SKYWARD GRADEBOOK QUICK REFERENCE SHEET

Classes
1. Login to the system. Click Teacher Access. Select **My Gradebook** - upper left.
2. Select the class you want to work with.

Display Options tab
1. Student Display allows you to customize the way your student list will appear. Click the **Display Options** tab & select **Student Display**. Choose how you wish to see the students' names. Click **Save** when done.

2. **Assignment Display** will allow you to customize the way the individual assignments appear in the column header. Select **Assignment Display**. Choose how you want your columns to look. Click **Save** when finished.

3. **Grade Period Display** allows you to customize the number of grading periods you want to view on the **Main Screen**. You can also see this display when you choose **Assignments** and **Assignment Display**. Select **Grade Period Display** and whether you want to see all terms or just the current one. Click **Save** to keep changes.

4. **Drop Lowest Score** allows you to drop score for the grading period. You can protect those scores you do not want to include. Continue to click **Next** until you are finished. This dropping can be reversed if you desire.

5. **Advanced Drop Lowest Score** allows you to drop more than one score. This can be reversed, also.

Adding Assignments
1. On the class display screen from the drop down menu under the **Assignments** button, click **Add Assignment.**
2. Select one of the categories.
3. Complete the description, date assigned, proposed due date and assign a maximum score.
4. Click the appropriate box if you want to post the assignment information to **Family** and/or **Student Access**.
5. A list of your additional classes (if applicable) appears on the screen. Check the box to the left of any class(es) that will be using the same assignment.
6. Click **Save and Back, Save and Add Another, or Save and Score**.

Mass Assign Scores through an Assignment
1. Click on the **Assignment** tab and the assignment to which you want to add a grade.
2. Click Assignment List
3. Click **Mass Assign Score**.
4. On the right side of the screen enter the score that is assigned to all students. This will enter the same score for each student. You can then change just a few scores.
5. Click **Apply**.
6. Click **Save**.

Score Entry for different grades
1. Click on **Assignment, Assignment List** & single click the assignment to which you wish to add grades.
2. Click on **Score Entry** button at the top.
3. Click in the first cell and type in the student's score.
Continue to add all scores.
4. An asterisk means that the grade WILL NOT COUNT.
5. Add any comments that you wish. Save when finished.

Dropping the Lowest Score
1. From the drop-down menu under **Display Options** and under **Tools**, choose **Advanced Drop Lowest Score**. This will give you more choices.

Cloning Assignments/ Use Assignments Button
1. Click the **Assignments** button.
2. Single click the selected assignment to highlight.
3. Click **Clone**.
4. Select other classes where you want this assignment.
3. Click **Save**.

Deleting an Assignment
1. On main screen, click the heading of column of grades you wish to delete.
2. Click **Delete** button at the right.
3. Click **Delete From Selected Classes** or **Delete From All Classes**.

Deleting an Assignment through Assignment Tab
1. Click on the **Assignment** tab, assignment list, and then click on assignment you want to delete.
2. Click **Delete** button at the top.
3. Click **Delete From Selected Classes** or **Delete From All Classes**.

Entering Comments through an Assignment
1. Click on the **Assignment** tab.
2. Select an assignment and click **Score Entry**.
3. Enter comments and/or special codes.
3. When finished with comments, click **Save** in upper right.

Mark Score as No Count
Allows you to take a student's score and not have it count towards the student's grade in the class.
1. Locate the score for the student that will not count towards the grade and click the No Count square.
2. This grade will not calculate with the others.
3. Click Save when finished.

Reports Tab
1. Click the **Reports** tab on the Main Screen.
2. Choose the type of report you want to print.
3. You can add a header by clicking **View Parameter of Template** and typing the header you want. For example, you could show school name and class period.

Access Information for a Single Student in your Class
1. From My Students, double click student name. From Gradebook, click name and then click name again at top of screen.
2. You will find all of the information you may want:
Student profile
Student schedule
Student attendance
Student discipline
Academic history (previous grades)
Standardized test scores

Seating Charts
1. Click the **Attendance** tab.
2. You have multiple choices:
Alphabetical list view
Show pictures (if they are in the database)
Assign Seats
Alert legend which tells you what the color coding means by the student's name
Printer friendly listing – go to file/print in Firefox
3. Assigning seats: Click the appropriate number of rows
and columns (just like your classroom)
4. Click **Select Student** and then click **Fill Seat** where you would like to relocate this student.
5. **Clear Seats** will allow you to work from a blank seating chart. Click and drag your mouse to place the students where you wish.
6. Click **Undo** if you make a mistake.
7. Click **Save** when finished.

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Taking Attendance
1. Attendance needs to be at   AM each day. This cannot be done outside the school network.
2. On the Main Screen click on **Post Daily Attendance**.
3. On the following screen you will see the students listed in either **By Name** or **By Seating Chart**. Mark Absent.
4. Click **Save** in the upper right corner.

Discipline - Written Referrals
1. Under **My Students**, select **Discipline**.
2. Find the student and select him/her.
3. Click **Add** for new referral.
4. Enter the specifics of the referral, completing all boxes.
All that is typed in the Comments section becomes part of the student's permanent record.
5. Click **Save** when finished.

**Always go back to the Educator Access Page (Home Page) and click *Exit* in the upper right corner when finished.

How to Print a Progress Summary Report
1. Select **My Gradebook.**
2. Select **Secondary Gradebook** for any of your classes.
3. Select **Reports.**
4. Select **Progress Summary** and choose the desired report. On this screen you can edit the classes or students you want to print for the summary report by selecting one of the options on the right side of the screen.
5. Select **Print.**

GRISD notes:
1. This will be a year of learning.
2. You must give 6 weeks weights to your principal to approve. Only technology can change weights.
3. You must also give category names and weights to principal to pass on to technology.
4. Parents will access the gradebook via the same link they used to register students.
5. Teachers should have the "All Areas" selected when they login.
6. Parents should have "Family / Student Access" selected when they login.
7. You will not have a period of time where grades are submitted and checked then opened up where corrections will be made. You have an end date and time.

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average	B			
Attendance: Present	48			
Absent	8			
Tardy	1			

A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement
U = Unsatisfactory • I = Insufficient / Incomplete
Student: _____   Grade: ____ Year: ____