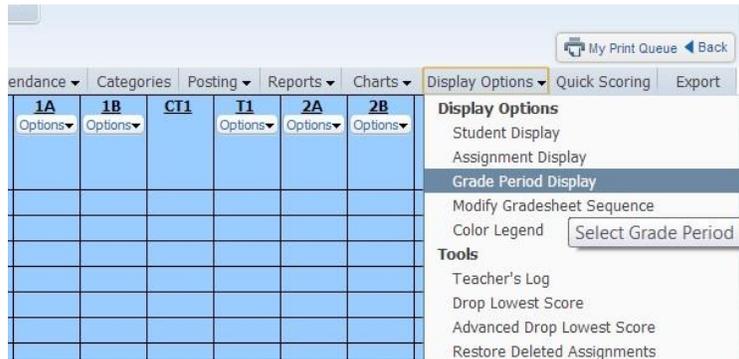
2. Click Grade Period Display

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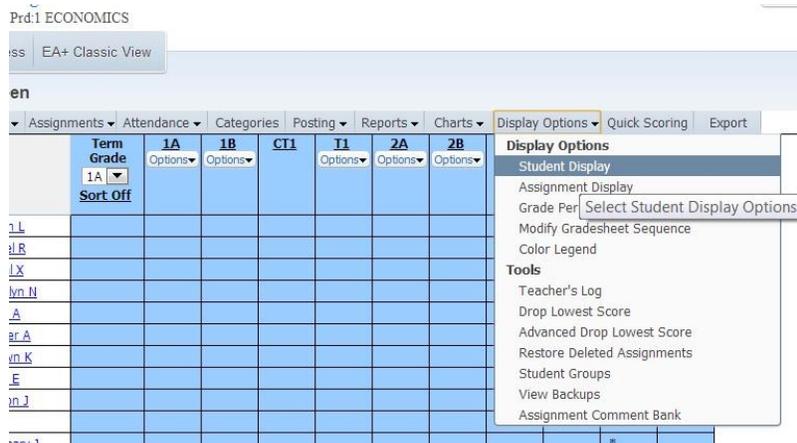   show all assignments for past grading periods, but we recommend that you show all terms.)
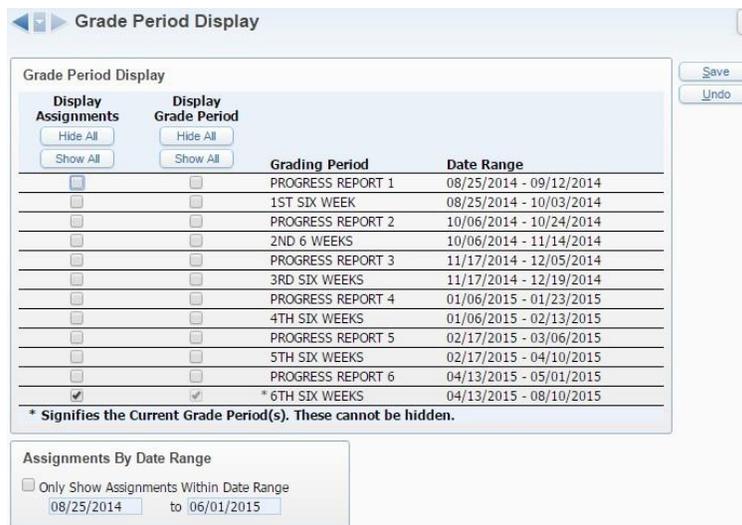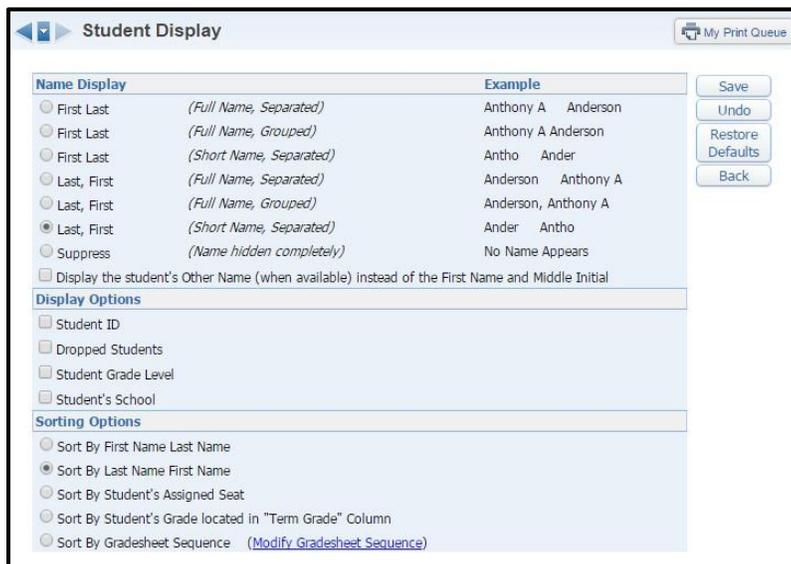

4. SAVE

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. Recommend change Name display setting from Last, First (Short Name, Separated) to Last, First (Full Name, Grouped)

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

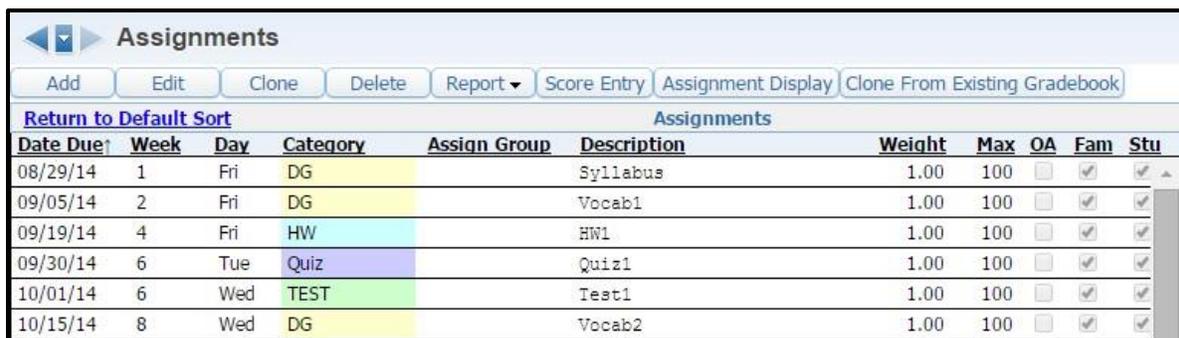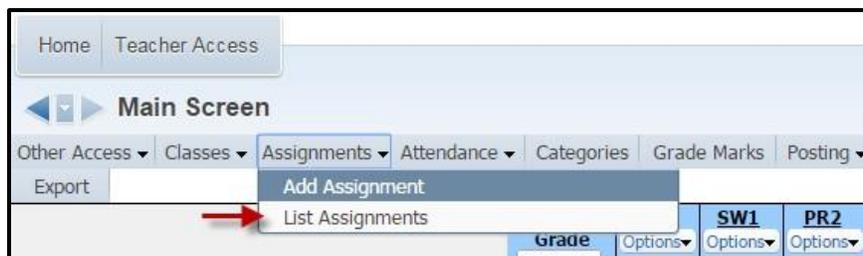1. To add an assignment, click the Assignments menu at the top and select Add Assignment.

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.

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.

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

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 SE1 or SE2 Grade Bucket

2. Select **Enter Semester Exam "SE1/ SE2" 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.

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.
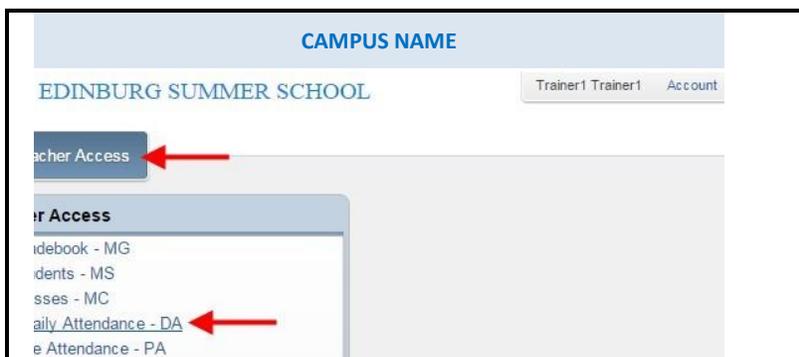
Taking Attendance by Name
1. Click the **By Name** link next to the course for which you want to take attendance. *Note: The sections that do not meet "today" are grayed out.*
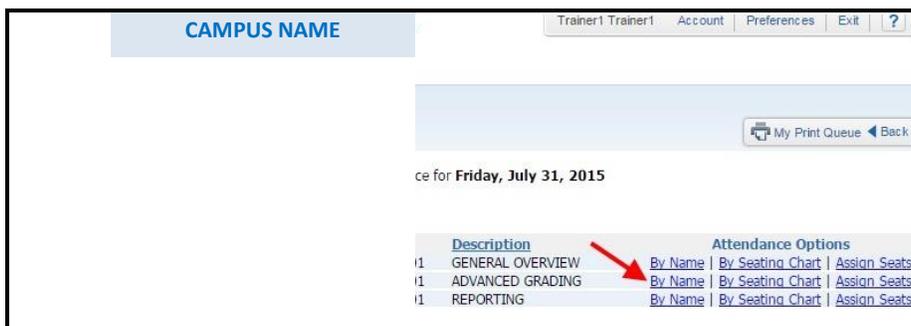
PLEASE NOTE – Attendance, for funding purposes, is taken 2nd period each day. Taking attendance 2nd period, is required for everyone.

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.

Creating a Seating Chart

1. Click the **Assign Seats** link next to the course where you want to create a seating chart.

2. Enter the number of rows and seats per row you want in your seating chart and click the **Refresh** button.
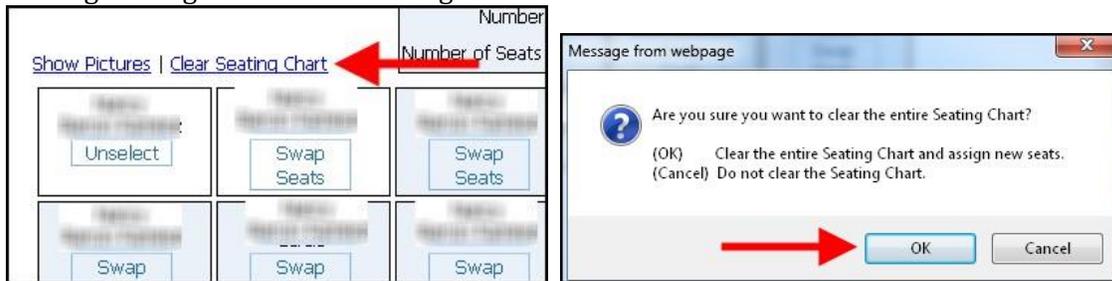

3. If you want to move a student to an unfilled seat, click the **Select** button in the student's cell and then click the **Fill Seat** button of the cell in which you want the student to move.

4. If you want two students to 'swap' seats, click the **Select** button in one student's cell and then click the **Swap Seats** button in the other student's cell.
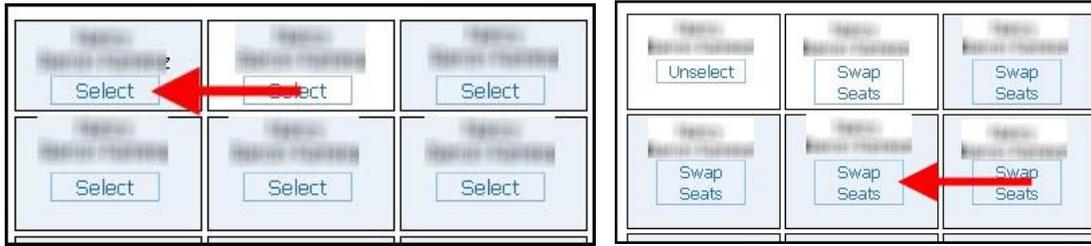
5. Click the **Clear Seating Chart** link to remove all students from the seating chart. Click **OK** on the warning message to clear the seating chart.
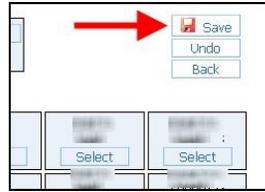

6. Click the **Select** button in the student's cell and the **Fill Seat** button of the cell in which you want the student to move.
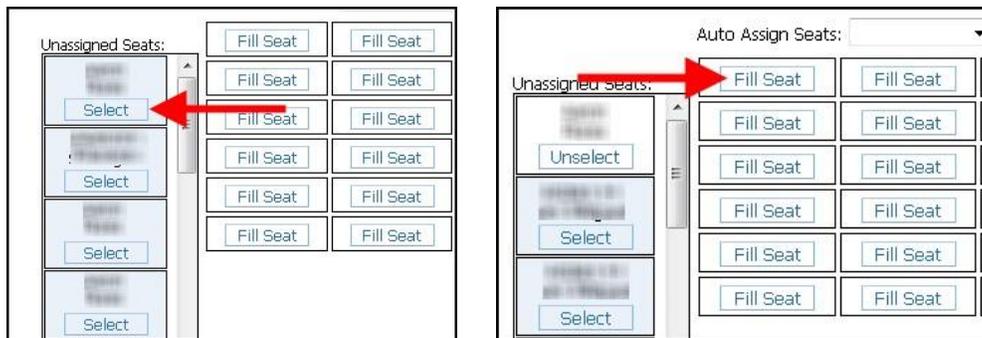
7. Or, once you have cleared the entire seating chart, there is an auto assign feature. You can select by First Name, Last Name or Random and then click the **Process** button.

8. When finished with the seating chart click **Save**.

Taking Attendance by Seating Chart

1. Click the **By Seating Chart** link next to the course where you want to take attendance.

2. Click the dropdown box to select Absent or Tardy and click the **Save** button. If all students are present, click the **Save** button.

3. Click the **Printer Friendly Listing** link to print the seating chart. This could be useful for substitutes.

Six Weeks/Semester Tasks

There are some tasks that may only occur at the end of a term (six weeks) 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 student grades 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 **BEFORE** the window closes. The campus Report Card Coordinator will provide 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 (Verification Sheets): 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
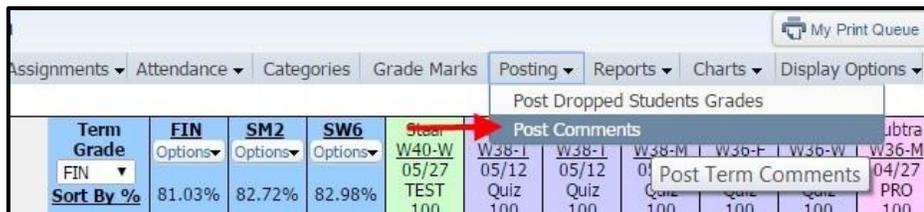
2. Under 'Grade Period(s) Open for Comment Posting' select the correct reporting period. Click the Post Comments link on the right.
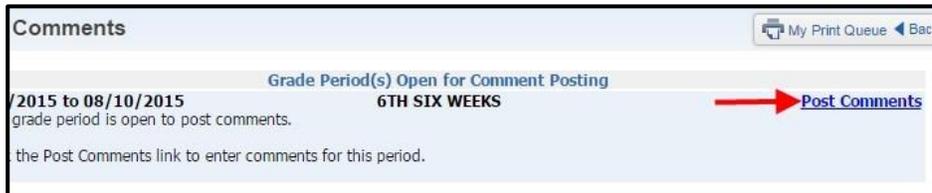
3. To see a list of comments click on the View Comment Codes link
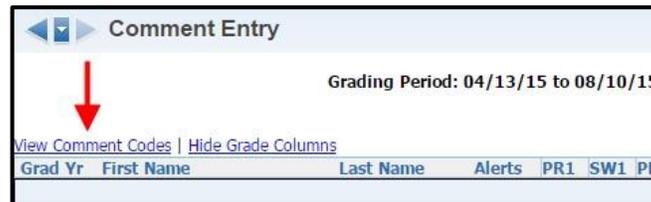
4. You can assign a code to each individual student by typing in the Comment Code under one of the Comments box. You may click on the Hide Grade Columns link to move the Comments Code boxes closer to the students' names. You may enter up to three (3) comment codes per student.

5. 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.

6. 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, there are 2 ways to 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 (At the High School)

2. Grade changes for high school after the semester closes or prior to the new school year requires paper copy of the Grade Change Request Form signed by the campus principal and submit it to the appropriate office personnel.

3. After the grade change request is completed by the Counselor grade change will be completed and official.

NOTE: Grade Change Requests will only be accepted for Six Weeks Grading Periods.

Entering Grade Adjustments

Grades can be adjusted at the end of a term (six weeks). 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**
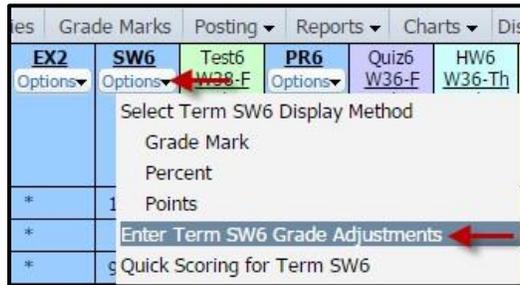
2. Enter the desired score in the grade column and press Tab. The necessary points will be added automatically.

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** form the Gradebook Main Screen and click **Drop Lowest Score**

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

3. 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**.

4. 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
☑	Daily Grades			
☑	08/29/14	Syllabus	1.00	100.00
☑	09/05/14	Vocab1	1.00	100.00
☑	Homework			
☑	09/19/14	HW1	1.00	100.00
☑	Quizzes			
☑	09/30/14	Quiz1	1.00	100.00
☑	Test			
☑	10/01/14	Test1	1.00	100.00

5. 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**

Next | Prev | Back

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
☑	LTE	Late, 50% cr	☐	☑
☐	XT	Extra Time	☑	☑

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

6. 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**   🖶 My Print Que

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

Process Drops | Prev | Back

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
☑	AARONSONSCR,KRYSTINA	05/10	DAIL	Music Plan		1.00	100.00	87.00	87.00	B
☑	ADUSCR,SADIE	05/08	On L	Online Assignment		1.00	2.00	1.00	50.00	F
☑	ADUSCR,Simon	05/20	CLAS	Page 113 Music Theor		1.00	100.00	0.00	0.00	F
☑	DAWSSCR,FELICA	05/20	CLAS	Page 113 Music Theor		1.00	100.00	75.00	75.00	C
☑	MAYEDASCR,CHARLESETTA	05/10	CLAS	Worksheet 28.B		1.00	100.00	75.00	75.00	C
☑	REISCHSCR,GARY	05/10	DAIL	Music Plan	LTE	1.00	100.00	75.00	75.00	C
☑	RIGGINSCR,SANG	05/20	CLAS	Page 113 Music Theor		1.00	100.00	70.00	70.00	C

Undo Drop Lowest Score

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

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

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 (six weeks) 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 <u>must</u> 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 campus Report Card Coordinator.

Another reason for a discrepancy could be that the office entered a grade manually for a student who either transferred to WISD or who received a grade at another campus (such as DAEP) 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. <u>However,</u> <u>ALL Term discrepancies must be cleared up before the end of each cycle</u>.

<div align="center">

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

</div>

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)

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

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.
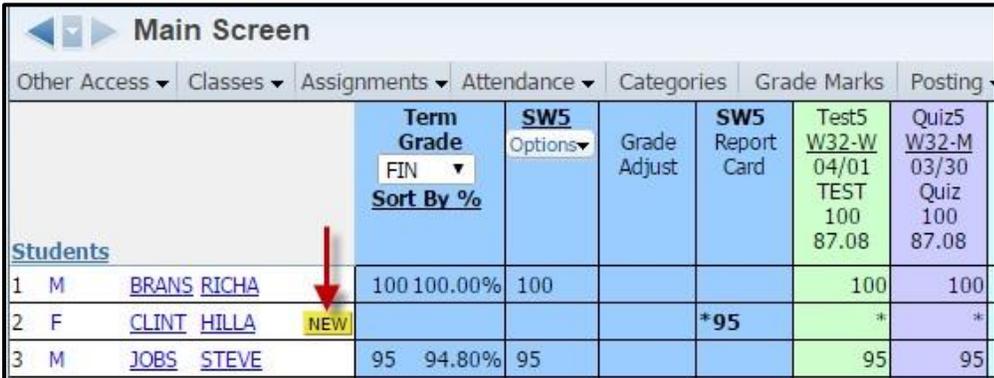
Option 5 – Enter a Starting Grade for the Current Term

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.

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.

2.   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.

The following screen will appear:

Note: The Report Card column indicates the grades that are recorded in the <u>office</u>. The Current Grade column indicates the grades that are recorded in the <u>gradebook</u>. 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.

3.   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%	95 ...	95.00 %
SW2			97	97.00%	97 ...	97.00 %
SW3			98	98.00%	98 ...	98.00 %
EX1			98	Exam Score: 98 / 100 points		
SM1			97			%
SW4			95	95.00%	95 ...	95.00 %
SW5			96	96.00%	96 ...	96.00 %
SW6						

Save Term/Exam Grades and Enter Semester Grades

4. 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: 98 / 100 points		
SM1			97		...	97 %
SW4	95	95.00%	95	95.00%	95	95.00%
SW5	96	96.00%	96	96.00%	96	96.00%

Save Semester Grades and Finish

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.

Sample Reports

&

How To

Skyward

Reading a Grade Differences Report

The Grade Differences report shows if discrepancies exist between Gradebook grades and posted (Report Card) grades. This document shows the different types of Grade Differences and recommends how to resolve them.

Example - No GB (Gradebook) Grades but there are Posted (Report Card) Grades

| 1gbrpt22.p 24-2 | | | | | ROBERT R VELA H S 2015 | | | | 04/25/15 | | Page:2 |
| 05.15.02.00.02 | | | | | Grade Differences Report for 4TH SIX WEEKS | | | | | | 7:31 PM |

Teacher Name (Last, First Middle)

Class	Student	Term Grade	GB Grade	Posted Grade	# Cng Assm	Completed	Posted Date	Posted Time	Posted By
Teacher Name									
0013/02	Student Number One	SW4		70			04/09/15	3:50 PM	Office Staff
0013/02	Student Number Two	SW4		79			04/09/15	1:02 PM	Office Staff
0043/02	Student Number Three	SW4		96			04/09/15	4:04 PM	Office Staff
0043/02	Student Number Four	SW4		100			04/10/15	9:02 AM	Office Staff

Grade in Teacher's Gradebook

Grade posted on Report Card

To add posted grade(s) to your gradebook:
1. Transfer Report Card Grades using the New Button - Option 3

Example - There is a GB (Gradebook) Grade but No Posted (Report Card) Grade

| 1gbrpt22.p 24-2 | | | | | ROBERT R VELA H S 2015 | | | | 04/25/15 | | Page:7 |
| 05.15.02.00.02 | | | | | Grade Differences Report for 4TH SIX WEEKS | | | | | | 7:31 PM |

Teacher Name (Last, First Middle)

Class	Student	Term Grade	GB Grade	Posted Grade	# Cng Assm	Completed	Posted Date	Posted Time	Posted By
BARBOSA, ANA									
1303/04	BRITTINY VICTORIA SOLIZ	SW4	83						
1403/01	DAVID ANTHONY DIAZ	SW4	79						
1403/03	BRANDON ISAIAH GOMEZ	SW4	74						

Grade in Teacher's Gradebook

Grade posted on Report Card

To post the GB Grade(s) to the Report Card:
1. Complete the Grade Change Request process through Skyward

Example - GB (Gradebook) Grade and Posted (Report Card) Grade do not match

```
Teacher Name (Last, First Middle)
                                         Term  GB    Posted  # Cng
  Class               Student            Grade Grade Grade   Assm   Completed          Posted      Posted
Teacher Name                                                                           Date        Time    Posted By
   5833/01            Student Number One  SW4   80    82            02/13/15 11:29 AM  02/04/15    9:46 AM  Teacher Name
```

Class and Section

Grade in Teacher's Gradebook

Grade posted on Report Card

If the GB Grade is correct:
1. Complete the Grade Change Request process through Skyward

   -OR-

If the Posted Grade (Report Card Column in your Gradebook) is correct:
1. Transfer Report Card Grade using the New Button - Option 3

Skyward
Grade Proof Sheet Report (SAMPLE)

The Grade Proof Sheet Report lists the grades that teachers have posted for their classes. Posted Grades are grades that will be printed on Report Cards and Transcripts (high school).

Teachers should use Grade Proof Sheet reports to verify that the grades shown on these reports match the grades in their Skyward Gradebook classes. Only posted "report card" grades display on this report.

Missing Grades on Grade Proof Sheet Report

In this sample report, Student 2 is missing Report Card grades for SW4 and SW5. The teacher needs to enter grades for SW4 and SW5 for Student 2 in their Skyward Gradebook. Since the SW4 and SW5 grading periods are already closed. The teacher will need to complete the Skyward Online Grade Change Request process through Skyward. (See the Skyward Online Grade Change Request handout for instructions on how to enter a missing grade for a closed grading period)

Note: If the teacher already has grades for the student in their gradebook, but they are not showing on this report, the teacher will still need to complete the Skyward Online Grade Change Request process through Skyward. (See the Skyward Online Grade Change Request handout)

Missing Grades in Gradebook

If you see grades for a student on this report that you do not have in your gradebook. You can use the New Button (Option 3) to transfer the grades for that student into your gradebook. (See the New Button - Transfer Grades into Gradebook handout for instructions on how to transfer posted grades into your gradebook using Option 3 of the New Button.)

Skyward

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

How-To Print a Grade Sheet Report

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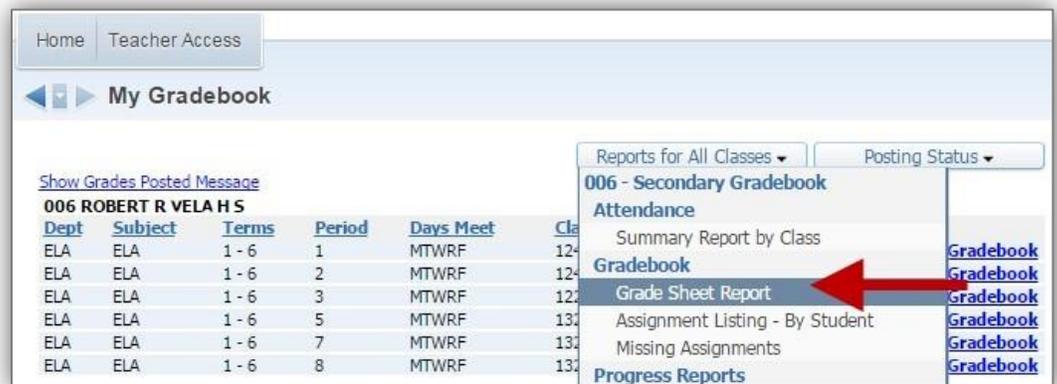2. Click on **Teacher Access**

Skyward – Grade Sheet Report
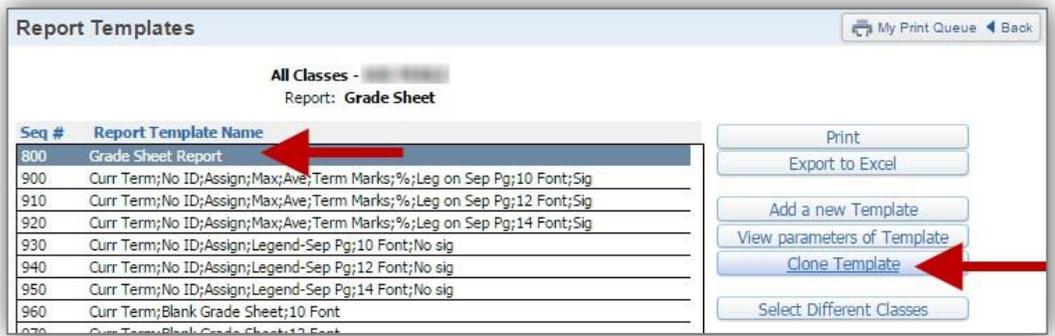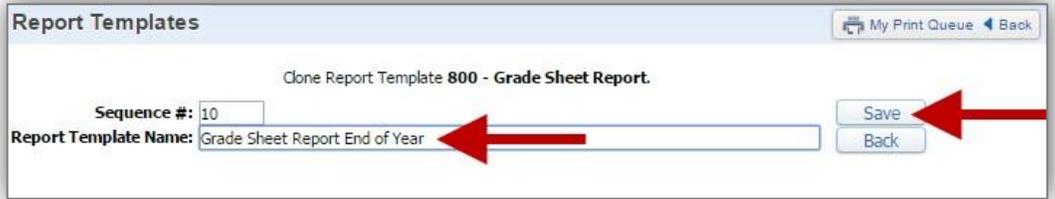
3. Click on **My Gradebook**

4. Click
   Grade Sheet Report

5. Select the
   800 Grade Sheet Report
   template
       &
6. Click **Clone Template**

Report Templates   🖨 My Print Queue ◀ Back

All Classes -
Report: **Grade Sheet**

Seq #	Report Template Name
800	Grade Sheet Report
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

Print
Export to Excel

Add a new Template
View parameters of Template
Clone Template
Select Different Classes

7. **Type a name** for
   the new template
       &
8. Click **Save**

Report Templates   🖨 My Print Queue ◀ Back

Clone Report Template **800 - Grade Sheet Report.**

Sequence #: 10
Report Template Name: Grade Sheet Report End of Year

Save
Back

9. 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)

10. Click **Save**

Grade Sheet   🖨 My Print Queue ◀ Back

Select Parameters for Grade Sheet Report
10 - Grade Sheet Report End of Year

Assignments
☐ Display Grades and Assignments for Term
   Current Term : 04/13/2015 - 06/01/2015 ▼
☑ Display Grades and Assignments for Date Range
   Start: 🔲▼ Aug ▼ 25 ▼ ◀ 2014 ▶ **Mon, Aug 25 2014**
   End: 🔲▼ Jun ▼ 01 ▼ ◀ 2015 ▶ **Mon, Jun 1 2015**

Save
Undo
Back

Options
Student Options:
☑ Show Student Name
☑ Show Student ID

Sort Students:
◉ Use Gradebook Sort Order
○ Random

Assignment Options:
☐ Show Assignments
☐ Show Max Score
☐ Show Average Score
☐ Show Absent Indicator

Assignment Legend Options:
○ Show at Bottom of Each Page
○ Show on Separate Page
◉ Don't Show at All

Term Options:
☑ Show Term Grade Marks
☐ Show Term Grade Percent

Special Code Options:
○ Show All
○ Show as Gradebook
◉ Show None

Other Display Options:
Font Size 10 ▼
☐ Show Signature Line

Number of Assignments per Page: **15**   Number of Students per Page: **43**

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

Report Templates   🖨 My Print Queue

All Classes - ▓▓▓ ▓▓▓▓
Report: **Grade Sheet**

Seq #	Report Template Name
10	Grade Sheet Report End of Year
800	Grade Sheet Report
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
Rename Template
Modify parameters of Template
Delete Template
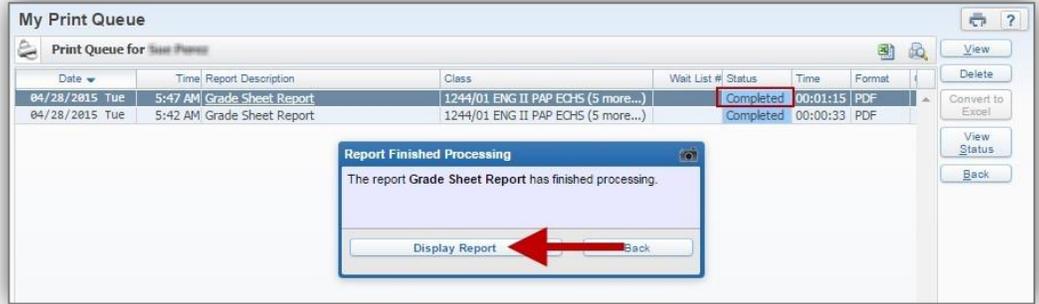Clone Template

Select Different Classes

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

14. Click **Print**

Class Selection   🖨 My

Class List for ▓▓▓ ▓▓▓▓
For 08/25/14 - 06/01/15

Select All   Clear All

	Terms	Period	Class	Description
☑	1 - 6	1	1244 / 01	ENG II PAP ECHS
☑	1 - 6	2	1244 / 02	ENG II PAP ECHS
☑	1 - 6	3	1223 / 08	ENGLISH II PAP
☑	1 - 6	5	1323 / 03	ENGLISH III PAP
☑	1 - 6	7	1323 / 04	ENGLISH III PAP
☑	1 - 6	8	1323 / 05	ENGLISH III PAP

Print
Back

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

My Print Queue

🖨 Print Queue for ▓▓▓ ▓▓▓▓

Date ▾	Time	Report Description	Class	Wait List #	Status	T
04/28/2015 Tue	5:47 AM	Grade Sheet Report	1244/01 ENG II PAP ECHS (5 more...)	1	Queued	0
04/28/2015 Tue	5:42 AM	Grade Sheet Report	1244/01 ENG II PAP ECHS (5 more...)		Completed	0

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

17. Click **Display Report**

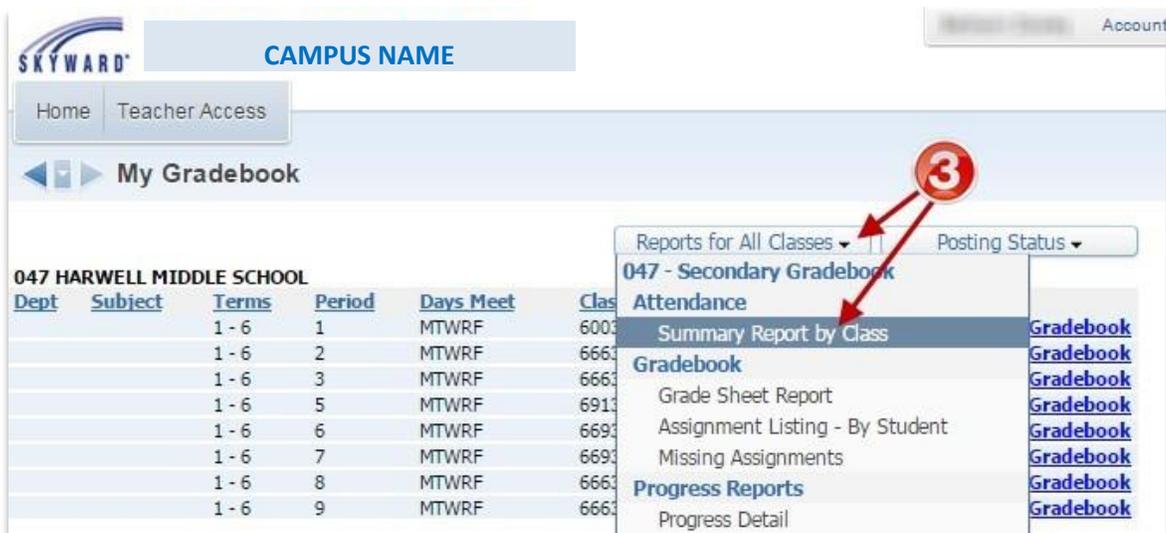18. Save or print the Grade Sheet Report(s)

Skyward
Attendance Report by SW Term
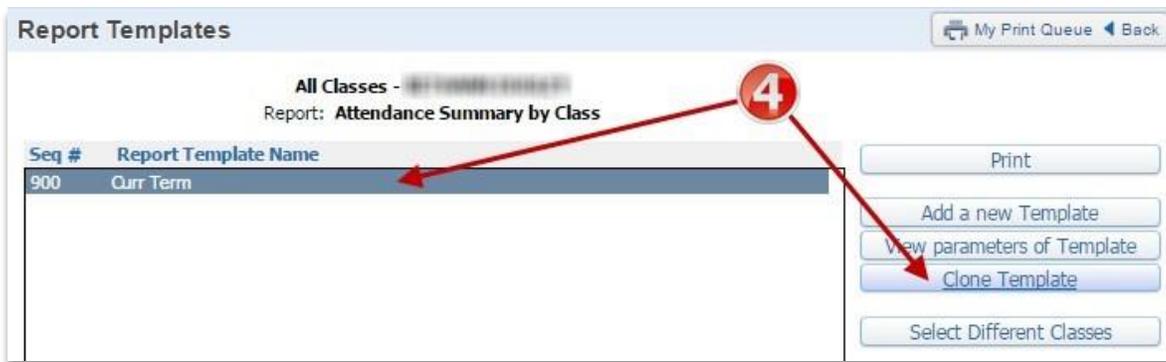
Step 1. **Log on** to your Skyward account

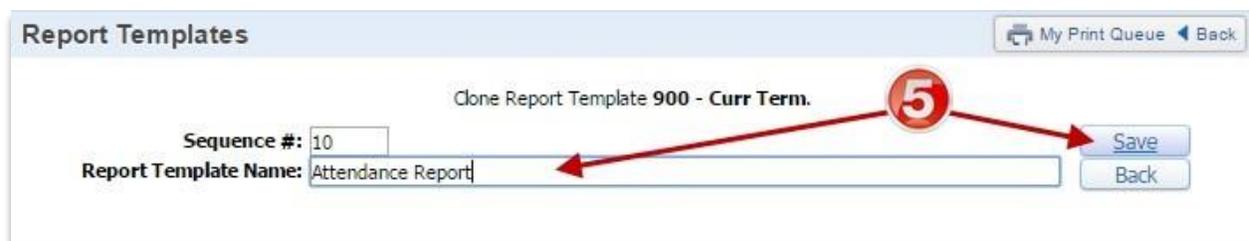Step 2. **Click** on Teacher Access and **Select** My Gradebook – MG

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

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

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.

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