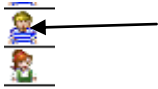
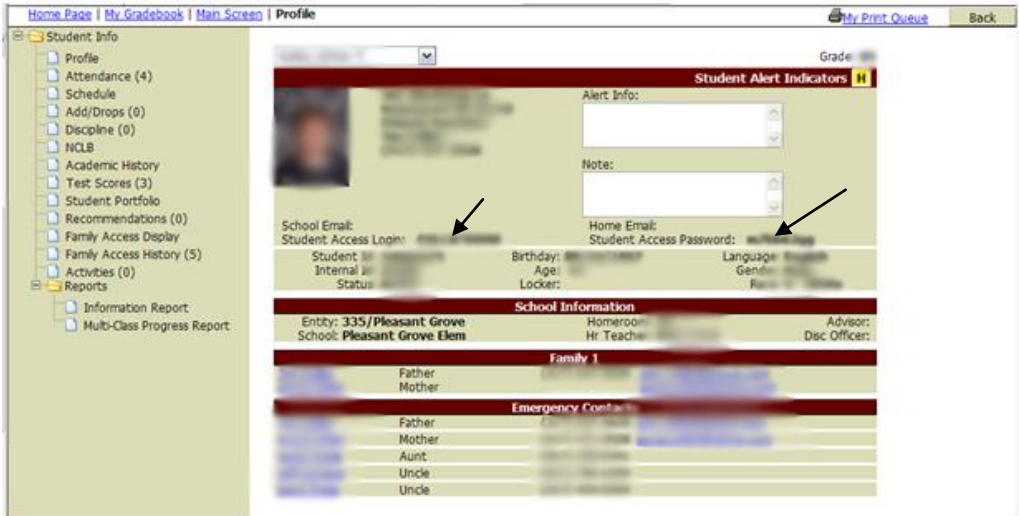


To view one student's username and password:

- 1) While in the grade book, click on the icon next to their name.

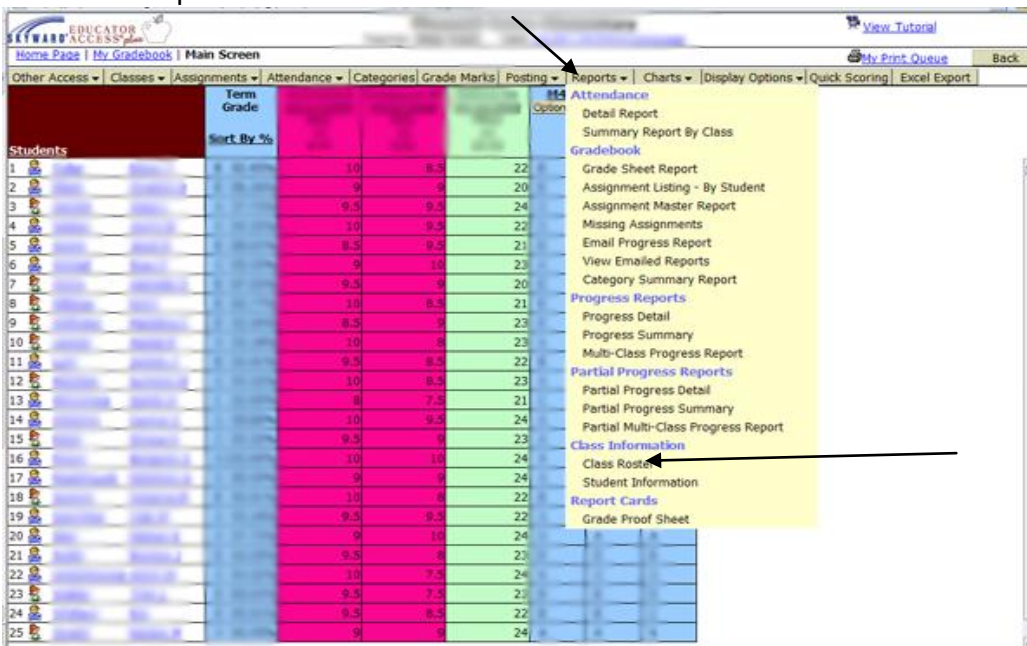


- 2) The username and password will appear on in the middle of the screen on the student information page.

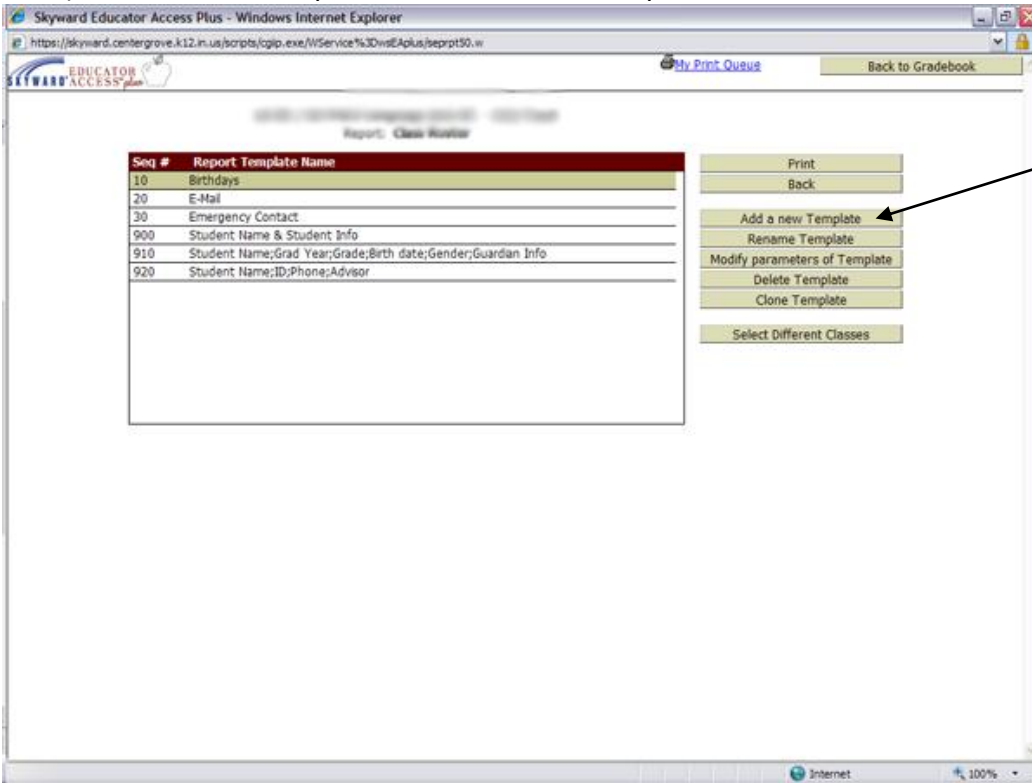


To view usernames and passwords for all of the students in your class:

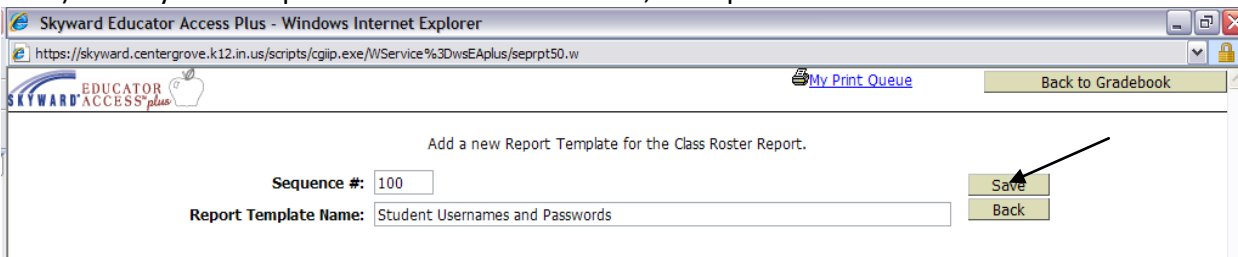
- 1) To see the usernames and passwords for an entire class of students select the class roster report from the reports menu:



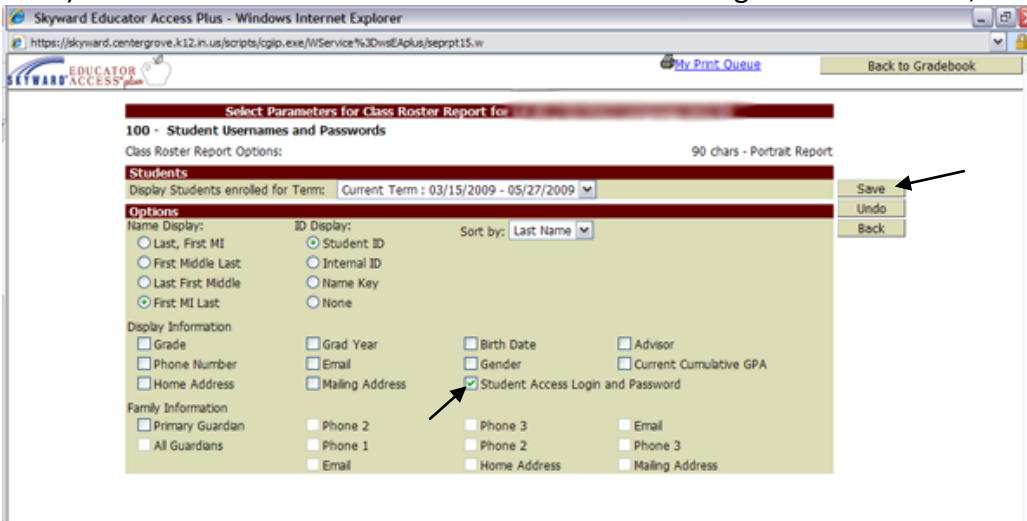
2) You will need to press the 'Add a new template button'



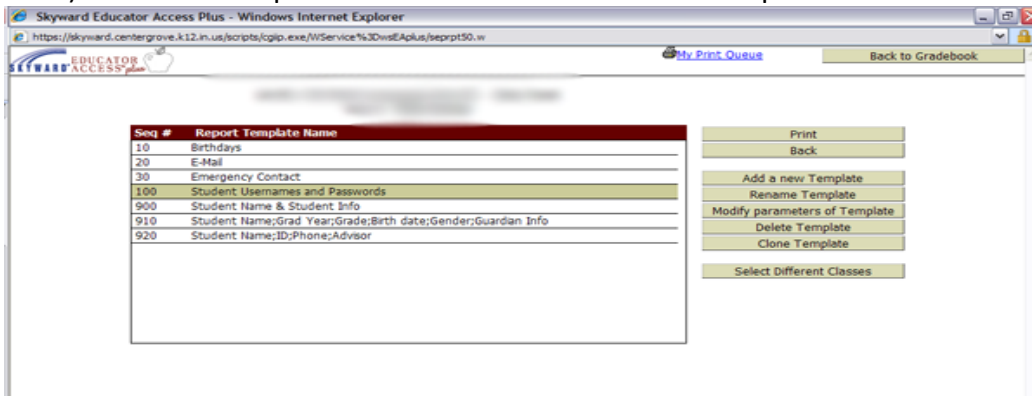
3) Give your Template a number and a Name, then press 'Save'



4) Put a check in the box labeled 'Student Access Login and Password', then press 'Save'



5) You can now press the 'Print' button to view the report



6) After you click the print button, you will be taken into the Skyward Print Queue. Once your report is ready, a box will appear allowing you to view it. You can now print or export this report.