



Midland Independent School District

Skyward Secondary Gradebook Guide

2023-2024

STUDENT INFORMATION SYSTEMS

Skyward Secondary Gradebook Guide

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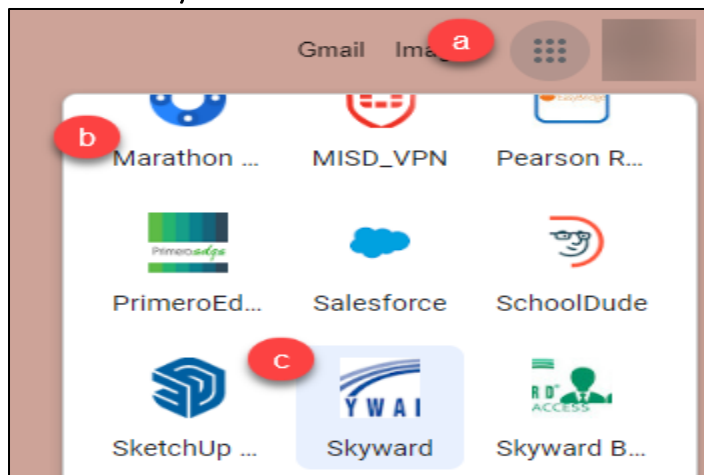
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Note: This Gradebook Guide is for 1st grade – 12th grade, KG Standards Gradebook Guide can be found if you [click here](#).

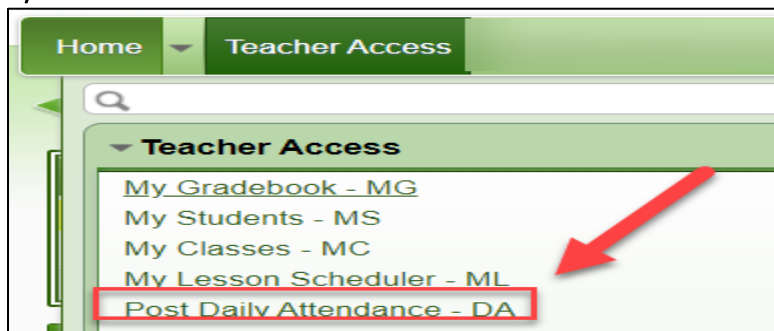
Logging onto Skyward

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

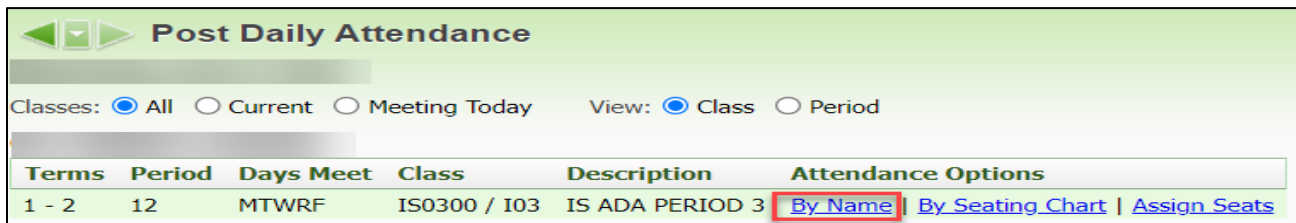
1. Click **Post Daily Attendance – DA** under the Teacher Access menu.



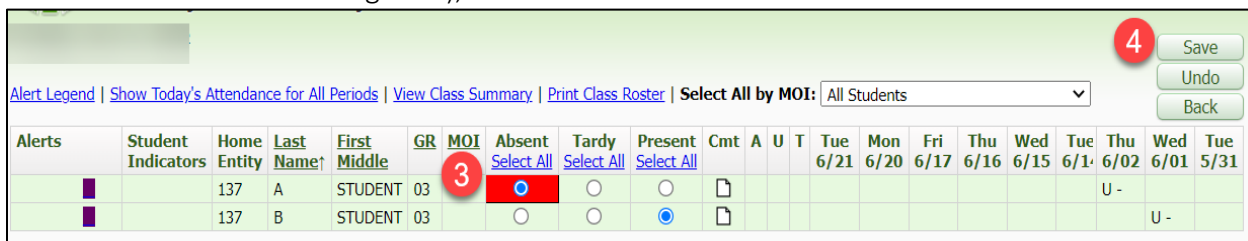
2. Click on **By Name** to take attendance by name in Skyward.

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

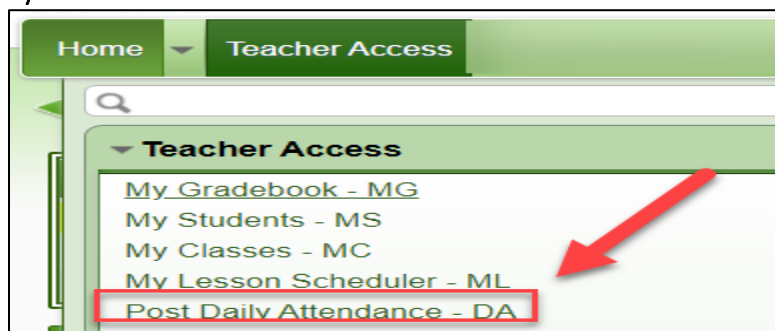


3. Click **Absent, Tardy, or Present** for each student.
4. Click **Save** once attendance has been accurately taken.
 - a. All students are defaulted to Present every day.
 - b. Select All can be used, but it is recommended to only use this if the majority or all of the students are absent, and then 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

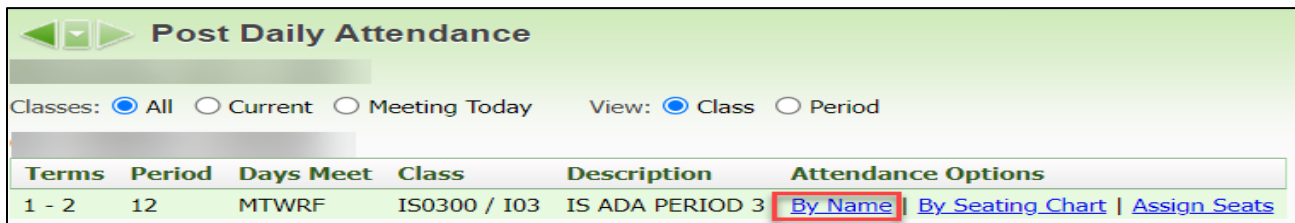
1. Click **Post Daily Attendance – DA** under the Teacher Access menu.



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

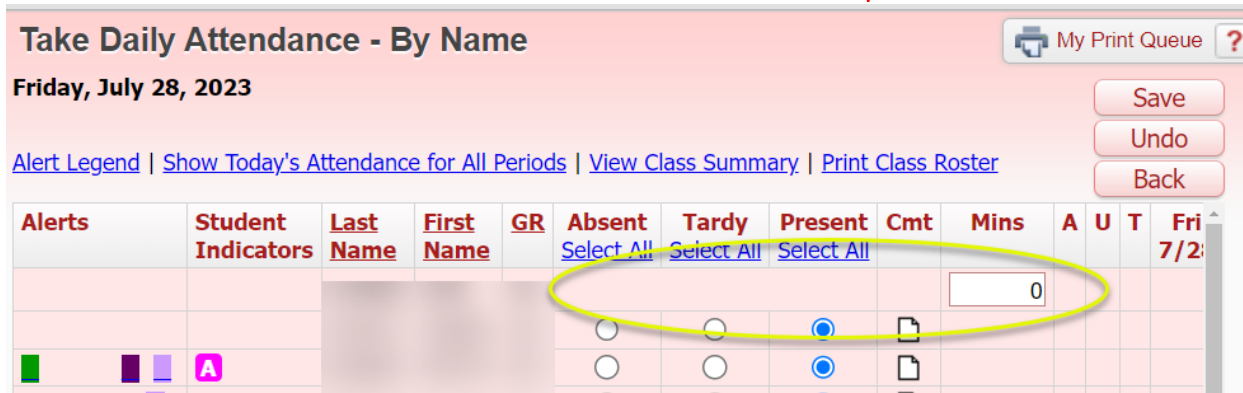
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ADA Time for Midland ISD is 10:00a.m. across this district.



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:

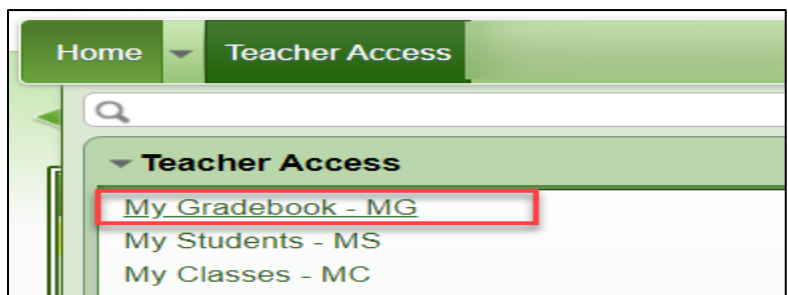
- Major 60%
- Minor 40%

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.

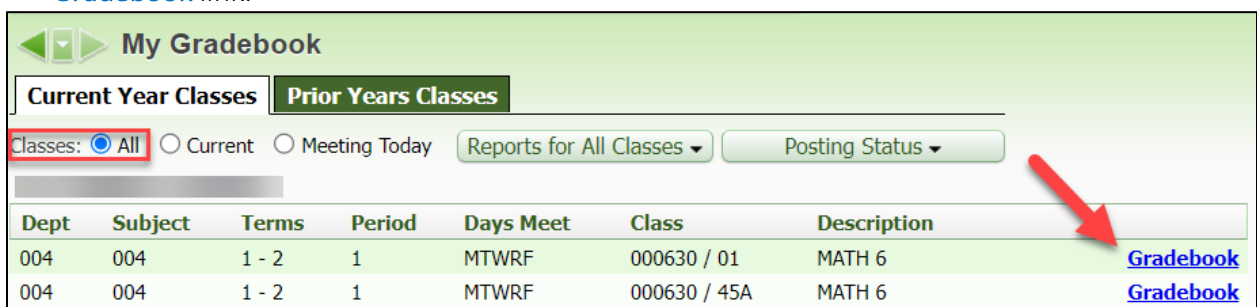
To set up categories in your gradebook, please follow these instructions:

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

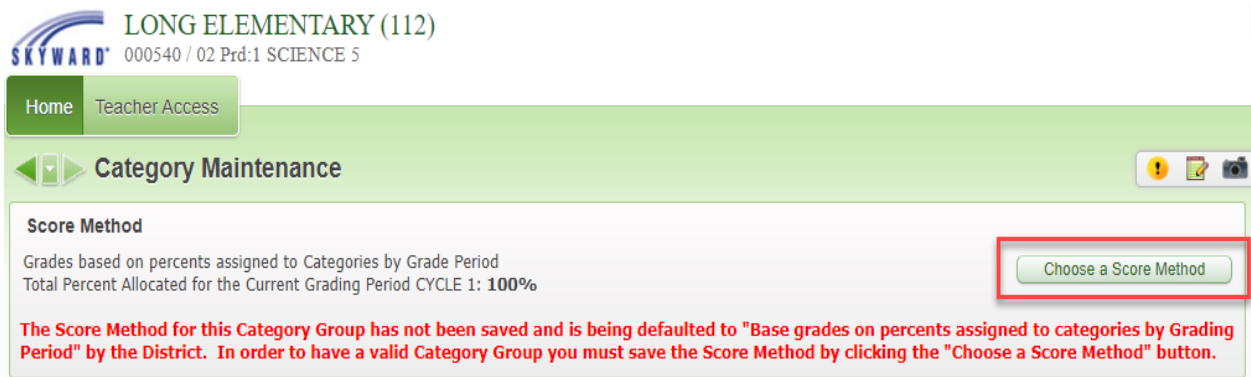
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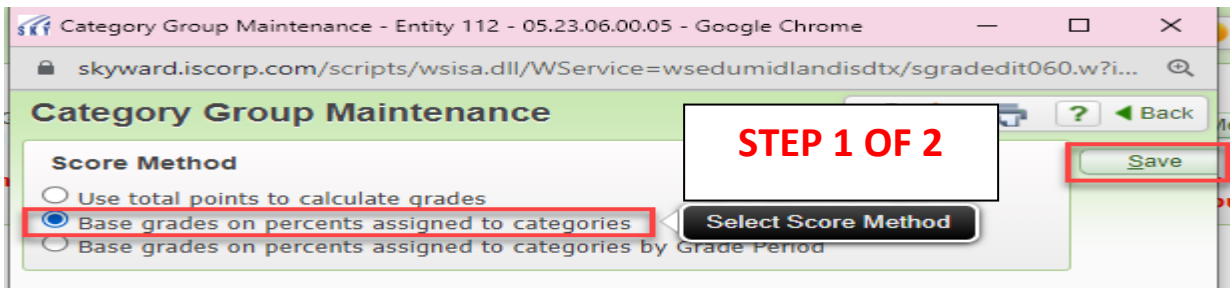
2. The All radio button must be selected to view all classes. From this page, click the [Gradebook](#) link.



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**.



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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**.

Category Performance

Total Percent Allocated: 100.00
 Current Percent Allocated: 100.00
 Modified Percent Allocated: 100.00

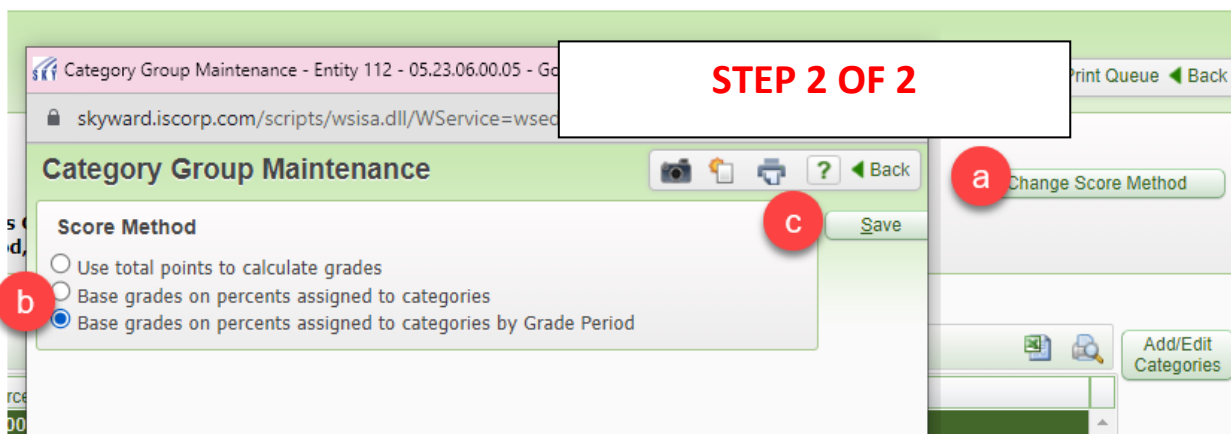
Buttons: Save, Select All, Unselect All

Category	Category Description	Current Percent	Include	Modified Percent
ALL	ALL GRADES	0.00	<input type="checkbox"/>	0.00
ESY	ESSAY	0.00	<input type="checkbox"/>	0.00
FMT	Formative	0.00	<input type="checkbox"/>	0.00
HW	HOMEWORK	0.00	<input type="checkbox"/>	0.00
JRN	JOURNAL	0.00	<input type="checkbox"/>	0.00
LAB	LAB	0.00	<input type="checkbox"/>	0.00
MAJ	MAJOR	40.00	<input checked="" type="checkbox"/>	40.00
MIN	MINOR	60.00	<input checked="" type="checkbox"/>	60.00
PAR	PARTICIPATION	0.00	<input type="checkbox"/>	0.00
PRAC	PRACTICE	0.00	<input type="checkbox"/>	0.00
PRCT	PRACTICE	0.00	<input type="checkbox"/>	0.00
PRJ	PROJECT	0.00	<input type="checkbox"/>	0.00
Quiz	QUIZ	0.00	<input type="checkbox"/>	0.00
SMT	Summative	0.00	<input type="checkbox"/>	0.00
Test	TEST	0.00	<input type="checkbox"/>	0.00

Buttons: Change Score Method, Add/Edit Categories

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**.

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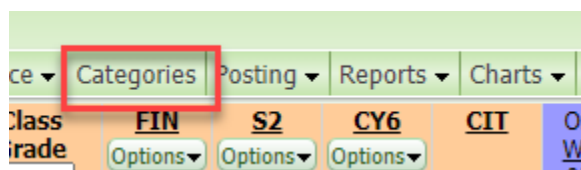


CORRECTING CATEGORIES

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.

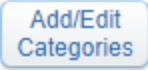
1. Login to **Skyward**, click on the **Teacher Access** button and then click on the **My Gradebook** link.
2. Click on the [Gradebook](#) that needs to be corrected.
3. Click on the **Categories** link in the ribbon at the top of the gradebook.




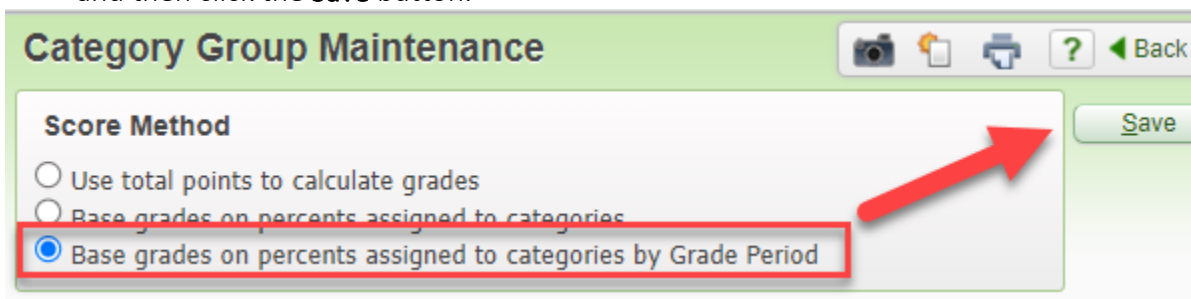
4. Confirm that the category percents are **correct**.

Categories Used			
Category ▲		Category Description	CYCLE 1
MAJ		MAJOR	60%
MIN		MINOR	40%

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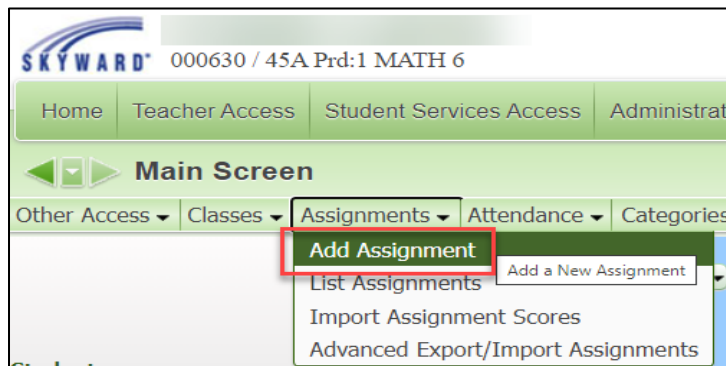
5. If your categories are **incorrect**, click  , on the right hand side of the screen.
6. On the **Category Group Maintenance** Screen do the following:
 - a. Click under the **include** column to check off the categories to use this school year.
 - b. Adjust the **Modified Percent**, if necessary.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

7. If the category percents are correct, click .
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.*

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- 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 Maintenance
My Print Queue

Add Assignment

Category: MAJ - 40% - MAJOR

Description: Adding Integers

Detailed Description: Kuta worksheet 5

Assignment Group:

Entered Date: **Wed, Jul 13 2022**

Assign Date: Jul 11 2022 → Mon, Jul 11 2022

Proposed Due Date: Jul 15 2022 → Fri, Jul 15 2022

Actual Due Date: Jul 15 2022 → Fri, Jul 15 2022

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 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"/>	091	004	004	1 - 2	0	MTWRF	000630 / 02	MATH 6
<input checked="" type="checkbox"/>	091	004	004	1 - 2	1	MTWRF	000630 / 01	MATH 6
<input checked="" type="checkbox"/>	091	004	004	1 - 2	1	MTWRF	000630 / 45A	MATH 6
<input type="checkbox"/>	091			1 - 2	12	MTWRF	IS0300 / I03	IS ADA PERIOD 3

Save and Back

Save and Add Another

Save and Score

Undo

Back

Attach (0)

Options ▾

The due date determines which cycle/term the assignment grade will be included in.

Assignment Reminders:

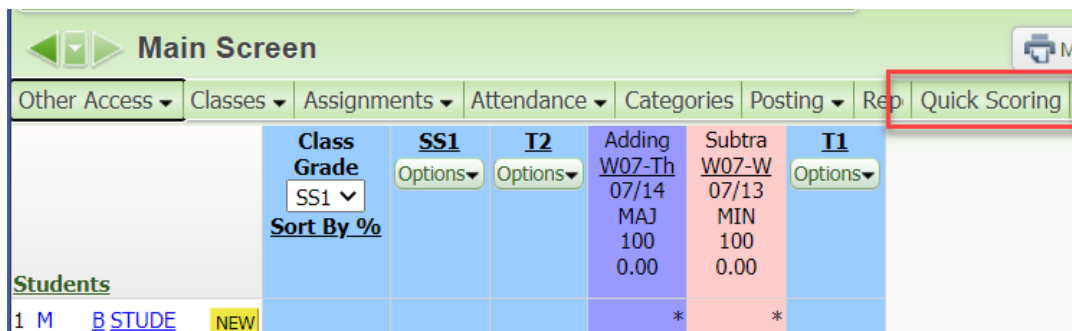
- If an assignment grade is left blank, parents will get a notification in family access if it is after the assignment due date.
- If the assignment due date needs to be changed after the assignment is inputted, click on the assignment heading, click edit, change the due date, and then click Save.
- 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

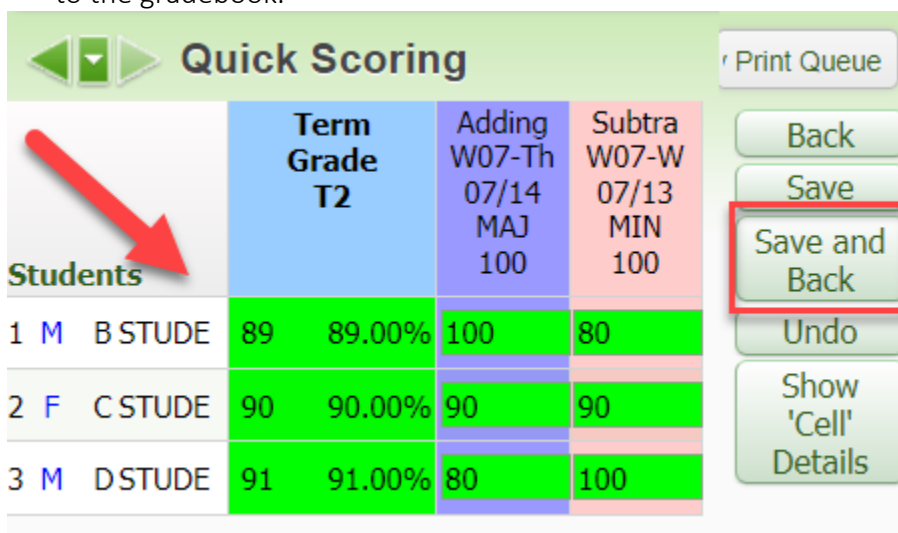
There are multiple ways to enter grades. The **Quick Scoring** method allows you to enter grades for all assignment and students.

1. To enter grades using this method, click the **Quick Scoring** menu at the top.

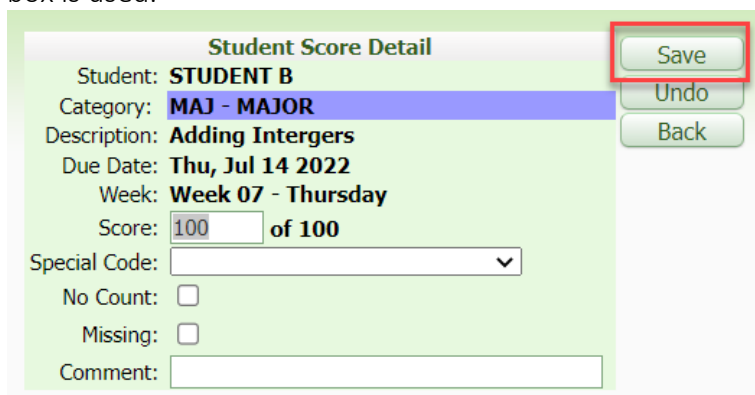
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2. Enter the grades for each assignment and student and then click **Save and Back** to return to the gradebook.



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.



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Another way to enter grades is 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.

The screenshot displays the 'Score Entry' interface. At the top, there are navigation buttons (Prev, Next) and a 'My Print Queue' icon. The main area shows 'Adding Integers' for 'Week 7 - Thursday - 07/14/2022' with a category of 'MAJ - 40%' and a max score of '100'. There are 3 un-scored students. A table lists students with columns for Score, Special Code, No Count, Missing, and Comment. A red arrow points from the asterisk in the 'Score' column to the 'Special Codes' panel on the right. The 'Special Codes' panel lists codes and descriptions: *AD (Automated Drop Score), ACC (Accommodated), I (INCOMPLETE), LTE (Late), MS (Missing), NC (No Count), NOT (NOT ON TRACK), OTM (ON TRACK MASTERY), RE (Redo/Retake), and XT (Extra Time). The 'Mass Assign Options' panel is also visible, showing options for assigning scores and adjusting points.

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.

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- **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**

a Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course **b** **Transfer Matching Scores**

dropped section 03 of this course with 8 graded assignments

Choose this option to automatically transfer 8 graded assignments from dropped section 03 to current section 02

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

Transfer Scores

8 Matching Assignments Found for [redacted]

Assignments are matched if the following information is the same in both sections. If the information is not the same, the system will look at the Assignment Description. A disabled Assignment is in closed Grading Period and you cannot submit a grade for it. If you have a change request will need to be submitted. Click Save to transfer these scores to 000640 / 02 SCTU/HF

These assignments are the exact same assignments in the other section. If there is an assignment, that is not the same in either of the gradebooks, these assignments grades will not transfer over.

Matched Assignments

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Student Score	Special Code	No Count	Missing	Comment
08/06/21	1	Fri	MIN 40%		Mopheme Qu	1.00	100*	100		<input type="checkbox"/>	<input type="checkbox"/>	

Save **Back**

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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

The screenshot shows the 'Transfer Scores' section of the Skyward interface. At the top, there is a checkbox labeled 'a' with the text 'Do not display NEW by this student's name.' Below this, there are two options for transferring scores. Option #1 is 'Auto-Transfer Scores from Dropped Section of this Course' with a 'Transfer Matching Scores' button. Option #2 is 'Transfer Assignment/Term Scores From Another Class' with a 'Manually Transfer Scores' button. Under Option #2, there is a dropdown menu labeled 'b' with the text 'term grades only' and a 'c' annotation pointing to the 'Use Another Class: Not Selected (Hide Other Classes)' text. Below the options is a table with columns: Entity, Class, Description, Class Terms, Student Terms, Teacher, and Drop Date. The table contains one row with a radio button in the Entity column and the following data: 125 - SCHARBAUER ELEMENTARY, 000640 / 01, SCI/HEALTH 6, 1 - 6, 1 - 6, a greyed-out teacher name, and 09/07/21. A 'd' annotation points to the 'Manually Transfer Scores' button.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course Transfer Matching Scores

dropped section 01 of this course with 8 graded assignments

Choose this option to automatically transfer 8 graded assignments from dropped section 01 to current section 02

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

Choose this option to manually transfer or enter **b** term grades only based on one of 13 other classes

c Use Another Class: **Not Selected** ([Hide Other Classes](#))

Entity	Class	Description	Class Terms	Student Terms	Teacher	Drop Date
<input type="radio"/> 125 - SCHARBAUER ELEMENTARY	000640 / 01	SCI/HEALTH 6	1 - 6	1 - 6		09/07/21

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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3 Class 000640 / 01 (Dropped)

Term	Grade	Percent	Report Card
CY1	81	81.00%	

Enter Term Grades for Class 000640 / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
CY1	87	87.00%	87	0.00%		

4 Save Term Grades and Enter Semester Grades

****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

a Do not display NEW by this student's name.

Transfer Scores

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

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

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**.

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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

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

Student Start Date: (Most Recent Enrollment Date is 03/01/2022)

Overwrite existing assignment

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

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.

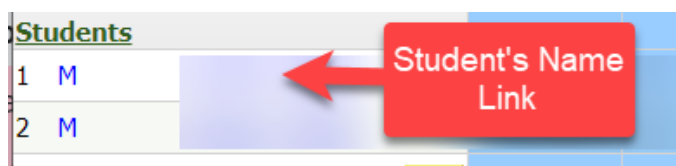
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Displaying the NEW Button

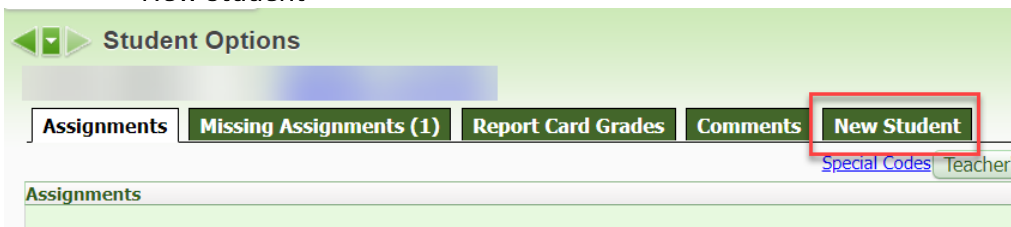
If the “Do not display NEW by this student’s name”, is checked off, and the teacher needs to use the NEW button again, they can use the instructions below to either display it again, or use the NEW button options.

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

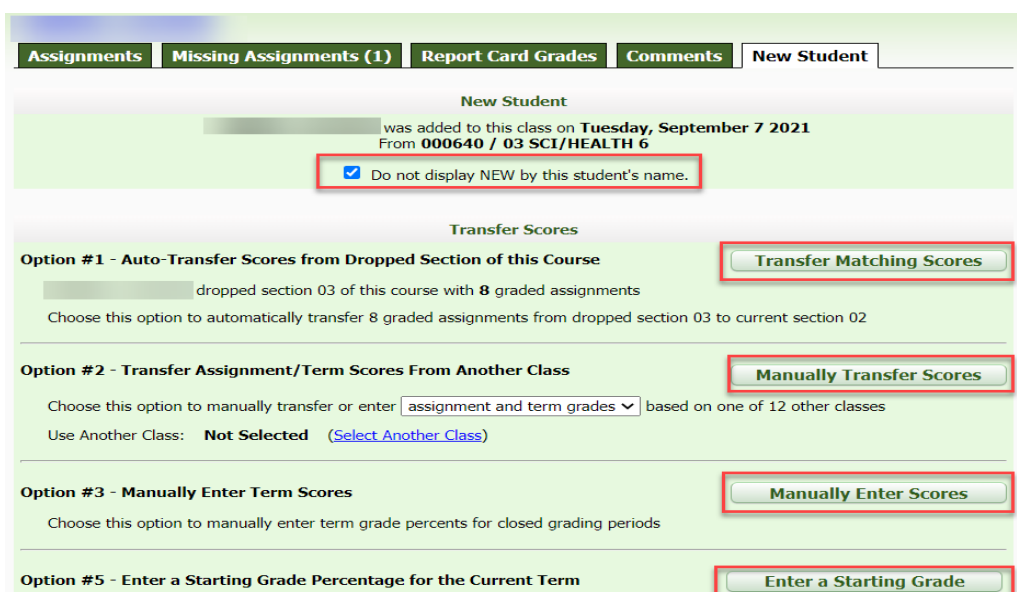
1. Click the **Gradebook** link the student is in.
2. Click on the student’s name link.



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.



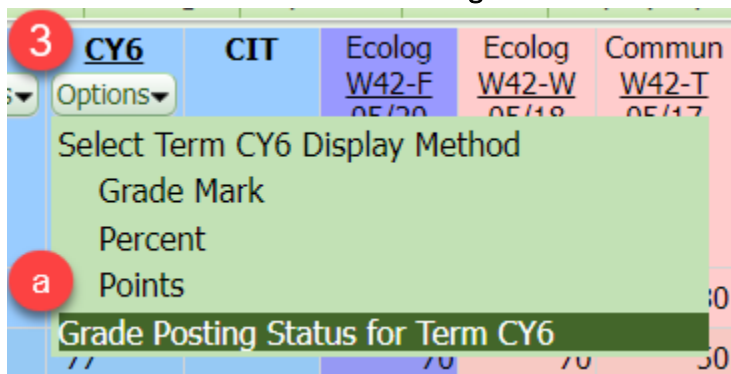
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Once the teacher is finished either using the NEW button or choosing to display the NEW button again, they can click the back arrow or back button to return to their gradebook.

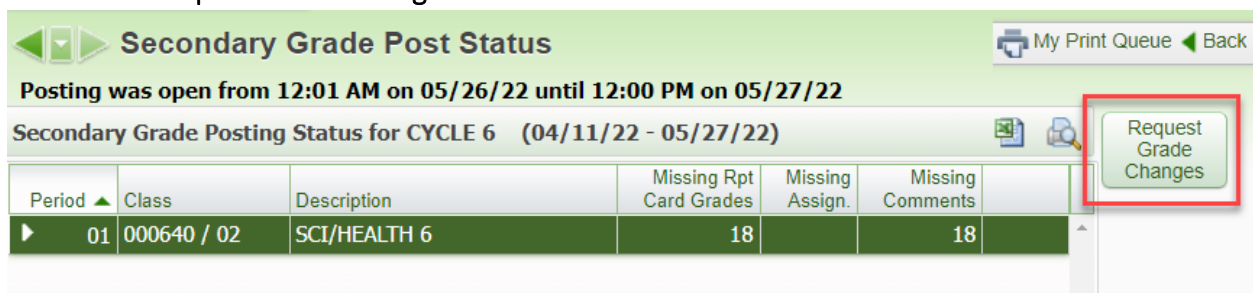
Grade Change Request

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**.

Skyward Secondary Gradebook Guide

Request Grade Changes

5 If you proceed, you will be allowed to modify your gradebook for the closed grading period **CYCLE 6** for course **000640 / 02**.

You will be allowed to make changes from now until **1:59 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:
 Found an assignment for [blank].

6

7 **Do you want to proceed?**

Yes No

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**.

9

CY6	CIT	Ecolog W42-F 05/20	Ecolog W42-W 05/18	Commun W42-T 05/17
-----	-----	--------------------------	--------------------------	--------------------------

Options

- Select Term CY6 Display Method
 - Grade Mark
 - Percent
 - Points
- Enter Term CY6 Grade Adjustments
- Quick Scoring for Term CY6
- Grade Posting Status for Term CY6**

a

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

Secondary Grade Post Status

Posting was open from 12:01 AM on 05/26/22 until 12:00 PM on 05/27/22

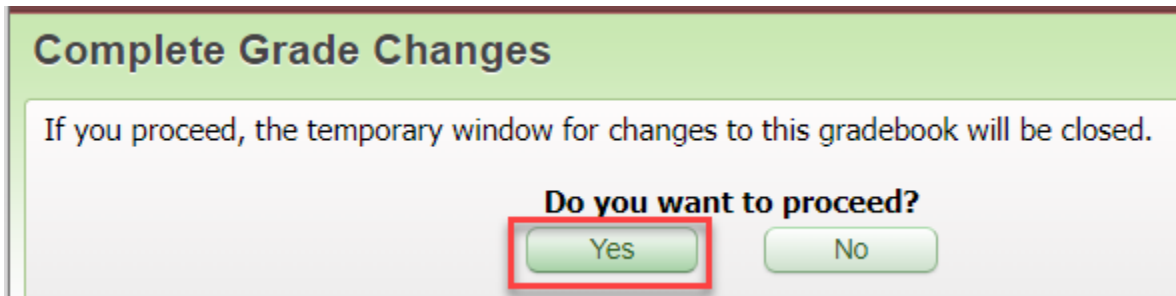
Secondary Grade Posting Status for CYCLE 6 (04/11/22 - 05/27/22)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.
01	000640 / 02	SCI/HEALTH 6	18	

Complete Grade Changes

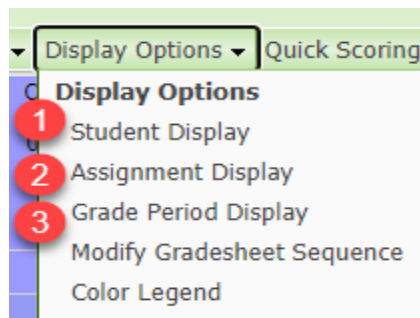
Skyward Secondary Gradebook Guide

11. Then click **Yes**.




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



1. **Student Display:** There are several options for displaying student names. You may also choose to show or hide dropped/inactive students.

Skyward Secondary Gradebook Guide

 **SCHARBAUER ELEMENTARY**
000620 / 03 Prd:1 SOC STUD 6

Home Teacher Access

Student Display

Name Display

Order	Spacing	Example
<input type="radio"/> First Last	(Full Name, Separated)	Anthony A Anderson
<input type="radio"/> First Last	(Full Name, Grouped)	Anthony A Anderson
<input type="radio"/> First Last	(Short Name, Separated)	Antho Ander
<input type="radio"/> Last, First	(Full Name, Separated)	Anderson Anthony A
<input checked="" type="radio"/> Last, First	(Full Name, Grouped)	Anderson, Anthony A
<input type="radio"/> Last, First	(Short Name, Separated)	Ander Antho
<input type="radio"/> Suppress	(Name hidden completely)	No Name Appears

Display the Student's Other Name (When Available) Instead of the First Name and Middle Initial

Display Options

- Student ID
- Dropped Students
- Student Grade Level
- Student's School
- Student Indicators
- Student-Gradebook ID

Sorting Options

- Sort By First Name Last Name
- Sort By Last Name First Name
- Sort By Student's Assigned Seat
- Sort By Student's Grade located in "Class Grade" Column
- Sort By Gradesheet Sequence ([Modify Gradesheet Sequence](#))

Save Undo Restore Defaults Back

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

Skyward Secondary Gradebook Guide

SKYWARD SCHARBAUER ELEMENTARY
000620 / 03 Prd:1 SOC STUD 6

Home Teacher Access

Assignment Display

Assignment Display Options

- Show Average Score of the Assignment
- Show Average Score of Class Grades
- Show Assignment Group of the Assignment
- Show "Class Grade" Column in a Fixed Location on Gradebook Screen
- Show Posted Grades in a Different Color on Gradebook Screen
- Show Comments for All Assignments
- Only Show Recent Assignments on Gradebook Screen (2 Weeks Old and 2 Weeks in the Future)
- Show Earned Percent Column When Calculating Class Grade Based on Minimum Percent
- Use High Contrast Borders

Sort Assignments By: Date Sequence

Date Sequence of the Assignments: Descending (Newest to Oldest) Ascending (Oldest to Newest)

Assignment Defaults

Maximum Score Default: 100 Show Student Result As: Last Saved

Post to Family Access Default: Yes Post to Student Access Default: Yes

Note: All Assignments Are Forced to Post to Family and Student Access for This Entity.

Assignment Score Entry

Suppress the "value entered is greater than max points" Message

Assignment Heading

Example Assignment with a Description of "Characters", a Due Date of "08/20/2004", a Week and Day of "Week 4 - Friday", a Category Code of "Quiz" and a Max Score of "100"

<input type="radio"/> Description, Week, Category, Max Score	<pre>Charac W04-F Quiz 100</pre>	<input type="radio"/> Description, Week, Category, Max Score	<pre>Characters WK04-Fri Quiz 100</pre>
<input type="radio"/> Description, Date, Category, Max Score	<pre>Charac 08/20 Quiz 100</pre>	<input type="radio"/> Description, Date, Category, Max Score	<pre>Characters 08/20/2004 Quiz 100</pre>
<input checked="" type="radio"/> Description, Week, Date, Category, Max Score	<pre>Charac W04-F 08/20 Quiz 100</pre>	<input type="radio"/> Description, Week, Date, Category, Max Score	<pre>Characters WK04-Fri 08/20/2004 Quiz 100</pre>

Show Category Color in Assignment Headings Only

Save
Undo
Restore Defaults
Back

- 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.

Skyward Secondary Gradebook Guide

Home Teacher Access

Grade Period Display

Grade Period Display

Save Undo

Display Assignments	Display Grade Period	Grading Period	Date Range
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 1	08/08/2022 - 08/26/2022
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CYCLE 1	08/08/2022 - 09/16/2022
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 2	09/19/2022 - 10/07/2022
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CYCLE 2	09/19/2022 - 10/28/2022
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 3	11/01/2022 - 11/19/2022
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CYCLE 3	11/01/2022 - 12/21/2022
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 4	01/04/2023 - 01/20/2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CYCLE 4	01/04/2023 - 02/24/2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 5	02/27/2023 - 03/17/2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CYCLE 5	02/27/2023 - 04/14/2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 6	04/17/2023 - 05/05/2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CYCLE 6	04/17/2023 - 05/26/2023

* Signifies the Current Grade Period(s). These cannot be hidden.

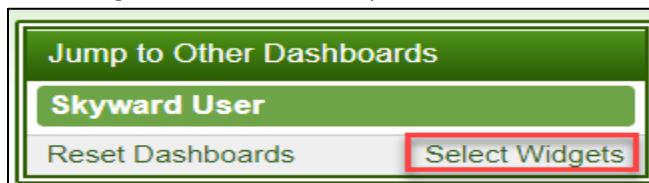
Assignments By Date Range

Only Show Assignments Within Date Range

08/08/2022 to 05/27/2023

Widgets

1. Click on the 'Select Widget' link on the 'Jump to Other Dashboards' box.



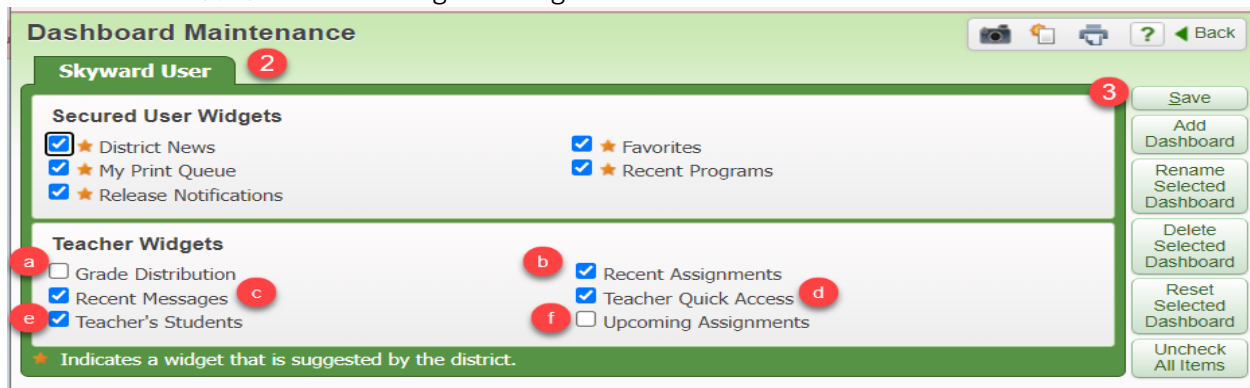
2. Click the **Widgets** that you would like to be displayed on the home screen of your Skyward Student.
 - a. **Grade Distribution:** This widget allows teachers to view their Grade Mark Distribution Chart. The chart shows the number of each Grade Mark earned by all students for a grading period.
 -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

Skyward Secondary Gradebook Guide

- 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.*

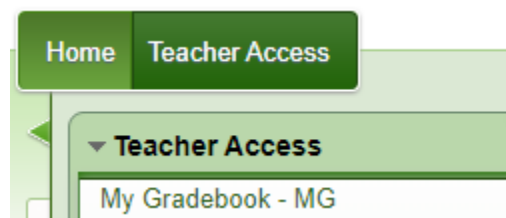
3. Click **Save** after selecting the widgets.



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.*

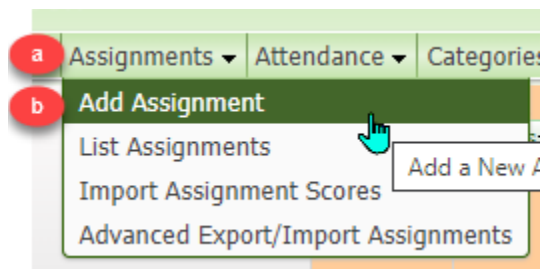
1. Click on **Teacher Access>My Gradebook** link



- 2. Click on the [Gradebook](#) link to put scores into.
- 3. Add assignments.

Skyward Secondary Gradebook Guide

- 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.

Home
Teacher Access

◀ ▶
Assignment Maintenance

Add Assignment

A
Category: MAJ - 60% - MAJOR

B
Description:

Detailed Description:

Assignment Group:

Entered Date: Mon, Jul 10 2023

C
Assign Date: ↔ Fri, May 26 2023

Proposed Due Date: ↔ Fri, May 26 2023

Actual Due Date:

Max Score:

Weight Multiplier:

Post to Family Access

Post to Student Access

F Save and Back
E Save and Add Another
Save and Score
Undo
Back
Attach (0)
Options ▼

Display Options

Show Student Result As:
 Show Comments
 Show On Lesson Scheduler

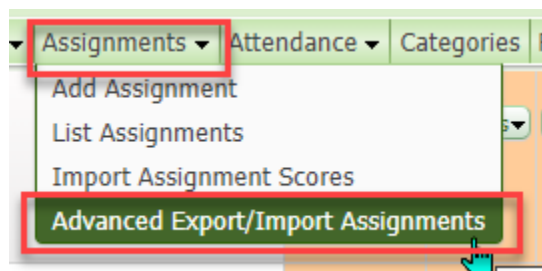
Class Options ?

	Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	125	010	010	1 - 6	1	MTWRF	000620 / 03	SOC STUD 6
<input type="checkbox"/>	125	010	010	1 - 6	2	MTWRF	000620 / 04	SOC STUD 6

D

Skyward Secondary Gradebook Guide

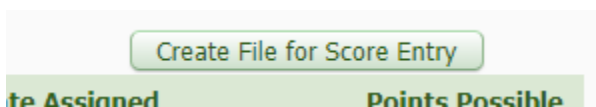
- Click on **Assignments>Advance Export/Import Assignment**.



- Click the **Assignments** that need to be scored



- Click **Create File for Score Entry** button



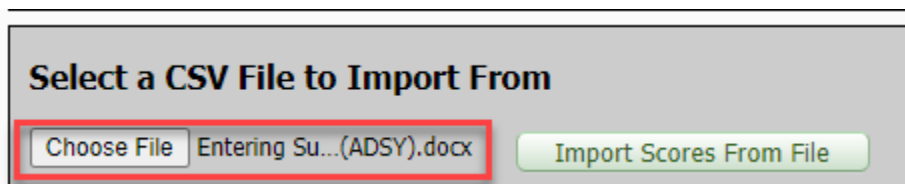
- Open the file.

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

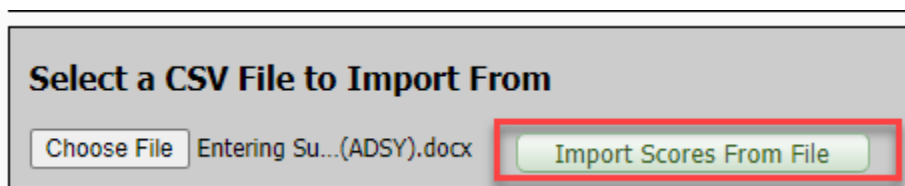
1	Gradebook:	000620 / 03	Gradebook	73624				
2								
3	Assignment:	Project	Assignment	2633837				
4	Category:	MAJ						
5	Due Date:	5/23/2023	Max Points:	100				
6	Id	Student	Points	Special Code	No Count(X)	Missing(X)	Comment	
7	4500	D/	72					
8	2:	AV	96				Great Job!	
9	3	L/	90				Great Job!	
10	1:	EF	70			X		
11	18	Bf	83		X			

Skyward Secondary Gradebook Guide

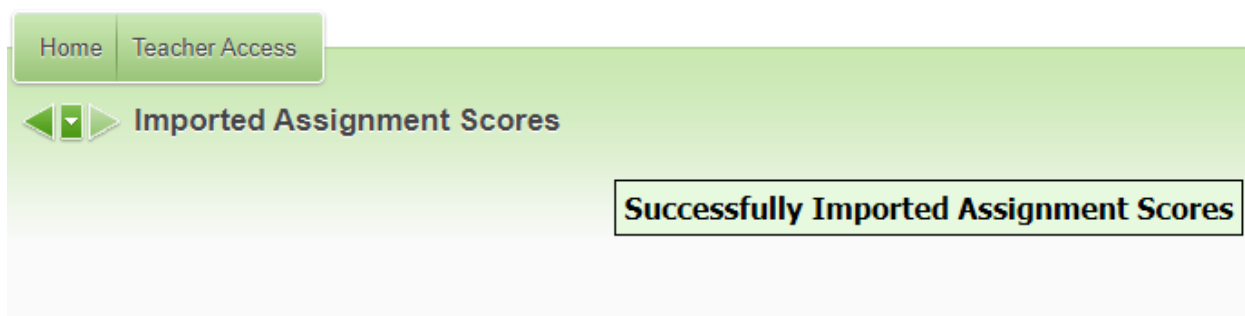
10. Save file as a CSV file.
11. Click **Choose File** to upload document (Check downloads folder).



12. Click **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.



14. Click the  button twice to get back to the gradebook.

Online Assignments

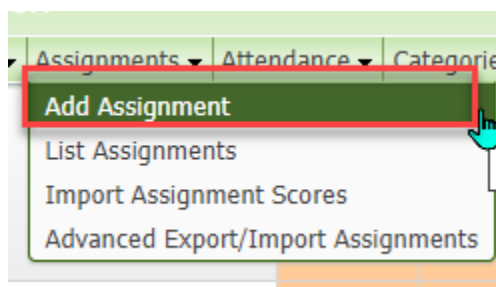
Below are instructions for creating online assignments in the Skyward gradebook. These instructions are a guide for the teacher. The actual online assignment is the teachers' preference and what they would like on the assignment.

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.

A screenshot of the 'Add Assignment' form in the Skyward system. The form is titled 'Add Assignment' and contains several fields and buttons. Red callouts 'a' through 'e' are placed on the form to indicate the steps described in the previous list. 'a' points to the 'Category' dropdown menu, 'b' points to the 'Description' text box, 'c' points to the 'Proposed Due Date' date picker, 'd' points to the 'Class' column in the table below, and 'e' points to the 'Options' dropdown menu. The 'Options' menu is open, showing several options, with 'Create Online Assignment' highlighted. The form also includes fields for 'Assignment Group', 'Entered Date', 'Assign Date', 'Actual Due Date', 'Max Score', 'Weight Multiplier', and checkboxes for 'Post to Family Access' and 'Post to Student Access'. There are also buttons for 'Save and Back', 'Save and Add Another', 'Save and Score', 'Undo', 'Back', 'Attach (0)', and 'Options'.

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description	
<input checked="" type="checkbox"/>	125	010	010	1 - 6	1	MTWRF	000620 / 03	SOC STUD 6

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

Skyward Secondary Gradebook Guide

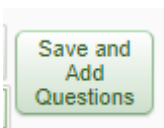
- b. Default Points per Questions. *Example: 5 questions would make the points per question 20 points each*
- c. Choose to Randomize Questions, Do Not Allow Other Teachers to Clone, and/or Override Multiple Choice/Matching Answers Lettering.

The screenshot shows the 'Online Assignment Setup Options' form. Callout 'a' points to the 'Name' field. Callout 'b' points to the 'Default Points per Question' field, which is set to 20.0. Callout 'c' points to the 'Randomize Questions' checkbox. Other options include 'Do Not Allow Other Teachers to Clone', 'Use Time Limit' (set to 0 minutes), and 'Override Multiple Choice/Matching Answer Lettering'.

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.

The screenshot shows the 'Family/Student Access Options' form. Callout 'A' points to the 'Do not Make Available in Student Access Online Assignments' checkbox. Callout 'B' points to the 'Start Date' field, which is set to 07/10/2023 at 12:00 AM. Callout 'C' points to the 'Do not Show Results until' field, which is set to 07/10/2023 at 12:00 AM. Callout 'D' points to the 'Auto Grade and Post to Gradebook' checkbox. The form also includes a 'Questions per Page' field set to 5 and a 'Show Correct Answers' checkbox.



5. Click

Skyward Secondary Gradebook Guide

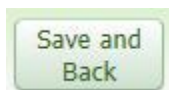
6. Adding Questions

- 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.

Number	Type	Question	Points	Atch
1	Multiple Choice	What is the sum of -5 and 3?	20.0	N
2	Multiple Choice	What is the sum of 2 and 5?	20.0	N



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.

Skyward Secondary Gradebook Guide

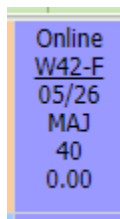
- a. **Available Online** is a reminder that this is an online assignment
- b. Clicking the **Edit the online assignment** button will allow the teacher to edit the assignment.
- c. Clicking the **Remove online assignment** button will remove the assignment completely.
- d. Click the **Save and Back**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

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	125	010	010	1 - 6	1	MTWRF	000620 / 03 SOC STUD 6

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

Skyward Secondary Gradebook Guide

- 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: **out of 100**
Score:
Grade:

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

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

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

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

Next Page
Prev Page
Post Grade to Gradebook
Save and Close

Skyward Secondary Gradebook Guide

- 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.

Online Assignment Information

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

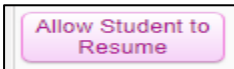
Points Earned: **87.5** out of **100**
Score: **87.50**
Grade: **88**

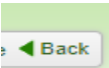
Post Online Assignment Grade to Gradebook

Category: **MAJ - MAJOR**
Description: **Adding integers**
Due Date: **Fri, Feb 14 2020**
Online Assignment Score: **87.5 out of 100** **87.50%** Grade: **88**
Gradebook Assignment Score: **87.5 of 100**
Special Code:
No Count:
Missing:
Comment:
Show Results in Student Access:

Save and Close
Return to Grading

- 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  button will allow the assignment to open back up for the student.

7. Clicking the  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  link that the student is in.

Skyward Secondary Gradebook Guide

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.

Grade: 06

Student Alert Indicators **A** [Email Teachers](#)

Alert Info:

Note:

Second Phone: Third Phone:

School Email: stu_c...@midlandisd.net Home Email: stu_c...@gmail.com

Student Access Login: **stu_c...** Student Access Password: *

[Edit Login](#)

- 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.

Student Access User Maintenance [Print](#) [?](#) [Back](#)

Student: SIRIUS BLACK [Save](#)

Name Key: BLACKSIR000 [Save and Email Account Reset Link](#)

* Login: [stu_sblack869234](#) [Set Password](#)

* Password: Force password change at next login

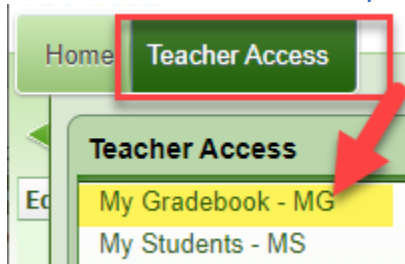
Asterisk (*) denotes a required field

Skyward Secondary Gradebook Guide

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

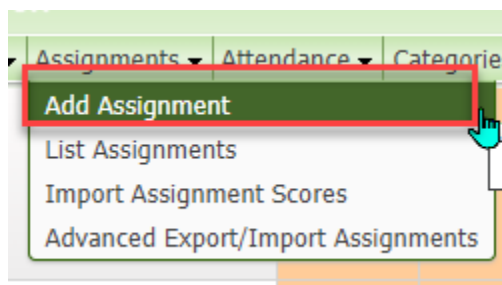
1. Login to **Skyward**.
2. Click on [Teacher Access](#) > [My Gradebook](#) link.



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.

Class	Description	
000620 / 03	SOC STUD 6	Gradebook
000620 / 04	SOC STUD 6	Gradebook

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**

Skyward Secondary Gradebook Guide

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

Assignment Maintenance

Add Assignment

a. Category: MAJ - 60% - MAJOR

b. Description:

Detailed Description:

Assignment Group:

Entered Date: Wed, Jul 12 2023

c. Assign Date: May 26 2023 → Fri, May 26 2023

Proposed Due Date: May 26 2023 → Fri, May 26 2023

Actual Due Date: 01 2023

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Display Options

Show Student Result As: Score Show Comments Show On Lesson Scheduler

Class Options ?

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	125	010	010	1 - 6	1	MTWRF	000620 / 03 SOC STUD 6
<input type="checkbox"/>	125	010	010	1 - 6	2	MTWRF	000620 / 04 SOC STUD 6

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

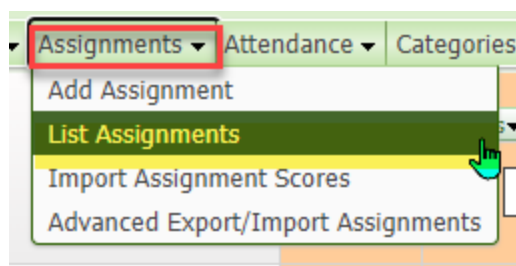
Classes ▾ Assignments ▾ Attendance ▾ Categories Posting ▾ Reports ▾ Charts ▾ Display Op

125 SCHARBAUER ELEMENTARY

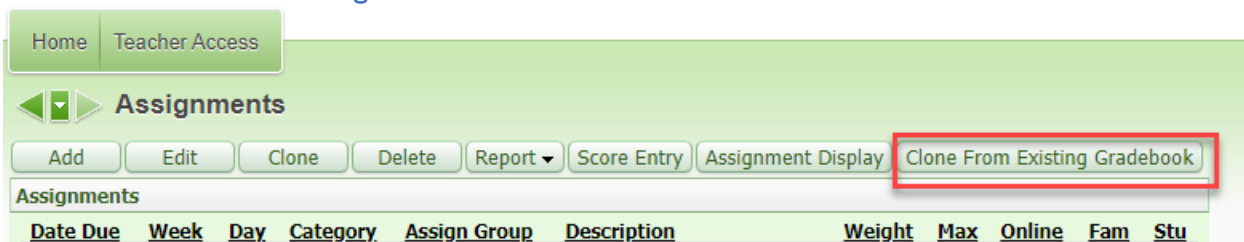
Class	Description	Dept	Subject	Terms	Period	Days Meet	Gradebook
000620 / 03	SOC STUD 6	010	010	1 - 6	1	MTWRF	Secondary
000620 / 04	SOC STUD 6	010	010	1 - 6	2	MTWRF	Secondary
000630 / 03	MATH 6	004	004	1 - 6	3	MTWRF	Secondary
000630 / 04	MATH 6	004	004	1 - 6	4	MTWRF	Secondary
000016 / 04	ADA PERIOD 6	180	180	1 - 6	12	MTWRF	Secondary

- 7. Click on the **Assignment > List Assignments** link.

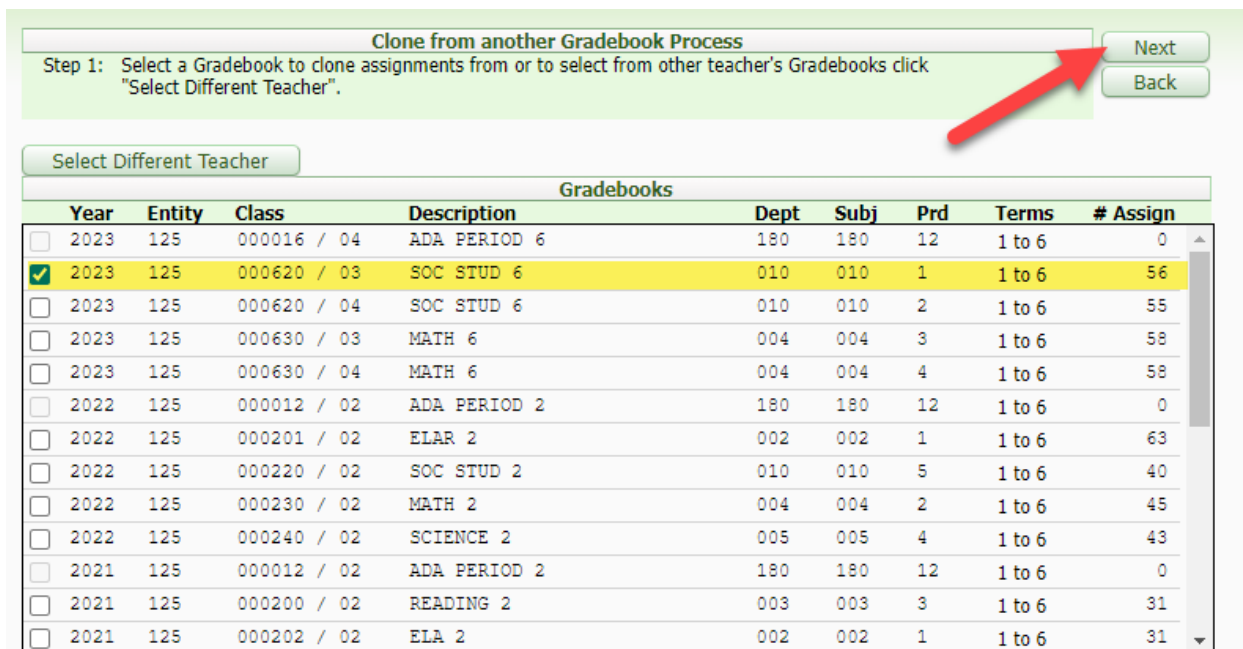
Skyward Secondary Gradebook Guide



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

Clone from another Gradebook Process

Course: **000620 / 04 SOC STUD 6** Teacher(s): _____

Step 2: Select Assignments to clone to your Gradebook

Next
Back
Check All
Uncheck All

Assignments						
Term	Week	Day	Assignment Description	Category	Max Score	Weight
<input checked="" type="checkbox"/>	PR1	1	Fri	PBIS Lesson #1	MIN	100 1.00

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

Clone from another Gradebook Process

Course: **000620 / 04 SOC STUD 6** Teacher(s): _____

Step 3: Classes selected to clone Assignments to

Next
Prev
Back

Select the Classes where the Assignments should be cloned									
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description	# Assign	
<input checked="" type="checkbox"/>	125	010	010	1 to 6	1	MTWRF	000620 / 03	SOC STUD 6	56
<input type="checkbox"/>	125	010	010	1 to 6	2	MTWRF	000620 / 04	SOC STUD 6	55

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

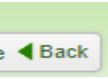
Clone from another Gradebook Process

Course: **000620 / 04 SOC STUD 6** Teacher(s): _____

Step 4: Assignments selected to clone to your Gradebook

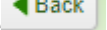
Finish
Prev
Back

Assignments					
Date Due	Week	Assignment Description	Category	Max Score	Weight
Fri, Aug 12 2022	1	PBIS Lesson #1	MIN	100	1.00

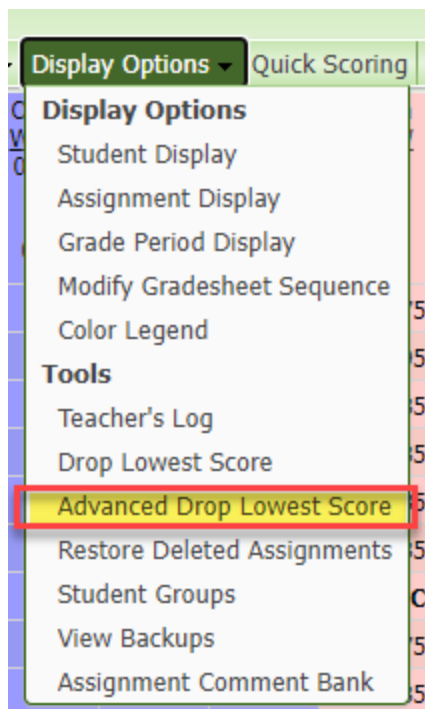
13. After you have finished Click the  button and then repeat the process for other classes.

Advance Drop Lowest Score

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

1. Click on the  [Gradebook](#) link the teacher needs to drop scores for.
2. Click **Display Options** link >**Advance Drop Lowest Score** link.

Skyward Secondary Gradebook Guide



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,

Skyward Secondary Gradebook Guide

Advanced Drop Lowest Score Process

Grade Bucket: **CY6 - Term 6** in Grading Period **CYCLE 6** Date Range: **04/17/23 - 05/26/23**

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

Next
Back

000620 / 03 Prd:1 SOC STUD 6 Students enrolled			
Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>			2029
<input checked="" type="checkbox"/>		L	2029
<input checked="" type="checkbox"/>		C	2029
<input type="checkbox"/>		A	2029

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

Advanced Drop Lowest Score Process

Grade Bucket: **CY6 - Term 6** in Grading Period **CYCLE 6** Date Range: **04/17/23 - 05/26/23**

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 **c**

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

e Next
Prev
Back

Categories & Assignments				
	Due Date	Description	Weight	Max
<input checked="" type="checkbox"/>	MAJOR			
<input checked="" type="checkbox"/>	05/23/23	Project	1.00	100.00
<input checked="" type="checkbox"/>	05/23/23	Project	1.00	100.00
<input checked="" type="checkbox"/>	05/26/23	Online Assignment	1.00	40.00
<input checked="" type="checkbox"/>	MINOR			
<input checked="" type="checkbox"/>	04/21/23	Pacific Realm	1.00	100.00

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

Skyward Secondary Gradebook Guide

Advanced Drop Lowest Score Process

Grade Bucket: **CY6 - Term 6** in Grading Period **CYCLE 6** Date Range: **04/17/23 - 05/26/23**

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.

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
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	70.00	70.00	70
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	85.00	85.00	85
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	70.00	70.00	70
[Redacted]	05/10	MINO	Teaming for Stations		1.00	100.00	75.00	75.00	75
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	85.00	85.00	85
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	85.00	85.00	85
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	70.00	70.00	70
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	85.00	85.00	85
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	85.00	85.00	85
[Redacted]	04/21	MINO	Pacific Realm		1.00	100.00	70.00	70.00	70

7. Click the  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.

Undo Drop Lowest Score Process

Grade Bucket: **CY6 - Term 6** in Grading Period **CYCLE 6** Date Range: **04/17/23 - 05/26/23**


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

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

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
<input checked="" type="checkbox"/> [Redacted]	04/21	MIN	Pacific Realm	*AD	1.00	100.00	70.00	70.00	70
<input checked="" type="checkbox"/> [Redacted]	04/21	MIN	Pacific Realm	*AD	1.00	100.00	85.00	85.00	85
<input checked="" type="checkbox"/> [Redacted]	04/21	MIN	Pacific Realm	*AD	1.00	100.00	70.00	70.00	70
<input checked="" type="checkbox"/> [Redacted]	04/21	MIN	Pacific Realm	*AD	1.00	100.00	70.00	70.00	70
<input checked="" type="checkbox"/> [Redacted]	04/21	MIN	Pacific Realm	*AD	1.00	100.00	70.00	70.00	70

3. Click the  button to get back to gradebook

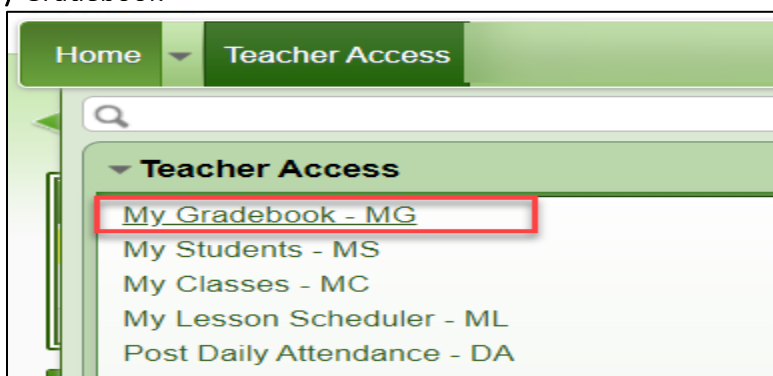
Skyward Secondary Gradebook Guide

Once finished click the  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.

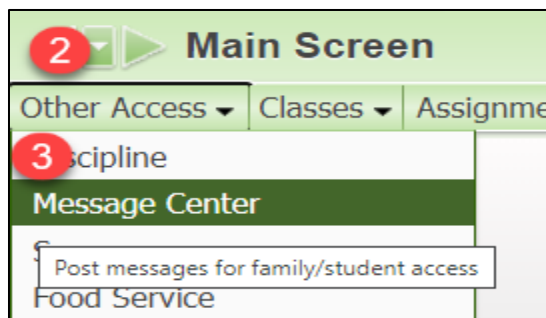
Message Center

Reading a Message

1. Click on **My Gradebook**.

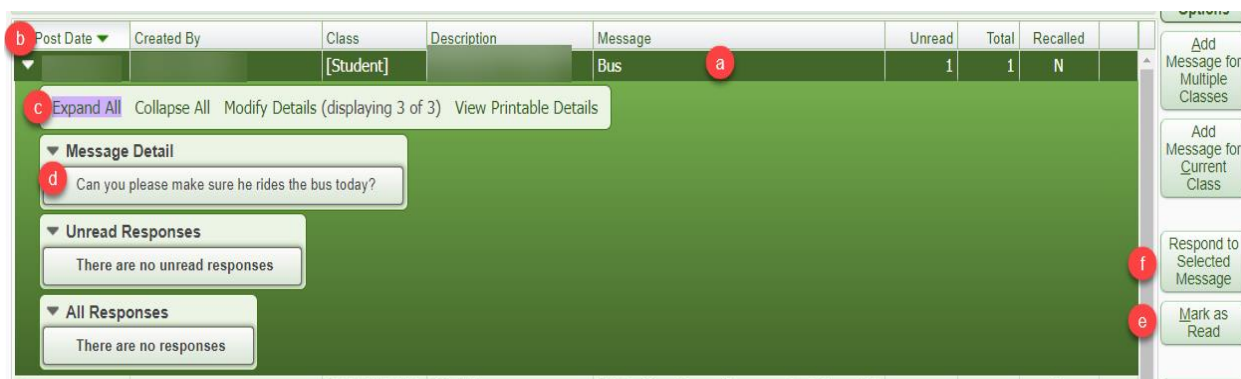


2. Click **Other Access**.
3. Click on **Message Center**.



- 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.

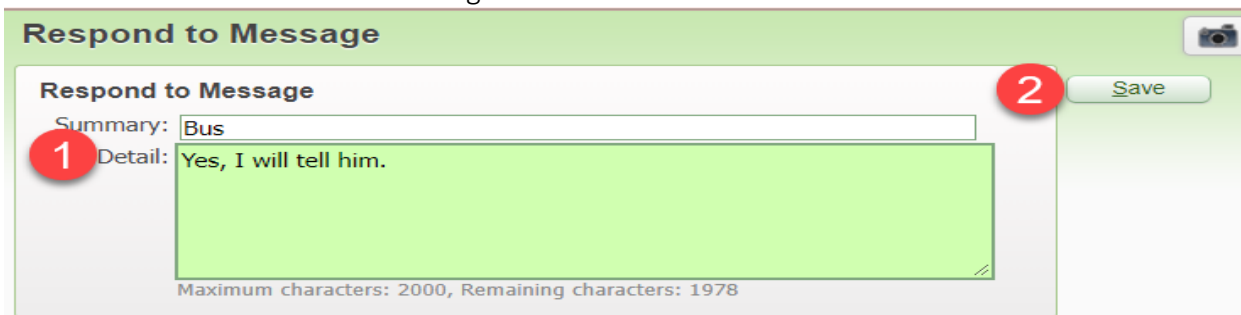
Skyward Secondary Gradebook Guide



Responding to a Message:

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

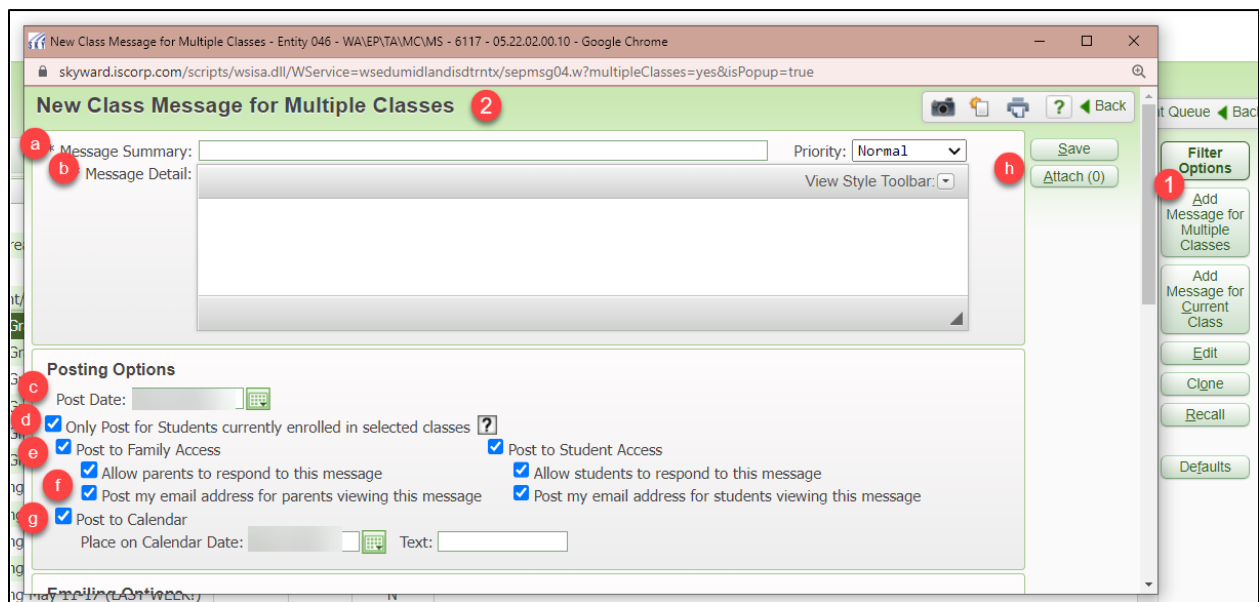
1. Fill out **Detail** with the response.
2. Click **Save** to send the message.



Sending A Message to Multiple Classes:

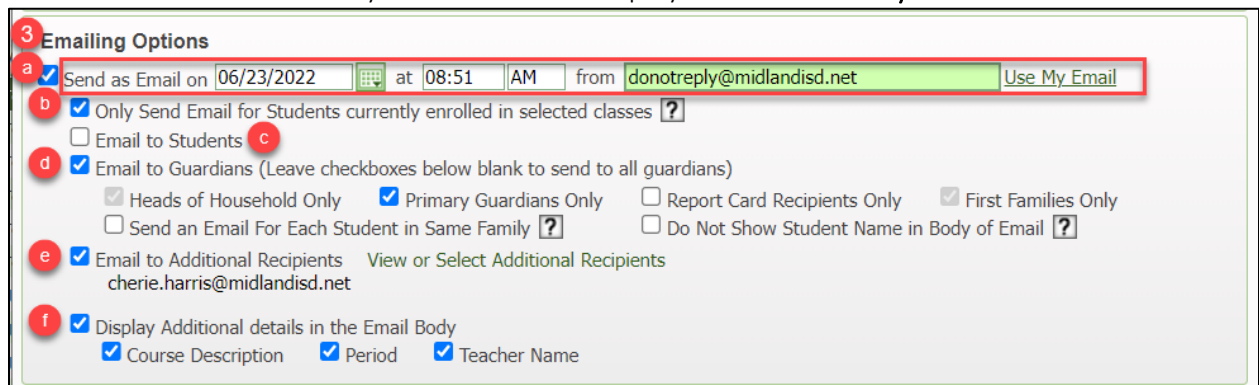
1. Click the 'Add Message for Multiple Classes' button.
2. Fill out anything that might apply to that message:
 - a. **Message Summary** – is the subject of the message.
 - b. **Message Detail** – is the body of the message
 - c. **Post Date** – is the date it will be posted to Family access and/or Student 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.

Skyward Secondary Gradebook Guide



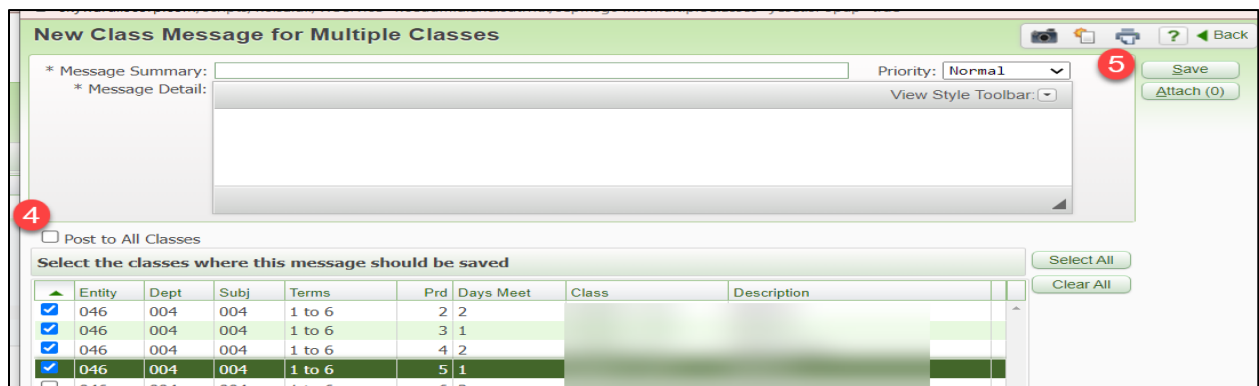
3. Email Options

- Check off **'Send as Email'** on the date, time and from your email.
- 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.
- Decide if you want to Email Students.
- Decide if you want to send it to specific guardians or not.
- Decide if you want to email to **Additional Recipients**, this option allows the teacher to email administration and/or other staff members if necessary.
- Decide what you would like to display in the **Email Body**.



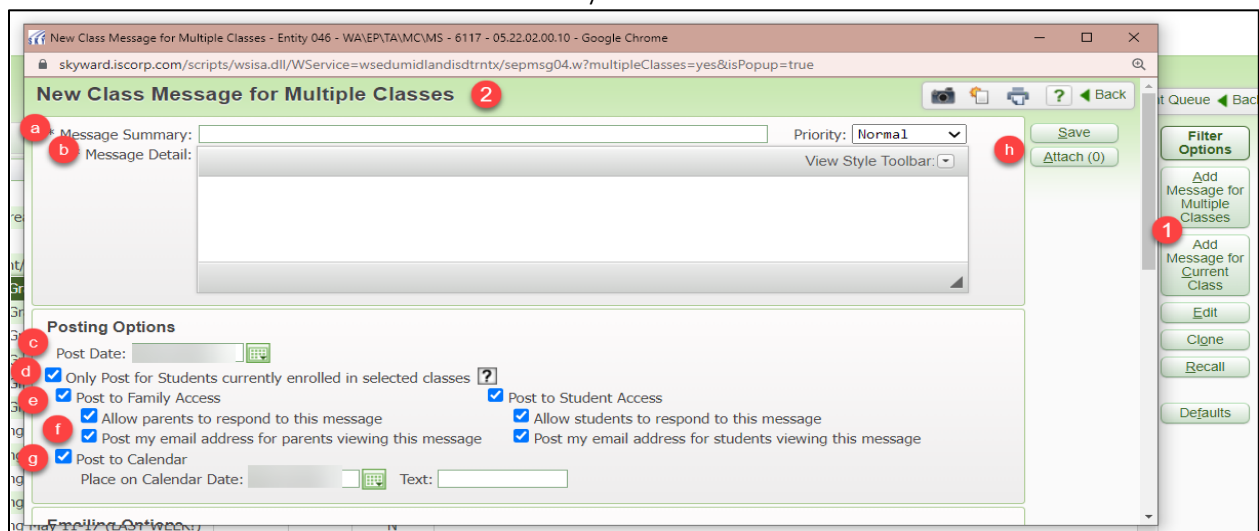
- Click the classes where this message should be sent to.
- Click the Save button to send the message.

Skyward Secondary Gradebook Guide



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

Skyward Secondary Gradebook Guide

- Check off 'Send as Email' on the date, time and from your email.
- 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.
- Decide if you want to Email Students.
- Decide if you want to send it to specific guardians or not.
- Decide if you want to email to **Additional Recipients**, this option allows the teacher to email administration and/or other staff members if necessary.
- Decide what you would like to display in the **Email Body**.

3 Emailing Options

a Send as Email on 06/23/2022 at 08:51 AM from donotreply@midlandisd.net Use My Email

b Only Send Email for Students currently enrolled in selected classes ?

Email to Students **c**

d 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 ?

e Email to Additional Recipients View or Select Additional Recipients
cherie.harris@midlandisd.net

f Display Additional details in the Email Body

Course Description Period Teacher Name

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

New Class Message for Selected Students

000837/527 MATH 8

4 Message Summary: Priority: Normal **5** Save

Post to All Students Attach (0)

Select students to receive the message

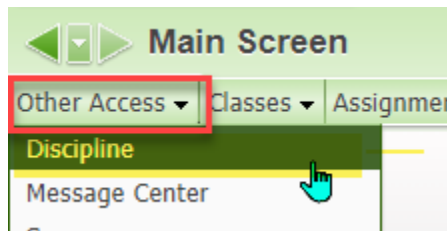
	Last Name	First Name	MI	Grad Year	MOI
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					

Skyward Secondary Gradebook Guide

Entering Discipline

Only use this if your campus is using online discipline 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

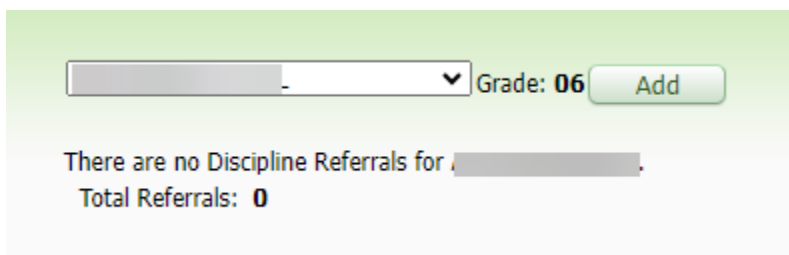


3. Select **Student** the teacher would like to look at the discipline record for.

First Name	Last Name	MI	Referrals	Status	Gender	Grad Yr	Phone
			4	Active	Female	2029	
F		L	0	Active	Female	2029	
		C	1	Active	Male	2029	
		A	0	Active	Male	2029	

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.

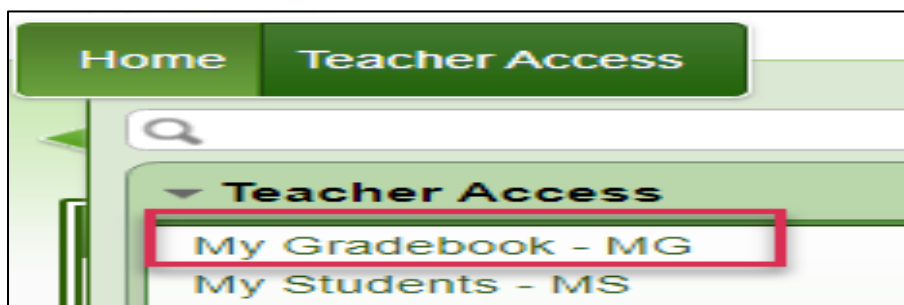
Skyward Secondary Gradebook Guide

Reports

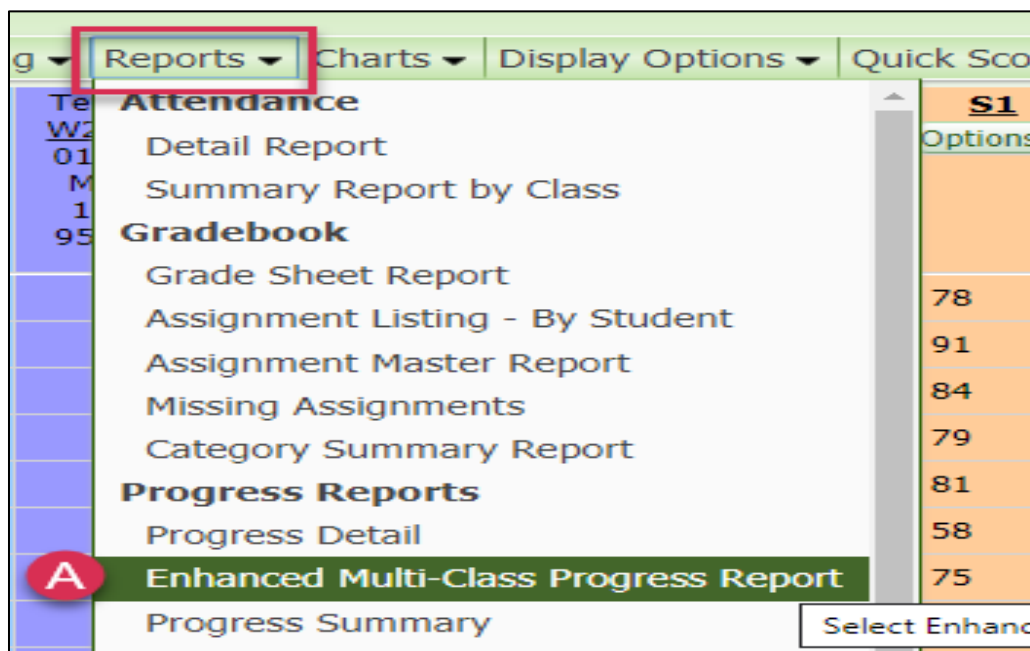
Enhanced- Multi Class Progress Report

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**.

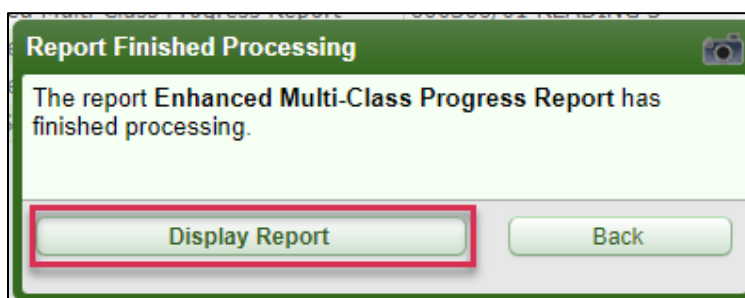


Skyward Secondary Gradebook Guide

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.

Report: Enhanced Multi-Class Progress Report	
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

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

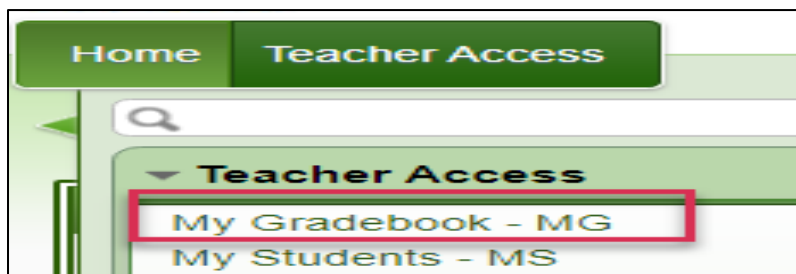


Grade Sheet Report

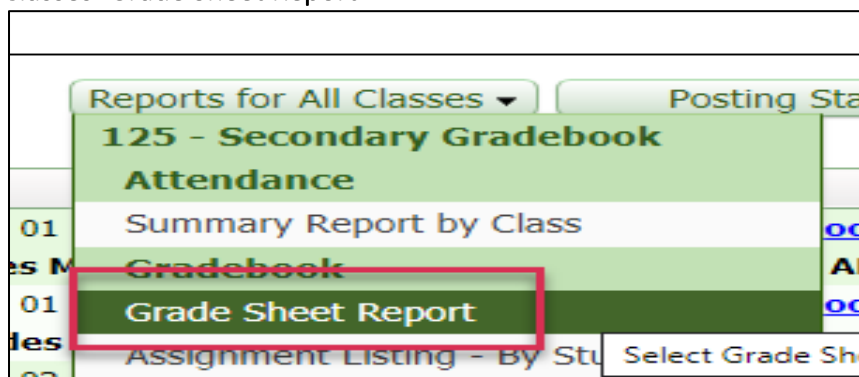
Grade sheet reports can be run three different ways. These reports can be run with all of the students' grades on them, as well as blank grade sheet report. This is a great way to always have a hard copy of your grades or to have an already made page that looks like an excel document.

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 use 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.

Skyward Secondary Gradebook Guide

Report: **Grade Sheet**

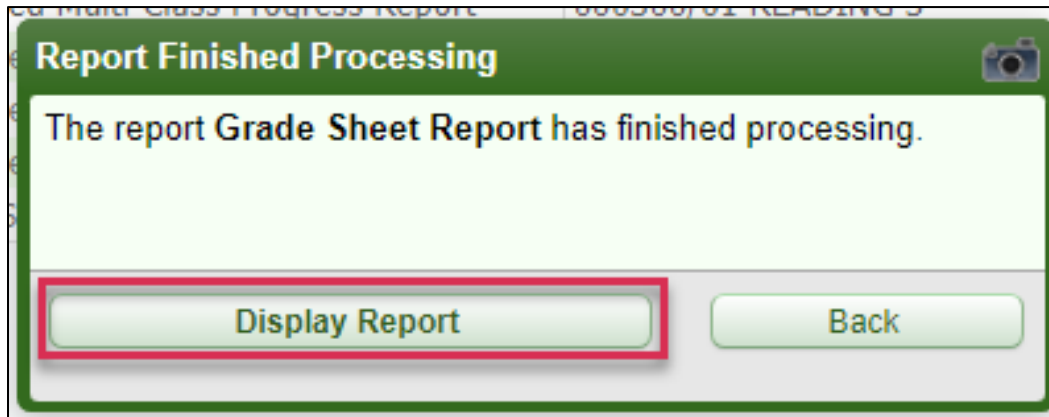
Seq #	Report Template Name
10	Reading Grade Sheets
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

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

<input type="button" value="Select All"/>		<input type="button" value="Clear All"/>						<input type="button" value="Print"/>
	Terms	Period	Class	Description				<input type="button" value="Back"/>
<input checked="" type="checkbox"/>	1 - 6	1	000300 / 01	READING 3				
<input checked="" type="checkbox"/>	1 - 6	1	000302 / 01	ELA 3				
<input checked="" type="checkbox"/>	1 - 6	2	000300 / 02	READING 3				
<input checked="" type="checkbox"/>	1 - 6	2	000302 / 02	ELA 3				
<input checked="" type="checkbox"/>	1 - 6	4	000320 / 01	SOC STUD 3				
<input checked="" type="checkbox"/>	1 - 6	5	000320 / 02	SOC STUD 3				
<input type="checkbox"/>	1 - 6	12	000013 / 02	ADA PERIOD 3				

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

Progress Detail Report Quick Start

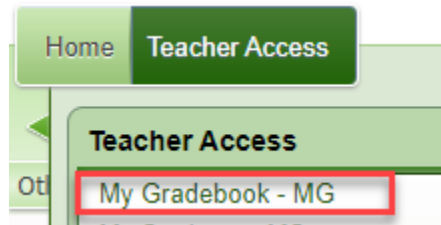


Progress Detail Report

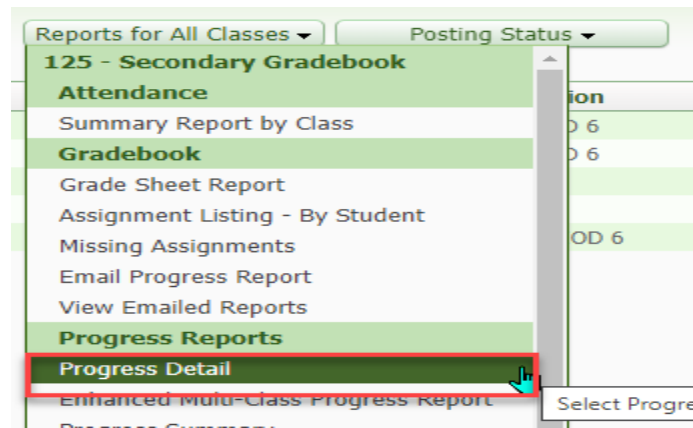
This report is similar to the Enhanced Multi-Class Progress Report, but it is not as reader-friendly as the Enhanced Multi-Class Progress Report. However, with the Enhanced Multi-Class Progress Report the teacher had a print it class by class, the Progress Detail Report the teacher can print all the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

Skyward Secondary Gradebook Guide

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



2. Click on **Report for All Classes>Progress Detail.**

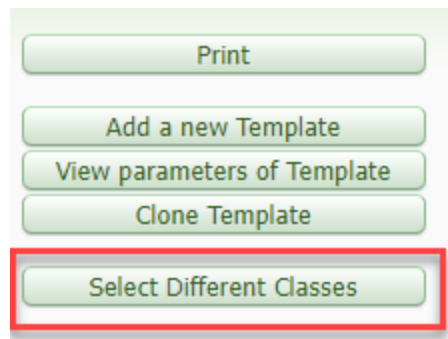


3. Click on the report that best suits the teacher
 - a. **Report 900** shows the parents/guardians the current term grade, assignments, graded, not graded and no count, comments on assignments, a signature line, and attendance totals.
 - b. **Report 910** shows the parents/guardians the current term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

Skyward Secondary Gradebook Guide

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**



5. Click on the classes that the teacher does or doesn't want
 a. Click on **Print**

Terms	Period	Class	Description	
<input checked="" type="checkbox"/>	1 - 6	1	000620 / 03	SOC STUD 6
<input checked="" type="checkbox"/>	1 - 6	2	000620 / 04	SOC STUD 6
<input checked="" type="checkbox"/>	1 - 6	3	000630 / 03	MATH 6
<input checked="" type="checkbox"/>	1 - 6	4	000630 / 04	MATH 6
<input checked="" type="checkbox"/>	1 - 6	12	000016 / 04	ADA PERIOD 6

A

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

