Skyward Secondary Gradebook Guide

2023-2024

STUDENT INFORMATION SYSTEMS

Skyward Secondary Gradebook Guide

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Note: This Gradebook Guide is for 1st grade – 12th grade, KG Standards Gradebook Guide can be found if you [click here](#).
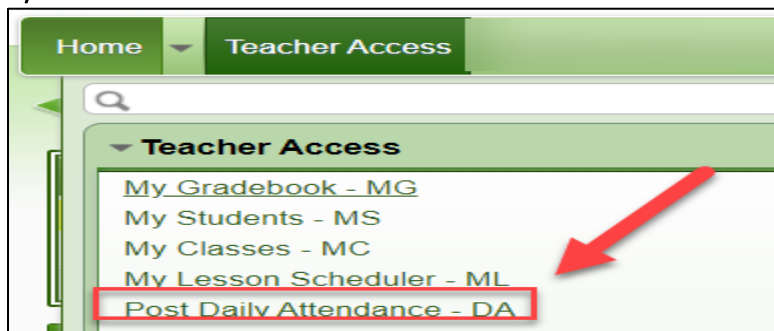
Logging onto Skyward

1. Open up Google Chrome.
   a. Go to the Waffle (the nine dots).
   b. Scroll down until the blue **Skyward** box.
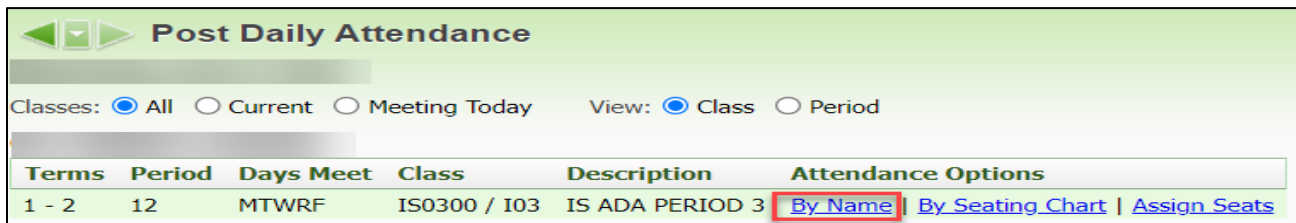   c. Click on the blue **Skyward** box.
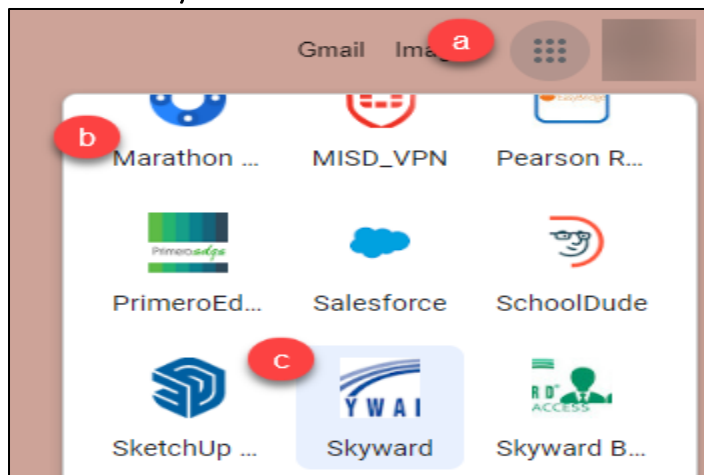
Taking Attendance

1. Click **Post Daily Attendance – DA** under the Teacher Access menu.
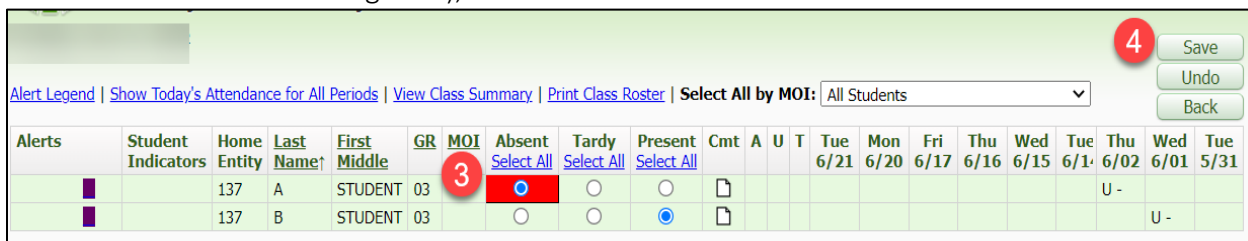

2. Click on **By Name** to take attendance by name in Skyward.

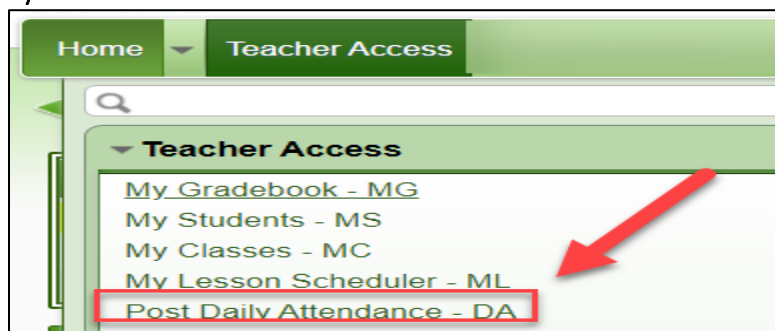ADA Time for Midland ISD is 10:00a.m. across this district.

3. Click **Absent, Tardy, or Present** for each student.
4. Click **Save** once attendance has been accurately taken.
   a. All students are defaulted to Present every day.
   b. Select All can be used, but it is recommended to only use this if the majority or all of the students are absent, and then selecting the students that are present.
   c. Make sure to know the campus's ADA (Average Daily Attendance, or official attendance taking time), and take attendance at that time.
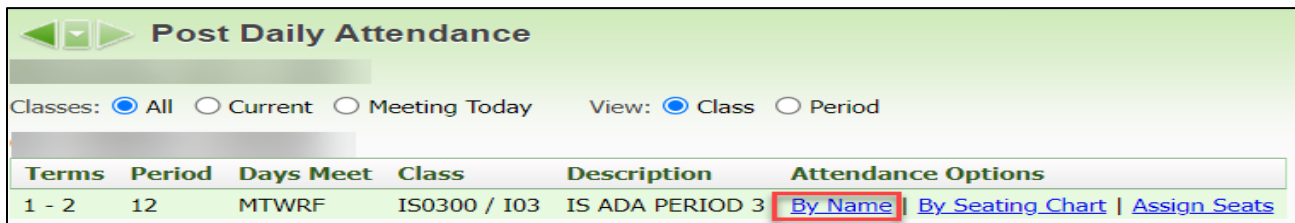

Flex Attendance

1. Click **Post Daily Attendance – DA** under the Teacher Access menu.

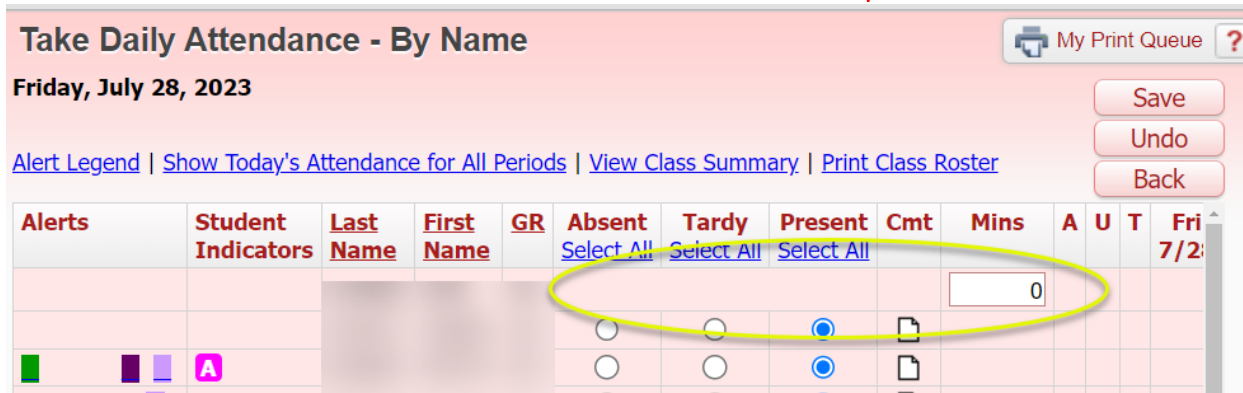2. Click on **By Name** to take attendance by name in Skyward.

ADA Time for Midland ISD is 10:00a.m. across this district.

3. Enter in class period minutes if the student is present.
4. Click Save to ensure Attendance is taken.

Note: For CHS Virtual flex student enter 60 minutes if the student is present.

Setting Up Categories

Categories are set up for teachers based on district regulations. Please see the information below to about MISD regulations.

        Midland ISD Schools:

        1st -2nd grade:
- 100% All Grades

        3rd-5th grade:
- Major 40%
- Minor 60%

        6th – 12th grade:
- Major 60%
- Minor 40%

Partnership schools, such as IDEA Travis and Sam Houston might have different percentages for their categories. These teachers will need to follow their schools' regulations.
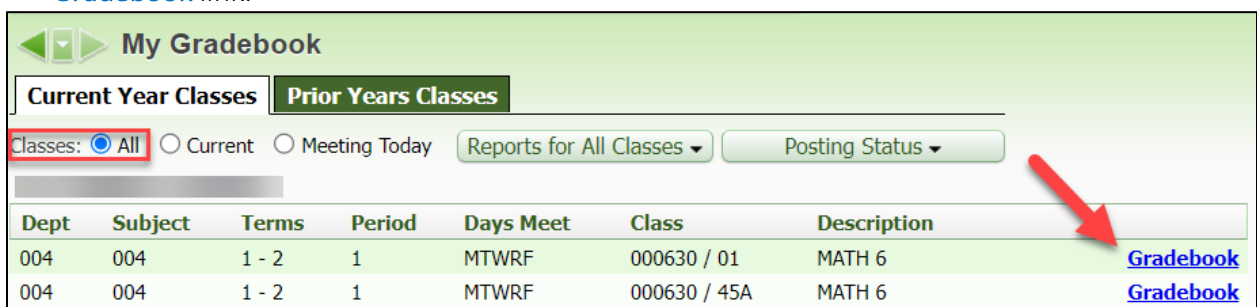
To set up categories in your gradebook, please follow these instructions:

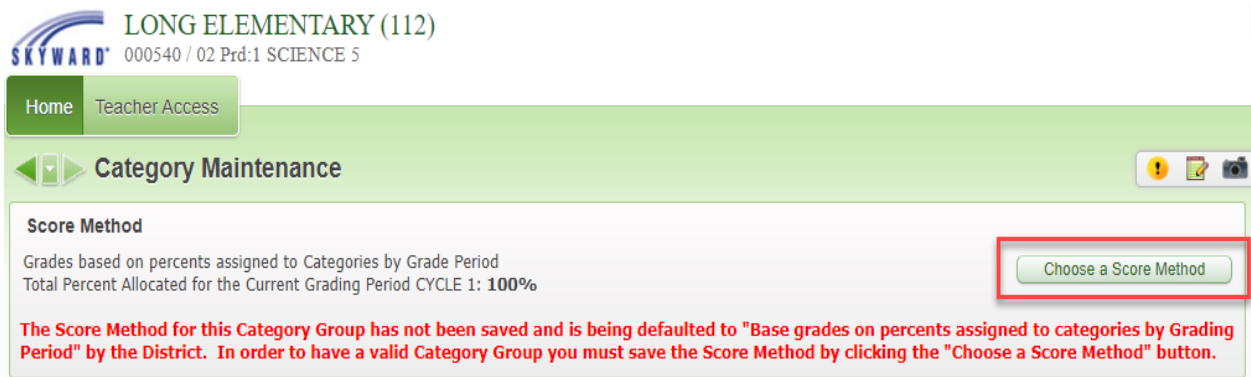1. Click **My Gradebook - MG** under the Teacher Access menu.

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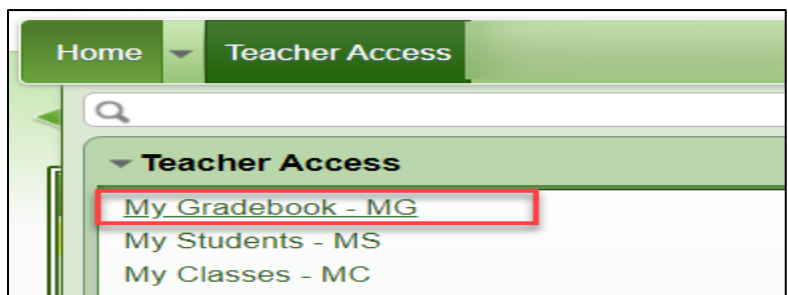
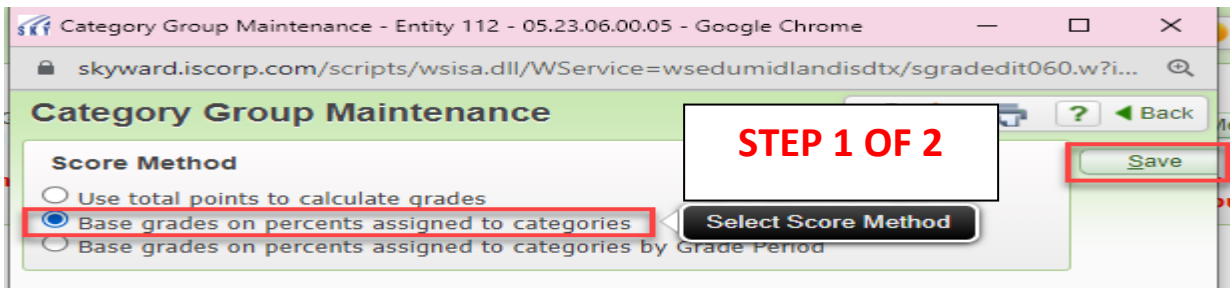
2. The **All** radio button must be selected to view all classes. From this page, click the Gradebook link.

3. Click the **Choose a Score Method** (first time you setup the course)

4. In the **Section Method** options, select **Base grades on percent assigned to categories** and then click **Save.**

5. Input the following:
   a. Click **Add/Edit Categories**
   b. In the **Include** section, un-check the category groups you do **not** want displayed.
   c. In the **Modified Percent** section, input the percentages for each category group. The **Modified Percent Allocated** must equal 100%.
   d. Click **Save.**

6. Input the following:
   e. Click **Change Score Method** again to copy the category percentages to each term/cycle.
   f. In the **Score Method** options, select **Base grades on percents assigned to categories by Grade Period.**
   g. Click **Save.**
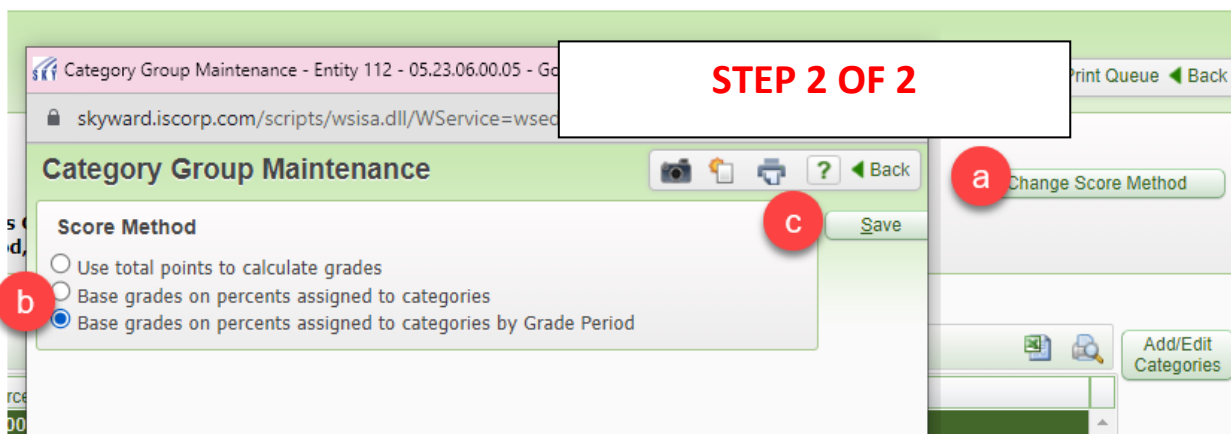
CORRECTING CATEGORIES

During the first six weeks of school someone at the campus level will be monitoring gradebooks to make sure that they are set up by: **Base grades on percents assigned to categories by Grade Period**. This option allows you to modify the categories each six weeks, in the event they were setup incorrectly. Below are the instructions for correcting categories during the first six weeks. *Note: If a gradebook is set up as weighing, with incorrect percentages, the gradebook contact at your campus will be able to contact the SDS department to correct this error.*
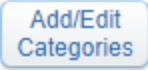
1. Login to **Skyward**, click on the **Teacher Access** button and then click on the **My Gradebook** link.

2. Click on the **Gradebook** that needs to be corrected.

3. Click on the **Categories** link in the ribbon at the top of the gradebook.
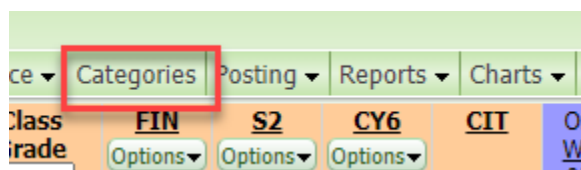
4. Confirm that the category percents are **correct**.

5. If your categories are **incorrect**, click [Add/Edit Categories], on the right hand side of the screen.
6. On the **Category Group Maintenance** Screen do the following:
    a. Click under the **include** column to check off the categories to use this school year.
    b. Adjust the **Modified Percent**, if necessary.
    c. Make sure the **Modified Percent Allocated** is 100%
    d. Click on the **Save** button.

7. If the category percents are correct, click [Change Score Method].
8. Choose the third option, **Base grades on percents assigned to categories by Grade Period**, and then click the **Save** button.
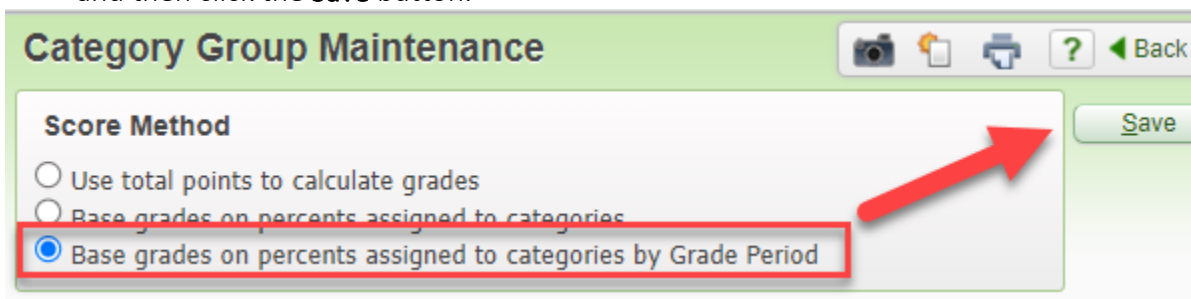
Adding Assignments

1. To add an assignment, click the **Assignments** menu at the top of the screen, and select **Add Assignment**.
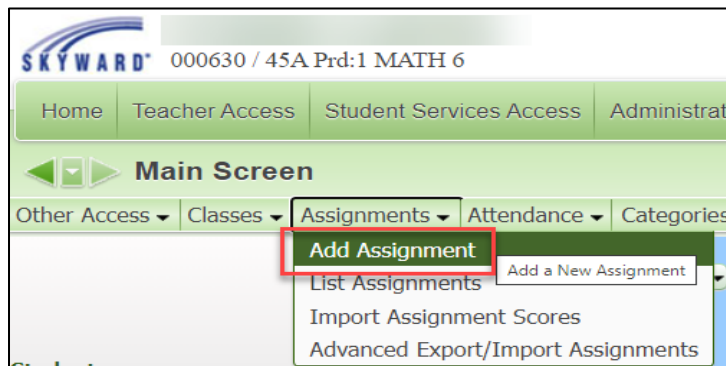
2. In the Assignment Maintenance section, input the following:
    a. **Category**: Select a category code from the drop-down menu.
    b. **Description**: Type the name of the assignment.
    c. **Detailed Description:** Enter a detailed explanation of the assignment. *Note: The Detailed Description can be viewed within Family and Student Access.*

d. **Assign Date:** Enter the date the assignment was given to the students; it defaults to current date.
e. **Proposed Due Date:** Enter the date you anticipate that the assignment will be due. You can enter future Assign and Proposed Dates; this allows the assignment to display as a future assignment in Family and Student Access.
f. **Actual Due Date:** Date entered for assignment receiving an extension. *Example: Students not turning the assignment on the proposed date due to a bad weather day. The actual due date will supersede the proposed due date.*
g. **Max Score:** Enter the maximum value a student may receive for the assignment; extra credit should not be included in this number. ***Note:*** *Assignments created solely to track extra credit can be created with a max score of zero*.
h. **Weight Multiplier:** This typically remains at "1" unless you wish to adjust assignment value for varying difficulty in assignments. *Example: Assignment has a maximum score of 100. If you change the Weight Multiplier field to .5, the assignment is given half the value or a maximum score of 50.*
i. **Post to Family Access, Post to Student Access:** These options are selected by default. These options will post the assignment information to Family and Student Access.
j. **Class Options**: This will allow the teacher to select more than one class to add the assignment to, if necessary.
k. Click **Save and Score** to go directly to entering student grades, or **Save and Add** to add another assignment without entering grades for the assignment just entered, or **Save and Back** to return to the gradebook.

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Assignment Reminders:
- If an assignment grade is left blank, parents will get a notification in family access if it is after the assignment due date.
- If the assignment due date needs to be changed after the assignment is inputted, click on the assignment heading, click edit, change the due date, and then click Save.
- According the MISD District Regulations:
- At least one grade will be taken for each subject each week.
- At least two minor grades and two major assignments grades will be taken.
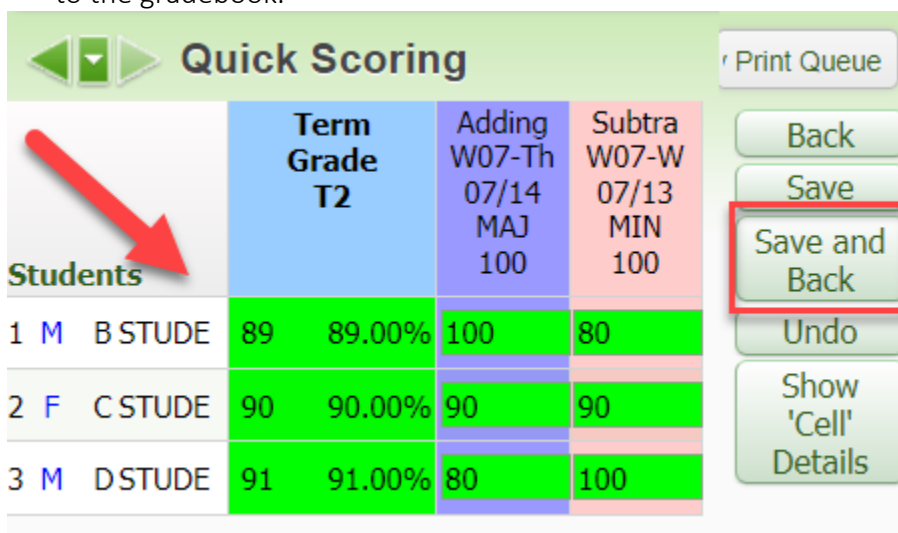
Entering Grades

There are multiple ways to enter grades. The **Quick Scoring** method allows you to enter grades for all assignment and students.

1. To enter grades using this method, click the **Quick Scoring** menu at the top.
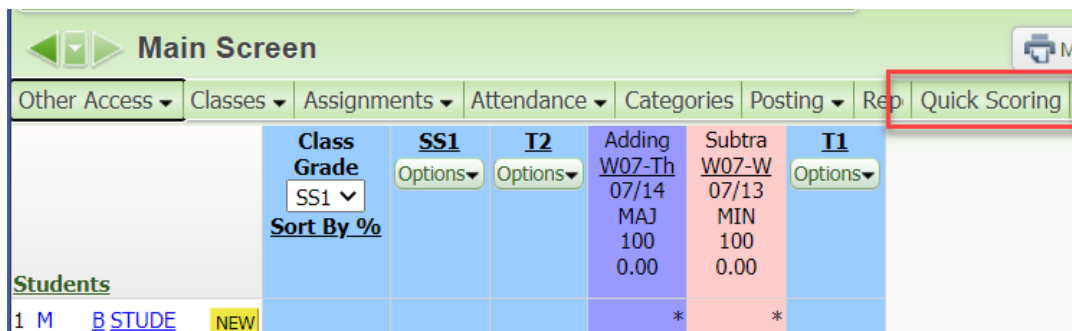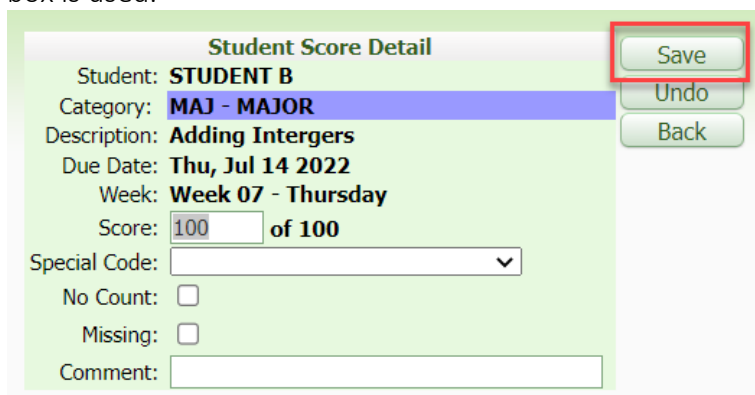
2. Enter the grades for each assignment and student and then click **Save and Back** to return to the gradebook.

Note: The teacher can double click in the box where the enter the grade, and add a Score, Special Code, check off No Count, Missing, or add a Comment. Make sure the click Save if this box is used.

Another way to enter grades in to click the asterisk to enter the grades for just that assignment.
1. Click on the asterisk.
    a. Enter Grades
    b. Enter Special Code, if needed.
    c. Check off No Count or Missing, if needed.
    d. Enter Comment, if needed.
    e. Use the Mass Assign Options, if needed.
    f. Mar Un-scored as 0 and Missing, if needed.
    g. Click Save.

Entering Previous Grades for New Students

Students who enter your classroom throughout the year may be new to the district, new to your class, or a transfer from one of your sections to another. These instructions will show how to enter previous grades into your gradebook. The NEW button will display when a new student enters your class. This will allow you to enter previous grades into your gradebook. There are four different options under the NEW button options:

- **Option 1** is used for students that move from one sections of a teacher's class to another. All assignments and due dates must be the same from one sections to another, if they are not the student will have a grade difference.

- **Option 2** is used for students that move from one class to another. This is options is often used for students that move from teacher A to teacher B, but are receiving instruction for the same subject.
- **Option 3** is used to manually enter in grades from different classes or schools for new students.
- **Option 4** is not used.
- **Option 5** is used to enter in a starting grade. For example, if a student comes into the teacher's class in the middle of the six weeks with an average of 85%. The teacher can use this option to autofill in assignments that the student missed with the average of 85%.

Note: Do NOT enter semester grades. Semester grades will average if the student has grades for ALL cycles in that semester.

Option 1

Log onto Skyward, click on the **Teacher Access** button and then the **My Gradebook** link.

1. Click the **Gradebook** link the student is in.
2. Click the **NEW** Button by the student's name
    a. Click **Do not display NEW by this student's name**
    b. Click on **Transfer Matching Score**

3. Please confirm that the scores are correct, then click **Save**.

4. Click the **Back** button to return to the gradebook.
5. Make sure there aren't any grade differences, you will see these in the Report Card column. *Note: A grade difference is caused because the report card grade and the gradebook do not match. If option 1 was used to transfer grades, it can be there is an assignment that is different in the other section the student was in, retrieve the grade and depending on the cycle, input the grade or do a grade change request.*

Option 2

Log onto Skyward, click on the **Teacher Access** button, and then click on the **My Gradebook** link.

1. Click the **Gradebook** link the student is in.
2. Click the NEW Button by the student's name

    a. Click **Do not display NEW by this Student's name** box
    b. Choose **Term Grades Only** in the drop down menu.
    c. Click the most recent dropped class that is the same subject or course number.
    d. Click the **Manually Transfer Scores** button

3. **Transfer the Grey box grades, to the yellow box.**
4. Click **Save Term/Exam Grades and Enter Semester Grade**
    a. The Semester grade will average with the term grades and semester exam grade you have entered, do not enter or update the S1 grade, instead click on **Save Semester Grades and Finish**.

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**Please note that New Grade is used for letter grades such as: E, S, U, and N. Also, New Grade is where the teacher can put an NG if the student has NO GRADES. The New Percent column should only be used for NUMERIC grades.

Option 3

Log onto Skyward, click on the **Teacher Access** button, and then click on the **My Gradebook** link.

1. Click the **Gradebook** link the student is in.
2. Click the **NEW** Button by the student's name
   a. Click **Do not display NEW by this Student's name**
   b. Click on **Manually Transfer Scores** button

3. Enter grades into the appropriate column:
   a. If there is a Report Card grade, enter the grade into the **New Percent** column.
   b. Office staff might give your grades from previous school districts to enter using this option, enter these grades into the **New Percent** column.
   c. If the office staff doesn't have any grades for the student, enter NG into the **New Grade** column.
   d. If the student has letter grades: E, S, U, or N, enter these grades into the **New Grade** column.

Note: If numeric grades are entered into the **New Grade** column there might be an **Adjustment**. The **New Percent** column will not allow letter grades to be entered, only numeric.

4. Click **Save Term/Exam Grades and Enter Semester Grade**
   a. The Semester grade will average with the term grades and semester exam grade you have entered, do not enter or update the S1 grade, instead click on **Save Semester Grades and Finish**.

Enter Term Grades for Class 000640 / 04

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent	
CY1	97	97.00%	97	0.00%	97 ...	97.00 %	

Save Term Grades and Enter Semester Grades

Option 5

Log onto Skyward, click on the **Teacher Access** and then click on the **My Gradebook** link.

1. Click the **Gradebook** link the student is in.
2. Click the **NEW** Button by the student's name
   a. Click **Do not display NEW by this student's name**
   b. Click on **Enter a starting Grade** button

Do not display NEW by this student's name.

Transfer Scores

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

3. Put in **Starting Grade Percent**.
4. Click the **Apply Grade Percent** button.

Set Starting Grade for ▓▓▓▓▓▓▓▓▓

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

Starting Grade Percent: 85.00 % 85
Student Start Date: 03/01/2022 (Most Recent Enrollment Date is **03/01/2022**)
☐ Overwrite existing assignment

If this is checked off, it will overwrite any assignments that already have grades inputted by the teacher.

NOTE: Due to rounding, the current term percent may not exactly mat... All assignments with a max score of zero and those with Bench...

Apply Grade Percent

5. Confirm the assignments missed have the correct percent

M   85   85   85

IMPORTANT: Every student MUST have a grade in your gradebook for every term, regardless of when they entered the classroom. Missing term grades will result in incorrect semester.
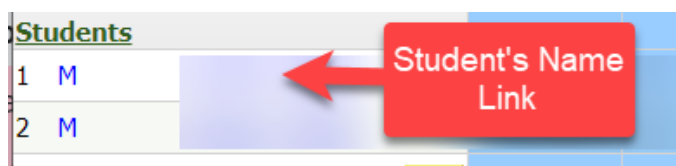
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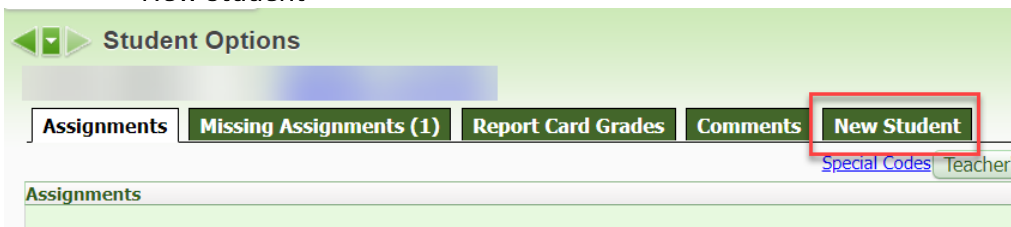
Displaying the NEW Button

If the "Do not display NEW by this student's name", is checked off, and the teacher needs to use the NEW button again, they can use the instructions below to either display it again, or use the NEW button options.

Log onto Skyward, click on the **Teacher Access** button and then the **My Gradebook** link.
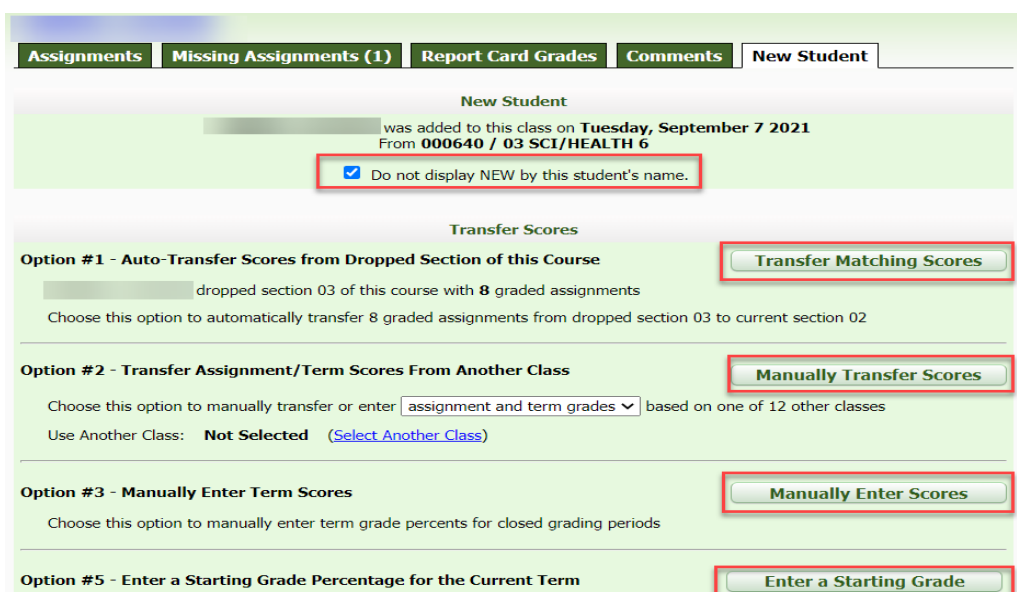1. Click the **Gradebook** link the student is in.
2. Click on the student's name link.

3. Click on the **New Student** tab.

4. Uncheck the **Do not display NEW by this student's name**, OR choose the NEW button option needed to fix the student's grade.

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Once the teacher is finished either using the NEW button or choosing to display the NEW button again, they can click the back arrow or back button to return to their gradebook.
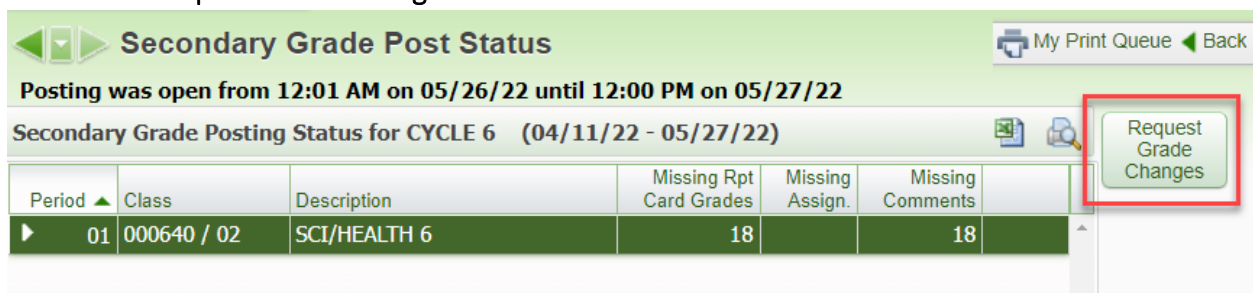
Grade Change Request

Teachers will need to do a grade change request if the office staff at their campus gives them grade differences to correct, or if the cycle has closed for the term, and they need to change a student's grade.

1. Click the **Gradebook** link the student is in that has a grade that needs to be modified.
2. Go to the six weeks' period or nine weeks' period in which the teacher needs to make the adjustment need to make a grade change. If the teacher doesn't see the grade period that needs to be change, they will need to adjust their display settings.
3. Click the **Options** button below the cycle the teacher needs to change.
   a. Click on **Grade Posting Status for the Term.**
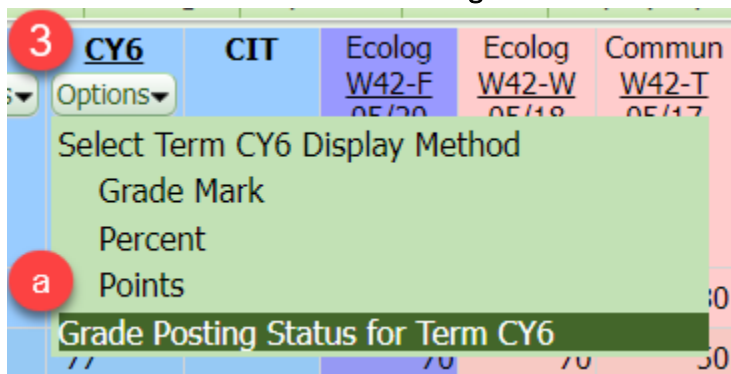
4. The Grade Post Status screen will appear with the highlighted course information, click the **Request Grade Changes** button.

5. Read the information stated in the box.
6. Type in a general reason for requesting the grade change.
7. Click the **Yes** button. The requested grading period in the gradebook for you to adjust your grades is **only active for two hours.**

8. Change the desired assignment grade(s) within the requested six weeks' period. The grade difference will display in your gradebook after you make the grade changes.
9. Click the **Options** button below the cycle the teacher needs to change.
   a. Click on **Grade Posting Status for the Term.**

10. Click the **Complete Grade Changes** button.

11. Then click **Yes.**

Complete Grade Changes

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

Do you want to proceed?

Yes   No
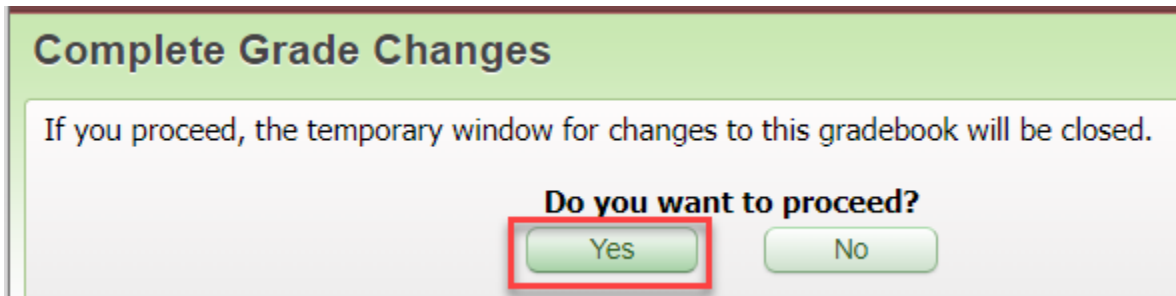
After the teacher is finished they will need to click the **Back** button. Office staff will need to approve the grade change request, and after that the grade difference will no longer be in the gradebook.

Display Options

Display Options ▾ Quick Scoring

Display Options

1 Student Display
2 Assignment Display
3 Grade Period Display
   Modify Gradesheet Sequence
   Color Legend
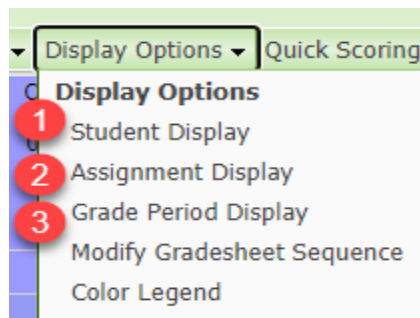
1. **Student Display:** There are several options for displaying student names. You may also choose to show or hide dropped/inactive students.

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2. **Assignment Display:** Set your preferences for display of assignment detail information in your gradebook.

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3. **Grade Period Display:** Select the **Grading Periods** you wish to display in your gradebook.
   Note: You do not need to display all assignments for past grading periods. Also, whenever a grading cycle ends, if you can't see the new cycle, come to this screen to fix your display.

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Widgets

1. Click on the 'Select Widget' link on the 'Jump to Other Dashboards' box.
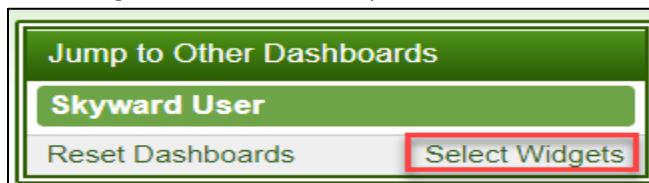
2. Click the Widgets that you would like to be displayed on the home screen of your Skyward Student.
   a. Grade Distribution: This widget allows teachers to view their Grade Mark Distribution Chart. The chart shows the number of each Grade Mark earned by all students for a grading period.
   b. Recent Assignments: This widget allows teachers to view what assignments they recently created. Teachers will be able sort assignments by class or date.

    c. ***Recent Messages:** This widget allows teachers to view recent Message Center messages they have created or if they have not read a response from one of their messages. Teachers will be able sort Messages by Recent or Unread.

    d. ***Teacher Quick Access:** This widget allows teachers to view their classes and includes the capability to access their Gradebook, as well as to Post Daily Attendance.

    e. **Teacher's Students:** This widget allows teachers to view their students and includes the capability to access their Student Information screen.

    f. **Upcoming Assignments:** This widget allows teachers to view what Assignments have a Due Date coming up. Teachers will be able sort Assignments by Class or Due Date.

*Recommended for teacher's use.

   3. Click **Save** after selecting the widgets.
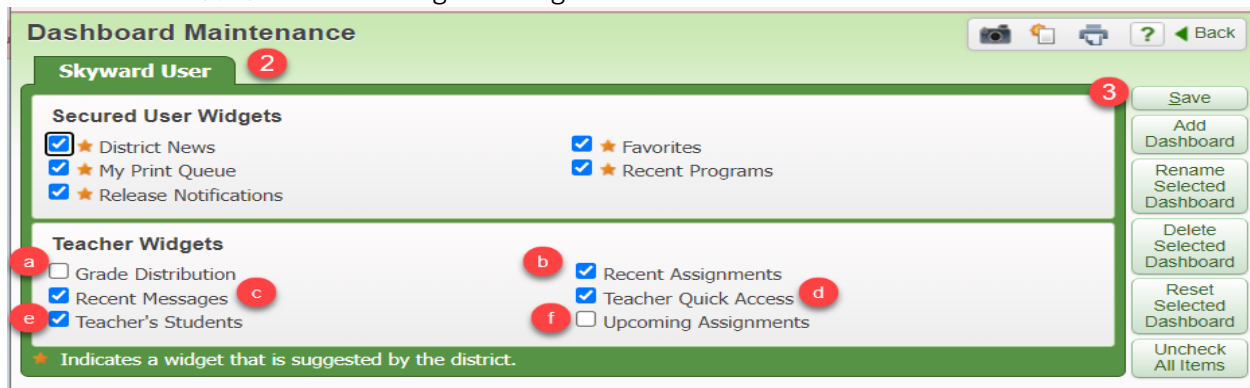
Advance Export-Import Assignments

Advance Export/Import Assignments is an option used to upload scores from an excel document or google document. *Please note that is Export and Import option should not be used unless the teacher is proficient in Skyward.*

   1. Click on **Teacher Access>My Gradebook** link
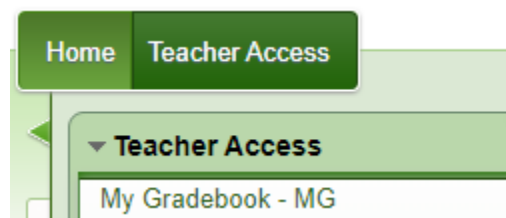
   2. Click on the Gradebook link to put scores into.
   3. Add assignments.

a. Select the **assignment** tab in the gradebook.
b. Select the **Add Assignment** link to add the assignments.
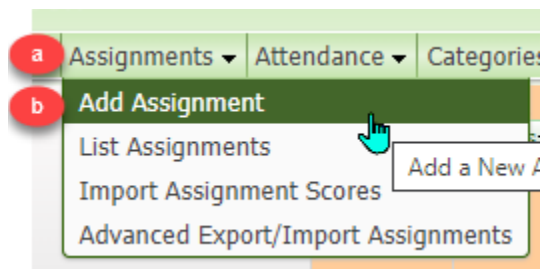
4. Creating the assignment
   a. Select the **Category** for the assignment.
   b. Add the **Description** or the title of the assignment.
   c. Change the **Due Date** if needed.
   d. Click the **Classes** the teacher needs to add the assignment to.
   e. Click **Save and Add Another** if the teacher needs to add more than one assignment.
   f. Click **Save and Back** to go back to the gradebook.

5. Click on **Assignments>Advance Export/Import Assignment.**

6. Click the **Assignments** that need to be scored

7. Click **Create File for Score Entry** button
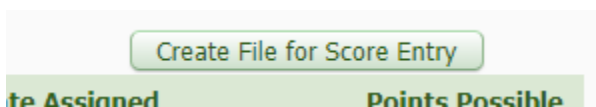
8. Open the file.

9. Add assignment scores and/or special codes, no count, missing, and/or comment

				Points	Special Code	No Count(X)	Missing(X)	Comment
1	Gradebook:	000620 / 03	Gradebook	73624				
2								
3	Assignment:	Project	Assignment	2633837				
4	Category:	MAJ						
5	Due Date:	5/23/2023	Max Points:	100				
6	Id	Student		Points	Special Code	No Count(X)	Missing(X)	Comment
7	45 D			72				
8	2 A			96				Great Job!
9	3 L			90				Great Job!
10	1 E			70			X	
11	18 B			83		X		

10. Save file as a CSV file.
11. Click **Choose File** to upload document (Check downloads folder).

Select a CSV File to Import From
Choose File | Entering Su...(ADSY).docx | Import Scores From File
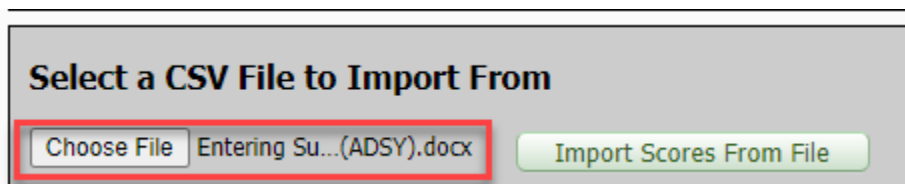
12. Click **Import Scores From File**

Select a CSV File to Import From
Choose File | Entering Su...(ADSY).docx | Import Scores From File
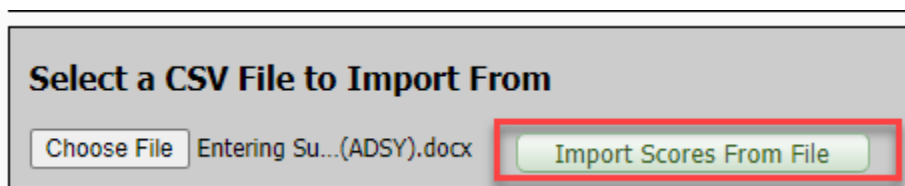
13. Scores will appear as below, verify they are correct. If they aren't edit document, follow steps 9-12 again.

Home | Teacher Access

Imported Assignment Scores

Successfully Imported Assignment Scores
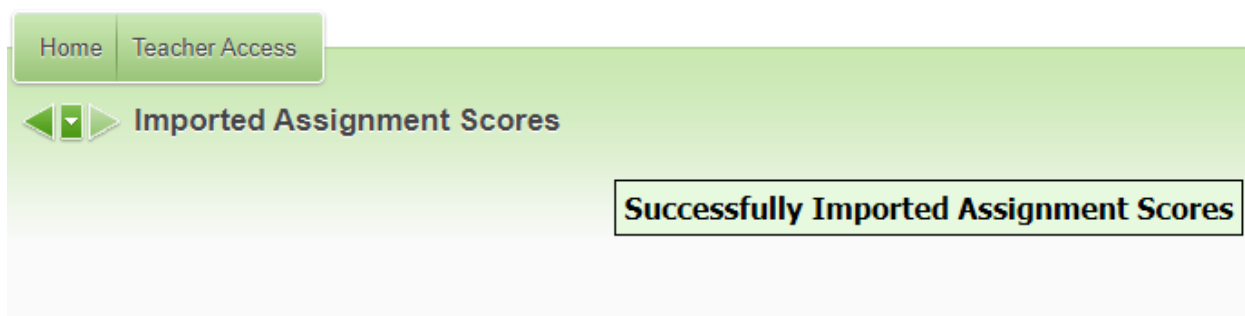
14. Click the [Back] button twice to get back to the gradebook.

Online Assignments

Below are instructions for creating online assignments in the Skyward gradebook. These instructions are a guide for the teacher. The actual online assignment is the teachers' preference and what they would like on the assignment.

Skyward Secondary Gradebook Guide

Creating an Online Assignment

Log onto Skyward, click on the **Teacher Access** button, and click on the **My Gradebook** link.
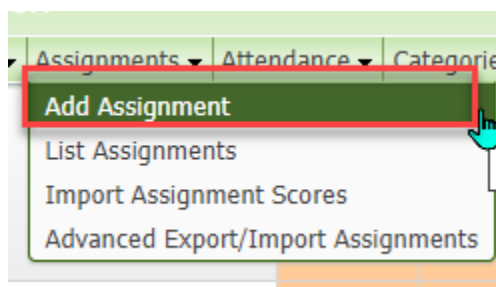
1. Click on the **Gradebook** link of the class the teacher wants to put the online assignment in.
2. Click **Assignments** button **>Add Assignments** link.

a. Select **Category.**
b. Add **Description** (name of the assignment).
c. Select **Proposed Due Date.**
d. Select **Classes** that the teacher wants to assign this assignment to.
e. Click on the **Options** button **> Create Online Assignment** link.

3. **Online Setup Options**
   a. Add the **Name** of the assignment, this should be the same as the description on the other screen.

  b. Default Points per Questions. *Example: 5 questions would make the points per question 20 points each*

  c. Choose to Randomize Questions, Do Not Allow Other Teachers to Clone, and/or Override Multiple Choice/Matching Answers Lettering.

Online Assignment Setup Options

a Name: [ ] Default Points per Question: [20.0] b

Description: [ ]

Maximum characters: 250, Remaining characters: 250

c ☐ Randomize Questions ☐ Use Time Limit [0] (Minutes)

 ☐ Do Not Allow Other Teachers to Clone ☐ Override Multiple Choice/Matching Answer Lettering [?]

Save

Save and Back

4. Family/Student Access Options

  a. Select **Do not Make Available in Student Access Online Assignment** if the teacher doesn't want the students to see the assignment until they are ready to assign it. This options is good if the teacher creates it over the weekend.

  b. The teacher can assign **Start Date and Stop Date** for students can take the online assignment.

  c. The teacher can select **Do not Show Results** to withhold the results so that student don't give out correct answers to other students for example. Also, selecting **Show Correct Answers** will show the students the correct answers on the assignments.

  d. Selecting **Auto Grade and Post to Gradebook** will allow the teacher to create a multiple choice, true/false, and matching assignment that will auto grade and post to the teacher's gradebook.

Family/Student Access Options

A ☐ Do not Make Available in Student Access Online Assignments

 * Start Date: [07/10/2023] 🗓 at [12:00] [AM] B Stop Date: [07/10/2023] 🗓 at [11:59] [PM]

 Questions per Page: [5]

 Do not Show Results until: [07/10/2023] 🗓 at [12:00] [AM] C ☐ Show Correct Answers

D ☐ Auto Grade and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*
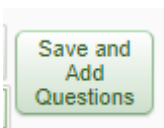
5. Click **Save and Add Questions**
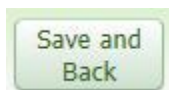
6. Adding Questions
    - Choose **Question Type**
    - Add the **Question**
    - Put in **answers to question**
    - Choose the **correct** answer(s)
    - **Attach** a document if necessary
    - **Save and back** will go back to the online options
    - **Save and add another** will allow the teacher to add more questions.

7. **Edit Questions** if necessary
    - Clicking the **Add** button will allow the teacher to add another questions.
    - Clicking the **Edit** button will allow the teacher to edit the selected question.
    - Clicking the **Delete** button will delete the selected question.
    - **Shuffle Question Order** will change the order of the questions.

8. Click [Save and Back] button, once the teacher is done editing and adding questions. Clicking on this button also takes the teacher back to the assignment page.

a. **Available Online** is a reminder that this is an online assignment
b. Clicking the **Edit the online assignment** button will allow the teacher to edit the assignment.
c. Clicking the **Remove online assignment** button will remove the assignment completely.
d. Click the **Save and Back** button if the teacher is finished editing and assigning the online assignment

Grading Assignments

Log onto Skyward, click on the **Teacher Access** button, then on the **My Gradebook** link.

1. Click on the **Gradebook** link that the teacher needs to grade the online assignment.
2. Click on Online assignment title.
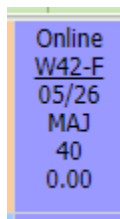
3. Click the **Score Online Assignment** button on the right hand side of the screen.

4. Select Student that the teacher needs to grade the assignment for

- Click the **Grade Online Assignment** button

Student Online Assignment

		Last	First	Status	Show Results	# Questions Unanswered	Online Points	Online Score	Online Grade	GB Points	GB Score	GB Grade	Comment
▶	1	BLACK	SIRIU	Completed	N	0	87.5	87.50		*			
▶	2	LOVEG	LUNA		N	0				*			
▶	3	POTTE	LILY		N	0				*			

Refresh

Grade Online Assignment

Allow Student to Resume

Reports

5. Grading the Online Assignment.

Online Assignment Information
Student: **SIRIUS BLACK**
Class: **000737 / 452 MATH 7**
Online Assignment: **Adding integers**

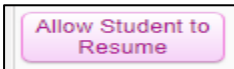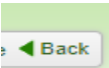Points Earned: **87.5**   out of 100
Score: **87.50**
Grade: **88**

Next Page
Prev Page

Post Grade to Gradebook

Save and Close

----Page 1 of 1 ----

Question 1 of 4
What is the sum of -5 and 3? (25 points)
Student Answer: **C. -2**
Correct Answer: **C. -2**
Points Earned: **25** of 25 Teacher Comment:

Question 2 of 4
The additive inverse of a number is the distance it is from zero. (25 points)
Student Answer: **False**
Correct Answer: **False**
Points Earned: **25** of 25 Teacher Comment:

Question 3 of 4
Match the solutions (25 points)
Student Answer:
D 1. 4+(-9) ——————————— A. -1
C 2. 9+(-4) ——————————— B. 1
A 3. 8+(-9) ——————————— C. -5
B 4. -8+9 ——————————— D. 5
Points Earned: **12.5** of 25 Teacher Comment:

Question 4 of 4
The absolute value of a number is the opposite of the number. (25 points)
Student Answer: **False**
Correct Answer: **False**
Points Earned: **25** of 25 Teacher Comment:

- The teacher can add points to questions or they can take points away.
- The teacher can add comments to individual questions.
- Clicking the **Next Page** button takes the teacher to the next page to grade, if all of the questions aren't on the first page.
- Clicking the **Prev. Page** button takes the teacher to the previous page to grade.
- Clicking the **Post to Gradebook** button will take the teacher to the screen below to add comments to the assignments, and/or special codes. Also, it allows the teacher to select **Show Results in Student Access** to allow the students to see the results. The teacher can then click the **Save and Close** button ones they are finished grading the assignment.

- Clicking the **Save and Close** button will allow the teacher to grade the assignment but not post it to the gradebook right away.

6. Clicking the **Allow Student to Resume** button will allow the assignment to open back up for the student.

7. Clicking the **◀ Back** button twice will take the teacher back to their gradebook.

Obtaining Students Login Credentials

The teacher will need to log onto Skyward, click on the **Teacher Access** button, then click the **My Gradebook** link.

1. Select the **Gradebook** link that the student is in.

2. Select the student profile by selecting the gender of the student.
3. The **Student Access Login** is in the middle of the screen and has the login and the password. If the password has asterisks beside it, that indicates the student has already changed the password.

- Clicking on **Edit Login** button allows the teacher to edit the password for the student.
  - Select the **Set Password** button
  - Type in the new password or click the Generate button to have generic password created
  - Click the box by the **Force password change at next login** if the teacher would like the student to change their password.
  - Click the Save button once the teacher is done changing the password.

Once finished click the [Exit] link at the top right hand corner of the screen. If the teacher has problems creating, assigning, and/or grading online assignments, please see the campus Gradebook Contact.

Cloning Assignments from a Different Gradebook

1. Login to **Skyward.**
2. Click on Teacher Access > My Gradebook link.
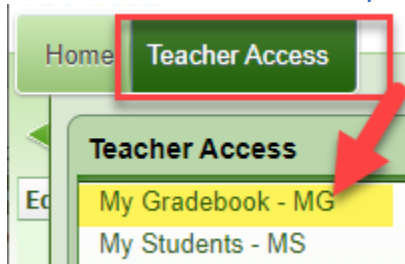
3. Click on the Gradebook link that you would like to put the first assignment in. Take note of the course and section number, this information will be useful when cloning the assignment in step 9.

4. Click on **Assignments** and then click on **Add Assignment.**
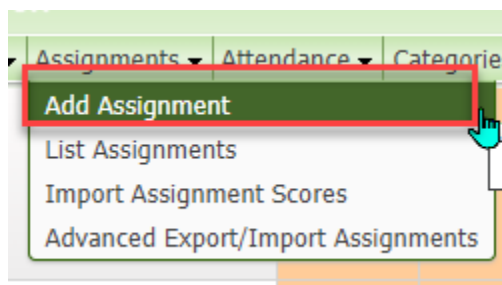
5. This will take you to the **Assignment Maintenance** page, you will need to go through the following steps:
   a. Choose the assignment **Category.**
   b. Add the assignment **Description.**
   c. Select an **Assign Date, Proposed Due Date,** and/or **Actual Due Date**

  d. Select the class you would like to assign the assignment to.
  e. Click the **Save and Back** button.

6. Click on the **Classes** button and go to the next **gradebook** you would like to put the assignment in.

7. Click on the **Assignment > List Assignments** link.
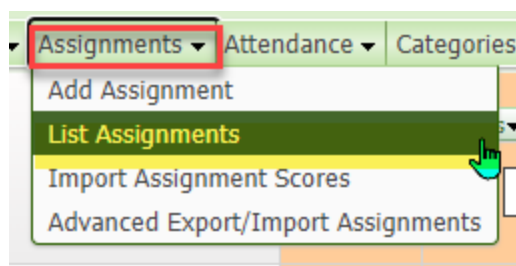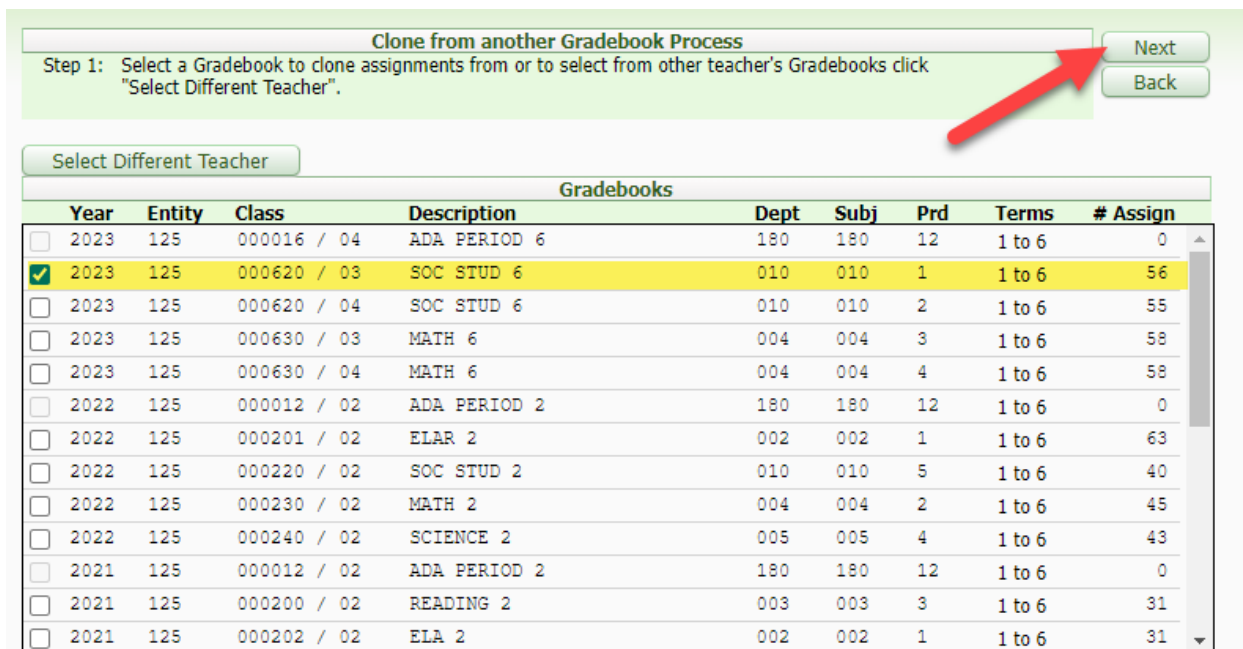
8. Click the Clone From Existing Gradebook button.
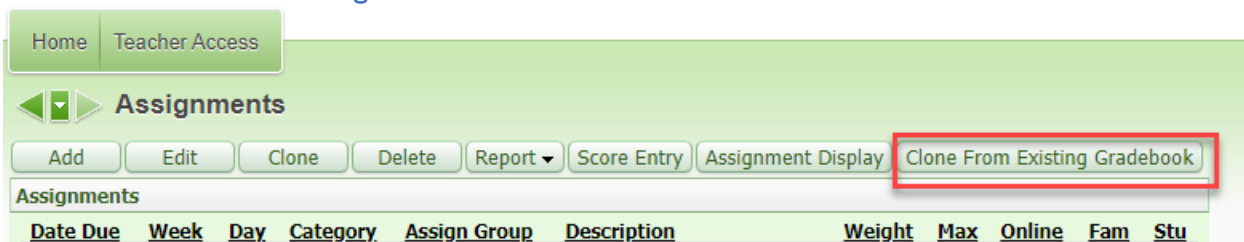
9. **Check the gradebook** that you want to clone the assignment from. The course and section number that you have from step 3 become useful if you have various schools and gradebooks to choose from. Then click the **Next** button.

10. Select the assignments to clone to your gradebook. On this screen you can add more than one assignment if needed. After you have checked off the assignments you want to add, click the **Next** button.

Skyward Secondary Gradebook Guide

11. On the next screen confirm this is the class where the assignment should be cloned to and click the **Next** button.

12. On the next screen confirm the assignment and due dates, then click the **Finish** button.

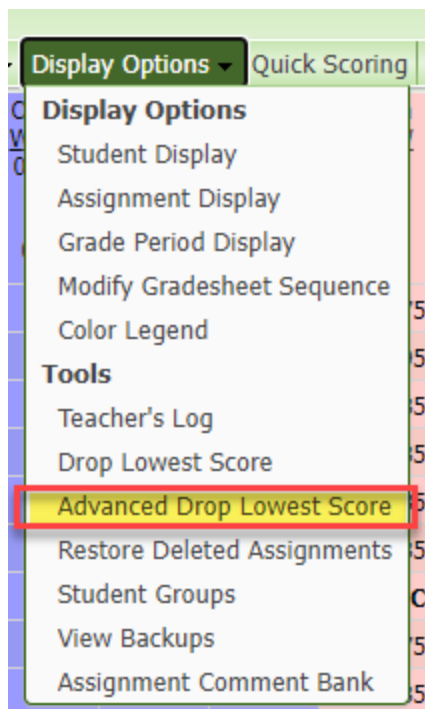13. After you have finished Click the ◀ Back button and then repeat the process for other classes.

Advance Drop Lowest Score

Log onto Skyward, go to **Teacher Access** and **My Gradebook**.

1. Click on the ◀ Back **Gradebook** link the teacher needs to drop scores for.
2. Click **Display Options** link >**Advance Drop Lowest Score** link.

3. Select the term the teacher would like to drop grades from.

Grade Bucket	Date Range	Process Option
PR1 - Mid Term 1	08/08/22 - 08/26/22	Advanced Drop Lowest Score
CY1 - Term 1	08/08/22 - 09/16/22	Advanced Drop Lowest Score
PR2 - Mid Term 2	09/19/22 - 10/07/22	Advanced Drop Lowest Score
CY2 - Term 2	09/19/22 - 10/28/22	Advanced Drop Lowest Score
PR3 - Mid Term 3	11/01/22 - 11/19/22	Advanced Drop Lowest Score
CY3 - Term 3	11/01/22 - 12/21/22	Advanced Drop Lowest Score
S1 - Semester 1	08/08/22 - 12/21/22	Advanced Drop Lowest Score
PR4 - Mid Term 4	01/04/23 - 01/20/23	Advanced Drop Lowest Score
CY4 - Term 4	01/04/23 - 02/24/23	Advanced Drop Lowest Score
PR5 - Mid Term 5	02/27/23 - 03/17/23	Advanced Drop Lowest Score
CY5 - Term 5	02/27/23 - 04/14/23	Advanced Drop Lowest Score
PR6 - Mid Term 6	04/17/23 - 05/05/23	Advanced Drop Lowest Score
CY6 - Term 6	04/17/23 - 05/26/23	Advanced Drop Lowest Score
S2 - Semester 2	01/04/23 - 05/26/23	Advanced Drop Lowest Score

4. Select the students that the teacher would like to drop grades from.
   a. Click **Next** button,

5. Click the option that would be best suited for the teacher
   a. Choose the number of scores to drop
   b. **Option #1**- drops from all categories to make the students' score the highest
   c. **Option #2**- drops from one category to make the students' score the highest
   d. **Option #3**-drops from multiple categories to make the students' score the highest
   e. Click **Next** button

6. Click on the **Process Drops** button to process the dropped grades.

7. Click the **◄ Back** button to get back to gradebook

If the teacher would like to **Undo Drop Lowest Score.** Follow these steps:

Click on the **Gradebook** in which the teacher would like to **Undo Drop Lowest Scores**. Click **Display Options** link > **Advance Drop Lowest Score** link.

1. Click the **Undo Drop Lowest Score** link.
2. Select the **Student** and the **Process Undrops** button.

3. Click the **◄ Back** button to get back to gradebook

Once finished click the [Exit] link at the top right hand corner of the screen. If the teacher has problems using the Advance Drop Lowest Score option, please see the campus Gradebook Contact.

Message Center

Reading a Message
1. Click on **My Gradebook**.
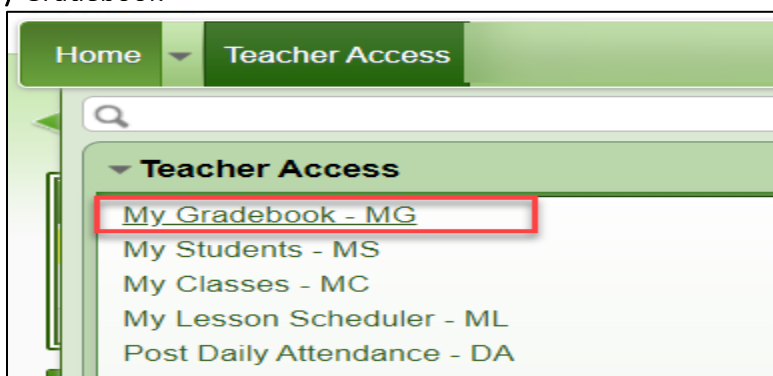
2. Click **Other Access.**
3. Click on **Message Center.**
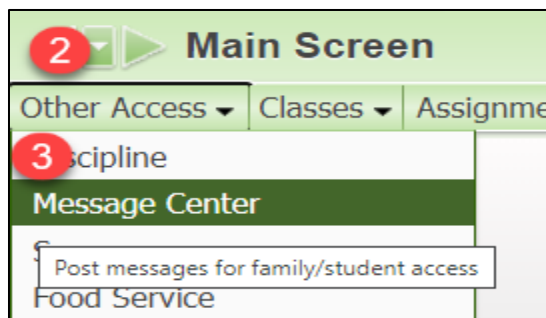
    a. Click on the message.
    b. Use the arrow to drop the message to expand.
    c. Click on the **Expand All** to see the message contents.
    d. Read the message contents.
    e. Click **Mark as Read** to mark it as read.
    f. Click on **Respond to Selected Message** to respond to the parent or the student.

Responding to a Message:

After clicking on **Respond to Selected Message:**

1. Fill out **Detail** with the response.
2. Click **Save** to send the message.
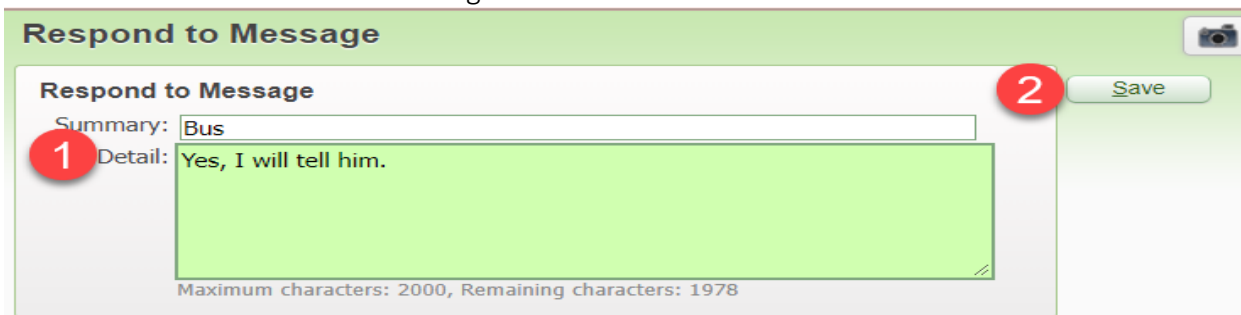
Sending A Message to Multiple Classes:

1. Click the '**Add Message for Multiple Classes**' button.
2. Fill out anything that might apply to that message:
   a. **Message Summary –** is the subject of the message.
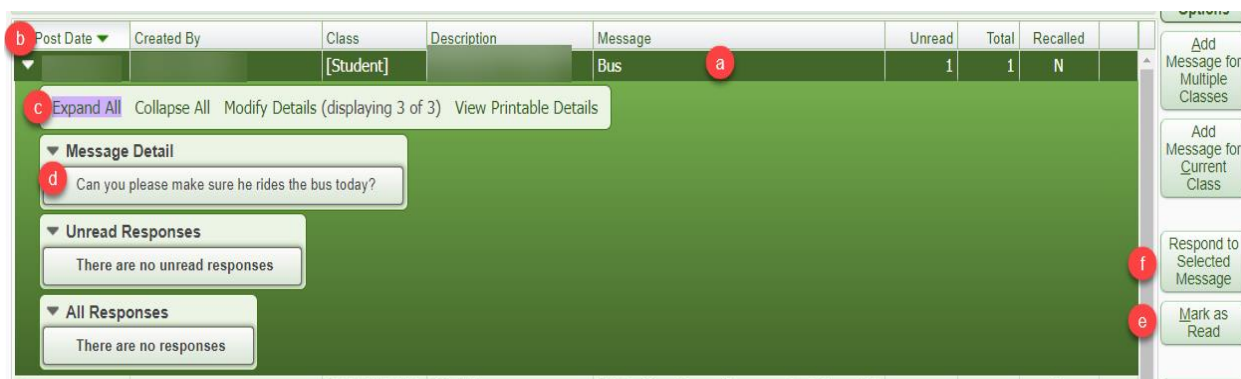   b. **Message Detail** – is the body of the message
   c. **Post Date** – is the date it will be posted to Family access and/or Student Access.
   d. Check '**Only Post for Student currently enrolled in selected class**' to ensure that it only goes to those students and not students that have been dropped from the class.
   e. Decide if the you want to post to Family Access and/or Student Access, or both.
   f. Decide if you want to post your email address.
   g. Decide if you want to post to the **Calendar** in Family Access and/or Student Access.
   h. **Attach** a document if necessary.

3. Email Options
   a. Check off '**Send as Email**' on the date, time and from your email.
   b. Check '**Only Send Email for students currently enrolled in selected classes**' to ensure that it only goes to those students and not students that have been dropped from the class.
   c. Decide if you want to Email Students.
   d. Decide if you want to send it to specific guardians or not.
   e. Decide if you want to email to **Additional Recipients**, this option allows the teacher to email administration and/or other staff members if necessary.
   f. Decide what you would like to display in the **Email Body**.

4. Click the classes where this message should be sent to.
5. Click the Save button to send the message.
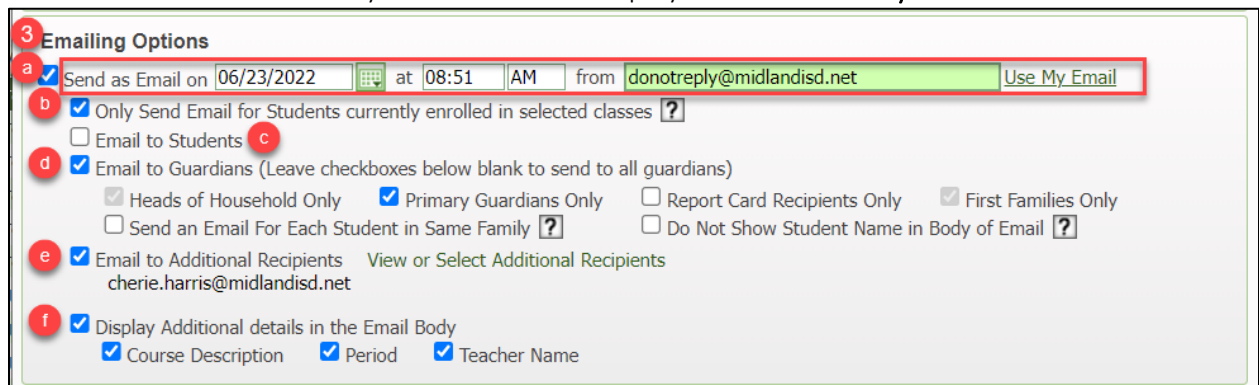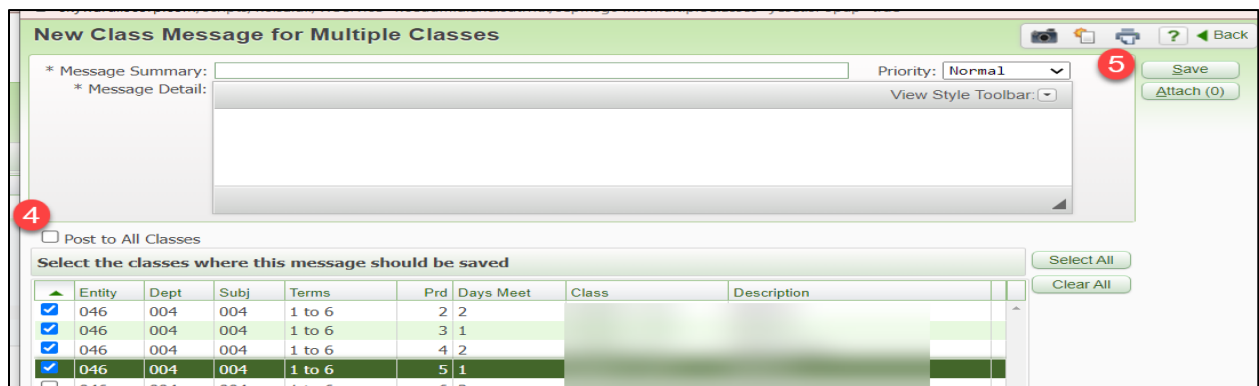
Sending a Message for Current Class

1. Click on the 'Add Message for Current Class' button.
2. Fill out anything that might apply to that message:
   a. **Message Summary** – is the subject of the message.
   b. **Message Detail** – is the body of the message
   c. **Post Date** – is the date it will be posted to Family access and/or Student Access.
   d. Check 'Only Post for Student currently enrolled in selected class' to ensure that it only goes to those students and not students that have been dropped from the class.
   e. Decide if the you want to post to Family Access and/or Student Access, or both.
   f. Decide if you want to post your email address.
   g. Decide if you want to post to the **Calendar** in Family Access and/or Student Access.
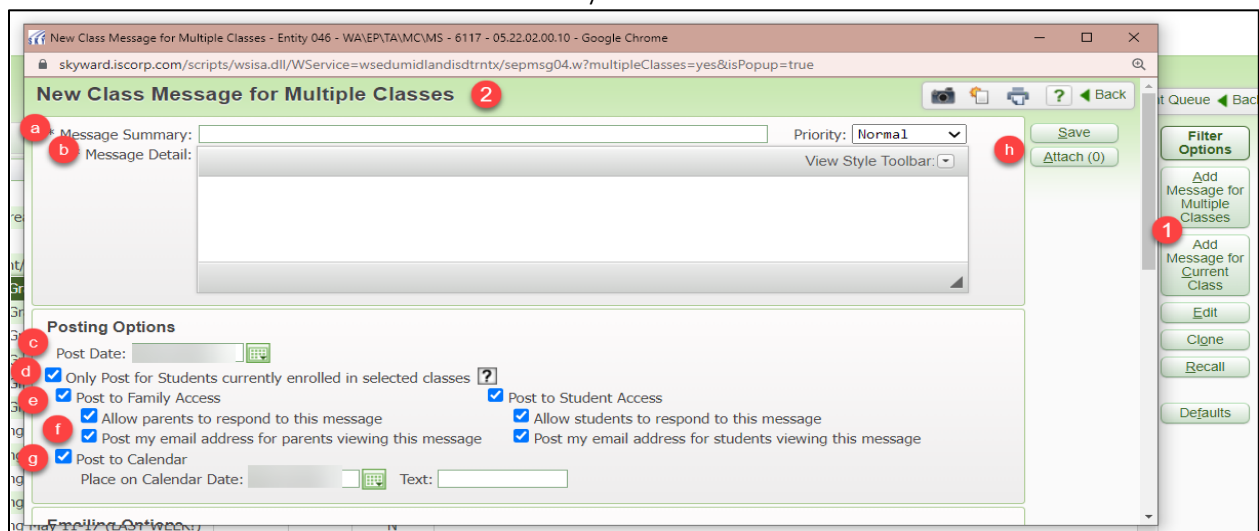   h. **Attach** a document if necessary.

3. Email Options

a. Check off '**Send as Email'** on the date, time and from your email.
b. Check '**Only Send Email for students currently enrolled in selected classes'** to ensure that it only goes to those students and not students that have been dropped from the class.
c. Decide if you want to Email Students.
d. Decide if you want to send it to specific guardians or not.
e. Decide if you want to email to **Additional Recipients**, this option allows the teacher to email administration and/or other staff members if necessary.
f. Decide what you would like to display in the **Email Body**.

4. Click the students you would like to send the message to.
5. Click the Save button to send the message.

Entering Discipline

Only use this if your campus is using online disciple referrals.
Log onto Skyward, click on **Teacher Access,** and then **My Gradebook.**

1. Click on the **Gradebook** link the student is in.
2. Click on **Other Access** link **> Discipline** link
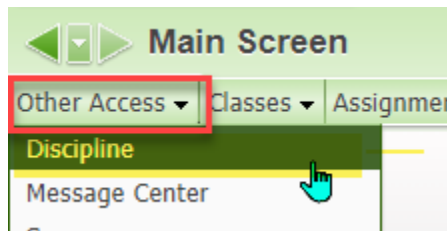
3. Select **Student** the teacher would like to look at the discipline record for.

After the teacher has selected the student, they now can see what the student did and/or the actions taken towards the student.

If the record looks like this screen:
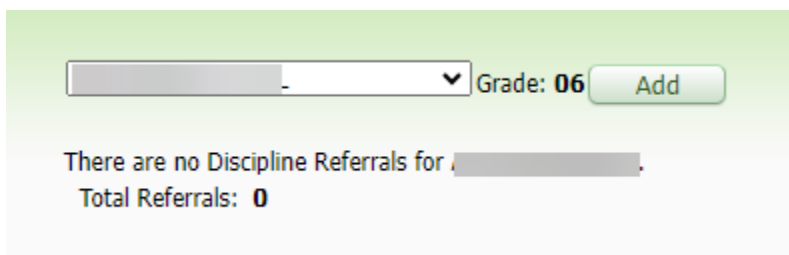
It means the student has no referrals for the current year.

4. Click the **◀Back** button to look at more students

Once finished click the **Exit** link at the top right hand corner of the screen. If the teacher has problems using the discipline tab, please see the campus Gradebook Contact.

Skyward Secondary Gradebook Guide

Reports

Enhanced- Multi Class Progress Report
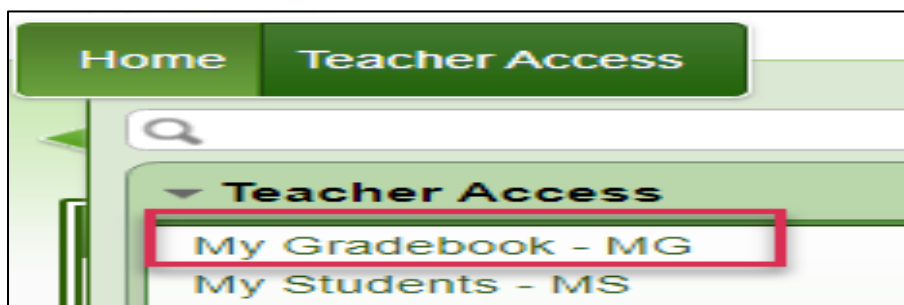
This report is very reader-friendly to look at for teachers, students, and parents. The report has to be run by individual class, due to it runs the report by student in alphabetic order. This report can be sent home with student to communicate grades to parents/guardians.

1. Click on **Teacher Access>My Gradebook.**

2. Click on the **Gradebook** the teacher would like to run the report for.

3. Click on **Reports**
   a. Click on **Enhanced Multi-Class Progress Report.**

4. Click on the report that best suits the teacher
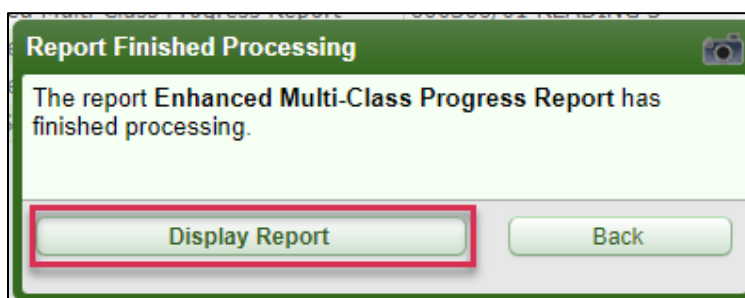   a. **Report 900** shows the parents/guardians the current term grade, assignments, graded, not graded and no count, comments on assignments, a signature line, and attendance totals.
   b. **Report 910** shows the parents/guardians the current term grade, assignments, graded and no count, comments on assignments, a signature line, and attendance totals.
   c. **Report 920** shows the parents/guardians the current term grade, assignments, graded, not graded and no count, comments on assignments, and has a signature line.
   d. **Report 930** shows the parents/guardians the current term grade, assignments, graded and no count, comments on assignments, and has a signature line.

5. Click on the **Print** button.
6. To view the report click on **Display Report.**
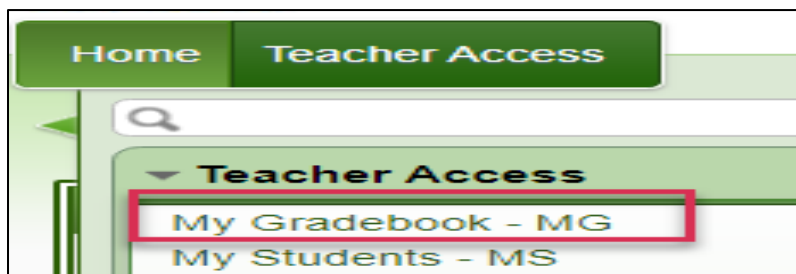

Grade Sheet Report

Grade sheet reports can be run three different ways. These reports can be run with all of the students' grades on them, as well as blank grade sheet report. This is a great way to always have a hard copy of your grades or to have an already made page that looks like an excel document.

1. Teacher Access>My Gradebook

Skyward Secondary Gradebook Guide

2. Reports for All Classes>Grade Sheet Report
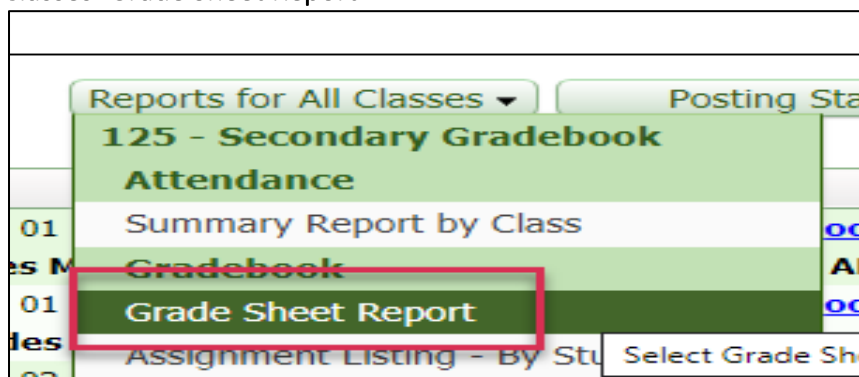
3. Click on the report that best suits the teacher
    a. **Reports 900-920** gives you the grade, the maximum the student could make on the assignments, and the average for the entire class, for the current cycle.
    b. **Reports 930-950** gives you grades.
    c. **Reports 960-980** are blank grade sheet reports. They can be used however you would like to us them. For example, use them to write grades down whenever you aren't near a computer or off campus and enter in the grades in the gradebook when able to access Skyward.

4. Click on **Select Different Classes,** if needed.
5. Click **Print** if the teacher is ready to print.

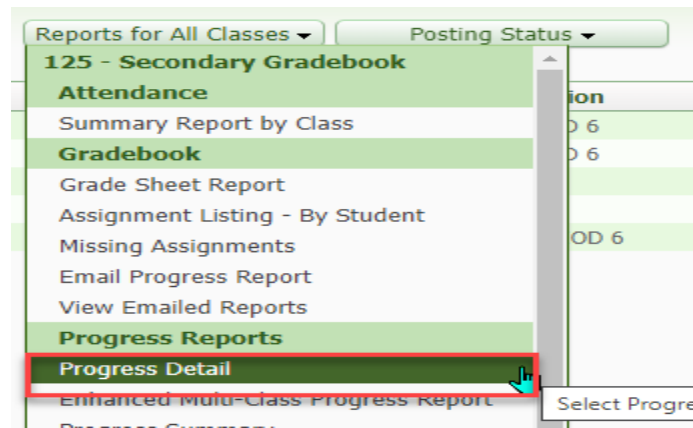6. To view the report click on **Display Report.**
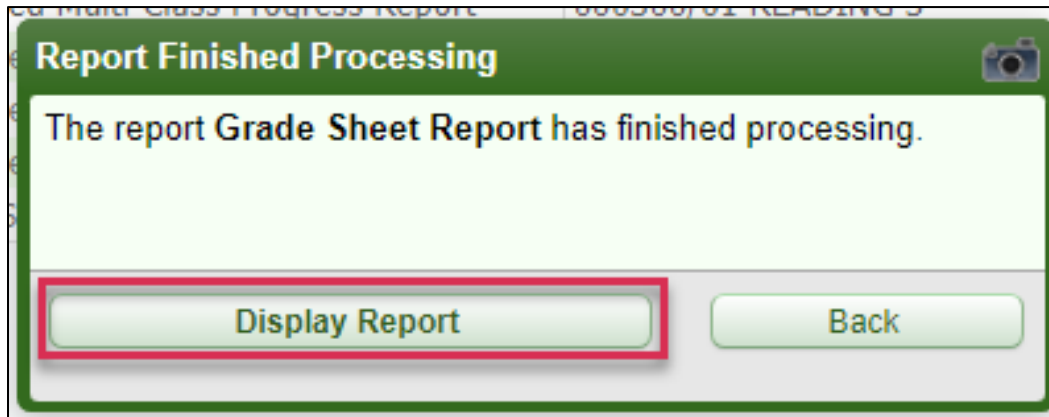
Progress Detail Report

This report is similar to the Enhanced Multi-Class Progress Report, but it is not as reader-friendly as the Enhanced Multi- Class Progress Report. However, with the Enhanced Multi Class Progress Report the teacher had a print it class by class, the Progress Detail Report the teacher can print all the classes.

Skyward Secondary Gradebook Guide

1. Click on **Teacher Access>My Gradebook**
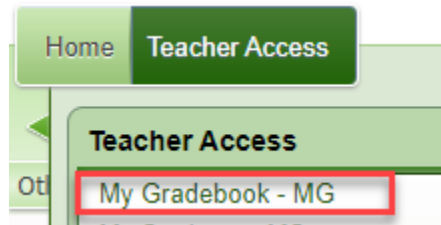
2. Click on **Report for All Classes>Progress Detail.**

3. Click on the report that best suits the teacher
   a. **Report 900** shows the parents/guardians the current term grade, assignments, graded, not graded and no count, comments on assignments, a signature line, and attendance totals.
   b. **Report 910** shows the parents/guardians the current term grade, assignments, graded and no count, comments on assignments, a signature line, and attendance totals.
   c. **Report 920** shows the parents/guardians the current term grade, assignments, graded, not graded and no count, comments on assignments, and has a signature line.
   d. **Report 930** shows the parents/guardians the current term grade, assignments, graded and no count, comments on assignments, and has a signature line.

	Seq #	Report Template Name
a	900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
	910	Curr Term;No Count;Comments;Sig;Attn Totals b
c	920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
	930	Curr Term;No Count;Comments;Sig;No Attn d

4. Click on **Select Different Classes**

- Print
- Add a new Template
- View parameters of Template
- Clone Template
- Select Different Classes
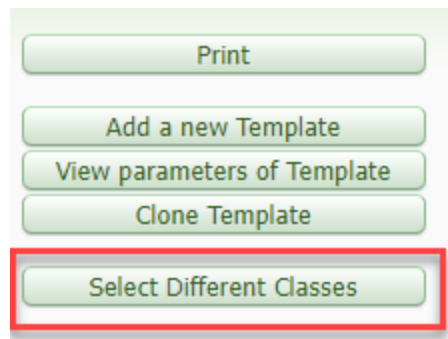
5. Click on the classes that the teacher does or doesn't want
   a. Click on **Print**

	Terms	Period	Class	Description	
Select All	Clear All				Print
☑	1 - 6	1	000620 / 03	SOC STUD 6	Back
☑	1 - 6	2	000620 / 04	SOC STUD 6	
☑	1 - 6	3	000630 / 03	MATH 6	
☑	1 - 6	4	000630 / 04	MATH 6	
☑	1 - 6	12	000016 / 04	ADA PERIOD 6	

6. Click on **Display Report** to view the report.

Report Finished Processing

The report **Progress Report** has finished processing.

- Display Report
- Back