



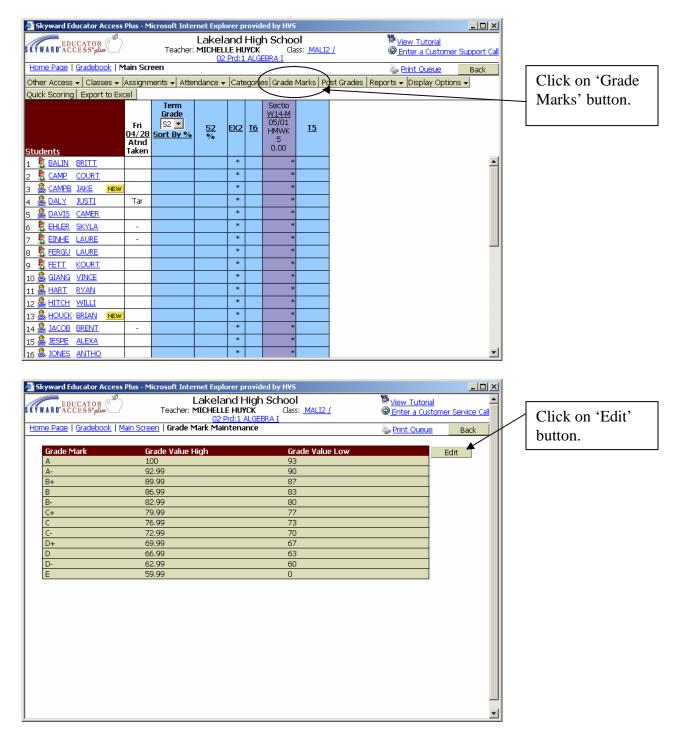
Skyward Gradebook Manual

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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:



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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.

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

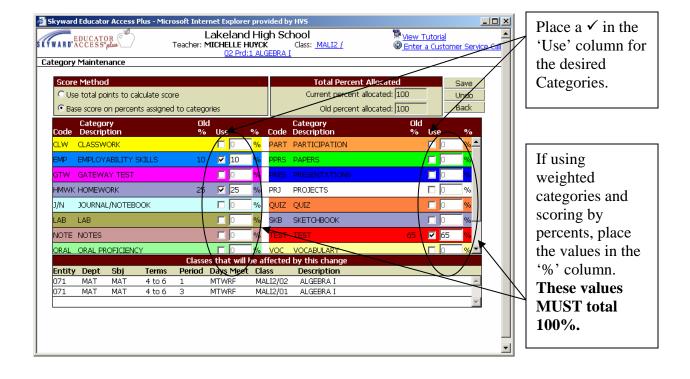
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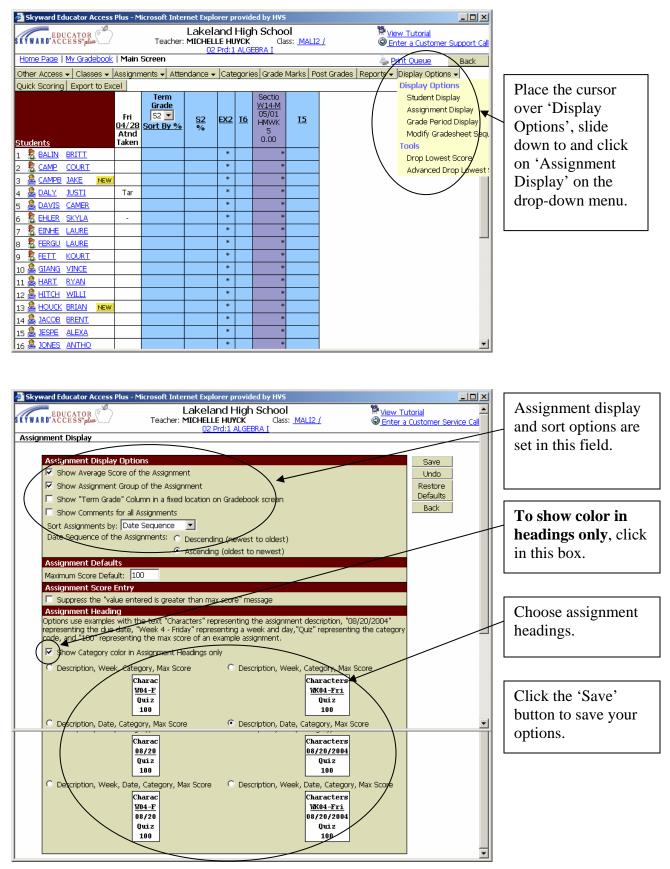
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Decide on the 'Score Method'.

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



Assignment Display



Adding Assignments

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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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Click on the 'Score Entry' button.

'Score Entry' button

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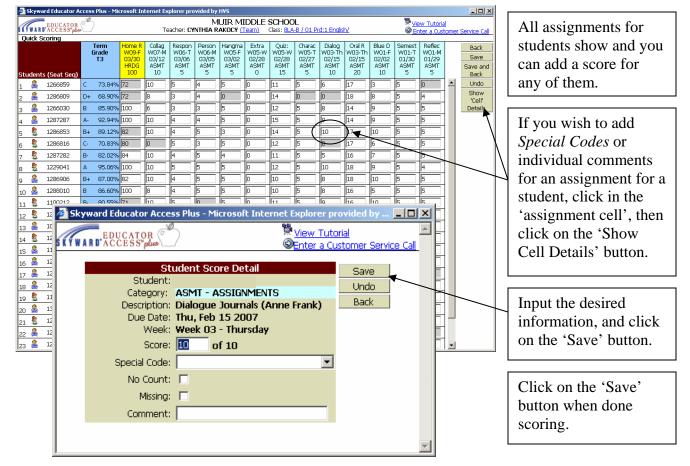
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Quick Scoring

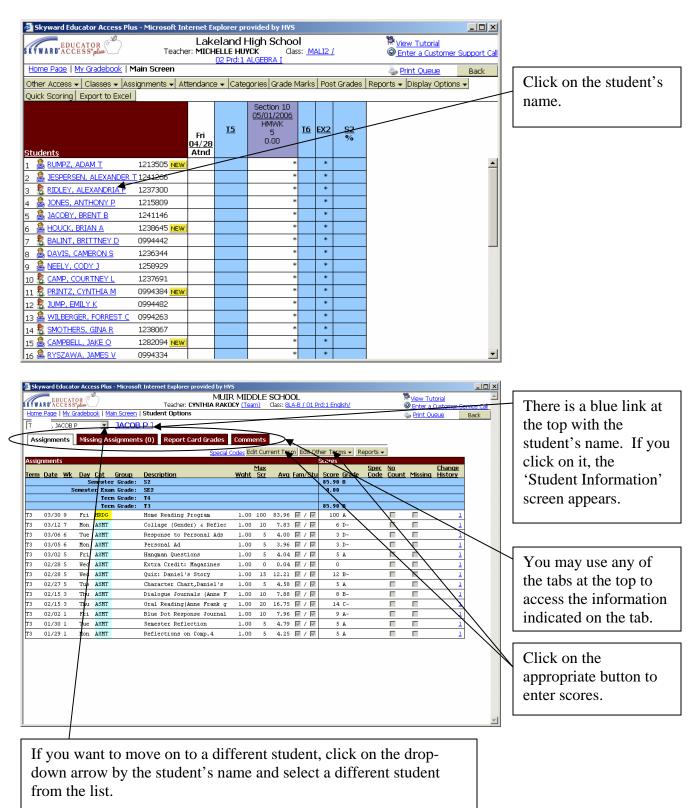
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For a spreadsheet look, click on 'Quick Scoring'



Scoring Assignments by Student

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



Assign Seats

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

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Click on *Clear Seating Chart*:

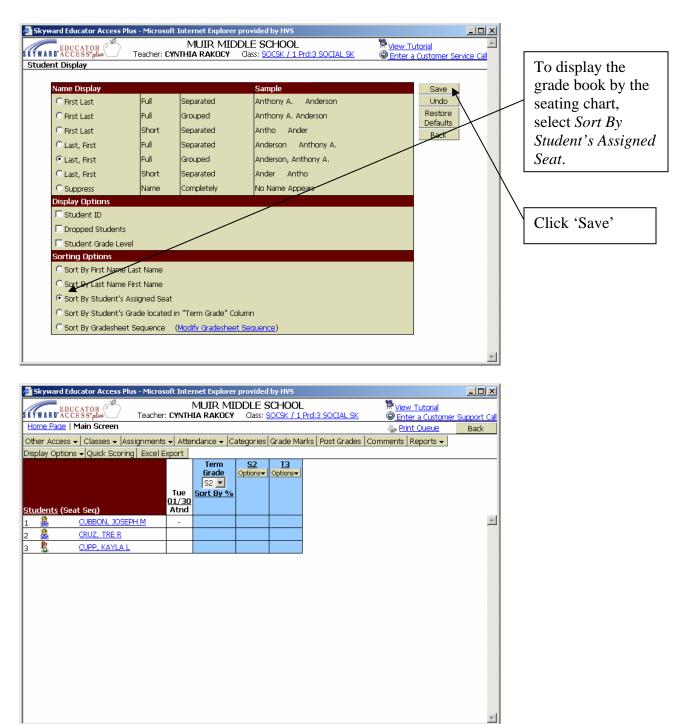
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From the main screen in the grade book, place your cursor over 'Display Options', slide down to and click on *Student Display*.



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 rpint the report for, and select which students to print the report for.

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9 🙎	1286906		B+ 87.00%	B+	*		B+	82	10	4	Progress Summary		5 8		It is best to run a
10 🚨			B 86.60%		*		В	100	8	4	Multi-Class Progress Report	t	5 8		It is best to full a
11 🙎	1100212		B- 80.55%		*		B-	71	10	5	Partial Progress Reports		5 9		sample of each report
12 🕺	1286855		B 85.60%		*		В	82	8	5	Partial Progress Detail Partial Progress Summary		5 10		1 1
13 🚨	1099902		B+ 88.42%		*		B+	82	11	4	Partial Multi-Class Progress	Renort	5 9		to see the details that
14 🙎	1287154		A 98.54%		*		A	102	10	5	Class Information	Report	5 10		
15 🚨			C+ 77.84%		*		C+	82	10	5	Class Roster		5 8		they give you.
16 🚨		1.54	C 74.32%		*		C	82	0	0	Student Information		5 9		
17 🙎		L-PA	E 38.08%		*		E	0	0	4	Report Cards		0 10		
18 🚨	1287216		B 86.59%	-	*		B	85	9	4	Grade Proof Sheet		5 8		
19 🙎	1100028	5.7	A 93.66% B 84.42%		*		A B	100	10	5		13	5 10 5 9		
20 🚨	1336/55	E-IL E-PA	B 84.42%		*		A	100	10	5	4 5 0	11	5 9		
21 🖄		C-PA	A 97.88%		*		D	85	9		0 5 0	12	5 6		
22 🚔			B+ 87.30%		*		B+	100	8	-	4 0 0	14	5 8		
23 🚔			A 97.88%		*		A	100	11	4	5 5 0	14	5 9		
-1	1111100	1		•				100				10		-	
J				_									<u>.</u>		

a. Progress Reports

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

skyward	l Educator Access Plus - Microsoft Internet Explorer provided by H¥S			
WARD		Print Que	eue	Back to Gradebook
	MALI2 / 02 Prd:1 ALGEBRA I - MICHELLE HUYCK Report: Progress Detail			
Seq #	Report Template Name			Print
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals			Back
910	Curr Term;No Count;Comments;Sig;Attn Totals			
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn		1	Add a new Template
930	Curr Term;No Count;Comments;Sig;No Attn		View	parameters of Template
				Clone Template
			Se	lect Different Students
			Se	elect Different Classes

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)

*<u>To view your own report</u> (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

Set Assignment and Final Exam Weights

Sky	Skyward Educator Access Plus - Microsoft Internet Explorer provided by HV5																	
	EDUCATOR (* MUIR MIDDLE SCHOOL Wiew Tutoria																	
Teacher: CYNTHIA RAKOCY (Team) Class: 8LA-B / 01 Prd:1 English/ © Enter a Customer Support Call											H							
Home Page My Gradebook Main Screen																		
Other	Dther Access + Classes + Assignments + Attendance + Categories Grade Marks Post Grades Comments Reports + Dieplay Options + Quick Scoring Excel Export												t					
			Term Grade	S2 Ontions=	SE2	T4	13 Options=	Home R W09-F	If Onl W07-M	Collag W07-M	Respon W06-T	Person W06-M	Hangma W05-F	Extra W05-W	Quiz: W05-W	Charac W05-T	Dialog W03-T	
		Mon	S2 V		-			03/30	03/12	03/12	03/06	03/05	03/02	02/28	02/28	02/27	02/15	t
		03/12	Sort By %				Calculatio	ns 🔫	ASMT	ASMT 10	ASMT 5	ASMT 5	ASMT 5	ASMT 0	ASMT 15	ASMT 5	ASMT 10	
Stude	nts (Seat Seg)	Atnd Taken			Semester :	52 Display	/ Method		0.00	7.83	4.00	3.96	4.04	0.04	12.21	4.58	7.88	
1 2	1266859		C 73.84%		e Mark				*	10	5	4	5	0	11	5	_	
2	1286809		D+68.90%	Perce					*	8	3	4		0	14	0		
3	1266030		B 85.90%	Point		o ou de la			*	6	3	3	5	0	4	5	_	
4 🚨	1287287		A- 92.94%	Enter Se	emester 5 coring for		Adjustmer	its.	ж	10	4	4	5	0	15	1		
5 🗕	1286853		B+ 89.12%		Loring for	Semester	52 B+	82	ж	10	4	5	3	0	14	5	-1	h s
6 🗕	1286816		C- 70.83%	C-	*		C-	80	*	0	5	3	5	0	12	5		
7 🙎	1287282		B- 82.02%	B-	*		B-	84	*	10	4	5	4	0	11	5		
8 🔱	1229041		A 95.06%	A	*		A	100	*	10	5	5	5	0	12	5		
9 🙎	1286906		B+ 87.00%	B+	*		B+	82	ж	10	4	5	5	0	10	5		
10 🚨	1288010		B 86.60%	в	*		В	100	*	8	4	5	5	0	10	5		
11 🔱	1100212		B- 80.55%	B-	*		B-	71	*	10	5	0	5	0	11	5		
12 🔱	1286855		B 85.60%	в	*		В	82	*	8	5	3	5	0	10	5		
13 🔔	1099902		B+ 88.42%	B+	*		B+	82	*	11	4	5	5	0	15	5		
14 🙎	1287154		A 98.54%	A	*		Α	102	*	10	5	5	5	0	13	5		
15 🔔	1100251 NEW		C+ 77.84%	C+	*		C+	82	ж	10	5	5	0	0	13	5		
16 🚔	1287266		C 74.32%	С	*		C	82	*	0	0	5	5	0	14	5		
17 🔔	1286815	L-PA	E 38.08%	E	*		Е	0	*	0	4	0	5	0	6	0		
18 🔔	1287216		B 86.59%	в	*		В	85	*	9	4	5	5	0	11	5		
19 鸄	1100028		A 93.66%	A	*		A	100	*	10	5	5	0	0	13	5		
20 🚊	1336755	E-IL	B 84.42%	в	*		В	72	*	10	5	4	5	0	11	5		
21 鸄	1287158	E-PA	A 97.88%	A	*		A	100	*	9	5	6	5	0	12	5		
22 🚊	1270642		D 66.84%	D	*		D	85	*	0	1	0	5	1	14	5		
23 🔔	1286892		B+ 87.30%	B+	*		B+	100	*	8	3	4	0	0	14	5		
24 🚨	1100103		A 97.88%	А	*		A	100	*	11	4	5	5	0	15	5		
				4									1				→	
1																		

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

Slide down to 'Setup Semester S2 Grade Calculations'.

🚳 Skyward Educator Access Plus - Microsol	t Internet Explorer provided by H¥S		
SETWARD ACCESS	MUIR MIDDLE SCHOOL Teacher: CYNTHIA RAKOCY (Team) Class: 8LA-B / 01 Prd: 1 English/	View Tutorial	If you choose 'Weighted
Grade Calculations Semester S2 Opti	ans	2 mil	Term Grades &
	re as: Grade Mark 💌	Save	Weighted Exams', this
Semester S2 Calc	ulation Options	Back	is the screen that you
· Weighted Term (Grades + Weighted Exams ment Scores for all terms + Weighted Exams		will see.
Calculation Option	- n Setup		
	Grade Percent. 13 - 3: 0		Adjust the term and
1	4 - 4: 0 		exam percentages as
	er S2: 0		desired, <i>they must total</i>
	-		100%.
			10070

🌁 Skyward Educator Access Plus - M	licrosoft Internet Explorer provided by HVS		If you aboard
EDUCATOR	MUIR MIDDLE SCHOOL	🚆 <u>View Tutorial</u>	If you choose
	Teacher: CYNTHIA RAKOCY (Team) Class: 8LA-B / 01 Prd:1 English/	Enter a Customer Service Call	'Cumulated Assignment
Grade Calculations			Cumulated Assignment
Semester S	2 Options	Save	Scores', this is the
		Undo	scores, uns is me
View Semest	ter Score as: Grade Mark 💌	Back	screen that you will see.
		Dack	screen mat you will see.
Semester S	2 Calculation Options		
	Term Grades - Weighted Exams		
• Cumented	Assignment Scores for all terms + Weighted Exams		Adjust the percentages
Calculation	Option Setup		• • •
	Date Range		as desired, <i>they must</i>
Start Date			as desired, they must
End Date	e: Thu, Jun 14 2007		total 100%.
			10101 10070.
Formula	Grade Percent		
Curpulativ	re Assignment Score: 100		
Canadady			Click the 'Save' button
	SE2 - 2: 0		Click the Save Dutton
	Semester S2: 100		when done.
			when done.

Navigating the Gradebook

	🖉 Skyward Educator Access Plus - Microsoft Internet Explorer provided by HV5																	
	MUIR MIDDLE S Teacher: CYNTHIA RAKOCY (Team) CI															al tomer Support Call		
<	Home Page My Gradeb	Home Page My Gradebook Main Screen									(Back			
	Other Access V Classes	 As	signments 🗸	Attendar	nce 🗸 🖂 Cat	egories (Grade Mar	ks Post (Grades C	omments	Reports	 Display 	Options -	Quick Cr	oring E	cer Expor	t	
	<u>c</u>	Atnd	S2 💌 Sort By %	<u>S2</u> Options▼	SE2 Options	<u>I4</u> Options •		Home R <u>W09-F</u> 03/30 HRDG 100 83.96	If Onl <u>W07-M</u> 03/12 ASMT 5 0.00	Collag <u>W07-M</u> 03/12 ASMT 10 7.83	Respon <u>W06-T</u> 03/06 ASMT 5 4.00	Person <u>W06-M</u> 03/05 ASMT 5 3.96	Hangma <u>W05-F</u> 03/02 ASMT 5 4.04	Extra <u>W05-W</u> 02/28 ASMT 0 0.04	Quiz: <u>W05-W</u> 02/28 ASMT 15 12.21	Charac <u>W05-T</u> 02/27 ASMT 5 4.58	Dialog <u>W03-T</u> 02/15 ASMT 10 7.88	

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

Skyward Educator Access Plus - Microsoft Internet E	xplorer provided by H¥S		
SKYWARD.	EDUCATOR ACCESS™ aula management		
	User Name: TERESA CHLUDZINSKI	Login History 🕹 Print Queue 🛛 🛛 Exit	
Secondary Progress Report - By Entityew At Administrator Access Tutorial View Di Family Access View or Family Access View or View or View or	"Educato Welcome to Sky This screen is called the "Home Posting t radebooks by Student tendance by Student scipline and enter Referrals by Student urgent year scheduling information by Student sit Year Course Rosonmendations by Student sit Year Course by Student	Loon History Pint Oueue Exit or Access Plus" Home Page ward's Educator Access Plus System. Page". Districts can post information on this screen. to this screen it does information on this screen. to this screen it does information on this screen. to this screen it does information on this screen. To this screen it does information on this screen. to this screen it does information on this screen. To the Screen it does information on this screen. To the screen it does information on this screen. To the Screen it does information on this screen. To the screen it does information on the screen. To the Screen it does information on this screen. To the screen it does information on the screen. To the Screen it does not be screen it does	This will allow you to access information for the entire student body, not just students in your class.