

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in Microsoft Internet Explorer. The user is logged in as Steve Teacher. The left sidebar contains a navigation tree with categories like Teacher Access, Student Services Access, Advisor Access, and Administrator Access. A yellow callout box is overlaid on the page, providing information about the Progress Summary Report.

510 - Progress Summary Report

Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook**

What is the Progress Summary Report?
This report lists current overall grades for a specific term.

Why would you use the Progress Summary Report?
This report allows you to generate lists of students with their overall grade displayed for the term you specify. Student names can be suppressed and student identification numbers printed to maintain student grade confidentiality.

Range options also allow for listing students who have had poor performance.

When would you use the Progress Summary Report?
This report is often posted in a public location on a weekly or biweekly basis.

[Edit this Page](#)

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 teacher is identified as "Steve Teacher". Navigation links include "Home Page", "My Gradebook", "Print Queue", and "Back". There are two tabs: "Current Year Classes" (selected) and "Prior Years Classes". A link "Only Show Current Classes" is present. A table lists classes for "400 High School". A dropdown menu is open, showing options for "400 - Secondary Gradebook" including Attendance, Gradebook, Progress Reports, and Report Cards. A yellow callout box points to the "Progress Summary" option in the dropdown.

400 High School

Dept	Subject	Terms	Period	Days Meet	Class	Description
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology
10	10	1 - 2	7	MTWRF	1170 / 01	Anatomy & Physiology
10	10	3 - 4	7	MTWRF	1170 / 03	Anatomy & Physiology

Reports for All Classes ▾

- 400 - Secondary Gradebook
 - Attendance
 - Attendance Summary By Class
 - Gradebook
 - Grade Sheet Report
 - Assignment Listing - By Student
 - Missing Assignments
 - Progress Reports
 - Progress Detail
 - Progress Summary
 - Partial Progress Reports
 - Partial Progress Detail
 - Partial Progress Summary
 - Class Information
 - Class Roster
 - Report Cards
 - Grade Proof Sheet

Select Reports for All Classes,
click Progress Summary.

Slide 3 - Slide 3

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo and a "Print Queue" icon. A navigation bar contains a "Back to Report Ranges" button. The main content area is titled "All Classes - Steve Teacher" and "Report: Progress Summary".

Seq #	Report Template Name
900	Curr Term;No ID;Sig
910	Curr Term;Show ID;Sig

To the right of the table is a vertical menu of buttons: "Print", "Back", "Add a new Template", "View parameters of Template", "Clone Template", and "Select Different Classes". A yellow callout box points to the "Add a new Template" button with the text: "To create your own version of the report, click Add a new Template."

Slide 4 - Slide 4

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The browser's address bar contains "Print Queue" and a button labeled "Back to Report Ranges". The main content area features a form with the following elements:

- A header line: "Ad Summary Report."
- A "Sequence #" field with the value "10".
- A "Report Template Name:" field with the value "Sample".
- Two buttons: "Save" and "Back".

Yellow callout boxes provide instructions:

- A callout box pointing to the "Report Template Name:" field contains the text: "Enter a **name** for your report."
- A callout box pointing to the "Save" button contains the text: "Click **Save**."

Slide 5 - Slide 5

The screenshot shows the 'Skyward Educator Access Plus' web application in Microsoft Internet Explorer. The page title is 'Printers for Progress Summary Report'. At the top, there are links for 'Print Queue' and 'Back to Gradebook'. The main content area is divided into sections: 'Assignments', 'Options', 'Free Form Header', and 'Free Form Footer'. The 'Assignments' section has a dropdown menu for 'Display Grades for Term' set to 'Current Term : 04/01/2007 - 07/30/2007' and a 'Save' button. The 'Options' section contains four checkboxes: 'Only print students with less than ___ final percent' (unchecked), 'Display Student Name' (checked), 'Display Student ID' (checked), and 'Display Students in a Random Order' (unchecked). Below this is a 'Show Signature Line' checkbox. The 'Free Form Header' and 'Free Form Footer' sections each have two text input fields labeled 'Label 1:' and 'Label 2:'. Three yellow callout boxes provide additional information: 1. A box pointing to the 'Display Grades for Term' dropdown says: 'Select the **term** to display assignment and grade information.' 2. A box pointing to the 'Only print students with less than ___ final percent' checkbox says: 'Only print student with less than ___ final percent provides an option to print the report only for students below a poor performance threshold.' 3. A box pointing to the 'Display Student Name' and 'Display Student ID' checkboxes says: 'Select if you want the students **name** and/or **student id** to display on the report.' A larger box pointing to the 'Display Students in a Random Order' checkbox says: 'If you intend on posting this report in a public location and need to maintain grade confidentiality, select to **sort** students in a **random** sort order while **showing** only the **student id**.'

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Skyward Educator Access Plus - Microsoft Internet Explorer

Print Queue Back to Gradebook

Select Parameters for Progress Summary Report

10 - Sample

Assignments
Display Grades for Term: Current Term : 04/01/2007 - 07/30/2007

Options

- Only print students with length of term final percent
- Display Student Name
- Display Student ID
- Display Students in a Range
- Show Signature Line

Free Form Header
Label 1:
Label 2:

Free Form Footer
Label 1:
Label 2:
Label 3:
Label 4:

When complete, click **Save**.

Display Signature Line will add a space for parents/guardians to acknowledge receipt of the report and return.

Note: Typically this option would only be used if printing the report for an **individual** student.

Fill in any desired Free Form **Header and Footer** information.

Slide 7 - Slide 7

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo, a "Print Queue" icon, and a "Back to Report Ranges" button. The main content area features a table with report templates and a list of actions.

Seq #	Report Template Name
10	Sample
900	Curr Term;No ID;Sig
910	Curr Term;Show ID;Sig

Below the table is a list of actions:

- Print
- Back
- Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Classes

Three yellow callout boxes provide instructions:

- 1) Highlight the report that you wish to print.
- 2) To run the report for only certain classes, click Select Different Classes.
- 3) Click Print.

Slide 8 - Slide 8

http://localhost/skyread/SKR172289EPPXAASH31914.pdf - Microsoft Internet Explorer

1 / 1 102% Find We value your feedback

lgbadm21.p High School Date: 07/04/07 Page: 1
03.07.02.01.00 Progress Summary Report for T4 04/01/07 - 07/30/07 Time: 4:07 PM

Teacher: Teacher, Steve School Year: 2006-2007
Course: 1160 / FLD BIO Sec: 05 Period: 5 Room #:

Student ID	Student Name	Percent	Grade
100028069	Ashley M. Arneson	90.40	A-
080000005	Daniel C. Borgstrom	67.25	D+
100028119	Christopher J. Buman	68.55	D+
080000006	Emily S. Carlson	65.80	D+
100028034	Katie L. Chchic	77.20	C+
080000047	Johnathan L. Critchfield	74.90	C
080000041	Joseph Dalton	65.95	D+
100028006	Zachary T. Dunham	75.20	C
080000069	Brittany Fallstad	76.25	C+
100028027	Matthew R. Ghelso	76.20	C+
100028049	Dustin B. G		
200027130	Dustin L. H		
100028037	Joseph W. I		
100028020	Andrew J. K		
080000073	Alisha Long	91.25	A-
100028046	Michael A. Maguire	74.10	C
100028154	Kayla J. Medina	66.35	D+
100028114	Jared T. Mogensen	67.50	D+
100028142	Joanna P. Nuhn	70.60	C-
100028151	John E. Parks	79.55	B-
080000025	Jesse R. Paulson	68.55	D+
100028004	Kyle A. Quiring	74.90	C
100028137	Rebecca M. Solfest	78.50	C+
100028072	Terrie M. Stevens	75.85	C+
100028039	Kristin A. Vogel	76.50	C+

Total Students: 25

This is a sample Progress Summary Report.
This concludes the tutorial.