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The screenshot shows the Skyward Educator Access Plus web application in a Windows Internet Explorer browser window. The browser title bar reads "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes the Skyward logo, navigation icons for "EDUCATOR ACCESS™ plus", "PRODUCT SETUP", and "STUDENT MANAGEMENT", and utility buttons for "Print this tutorial" and "Call". The user is logged in as "User Name: KEVIN DUDA" with links for "Login History", "My Print Queue", and "Exit".

The main content area features a "Welcome to Educator Access Plus" message and a large red "Happy Holidays!" graphic. A yellow tooltip box titled "Student Options" is overlaid on the left sidebar, which contains a tree view of application modules. The tooltip text is as follows:

**Student Options**

Click here to access Standards Gradebook.

**What are Student Options?**  
When using Student Options you have the ability to view and edit an individual students grades, missing events, and comments.

**When would I use Student Options?**  
You would use the Student Options feature to view and/or edit a students grading information on an individual basis.

The sidebar tree view includes the following items:

- Educator Access Plus
  - Teacher Access
    - My Gradebook
    - My Students
    - My Classes
    - My Lesson Plans
    - Post Daily Assignments
    - My Homework
    - Teacher Access
  - Student Services
    - Gifted and Talented
    - My Cases and Assignments
    - My Student Services
    - Special Education
    - Student Services
  - Advisor Access
    - My Student Services
    - Advisor Access
  - Administrator Access
    - Gradebook Tracker
    - Grade Posting Administration (3)
    - Student Search - By Entity
    - Student Search - By District
    - Athletic Eligibility Post Tracking
    - Secondary Progress Report - By Entity
    - Secondary Progress Report Letter
    - Secondary Grade Sheet Report - By Entity
    - Standards Report Cards - By Entity
    - Standards Gradebook Analysis Report
    - Administrator Access Tutorial

At the bottom of the page, the Skyward logo is displayed above the text "SKYWARD INDEPENDENT SCHOOL DISTRICT" and "STEVENS POINT, WI 54481".

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Skyward Educator Access Plus - Windows Internet Explorer

**Skyward School District**  
Teacher: KEVIN DUDA

Home Page | My Gradebook

View Tutorial  
Enter a Customer Service Call  
My Print Queue Back

Reports for All Classes ▾

[Only Show Current Classes](#)

**140 Entity (140) Grades 1-6**

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 4	0	MTWRF	300THI / 2	THIRD GRADE	<a href="#">Standards Gradebook</a>
		1 - 4	1	MTWRF	200SEC / 2	SECOND GRADE	<a href="#">Standards Gradebook</a>
		1 - 4	1	MTWRF	mus / 2	Music 77	<a href="#">Standards Gradebook</a>

**400 Entity (400) Grades 9 to 12**

Click here to select a Standards Gradebook. ing Status ▾

Dept	Subject	Terms	Period	Days Meet	Class	Description	
ENG		1 - 4	0	MTWRF	100AL / 3	American Literature	<a href="#">Secondary Gradebook</a>
ENG		1 - 4	0	MTWRF	100ENG / 2	English	<a href="#">Secondary Gradebook</a>
		1 - 4	0	MTWRF	za1 / 1	Zoology	<a href="#">Secondary Gradebook</a>
MU		2 - 2	0	MTWRF	mus99 / 2	Classic Rock music study	<a href="#">Secondary Gradebook</a>
MU		1 - 1	1	MTWRF	mus99 / 1	Classic Rock music study	<a href="#">Secondary Gradebook</a>
ENG		1 - 4	7	MTWRF	100AL / 4	American Literature	<a href="#">Secondary Gradebook</a>
ENG		1 - 4	7	T R	100AL / 4	American Literature	<a href="#">Secondary Gradebook</a>

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Skyward Educator Access Plus - Windows Internet Explorer

Entity (140) Grades 1-6  
 Teacher: KEVIN DUDA Class: 200SEC / 2 Prd:1 SECOND.G

View Tutorial  
 Enter a Customer Service Call  
 My Print Queue Back

Home Page | My Gradebook | Main Screen

Other Access | Classes | Events | Comments | Attendance | Grade Marks | Reports | Display Options | Quick Scoring | Excel Export

Students	Fri 12/12 Atnd	T2	T2 Math	T2 Math Grade Adjust	T2 Math Adding	T2 Math Subtractin	T2 Math Fractions	T2 Math Decimals	T2 Reading	T2 Reading Aloud	T2 Read Unders
1 <a href="#">ALEJANDRO N CASSARASCR</a>		B	C		U	A			A		A
2 <a href="#">CEDRIC O UMBARGERSCR</a>		P	A	29.50	B	A			D		D
3 <a href="#">DALLAS N UMBARGERSCR</a>				29.50	C	A			U		U
4 <a href="#">GAYLA V VIGOSCR</a>					A	A					
5 <a href="#">JAY F DESCHSCR</a>		B	D		D	C			A		A
6 <a href="#">LEE A BERNA</a>		U	D		U	B			U		U
7 <a href="#">NEWTON D REYNOLDSCR</a>		B	C	9.50	D	D			A		A
8 <a href="#">PHOEBE I URANGASCR</a>		U	U		U	U			U		U
9 <a href="#">ROSETTA H ZWARTSCR</a>		C	C		B	C					

To open the Student Options click on the student's name.

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Skyward Educator Access Plus - Windows Internet Explorer

Entity (140) Grades 1-6  
 Teacher: KEVIN DUDA Class: 200SEC / 2 Prd:1 SECOND G

View Tutorial  
 Enter a Customer Service Call  
 My Print Queue Back

Home Page | My Gradebook | Main Screen | **Student Options**

CASSARASCR, ALEJANDRO N **ALEJANDRO N CASSARASCR**

All Events Missing Events (0) Report Card Grades Comments New Student

Special Codes | Grade Marks | Reports Enter Scores for Skills

Academic Area		T2	
Term Grade		B	86.25
Math		C	72.50
	<b>Skill Weight</b>		
+ Adding	25.00%	U	54.55
+ Subtracting	25.00%	A	90.00
Fractions	25.00%		
Decimals	25.00%		
Reading		A	100.00
	<b>Skill Weight</b>		
Aloud	50.00%		
+ Understanding reading	50.00%	A	100.00

In the Student Options you can see all the **Subject and Skill** grades.

To see the **Event attached to the Skills** click the plus sign next to the Skill.

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Skyward Educator Access Plus - Windows Internet Explorer

Entity (140) Grades 1-6  
 Teacher: KEVIN DUDA Class: 200SEC / 2 Prd:1 SECOND G

View Tutorial  
 Enter a Customer Service Call  
 My Print Queue Back

Home Page | My Gradebook | Main Screen | Student Options

CASSARASCR, ALEJANDRO N **ALEJANDRO N CASSARASCR**

All Events Missing Events (0) Report Card Grades Comments New Student

Special Codes | Grade Marks | Reports Enter Scores for Skills

Academic Area						T2	
Term Grade						86.25	
Math						72.50	
- Adding						25.00%	U 54.55
Term	Date Due	Description	Fam	Stu	Change History	Absent	
T2	12/10/08	Quiz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">1</a>		A 100.00
T2	12/10/08	Prob. 1-10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">1</a>		U 50.00
- Subtracting						25.00%	A 90.00
Term	Date Due	Description	Fam	Stu	Change History	Absent	
T2	12/06/08	Quiz 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">1</a>		A 90.00
Fractions						25.00%	
Decimals						25.00%	
Reading						Skill Weight	A 100.00
Aloud						50.00%	
- Understanding reading						50.00%	A 100.00
Term	Date Due	Description	Fam	Stu	Change History	Absent	
T2	12/01/08	2nd test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">1</a>		A 100.00

To adjust or enter scores click Enter Scores for Skills.

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Skyward Educator Access Plus - Windows Internet Explorer

Entity (140) Grades 1-6  
 Teacher: KEVIN DUDA Class: 200SEC / 2 Prd:1 SECOND G

View Tutorial  
 Enter a Customer Service Call

Student Options

ALEJANDRO N CASSARASCR

Save  
 Undo  
 Back

Special Codes | Grade Marks | Reports

Academic Area						T2	
Term Grade						B	86.25
Math						C	72.50
						<b>Skill Weight</b>	<b>Grd</b> <b>%</b>
Adding						25.00%	A 89.5
Skill Grade Adjustment						A	84.95
<b>Term</b>	<b>Date Due</b>	<b>Description</b>	<b>Fam</b>	<b>Stu</b>	<b>Change History</b>	<b>Absent</b>	
T2	12/10/08	Quiz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			.00
T2	12/10/08	Prob. 1-10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			.00
Subtracting							.00
Skill Grade Adjustment							
<b>Term</b>	<b>Date Due</b>	<b>Description</b>	<b>Fam</b>	<b>Stu</b>	<b>History</b>	<b>Absent</b>	
T2	12/06/08	Quiz 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	A 90.00
Fractions						25.00%	
Decimals						25.00%	
Reading						A	100.00
						<b>Skill Weight</b>	<b>Grd</b> <b>%</b>
Aloud						50.00%	
Understanding reading						50.00%	A 100.00
Skill Grade Adjustment							
<b>Term</b>	<b>Date Due</b>	<b>Description</b>	<b>Fam</b>	<b>Stu</b>	<b>Change History</b>	<b>Absent</b>	
T2	12/01/08	2nd test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	A 100.00

You can enter or adjust scores for the Skills.  
 After you make a change it will turn green once you save.  
 Click Save to save changes.

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Skyward Educator Access Plus - Windows Internet Explorer

Entity (140) Grades 1-6  
Teacher: KEVIN DUDA Class: 200SEC / 2 Prd:1 SECOND G

View Tutorial  
Enter a Customer Service Call  
My Print Queue Back

Home Page | My Gradebook | Main Screen | Student Options

CASSARASCR, ALEJANDRO N **ALEJANDRO N CASSARASCR**

All Events Missing Events (0) Report Card Grades Comments New Student

Reports ▾

Report Card Grades	
<b>Term 1</b>	<b>09/01/08 to 10/30/08</b>
T1	Term Grade 1
<b>Term 2</b>	<b>10/31/08 to 01/11/09</b>
T2	Term Grade 2
<b>Term 3</b>	<b>01/12/09 to 03/21/09</b>
T3	Term Grade 3
<b>Term 4</b>	<b>03/22/09 to 06/06/09</b>
T4	Term Grade 4

In Student Options there are information tabs:

- All Events** is the main screen.
- Missing Events** show any missing events.
- Report Card Grades** show posted grades.
- Comments** shows posted teacher comments.
- New Student** lets you know the student's transfer date.

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Skyward Educator Access Plus - Windows Internet Explorer

Entity (140) Grades 1-6  
Teacher: KEVIN DUDA Class: 200SEC / 2 Prd:1 SECOND G

View Tutorial  
Enter a Customer Service Call  
My Print Queue Back

Home Page | My Gradebook | Main Screen | Student Options

CASSARASCR, ALEJANDRO N **ALEJANDRO N CASSARASCR**

All Events Missing Events (0) Report Card Grades **Comments** New Student

**Comments for Current Grade Period**

Term 2 10/31/2008 to 01/11/2009 Edit Comments  
Comment 1: 002 - Talks to much.

**Comments for Previous Grade Periods**

Term 1 09/01/2008 to 10/30/2008  
There are no comments entered for this student for this grading period.

**Comments for Upcoming Grade Periods**

Term 3 01/12/2009 to 03/21/2009  
There are no comments entered for this student for this grading period.

Term 4 03/22/2009 to 06/06/2009  
There are no comments entered for this student for this grading period.

Here we see the **Comments** posted to the report card.



Slide 9 - Slide 9

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes the Skyward logo and "EDUCATOR ACCESS plus". The main header displays "Entity (140) Grades 1-6", "Teacher: KEVIN DUDA", and "Class: 200SEC / 2 Prd:1 SECOND G". Navigation links include "Home Page", "My Gradebook", "Main Screen", and "Student Options". On the right, there are links for "View Tutorial", "Enter a Customer Service Call", and "My Print Queue", along with a "Back" button.

The main content area features a navigation bar with buttons for "All Events", "Missing Events (0)", "Report Card Grades", "Comments", and "New Student". Below this, a "New Student" notification box states: "ALEJANDRO N CASSARASCR was added to this class on Thursday, October 23 2008". A checkbox labeled "Do not display NEW by this student's name." is checked.

A yellow callout box on the right contains the following text: "If there were **grades to transfer** in the class the **grades** would be listed here. This is letting the teacher know the student was **added** to the class and there are **no grades to transfer**."

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Skyward Educator Access Plus - Windows Internet Explorer

Entity (140) Grades 1-6  
 Teacher: KEVIN DUDA Class: 200SEC / 2 Prd:1 SECOND G

Home Page | My Gradebook | Main Screen | **Student Options** | My Print Queue | Back

CASSARASCR, ALEJANDRO N **ALEJANDRO N CASSARASCR**

All Events | **Missing Events (0)** | Report Card Grades | Comments | New Student

Special Codes | Grade Marks | Reports | Enter Scores for Skills

**Academic Area**

Term Gr **Math**

- Adding

Skill Grade Adjustment

Term Date Due Description Fam Stu Change History Absent

T2	12/10/08	Quiz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	
T2	12/10/08	Prob. 1-10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	

- Subtracting

Term Date Due Description Fam Stu Change History Absent

T2	12/06/08	Quiz 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	
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Fractions 25.00%

Decimals 25.00%

**Reading** Skill Weight A 100.00

Aloud 50.00%

- Understanding reading 50.00% A 100.00

Term Date Due Description Fam Stu Change History Absent

T2	12/01/08	2nd test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	
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Attendance 2

Detail Report 95.00

Gradebook 90.00

Grade Sheet Report 89.50

Progress Report 34.95

Event Listing

Skill/Event Listing

Standards Report Card 100.00

Missing Events 50.00

Progress Detail Report 90.00

By placing your mouse over Reports you can run reports for this individual student.

This concludes the tutorial.