

Secondary Teacher Gradebook Guide



Table of Contents

| | |
|--|----|
| Logging into Skyward..... | 4 |
| Widgets: Adding and Configuring..... | 5 |
| Menu Bar – Display Options | 7 |
| Create and Print Seating Charts | 8 |
| Print Class Roster Spreadsheet | 10 |
| Attendance Procedures for Middle School Teachers | 12 |
| Attendance Procedures for High School Teachers | 13 |
| Submit a Discipline Referral..... | 14 |
| Accessing Student 504 Accommodations..... | 17 |
| Message Center | 18 |
| Grading Overview for 6 th – 8 th Grade..... | 23 |
| Grading Overview for 9 th – 12 th Grade..... | 24 |
| Create an Event (Grading Pilot Courses Only) | 26 |
| Create an Assignment | 27 |
| Create an Online Assignment | 28 |

Table of Contents – cont.

| | |
|---|----|
| Score an Assignment | 42 |
| Quick Grading(Grade Pilot Courses Only) | 43 |
| Quick Grading | 44 |
| New Button | 45 |
| Combined Gradebook | 49 |
| Entering INC Grade | 53 |
| Drop the Lowest Score..... | 55 |
| Grade Change Request | 59 |
| Print Grade Sheet Report | 62 |

Logging into Skyward

Introduction

Audience: All Skyward users
Purpose: How to login to Skyward.

Step 1

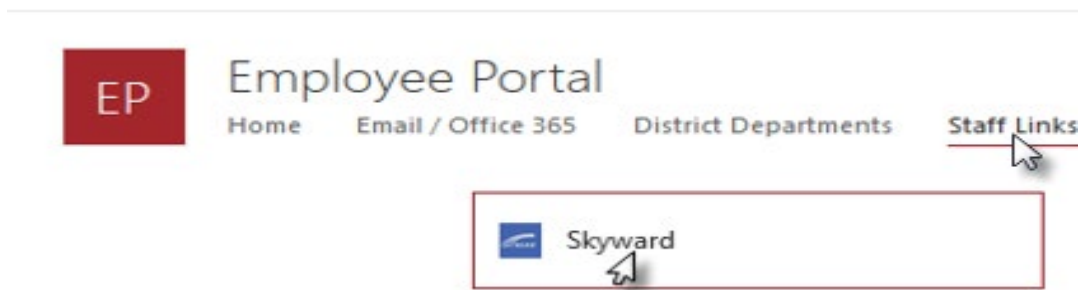
Launch your web browser to Fort Bend ISD Home Page <https://www.fortbendisd.com/>
Review this [link](#) for browser support.

Step 2

Click on **Staff**, then login using your network ID and password.

Step 3

Click on the **Staff Links** then Click **Skyward**.



Step 4

Use your network username and password to log onto Skyward.

If your network password is changed, it will also be changed in Skyward instantly.

Note:
If you forget your username and/or password, you may retrieve through [MyFortBendISD](#) or contact FBISD Customer Service Center at x41300



Widgets: Adding and Configuring

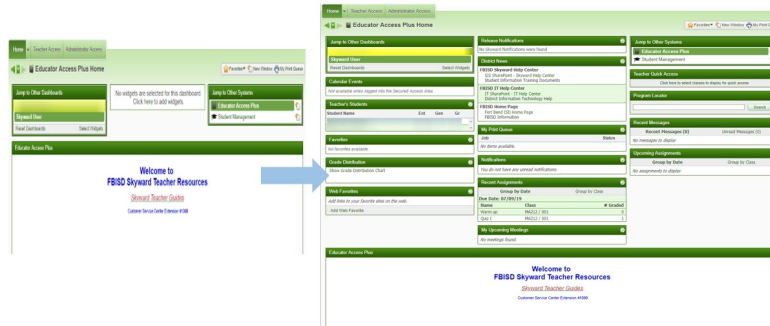
Introduction

Audience: Teachers

Purpose: Show how to add widgets and dashboards to the Skyward Teacher home page.

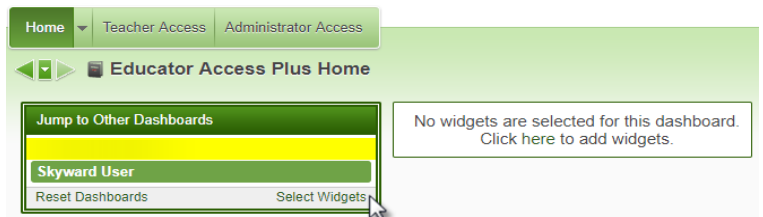
Overview

Widgets can add additional functionality and convenient shortcuts to personalize your Skyward home page.



Step 1

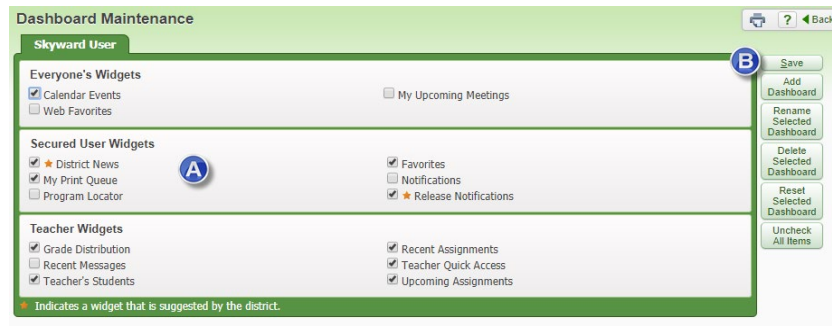
On your Skyward home page, begin by clicking on **Select Widgets**.



Step 2

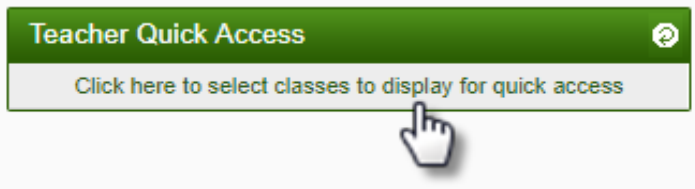
- A. Using the checkboxes, select your desired widgets. It is recommended that you select the following:
- **Web Favorites** displays bookmarks to your favorite websites.
 - **District News** displays quick link to the FBISD Home Page, Skyward Help Center, Support Portal, Password Management, and IT Help Center which contains in-district Skyward guides.
 - **My Print Queue** displays your most recently generated reports.
 - **Recent Assignments** lists the most recent assignments past their due date.
 - **Teacher Quick Access** displays links to your current gradebook and attendance.
 - **Upcoming Assignments** displays assignments that will be due soon.
 - **Recent Messages** displays message replies from parents and students from *Family/Student Access*.
 - **Teacher's Students** displays a scrolling list of all your students. See Page 4 for more information.

B. Click **Save**.



Configuring the Teacher Quick Access Widget

The Teacher Quick Access Widget adds convenience by offering direct links to the gradebook and attendance on your Skyward home page. By properly configuring it, you can make the most out of this indispensable tool.



- **Combined gradebooks cannot be accessed through the Teacher Quick Access widget.**
 - You cannot take attendance for multiple class periods using combined gradebooks.
 - Do not separate a combined gradebook after you enter grades. Separating a combined gradebook **WILL** cause the loss of existing grades and assignments.

Begin by clicking on the link.

Select the appropriate settings

A. Attendance view preference:

- **By Name** - alphabetically by student last name
- **By Seating Chart**
- *By Period* - not applicable to Elementary Schools

B. Access Attendance - choose either option.

C. Classes

- **Always show all my current term classes** - select this if you do not have any duplicated gradebooks due to a split meet.
- **Let me select from my current term classes** or **Let me select from all my classes** - choose either of these options if you have duplicated gradebooks due to a split meet. In this example, Math section 402 is listed twice so we can uncheck one of them.

Teacher Quick Access

A Which attendance view do you prefer?: By Name By Seating Chart By Period

B When will you access attendance?: Any day Only on attendance days

C Which classes do you want to see?: Always show all my current term classes Let me select from my current term classes Let me select from all my classes

| Show | Terms | Period | Days | Class | Description |
|-------------------------------------|-------|--------|------|------------|-------------|
| <input checked="" type="checkbox"/> | 1 - 4 | 1 | 1234 | 4000 / 403 | Homeroom |
| <input checked="" type="checkbox"/> | 1 - 4 | 2 | 1234 | 4003 / 403 | Math |
| <input checked="" type="checkbox"/> | 1 - 4 | 3 | 1234 | 4004 / 403 | Science |
| <input checked="" type="checkbox"/> | 1 - 4 | 4 | 1234 | 4006 / 403 | Health |
| <input checked="" type="checkbox"/> | 1 - 4 | 5 | 1234 | 4003 / 402 | Math |
| <input type="checkbox"/> | 1 - 4 | 7 | 1234 | 4003 / 402 | Math |
| <input checked="" type="checkbox"/> | 1 - 4 | 8 | 1234 | 4004 / 402 | Science |

Using the Teacher Access Widget

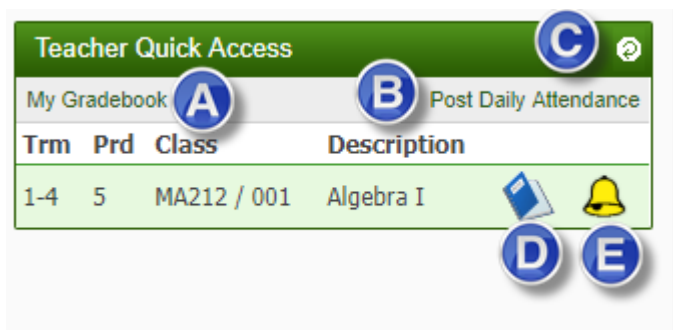
A. Click on this link to access the **My Gradebook** screen, where you can access all gradebooks (including *Combined Gradebooks*), run reports, and request grade changes.

B. Click on this link to access the **Post Daily Attendance** screen, where you can either take attendance by name or seating chart or you can create a seating chart.

C. Hover over the **Refresh** icon to view other Optional icons to reconfigure this widget.

D. Click the blue book icon to view the gradebook for the selected subject. Please note that you cannot access combined gradebooks from this widget.

E. Click the yellow bell icon in the row containing Homeroom to take attendance via the method chosen in the previous step.

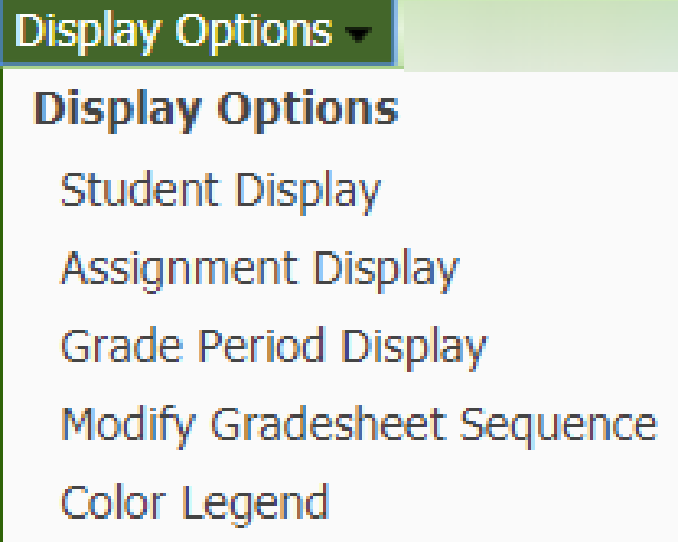


Display Options

Introduction

Audience: Teachers

Purpose: Provide information on the options available to display within the gradebook.



- Student Display allows changes to be made to the order of name display, add information to the student within the gradebook, display dropped students, and name sorting options. *****Dropped Students automatically are removed from your gradebook class roster.*****
- Assignment Display provides you with options to view the assignments within each grading period.
- Grade Period Display allows you to select which grading period and assignments within the grading period you would like to see in your gradebook. Current grading period is not an option to remove.
- Modify Gradesheet Sequence - allows you to rearrange the order of students in your gradebook.
- Color Legend - identifies the assignment category or skill.

Create and Print Seating Charts

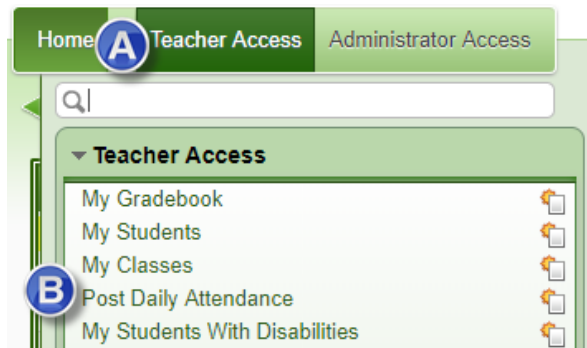
Introduction

Audience: Teachers

Purpose: Create and print a seating chart.

Step 1 - Create a Seating Chart

- A. Select **Teacher Access**
- B. Click **Post Daily Attendance**



Step 2 - Create a Seating Chart

- C. Click **Assign Seats**.
However, if you only need to print a Seating Chart, skip to Step 4.

Classes: All Current Meeting Today View: Class Period

| Dept | Subject | Terms | Period | Days Meet | Class | Description | Attendance Options |
|------|---------|-------|--------|-----------|-------------|-------------|--|
| STE | AG1 | 1 - 4 | 5 | MTWRF | MA212 / 001 | Algebra I | By Name By Seating Chart Assign Seats C |

Step 3 - Create a Seating Chart

- D. Set the number of rows and seats per row. Click **Refresh** to update the seating chart.
- E. **Select** a student to be moved.
- F. **Fill Seat** to place the selected student into the desired location.
- G. Click **Save**.

Number of Rows: G

Number of Seats Per Row:

[Show Pictures](#) | [Clear Seating Chart](#)

| | | | | | | |
|---|--|--|--|--|--|--|
| STUDENT H SAMPLER <input type="button" value="Select"/> E | IISAMPLE A STUDENT <input type="button" value="Select"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> |
| <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> F | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> |
| <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> |
| <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> | <input type="button" value="Fill Seat"/> |

Step 4 - Print a Seating Chart

To print a seating chart, click **By Seating Chart**.

Classes: All Current Meeting Today View: Class Period

| Dept | Subject | Terms | Period | Days Meet | Class | Description | Attendance Options |
|------|---------|-------|--------|-----------|-------------|-------------|---|
| STE | AG1 | 1 - 4 | 5 | MTWRF | MA212 / 001 | Algebra I | By Name By Seating Chart Assign Seats |



Step 5 - Print a Seating Chart

Click **Printer Friendly Listing**.

Take Attendance for [blurred]

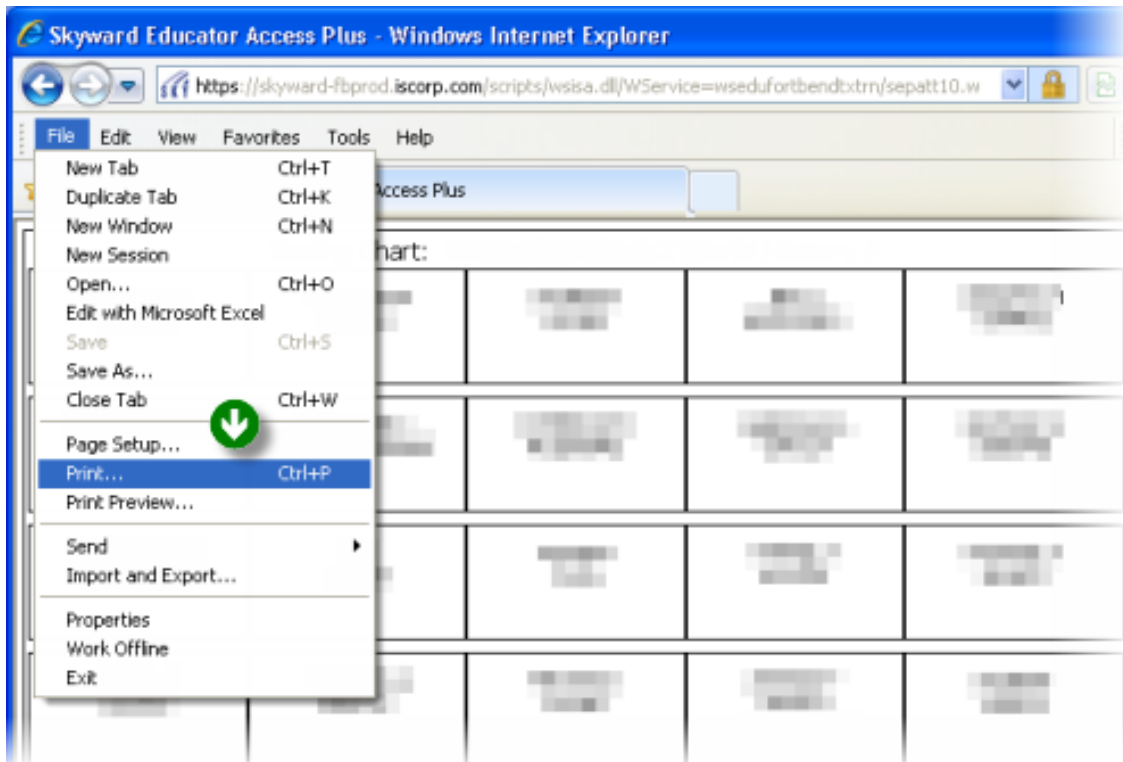
Back

[Show Pictures](#) [Printer Friendly Listing](#)

| | |
|----------------------------------|-----------------------------------|
| STUDENT H SAMPLER Tardy: 0 | IISAMPLE A STUDENT Tardy: 0 |
|----------------------------------|-----------------------------------|

Step 6 - Print a Seating Chart

Use your browser's Print function to print the seating chart.



Print Class Roster Spreadsheet

Introduction

Audience: Teachers

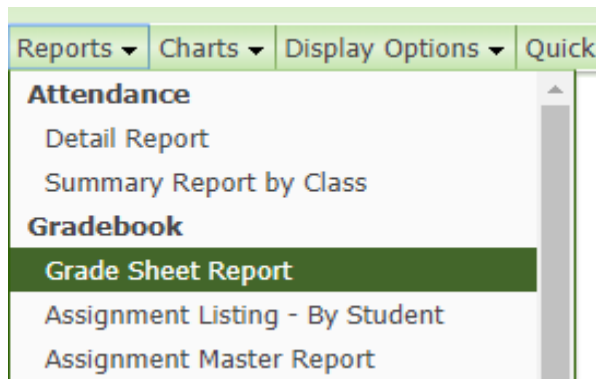
Purpose: Print an empty spreadsheet with the class roster.

Step 1

In your gradebook, select **Reports** then **Grade Sheet Report**.

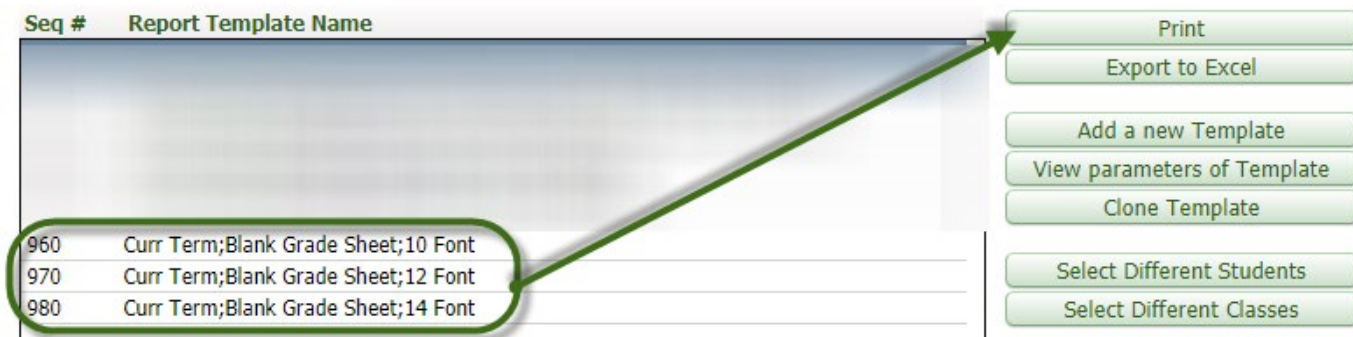
Note:

If you want to print a class roster spreadsheet for all your classes at once, see the Appendix at the end of this document.



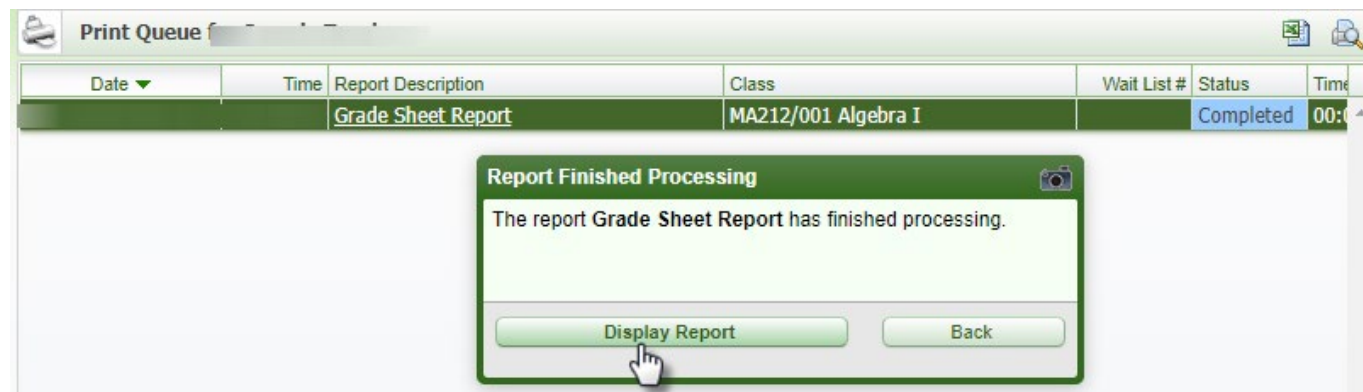
Step 2

Select one of the **bottom three templates**, whose only difference is the font size (10-, 12-, or 14-point). Then click **Print**.



Step 3

Once the report has finished processing, click the **Display Report** button.



Step 4

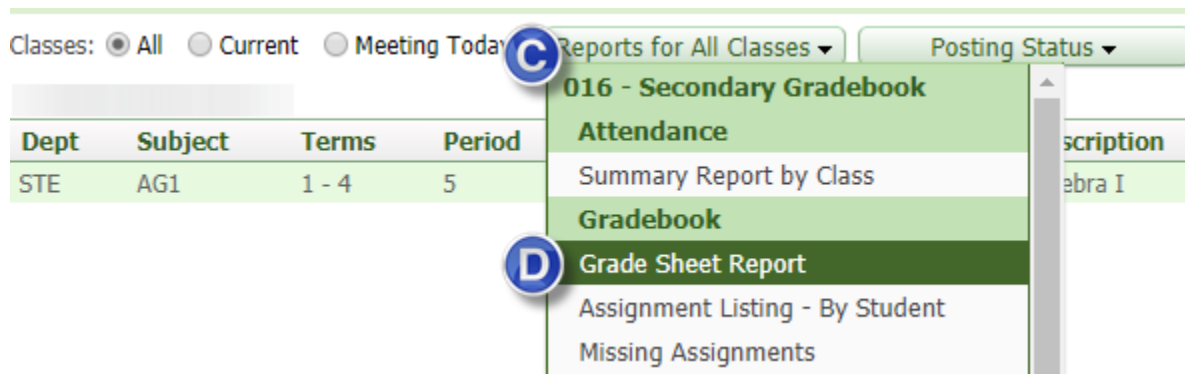
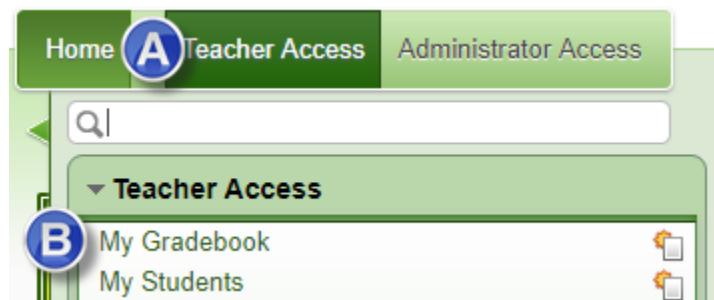
The Class Roster Spreadsheet for your selected class will be displayed on the screen, at which point you may choose to print. If you want a Class Roster Spreadsheet for all classes at once, see the Appendix below.

| 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 01 | | | | | | | | | | | | | | | | | | | | | |
| 02 | | | | | | | | | | | | | | | | | | | | | |
| 03 | | | | | | | | | | | | | | | | | | | | | |
| 04 | | | | | | | | | | | | | | | | | | | | | |
| 05 | | | | | | | | | | | | | | | | | | | | | |
| 06 | | | | | | | | | | | | | | | | | | | | | |
| 07 | | | | | | | | | | | | | | | | | | | | | |
| 08 | | | | | | | | | | | | | | | | | | | | | |
| 09 | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | |

Appendix (Grades 2-12 only)

If you are a grade 2-12 teacher and have multiple rosters of students for which you would like to print a Class Roster Spreadsheet without having to print each class individually, skip Step 1 and start at the My Gradebook Screen as follows. Resume at Step 2 and you will get a multi-page PDF document with a class roster for each class.

- A. Click **Teacher Access**.
- B. Click **My Gradebook**.
- C. Select **Reports for All Classes**.
- D. Click **Grade Sheet Report**.



Attendance Procedures for Middle School Teachers

Introduction

Audience: Middle School Teachers.

Purpose: Record daily attendance.

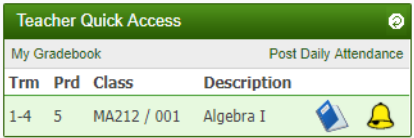
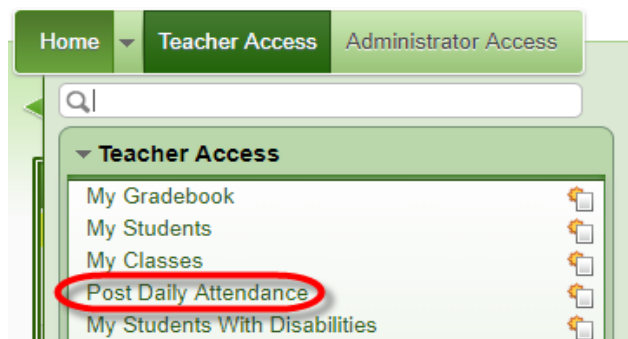
Attendance Snapshot

Attendance is taken electronically through Skyward. It must be taken daily for every student on your roster. Teachers are required to take attendance at 10:15 a.m. (**Middle School Snapshot Time**). Taking attendance at the official attendance snapshot time ensures compliance with TEA. Along with taking attendance at Snapshot time, **Secondary Teachers must take attendance for every class period and course daily.**

Step 1

At the Skyward Home Screen, click **Post Daily Attendance**.

Note:
If you enabled your **Teacher Quick Access** widget, you may click on the bell icon next to *Course* to take attendance.

Step 2

Select **By Name** to take attendance by alphabetical listing.

Classes: All Current Meeting Today View: Class Period

| Dept | Subject | Terms | Period | Days Meet | Class | Description | Attendance Options |
|------|---------|-------|--------|-----------|-------------|-------------|---|
| STE | AG1 | 1 - 4 | 5 | MTWRF | MA212 / 001 | Algebra I | By Name By Seating Chart Assign Seats |

Step 3

Using the radio buttons, record attendance for each student, then click **Save**. (If all students are present, Click **Save**).

Take Attendance for

[Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#)

| Student Indicators | Last Name↑ | First Middle | GR | Absent | Tardy | Present | Late |
|---|------------|--------------|----|-----------------------|-----------------------|-----------------------|-----------------------|
| <input checked="" type="radio"/> <input checked="" type="radio"/> | SAMPLER | STUDENT H | 09 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> <input checked="" type="radio"/> | STUDENT | IISAMPLE A2 | 09 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Attendance Procedures for High School Teachers

Introduction

Audience: High School Teachers.
Purpose: Record daily attendance.

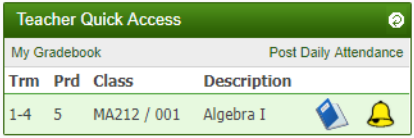

Attendance Snapshot

Attendance is taken electronically through Skyward. It must be taken daily for every student on your roster. Teachers are required to take attendance at 10:00 a.m. (**High School Snapshot Time**). Taking attendance at the official attendance snapshot time ensures compliance with TEA. Along with taking attendance at Snapshot time, **Secondary Teachers must take attendance for every class period and course daily.**

Step 1

At the Skyward Home Screen, click **Post Daily Attendance**.

Note:
 If you enabled your **Teacher Quick Access** widget, you may click on the bell icon next to **Course** to take attendance.

Step 2

Select **By Name** to take attendance by alphabetical listing.

Classes: All Current Meeting Today View: Class Period

| Dept | Subject | Terms | Period | Days Meet | Class | Description | Attendance Options |
|------|---------|-------|--------|-----------|-------------|-------------|---|
| STE | AG1 | 1 - 4 | 5 | MTWRF | MA212 / 001 | Algebra I | By Name By Seating Chart Assign Seats |



Step 3

Using the radio buttons, record attendance for each student, then click **Save**. (If all students are present, Click **Save**).

Take Attendance for

[Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#)

| Student Indicators | Last Name↑ | First Middle | GR | Absent | Tardy | Present | Late |
|--------------------|------------|--------------|----|-----------------------|-----------------------|-----------------------|-----------------------|
| AV | SAMPLER | STUDENT H | 09 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| AV | STUDENT | IISAMPLE A2 | 09 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Submit a Discipline Referral

Introduction

Audience: Teachers

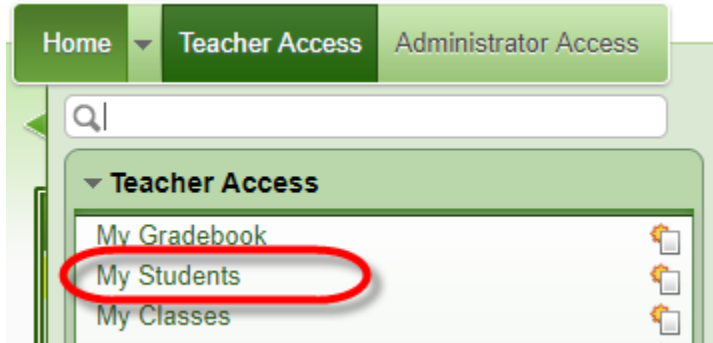
Purpose: Submit a discipline referral.

Step 1

From the toolbar, select **Teacher Access** and click **My Students**.

Note:

If you do not have the student in your classes, please see the Appendix and resume at **Step 3**.



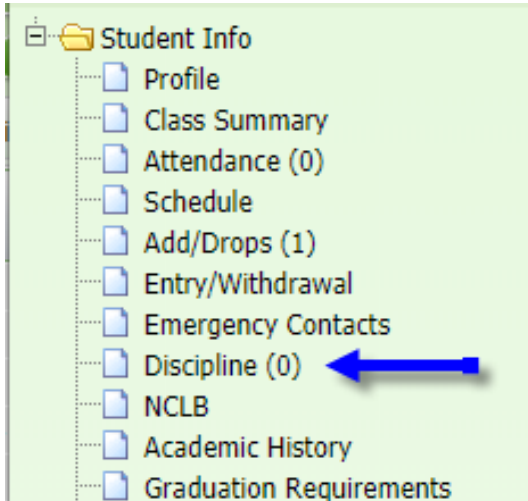
Step 2

Select a student and click **Select**.



Step 3

Click **Discipline**.



Note:

The number next to **Discipline** refers to the number of Discipline Referrals you have submitted for the selected student.

Step 4

Click **Add**.

SAMPLER, STUDENT H ▼

Grade: 09

Add

There are no Discipline Referrals for STUDENT SAMPLER.

Total Referrals: 0



Step 5

- A. Enter the **Date** of the offense.
- B. Enter the **Time** the offense occurred.
- C. Enter **Comments** describing this offense. Manually type out the location of the incident in the comments.
- D. Click **Save**.

School: [dropdown]

Offense: TR - Teacher Referral ▼

Location: [dropdown]

Bus: [dropdown]



Save

Back

Attach (0)

A Date of Offense: [calendar icon] Aug ▼ 14 ▼ [calendar icon] → Wed, Aug 14

B Time of Offense: 3 : 35 PM ▼

Parent Notified

C Comment: [text area]

Step 6

After you have submitted the referral, the system will return to the main Discipline screen.

Before the principal has reviewed your referral, you have the option of either:

1. Editing your existing referral.
2. Deleting your referral. Once the principal has reviewed your referral, however, both options will be unavailable.

Note:
You will be unable to Edit or Delete your referral once the principal has reviewed your referral.

SAMPLER, STUDENT H ▼

Grade: 09

Add

| Offense | Location | Officer | Parent Notified |
|------------------|-----------|-------------------------|-------------------------------|
| Teacher Referral | Classroom | Referred on: [dropdown] | No Details... |

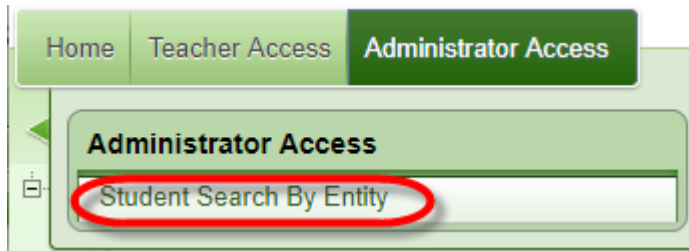
Total Referrals: 1



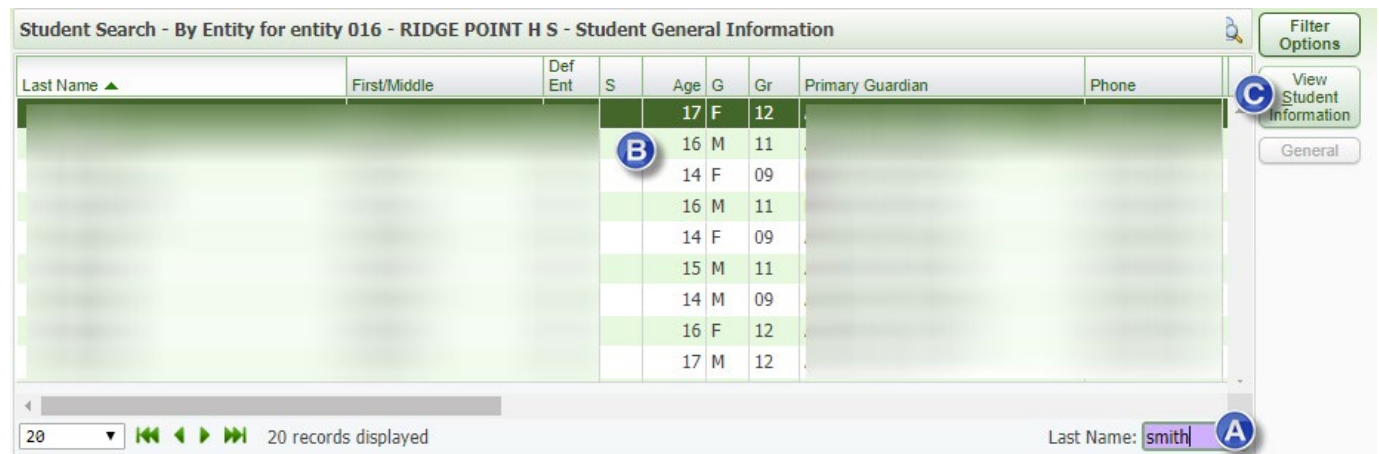
Appendix: Choosing a student who is not scheduled in any of your classes

To refer a student who is not enrolled in any of your classes, do the following:

From the toolbar, select **Administrator Access** and click **Student Search By Entity**.



- A. All students at your campus will now be available from which to view. Search for the student by entering up to the first five letters of the student's last name.
- B. Select the student.
- C. Click **View Student Information**. Follow Step 3 through 6 to complete the discipline referral for the student.

A screenshot of a web application window titled 'Student Search - By Entity for entity 016 - RIDGE POINT H S - Student General Information'. The window displays a table of student records. The table has columns for 'Last Name', 'First/Middle', 'Def Ent', 'S', 'Age', 'G', 'Gr', 'Primary Guardian', and 'Phone'. The 'S' column contains a blue circle with the letter 'B' next to the first row. The 'Gr' column shows grades 12, 11, 09, 11, 09, 11, 09, 12, and 12. The 'Last Name' field at the bottom right contains the text 'smith' and is marked with a blue circle containing the letter 'A'. There are also buttons for 'Filter Options', 'View Student Information', and 'General' on the right side of the window.

| Last Name | First/Middle | Def Ent | S | Age | G | Gr | Primary Guardian | Phone |
|-----------|--------------|---------|---|-----|---|----|------------------|-------|
| | | | | 17 | F | 12 | | |
| | | | B | 16 | M | 11 | | |
| | | | | 14 | F | 09 | | |
| | | | | 16 | M | 11 | | |
| | | | | 14 | F | 09 | | |
| | | | | 15 | M | 11 | | |
| | | | | 14 | M | 09 | | |
| | | | | 16 | F | 12 | | |
| | | | | 17 | M | 12 | | |


Accessing Student 504 Accommodations

Introduction

Audience: Teachers
Purpose: To be able to access attached students 504 accommodations.

Step 1

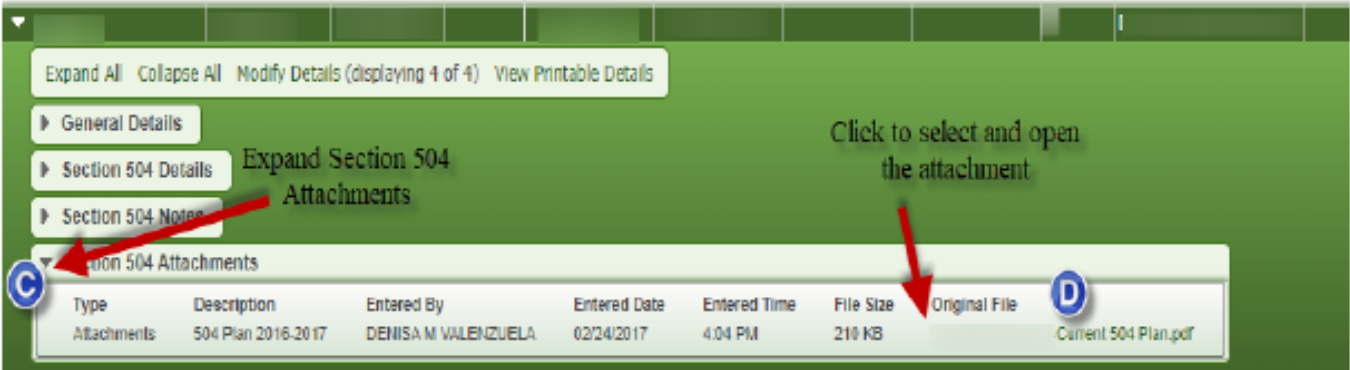
A. Select Teacher Access.
B. Select My Section 504 Students.



Step 2

Look for the student and expand name.

C. Expand Section 504 Attachments.
D. Click under Original File to select and open the attachment.



| Type | Description | Entered By | Entered Date | Entered Time | File Size | Original File |
|-------------|--------------------|---------------------|--------------|--------------|-----------|----------------------|
| Attachments | 504 Plan 2016-2017 | DENISA M VALENZUELA | 02/24/2017 | 4:04 PM | 210 KB | Current 504 Plan.pdf |

End of Process

Message Center

Introduction

Audience: Teachers

Purpose: Use the Message Center to post messages to Family Access, Student Access, and/or send an email to parents or students.

Guidelines

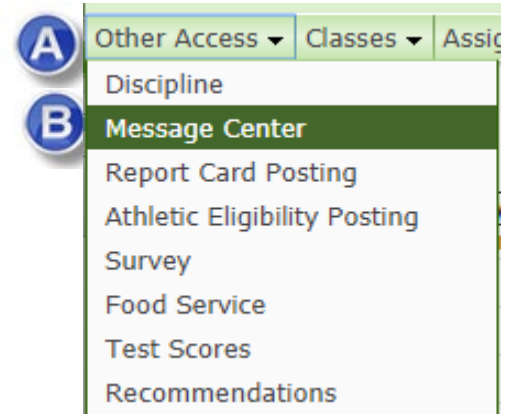
- In order for parents and guardians to see Family Access messages and/or receive emails from the Message Center, your campus must have on file the parent/guardian's valid email address in Skyward.
- In order for students to view messages in Student Access, they must log on using their district username (their ID number) and password (6-digit number).
- In order for students to receive emails from the Message Center, they must check their Office365 email account.
- Emails sent from the Message Center will not appear in your Sent Items folder in Outlook.

The screenshot displays the Skyward Student Access interface. At the top left is the Skyward logo and the text "Student Access". On the right, there are links for "My Account" and "Exit", and a "District Links" icon. A notification bar states "You have unread messages" with a gear icon. A left-hand navigation menu includes: Home, Online Forms, Calendar, Student Info, Food Service, Test Scores, Portfolio, and Login History. The main content area shows two messages from "HS TRAINING TEACHER (Eng 1 / 008, Period 4)". The first message is an "Important Message" dated "Mon Jul 29, 2019 2:41pm" with a red exclamation mark icon. The second message is a "Message" dated "Mon Jul 29, 2019 2:34pm" with a book icon. Both messages contain the text: "This is the Message Detail area. Enter the entire message here. This can be sent to either an email and/or Family/Student Access" and a "Reply" link. On the right side, there are sections for "Upcoming Events" and "Calendar".

Step 1

In your gradebook:

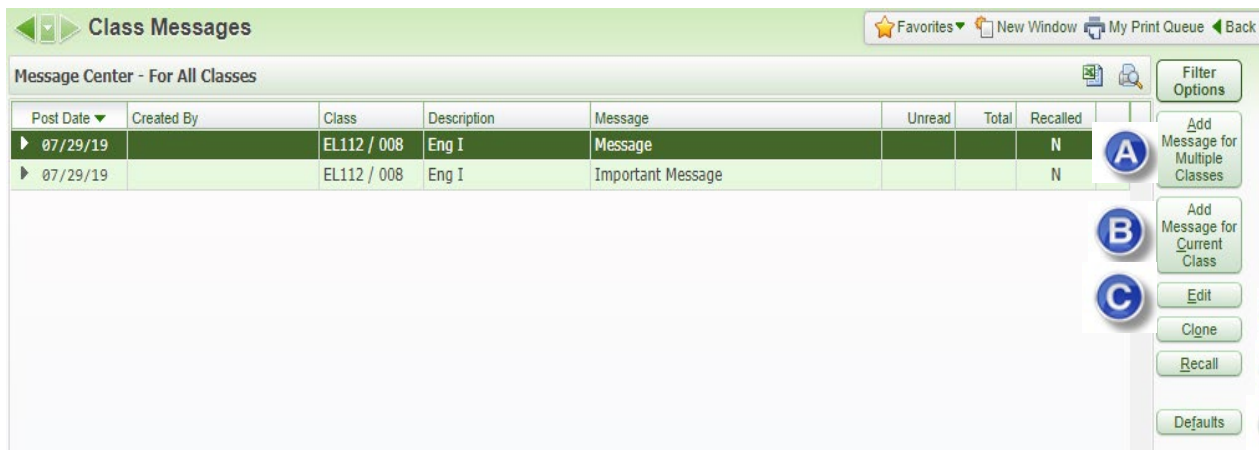
- A. Select **Other Access**
- B.
- C. Select **Message Center**



Step 2

This screen lists all sent messages, both via email and Family/Student Access. Six options are available:

- A. **Add Message for Multiple Classes** - post a message/email to all students in at least one class.
- B. **Add Message for Current Class** - post a message/email to some or all students in the current gradebook.
- C. **Edit** - edits a previously sent message. This will not apply to an email that has already been sent.
- D. **Clone** - creates a new message based on the selected message.
- E. **Recall**
 - o Deletes a message posted to Family/Student Access. Once deleted, you may choose the “Unrecall” button to restore the message. You cannot recall a Family/Student Access message if a parent/guardian or student has replied to your message, if you chose to allow replies.
 - o This option can recall an email that is scheduled to be sent. Once the email has been sent, you can still choose to recall, but it will not be recalled.
- F. **Defaults** - allows you to generate a message that you will use often and can schedule days in advance.



WARNING

In the **Edit Class Message** window, the **SAVE** button will send the message.

Do not click **SAVE** until you have finished creating the message.

New Class Message for Selected Students

EL112/008 Eng I

* Message Summary: Priority: Normal

* Message Detail: View Style Toolbar

Save Attach (0)

Posting Options

Post Date: 07/29/20

Post to Family Access Post to Student Access

Allow parents to respond to this message Allow students to respond to this message

Post my email address for parents viewing this message Post my email address for students viewing this message

Post to Calendar Place on Calendar Date: 07/29/20 Text:

Emailing Options

Send as Email on at from

Email to Students

Email to Guardians (Leave checkboxes below blank to send to all guardians)

Heads of Household Only Primary Guardians Only Report Card Recipients Only First Families Only

Send an Email For Each Student in Same Family Do Not Show Student Name in Body of Email

Email to Additional Recipients

Display Additional details in the Email Body

Course Description Period Teacher Name

Post to All Students

Select students to receive the message

| Last Name | First Name | MI | Grad Year |
|-----------|------------|----|-----------|
| | | | |
| | | | |
| | | | |

Step 3

- A. **Message Summary** - Enter the title of the message.
- B. **Message Detail** - Enter the full description of your message. Using the **Style Toolbar**, you may modify the appearance of the text with basic style tools.
- C. **Priority** - choose from either **Normal** or **High**. High-priority messages will display a red icon next to the Message Summary. This does not reflect in personal email accounts

Edit Class Message for Selected Students

EL112/008 Eng I

A Message Summary: Priority: Normal C

B Message Detail: View Style Toolbar

Step 4

- **Post Date** - set the start and end dates for the Family/Student Access message to remain active. This does not affect emails.
- **Post to Family Access / Post to Student Access** - determines whether this message will post to Family or Student Access. If neither are selected, you must choose to send as an email to students or guardians (see Step 5).
 - **Allow parents/students to respond to this message** - if checked, parents/students can reply to your Family/Student Access message. Replies are not sent as an email and are visible only to you in the Message Center main screen in Step 2.
 - **Post my email address for parents/students viewing this message** - displays your email address which is hyperlinked to allow parents/students to easily email you by clicking on your email address.

Posting Options
Post Date:
 Post to Family Access Post to Student Access
 Allow parents to respond to this message Allow students to respond to this message
 Post my email address for parents viewing this message Post my email address for students viewing this message
 Post to Calendar
Place on Calendar Date: Text:

Step 5

- **Send as Email on** - If checked, set the date and time for the email to be sent. If you uncheck this option, an email will not be sent at all. The time to send the email defaults to 30 minutes from the current time. The email address provided will be the reply-to email address. In conjunction with this checkbox, you must also select **Email to Students** and/or **Email to Guardians**.
 - **Email to Students** - choose if you want emails sent to the students' Gaggle email account.
 - **Email to Guardians** - choose if you want emails sent to the Guardians. If you do not specify the individual Guardian options, then all Guardians will be selected.

Emailing Options
 Send as Email on at from
 Email to Students
 Email to Guardians (Leave checkboxes below blank to send to all guardians)
 Heads of Household Only Primary Guardians Only Report Card Recipients Only First Families Only
 Send an Email For Each Student in Same Family Do Not Show Student Name in Body of Email
 Email to Additional Recipients
 Display Additional details in the Email Body
 Course Description Period Teacher Name

Grading Overview for 6th – 8th Grade

Introduction

Audience: Teachers, Grades 6-8

Purpose: Overview of grading procedures for the end of each Term.

Grading Verification

Verify the following for each term:

- A. Grades will be reported using a numerical average based on a minimum of (12) grades per course per grading period. In each course, students should receive (3) major and (9) daily grades. Student grading is on a 100 point scale.
- B. Grades for each grading period shall reflect the students' progress towards proficiency of identified priority learning progressions, which are aligned to the Texas Essential Knowledge and Skills. All grades will be weighted as follows:
 - o **Major Grades** will count as 50 percent of the student's grading period average.
 - o **Daily Grades** will count as 50 percent of the student's grading period average.
- C. Semester Exams **will not be given at the end of the semester** in middle school courses. Instead, an additional major grade for a total of (4) major grades will be added in the last grading period of the course.
 - o **in semester courses**, the second grading period will include the additional major grade.
 - o **in full year courses**, the fourth grading period will include the additional major grade.

To Calculate Yearly Average in Grades 6th - 8th **middle school courses**, the yearly average shall be determined by averaging the first semester average (50%) and the second semester average (50%).

- D. All **high school credit courses** taken in middle school will assess students using a cumulative semester exam at the end of the first and second semester.

To Calculate Yearly Average in Grades 6th - 8th **high school credit courses** taken in middle school, the yearly average shall be determined using the same calculations as High School Courses.

- E. The Citizenship (conduct) score must be E, S, N, or U. Citizenship scores may be optional at your campus.

Transfer Grading Verification

For students who are enrolled in your class after Term 2 begins, ensure that the prior term grades have been transferred if the course is yearlong. Students who began attending your class in Term 1 should not have a grade in the *Grade Adjust* column. [See New Button Procedures](#)

| | Term Grade T ₁ ▼ Sort By % | CT ₁ | I ₁ Grade Adjust | I ₁ Options ▼ | CT ₂ | T ₂ Grade Adjust | I ₂ Options ▼ | SE ₂ Options ▼ | S ₂ Options ▼ |
|-----|---|-----------------|--------------------------------|-----------------------------|-----------------|--------------------------------|-----------------------------|------------------------------|-----------------------------|
| NEW | 84 84.00% | | 84.00 | 84 | | 91.00 | 91 | 76 | 86 |
| | 84 84.00% | | | 84 | | | 88 | 80 | 85 |
| | 88 88.00% | | | 88 | | | 87 | 84 | 91 |

To assign grades to a transfer student the records from the previous school(s) should be included in calculations for the current grading period. In cases where the grade format does not align to FBISD grading scales, the District registrar shall be contacted to align grading scales.

See Secondary Grading & Reporting in the Standard Operating Procedures Grading and Reporting Handbook

Grading Overview for 9th – 12th Grade

Introduction

Audience: Teachers, Grades 9-12

Purpose: Overview of grading procedures for the end of each Term.

Grading Verification

Verify the following for each term:

- A. Grades will be reported using a numerical average based on a minimum of (12) grades per course per grading period. In each course, students should receive (3) major and (9) daily grades. Student grading is on a 100 point scale.
- B. Grades for each grading period shall reflect the students' progress towards proficiency of identified priority learning progressions, which are aligned to the Texas Essential Knowledge and Skills. All grades will be weighted as follows:
 - o **Major Grades** will count as 50 percent of the student's grading period average.
 - o **Daily Grades** will count as 50 percent of the student's grading period average.
- C. The Citizenship (conduct) score must be E, S, N, or U. Citizenship scores may be optional at your campus.
- D. Ensure that each student has a valid Term Average. Contact your administrator if you have questions about students with special circumstances which may prevent them from receiving a numerical Term Average.

| Class Grade | Writing Pr 08/16/2019 | Writing - 08/19/2019 | Logan - Ed 08/21/2019 | Logan - CE 08/22/2019 | Reading an 08/23/2019 | Authors Ba 08/30/2019 | Exam- Essa 08/27/2019 | CP! |
|-------------|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|
| T Dff | DAIL 100 76.86 | DAIL 100 72.86 | DAIL 100 72.10 | DAIL 100 83.43 | DAIL 100 52.38 | DAIL 100 82.05 | MAJ 100 78.71 | C |
| 98 98.00% | 98 | 100 | 91 | 98 | 100 | 100 | 98 | S |
| 97 97.00% | 80 | 90 | 100 | 98 | 100 | 100 | 104 | S |
| 96 96.00% | 98 | 100 | 86 | 90 | 100 | 100 | 97 | S |
| 92 92.00% | 98 | 90 | 96 | 85 | 100 | 100 | 89 | S |
| 91 91.00% | 80 | 90 | 100 | 98 | 100 | 100 | 88 | S |
| 88 88.00% | 90 | 100 | 82 | 80 | 100 | 100 | 83 | S |
| 88 88.00% | 98 | 100 | 72 | 70 | 100 | 100 | 86 | S |
| 85 85.00% | 90 | 90 | 67 | 80 | 100 | 100 | 87 | S |

Transfer Grading Verification

For students who are enrolled in your class after Term 2 begins, ensure that the prior term grades have been transferred if the course is yearlong. Students who began attending your class in Term 1 should not have a grade in the *Grade Adjust* column. [See New Button Procedures](#)

| Term Grade | CI | I Grade Adjust | L Options | CT | T Grade Adjust | L Options | SE Options | S Options |
|----------------|----|-------------------|--------------|----|-------------------|--------------|---------------|--------------|
| T Sort By % | | | | | | | | |
| NEW 84.84.00% | | 84.00 | 84 | | 91.00 | 91 | 76 | 86 |
| 84.84.00% | | | 84 | | | 88 | 80 | 85 |
| 88.88.00% | | | 88 | | | 88 | 84 | 81 |

To assign grades to a transfer student the records from the previous school(s) should be included in calculations for the current grading period. In cases where the grade format does not align to FBISD grading scales, the District registrar shall be contacted to align grading scales.

See Secondary Grading & Reporting in the Standard Operating Procedures Grading and Reporting Handbook

| | | |
|------------------------|-------------------|-------|
| Semester 1 | Progress Report 1 | 42.5% |
| | Progress Report 2 | |
| | Term 1 | |
| | Progress Report 3 | 42.5% |
| | Progress Report 4 | |
| | Term 2 | |
| Semester Exam 1 | 15% | |

| | | |
|------------------------|-------------------|-------|
| Semester 2 | Progress Report 5 | 42.5% |
| | Progress Report 6 | |
| | Term 3 | |
| | Progress Report 7 | 42.5% |
| | Progress Report 8 | |
| | Term 4 | |
| Semester Exam 2 | 15% | |

| | | |
|----------------------|-------------------|------------|
| Final Average | Semester 1 | 50% |
| | Semester 2 | 50% |

Grading Formula for Semester Classes

| | | |
|---------------------------------|-----------------|-------|
| Semester / Final Average | Progress Report | 42.5% |
| | Progress Report | |
| | Term | |
| | Progress Report | 42.5% |
| | Progress Report | |
| | Term | |
| Semester Exam | 15% | |

Note

All grade calculations do not occur on rounded grades. Rounding occurs only on the grade that is printed on the report card.

For example:

- S1 = 89.60
Printed S1 grade = 90
- S2 = 89.30
Printed S2 grade = 89
- Final Average = 89.45
Printed Average = 89

Create an Event for Grading Pilot Courses Only

Introduction

Audience: Teachers who have a **Standards Gradebook**
Purpose: How to create an event in the **Standards Gradebook**.

| Description | |
|------------------|-------------------------------------|
| Orchestra II B 8 | Gradebook |
| Beg Orch 1 | Standards Gradebook |

Step 1

A. Click Events

B. Select Add Events

Step 2

C. Choose the Subject

D. Choose the Skill

E. Enter the title of the event under Description and enter a Detail Description (optional).

F. Select the Assign, Proposed Due, and Actual Due date(s) of the event. These dates determine the grading period into which the event will factor. For example, a Proposed Due Date occurring within the first term will affect only the Term 1 average.

G. Select the class(es) in which this event will be added, if applicable.

H. Attach document(s) related to this event so that students can access them via Student Access. (optional)

I. Use Options to create an online event or to clone (copy) an existing online event created by another teacher from your campus. (optional).

J. Choose the appropriate Saving method to exit this screen.

Create an Assignment

Introduction

Audience: Teachers who have a Gradebook (Secondary)

Purpose: How to create an assignment in the Gradebook (Secondary).

Description

Orchestra II B 8

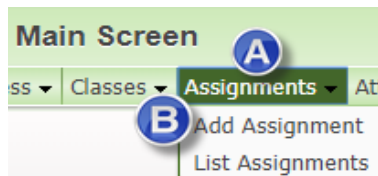
Beg Orch 1

[Gradebook](#)

[Standards Gradebook](#)

Step 1

- A. Click **Assignments**
- B. Select **Add Assignment**



Step 2

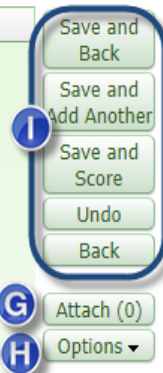
- C. Choose the subject
- D. Enter the title of the assignment under Description and enter a Detail Description (optional).
- E. Select the Assign, Proposed Due, and Actual Due date of the assignment. These dates determine the grading period that the assignment will factor into. For example, a Proposed Due Date occurring within the first term will affect only the Term 1 average assignment.
- F. Select the classes in which this assignment will be added, if applicable.
- G. Attach documents related to this assignment so that students can access them via Student Access (optional).
- H. Use Options to create an online assignment or to clone (copy) an existing online assignment created by another teacher from your campus.
- I. Choose the appropriate method to exit this screen.

Warning:

Do not modify the **Max Score** or the **Weight Multiplier** for any assignment in order to comply with district grading procedures, although you may set the **Max Score** to zero to award bonus points.

Add Assignment

C Category: DAIL - - DAILY
D Description:
 Detailed Description:
 Assignment Group:
 Entered Date:
E Assign Date:
 Proposed Due Date:
 Actual Due Date:
 Max Score: Post to Family Access
 Weight Multiplier: Post to Student Access



Display Options

Show Student Result As: Show Comments

Class Options

| Entity | Dept | Sbj | Terms | Prd | Days Meet | Class | Description |
|-------------------------------------|------|-----|-------|-----|-----------|-------------|-------------|
| <input checked="" type="checkbox"/> | STE | AG1 | 1 - 4 | 5 | MTWRF | MA212 / 001 | Algebra I |

Create an Online Assignment

Introduction

Audience: Teachers, grades 2-12.

Purpose: Create an online assignment that can be automatically graded by Skyward. *This document assumes prior knowledge of how to create regular assignments in Skyward.*

Features

Skyward's online assignments offer:

- Variety of question types:
 - Multiple Choice
 - True/False
 - Matching
 - Short Answer
 - Essay
- Instant grade results for students
- Display of correct answers to students
- Randomized questions
- Sharing online assignments with other teachers
- Variable per-question point values
- Ability for students to stop and resume
- Printing of blank hardcopies of the assignment
- Automatic grading of Short Answer questions with tolerance for possible spelling or variations
- Manual allowance of partial credit
- Alternating Multiple Choice letters
- Displaying pictures for questions and answer choices

What students see

Upon logging into **Skyward Student Access**, the student will see a list of current and upcoming events including available Online Assignments.

The screenshot displays the Skyward Student Access interface. At the top, the user is identified as JESSICA, with links for 'My Account' and 'Exit'. A 'District Links' icon is also present. The main dashboard features a left-hand navigation menu with options: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Academic History, Portfolio, Login History, and Back to Prior Student Access. The central area shows a list of assignments for 'PrinArch&Constr / 003, Period 5'. One assignment, 'Warm-Up week 1', is highlighted with a mouse cursor pointing to the 'Take Assignment' link. Below it, two other assignments are shown with 'View Results' links. On the right, there is an 'Upcoming Events' section showing 'Today, Wed Sep 11, 2011' and 'Due: Warm-Up week 1'. A pop-up window displays the details of the 'Warm-Up week 1' assignment, including the class name 'CAC00 / 003 PrinArch&Constr' and the assignment title. The pop-up contains five multiple-choice questions:

- Question 1 of 6: What is the capital of Texas? (5.7 points)
 A. Sugar Land
 B. Missouri City
 C. Houston
 D. Austin
- Question 2 of 6: Who is the superintendent of Fort Bend ISD? (6.7 points)
 A. Michael McKie
 B. Charles Dupre
 C. Barack Obama
 D. Rick Perry
- Question 3 of 6: How many items are in a dozen? (6.7 points)
 A. 5
 B. 10
 C. 12
 D. 20
- Question 4 of 6: You will learn a lot in my class. (6.7 points)
 True
 False
- Question 5 of 6: How much wood could a woodchuck chuck if a woodchuck could chuck wood? (6.7 points)
 A. A little

Navigation buttons for the pop-up include 'Next Page', 'Save', 'Save and Complete Later', and 'Save and Complete Assignment'. The pop-up also shows 'Page 1 of 2' and 'Auction' and 'Ends' indicators.

Step 1 - Add Assignment

Create an assignment.

- A. Enter the Assignment Description.
- B. Select Options.
- C. Select Create Online Assignment.

Step 2 - Create an Online Assignment: Setup Options

- **Randomize Questions:** Questions will be in a randomized order for each student.
- **Override Multiple Choice/Matching Answer Lettering:** Allows you to alternate sequence of letter choices among multiple choice questions. For example, question 1 choices are A, B, C, D and question #2 choices are E, F, G, H. This may be useful in mimicking multiple choice styles found in standardized tests.
- **Do Not Allow Other Teachers to Clone:** Denies other teachers from cloning the Online Assignment that you are creating.

Online Assignment

Online Assignment Setup Options

Name: Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 250

- Randomize Questions Override Multiple Choice/Matching Answer Lettering ?
- Do Not Allow Other Teachers to Clone

The following fields do not need to be modified:

- **Name:** this is automatically populated from the **description** in the previous screen.
- **Description:** this is an internal note that is visible only on this screen.
- **Default Points per Question:** sets the default point value for each new question. Setting the points per question will be determined at a later time.

Family/Student Access Options

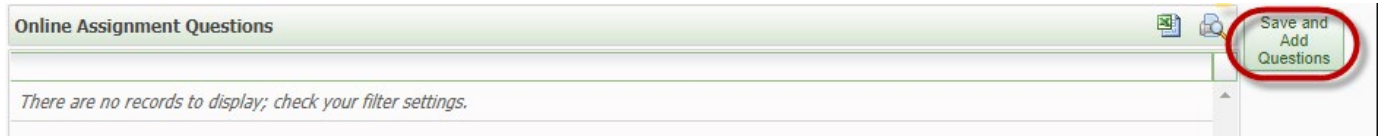
Do not Make Available in Student Access Online Assignments
 * Start Date: 08/22/20: [calendar icon] at 12:00 AM * Stop Date: 08/22/20: [calendar icon] at 11:59 PM
 Questions per Page: [input type="text" value="5"]
 Do not Show Results until: 08/23/20.. [calendar icon] at 12:00 AM Show Correct Answers
 Auto Grade and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

- **Do not Make Available in Student Access Online Assignments:** leave unchecked unless you need to withhold it from students. If this is checked after an Online Assignment has begun, there will be a message to students stating that the “Online assignment <Assignment_Name> has been taken offline.”
- **Start/Stop Date/Time:** Allows you to set the date and time when the assignment will be made available to the students. By default, the online assignment will be made available as soon as you save the assignment until 11:59pm that day.
- **Questions Per Page:** By default, five questions will be displayed to the student per screen. The student will need to click on “Next Page” or “Previous Page” to navigate between the next or previous five questions. After the students have completed the online assignment, separating groups of questions into pages will also affect your ability to easily view each student’s responses. For example, if you have 20 questions, as the teacher, you would have to click on “Next Page” four times to view all of the students’ responses. If you anticipate viewing each students’ responses, it is recommended that you set this field to zero so that both you and students can view all questions on one page. This will assist when you are Manually Scoring the assignments.
- **Do not Show Results until:** Allows you to set a date and time for students to review their results and the correct answers. The “*Do not Show Results until*” date and time must occur after the Online Assignment’s *Stop Date*. See Step 9: *Allow Student to Resume*.
- **Show Correct Answers:** If selected, *and* if results have been made available (see *Do not Show Results until* above), students will see the correct answers after completing the assignment.
- **Auto Grade and Post to Gradebook:** If selected, Skyward will grade each question and post the score directly to the gradebook when a student completes an online assignment. This also limits the Online Assignment to Multiple Choice, True-False, and Matching questions only. Short Answer and Essay questions will not be available to use.

Step 4 - Create an Online Assignment: Assignment Questions

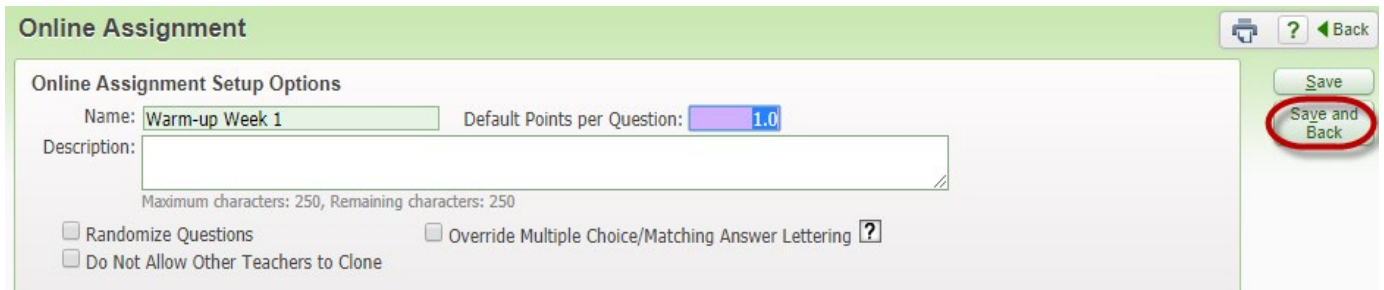
- **Save and Add Questions:** Click to add questions. See Appendix A: *Adding and Editing Questions* for instructions on creating questions. As you add questions, the point value per question will be 1.0 points (see *Step 2: Default Points per Question*).

NOTE: It is recommended that you leave questions at 1.0 points apiece and only change the value for questions that should be worth more than a 1-point question, but keep the questions based on a 1-point scale. In Step 7, we will convert the questions to a 100-point scale to conform with FBISD grading policies.



Step 5 - Create an Online Assignment

- Click **Save and Back** to return to the previous screen. At this point, the Online Assignment will not be completely saved just yet.



! Note:

Changes to the Online Assignment will **NOT** take effect for the students until you click Save at the Assignment Maintenance screen in the next Step or in Step 8.

Step 6 - Assignment Maintenance

- Click on **Change Max Score**.

Add Assignment (Available Online)

Category: **DAIL - 50% - DAILY** ▼
Description: Warm-up Week 1
Detailed Description:

Assignment Group:

Entered Date: **Mon, Jul 22 20**

Assign Date: Aug ▼ 19 ▼ 20 → **Mon, Aug 19 20**
Proposed Due Date: Aug ▼ 22 ▼ 20 → **Thu, Aug 22 20**
Actual Due Date: ▼ 01 ▼ 20

Max Score: [Change Max Score](#) Post to Family Access
Weight Multiplier: Post to Student Access

Display Options
Show Student Result As: ▼ Show Comments

Class Options ?

| Entity | Dept | Sbj | Terms | Prd | Days Meet | Class | Description |
|---------------------------------------|------|-----|-------|-----|-----------|-------------|-------------|
| <input checked="" type="checkbox"/> ! | STE | AG1 | 1 - 4 | 5 | MTWRF | MA212 / 001 | Algebra I |

Note:

- Changes to the **online assignment** will not take effect until you choose to **Save** at this screen.
- To return to the previous screen (Steps 2-5) click on **Edit Online Assignment**.
- To clone this online assignment to multiple classes, check the boxes for each class. Keep in mind that the date/time-specific options will also be cloned.

Step 7 - Change Max Scores

- A. Set Max Score Independently of Question Point Values:** Check this box.
- B. Assignment Max Score:** Enter "100." (This will be automatically changed to "100.0")
- C.** Enter question point values, which should be based on a 1-point scale. For instance, a question that is worth twice as much as a regular question will be worth 2 points. In the example below, question #5 contains 10 matching items, so up to five points can be awarded. By doing the two previous steps (step 7A and 7B), Skyward will convert the total points into a percentage that conforms to district grading policies.
- D.** Click **Save**.

Change Max Points

Assignment Max Points

Set Max Points Independently of Question Point Values

Assignment Max Points: 100.0

Redistribute Question Points

Total Question Points

Current Point Total: 5.0

New Point Total: 25.0

Assignment Questions

| Number | Type | Question | Current Points | New Points |
|--------|-----------------|---|----------------|------------|
| 1 | Multiple Choice | Which city is the capitol of Texas? | 1.0 | 5.0 |
| 2 | Multiple Choice | How many items are in a dozen? | 1.0 | 5.0 |
| 3 | True/False | You will learn a lot in my class | 1.0 | 5.0 |
| 4 | True/False | Charles Dupree was the Superintendent for Fort Bend ISD | 1.0 | 5.0 |
| 5 | Matching | Match the state with it's capital. | 1.0 | 5.0 |

Step 8 - Assignment Maintenance: Save

Click **Save and Back**. This will finally save all progress performed since **Step 1**.

Do NOT click on the navigation arrows in the top-left of the screen.

Assignment Maintenance

Add Assignment

Category: DAIL - 80% - DAILY

Description: Warm-up Week 1

Detailed Description:

Assignment Group:

Entered Date: Mon,

Assign Date: 20 Mon,

Proposed Due Date: 20 Thu,

Actual Due Date: 01 20

Max Score: 100

Weight Multiplier: 1.00

Post to Family Access

Post to Student Access

Save and Back

Save and Add Another

Save and Score

Undo

Back

Attach (0)

Options

Step 9 - Administering the Online Assignment

When students are engaged in or have completed the online assignment, view the assignment by clicking on the assignment name hyperlink and click **Score Online Assignment**.

Main Screen Assignment Options My Print Queue

Other Access ▾ Classes ▾ Assignmer Charts ▾ Display Options ▾

Assignment **(Available Online)**

Category: **DAIL - DAILY 50%**
 Description: **Warm-up Week 1**
 Detailed Description:
 Assignment Group:
 Entered Date: **Mon, Jul 22 20**
 Assign Date: **Mon, Aug 19 20:**
 Proposed Due Date: **Thu, Aug 22 201** **Week 08 - Thursday**
 Actual Due Date:
 Max Score: **100** Post to Family Access
 Weight Multiplier: **1.00** Post to Student Access

Display Options
 Show Student Result As: **Score** Show Comments

| Students | No Atnd Entry Today | Warm-u W08-Th 08/22 0.00 | Quiz I W02-T 07/09 DAIL 100 99.00 | Warm u W02-T 07/09 DAIL 100 0.00 |
|--|---------------------|--------------------------|-----------------------------------|----------------------------------|
| 1 SAMPL STUDE NEW | | * | 99 | * |
| 2 STUDE IISAM NEW | | * | * | * |

Buttons: Add, Edit, Clone, Delete, Report ▾, Chart, **Score Online Assignment**, Score Entry, Assignment Display

Step 10 - Score Online Assignment: Student Online Assignment

- **Refresh:** Updates all data in the **Student Online Assignment** screen.
- **Grade Online Assignment:** Opens a window for the selected student showing the answers and the ability for you to override scores for each question (in case you wish to award partial credit or bonus points). Manually Scoring Online Assignments feature is used to grade Short Answer responses and to grade Essay questions.
- **Hide Assignment in Student Access:** This will hide the online assignment in Student Access for just the student. This online assignment will have to be scored as a regular assignment.
- **Allow Student to Resume** (not pictured): Allows a student to resume a prematurely submitted assignment.
- **Reports:** Allows you to print an answer key, print a hard copy of the assignment, or student answer analysis

Grade Online Assignment ★ Favorites ▾ New Window My Print Queue ◀ Back

Online Assignment Info
 Unique Assignment ID: **35907**
 Online Assignment Name: **Warm-up Week 1**
 Total Points: **25**
 Number of Questions: **5**
 Start Date: **Mon, Aug 19 20** at **12:00 AM**
 Stop Date: **Thu, Aug 22 20** at **3:25 PM**
 Do not Show Results in Student Access until: **Fri, Aug 23 20:** at **12:00 AM**

Student Online Assignment Refresh

| | Last | First | Status | Show Results | # Questions Unanswered | Online Points | Online Score | Online Grade | GB Points | GB Score | GB Grade | Comment |
|-----|-------|-------|--------|--------------|------------------------|---------------|--------------|--------------|-----------|----------|----------|---------|
| ▶ 1 | SAMPL | STUDE | | N | 0 | | | | * | | | |
| ▶ 2 | STUDE | IISAM | | N | 0 | | | | * | | | |

Buttons: Refresh, Grade Online Assignment, Hide Assignment for Student, Reports

! **This concludes the process on Creating and Administering Online Assignments.**

Short Answer Questions

Short Answer questions are automatically graded by Skyward using up to ten possible answer variations that you provide. Do not worry about capitalization since answers are not case-sensitive.

Online Assignments that contain any Short Answer questions will not automatically post to the gradebook so that you have a chance to review the student responses and give partial or full credit to responses that either come close to the correct answer or are correct but not initially anticipated as a possible correct response.

Question Maintenance

Question for Warm-up Week 1

Question Number: 2

* Question Type: Short Answer

* Question:

View Style Toolbar: ▾

Provide information about the 44th President of the United States of America.

Extra Content:

View Style Toolbar: ▾

Points for Question: 5.0

Answers to Question Number 2

Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer.

Correct Answer A: Barack Obama

Correct Answer B: Obama

Correct Answer C: President Obama

Correct Answer D: B. Obama

Essay Questions

Essay questions cannot be automatically graded. You must manually score online assignments. The maximum points allowable for essay questions is 99.9 points.

Question Maintenance

Question for Warm-up Week 1

Question Number: 4

* Question Type: Essay

* Question:

View Style Toolbar: ▾

How do you feel today? Write in detail what affects your feels today?

Extra Content:

View Style Toolbar: ▾

Points for Question: 50.0

Answers to Question Number 4

Answers cannot be set up for Essay Questions. You will have the opportunity to manually grade this answer.

Matching

Matching questions allow up to ten answer choices. Similar to all other questions, a Matching question is worth 1 point by default, but you may consider matching its value to the number of choices.

1. Enter the **Question**.
2. Enter the **Choices**. The order of these choices will match that on the actual online assignment.
3. Enter the **Matches**. The order of these matches will match that on the actual online assignment.
4. Specify the correct **Answer** match.
5. Change the **Points for Question** and enable the option to **Allow Partial Credit**.

Question for Warm-up Week 1
Question Number: 5
* Question Type: Matching
* Question: Match the state with it's capital. 1
Extra Content:
Points for Question: 5.0 5 Allow Partial Credit

Answers to Question Number 5

| Answer | Choices | Matches |
|--------|----------------|----------------|
| E 4 | 1: New York | A: Jackson |
| I | 2: Tennessee | B: Augusta 3 |
| H | 3: Louisiana 2 | C: Sacramento |
| C | 4: California | D: Olympia |
| B | 5: Maine | E: Albany |
| F | 6: Idaho | F: Boise |
| J | 7: Florida | G: Columbus |
| A | 8: Mississippi | H: Baton Rouge |
| G | 9: Ohio | I: Nashville |
| D | 10: Washington | J: Tallahassee |

Online Assignments – Appendix B (Online Assignments Reports)

Online Assignment Reports

To view any of the three types of Online Assignment reports, use the **Reports** button from Step 9: *Reports*.

Online Assignment Reports



Report Options

Online Assignment: **Warm-up Week 1**

Report Type: **Hard Copy of Blank Online Assignment**

Lines for Essay Questions: **Answer Key**

Questions Per Page: **Hard Copy of Blank Online Assignment**

Online Assignment Analysis

Print

- **Answer Key** creates a hard copy of a blank online assignment with the correct answer choice listed, if applicable.
- **Hard Copy of Blank Online Assignment** creates a printable blank assignment. Unlike the other available reports, *if you chose to randomize the sequence of questions*, the questions will be randomized here as well. It is recommended that you disable randomizing of questions before printing a hard copy of the blank online assignment.
- For each question, the **Online Assignment Analysis** lists each student's response which is labeled as "Correct" or "Incorrect."

Online Assignment – Appendix C (Frequently Asked Questions)

Ways in which to implement Skyward's Online Assignments

- ❖ **Warm-ups, Spelling or Vocabulary Quizzes**
- ❖ **Daily Writing Journals, Writing Prompts, Science Lab Reports, Current Events, etc.**

Use the Essay feature to prompt students to write. Their responses can be saved as a PDF to make it more convenient to read and it will also eliminate illegibility. Use the typical Mass Score Options to award a "completion grade" if applicable.
- ❖ **Reinforcement**

Create an online assignment to occur during the evening hours to force the student to recall and reinforce the information learned earlier that day.
- ❖ **Accommodation for Special-Needs Students**

Create questions with media content, such as graphics, audio, or video files. These multimedia objects can be attached to either the question or the multiple-choice/true-false/matching items.
- ❖ **Scavenger Hunts**

Include hyperlinks in your questions to encourage students to access those predefined URLs to find the correct answer.
- ❖ **Practice for STAAR or other Standardized Tests**

To recreate a practice STAAR test, use alternate multiple choice lettering for even-numbered questions, include charts and illustrations as image attachments.

Editing the Online Assignment

- ❖ **Q. I can't see options to AutoScore and Post to Gradebook or to see correct answers.**

A. Your online assignment contains short answer or essay questions.
- ❖ **Q. Where is the spell-check feature?**

A. Internet Explorer does not have a built-in spell-check. Consider using Mozilla Firefox, which has a spell-checker, instead.
- ❖ **Q. Can graphs and charts be added to online assignment questions?**

A. Yes, but they need to be in the form of a picture file and uploaded as an attachment.
- ❖ **Q. Can Multiple Choice and Matching question choices alternate between A/B/C/D and E/F/G/H to simulate scantron sheets?**

A. Yes, enable the checkbox to **Override Multiple Choice/Matching Answer Lettering** and then enable the checkbox to **Use Alternate Lettering for Even Numbered Questions**. Click on **Select Letters** to choose all the letters that will be used.
- ❖ **Q. If I attach a large image, will Skyward display the entire image or will it be resized?**

A. Using the **Attach** button, attaching images larger than 550x449 will cause it to be resized. If you use the **Style Toolbar** to attach an image, it is possible to exceed the limit of 550x449, but it is not recommended as it may have adverse effects on the formatting of the entire online assignment. If you must use the **Style Toolbar**, be sure to set the dimensions so as not to adversely affect the formatting of the Online Assignment Question.
- ❖ **Q. What is the recommended way to set the point values for the Online Assignment?**

A. If all the questions in the online assignment are to be of equal value, simply create all your questions and ignore the 1.0 point value for each question. Afterward, check the box to **Set Max Score Independently of Question Point Values** and enter the **Assignment Max Score** of "100."
However, if some questions will be weighted differently, weigh them on a 1-point scale (where most questions will be 1 point each and more difficult questions will 2 or more points). Then check the box to **Set Max Score Independently of Question Point Values** and enter the **Assignment Max Score** of "100."

Administering the Online Assignment

- ❖ **Q. A student will be absent during the online assignment. How do I hide it from them?**
A. Go to **Score Online Assignment**, select the student and click on **Hide Online Assignment From Student**.
- ❖ **Q. If students have to leave before completing an Online Assignment, how do I allow them to complete it after the stop date/time?**
A. Edit the online assignment to extend the stop time and in the **Score Online Assignment** screen, select the student and click on **Allow Student to Resume**. Even though you extended the stop time, other students would be unable to resume except for the one you allowed to resume.
- ❖ **Q. I created an Online Assignment, but now I don't see it anymore. I spent a lot of time creating it and I even remember clicking on the SAVE button to save it all.**
A. The **Assignment Maintenance** window is where you would typically go to change the assignment title, assign date, due date, actual due date, and much more. It is also where you can find the **Edit Online Assignment** and **Create Online Assignment** buttons where Skyward launches the **Make Assignment Available Online** window (This is the window that allows you to create questions and set the start/stop dates for the assignment).
There are two windows which require you to save: the **Make Assignment Available Online** window as well as the **Assignment Maintenance** window. Oftentimes, teachers save at the **Make Assignment Available Online** window but will click on the **Back** button (which will warn the teacher of unsaved changes) or the left arrow (which will not warn the teacher) at the **Assignment Maintenance** window.
- ❖ **Q. The matching question appears in the online assignment but the answer choices do not.**
A. You enabled **Use Alternate Lettering for Even Numbered Questions** and the matching question contains more matching items than the selected alternate letters. Increase the number of alternate letters to match the number of matching items.

Scoring the Online Assignment

- ❖ **Q. The matching question in the online assignment is not allowing partial credit to students who missed some matching choices.**
A. Be sure to enable **Allow Partial Credit** when editing the Matching question.
- ❖ **Q. I have to manually score each student assignment. Because my assignment is so long, I have to click to the "Next Page" to view the student's next page of responses. Is there a way to view all responses in one big page by just scrolling?**
A. Yes, edit the online assignment to show "0" **Questions Per Page**.
- ❖ **Q. I forgot to set the MAX SCORE to 100, and the students have already finished the online assignment. Their posted scores are not on a 100-point scale in the gradebook. How can I fix this?**
A. Follow the same steps from the next question.
- ❖ **Q. I set the wrong point value for a question, and students have already completed the assignment and the scores were posted to the gradebook. How can I change the point value and re-score automatically?**
A. Edit the Assignment so that you are in the **Assignment Maintenance** screen. To the right of the **Max Score**, click on **Change Max Score**. Adjust your point values for the assignment questions and then click the checkbox in the middle to **Update Student Scores**. Click **Save** and then **Save** again. Now go to **Score Online Assignment**. If the Online Assignment has expired, click on **Mass Post Scores to Gradebook** and choose the second and third checkboxes to **Post Online Assignment Score to Gradebook** and **Override Existing Gradebook Scores**, then click on **Run**.

- ❖ **Q. I set the wrong answer for a question, students have already completed the assignment, and the scores were posted to the gradebook. Can I set the correct answer for the question and re-score automatically?**

A. Yes, edit the Assignment so that you are in the **Assignment Maintenance** screen. Click on **Edit Online Assignment** and change the answer and click **Save**. Then go to **Score Online Assignment**. If the Online Assignment has expired, then click on **Mass Post Scores to Gradebook** and choose the second and third checkboxes to **Post Online Assignment Score to Gradebook** and **Override Existing Gradebook Scores**, then click on **Run**.

- ❖ **Q. All students have missed a question even though they chose the correct answer.**

A. Verify that you have selected the correct answer. It is possible to create a True/False, Short Answer, or Multiple Choice question without specifying the correct answer.

- ❖ **Q. Why do some ONLINE GRADES differ from the ONLINE PERCENT scores?**

A. You have changed point values for certain questions after students have taken the online assignment. The **Online Percent** represents the true score of the online assignment.

- ❖ **Q. Why do some ONLINE PERCENTS differ from the GB SCORE/PERCENT/GRADES?**

A. The online assignment must have been modified (such as changing point values for a question, changing answer choices, etc.) after those students have completed the assignment. If you click on **Mass Post Scores to Gradebook**, the Online grades will override the GB Grades.

However, if the Online Score/Percent/Grades are present but the GB Score/Percent/Grade is blank, that indicates that the student has not completed the assignment. Is the student still working on the online assignment? See below.

- ❖ **Q. The Essay or Short Answer question did not allow me to award 100 points.**

A. You will be unable to award a full 100 points to any question while in the Score Online Assignment screen because the **Points Earned** box allows only a two-digit number. To work around this, simply enter the score in the regular Score Entry screen as you would do for a non-online assignment.

- ❖ **Q. In the gradebook, why do the online assignment scores appear with two decimal places instead of a whole number like other regular assignment grades?**

A. All assignment scores in the gradebook can be reported as a number with up to two decimal places. It just so happens that teachers do not traditionally enter any assignment scores with decimal places, however they do have that ability. Skyward reports online assignment scores up to two decimal places and rounds online assignment scores to the nearest hundredth.

Score an Assignment

Introduction

Audience: Teachers who have a Gradebook (Secondary)

Purpose: Score and leave comments for an assignment using the Score Entry screen.

Step 1

Click on an asterisk or assignment grade to enter a score.

| | Term Grade | Writin W01-M | Vocabu W01-M | Rhetor W01-W | I. Options |
|-----------------|------------|----------------|----------------|--------------|------------|
| | Sort By % | DAIL 100 66.52 | DAIL 100 79.57 | MAJ 100 0.00 | |
| <u>Students</u> | | | | | |
| 1 | 73 73.00% | 65 | 80 | * | 73 |
| 2 | 93 93.00% | 85 | 100 | * | 93 |
| 3 | 95 95.00% | 90 | 100 | * | 95 |
| 4 | 75 75.00% | 90 | 60 | * | 75 |
| 5 | 30 30.00% | 0 | 60 | * | 30 |

Step 2

- A. Score:** Enter scores in this column. If you enter a score higher than 100, you will receive a warning message, but it will not prevent you from entering the score. Leaving a score as an asterisk does not affect the students' average.
- B. No Count:** If checked, this will exempt the student from the assignment and it will not affect their average. If a score is already entered and this box is checked, the grade will not count. If marked as *No Count*, the score will be boldfaced in the gradebook.
- C. Missing:** If checked, it will flag the student as not having submitted the assignment. The Missing Assignment indicator allows you, Administrators, and UIL Activity Sponsors to easily generate a list of missing assignments for students. This indicator has no effect on their average. For a student who receives a "0" for a missing assignment, you will need to enter a "0" as their score in addition to checking this checkbox. If marked as Missing, the score will be boldfaced in the gradebook.
- D. Comment:** If needed, you may leave a short comment (up to 30 characters) regarding the assignment. Assignment comments will be visible to both students and parents.
- E. Mass Assign Options:** This utility allows you to score all students at once.
- F. Mark Un-scored as 0 and Missing:** For any asterisks that remain, after scoring, this utility will change them into a "0" and flag them with the **Missing** indicator.
- G. Prev/Next:** Clicking either *Prev* or *Next* will prompt you to Save before advancing to the previous (left) or next (right) assignment in the gradebook's assignment display order.
- H. Save/Undo/Back:** *Save* will save the scores and return to the previous screen. *Undo* will discard all changes made to the score entry screen. *Back* will return to the previous screen without saving grades.

Quick Grading (Grading Pilot Courses Only)

Introduction

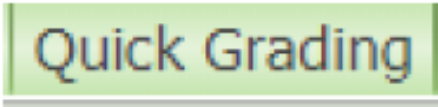
Audience: Teachers who have a Standards Gradebook

Purpose: Quick grading allows you to enter scores for multiple Assignments on one screen.

| Description | |
|------------------|-------------------------------------|
| Orchestra II B B | Gradebook |
| Reg Orch 1 | Standards Gradebook |

Step 1

From the menu bar in the gradebook, click Quick Grading



Step 2

- Enter scores freely. Pressing the Enter key will advance to the next student. Arrow keys will facilitate more convenient score entry without the need for a mouse.
- As you enter scores, the Term average will be recalculated in real-time.
- Grades that have changed since entering Quick Scoring will be highlighted in Green.
- Click Save often to save your progress. When done entering scores, click Save and Back.

| Quick Grading | | | | | My Print Queue |
|---------------|----|----------|----------|----------|--|
| Students | T1 | T1 Writi | T1 Writi | T1 Writi | |
| 1 | 30 | 30 | PF | | Back Save Save and Back Undo Show 'Cell' Details |
| 2 | 40 | 40 | PF | 40 | |
| 3 | 40 | 40 | PF | 40 | |
| 4 | 30 | 30 | PF | 30 | |
| 5 | 40 | 40 | PF | 40 | |
| 6 | 30 | 30 | PF | 30 | |
| 7 | 30 | 30 | PF | 30 | |
| 8 | 40 | 40 | PF | 40 | |
| 9 | 30 | 30 | PF | 30 | |

Quick Grading

Introduction

Audience: Teachers who have a Gradebook (Secondary)

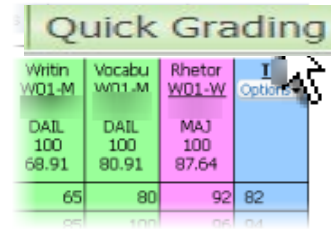
Purpose: Quick Grading allows you to enter scores for multiple assignments in one screen.

Description

Orchestra II B 8 [Gradebook](#)
 Beg Orch 1 [Standards Gradebook](#)

Step 1

From the menu bar in the gradebook, click on **Quick Grading**.



Step 2

- Enter scores freely. Pressing the Enter key will advance to the next student. Arrow keys will facilitate more convenient score entry without the need for a mouse.
- As you enter scores, the Term average will be recalculated in real-time.
- Grades that have changed since entering Quick Scoring will be highlighted in Green.
- Click **Save** often to save your progress. When done entering scores, click **Save and Back**.
- *Double-click* on a cell to display the **Cell Details** window, where you can mark “No Count,” “Missing,” or leave a comment for a particular grade (Comments are visible in Student and Family Access).

| | Term Grade PR | Creati W02-W 07/31 MAJ 100 | Warm u W02-T 07/30 DAIL 100 |
|---|---------------------|--|---|
| : | 85 85.00% | 85 | * |
| : | 93 93.00% | 85 | 100 |
| : | 91 91.00% | 85 | 96 |
| : | 81 81.00% | 85 | 77 |
| : | 82 82.00% | 79 | 85 |
| 3 | 86 86.00% | 77 | 94 |

- Back
- Save
- Save and Back
- Undo
- Show 'Cell' Details

Student Score Detail



Student Score Detail

Student: _____

Category: **DAIL - DAILY**

Description: **Warm up[**

Due Date: **Tue, [**

Week: **Week**

Score: of 100

Special Code: _____

No Count:

Missing:

Comment: _____

Save

Undo

Back

New Button

Introduction

Audience: Teachers who have a Gradebook (Secondary)
Purpose: To illustrate the best methods by which to transfer prior grades for New Students.

| Description | |
|------------------|-------------------------------------|
| Orchestra II B 8 | Gradebook |
| Beg Orch 1 | Standards Gradebook |

Guidelines

Every student's Final Average is calculated from their Semester Averages. The Semester Average is calculated from the student's Term and Semester Exam grades. When new students are enrolled in your class, any prior existing report card grades must be transferred into your gradebook in order to calculate an accurate Semester and/or Final Average.

For each subject, click on the New button to begin.

Note:

If the student transfers from an out of district campus, please consult with your campus administrator.

| Students | | Class Grade | T1 |
|----------|--|-------------|---------|
| 1 | | T1 | Options |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Choosing the correct Option

Check the box labeled, "Do not display NEW by this student's name."

New Student

was added to this class on **Monday,** [Date]
 From **3006 / 302** | [Section]

Do not display NEW by this student's name.

When you click on the New Button, you may be presented with a set of up to 5 Options which allow you to transfer *prior* term grades.

1. The best course of action is to always use **Option 2**.
2. If Option 2 is not available, use **Option 3**. If you have not received the student's prior term grades, ask their prior teacher to provide them to you.

****Option 5**, unlike the other Options, affects the current term average by integrating the student's average from the previous class into your current term gradebook. In Term 1, Option 5 is the only viable option. Beginning with Term 2 and onward, Option 5 may be used in conjunction with Options 2 and 3.**

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course *Option not Available*
 has not dropped any sections of this course

1 **Option #2 - Transfer Assignment/Term Scores From a Dropped Class** Manually Transfer Scores
 Choose this option to manually transfer or enter assignment and term grades based on a dropped class
 Use Dropped Class: Not Selected (Select Dropped Class)

2 **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 2

Option 2 is to be used when a current student has had a level change, changes to another course, or transfers from another FBISD campus.

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

Choose this option to manually transfer or enter **term grades only** 1 based on a dropped class 4

Use Dropped Class: **MA212 / 001** ([Hide Dropped Classes](#)) 2

| Entity | Class | Description | Teacher | Drop Date |
|---|-----------------------------|-------------|---------|-----------|
| 3 | MA212 / 001 | | | |

1. Term Grades Only.

2. Click Show Dropped Classes (the link will change to *Hide Dropped Classes*).

3. Select the previous class.

4. Click Manually Transfer Scores.

5. In the New Percent column *only*, enter the prior Term and Semester Exam grades (if applicable).

6. Click Save Term/Exam Grades and Enter Semester Grades.

7. The S1 Grade will be automatically calculated based on the scores you entered in Step 5. Do not change the S1 Grade or type a new S1 grade. Click on Save Semester Grades and Finish.

Class EL121 / 004 (Dropped)

| Term | Grade | Percent | Report Card |
|------|-------|---------|-------------|
| PR1 | 94 | 94.00% | |
| PR2 | 95 | 95.00% | |
| T1 | 96 | 96.00% | |
| PR3 | 84 | 84.00% | |
| PR4 | 94 | 94.00% | |
| T2 | 94 | 94.00% | |
| SE1 | 91 | 91.00% | |
| S1 | 94 | 94.40% | |
| PR5 | | | |
| PR6 | 100 | 100.00% | |

Enter Term Grades for EL121 / 003

| Term | Current Grade | Current Percent | Report Card | Adjustment | New Grade X | New Percent 5 |
|------|---------------|-----------------|-------------|--|---|---|
| PR1 | | | | | <input type="text"/> | <input type="text"/> % |
| PR2 | | | | | <input type="text"/> | <input type="text"/> % |
| T1 | | | | 96.00% | 96 <input type="text"/> | 96.00 % |
| PR3 | | | | | <input type="text"/> | <input type="text"/> % |
| PR4 | | | | | <input type="text"/> | <input type="text"/> % |
| T2 | | | | 94.00% | 94 <input type="text"/> | 94.00 % |
| SE1 | | | | Exam Score: <input type="text"/> 91 / 100 points | | |
| S1 | | | | | <input type="text"/> | <input type="text"/> % |
| PR5 | | | | | <input type="text"/> | <input type="text"/> % |
| PR6 | | | | | | |

6 Save Term/Exam Grades and Enter Semester Grades

7 Save Semester Grades and Finish

Option 3

Option 3 is to be used when Option 2 is not available, a student is new to the district, or is returning to FBISD from another school district. Grades are to be provided by campus administration. Grades will be entered in all previous terms (not assignments).

1. Click **Manually Enter Scores**.

Option #3 - Manually Enter Term Scores

Manually Enter Scores

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

2. In the **New Percent** column *only*, enter the prior Term and Semester Exam grades (if applicable).
3. Click **Save Term/Exam Grades and Enter Semester Grades**.
4. The S1 Grade will be automatically calculated based on the scores you entered in Step 2. Do not change the S1 Grade or type a new S1 grade. Click on **Save Semester Grades and Finish**.

Enter Term Grades for Class EL121 / 003

| Term | Current Grade | Current Percent | Report Card | Adjustment | New Grade | New Percent |
|------|---------------|-----------------|-------------|-------------|--------------------------------------|------------------------|
| PR1 | | | | | <input type="text"/> | <input type="text"/> % |
| PR2 | | | | | <input type="text"/> | <input type="text"/> % |
| T1 | | | | 94.00% | 94 <input type="text"/> | 94.00 % |
| PR3 | | | | | <input type="text"/> | <input type="text"/> % |
| PR4 | | | | | <input type="text"/> | <input type="text"/> % |
| S1 | | | | | <input type="text"/> | <input type="text"/> % |
| SE1 | | | | Exam Score: | <input type="text"/> 78 / 100 points | |
| T2 | | | | 92.00% | 92 <input type="text"/> | 92.00 % |

- 3 Save Term/Exam Grades and Enter Semester Grades
- 4 Save Semester Grades and Finish

Option 5

In Term 1, Option 5 is the only viable option. Beginning with Term 2 and onward, Option 5 may be used in conjunction with Options 2 and 3.

As you can see below, a new student enrolled in class between 1/23 and 1/29; thus, no assignment grades are present.

| | Pythag W21-M 01/14 DAIL 100 74.62 | Quiz: W21-T 01/15 DAIL 100 73.65 | CW: Sp W21-Th 01/17 DAIL 100 85.50 | Quiz:P W21-F 01/18 DAIL 100 89.32 | Test 1 W22-W 01/23 MAJ 100 72.60 | CP5 | PR5 Options▼ | CW: Tr W23-T 01/29 DAIL 100 90.00 |
|-----|--|---|---|--|---|-----|-----------------|--|
| NEW | * | * | * | * | * | | | 86 |
| | 100 | 70 | 83 | 94 | 68 | | 77 | 92 |

1. For Option 5, click on **Enter a Starting Grade**.

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

1 Enter a Starting Grade

2. Enter the student's current Term average from the dropped class. This will affect only the assignment grades whose due dates occur before the student start date.
3. Checkbox: Overwrite existing assignment scores
4. Click Apply Grade Percent.

Set Starting Grade for Apply Grade Percent **4**

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

Starting Grade Percent: % **84** **2**

Student Start Date: (Enrollment Date is)

3 Overwrite existing assignment scores

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

Option 5 mass assigns the entered grade into all ungraded assignments prior to the student's enroll date in your class. You need to have assignments in the Term to mass assign grades. If there are no assignments, then Option 5 will not work.

| | Pythag W21-M 01/14 DAIL 100 74.62 | Quiz: W21-T 01/15 DAIL 100 73.65 | CW: Sp W21-Th 01/17 DAIL 100 85.50 | Quiz:P W21-F 01/18 DAIL 100 89.32 | Test 1 W22-W 01/23 MAJ 100 72.60 | CP5 | PR5 Options▼ | CW: Tr W23-T 01/29 DAIL 100 90.00 |
|-----|--|---|---|--|---|-----|-----------------|--|
| NEW | 84 | 84 | 84 | 84 | 84 | | 84 | 86 |
| | 100 | 70 | 83 | 94 | 68 | | 77 | 92 |

Combined Gradebooks

Introduction

Audience: Teachers with multiple Secondary Gradebooks in a given class period.

Purpose: Combine multiple gradebooks into a Master Gradebook.

Overview

Teachers who teach multiple courses in the **same class period** will have a separate gradebook for each course. This may duplicate the effort needed for grade entry if several classes are to share the same assignments for the entire duration of the course. By combining the gradebooks, you can view and enter grades (but not take attendance) for all students in the same period on the same screen without needing to switch classes.

When combining gradebooks, one of the gradebooks must be set as the **Master Class** while each additional gradebook attached to it will be designated as the **Combined Classes**.

To ensure the integrity of the combined gradebooks, you must heed the following restrictions:

- It is recommended that combining gradebooks is to be done before you create any assignment.
- Classes that are to be designated as a *Combined Class* cannot have any existing assignments. If they do, you must delete them before combining.
- However, if there are any assignments present in the *Master Class* they will remain as a master assignment for all the combined classes.
- The Message Center and most reports do not recognize combined classes.
- **You cannot take attendance for multiple class periods using combined gradebooks.**
- **Do not separate a combined gradebook after you enter grades. Separating a combined gradebook WILL cause the loss of existing grades and assignments.**

| Master Class | Combine Class | Period | Class | Description | E |
|-------------------------------------|-------------------------------------|--------|-------------|---------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | FO212 / 101 | Orchestra I | 0 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1 | FO222 / 101 | Orchestra II | 0 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1 | FO232 / 101 | Orchestra III | 0 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1 | FO242 / 101 | Orchestra IV | 0 |
| <input type="checkbox"/> | <input type="checkbox"/> | 2 | FO212 / 202 | Orchestra I | 0 |

Step 1

From the **My Gradebook** screen, click on **Combine Multiple Classes into a Secondary Gradebook**.

My Gradebook

Current Year Classes **Prior Years Classes**

Classes: All Current Meeting Today **Reports for All Classes** **Posting Status**

| Dept | Subject | Terms | Period | Days Meet | Class | Description | |
|------|---------|-------|--------|-----------|--------------|-------------------|---------------------------|
| LIT | WG | 1 - 4 | 1 | MTWRF | SS411 / 014 | World Geo PreA | Gradebook |
| LIT | WG | 1 - 4 | 2 | MTWRF | SS411 / 002 | World Geo PreA | Gradebook |
| LIT | WG | 1 - 4 | 3 | MTWRF | SS411 / 001 | World Geo PreA | Gradebook |
| LIT | WG | 1 - 4 | 5 | MTWRF | SS411 / 003 | World Geo PreA | Gradebook |
| ATH | PE | 1 - 2 | 6 | MTWRF | PB2621 / 001 | Basketball 3 YR G | Gradebook |
| ATH | PE | 1 - 2 | 6 | MTWRF | PB2631 / 001 | Basketball 4 YR G | Gradebook |
| ATH | PE | 3 - 4 | 6 | MTWRF | PB2622 / 001 | Basketball 3 YR G | Gradebook |
| ATH | PE | 3 - 4 | 6 | MTWRF | PB2632 / 001 | Basketball 4 YR G | Gradebook |
| ATH | PE | 1 - 2 | 7 | MTWRF | PB2131 / 001 | Basketball 1 YR G | Gradebook |
| ATH | PE | 3 - 4 | 7 | MTWRF | PB2132 / 001 | Basketball 1 YR G | Gradebook |

Combine Multiple Classes into a Gradebook - I

Step 2

Select a **Master Class**.

Select Classes to Combine into a Gradebook

| Master Class | Combine Class | Period | Class | Description | Entity | Course Length | Control Set | Department | Subject | Curriculum |
|-------------------------------------|--------------------------|--------|--------------|-------------------|--------|---------------|-------------|------------|---------|-------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6 | PB2621 / 001 | Basketball 3 YR G | 016 | SEMESTER | SEMESTER 1 | ATH | PE | PB2621 - Basketball 3 G |
| <input type="checkbox"/> | <input type="checkbox"/> | 6 | PB2622 / 001 | Basketball 3 YR G | 016 | SEMESTER | SEMESTER 2 | ATH | PE | PB2622 - Basketball 3 G |
| <input type="checkbox"/> | <input type="checkbox"/> | 6 | PB2631 / 001 | Basketball 4 YR G | 016 | SEMESTER | SEMESTER 1 | ATH | PE | PB2631 - Basketball 4 G |
| <input type="checkbox"/> | <input type="checkbox"/> | 6 | PB2632 / 001 | Basketball 4 YR G | 016 | SEMESTER | SEMESTER 2 | ATH | PE | PB2632 - Basketball 4 G |
| <input type="checkbox"/> | <input type="checkbox"/> | 7 | PB2131 / 001 | Basketball 1 YR G | 016 | SEMESTER | SEMESTER 1 | ATH | PE | PB2131 - Basketball 1 G |
| <input type="checkbox"/> | <input type="checkbox"/> | 7 | PB2132 / 001 | Basketball 1 YR G | 016 | SEMESTER | SEMESTER 2 | ATH | PE | PB2132 - Basketball 1 G |

Step 3

Select your **Combine Classes**.

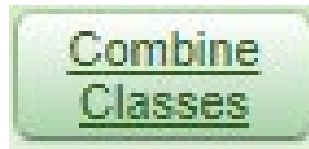
The classes you select as your *Combine Classes* must not have any assignments or you will have to delete them.

Select Classes to Combine into a Gradebook

| Master Class | Combine Class | Period | Class | Description | Entity | Course Length | Control Set | Department | Subject | Curriculum |
|--------------------------|-------------------------------------|--------|--------------|-------------------|--------|---------------|-------------|------------|---------|-------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | PB2621 / 001 | Basketball 3 YR G | 016 | SEMESTER | SEMESTER 1 | ATH | PE | PB2621 - Basketball 3 G |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | PB2622 / 001 | Basketball 3 YR G | 016 | SEMESTER | SEMESTER 2 | ATH | PE | PB2622 - Basketball 3 G |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | PB2631 / 001 | Basketball 4 YR G | 016 | SEMESTER | SEMESTER 1 | ATH | PE | PB2631 - Basketball 4 G |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | PB2632 / 001 | Basketball 4 YR G | 016 | SEMESTER | SEMESTER 2 | ATH | PE | PB2632 - Basketball 4 G |
| <input type="checkbox"/> | <input type="checkbox"/> | 7 | PB2131 / 001 | Basketball 1 YR G | 016 | SEMESTER | SEMESTER 1 | ATH | PE | PB2131 - Basketball 1 G |
| <input type="checkbox"/> | <input type="checkbox"/> | 7 | PB2132 / 001 | Basketball 1 YR G | 016 | SEMESTER | SEMESTER 2 | ATH | PE | PB2132 - Basketball 1 G |

Step 4

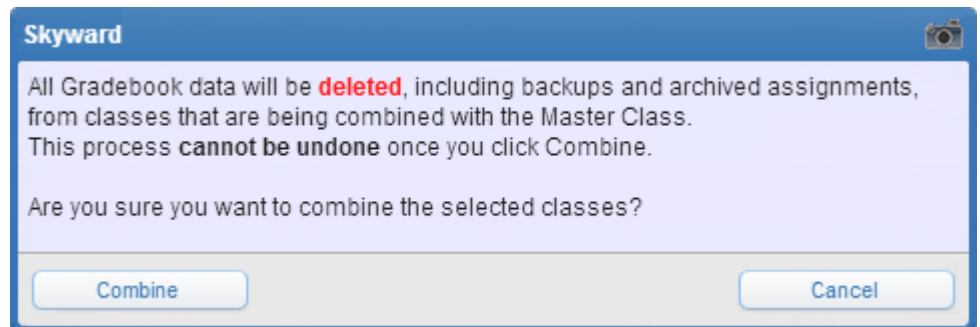
Click on **Combine Classes**.



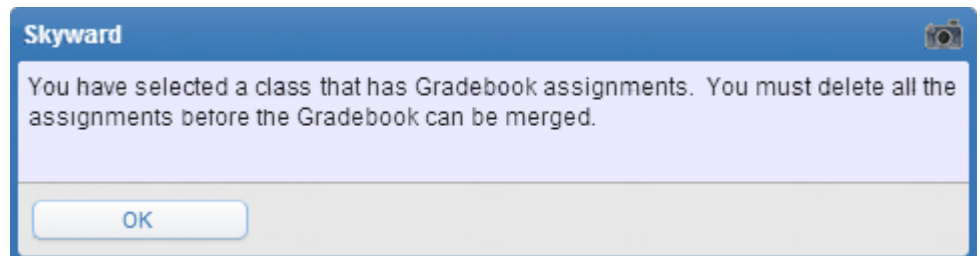
Step 5

You will receive one of two possible prompts:

This prompt allows you to confirm the risks before proceeding with combining the gradebooks. Click on **Combine** to proceed.



This prompt alerts you that you will be unable to combine because one of the *Combine Classes* has at least one assignment. You will need to delete any assignment before proceeding.



Step 6

- At the bottom of the screen, you will now be able to select the **Combined Gradebook** to show all students from the selected combined classes.
- Clicking on **Individual Gradebook** will open the gradebook to show only the students enrolled in that particular class.
- If necessary, you may continue to combine additional gradebooks by clicking on the **Combine Multiple Classes into a Gradebook** button.
- The option to **Separate Classes from Combined Gradebook** will now be available to restore the default gradebook selection.

Current Year Classes
 Prior Years Classes

Classes: All Current Meeting Today
 Reports for All Classes ▾
Posting Status ▾

| Dept | Subject | Terms | Period | Days Meet | Class | Description | |
|------|---------|-------|--------|-----------|--------------|-------------------|---------------------------|
| LIT | WG | 1 - 4 | 1 | MTWRF | SS411 / 014 | World Geo PreA | Gradebook |
| LIT | WG | 1 - 4 | 2 | MTWRF | SS411 / 002 | World Geo PreA | Gradebook |
| LIT | WG | 1 - 4 | 3 | MTWRF | SS411 / 001 | World Geo PreA | Gradebook |
| LIT | WG | 1 - 4 | 5 | MTWRF | SS411 / 003 | World Geo PreA | Gradebook |
| ATH | PE | 3 - 4 | 6 | MTWRF | PB2622 / 001 | Basketball 3 YR G | Gradebook |
| ATH | PE | 3 - 4 | 6 | MTWRF | PB2632 / 001 | Basketball 4 YR G | Gradebook |
| ATH | PE | 1 - 2 | 7 | MTWRF | PB2131 / 001 | Basketball 1 YR G | Gradebook |
| ATH | PE | 3 - 4 | 7 | MTWRF | PB2132 / 001 | Basketball 1 YR G | Gradebook |

Combined Gradebooks

Combined Gradebook: **Basketball 3 YR G / 001** **A** [Combined Gradebook](#)

| Dept | Subject | Terms | Period | Days Meet | Class | Description | |
|------|---------|-------|--------|-----------|--------------|-------------------|--------------------------------------|
| ATH | PE | 1 - 2 | 6 | MTWRF | PB2621 / 001 | Basketball 3 YR G | Individual Gradebook |
| ATH | PE | 1 - 2 | 6 | MTWRF | PB2631 / 001 | Basketball 4 YR G | Individual Gradebook |

C [Combine Multiple Classes into a Gradebook - Entity 016](#)
D [Separate Classes from Combined Gradebook - Entity 016](#)

Entering INC Grade

Introduction

Audience: Teachers

Purpose: Enter an Incomplete grade "INC" into the gradebook. You must receive approval from your administrator prior to entering an INC for a student.

Step 1

Click on a grading box under the appropriate term. In the example below, the first student will receive an INC for Term 2.

| Test-M W15-F 12/04 MAJ 100 89.00 | Parall W16-W 12/09 DAIL 100 88.25 | Perime W17-M 12/14 DAIL 100 86.75 | Test W17-W 12/16 DAIL 100 85.50 | CT2 | T2 Opti |
|---|--|--|--|-----|------------|
| * | * | * | * | S | |
| 100 | 99 | 100 | 89 | S | 96 |
| 78 | 79 | 73 | 88 | E | 77 |
| 100 | 100 | 78 | 100 | S | 81 |
| 78 | 75 | 96 | 65 | S | 80 |

Step 2

- For the student who is to receive an INC, click on the **Override** drop-down box.
- Select the **INC Incomplete** override code.
- Click **Save**

◀ ▶ **Grade Adjustment**

Term T1

C

| Students | Calculated Grade Percent | Override | Posted Grade |
|----------|--------------------------|---|--------------|
| 1 | | A <div style="border: 1px solid #000; padding: 2px; display: inline-block;"> - </div> | |
| 2 | 100 | 100.00 | |
| 3 | 96 | 96.00 | |
| 4 | 77 | 77.00 | |
| 5 | 85 | 85.00 | |

B

F Other
INC Incomplete
 NG Other
 P Other

Result

The student's grade box will now show an INC which will override any average that was previously calculated in the grade box.

Note:

To remove and update the override of INC, please see your campus Data Entry (Middle School) or Registrar (High School).

| Test-M W15-F 12/04 MAJ 100 89.00 | Parall W16-W 12/09 DAIL 100 88.25 | Perime W17-M 12/14 DAIL 100 86.75 | Test W17-W 12/16 DAIL 100 85.50 | CT2 | T2 Options▼ |
|---|--|--|--|-----|----------------|
| * | * | * | * | S | INC |
| 100 | 99 | 100 | 89 | S | 96 |
| 78 | 79 | 73 | 88 | E | 77 |
| 100 | 100 | 78 | 100 | S | 81 |
| 78 | 75 | 96 | 65 | S | 80 |

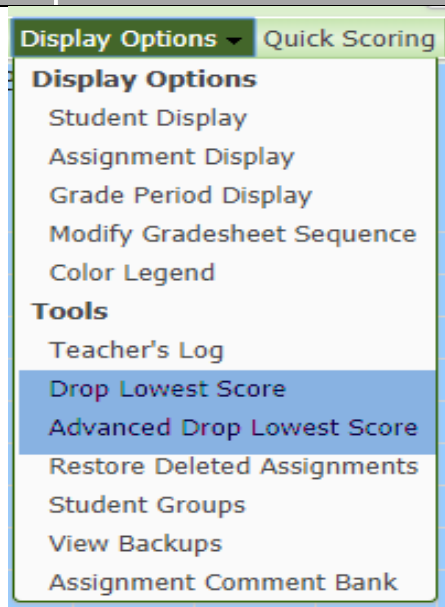
Drop the Lowest Score

Introduction

Audience: Teachers, grades 6-12.

Purpose: Use Skyward's **Advanced Drop Lowest Score** utility to drop assignment scores within the gradebook and to restore scores that were dropped. Due to the similarity of both the Advanced Lowest Score and Drop Lowest Score utilities, this document will focus on the former of the two. The second-half of this document shows how to reverse this utility and restore dropped scores.

Step 1



To access the utilities in your gradebook, select **Display Options** from the menu bar.

There are two utilities to drop the lowest scores in the gradebook, both of which operate similarly.

- **Drop Lowest Score** is used to drop only a single assignment grade.
- **Advanced Drop Lowest Score** can be used to drop any number of assignment grades.

This document will cover the usage of the **Advanced Drop Lowest Score** utility because it functions exactly the same as Drop Lowest Score and can also drop more than just one score per session.

Step 2

Select **Advanced Drop Lowest Score** for a specific *Grade Bucket*.

Do not run this utility for a Semester Grade Bucket.

| Advanced Drop Lowest Score Process | | |
|---|------------|--|
| Step 1: Select a grade bucket to run the Advanced Drop Lowest Score Process. | | |
| This process allows for multiple assignment score drops within the same grade bucket. The dropping of assignment scores can be done from a single category or from multiple categories. | | |
| Grade Bucket | Date Range | Process Option |
| PR1 - Term 1 | | Advanced Drop Lowest Score |
| PR2 - Term 2 | | Advanced Drop Lowest Score |
| T1 - Term 3 | | Advanced Drop Lowest Score |
| PR3 - Term 4 | | Advanced Drop Lowest Score |
| PR4 - Term 5 | | Advanced Drop Lowest Score |
| T2 - Term 6 | | Advanced Drop Lowest Score |
| S1 - Semester 1 | | Advanced Drop Lowest Score |
| PR5 - Term 7 | | Advanced Drop Lowest Score |
| PR6 - Term 8 | | Advanced Drop Lowest Score |
| T3 - Term 9 | | Advanced Drop Lowest Score |
| PR7 - Term 10 | | Advanced Drop Lowest Score |
| PR8 - Term 11 | | Advanced Drop Lowest Score |
| T4 - Term 12 | | Advanced Drop Lowest Score |
| S2 - Semester 2 | | Advanced Drop Lowest Score |

Step 3

All students within this class will be included in processing the utility. If you need to exclude students, unselect their checkmark. Otherwise, click **Next**.

Advanced Drop Lowest Score Process

Grade Bucket: **S1 - Semester 1** that spans multiple Grading Periods ([View](#)) Date Range: _____

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

Next
Back

| EL112 / 008 Prd:4 Eng I | | | | Students enrolled | |
|-------------------------------------|------------|----|-----------|-------------------|--|
| Last Name | First Name | MI | Grad Year | | |
| <input checked="" type="checkbox"/> | | | 2023 | | |
| <input checked="" type="checkbox"/> | | | 2023 | | |
| <input checked="" type="checkbox"/> | | | 2023 | | |
| <input checked="" type="checkbox"/> | | | 2022 | | |
| <input checked="" type="checkbox"/> | | | 2023 | | |

Step 4

- A. Select the number of scores to drop
- B. Within Option 1, *always* check the box to **Bypass rounding percentage validation**.
- C. Using the checkboxes, exclude or include assignments (or assignment categories) from this utility.
- D. Click **Next**. *Note:* the scores will not be dropped until the end of the next step.

Advanced Drop Lowest Score Process

Grade Bucket: **S1 - Semester 1** that spans multiple Grading Periods ([View](#)) Date Range: _____

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

Select the number of scores to drop: **A**

Drop Options

Option #1 - Drop across Categories using the Gradebook score calculations

B Bypass rounding percentage validation when determining what low scores to drop [?](#)

Option #2 - Drop from a Single Category to reach Highest Percent in that Category

Option #3 - Drop from Multiple Categories to reach Highest Percent in each Category

Categories & Assignments

| Due Date | Description | Weight | Max |
|--|-------------|--------|--------|
| <input checked="" type="checkbox"/> DAILY | | | |
| C <input checked="" type="checkbox"/> | Warm up[| 1.00 | 100.00 |

! Note:
Options 2 and 3 will not be discussed in this document.
Choose only **Option 1** and select the checkbox to *bypass rounding percentage validation*.

Next **D**
Prev
Back

Step 5

As Skyward determines which score to drop, you will need to wait a moment. Do not click on **Prev** or **Back**. This process may take a minute or more, depending on how many other teachers are running the utility simultaneously, so please be patient.

Processing Assignments... Please wait.

This screen will automatically load the assignments to be dropped, after this process has completed.

Prev

Back



Step 6

A summary of assignment scores to be dropped for each student will be displayed. If you are satisfied with the results, select **Process Drops** to confirm the automated drop of these scores.

Advanced Drop Lowest Score Process
Grade Bucket: **S1 - Semester 1** that spans multiple Grading Periods ([View](#)) Date Range: [Date Range]
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.

Process Drops (circled)
Prev
Back

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

| Student | Due Date | Cat | Description | Special Code | Weight | Max | Score | % | Grd |
|---------|----------|------|-------------|--------------|--------|--------|-------|-------|-----|
| | | MAJO | Creative | | 1.00 | 100.00 | 85.00 | 85.00 | 85 |
| | | MAJO | Creative | | 1.00 | 100.00 | 85.00 | 85.00 | 85 |
| | | DAIL | Warm up[| | 1.00 | 100.00 | 77.00 | 77.00 | 77 |
| | | MAJO | Creative | | 1.00 | 100.00 | 79.00 | 79.00 | 79 |
| | | MAJO | Creative | | 1.00 | 100.00 | 77.00 | 77.00 | 77 |

Step 7

Upon completion, you will be returned to this screen. Since scores have been dropped, the **Undo Drop Lowest Score** process is now available to use. Click **Back** to finally return to your gradebook.

Advanced Process Options (with navigation arrows) My Print Queue **Back** (circled)

Advanced Drop Lowest Score Process
Step 1: Select a grade bucket to run the Advanced Drop Lowest Score Process.
This process allows for multiple assignment score drops within the same grade bucket.
The dropping of assignment scores can be done from a single category or from multiple categories.

| Grade Bucket | Date Range | Process Options |
|-----------------|--------------|---|
| PR1 - Term 1 | [Date Range] | Advanced Drop Lowest Score Undo Drop Lowest Score |
| PR2 - Term 2 | [Date Range] | Advanced Drop Lowest Score Undo Drop Lowest Score |
| T1 - Term 3 | [Date Range] | Advanced Drop Lowest Score Undo Drop Lowest Score |
| PR3 - Term 4 | [Date Range] | Advanced Drop Lowest Score |
| PR4 - Term 5 | [Date Range] | Advanced Drop Lowest Score |
| T2 - Term 6 | [Date Range] | Advanced Drop Lowest Score |
| S1 - Semester 1 | [Date Range] | Advanced Drop Lowest Score Undo Drop Lowest Score |

Step 8

Scores that have been dropped by the utility will be marked with the code ***AD** (Advanced Drop) and have the **No Count** checkbox enabled for the assignment.

| 4.5 gr W09-M DAIL 100 | 4.5 Qu W09-W DAIL 100 | 4.5 4 W12-M DAIL 100 | 5.2 tr W12-W DAIL 100 | Test # W13-W MAJ 100 | quiz 4 W15-F DAIL 100 | Test # W16-Th MAJ 100 | Comple W17-M DAIL 100 | CT2 | T2 Options▼ | SE1 Options▼ | S1 Options▼ |
|--------------------------------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|-----|----------------|-----------------|----------------|
| 88 | 94 | *AD | 99 | 67 | 106 | 66 | 100 | | 84 | * | 89 |
| 91 | 91 | *AD | 100 | 75 | 89 | 76 | 100 | | 87 | * | 88 |
| 98 | *AD | 97 | 99 | 80 | 100 | 88 | 100 | | 91 | * | 92 |
| *AD | 92 | 92 | 88 | 78 | 106 | 84 | 90 | | 89 | * | 89 |

Note:

To view the original assignment score for a dropped grade, click on the ***AD** code or enter *QuickScoring* and double-click on the ***AD** code. Refer to the documentation on *Assignments-Quickscoring*.

This concludes the process of running the **Advanced Drop Lowest Score** utility.

Grade Change Request

Introduction

Audience: All Teachers

Purpose: Perform a grade change request to modify grades in a closed grading period.

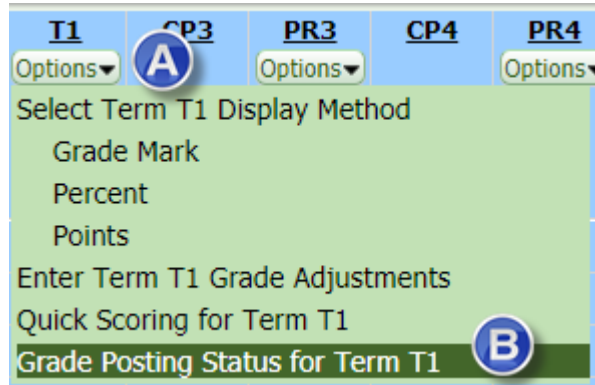
Step 1

- Grade Change Requests are used to make changes to grades for a locked grading period.
- If a student has a 'New Button' this process should occur after entering all grades for prior teacher or district.
- Grade Change Requests apply to an entire class and not to any single student. You are free to modify grades for multiple students with a class during a Grade Change Request.

Select the appropriate **Gradebook** where a grade change needs to be made.

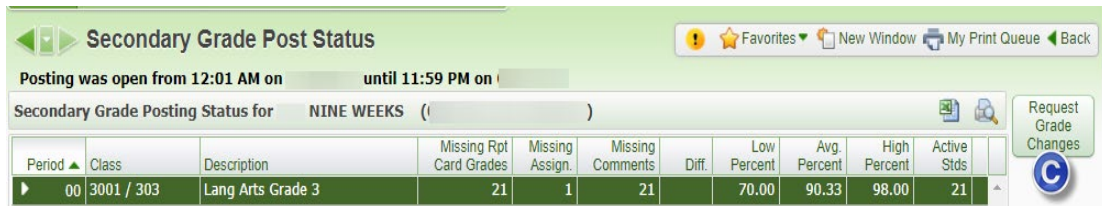
| Period | Days Meet | Class | Description | |
|--------|-----------|------------|------------------|-------------------------------------|
| 1 | 1234 | 3000 / 303 | Homeroom Grade 3 | Standards Gradebook |
| 2 | 1234 | 3006 / 303 | Health Grade 3 | Gradebook |
| 3 | 1234 | 3003 / 304 | Math Grade 3 | Gradebook |
| 5 | 1234 | 3004 / 304 | Science Grade 3 | Gradebook |
| 8 | 1234 | 3006 / 304 | Health Grade 3 | Gradebook |
| 9 | 1234 | 3003 / 303 | Math Grade 3 | Gradebook |
| 10 | 1234 | 3004 / 303 | Science Grade 3 | Gradebook |

- A. Mouse over the **Options** tab under the appropriate **Grading Term** where changes need to be made.
 B. select **Grade Posting Status for Term**.



Step 2

- C. Click on **Request Grade Changes**.



Step 3

- D. Type a reason for the grade change request. Be sure to include the name of the student(s) affected by the grade change request.
- E. Click **Yes** and you will be returned to the gradebook for that class.

If you proceed, you will be allowed to modify your gradebook for the closed grading period **NINE WEEKS** for course **3001 / 303**.

You will be allowed to make changes from now until **5:54 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:
Enter the reason for the Grade Change

Do you want to proceed?

Step 4

- F. Proceed to make any necessary grade changes by clicking once on the column graded area of the assignment. Then, Edit the grade and Save.

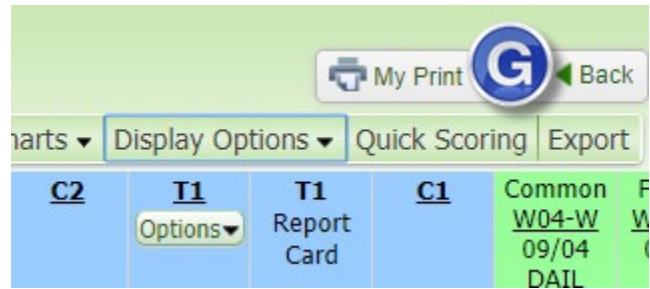
Note:

Grade Change Requests apply to an entire class and not to any single student. You are free to modify grades for multiple students within a class during a Grade Change Request.

The screenshot shows a gradebook interface with a 'Score Entry' dialog box. The gradebook has columns for 'I1', 'C1', 'Common W04-W09/04 DAIL 100 96.60', and 'Free w W03-Th 08/29 DAIL 100 84.05'. The 'Score' column is highlighted with a yellow circle. The 'Score Entry' dialog box is open, showing 'Common and Proper Nouns' for 'Week 4 - Wednesday'. It includes a 'Save' button (highlighted with a red box and a hand cursor), a 'Next' button, and a table with columns: 'Absent', 'Score', 'Special Code', 'No Count', 'Missing', and 'Comment'. The 'Score' field in the dialog box is highlighted with a red box and contains the value '105'. A blue circle with the letter 'F' is visible in the bottom left corner of the dialog box.

Step 5

- G. When you have finished making corrections, click on the **Back** button to return to the same screen from Step 2.



Step 6

- H. Click **Complete Grade Changes**.

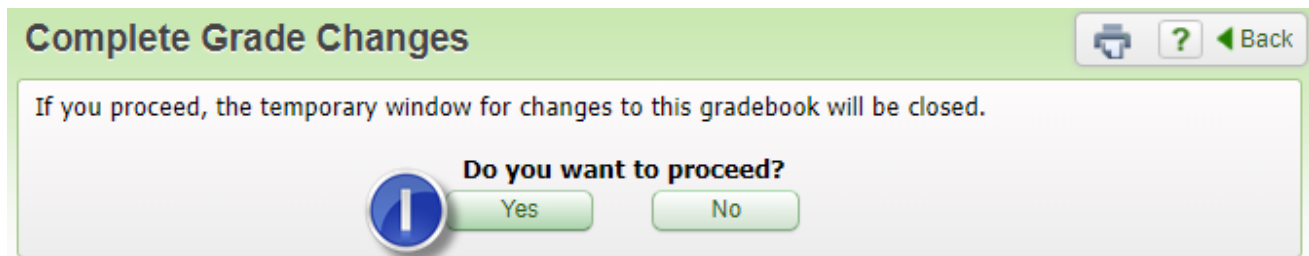
Note:

If the button is labeled “*Request Grade Changes*,” instead of “*Complete Grade Changes*,” ensure that the correct class is selected.



Step 7

- I. Click **Yes** to complete the grade change request.



Step 8

- J. Send an email informing your Principal about your grade change request. At that point your principal will review it before officially posting the changes.

Print Grade Sheet Report

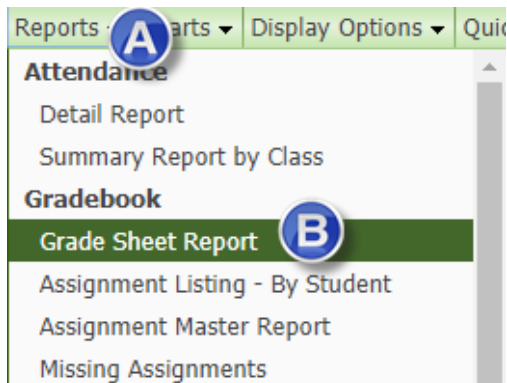
Introduction

Audience: Teachers

Purpose: How to print a grade sheet report.

Step 1

In your gradebook, Click on **Reports** then select **Grade Sheet Report**



Step 2

Select one of the **templates** highlighted, whose only difference is the font size (10,12, or 14 point). Then click **Clone Template**.

Seq # Report Template Name

| Seq # | Report Template Name |
|-------|-------------------------------------|
| 960 | Curr Term;Blank Grade Sheet;10 Font |
| 970 | Curr Term;Blank Grade Sheet;12 Font |
| 980 | Curr Term;Blank Grade Sheet;14 Font |



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



Enter a template name in the **Report Template** field. Click **Save**.

Report Templates

My Print Queue

Clone Report Template 900 - Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig.

Sequence #:

Report Template Name:



Save

Back

Select the grading term from the dropdown list under **Assignments**. Set the **Options** area fields as shown in the screenshot. Click **Save**.

Highlight the new report template and click **Print**.

Step 3

Once the report finishes processing, click on the **Display Report** button in the pop-up box.

| Date | Time | Report Description | Class | Wait List # | Status | Time |
|----------------|----------|---------------------------------|-----------------|-------------|-----------|-------|
| 07/31/2019 Wed | 11:10 AM | Grade Sheet Report | EL112/008 Eng I | | Completed | 00:00 |
| 07/29/2019 Mon | 2:45 PM | Email class message | | | Completed | 00:00 |
| 07/29/2019 Mon | 2:41 PM | Class Message Center Wall Posts | | | Completed | 00:00 |
| 07/29/2019 Mon | 2:40 PM | Email class message | | | Completed | 00:00 |
| 07/29/2019 Mon | 2:34 PM | Class Message C | | | Completed | 00:00 |

Results

The Class Roster Spreadsheet for your selected class will be displayed on the screen. You may choose to printout the roster. If you want a Class Roster Report for all your classes at once, proceed to the next page.

Teacher: **School Year:** 2019-2020 **Period:** 4
Course: EL112 / 008 Eng I **Room #:** L216

| | 1 T1 | 2 PR2 | 3 PR1 | | | | | | | | | | | |
|-----|---------|----------|----------|--|--|--|--|--|--|--|--|--|--|--|
| 01. | | | | | | | | | | | | | | |
| 02. | 100 | 100 | 100 | | | | | | | | | | | |
| 03. | 96 | 96 | 96 | | | | | | | | | | | |
| 04. | 77 | 77 | 77 | | | | | | | | | | | |
| 05. | 85 | 85 | 85 | | | | | | | | | | | |
| 06. | 82 | 82 | 82 | | | | | | | | | | | |
| 07. | | | | | | | | | | | | | | |
| 08. | | | | | | | | | | | | | | |
| 09. | | | | | | | | | | | | | | |
| 10. | | | | | | | | | | | | | | |
| 11. | | | | | | | | | | | | | | |
| 12. | | | | | | | | | | | | | | |
| 13. | | | | | | | | | | | | | | |
| 14. | | | | | | | | | | | | | | |
| 15. | | | | | | | | | | | | | | |
| 16. | | | | | | | | | | | | | | |
| 17. | | | | | | | | | | | | | | |
| 18. | | | | | | | | | | | | | | |
| 19. | | | | | | | | | | | | | | |
| 20. | | | | | | | | | | | | | | |
| 21. | | | | | | | | | | | | | | |
| 22. | | | | | | | | | | | | | | |
| 23. | | | | | | | | | | | | | | |
| 24. | | | | | | | | | | | | | | |

Signature _____ Date _____

Appendix (Grade 2-12 only)

If you are a grade 2-12 teacher and have multiple rosters of students for which you would like to print a Class Roster Report without having to print each class individually, skip Step 1 and start at the My Gradebook Screen as follows. Resume at Step 2 and you will get a multi-page PDF document with a Class Roster for each class.

- A. Click on Teacher Access
- B. Click on My Gradebook
- C. Select Reports for All Classes
- D. Click on Grade Sheet Report

The screenshot shows the 'Teacher Access' menu with 'My Gradebook' selected. Below it, the 'My Gradebook' screen is shown with 'Reports for All Classes' selected in the dropdown menu. The 'Grade Sheet Report' option is highlighted in the dropdown menu.

Teacher Access Menu:

- My Gradebook
- My Students
- My Classes
- Post Daily Attendance
- My Students With Disabilities
- My LEP Students
- My Section 504 Students
- My Gifted and Talented Students
- My At Risk Students

My Gradebook Screen:

Classes: All Current Meeting Today

Reports for All Classes | Posting Status

| Dept | Subject | Terms | Period |
|------|---------|-------|--------|
| LIT | EN1 | 1 - 4 | 1 |
| LIT | EN1 | 1 - 4 | 1 |
| LIT | EN1 | 1 - 4 | 3 |
| LIT | EN1 | 1 - 4 | 4 |
| LIT | EN1 | 1 - 4 | 5 |
| LIT | EN1 | 1 - 4 | 6 |
| LIT | EN1 | 1 - 4 | 7 |

016 - Secondary Gradebook

- Attendance
- Summary Report by Class
- Gradebook
- Grade Sheet Report
- Assignment Listing - By Student
- Missing Assignments
- Email Progress Report
- View Emailed Reports

Gradebook Table:

| Description | Gradebook |
|-------------|---------------------------|
| I | Gradebook |
| lish 1 I | Gradebook |
| I | Gradebook |
| I | Gradebook |
| I | Gradebook |
| I | Gradebook |
| I | Gradebook |