



Huron Valley Public School District

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Skyward Gradebook Manual

HVS - Skyward Gradebook Manual

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Establishing Your Grading Scale

The first task you want to undertake is setting up how you want your grades calculated. The grading scale has been set to default values. If you would like to change the grading scale to your desired settings:

Skyward Educator Access Plus - Microsoft Internet Explorer provided by HVS

Lakeland High School
Teacher: MICHELLE HUYCK Class: MAL12 /
02 Prd:1 ALGEBRA I

Home Page | Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | **Grade Marks** | Post Grades | Reports | Display Options

Quick Scoring | Export to Excel

Students	Fri 04/28 Atnd Taken	Term Grade S2	S2 %	EX2	T6	Sectio W14-M 05/01 HMWK 5 0.00	I5
1 BALIN BRITI				*			*
2 CAMP COURT				*			*
3 CAMPB JAKE NEW				*			*
4 DALY JUSTI	Tar			*			*
5 DAVIS CAMER				*			*
6 EHLE SKYLA	-			*			*
7 EINHE LAURE	-			*			*
8 FERGU LAURE				*			*
9 FETT KOURT				*			*
10 GIANG VINCE				*			*
11 HART RYAN				*			*
12 HITCH WILLI				*			*
13 HOUCK BRIAN NEW				*			*
14 JACOB BRENT	-			*			*
15 JESPE ALEXA				*			*
16 JONES ANTHO				*			*

Click on 'Grade Marks' button.

Skyward Educator Access Plus - Microsoft Internet Explorer provided by HVS

Lakeland High School
Teacher: MICHELLE HUYCK Class: MAL12 /
02 Prd:1 ALGEBRA I

Home Page | Gradebook | Main Screen | **Grade Mark Maintenance** | Print Queue | Back

Grade Mark	Grade Value High	Grade Value Low	Edit
A	100	93	
A-	92.99	90	
B+	89.99	87	
B	86.99	83	
B-	82.99	80	
C+	79.99	77	
C	76.99	73	
C-	72.99	70	
D+	69.99	67	
D	66.99	63	
D-	62.99	60	
E	59.99	0	

Click on 'Edit' button.

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The screenshot shows the 'Grade Mark Maintenance' screen in the Skyward Educator Access Plus application. The browser title is 'Skyward Educator Access Plus - Microsoft Internet Explorer provided by HVS'. The page header includes 'Lakeland High School', 'Teacher: MICHELLE HUYCK', and 'Class: MAL12 / 02 Prd:1 ALGEBRA I'. There are links for 'View Tutorial' and 'Enter a Customer Service Call'.

The main table is titled 'Grade Mark Maintenance' and has columns: Grade Mark, Grade Value High, Grade Value Low, Grade Mark, Grade Value High, Grade Value Low. The data rows are as follows:

Grade Mark	Grade Value High	Grade Value Low	Grade Mark	Grade Value High	Grade Value Low
A	100	93	C	76.99	73
A-	92.99	90	C-	72.99	70
B+	89.99	87	D+	69.99	67
B	86.99	83	D	66.99	63
B-	82.99	80	D-	62.99	60
C+	79.99	77	E	59.99	0

Buttons for 'Save', 'Undo', and 'Back' are located to the right of the table.

Below the main table is a section titled 'Classes that will be affected by this change' with columns: Entity, Dept, Sbj, Terms, Period, Days Meet, Class, Description. The data rows are:

Entity	Dept	Sbj	Terms	Period	Days Meet	Class	Description
071	MAT	MAT	4 to 6	1	MTWRF	MAL12/02	ALGEBRA I
071	MAT	MAT	4 to 6	3	MTWRF	MAL12/01	ALGEBRA I

An arrow points from a text box on the right to the 'Description' column of the second row in the 'Classes that will be affected by this change' table.

Classes with the same course key in your gradebook will have the same grading scale.

Adjust the scales to the values that you would like to use.

Note If you want rounding 'on', you must manually change the numbers as displayed on the table below. If you do not want rounding on, leave the low value set as whole numbers.

A	100	93.5
A-	93.499	89.5
B+	89.499	86.5

Click on the 'Save' button when all adjustments have been made.

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Setting Up Gradebook Categories

Skyward Educator Access Plus - Microsoft Internet Explorer provided by HVS

Lakeland High School
Teacher: MICHELLE HUYCK Class: MAL12 / 02 Prd:1 ALGEBRA I

Home Page | My Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | **Categories** | Grade Marks | Post Grades | Reports | Display Options

Quick Scoring | Export to Excel

Students	Fri 04/28 Atnd	I5	Section 10 05/01/2006 HMWK 5 0.00	I6	EX2	S2 %
1 RUMPZ, ADAM T 1213505 NEW				*	*	
2 JESPERSEN, ALEXANDER T 1241266				*	*	
3 RIDLEY, ALEXANDRIA F 1237300				*	*	
4 JONES, ANTHONY P 1215809				*	*	
5 JACOBY, BRENT B 1241146				*	*	
6 HOUCK, BRIAN A 1238645 NEW				*	*	
7 BALINT, BRITTNEY D 0994442				*	*	
8 DAVIS, CAMERON S 1236344				*	*	
9 NEELY, CODY J 1258929				*	*	
10 CAMP, COURTNEY L 1237691				*	*	
11 PRINTZ, CYNTHIA M 0994384 NEW				*	*	
12 JUMP, EMILY K 0994482				*	*	
13 WILBERGER, FORREST C 0994263				*	*	
14 SMOTHERS, GINA R 1238067				*	*	
15 CAMPBELL, JAKE O 1282094 NEW				*	*	
16 RYSZAWA, JAMES V 0994334				*	*	

Click on Categories

Skyward Educator Access Plus - Microsoft Internet Explorer provided by HVS

Lakeland High School
Teacher: MICHELLE HUYCK Class: MAL12 / 02 Prd:1 ALGEBRA I

Home Page | My Gradebook | Main Screen | **Category Maintenance**

Score Method Total Percent Allocated Edit

Score based on percents assigned to categories 100 %

Code	Category Description	%
EMP	EMPLOYABILITY SKILLS	10 %
HMWK	HOMEWORK	25 %
TEST	TEST	65 %

Click on 'Edit'

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Category Maintenance

Score Method

Use total points to calculate score

Base score on percents assigned to categories

Total Percent Allocated

Current percent allocated: 100

Old percent allocated: 100

Category Code	Description	Old %	Use	Category Code	Description	Old %	Use
CLW	CLASSWORK	0	<input type="checkbox"/>	PART	PARTICIPATION	0	<input type="checkbox"/>
EMP	EMPLOYABILITY SKILLS	10	<input checked="" type="checkbox"/>	PPRS	PAPERS	0	<input type="checkbox"/>
GTW	GATEWAY TEST	0	<input type="checkbox"/>	PRES	PRESENTATIONS	0	<input type="checkbox"/>
HMWK	HOMEWORK	25	<input checked="" type="checkbox"/>	PRJ	PROJECTS	0	<input type="checkbox"/>
J/N	JOURNAL/NOTEBOOK	0	<input type="checkbox"/>	QUIZ	QUIZ	0	<input type="checkbox"/>
LAB	LAB	0	<input type="checkbox"/>	SKB	SKETCHBOOK	0	<input type="checkbox"/>
NOTE	NOTES	0	<input type="checkbox"/>	TEST	TEST	65	<input checked="" type="checkbox"/>
ORAL	ORAL PROFICIENCY	0	<input type="checkbox"/>	VOC	VOCABULARY	0	<input type="checkbox"/>

Classes that will be affected by this change

Entity	Dept	Sbj	Terms	Period	Days Meet	Class	Description
071	MAT	MAT	4 to 6	1	MTWRF	MAL12/02	ALGEBRA I
071	MAT	MAT	4 to 6	3	MTWRF	MAL12/01	ALGEBRA I

Decide on the 'Score Method'.

You may use either total points, or you may use weighted categories

Category Maintenance

Score Method

Use total points to calculate score

Base score on percents assigned to categories

Total Percent Allocated

Current percent allocated: 100

Old percent allocated: 100

Category Code	Description	Old %	Use	Category Code	Description	Old %	Use
CLW	CLASSWORK	0	<input type="checkbox"/>	PART	PARTICIPATION	0	<input type="checkbox"/>
EMP	EMPLOYABILITY SKILLS	10	<input checked="" type="checkbox"/>	PPRS	PAPERS	0	<input type="checkbox"/>
GTW	GATEWAY TEST	0	<input type="checkbox"/>	PRES	PRESENTATIONS	0	<input type="checkbox"/>
HMWK	HOMEWORK	25	<input checked="" type="checkbox"/>	PRJ	PROJECTS	0	<input type="checkbox"/>
J/N	JOURNAL/NOTEBOOK	0	<input type="checkbox"/>	QUIZ	QUIZ	0	<input type="checkbox"/>
LAB	LAB	0	<input type="checkbox"/>	SKB	SKETCHBOOK	0	<input type="checkbox"/>
NOTE	NOTES	0	<input type="checkbox"/>	TEST	TEST	65	<input checked="" type="checkbox"/>
ORAL	ORAL PROFICIENCY	0	<input type="checkbox"/>	VOC	VOCABULARY	0	<input type="checkbox"/>

Classes that will be affected by this change

Entity	Dept	Sbj	Terms	Period	Days Meet	Class	Description
071	MAT	MAT	4 to 6	1	MTWRF	MAL12/02	ALGEBRA I
071	MAT	MAT	4 to 6	3	MTWRF	MAL12/01	ALGEBRA I

Place a ✓ in the 'Use' column for the desired Categories.

If using weighted categories and scoring by percents, place the values in the '%' column. **These values MUST total 100%.**

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Assignment Display

Skyward Educator Access Plus - Microsoft Internet Explorer provided by HVS

Lakeland High School
Teacher: MICHELLE HUYCK Class: MAL12 /
02 Prd:1 ALGEBRA I

Home Page | My Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grades | Reports | Display Options

Quick Scoring | Export to Excel

Students	Fri 04/28 Atnd Taken	Term Grade S2 Sort By %	S2 %	EX2	T6	Section W14-M 05/01 HWWK 5 0.00	T5
1 BALIN BRITT				*		*	
2 CAMP COURT				*		*	
3 CAMPB JAKE NEW				*		*	
4 DALY JUSTI	Tar			*		*	
5 DAVIS CAMER				*		*	
6 EHLER SKYLA	-			*		*	
7 EINHE LAURE				*		*	
8 FERGU LAURE				*		*	
9 FETT KOURT				*		*	
10 GIANG VINCE				*		*	
11 HART RYAN				*		*	
12 HITCH WILLI				*		*	
13 HOUCK BRIAN NEW				*		*	
14 JACOB BRENT				*		*	
15 JESPE ALEXA				*		*	
16 JONES ANTHO				*		*	

Display Options
Student Display
Assignment Display
Grade Period Display
Modify Gradesheet Sequ.
Tools
Drop Lowest Score
Advanced Drop Lowest

Place the cursor over 'Display Options', slide down to and click on 'Assignment Display' on the drop-down menu.

Skyward Educator Access Plus - Microsoft Internet Explorer provided by HVS

Lakeland High School
Teacher: MICHELLE HUYCK Class: MAL12 /
02 Prd:1 ALGEBRA I

View Tutorial
Enter a Customer Service Call

Assignment Display

Assignment Display Options

Show Average Score of the Assignment
 Show Assignment Group of the Assignment
 Show "Term Grade" Column in a fixed location on Gradebook screen
 Show Comments for all Assignments

Sort Assignments by: Date Sequence
Date Sequence of the Assignments: Descending (newest to oldest) Ascending (oldest to newest)

Assignment Defaults
Maximum Score Default: 100

Assignment Score Entry
 Suppress the "value entered is greater than max score" message

Assignment Heading
Options use examples with the text "Characters" representing the assignment description, "08/20/2004" representing the due date, "Week 4 - Friday" representing a week and day, "Quiz" representing the category code, and "100" representing the max score of an example assignment.

Show Category color in Assignment Headings only

Description, Week, Category, Max Score
 Description, Week, Category, Max Score

Description, Date, Category, Max Score
 Description, Date, Category, Max Score

Description, Week, Date, Category, Max Score
 Description, Week, Date, Category, Max Score

Save
Undo
Restore Defaults
Back

Assignment display and sort options are set in this field.

To show color in headings only, click in this box.

Choose assignment headings.

Click the 'Save' button to save your options.

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Adding Assignments

The screenshot shows the Skyward Educator Access Plus interface. The 'Assignments' menu is highlighted, and a callout box points to the 'Add Assignments' option. Below the menu is a table with columns for 'Students', 'Grade', 'S2 %', 'EX2', 'I6', 'Action', and 'I5'. The 'Students' column lists names like BALIN BRITT, CAMP COURT, etc. The 'Grade' column has a dropdown menu open showing 'Sort By %'.

Place cursor over 'Assignments' button, slide down and click on 'Add Assignments'

The screenshot shows the 'Add Assignment' form. Fields include 'Category' (BMP - 10% - EMPLOYABILITY SKILLS), 'Description', 'Assignment Group', 'Entered Date' (Fri, Apr 28 2006), 'Assign Date' (Apr 28 2006), 'Proposed Due Date' (Apr 28 2006), 'Actual Due Date' (01 2006), 'Max Score' (100), and 'Weight Multiplier' (1.00). There are checkboxes for 'Post to Family Access' and 'Post to Student Access'. Below the form is a table titled 'Select the Classes where this Assignment should be added' with columns for Entity, Dpt, Sbj, Terms, Prd, Days, Meet Class, and Description. The first row is checked.

Choose the Category

Enter a description.
Assignment Group is optional, but if used, you can print reports based on the group.

Choose assignment date **and** due date.
All assignments must have a due date!

Enter Max Score and Weight Multiplier.

Place a check next to the classes assignment should be added to.

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Skyward Educator Access Plus - Microsoft Internet Explorer provided by HVS

Lakeland High School
 Teacher: MICHELLE HUYCK Class: MAL12 / 02 Prd:1 ALGEBRA I

View Tutorial
 Enter a Customer Service Call

Assignment Maintenance

Add Assignment

Category: **BMP - 104 - EMPLOYABILITY SKILLS** Save
 Undo
 Back

Description: _____

Assignment Group: _____

Entered Date: **Fri, Apr 28 2006**

Assign Date: Apr 28 2006 → Fri, Apr 28 2006

Proposed Due Date: Apr 28 2006 → Fri, Apr 28 2006

Actual Due Date: 01 2006

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Select the Classes where this Assignment should be added

Entity	Dpt	Sbj	Terms	Prd	Days	Meet	Class	Description
<input checked="" type="checkbox"/>	071	MAT	MAT	4 to 6	1	MTWRF	MAL12 / 02	ALGEBRA I
<input type="checkbox"/>	071	MAT	MAT	4 to 6	2	MTWRF	MALGA2 / 03	ALGEBRA A
<input type="checkbox"/>	071	MAT	MAT	4 to 6	3	MTWRF	MAL12 / 01	ALGEBRA I
<input type="checkbox"/>	071	MAT	MAT	4 to 6	5	MTWRF	MADGE2 / 03	DEVELOPMENTAL GEO/TRIG SEM 2
<input type="checkbox"/>	071	MAT	MAT	4 to 6	6	MTWRF	MALGA2 / 02	ALGEBRA A

- Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates

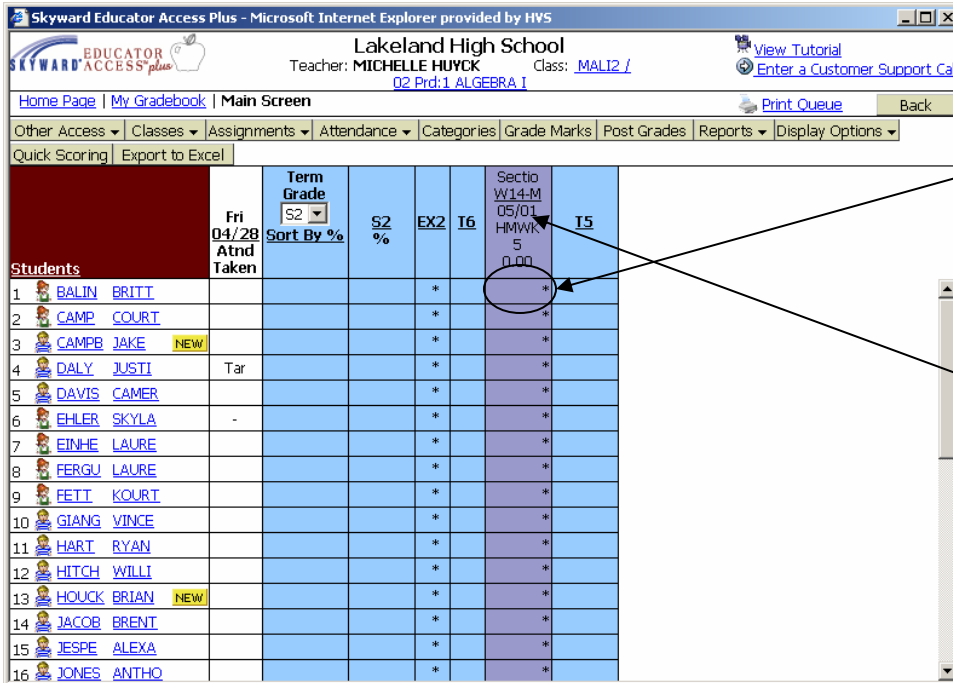
Choose whether or not to post the assignment to 'Family Access' for parents, and 'Student Access' for students.

Click the 'Save' button when done.

Note: The grade that a parent/student sees through Family/Student Access is calculated on only those assignments posted. If the grade in your gradebook for a student differs from what they see in Family/Student Access, it is probably because you did not post an assignment to Family/Student Access.

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Scoring Assignments

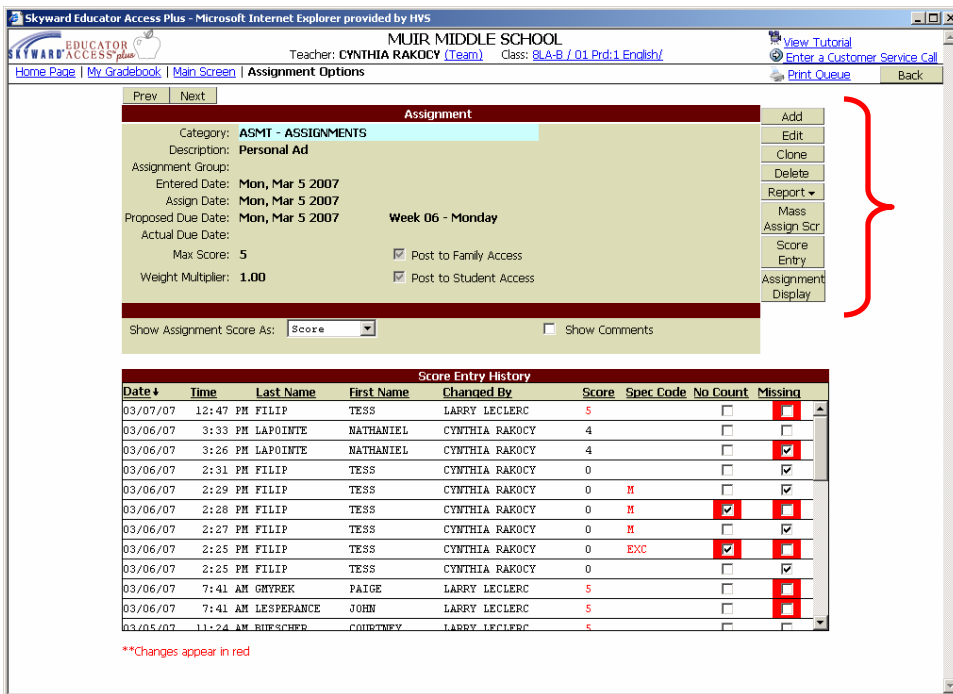


Students	Fri 04/28 Atnd Taken	Term Grade S2	S2 %	EX2	T6	Sectio W14-M 05/01 HMWK 5 0.00	T5
1 BALIN BRITT				*		*	
2 CAMP COURT				*		*	
3 CAMPB JAKE NEW				*		*	
4 DALY JUSTI	Tar			*		*	
5 DAVIS CAMER				*		*	
6 EHLER SKYLA	-			*		*	
7 EINHE LAURE				*		*	
8 FERGU LAURE				*		*	
9 FETT KOURT				*		*	
10 GIANG VINCE				*		*	
11 HART RYAN				*		*	
12 HITCH WILLI				*		*	
13 HOUCK BRIAN NEW				*		*	
14 JACOB BRENT				*		*	
15 JESPE ALEXA				*		*	
16 JONES ANTHO				*		*	

Double click on a student's score to enter grades for the assignment.

OR

Click on the Assignment Header.



Assignment Options

Category: ASMT - ASSIGNMENTS
 Description: Personal Ad
 Assignment Group:
 Entered Date: Mon, Mar 5 2007
 Assign Date: Mon, Mar 5 2007
 Proposed Due Date: Mon, Mar 5 2007 Week 06 - Monday
 Actual Due Date:
 Max Score: 5
 Weight Multiplier: 1.00

Post to Family Access
 Post to Student Access

Show Assignment Score As: Show Comments

Date	Time	Last Name	First Name	Changed By	Score	Spec Code	No Count	Missing
03/07/07	12:47 PM	FILIP	TESS	LARRY LECLERC	5		<input type="checkbox"/>	<input type="checkbox"/>
03/06/07	3:33 PM	LAPOINTE	NATHANIEL	CYNTHIA RAKOCY	4		<input type="checkbox"/>	<input type="checkbox"/>
03/06/07	3:26 PM	LAPOINTE	NATHANIEL	CYNTHIA RAKOCY	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/06/07	2:31 PM	FILIP	TESS	CYNTHIA RAKOCY	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/06/07	2:29 PM	FILIP	TESS	CYNTHIA RAKOCY	0	H	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/06/07	2:28 PM	FILIP	TESS	CYNTHIA RAKOCY	0	H	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03/06/07	2:27 PM	FILIP	TESS	CYNTHIA RAKOCY	0	H	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/06/07	2:25 PM	FILIP	TESS	CYNTHIA RAKOCY	0	EXC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03/06/07	2:25 PM	FILIP	TESS	CYNTHIA RAKOCY	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/06/07	7:41 AM	GHYREK	PAIGE	LARRY LECLERC	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/06/07	7:41 AM	LESFERANCE	JOHN	LARRY LECLERC	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/05/07	11:24 AM	BUESCHER	COURTNEY	LARRY LECLERC	5		<input type="checkbox"/>	<input type="checkbox"/>

**Changes appear in red

- You may add a new assignment
- Edit the current assignment
- Clone the current assignment
- Delete the assignment
- Run an assignment detail report
- Mass assign a score for the current assignment
- Enter individual scores for current assignment
- Change the assignment display

Click on the 'Score Entry' button.

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'Score Entry' button

0 un-scored students: Mark un-scored as 0 and Missing

Students (Seat Seq)	Score	Special Code	No Count	Missing	Comment
1 1266859	4				
2 1286809	4				
3 1266030	3				
4 1287287	4				
5 1286853	5				
6 1286816	3				
7 1287282	5				
8 1229041	5				
9 1286906	5				
10 1288010	5				
11 1100212	0			<input checked="" type="checkbox"/>	
12 1286855	3				
13 1099902	5				
14 1287154	5				
15 1100251	5				
16 1287266	5				
17 1286815	0			<input checked="" type="checkbox"/>	
18 1287216	5				
19 1100028	5				
20 1336755	4				
21 1287158	6				
22 1270642	0			<input checked="" type="checkbox"/>	

Fill in the scores and other details for individual students as desired.

You may also enter any comments for the assignment for individual students.

Click the 'Save' button when done.

'Mass Assign Scr' button

0 un-scored students: Mark un-scored as 0 and Missing

Change blank comments to:

Students (Seat Seq)	Score	No Count	Missing	Comment
1 1266859	4			
2 1286809	4			
3 1266030	3			
4 1287287	4			
5 1286853	5			
6 1286816	3			
7 1287282	5			
8 1229041	5			
9 1286906	5			
10 1288010	5			
11 1100212	0		<input checked="" type="checkbox"/>	
12 1286855	3			
13 1099902	5			
14 1287154	5			
15 1100251	5			
16 1287266	5			
17 1286815	0		<input checked="" type="checkbox"/>	
18 1287216	5			
19 1100028	5			
20 1336755	4			
21 1287158	6			

Use the *Mass Assign Options* box to select which options you would like to use.

Click the 'Apply' button to generate the scores

Click the 'Save' button when done.

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Quick Scoring

Teacher: CYNTHIA RAKOCY (Team) Class: 8LA-B / 01 Prd:1 English/

Students (Seat Seq)	Term Grade	Home R	Collg	Respon	Person	Hangma	Extra	Quiz	Chara	Dialog	Oral R	Blue D	Semest	Reflec
1 1266859	C 73.84%	72	10	5	4	5	0	11	5	6	17	3	5	0
2 1286809	D+ 68.90%	72	8	3	4	0	0	14	0	4	18	8	5	4
3 1266030	B 85.90%	100	6	3	3	5	0	12	5	5	9	5	5	5
4 1287287	A- 92.94%	100	10	4	4	5	0	15	5	0	14	9	5	5
5 1286853	B+ 89.12%	82	10	4	5	3	0	14	5	5	17	6	5	5
6 1286816	C- 70.83%	80	0	5	3	5	0	12	5	0	17	6	5	5
7 1287282	B- 82.02%	84	10	4	5	4	0	11	5	5	16	7	5	5
8 1229041	A 95.06%	100	10	5	5	5	0	12	5	10	18	9	5	4
9 1286906	B+ 87.00%	82	10	4	5	5	0	10	5	8	18	10	5	5
10 1288010	B 86.60%	100	8	4	5	5	0	10	5	8	16	5	5	5
11 1100212	B- 80.59%	71	10	5	0	5	0	10	5	11	16	5	5	5
12 1286855	B 85.60%	82	8	5	3	5	0	10	5	10	17	6	5	5
13 1099902	B+ 88.42%	82	11	4	5	5	0	15	5	5	17	6	5	5
14 1287154	A 98.54%	102	10	5	5	5	0	13	5	10	16	5	5	5
15 1100251	C+ 77.84%	82	10	5	5	0	0	13	5	8	16	5	5	5
16 1287266	C 74.32%	82	0	0	5	5	0	14	5	9	16	5	5	5
17 1286815	L-PA E 38.08%	0	0	4	0	5	0	6	0	10	16	5	5	5
18 1287216	B 86.59%	85	9	4	5	5	0	11	5	8	16	5	5	5
19 1100028	B+ 89.05%	83	10	5	5	0	0	13	5	10	16	5	5	5
20 1336755	E-IL B 84.42%	72	10	5	4	5	0	11	5	9	16	5	5	5
21 1287158	E-PA A 97.88%	100	9	5	6	5	0	12	5	10	16	5	5	5
22 1270542	D 66.84%	85	0	1	0	5	1	14	5	6	16	5	5	5
23 1286892	B+ 87.30%	100	8	3	4	0	0	14	5	8	16	5	5	5
24 1100103	A 97.88%	100	11	4	5	5	0	15	5	9	16	5	5	5

For a spreadsheet look, click on 'Quick Scoring'

Teacher: CYNTHIA RAKOCY (Team) Class: 8LA-B / 01 Prd:1 English/

Students (Seat Seq)	Term Grade	Home R	Collg	Respon	Person	Hangma	Extra	Quiz	Chara	Dialog	Oral R	Blue D	Semest	Reflec
1 1266859	C 73.84%	72	10	5	4	5	0	11	5	6	17	3	5	0
2 1286809	D+ 68.90%	72	8	3	4	0	0	14	0	0	18	8	5	4
3 1266030	B 85.90%	100	6	3	3	5	0	12	5	8	14	9	5	5
4 1287287	A- 92.94%	100	10	4	4	5	0	15	5	0	14	9	5	5
5 1286853	B+ 89.12%	82	10	4	5	3	0	14	5	0	17	6	5	5
6 1286816	C- 70.83%	80	0	5	3	5	0	12	5	5	17	6	5	5
7 1287282	B- 82.02%	84	10	4	5	4	0	11	5	5	16	7	5	5
8 1229041	A 95.06%	100	10	5	5	5	0	12	5	10	18	9	5	4
9 1286906	B+ 87.00%	82	10	4	5	5	0	10	5	8	18	10	5	5
10 1288010	B 86.60%	100	8	4	5	5	0	10	5	8	16	5	5	5
11 1100212	B- 80.59%	71	10	5	0	5	0	10	5	11	16	5	5	5

Student Score Detail

Student: _____

Category: **ASMT - ASSIGNMENTS**

Description: **Dialogue Journals (Anne Frank)**

Due Date: **Thu, Feb 15 2007**

Week: **Week 03 - Thursday**

Score: of 10

Special Code: _____

No Count:

Missing:

Comment: _____

Save Undo Back

All assignments for students show and you can add a score for any of them.

If you wish to add *Special Codes* or individual comments for an assignment for a student, click in the 'assignment cell', then click on the 'Show Cell Details' button.

Input the desired information, and click on the 'Save' button.

Click on the 'Save' button when done scoring.

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Scoring Assignments by Student

Note: You must be using the students' name in the 'Student Display' area to use this feature.

Students	Fri 04/28 Atnd	I5	Section 10 05/01/2006 HMWK 5 0.00	T6	EX2	S2 %
1 RUMPZ, ADAM T 1213505 NEW				*	*	
2 JESPERSEN, ALEXANDER T 1241266				*	*	
3 RIDLEY, ALEXANDRIA F 1237300				*	*	
4 JONES, ANTHONY P 1215809				*	*	
5 JACOBY, BRENT B 1241146				*	*	
6 HOUCK, BRIAN A 1238645 NEW				*	*	
7 BALINT, BRITNEY D 0994442				*	*	
8 DAVIS, CAMERON S 1236344				*	*	
9 NEELY, CODY J 1258929				*	*	
10 CAMP, COURTNEY L 1237691				*	*	
11 PRINTZ, CYNTHIA M 0994384 NEW				*	*	
12 JUMP, EMILY K 0994482				*	*	
13 WILBERGER, FORREST C 0994263				*	*	
14 SMOTHERS, GINA R 1238067				*	*	
15 CAMPBELL, JAKE O 1282094 NEW				*	*	
16 RYSZAWA, JAMES V 0994334				*	*	

Click on the student's name.

Term	Date	Wk	Day	Cat	Group	Description	Max Wght	Wght Scr	Avg Fam/Stu	Score Grade	Spec Code	No Count	Missing	Change History
Semester Grade: S2 85.90 B														
Semester Exam Grade: SE2 0.00														
Term Grade: T4														
Term Grade: T3 85.90 B														
T3	03/30	9	Fri	BRDG		Home Reading Program	1.00	100	83.96	100	A			
T3	03/12	7	Mon	ASMT		Collage (Gender) & Reflec	1.00	10	7.83	6	D-			
T3	03/06	6	Tue	ASMT		Response to Personal Ads	1.00	5	4.00	3	D-			
T3	03/05	6	Mon	ASMT		Personal Ad	1.00	5	3.96	3	D-			
T3	03/02	5	Fri	ASMT		Hangan Questions	1.00	5	4.04	5	A			
T3	02/28	5	Wed	ASMT		Extra Credit: Magazines	1.00	0	0.04	0				
T3	02/28	5	Wed	ASMT		Quiz: Daniel's Story	1.00	15	12.21	12	B-			
T3	02/27	5	Tue	ASMT		Character Chart, Daniel's	1.00	5	4.58	5	A			
T3	02/15	3	Thu	ASMT		Dialogue Journals (Anne F	1.00	10	7.88	8	B-			
T3	02/15	3	Thu	ASMT		Oral Reading (Anne Frank g	1.00	20	16.75	14	C-			
T3	02/02	1	Fri	ASMT		Blue Dot Response Journal	1.00	10	7.96	9	A-			
T3	01/30	1	Tue	ASMT		Semester Reflection	1.00	5	4.79	5	A			
T3	01/29	1	Mon	ASMT		Reflections on Comp.4	1.00	5	4.25	5	A			

There is a blue link at the top with the student's name. If you click on it, the 'Student Information' screen appears.

You may use any of the tabs at the top to access the information indicated on the tab.

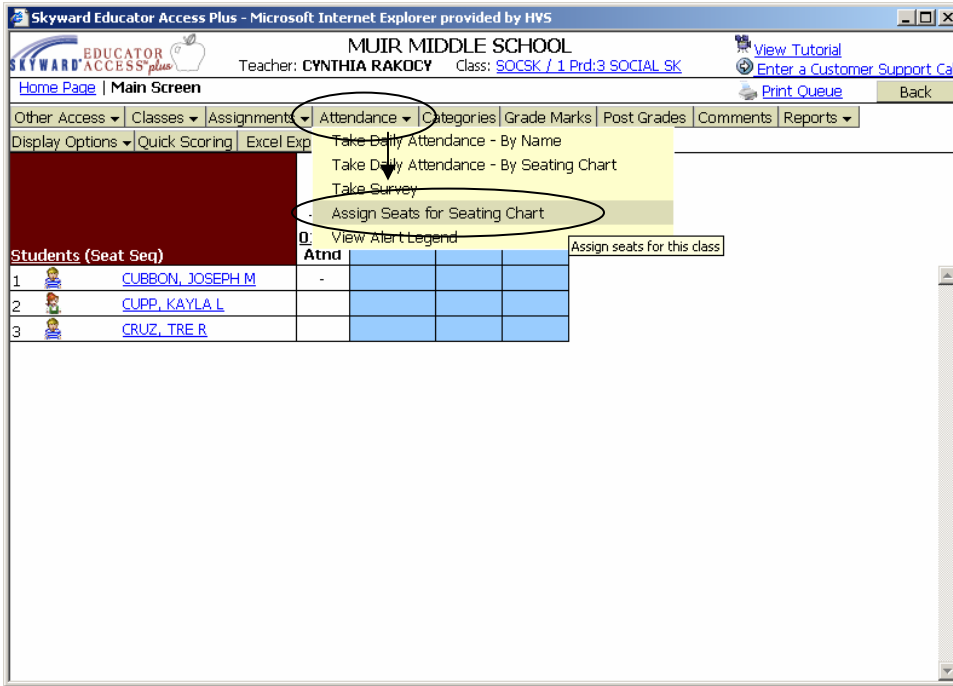
Click on the appropriate button to enter scores.

If you want to move on to a different student, click on the drop-down arrow by the student's name and select a different student from the list.

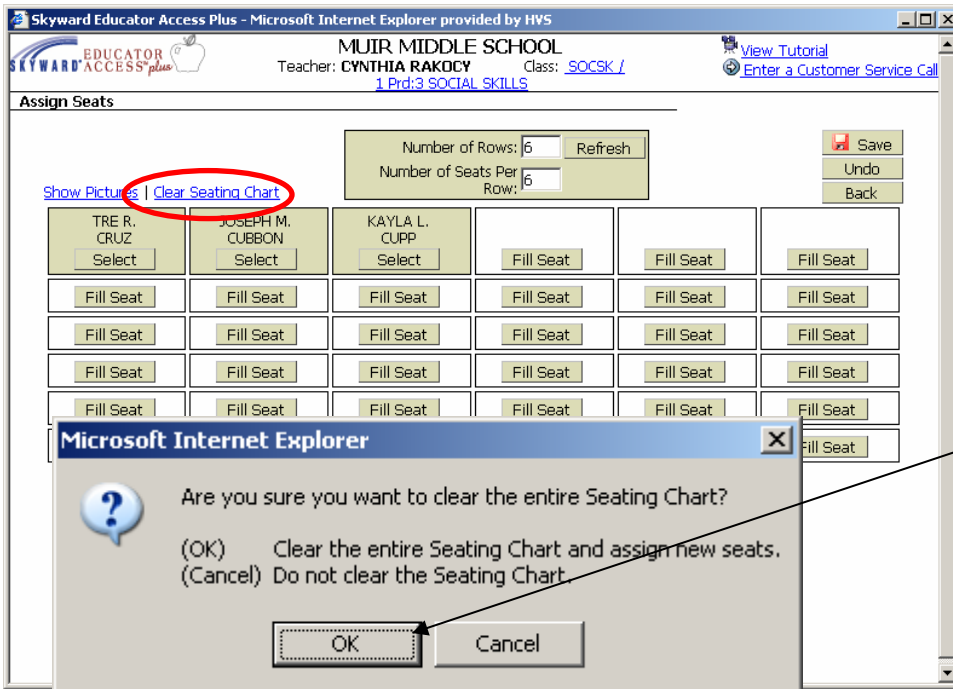
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Assign Seats

Place your cursor over the 'Attendance' button in the gradebook, slide down to and click on *Assign Seats for Seating Chart*:



Click on *Clear Seating Chart*:



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Number of Rows: 6 Refresh
Number of Seats Per Row: 6

Show Pictures | Clear Seating Chart

Auto Assign Seats: Process

Unassigned Seats:

- JOSEPH M. CUBBON Select
- KAYLA L. CUPP Select
- TRE R. CRUZ Select

Fill Seat buttons grid (6x6)

Save Undo Back

Click on the drop-down arrow next to *Auto Assign Seats*, slide down to and click on 'Random'.

Then click on the 'Process' button.

Click on 'Save' after the process has completed.

Home Page | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grades | Comments | Reports

Display Options | Quick Scoring | Excel Export

Display Options

- Student Display
- Assignment Display
- Select Student Display Options
- Grade Period Display
- Modify Gradesheet Sequence

Tools

- Drop Lowest Score
- Advanced Drop Lowest Score
- Restore Deleted Assignments
- Student Groups
- View Backups
- Assignment Comment Bank

From the main screen in the grade book, place your cursor over 'Display Options', slide down to and click on *Student Display*.

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MUIR MIDDLE SCHOOL
Teacher: CYNTHIA RAKOCY Class: SOCSK / 1 Prd:3 SOCIAL_SK

Student Display

Name Display

<input type="radio"/> First Last	Full	Separated	Anthony A. Anderson
<input type="radio"/> First Last	Full	Grouped	Anthony A. Anderson
<input type="radio"/> First Last	Short	Separated	Antho Ander
<input type="radio"/> Last, First	Full	Separated	Anderson Anthony A.
<input checked="" type="radio"/> Last, First	Full	Grouped	Anderson, Anthony A.
<input type="radio"/> Last, First	Short	Separated	Ander Antho
<input type="radio"/> Suppress	Name	Completely	No Name Appears

Display Options

Student ID
 Dropped Students
 Student Grade Level

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 "Term Grade" Column
 Sort By Gradesheet Sequence ([Modify Gradesheet Sequence](#))

Save
Undo
Restore Defaults
Back

To display the grade book by the seating chart, select *Sort By Student's Assigned Seat*.

Click 'Save'

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MUIR MIDDLE SCHOOL
Teacher: CYNTHIA RAKOCY Class: SOCSK / 1 Prd:3 SOCIAL_SK

Home Page | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grades | Comments | Reports

Display Options | Quick Scoring | Excel Export

		Term Grade	S2	T3
		S2	Options	Options
		Sort By %		
Students (Seat Seq)				
1	CUBBON, JOSEPH M	-		
2	CRUZ, TRE R			
3	CUPP, KAYLA L			

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Reports

Note: You cannot change a template with a 900 series number! If you would like to change the parameters in a report, you must first clone the report and rename it. You may then change the parameters, select which classes to reprint the report for, and select which students to print the report for.

The screenshot shows the Skyward Educator Access Plus interface. At the top, it displays 'MUJR MIDDLE SCHOOL' and 'Teacher: CYNTHIA RAKOCY (Team)'. The main area is a table with columns for 'Students (Seat Seq)', 'Term Grade', 'S2 Options', 'SE2 Options', 'I4 Options', 'I3 Options', 'Home R W03-F 03/30 HRDG 100 83.96', 'Collag W07-M 03/12 ASMT 10 7.63', 'Respor W06-T 03/06 ASMT 5 4.00', and 'Attendan'. A dropdown menu is open over the 'Attendan' column, listing various report options such as 'Detail Report', 'Summary Report By Class', 'Gradebook', 'Grade Sheet Report', 'Assignment Listing - By Student', 'Assignment Master Report', 'Missing Assignments', 'Email Progress Report', 'View Emailed Reports', 'Category Summary Report', 'Progress Reports', 'Progress Detail', 'Progress Summary', 'Multi-Class Progress Report', 'Partial Progress Reports', 'Partial Progress Detail', 'Partial Progress Summary', 'Partial Multi-Class Progress Report', 'Class Information', 'Class Roster', 'Student Information', 'Report Cards', and 'Grade Proof Sheet'. A callout box on the right points to the 'Reports' button in the top navigation bar.

Place the cursor over the 'Reports' button. The drop-down menu opens up showing the reports that are available. Click on the desired report.

It is best to run a sample of each report to see the details that they give you.

a. Progress Reports

Suggestion: Use template 920 for category breakdowns
Use template 930 for no category breakdown

The screenshot shows the 'Progress Detail' report template selection screen. The title is 'MAL12 / 02 Prd:1 ALGEBRA I - MICHELLE HUYCK'. Below the title is a table with columns 'Seq #' and 'Report Template Name'. The table lists four templates: 900 (Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals), 910 (Curr Term;No Count;Comments;Sig;Attn Totals), 920 (Curr Term;No Count;Ungraded;Comments;Sig;No Attn), and 930 (Curr Term;No Count;Comments;Sig;No Attn). To the right of the table are several buttons: 'Print', 'Back', 'Add a new Template', 'View parameters of Template', 'Clone Template', 'Select Different Students', and 'Select Different Classes'.

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b. Progress Summary Report

A class list with grades

c. Grade Sheet Report

List of assignments

960 – blank gradebook sheet (student names and blank assignments)

*To view your own report (by name or student ID)

Reports > Grade Sheet Report > Template 900 > Clone > choose your own options

d. To View Gradebook Using Excel

This is an excellent way to keep a record/backup of grades in your gradebook. This can be done weekly, bi-weekly, monthly... You may either print the report, or save it electronically for referral.

Click on “Export to Excel”

Click on print

e. Emailing Progress Reports

Reports > Email Progress Report > Choose template 900 > Clone template

- Make the desired changes to the template
- Create emails
- Select students to send emails to
- Type a message if desired
- Process emails

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Set Assignment and Final Exam Weights

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MUJR MIDDLE SCHOOL
Teacher: CYNTHIA RAKOCY (Team) Class: 8LA-B / 01 Prd:1 English/

Home Page | My Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grades | Comments | Reports | Display Options | Quick Scoring | Excel Export

S2 SE2 T4 T2 Home F W09-F 03/30 W07-M 03/12 ASMT 5 W06-T 03/06 ASMT 5 W05-M 03/05 ASMT 5 W05-F 03/02 ASMT 5 W05-W 02/28 ASMT 15 W05-T 02/27 ASMT 5 W03-T 02/15 ASMT 10

Students (Seat Seq) Mon 03/12 Atnd Taken

Students (Seat Seq)	Mon 03/12 Atnd Taken	Term Grade	Sort By %	Grade Mark	Percent	Points	IF Onl	Collag	Respon	Person	Hangma	Extra	Quiz	Charac	Dialog
1	1266859	C	73.84%				*	10	5	4	5	0	11	5	
2	1266809	D+	68.90%				*	8	3	4	0	0	14	0	
3	1266030	B	85.90%				*	6	3	3	5	0	12	5	
4	1287287	A-	92.94%				*	10	4	4	5	0	15	5	
5	1286853	B+	89.12%	B+	*		*	10	4	5	3	0	14	5	
6	1286816	C-	70.83%	C-	*		*	0	5	3	5	0	12	5	
7	1287282	B-	80.02%	B-	*		*	10	4	5	4	0	11	5	
8	1229041	A	95.06%	A	*		*	10	5	5	5	0	12	5	
9	1286906	B+	87.00%	B+	*		*	10	4	5	5	0	10	5	
10	1288010	B	86.60%	B	*		*	8	4	5	5	0	10	5	
11	1100212	B-	80.59%	B-	*		*	10	5	0	5	0	11	5	
12	1286855	B	85.60%	B	*		*	8	5	3	5	0	10	5	
13	1099902	B+	88.42%	B+	*		*	11	4	5	5	0	15	5	
14	1287154	A	98.54%	A	*		*	10	5	5	5	0	13	5	
15	1100251	C+	77.84%	C+	*		*	10	5	5	0	0	13	5	
16	1287266	C	74.32%	C	*		*	0	0	5	5	0	14	5	
17	1286815	L-PA	38.08%	E	*		*	0	4	0	5	0	6	0	
18	1287216	B	86.59%	B	*		*	9	4	5	5	0	11	5	
19	1100028	A	93.66%	A	*		*	10	5	5	0	0	13	5	
20	1336755	E-IL	84.42%	B	*		*	10	5	4	5	0	11	5	
21	1287158	E-PA	97.88%	A	*		*	9	5	6	5	0	12	5	
22	1270542	D	66.84%	D	*		*	0	1	0	5	1	14	5	
23	1286892	B+	87.30%	B+	*		*	8	3	4	0	0	14	5	
24	1100103	A	97.88%	A	*		*	11	4	5	5	0	15	5	

Place your cursor over the 'Options' button in the term grade column.

Slide down to 'Setup Semester S2 Grade Calculations'.

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MUJR MIDDLE SCHOOL
Teacher: CYNTHIA RAKOCY (Team) Class: 8LA-B / 01 Prd:1 English/

Grade Calculations

Semester S2 Options
View Semester Score as: Grade Mark

Semester S2 Calculation Options
 Weighted Term Grades + Weighted Exams
 Cumulated Assignment Scores for all terms + Weighted Exams

Calculation Option Setup
 Formula
 T3 - 3: 0
 T4 - 4: 0
 SE2 - 2: 0
 Semester S2: 0

If you choose 'Weighted Term Grades & Weighted Exams', this is the screen that you will see.

Adjust the term and exam percentages as desired, *they must total 100%*.

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MUJR MIDDLE SCHOOL
Teacher: CYNTHIA RAKOCY (Team) Class: 8LA-B / 01 Prd:1 English/

Grade Calculations

Semester S2 Options
View Semester Score as: Grade Mark

Semester S2 Calculation Options
 Weighted Term Grades + Weighted Exams
 Cumulated Assignment Scores for all terms + Weighted Exams

Calculation Option Setup
 Cumulative Date Range
 Start Date: Mon, Jan 29 2007
 End Date: Thu, Jun 14 2007
 Formula
 Cumulative Assignment Score: 100
 SE2 - 2: 0
 Semester S2: 100

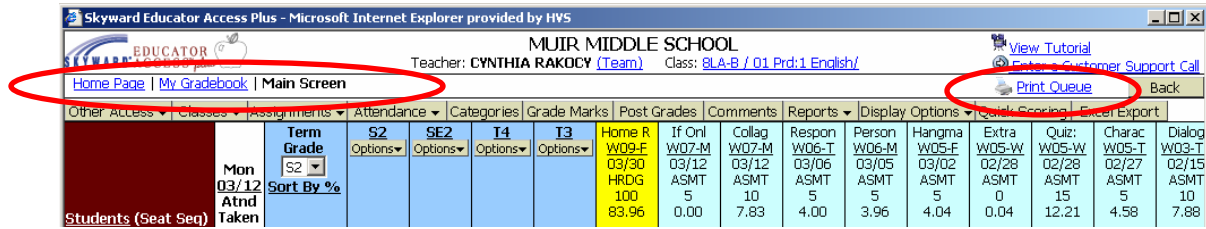
If you choose 'Cumulated Assignment Scores...', this is the screen that you will see.

Adjust the percentages as desired, *they must total 100%*.

Click the 'Save' button when done.

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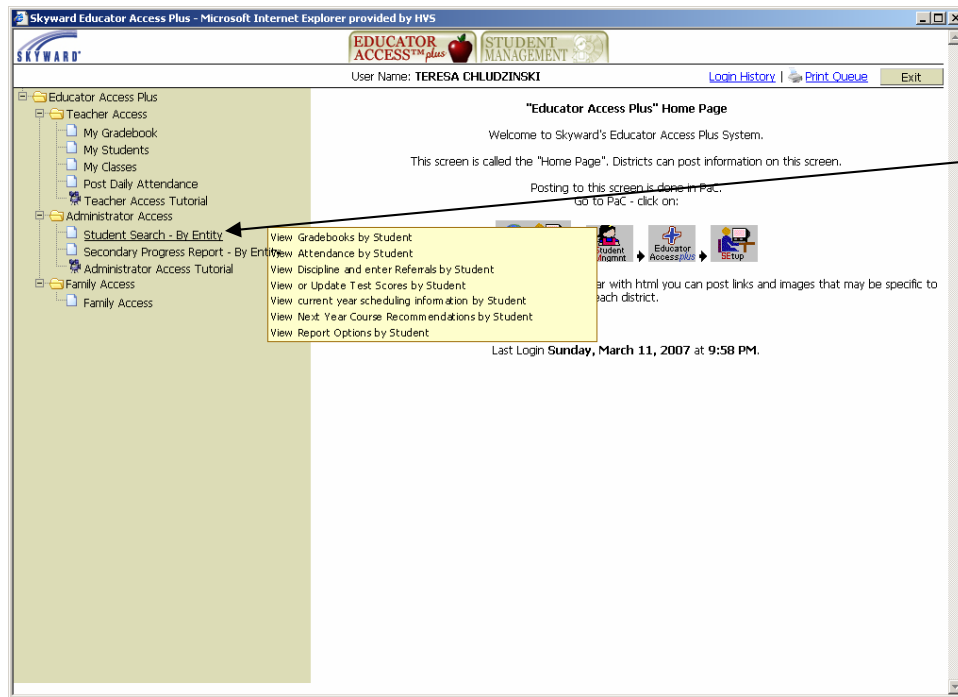
Navigating the Gradebook



At the top of the screen, you will find a 'bread crumb trail'. By click on these direct links, you can easily return to previous menus without having to click on numerous buttons.

You also have a 'quick-link' to the Print Queue to view your submitted reports.

Administrator Access



This will allow you to access information for the entire student body, not just students in your class.