

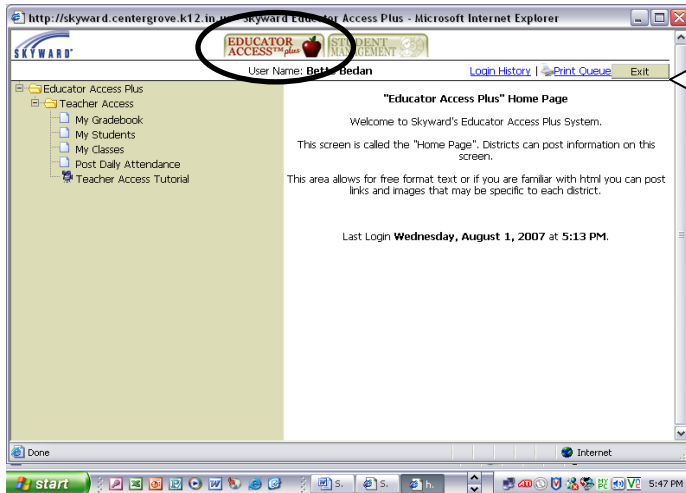


Setting Up A Gradebook

Setting Up A Gradebook

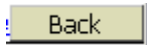
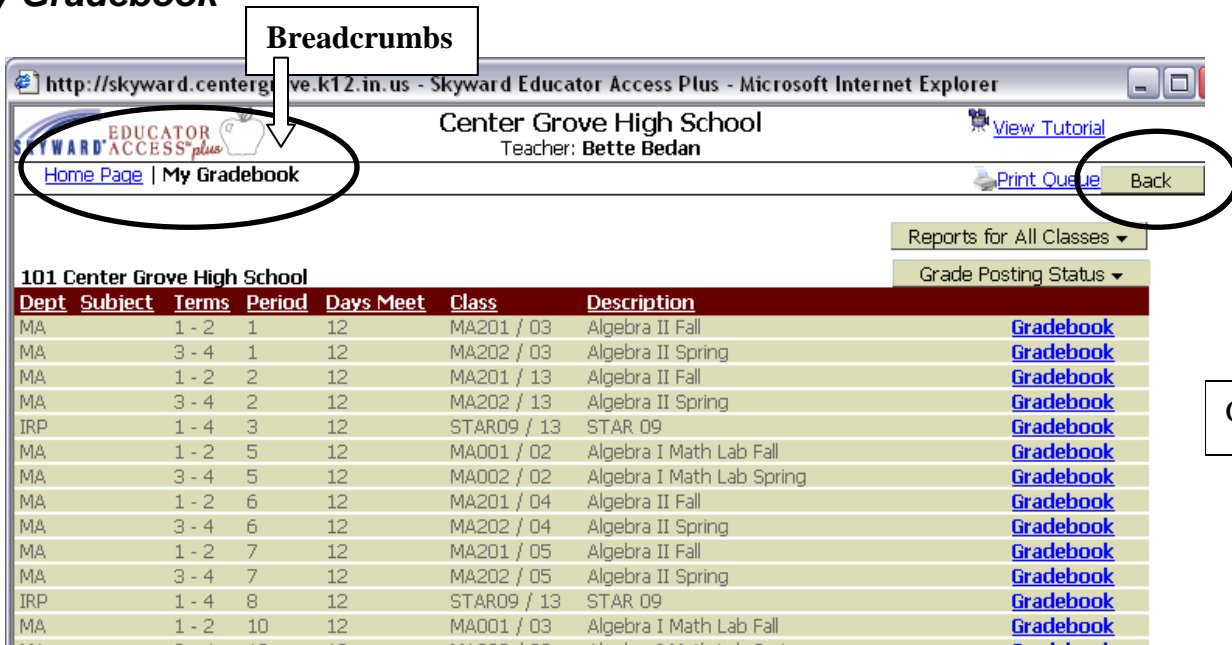
Skyward Educator Access Plus Gradebook Home Page

You can access your Gradebook from any computer with Internet access.



Do not use the x – use the Exit button
Always exit from the homepage

My Gradebook



Back button takes you back a screen.

Breadcrumbs – use the breadcrumbs to move around in the system.



Apple takes you home.



Setting Up A Gradebook

Click on Gradebook

Main Screen

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "Center Grove High School" and the user is identified as "Teacher: Bette Bedan" for "Class: MA201 / 03 Prd:1 Algebra". The navigation menu includes "Home Page", "My Gradebook", and "Main Screen". A secondary menu contains "Other Access", "Classes", "Assignments", "Attendance", "Categories", "Grade Marks", "Post Grade", "Comments", and "Reports". Below this is a "Display Options" section with "Quick Scoring" and "Excel Export" buttons. The main content area is a table with the following columns: "Students", "No Atnd Entry Today", "Term Grade" (with a dropdown menu set to "S1" and a "Sort By %" link), "S1 Options", "SE1 Options", "9W2 Options", "P2 Options", "9W1 Options", and "P1 Options". The table lists 15 students, each with a small icon and a link to their name.

| Students | No Atnd Entry Today | Term Grade S1 Sort By % | S1 Options | SE1 Options | 9W2 Options | P2 Options | 9W1 Options | P1 Options |
|----------------|---------------------|-------------------------------|------------|-------------|-------------|------------|-------------|------------|
| 1 Abell Grace | | | | | | | | |
| 2 Blank Krist | | | | | | | | |
| 3 Brand Megan | | | | | | | | |
| 4 Brown Chase | | | | | | | | |
| 5 Bryan Sydne | | | | | | | | |
| 6 Chamb Antho | | | | | | | | |
| 7 Cox Damon | | | | | | | | |
| 8 Curti Kathr | | | | | | | | |
| 9 Ember Tyler | | | | | | | | |
| 10 Goss Cory | | | | | | | | |
| 11 Hicks Zacha | | | | | | | | |
| 12 Laugh Ryan | | | | | | | | |
| 13 Lynch Logan | | | | | | | | |
| 14 Mille Shelb | | | | | | | | |
| 15 Miltn Matt | | | | | | | | |

This image shows a close-up of the "Classes" dropdown menu. A white arrow points to the "101 Center Grov" option. The menu lists several classes with their descriptions:

| Class | Description |
|-------------|-------------------------|
| MA201 / 03 | Algebra II Fall |
| MA202 / 03 | Algebra II Spring |
| MA201 / 13 | Algebra II Fall |
| MA202 / 13 | Algebra II Spring |
| STAR09 / 13 | STAR 09 |
| MA001 / 02 | Algebra I Math Lab Fall |

 Boy/Girl Icon

Click on the Boy/Girl icon to view student information. You can get to this information from many different screens.



Setting Up A Gradebook

Display Options

You can change these options at any time.

Changing the Display Option in one course changes it for all your courses.

Student Display

Student Display

| Name Display | | | Sample |
|--|-------|------------|---------------------|
| <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 type="radio"/> Last, First | Full | Grouped | Anderson, Anthony A |
| <input checked="" 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

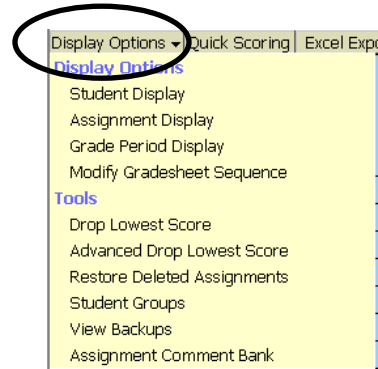
Sort By Last Name First Name

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



Name display – choose a display that you like

Student ID You can suppress the name and add the student id to post grades, etc.

Dropped Students – Different color background if you choose to display them.

Sorting Options

Sort by Student Assigned Seat - Must have a seating chart set up

Modify Gradebook Sequence

If you receive a new student, the student will be placed in your Gradebook alphabetically. You can change the order if you want your Gradebook to be in the same order as your paper Gradebook (if you keep one).

| New Sequence | Old Sequence | Last Name | First Name |
|--------------|--------------|-----------|------------|
| 1 | 1 | Fak | Connor W. |
| 2 | 2 | Fennig | Cory J. |
| 3 | 3 | Fetter | Kathryn G. |
| 4 | 4 | Fields | Cirstyn L. |
| 5 | 5 | Flynn | Joshua J. |
| 6 | 6 | Foltz | Lemial J. |
| 7 | 7 | Ford | Corey J. |

Save
Undo
Back
Move Up
Move Down

Move Up and Down.
Must do this for each class.

Must click Save. It does not save automatically

Undo This is not like Word where you undo your last action, this undoes anything you have done since the last time you saved. **Be careful !**

Score Method

Grades based on total points

[Change Score Method](#)

Use These Categories For My Other Classes

| Categories Used | | |
|-----------------|----------------------|--|
| Category ▲ | Category Description | |
| INCL | In-Class Work | |
| PROJ | Project | |
| QUIZ | Quiz | |
| TEST | Test | |
| WRI | Writing | |

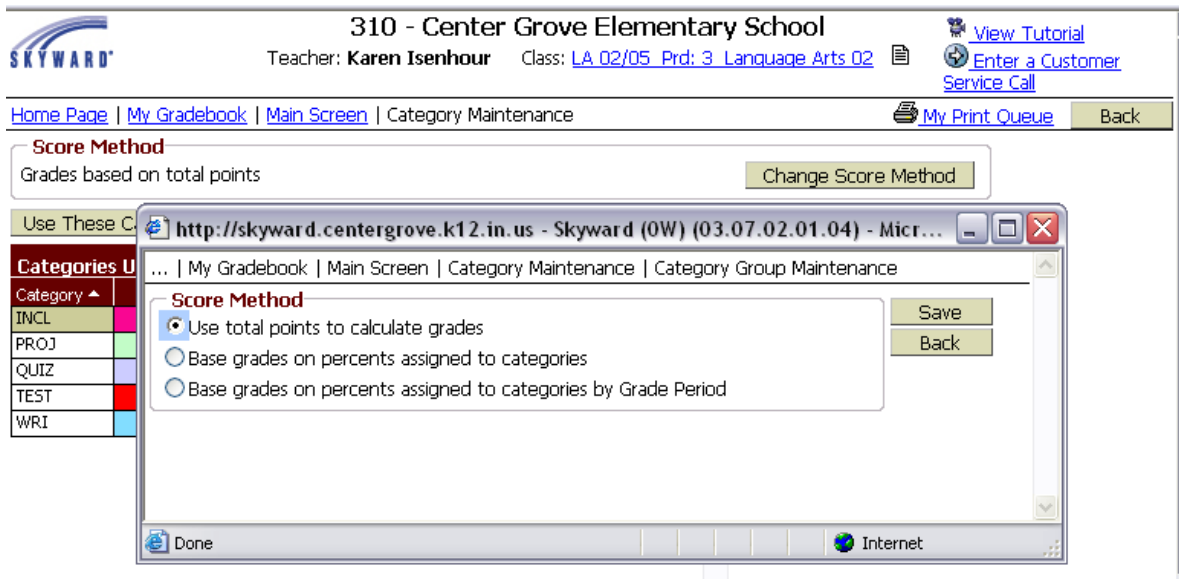
[Add/Edit Categories](#)

You must use Categories. **Notice** each Category has a different color. There is a General category if you only want to use one. Categories are set by the district. Select the Categories you want to use and click Save

Click [Use These Categories For My Other Classes](#)

You can use Categories and still use Total Points

Scoring Method



310 - Center Grove Elementary School
Teacher: Karen Isenhour Class: LA 02/05 Prd: 3 Language Arts 02

[View Tutorial](#) | [Enter a Customer Service Call](#)

[Home Page](#) | [My Gradebook](#) | [Main Screen](#) | Category Maintenance [My Print Queue](#) [Back](#)

Score Method
Grades based on total points [Change Score Method](#)

Use These C

Categories U

Category ▲

| | |
|------|--|
| INCL | |
| PROJ | |
| QUIZ | |
| TEST | |
| WRI | |

Score Method

- Use total points to calculate grades [Save](#)
- Base grades on percents assigned to categories [Back](#)
- Base grades on percents assigned to categories by Grade Period

Done Internet

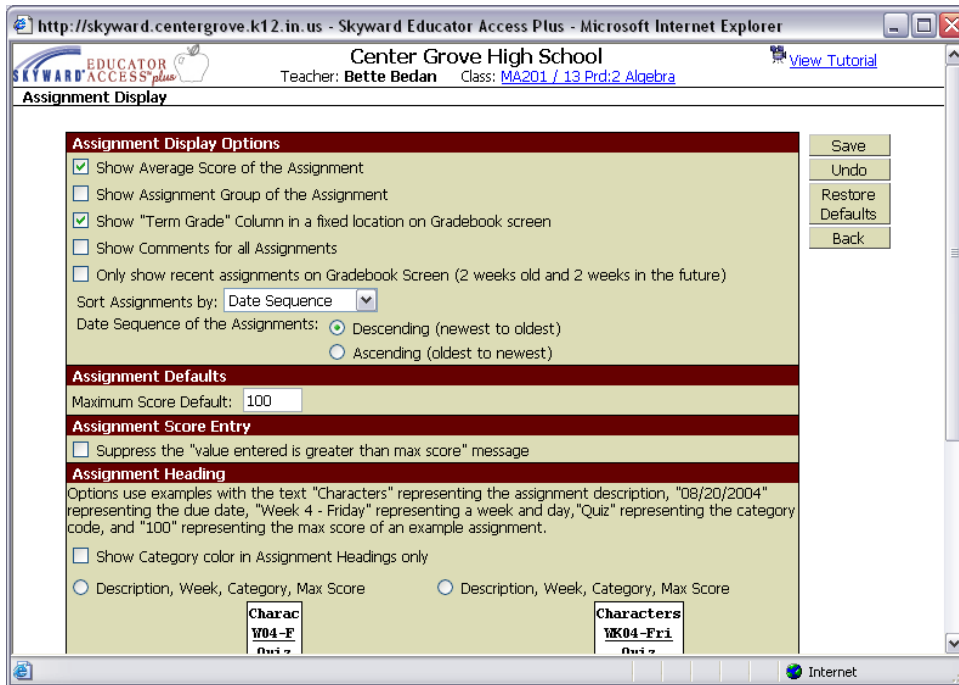
If you weight your grades, e-mail Barb Raymond for a handout.



Setting Up A Gradebook

Assignment Display

Changing the Display Option in one course changes it for all your courses.



Show the Average Score of the Assignment. You can suppress this in your Gradebook, but it will display on Family Access. Recommendation – keep it checked.

Show Assignment Group of the Assignments – You can set up groups of assignments – for example, all assignments on a Harry Potter unit. Not recommended (groups display in different gradebooks).

Show “Term Grade” Column in a fixed location on Gradebook screen. As you add assignments the “calculated” grade will display.

Show comments for all assignments for all assignments - May be too much for one screen. Suggest you do not use this option. You can still view them, but they won’t be on the main screen. Comments are viewed through Family Access.

Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future).

Be careful using this one. You may forget and can’t find an assignment.

Sort Assignments by: Date sequence, Category (ex. you want to see all your tests assignments together),

Assignment Default - this is just the default – you can change this for each assignment. You can add scores greater than the maximum, but you will get an error message.

Suppress the “value entered is greater than max score” message. Click this if you don’t want to see a message when the score exceeds the maximum score. If you mistype a score (100 instead of 10 on a 10 point assignment) you won’t get the error message.

Show Category color in Assignment Headings only: Remember each category had a color associated with it. If you want just the title of the assignment to be in color, check this.

Choose how you want your assignment heading to display If you choose a truncated assignment name, you can hover over it and it will display the whole name.



Setting Up A Gradebook

Grade Period Display

Display Options/Grade Period Display

You must change this for every class

Grade Period Display

| Grade Period Display | | | |
|--------------------------|--------------------------|-------------------|-------------------------|
| Display Assignments | Display Grade Period | Grading Period | Date Range |
| <input type="checkbox"/> | <input type="checkbox"/> | MIDTERM 1 | 08/14/2007 - 09/14/2007 |
| <input type="checkbox"/> | <input type="checkbox"/> | TERM 1 | 08/14/2007 - 10/12/2007 |
| <input type="checkbox"/> | <input type="checkbox"/> | MIDTERM 2 | 10/13/2007 - 11/16/2007 |
| <input type="checkbox"/> | <input type="checkbox"/> | TERM 2/SEMESTER 1 | 10/13/2007 - 12/20/2007 |

* Signifies the Current Grade Period(s). These cannot be hidden.

Save
Undo
Back

If we are in the actual date range you won't be able to uncheck **that** grading period. For example, if we are in Term 1 you can not uncheck Midterm 1 and Term 1

Excel Export

| Term Grade | M1 | I1 |
|------------|----|----|
| M1 | | |
| Sort By % | | |

Elementary M1 T1

Notice you can sort by T1/M1

| M1 | I1 |
|--------------------------------------|---------|
| Options | Options |
| Select Mid-Term M1 Display Method | |
| Grade Mark | |
| Percent | |
| Points | |
| Enter Mid-Term M1 Grade Adjustments | |
| Quick Scoring for Mid-Term M1 | |
| Grade Posting Status for Mid-Term M1 | |

Excel Export

| Term Grade | 9W1 | P1 |
|------------|-----|----|
| 9W1 | | |
| Sort By % | | |

Middle School

You can choose to display Grade Mark, Percent Points.

You always see Grade mark and Percentage under Term Grade

| Term Grade | 9W1 | P1 |
|------------|-----|----|
| 9W1 | | |
| Sort By % | | |

High School



Setting Up A Gradebook

Grade Marks -

Elementary/Middle School/High School – district wide grading scale and the teachers can not change it.

| Grade Mark | Grade Value High | Grade Value Low |
|------------|------------------|-----------------|
| A | 100 | 92.5 |
| B | 92.49 | 84.5 |
| C | 84.49 | 74.5 |
| D | 74.49 | 64.5 |
| F | 64.49 | 0 |

Special Grade Mark Group 0: Modified

| Grade Mark | Grade Value High | Grade Value Low |
|------------|------------------|-----------------|
| S+ | 100 | 90 |
| S | 89.99 | 80 |
| S- | 79.99 | 70 |
| U | 69.99 | 60 |

Assign Students

You can assign a student (special education) to the Modified Grading Scale. If a student is on a modified scale, it will be indicated next to their name with a letter.

The students will be listed with the regular class list

Click on Assign Students, select the students, and click Save.

Students

1 [Carney](#) [Brooke E \(0\)](#)

Adding an Assignment

There are different ways to score an assignment – there are 3 ways.

1. Click Assignments/Add Assignment

Assignments ▾ Attendance ▾ Categories | C

Add Assignment

List Assignments

Center Grove High School
Teacher: **Bette Bedan** Class: [MA201 / 03 Prd:1 Algebra](#)

Add Assignment

Category: **QUIZ - Quiz**

Description:

Assignment Group:

Entered Date: **Thu, Jul 26 2007**

Assign Date: Aug 14 2007 **Tue, Aug 14 2007**

Proposed Due Date: Aug 14 2007 **Tue, Aug 14 2007**

Actual Due Date: 01 2007

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Save and Back

Save and Add Another

Save and Score

Undo

Back

Select the Classes where this Assignment should be added

| Entity | Dpt | Sbj | Terms | Prd | Days | Meet | Class | Description |
|-------------------------------------|-----|-----|--------|-----|------|------|-------------|-----------------|
| <input checked="" type="checkbox"/> | 101 | MA | 1 to 2 | 1 | 12 | | MA201 / 03 | Algebra II Fall |
| <input type="checkbox"/> | 101 | MA | 1 to 2 | 2 | 12 | | MA201 / 13 | Algebra II Fall |
| <input type="checkbox"/> | 101 | IRP | 1 to 4 | 3 | 12 | | STAR09 / 13 | STAR |

Check any other classes you want this assignment added to.



Setting Up A Gradebook

Category: You must choose a category.

Description: Up to 30 characters

Assignment Group: We recommend you not use the feature.

Entered Date will default to the date entered.

Assign Date: Date you assigned it to the student - required

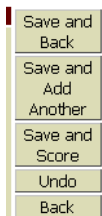
Proposed Due Date: date the assignment is due - required. Drives the Missing Assignment report. If you have a project that takes a week for example – it will not show in the Missing Assignment Report until after the Proposed Due Date.

Actual Date Due: is the date that drives the due date – the only time you have to select the actual due date is when the proposed date changes

Max Score: Change to how many points the assignment is worth.

Weight Multiplier: If you want an assignment to count double, put in a 2, etc.

Always Post to Family Access and Student Access VERY IMPORTANT TO LEAVE THESE CHECKED. Even if you don't post the assignment, the grade is still calculated on the teacher gradebook grade so the parents would see the correct grade, but the assignments would not reflect it. We have parents with calculators!.



Undo – Undoes until the last Save.

Click **Save and Score**

Click on the actual asterisk Can use the down arrow or enter key to move down to the next student (mouse click also works)

Asterisk – will not count against the grade. It will display in the Missing Assignment Report after 5 school days. If you do not want an assignment to display in the Missing Assignment Report – click on **No Count**. Below is an example of what the parent will see.

| Assign Category | Date Due | Description | Points Earned | Points Possible | Percent Earned | Spec. Code | Missing | No Count |
|---|----------|-------------|---------------|-----------------|----------------|------------|---------|----------|
| Grade for TERM 1 - T1 08/23/07 - 10/27/07 | | | 0.00 | 0.00 | | | | |
| ACTIVITY | | | | | | | | |
| ACT | 08/23/07 | test | 0.00 | 0.00 | | | | ✓ |

Mark un-scored as 0 and Missing

Mark un-scored as 0 and Missing will fill in all student if necessary that have not been entered with the 0 missing.

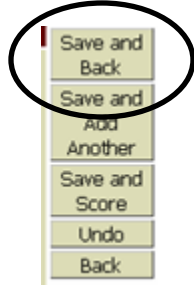
Missing Parents will see an assignment and a column with the Missing checked.

Comments – a bank of comments will be built. **Comments will display on Family Access – Parents can see the comments.**

Click **Save** to add that assignment.

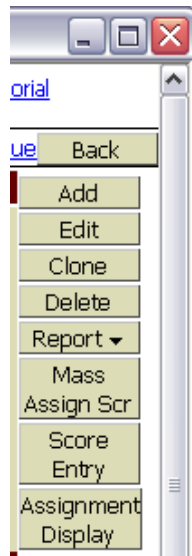
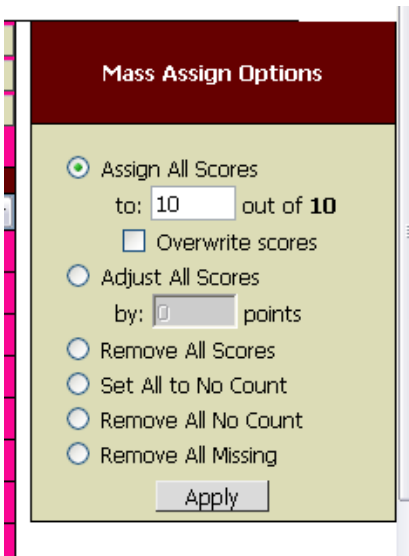
2. Add another assignment

Click Save and Back



| | |
|-------|---|
| Barb | |
| 08/14 | |
| INCL | |
| 100 | |
| 0.00 | |
| * | * |

Click on the Name of the Assignment – column heading



You have the option to Mass Assign Score.
Can Clone from here and run reports from here

Click on Mass Assign Score
Enter the number
Click Apply

Set all to No Count – great if you decide not to count an assignment.

You can add or take away point from all scores here. This is good if you realize later that you made a mistake on a test and want to give everyone in the class an extra 2 points. Another example – class bonus points.



Setting Up A Gradebook

Adjust All Scores – You can deduct points in the grade book!

#3 Quick Scoring – Have the class add a new assignment and click on Quick Scoring
It will only show assignments within the current term.

| Quick Scoring | | | |
|-------------------------|------|-------|----------------------------------|
| Students | Term | Grade | Score |
| | M1 | | Barb 08/14/2007 INCL 10 |
| 1 Carney Brooke E | | | */ |
| 2 Cobb William L | | | */ |
| 3 Ehrlich Olivia R | | | */ |
| 4 Fauser Nikole L | | | */ |
| 5 Frieden Colton A | | | */ |
| 6 Galoozis Max S | | | */ |
| 7 Hadley Dillon M | | | */ |
| 8 Hannan Theophilus J | | | */ |
| 9 Johnson Siarah M | | | */ |
| 10 Lubarsky Alesi A | | | */ |
| 11 Matei Emma E | | | */ |
| 12 Ostergaard Richard P | | | */ |
| 13 Peterman Madison S | | | */ |
| 14 Raker Max C | | | */ |

Quick scoring does not have the comments section, the check box options late options, etc.

a a

or

Student Score Detail

Student: Brooke E Carney

Category: INCL - In-Class Work

Description: Barb

Due Date: Tue, Aug 14 2007

Week: Week 01 - Tuesday

Score: of 10

Special Code:

No Count:

Missing:

Comment:

Save
Undo
Back

However, if you double click a student's grade box, comment box will display.
You can not mass fill from the quick scoring section.

You may use this if you are entering multiple scores for multiple assignments at the same time.
entering tons of make up work.



Setting Up A Gradebook

Entering Scores for One Student

Center Grove Elementary School
 Teacher: Karen Isehour Class: RD_02 / _03 Prd:4 Reading
[View Tutorial](#)
[Home Page](#) | [My Gradebook](#) | [Main Screen](#) | [Student Options](#) [Print Queue](#) Back

Carney, Brooke E **Brooke E Carney**

Assignments **Missing Assignments (1)** Report Card Grades Comments

[Special Codes](#) Edit Current Term Edit Other Terms Reports

| Assignments | | | | | | | | | | Scores | | | |
|-------------------|--------|----|-----|------|-------|-------------|------|---------|------|---------|-------|-------|-----------|
| Term | Date | Wk | Day | Cat | Group | Description | Wght | Max Scr | Avg | Fam/Stu | Score | Grade | Spec Code |
| MIDTERM | 108/14 | 1 | Tue | INCL | | barb | 1.00 | 100 | 0.00 | ✓ / ✓ | 0 | F | |
| Midterm Grade: M1 | | | | | | | | | | | 0.00 | F | |
| Term Grade: T1 | | | | | | | | | | | 0.00 | F | |

Click on the Student's Name - this is great to enter make-up work for 1 student.

Deleting Assignments

From the main Gradebook page, click on Assignments/List Assignments

Assignments Attendance Categories G

Add Assignment

List Assignments

| Add | Edit | Clone | Delete | Report | Score Entry | Mass Assign Scr | Assignment Display | Clone From existing G | |
|-------------------------------|------|-------|----------|--------------|-------------|-----------------|--------------------|-----------------------|-----|
| Return to Default Sort | | | | | | | | | |
| Assignments | | | | | | | | | |
| Date Due | Week | Day | Category | Assign Group | Description | Weight ↑ | Max | Fam | Stu |
| 08/14/07 | 1 | Tue | INCL | | barb | 1.00 | 100 | ✓ | ✓ |

You can Add, Edit, Clone, Delete, Report, Score Entry, Mass Assign Score, and more from this screen

Cloning Assignment

You can clone all of your assignments from first semester to second semester.

You can also clone your assignments from year to year.



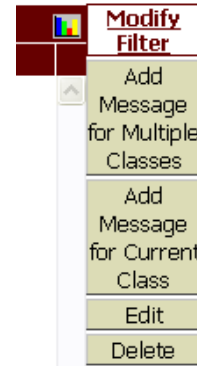
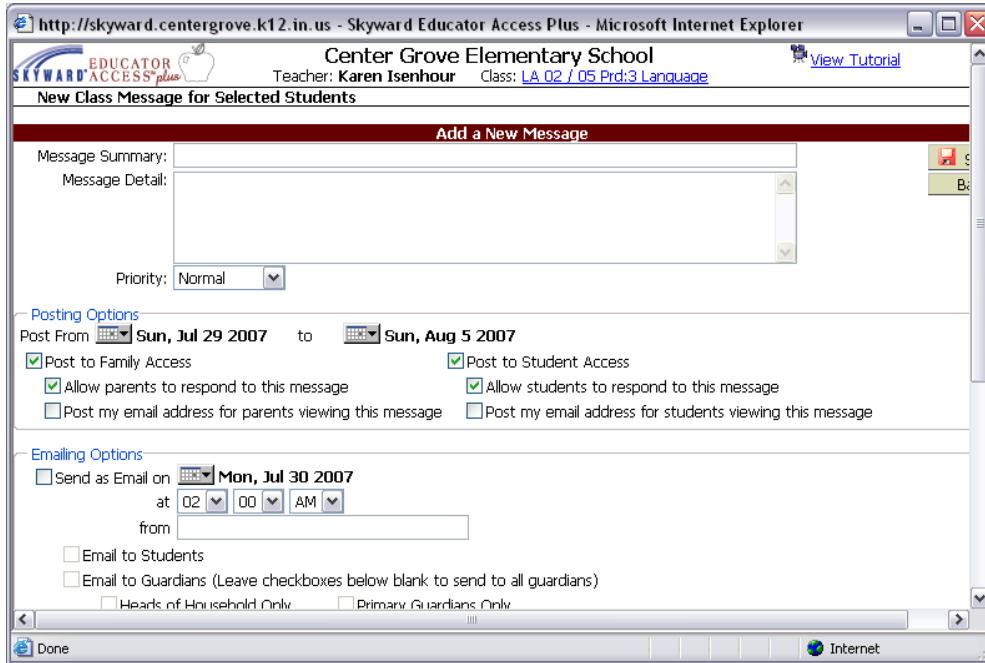
Setting Up A Gradebook

Message Center

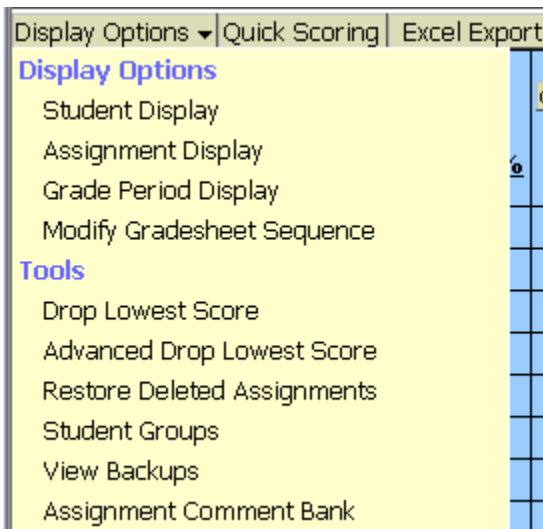
Other Access/Message Center

Message Center allows you to post a message out to parents/students via Parent/Student Access

You can post a message for 1 class or all classes



Tools



Drop Lowest Score - will drop the score that most damages the student's grade – **regardless of category.**

Advanced Drop Lowest Score – you pick which score will be dropped.

Assignment Comment Bank

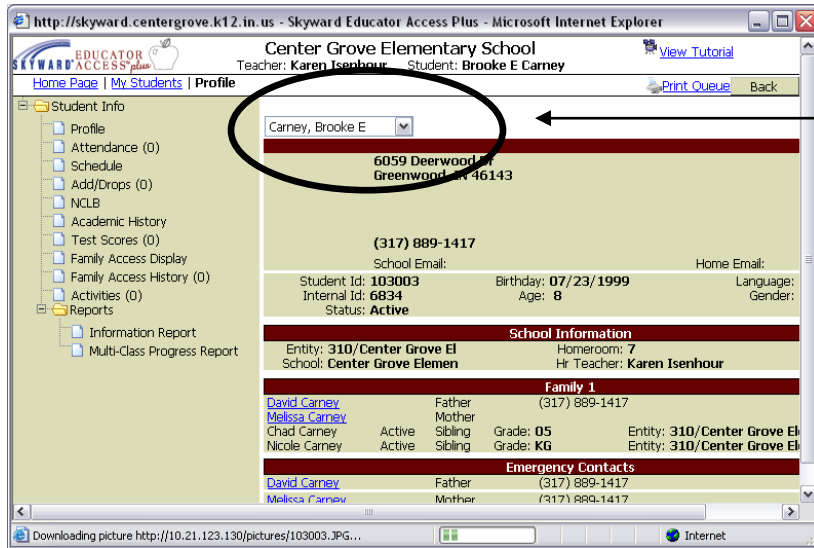
You can build your Comment Bank. When you start typing the comment, it will be displayed.



Setting Up A Gradebook

Home page – My Students

Double click on a student name or highlight and click select.



You can change from student to student

You can click on any words that are blue and underlined for more information.

Parents can change their e-mail addressing in family

Schedule:

Add/Drop: Any time a student is added or dropped from a class, this will be listed.

Test Scores – ISTEP, Scantron, etc

Family Access tab You will see the same thing that parents see via Family Access here.

Even grades and scores for other classes.

(0) [Prev](#) [Next](#) **Classes for All Grade Periods** Click on the underlined Term grade to see the assignments that make up that grade.

| Period | Class | Description | Term | Teacher | M1 | T1 | M2 | T2 | S1 | M3 | T3 | M4 | T4 | S2 |
|--------|---------------------------|--------------------|------|--------------------------------|----|----|----|----|----|----|----|----|----|----|
| 10 | CT_02/04 | Citizenship 02 | YR | Karen Isenhour | | | | | | | | | | |
| 11 | Art_02/07 | Art 02 | YR | Carol Stahl | | | | | | | | | | |
| 12 | MU_02/07 | Music 02 | YR | Elijah Adams | | | | | | | | | | |
| 13 | PE_02/07 | Physical Education | YR | Melody Cragen | | | | | | | | | | |
| 3 | LA_02/05 | Language Arts 02 | YR | Karen Isenhour | | | | | | | | | | |
| 4 | RD_02/03 | Reading 02 | YR | Karen Isenhour | | | | | | | | | | |
| 5 | SP_02/03 | Spelling 02 | YR | Karen Isenhour | | | | | | | | | | |
| 6 | MA_02/03 | Math 02 | YR | Karen Isenhour | | | | | | | | | | |
| 7 | Pen_02/03 | Penmanship 02 | YR | Karen Isenhour | | | | | | | | | | |
| 8 | SC_02/03 | Science/Health 02 | YR | Karen Isenhour | | | | | | | | | | |
| 9 | SS_02/03 | Social Studies 02 | YR | Karen Isenhour | | | | | | | | | | |

Family Access History: List dates when parents have logged on to the system.

Parents will see comments

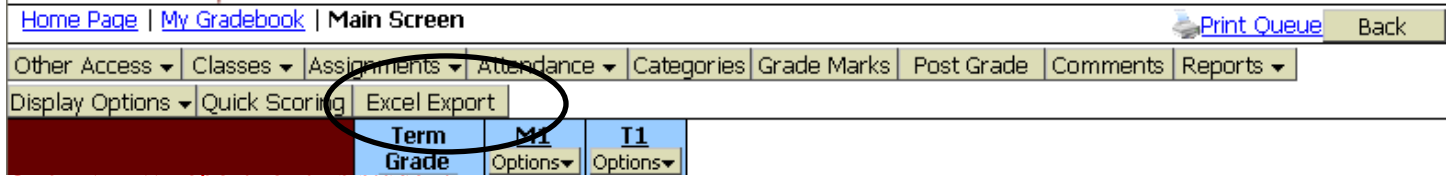
Your grading scale will be displayed on family access



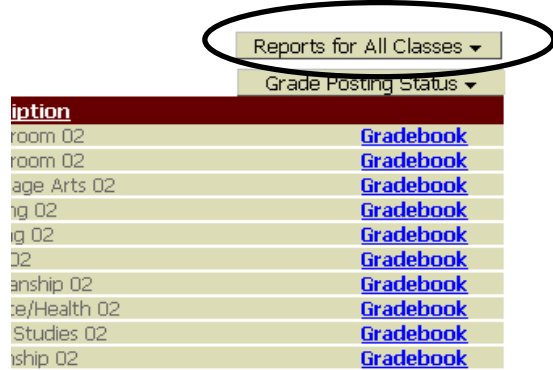
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Reports

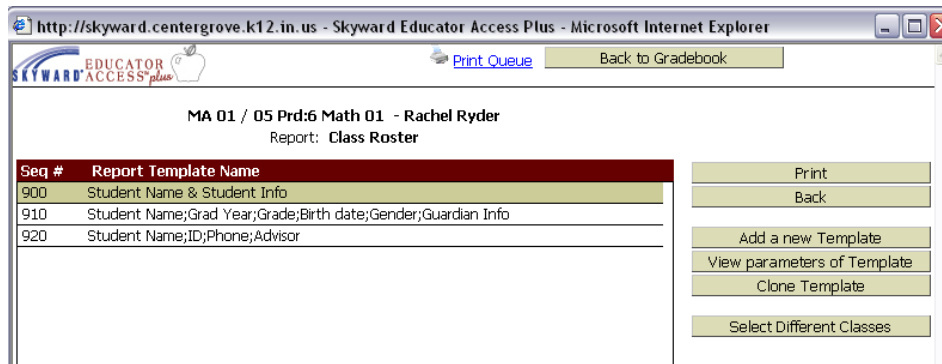
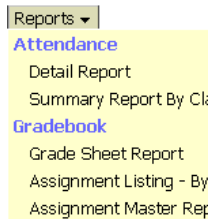
Excel Export You can Export your Gradebook to Excel.



From you homepage, Reports for All Classes – If you run a report from here, it will be for **all** your classes.



From within a Gradebook:
Reports



Skyward has Templates already designed. Select a report and click on Print.

The report goes to a print queue where it will stay for 2 days. You could queue reports from home and then print them out the next day at school.

The report prints to a screen first, so you can decide if it has the information you need.

All reports open in Adobe Acrobat.



Setting Up A Gradebook

You can clone a template or create new templates.