

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in a Microsoft Internet Explorer browser window. The user is logged in as 'Steve Teacher'. The interface includes a navigation tree on the left with categories like 'Teacher Access', 'Student Services Access', 'Advisor Access', and 'Administrator Access'. A yellow callout box is overlaid on the 'My Gradebook' item, containing the following text:

390 - Excel Export
Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

What is the Excel Export?
By selecting this option, all Educator Gradebook data selected for display will be exported to Microsoft Excel.

Why would you use the Excel Export?
The Excel export would be optionally used if the teacher wishes to utilize the data in the Gradebook for specific spreadsheet activities.

When would you use Excel Export?
This option can be used when it is needed to make Educator Gradebook data available for use in Microsoft Office applications such as in mail merges, graphing, etc.

Additional visible text in the interface includes 'User Name: Steve Teacher', 'Login History', 'Print Queue', 'Exit', and an 'Edit this Page' link at the bottom right.

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "SKYWARD" and the user is identified as "Teacher: Steve Teacher". Navigation links include "Home Page", "My Gradebook", "View Tutorial", "Print Queue", and "Back".

At the top, there are two tabs: "Current Year Classes" and "Prior Years Classes". Below these are two dropdown menus: "Reports for All Classes" and "Grade Posting Status". A link "Show All Classes" is also present.

The main content area displays a table for "400 High School" classes. The table has the following columns: Dept, Subject, Terms, Period, Days Meet, Class, Description, and a link to the "Secondary Gradebook".

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology	Secondary Gradebook
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology	Secondary Gradebook
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology	Secondary Gradebook
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology	Secondary Gradebook
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology	Secondary Gradebook
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology	Secondary Gradebook
10	10	3 - 4	7	MTWRF			Secondary Gradebook

A yellow callout box with a pointer to the first row of the table contains the text: "Select a class, click Secondary Gradebook."

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Home Page | My Gradebook | Main Screen

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

Students	No Atnd Entry Today	Term Grade	Bones Lab	Chapter 12	Sample Hom	Newspaper	Chapter 12	I4	SE2	SM2
		T4	WK34-Sat LAB	WK36-Fri QUIZ	WK37-Fri HWK	WK38-Thu PRO	WK40-Thu			
		Sort By %	100 77.76	100 80.36	100 81.84	100 80.16	95			
1 Alisha Long		B 84.30%	99	98	77	67	95	B	*	B
2 Andrew J Krause		C+ 78.50%	56	77	85	76	95	C+	*	C+
3 Ashley M Arneson		B+ 88.00%	88	99	88	77	88	B+	*	B+
4 Brittany Fallstad		B 83.20%	77	66	88	77	95	B	*	B
5 Christopher J Buman		C 74.40%	55	66	77	88	95	C	*	C
6 Daniel C Borgstrom		C 73.10%	55	66	77	88	82	C	*	C
7 Dustin B Gopinath		C 73.30%	88	77	66	55	95	C	*	C
8 Dustin L Heinrich		B- 81.30%	99	88	77	66	76	B-	*	B-
9 Emily S Carlson		D+ 68.90%	66	55	66	77	95	D+	*	D+
10 Jared T Mogensen		C- 71.70%	88	77	66	55	79	C-	*	C-
11 Jesse R Paulson		C 74.40%	55	66	77	88	95	C	*	C
12 Joanna P Nuhn		C 74.80%	88	77	66	66	99	C	*	C
13 John E Parks		A 93.10%	77	88	99	99	95	A	*	A
14 Johnathan L Critchfield		B+ 86.10%	90	89	89	80	67	B+	*	B+
15 Joseph Dalton		D+ 69.10%	67	66	66	66	95	D+	*	D+
16 Joseph W Ihli		B 85.70%	77	88	88	88	87	B	*	B
17 Katie L Chchic		B+ 88.00%	88	88	88	88	88	B+	*	B+
18 Kayla J Medina		D+ 69.80%	67	67	67	67	95	D+	*	D+
19 Kristin A Vogel		B+ 87.40%	78	89	90	90	89	B+	*	B+
20 Kyle A Quiring		B 85.50%	78	70	89	89	95	B	*	B
21 Matthew R Gholson		B+ 87.70%	90	90	90	90	67	B+	*	B+
22 Michael A Maquire		B 83.80%	60	89	89	89	95	B	*	B
23 Rebecca M Solfest		A- 90.20%	100	90	89	89	78	A-	*	A-
24 Terrie M Stevens		B+ 87.20%	69	84	93	90	95	B+	*	B+
25 Zachary T Dunham		A 96.10%	89	99	99	99	90	A	*	A

Select the Excel Export button.

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http://localhost/skyread/Skyward116006_24_200713_34_33.csv - Microsoft Internet Explorer

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ICQ Search (12)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Teacher: Teacher, Steve				School Year: 2006-2007								
2	Course: 1160 / Field Biology				Sec: 05	Period: 5	Room #						
3													
4													
5													
6				Bones Lab	Chapter 12	Sample Hom	Newspaper	Chapter 12					
7				WK 34-Sat	WK 36-Fri	WK 37-Fri	WK 38-Thu	WK 40-Thu	T4	SE2	SM2		
8		First Name	Last Name	LAB	QUIZ	HWK	PRO	TST	Grade	Grade	Grade		
9	1	Alisha	Long	99	98	77	67	95	B		B		
10	2	Andrew	Krause	56	77	85	76	95	C+		C+		
11	3	Ashley	Arneson	88	99	88	77	88	B+		B+		
12	4	Brittany	Fallstad	77	66	88	77	95	B		B		
13	5	Christopher	Buman	55	66	77	88	95	C		C		
14	6	Daniel	Borgstrom	55	66	77	88	82	C		C		
15	7	Dustin	Gopinath	88	77	66	55	95	C		C		
16	8	Dustin	Heinrich	99	88	77	66	76	B-		B-		
17	9	Emily	Carlson	66	55	66	77	95	D+		D+		
18	10	Jared	Mogensen	88	77	66	55	79	C-		C-		
19	11	Jesse	Paulson	55	66	77	88	95	C		C		
20	12	Joanna	Nuhn	88	77	66	66	99	C		C		
21	13	John	Parks						A		A		
22	14	Johnathan	Critchfield						B+		B+		
23	15	Joseph	Dalton						D+		D+		
24	16	Joseph	Ihli						B		B		
25	17	Katie	Chchic						B+		B+		
26	18	Kayla	Medina						D+		D+		
27	19	Kristin	Vogel						B+		B+		
28	20	Kyle	Quiring						B		B		
29	21	Matthew	Gholson	90	90	90	90	67	B+		B+		
30	22	Michael	Maguire	60	89	89	89	95	B		B		
31	23	Rebecca	Solfest	100	90	89	89	78	A-		A-		
32	24	Terrie	Stevens	69	84	93	90	95	B+		B+		
33	25	Zachary	Dunham	89	99	99	99	90	A		A		
34			Max Score:	100	100	100	100	100					
35			Ave Score:	77.76	80.36	81.84	80.16	89					
36													

This is an example of Gradebook information exported to Microsoft Excel.

[This concludes the tutorial.](#)