



Secondary Gradebook – Teacher Guide

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Message Center
Report Card Posting
Athletic Eligibility Posting
Survey
Food Service
Test Scores
Busing
Recommendations
Curriculum Map
Lesson Scheduler
Assign Textbooks to Students
Gradebook Tracker
Online Assignment Templates

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Profile
Class Summary
Attendance
Schedule
Add/Drops
Entry/Withdrawal
RTI Information
IHP
Emergency Contacts

Discipline
NCLB
Academic History
Graduation Requirements
Educational Milestones
Test Scores
Busing
Student Portfolio
Recommendations
Family Access History
Activities
Custom Forms
Family Access Display
Gradebook
Message Center
Calendar
Reports
Information Report
Multi-Class Progress Report
Progress Report Letter

How to Use This Guide

Accessing this Document

Click the main Teacher Guide link in SkyDoc.

Click the link for a specific area of the document.

Use the Help feature in the Skyward software to go directly to the section of the document related to the area you are in.

Navigation

From the main table of contents, click on the **Section Heading** to move to that area of the document.

Within each of the sections, click on the **Item Links** to drill down to the specific information you are looking for.

Conventions

The features and functionality described in this guide may vary depending upon your district/entity configuration.

** Next to a field name indicates that a value must be entered in that field in order to save the current screen.

Overview

What Is Gradebook?

Gradebook is an online tool that allows you to track and record educational information about students in your classes. You have the capability to maintain student grades and have the option to share them with parents and students through Family and Student Access. You may have different functionality in Gradebook than is shown in this guide depending on setup and security managed by your district.

What Gradebook Does

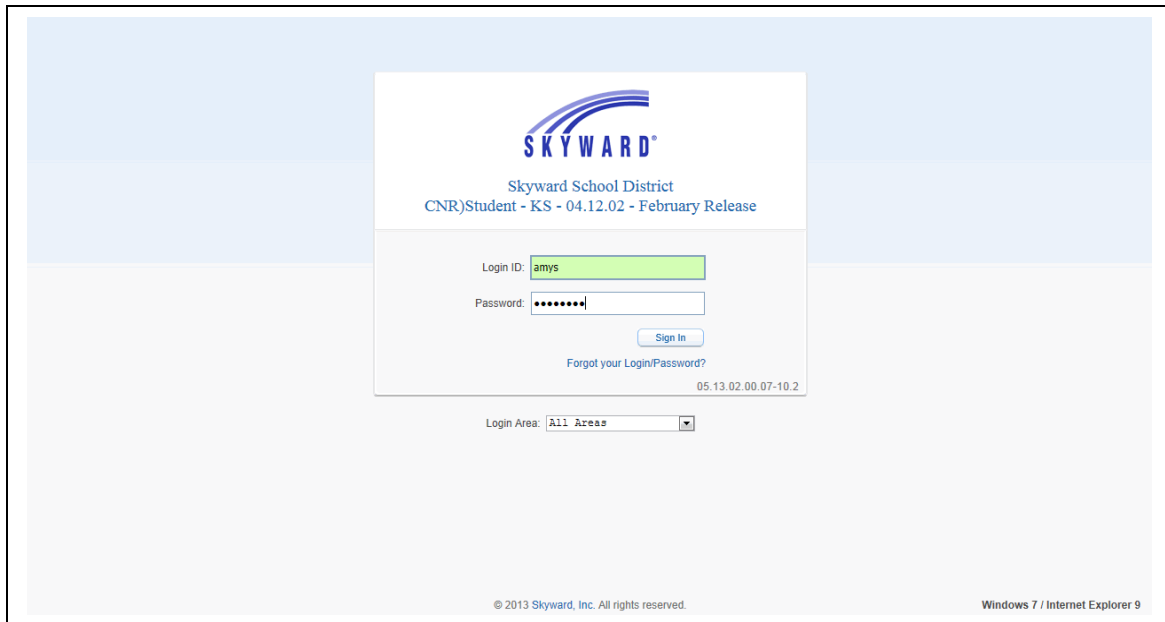
- Eliminates paperwork leaving more time for you to teach.
- Allows you to easily enter, maintain, review and communicate student grades and progress information.
- Allows you to create and score assignments for students using the Gradebook.
- Makes student information available to you automatically.
- Provides capability for you to view student information, such as attendance, family, emergency and general information, through the Gradebook.
- Enhances communication between you, administrators, parents and students.

How Gradebook Works

- Gradebook Setup is maintained at the district/entity level so the system is available and ready for you to use in the classroom.
- You are able to log in with a district-assigned username and password.
- Open My Gradebook, and select the class you wish to work with.
- You can take attendance, create and score assignments, post grades and run reports.

Login Screen

Forgot Login/Password Link



To get to the Skyward Login Screen, your district should be able to supply you with the URL (address) to access it through a web browser.

District Link: The text that displays below the Skyward logo may be a link to another website such as your district’s home page.

Login ID: You should enter the Login ID given to you by your district here. Your ID may be any combination of alphanumeric and special characters, and may include spaces. The Login ID is *not* case sensitive.

Password: If you were provided with a password with your Login ID, you should enter it here exactly as it was given to you. The password may use alphanumeric and special character values, and is also case sensitive. It is best to keep your password private. Upon logging in you may be prompted to change your password right away. Individual Districts will define any special requirements for minimum character settings within a password.

Forgot your Login/Password?: This can be used to reset your password or retrieve your login name if you forgot it. To use this option, you must know either your Login ID or the email address attached to your user account within Skyward. More detail will be explained about this option later in the guide.

Skyward Version Number: The series of numbers below the Forgot Password Link is used by Skyward Support to identify the version of the software your district is running.

Login Area: This area is used to select which part of the System you wish to log into. The options include: All Areas, Employee Access, Family/Student Access, or Secured Access. When selecting an area, you will only be able to see options that pertain to that area when logging in, with the exception of the All Areas option. Depending on the District Setup, you may be able to switch between the areas that you have access to. Your Gradebooks will be accessible from the All Areas or Secured Access areas.

Skyward, Inc.: The Skyward link at the bottom of the screen will take you to the Skyward.com home page.

Operating System/Browser Version: This area identifies the Operating System (i.e. Windows 7, Windows XP, OS X) and the Internet Browser (i.e. Internet Explorer, Safari, Chrome) with version number that you are using to access your district's Skyward Database. This can be helpful to Skyward Support that may be troubleshooting an issue with your software.

Sign In: Click this button after entering your Login and Password to access the system.

Using the Forgot Login/Password Link

SKYWARD®

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Type the two words:

meyword the

RECAPTCHA™ stop spam. read books.

Email or User Name: sample@skyawrd.com

Submit Back

Upon clicking the “Forgot Your Login/Password?” Link from the Login Screen, a screen similar to this will pop up.

CAPTCHA: This option is used to provide an extra level of security when requesting a Password Reset. You need to type the letters and/or numbers as they appear in the box.

Email or User Name: Type either your email address that is attached to your account in Skyward or your Login ID.

Submit: Clicking this button will trigger an email to be sent to the Email Address attached to the user’s account based on the email address or Login ID entered. There will be a link within that email that should be clicked to open a Reset Password Screen seen below.

Back: This button will cancel the Forgot Your Login/Password? request and take you back to the Login Screen.

Forgotten Login/Password Assistance

Please enter a new password.

Name:	ANDREASCR, MARILEE
Login:	amys
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Minimum Password Length:	<input type="text" value="2"/>
Number of Passwords Before Reuse:	<input type="text" value="0"/>

Name Used As: SECURITY USER
EMPLOYER
EMERGENCY CONTACT
FOOD SERVICE CUSTOMER
FOOD SERVICE PAYOR
STAFF

This screen will display once the link in the received email is clicked. If the Login ID was forgotten, you can see it next to the Login field.

New Password: Enter the new password to be used with your account. The password must be different than the current one, and also must follow the requirements specified in the Number of Special Characters Required (those are things like spaces and punctuation), Minimum Password Length, and Number of Passwords Before Reuse fields.

Confirm New Password: Re-enter your new password in this field. If this does not match the New Password field, you will be prompted of the fact.

Name Used As: This area indicates the parts of the system that the name connected to the Login ID are also used in. You may see Security User here, you may also see Staff, and perhaps Guardian among others.

Submit: Click this button to save your password change. You will then be taken back to the Login Screen where you can use your Login ID and Password you just confirmed.

Skyport Dashboard

Configuring Your Dashboard
 Additional Options Available on the Dashboard

Skyward School District
 Marilee AndreaScr Account Preferences Exit ?

Home Teacher Access Student Services Access Administrator Access Food Service EA+ Classic View

Educator Access Plus Home (1871) Favorites New Window My Print Queue

Student Name	Ent	Gen	Gr
AARONSONSCR, ELROY K	001	M	GD
AARONSONSCR, KRISTINA L	001	F	12
ADUSCR, SADIE	001	F	09
ADUSCR, Simon	001	M	11
AHRENTSCR, HUNG O	001	M	11
BELLONSCR, DENVER T	001	M	10
CANINOSCR, RANDAL T	001	M	11
CANTALOUPSCR, MERRY	001	F	10
KASERSCR, VETA E	001	F	12
KEETHSCR, MARYANNE L	001	F	12
KIESLINGSCR, MIGUEL M	001	M	12
KIMREYSCR, CASANDRA W	001	F	12
KLEINESCR, MARLON J	001	M	11
MACFARLANDSCR, SHAD K	001	M	12

Recent Messages
 Recent Messages (0) Unread Messages (0)
 No messages to display

Grade Distribution
 3RD 4TH 5TH SM2 FNL

Grade Mark Distribution
 Grade Period 3RD

Grade Mark	Number of Students
85	1
78	1
(no grade)	35

Click Chart To: Drill-down Export to Excel

Jump to Other Dashboards
 *Calendar
 Skyward User
 Teacher
 Reset Dashboards Select Widgets

Recent Assignments
 Group by Class Group by Date

Due Date: Today		
Name	Class	# Graded
test	2WRIT / 01	0

Due Date: 04/11/13		
Name	Class	# Graded
2 Reading	2LA / 01	3
2 Spelling	2LA / 01	3
2 Writing	2LA / 01	0

Due Date: 03/14/13

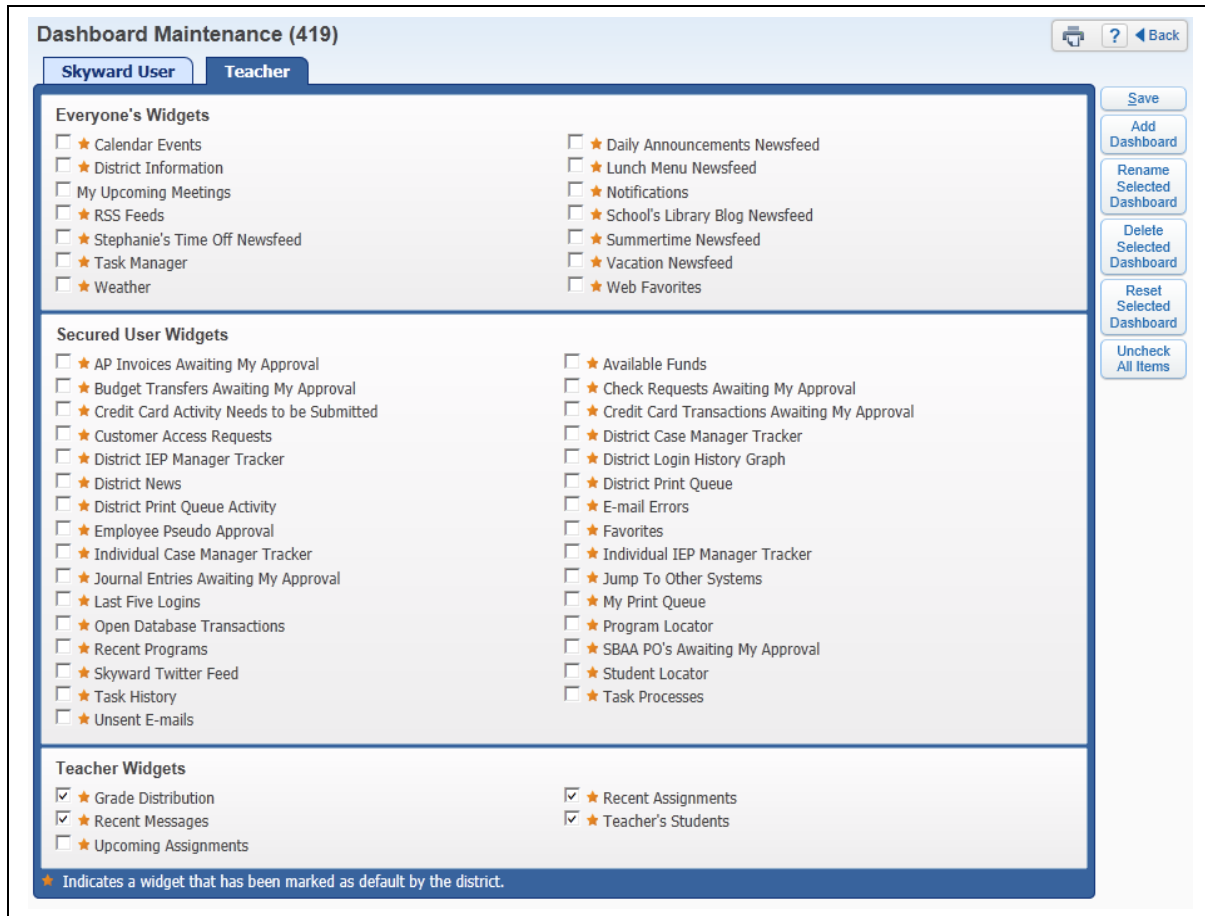
Educator Access Plus

Skyward TX School District
 Welcome to Educator Access Plus!

After you login to Skyward, this is always the first screen you will see. The SkyPort Dashboard allows you to navigate to the information you want to access for your students.

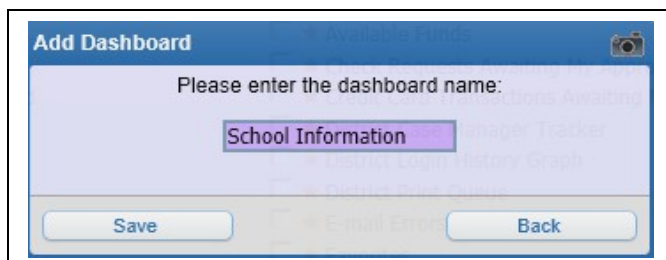
Configuring Your Dashboard

Select Widgets: Allows you to determine the information that displays on your Dashboard.



The Widgets you see listed will depend upon the district setup. You will select the widgets you would like to utilize and click on **Save**.

Add Dashboard: Allows you to create additional dashboard views.



You will need to enter the new dashboard name and click **Save**. After saving the dashboard name, you will then be able to select the widgets for your new dashboard.

Rename Selected Dashboard: Allows you to change the name of the dashboard.

Delete Selected Dashboard: Allows you to remove a dashboard.

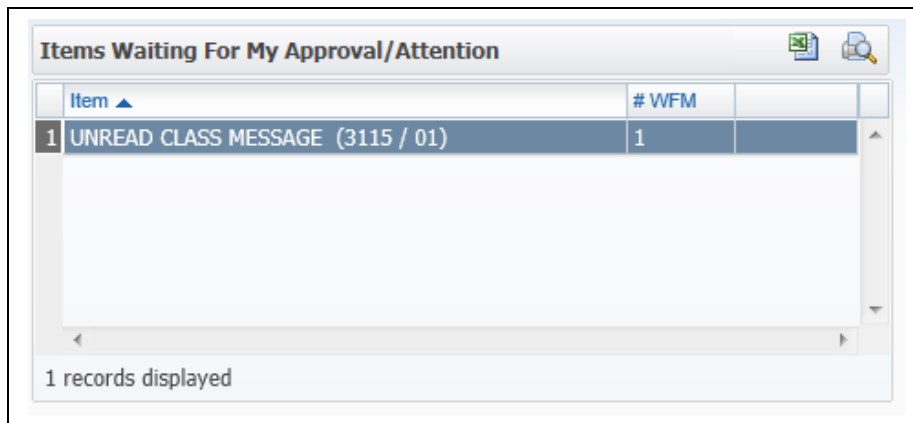
Reset Selected Dashboard: Allows you to reset the dashboard to the original defaulted widgets selected by the district.

Uncheck All Items: Deselects all of the widgets currently selected.

Additional Options Available on the Dashboard

Yellow Circle with ! (Alerts)

The Alert displays when a parent creates or responds to a Message Center message.



After clicking on the Yellow Circle Alert icon, you can click on the **Unread Class Message (3115/01)**.



It will then take you the **Class Message** screen where you can read the message.

New Window

Allows you operate multiple windows. When you click on the **New Window**, another window will open and allow you to navigate to a different area of the software.

My Print Queue

Any process (report or utility) that you generate will run through your Print Queue. You can access the Print Queue from any screen as the button will always display in the upper right corner. Depending on the screen, the button may say 'My Print Queue,' but it could also just be the small printer icon as well. From this screen you can reopen the reports you previously ran, or review the status of a process run earlier. There is a district setting that controls how many days a report will remain available in your Print Queue, the number of days displays in the bottom left corner.

My Print Queue (228)

Print Queue for Marilee Andreascr

	Date	Time	Report Description	Class	Wait List #	Status
1	05/12/2013 Sun	7:14 PM	Print Screen - My Conference Scheduler - 1			Completed
2	05/12/2013 Sun	3:30 PM	Day Summary - Daily Attendance			Completed
3	05/12/2013 Sun	9:45 AM	Roster of Special Programs - test			Completed
4	05/11/2013 Sat	10:49 PM	Email activity message			Completed
5	05/11/2013 Sat	10:46 PM	Email activity message			Completed
6	05/11/2013 Sat	10:23 PM	Activities Message Center Wall Posts			Completed
7	05/11/2013 Sat	10:19 PM	Activities Message Center Wall Posts			Completed
8	05/11/2013 Sat	3:30 PM	Day Summary - Daily Attendance			Completed
9	05/11/2013 Sat	11:51 AM	Homeroom Report Card Summary			Completed
10	05/11/2013 Sat	10:48 AM	Homeroom Progress Report			Completed
11	05/10/2013 Fri	3:30 PM	Day Summary - Daily Attendance			Completed
12	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
13	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
14	05/09/2013 Thu	8:43 PM	Open Imported Lesson Plan			Completed

25 records displayed

Records above are automatically deleted after 3 days.

Account

This option in the upper right corner can be selected to view the details of the account you are logged in as. You can view the login history of the account, change the account password from here (along with maintaining a separate Family Access Password if you are guardian as well), and maintain Browse Filters that take a long time to load.

Account Information (52)

Account Information

Name:

User Name:

Password Last Changed:

School Email:

Email:

Phone:

Address:

Family Access Wall Profile Picture

Use Default icon

Use Staff picture

Select a custom picture

[Save](#)

[Change Password](#)

[Login History](#)




[Browse Filters](#)

[Complete your Skyward Training Evaluation](#)

Preferences

This button can be selected in the upper right hand corner and will allow you to setup options associated with your account. Changes here will not affect other users. Some of the things that can be done are changing your theme color from something other than Skyward Blue, turn on the ability to use the Check Spelling button and setup Accessibility Options to make the software easier to navigate.






User Preferences (33)






Miscellaneous Options

Theme Color:

<input checked="" type="radio"/> Blue	<input type="radio"/> Red	<input type="radio"/> Pink
<input type="radio"/> Green	<input type="radio"/> Purple	<input type="radio"/> Black






- Display **Check Spelling Button**
- Display **Open/Save Dialog** Before Displaying Reports
- Dim Background When Displaying Alerts
- Maximize Large Windows 
- Automatically Display Popup Browse Details On Mouseover
- Display Navigation Menu Paths 
- Disable Interface Animations 
- Display Browse Row Numbers 
- Enable Favorites Heads Up Display 
- Display Data Mining Favorites in General Favorites Menu


Favorites Shortcut Key: 






Spreadsheet Format:

Maximum EEL Results: (0 = Use District Setting)

Accessibility Options

- Show Icon Text 
- Use Larger Font Sizes 
- Use High Contrast Color Theme 
- Optimize for Screen Readers 
- Use Enhanced Keyboard Navigation 
- Display Tooltip for Element with Focus

Window Titles 

 Entity
 Description
 Path
 Menu ID
 Release

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

Exit

You need to use this button when logging out of Skyward. It is best to use the navigation buttons (including the Sign Out) within the software to close windows instead of using the browser's close button (i.e. the red X). This ensures that nothing on the current screen was setup/entered incorrectly or is missing if it was required.

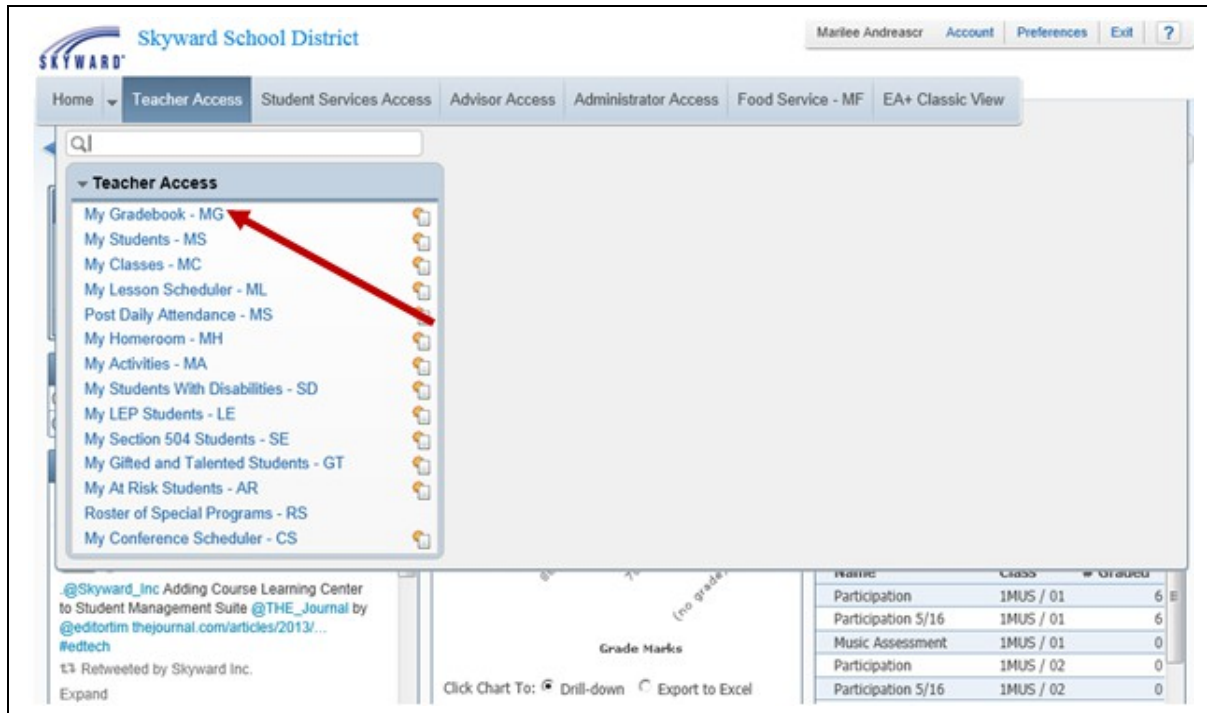
Help (?)

You can use the Help icon (the "?" symbol) in the upper right corner to access Customer Access and SkyDoc. Customer Access, depending on how your district is setup could allow you to create a help ticket if something is not working as expected in the software. SkyDoc can be accessed to find Skyward's online documentation.



Gradebook Selection Screen

- Current/Prior Year tab
- Reports for All Classes
- Posting Status
- Show All Classes
- Combined Gradebooks (Beta Option)



After logging into Skyward, you should see a screen similar to the one above. This is the Educator Access Dashboard. To see your list of available Gradebooks, click **Teacher Access** and the select **My Gradebook**.

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Secondary Gradebook		
1 - 6	0	MTWRF	2READ / 01	2 Reading	Secondary Gradebook		
1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Secondary Gradebook		
1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Secondary Gradebook		
1 - 6	1	MTWRF	Band I / 01	Band I	Secondary Gradebook		
1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook		
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
1 - 6	4	MTWRF	1MUS / 01	1 Music	Standards Gradebook		
1 - 6	5	MTWRF	1MUS / 02	1 Music	Standards Gradebook		

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

Combined Gradebooks

001 Entity (001) Grades 9 to 12

Combined Gradebook: **Wind Ensemble / 01** [Combined Gradebook](#)

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Individual Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Individual Gradebook

Combine Multiple Classes into a Gradebook - Entity 001 Separate Classes from Combined Gradebook - Entity 001

My Gradebook: From this screen, you can access all of your current classes' Gradebooks, along with those from using the Gradebook software in prior years. Classes will be grouped together based on the entity in which they are taught, so if you teach in multiple entities, your classes will be split into groups.

Current Year Classes: From this tab, you can see all Gradebooks for the courses you teach for the current school year.

Reports for All Classes: Under this button, you can access reports that can pull details from multiple classes at a time. The details of the reports will be covered in a later section of this guide.

Posting Status: Under this button, you can quickly verify which grades have been (or will be) sent to the office. You can also request grade changes for closed grading periods. The details of these options will be covered later in this guide.

Only Show Current Classes: You can use this link to hide classes that are not currently meeting (for example, hiding first semester courses while you are in the second semester). This can help keep the screen cleaner and make it easier to find the class you are looking for.

Column Headings: All of the column headings above the list of Gradebooks can be used to sort the records based on that field. By default, all Gradebooks are listed in order of the Period they are taught. You could click the Subject heading to group all the courses together based on the subject codes attached.

Secondary Gradebook: This field may be titled "Gradebook" depending on how your district chose to set up Educator Access+. These links take you into your Gradebook to maintain the data.

Prior Years Classes

My Gradebook									My Print Queue	Back
Current Year Classes				Prior Years Classes						
102 Entity (102) Grades KG to 06										
Year	Dept	Subject	Terms	Period	Days Meet	Class	Description			
2006	04	04	1 - 6	1	MTWRF	2SCI / 51	SCIENCE 2	View Secondary Gradebook		
2006	01	01	1 - 6	2	MTWRF	2LANG / 52	LANGUAGE ART 2	View Secondary Gradebook		
2006	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook		
2006	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook		
2007	01	01	1 - 6	1	MTWRF	2LANG / 51	LANGUAGE ART 2	View Secondary Gradebook		
2007	01	01	1 - 6	1	MTWRF	2READ / 15	2READING	View Secondary Gradebook		
2007	04	04	1 - 6	2	MTWRF	2SCI / 52	SCIENCE 2	View Secondary Gradebook		
2007	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook		
2007	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook		
2008	01	01	1 - 6	1	MTWRF	2LANG / 51	LANGUAGE ART 2	View Standards Gradebook		
2008	01	01	1 - 6	1	MTWRF	2READ / 15	2READING	View Secondary Gradebook		
2008	04	04	1 - 6	2	MTWRF	2SCI / 52	SCIENCE 2	View Secondary Gradebook		
2008	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook		
2008	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook		

From this tab, you can see any Gradebooks from past school years. Any Gradebooks identified with your user account that were set up and used in previous years will display here. You can click the **View Secondary Gradebook** link to get a standard view of the Gradebook at the end of that school year, but you will have no editing capabilities.

Main Screen																	My Print Queue	Back
Assignments		Categories	Grade Marks	Reports	Display Options	Historical Class from school year 2006												
		Term Grade	FNL	SM2	6TH	food s W40-M 05/22	my sto W39-W 05/17	hurric W38-W 05/10	PR6	weathe W37-Th 05/04	enter W36-M 04/24	readin W35-W 04/19	weathe W35-M 04/17	5TH	tornad W34-Th 04/13	weat W33-M 04/06		
		1ST																
1	ALLGE FREDE	82 82.33%	71	63	50	0	95	50	41	0	63	0	100	75	75			
2	COBIA CLAYT	94 93.56%	94	94	97	100	95	100	96	95	88	100	100	90	90			
3	EGGLE INDIA		90	89	89	100	95	100	82	95	50	100	83	90	90			
4	FURBE ESTEL		89	89		**	**	**	**	**	**	**	**	**	**	**		
5	GITLI ENOCH	94 94.00%	90			**	**	**	**	**	**	**	**	**	**	**		

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

Combine Multiple Gradebooks

Using the option to combine multiple Gradebooks gives you the capability to maintain assignments and scoring options for multiples classes all within one screen. To be able to combine the Gradebooks, they must all have the same Control Set. This could be helpful for a teacher who has, for example, both male and female Physical Education sections during the same semester, or a teacher who teaches multiple sections of the same course during the same time frame of the school year.

Entity (001) Grades 9 to 12

Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

My Gradebook My Print Queue Back

Current Year Classes Prior Years Classes

Reports for All Classes Posting Status

Dept	Subject	Terms	Period	Days Meet	Class	Description	
1 - 6	0	MTWRF	2LA / 01	2	Lang Arts	Secondary Gradebook	
1 - 6	0	MTWRF	2READ / 01	2	Reading	Secondary Gradebook	
1 - 6	0	MTWRF	2SPEL / 01	2	Spelling	Secondary Gradebook	
1 - 6	0	MTWRF	2WRIT / 01	2	Writing	Secondary Gradebook	
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Secondary Gradebook
1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Secondary Gradebook		
1 - 6	1	MTWRF	Band I / 01	Band I	Secondary Gradebook		
1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook		
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
1 - 6	4	MTWRF	1MUS / 01	1	Music	Standards Gradebook	
1 - 6	5	MTWRF	1MUS / 02	1	Music	Standards Gradebook	

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

Combine Multiple Classes into a Gradebook - Entity 001

To set up the Combined Gradebook, you should click the **Combine Multiple Classes into a Gradebook - Entity ###** button at the bottom of the Gradebook Selection Screen.

Combine Entity 001 Classes (315)

This feature will allow multiple classes to be graded from one Gradebook.

1. First select a Master Class
2. Select other classes to combine into a Gradebook

NOTE: Classes must have the same Course Length, and Control Set.
If a class is currently a Master Class then it cannot be combined into another Master Class.

Select Classes to Combine into a Gradebook

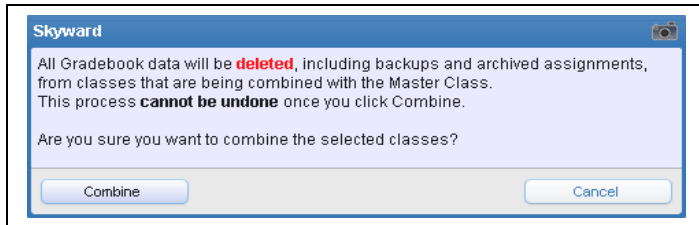
Master Class	Combine Class	Period	Class	Description	Entity	Course Length	Control Set	Department	Subject	Curriculum
<input type="checkbox"/>	<input type="checkbox"/>	0	2READ / 01	2 Reading	001	YEAR	YEAR			
<input type="checkbox"/>	<input type="checkbox"/>	0	2SPEL / 01	2 Spelling	001	YEAR	YEAR			
<input type="checkbox"/>	<input type="checkbox"/>	0	2WRIT / 01	2 Writing	001	YEAR	YEAR			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	3116 / 01	Wind Ensemble 2	001	YEAR	YEAR	10	10	3116 - Wind Ensemble 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	3115 / 01	Wind Ensemble	001	YEAR	YEAR			3115 - Wind Ensemble
<input type="checkbox"/>	<input type="checkbox"/>	1	Band I / 01	Band I	001	YEAR	YEAR			BAND I - Band I

This screen displays and explains what needs to be configured in the same way to be able to combine multiple Gradebooks. There are some options that can be defined by the District as required to match to allow them to be combined. These include Department codes, Subject codes, and Curriculum Codes. In this example, the district has indicated the course Curriculum records must match.

****Master Class:** One class must be selected as the Master Class. This is the class that will determine the categories, weighting and grade marks available, and this class will retain any existing assignments/grades once combined.

****Combine Class:** These are the other classes that will be combined with the Master Class. All existing data in these gradebooks will be removed. More than one course can be selected as a Combine Class.

Click the **Combine Classes** button.



A prompt appears reminding you that continuing will delete all data connected to the Combine Classes, and that this cannot be undone. Information that could be lost includes backups and archived assignments. Click **Combine** to combine the Gradebooks. **Cancel** will void the request to combine the Gradebooks.

Entity (001) Grades 9 to 12

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

My Gradebook

Current Year Classes | Prior Years Classes

Reports for All Classes | Posting Status

Dept	Subject	Terms	Period	Days Meet	Class	Description	
1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Secondary Gradebook		
1 - 6	0	MTWRF	2READ / 01	2 Reading	Secondary Gradebook		
1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Secondary Gradebook		
1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Secondary Gradebook		
1 - 6	1	MTWRF	Band I / 01	Band I	Secondary Gradebook		
1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook		
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
1 - 6	4	MTWRF	1MUS / 01	1 Music	Standards Gradebook		
1 - 6	5	MTWRF	1MUS / 02	1 Music	Standards Gradebook		

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

Combined Gradebooks

001 Entity (001) Grades 9 to 12

Combined Gradebook: **Wind Ensemble 2 / 01** [Combined Gradebook](#)

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Individual Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Individual Gradebook

Combine Multiple Classes into a Gradebook - Entity 001 | Separate Classes from Combined Gradebook - Entity 001

The Gradebook Selection Screen will look slightly different after loading the Combined Gradebooks. All Combined Gradebooks will be listed under their own tab near the bottom of the page.

Combined Gradebook: You can click this link to view the combined version of the Gradebook. Assignments can be entered for the classes that were combined.

Individual Gradebook: This link can be used to view the individual gradebook for one of the classes that is included in the Combined Gradebook.

	Term Grade	FNL	SM2	EX2	6TH	PR6	5TH	PR5	4TH	4TH Report Card	PR4	SM1	EX1	3RD	3RD Report Card
1	AARON ELROY NEW			*									*		
2	AARON KRYST NEW			*						*100			*		
3	AHREN HUNG NEW			*						*100			*		
4	BELLO DENVE NEW			*						*100			*		
5	CANIN RANDA NEW			*						*100			*		
6	CANTA MERRY NEW			*						*100			*		
7	SANDM DACIA NEW			*						*100			*		
8	SECKM DERRI NEW			*						*100			*		

This is a view of the Combined Gradebook. Notice the buttons across the top of the Gradebook are not the same as when viewing a regular Secondary Gradebook. Tasks like Grade Posting and Attendance entry cannot be done from the Combined Gradebook.

	Term Grade	FNL	SM2	EX2	6TH	PR6	5TH	PR5	4TH	4TH Report Card	PR4	SM1	EX1	3RD	3RD Report Card
1	AARON KRYST NEW			*						*100			*		
2	AHREN HUNG NEW			*						*100			*		
3	BELLO DENVE NEW			*						*100			*		
4	CANIN RANDA NEW			*						*100			*		
5	CANTA MERRY NEW			*						*100			*		

This is a view of one of the Individual Gradebooks for a class within a Combined Gradebook. Notice that there are buttons to access Posting where you can enter Comments, post grades manually, and post Attendance.

My Gradebook

Current Year Classes | **Prior Years Classes**

Reports for All Classes | Posting Status

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Secondary Gradebook
		1 - 6	0	MTWRF	2READ / 01	2 Reading	Secondary Gradebook
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Secondary Gradebook
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Secondary Gradebook
		1 - 6	1	MTWRF	Band I / 01	Band I	Secondary Gradebook
		1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
		1 - 6	4	MTWRF	1MUS / 01	1 Music	Standards Gradebook
		1 - 6	5	MTWRF	1MUS / 02	1 Music	Standards Gradebook

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

Combined Gradebooks

001 Entity (001) Grades 9 to 12

Combined Gradebook: **Wind Ensemble 2 / 01** [Combined Gradebook](#)

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Individual Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Individual Gradebook

Combine Multiple Classes into a Gradebook - Entity 001 | Separate Classes from Combined Gradebook - Entity 001

Separate Classes from Combined Gradebook – Entity ###: You can use this button to break apart all courses or just select ones within the Combined Gradebook.

Separate Entity 001 Classes (232)

Separate Classes from Master Class: **3116/01 - Wind Ensemble 2** [Separate Classes](#)

Period	Class	Description	Entity	Course Length	Control Set	Department	Subject	Curriculum
<input type="checkbox"/>	1	3115 / 01	Wind Ensemble	001	YEAR	YEAR		3115 - Wind Ensemble

After you click the **Separate Classes from Combined Gradebook – Entity ###** button, this screen appears. You can select which of the combined classes you want to remove from the Combined Gradebook set. Since this example had only two classes in the Combined Gradebook, we can select only the one combined class on this screen.

After you have selected the classes you wish to remove from the Combined Gradebook, click the **Separate Classes** button.

Skyward

All student Gradebook information, from the selected classes, will be **deleted** including backups. This process **cannot be undone** once you click Separate Classes.

Are you sure you want to separate the selected classes from the Combined Gradebook?

[Separate Classes](#) [Cancel](#)

A prompt appears reminding you that doing this will delete all data connected to the classes you selected, and that this cannot be undone. Information that could be lost includes backups and archived assignments.

Click **Separate Classes** to make the changes. **Cancel** voids the request to separate the Gradebooks.

Entity (001) Grades 9 to 12

Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

My Gradebook My Print Queue Back

Current Year Classes Prior Years Classes

Reports for All Classes Posting Status

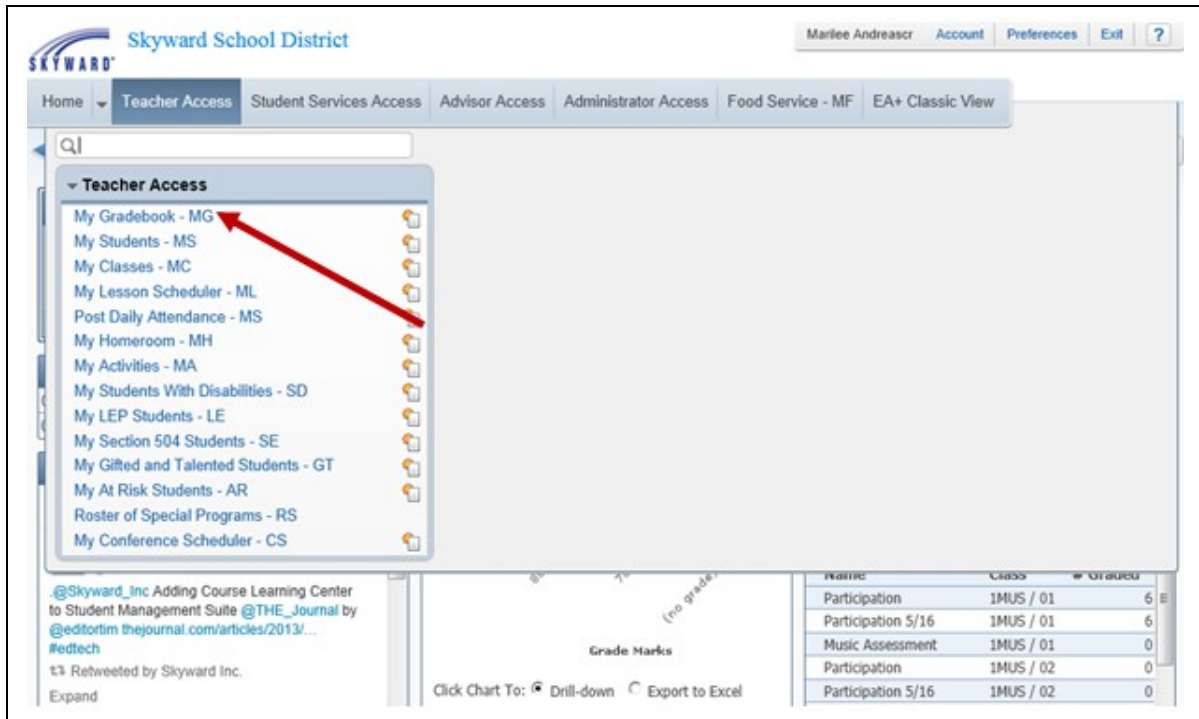
001 Entity (001) Grades 9 to 12						
Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts Secondary Gradebook
		1 - 6	0	MTWRF	2READ / 01	2 Reading Secondary Gradebook
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling Secondary Gradebook
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing Secondary Gradebook
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2 Secondary Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble Secondary Gradebook
		1 - 6	1	MTWRF	Band I / 01	Band I Secondary Gradebook
		1 - 6	2	MTWRF	TREND / 01	Trend Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3 Standards Gradebook
		1 - 6	4	MTWRF	1MUS / 01	1 Music Standards Gradebook
		1 - 6	5	MTWRF	1MUS / 02	1 Music Standards Gradebook
002 Entity (002) Grades 7 to 12						
Dept	Subject	Terms	Period	Days Meet	Class	Description
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I Secondary Gradebook

Combine Multiple Classes into a Gradebook - Entity 001

Once all Combined Gradebooks have been separated, the Gradebook Selection screen displays all Gradebooks in the standard way before they were set up as combined.

Gradebook Main Screen

- Class Information link
- Print Queue
- Account
- Preferences
- Sign Out
- Question Mark (SkyDoc)



After logging into Skyward, you should see a screen similar to the one above. This is the Educator Access Plus Home page. To go to your list of available Gradebooks, click the My Gradebook link.

SECONDARY GRADEBOOK – TEACHER GUIDE

The screenshot shows the Skyward system interface for Entity (001) Grades 9 to 12. The user is logged in as Marlee Andreascr. The interface includes a navigation menu with options like Home, Teacher Access, Student Services Access, Advisor Access, Administrator Access, Food Service - MF, and EA+ Classic View. The main section is titled 'My Gradebook' and has tabs for 'Current Year Classes' and 'Prior Years Classes'. Below these are dropdown menus for 'Reports for All Classes' and 'Posting Status'. The main content area displays a table of classes with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. Each class entry has a link to its gradebook, either 'Secondary Gradebook' or 'Standards Gradebook'. A red arrow points to the 'Standards Gradebook' link for the 'Trend' class (Class 3117 / 01).

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook Link
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Secondary Gradebook
		1 - 6	0	MTWRF	2READ / 01	2 Reading	Secondary Gradebook
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Secondary Gradebook
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Secondary Gradebook
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Secondary Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Secondary Gradebook
		1 - 6	1	MTWRF	Band I / 01	Band I	Secondary Gradebook
		1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
		1 - 6	4	MTWRF	1MUS / 01	1 Music	Standards Gradebook
		1 - 6	5	MTWRF	1MUS / 02	1 Music	Standards Gradebook
002 Entity (002) Grades 7 to 12							
Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook Link
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

[Combine Multiple Classes into a Gradebook - Entity 001](#)

This screen lists all the Gradebooks available to you. Click the **Secondary Gradebook** or **Gradebook** link next to a class to open the actual Gradebook for the class.

Students	Term Grade	FNL	SM2	EX2	6TH	Distri W38-E 05/10	Distri W38-E 05/10	Music W38-E 05/10	Worksh W38-E 05/10	Compos W38-Th 05/09	PR6	Online W38-W 05/08	Chapt W38-1 05/08
1 AARON KRYST NEW	B 3.50	B	B	*	A	2	2	100	100	100	A	2	100
2 ADUSC SADIE NEW	B 3.00	B	B	*	B	2	2	100	100	100	B	1	100
3 ADUSC Simon NEW	B 3.25	B	B	*	B	2	2	100	100	100	B	1	100
4 DAWSS FELIC				*									
5 DELPO CLINT				*									

This screen is the Gradebook Main screen. From here, you can see the students in the class, and the assignments and grades. You can maintain the assignments and grades as well. You can also set up the Gradebook, run reports, and enter attendance for the day. The details of all these tasks will be covered in other sections of this guide.

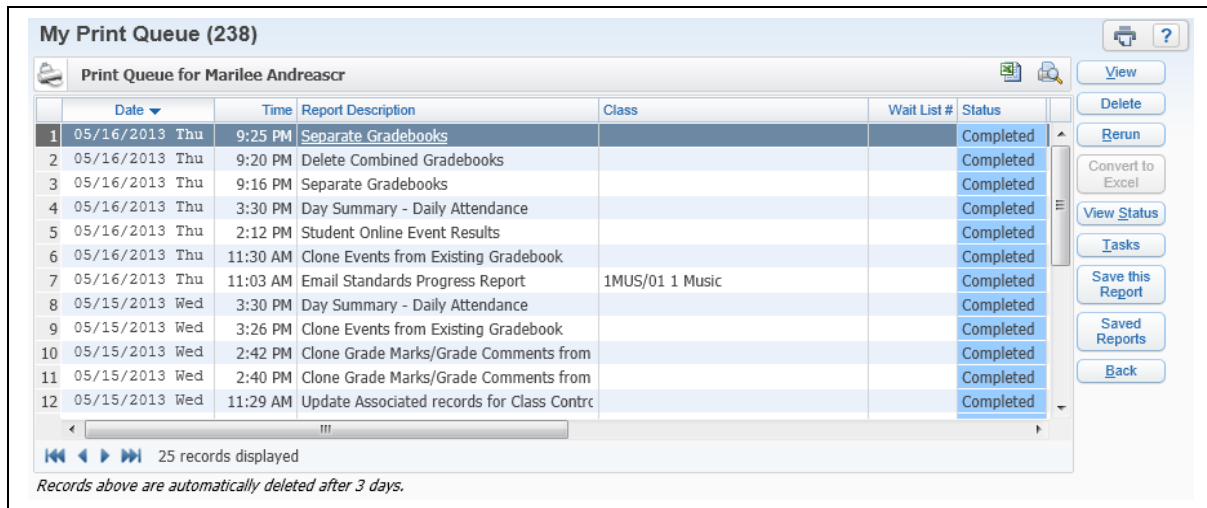
Class Information link: The Class Information link appears under the Entity at the top left corner of the screen. In the example above, this is where you see **1001/01 Prd:1 Algebra I**. Clicking this link pulls up a screen that shows details of how the course, class/section, and meeting pattern are set up. See the example below.

Teacher:	Marilee Andreascr	Email:	m.andreascr@skyward.k12.wi.us
Entity:	001 Entity (001) Grades 9 to 12		
Department:			
Subject:			
Schedule Terms:	1 - 6 09/01/2012 - 05/29/2013		
Days Meet:	MTWRF		
Period:	1	Time:	12:01am-12:02am
Curriculum:	BAND I Band I	Elective/Required:	Required
Course Status:	Active	Class Status:	Active
Grade Set:	YEAR	Credits:	1.000
Category:	Regular	Fees:	0.00
Room:		Lunch Code:	
Course Length:	Y=YEAR	Control Set:	YR=YEAR
Control Set Dates:	08/20/2012 - 05/29/2013		
Keep Attendance:	Yes	Keep Grades:	Yes
Attendance Method:	Mixed	Grade Method:	Mixed
Calendar:	001=Calendar (001)	Period Meet:	Yes
Calendar Day:	05/16/2013 Found Count: 1		

Tabs: You can use the Tabs across the top of the list to access other functions within the Gradebook. The use of these tabs will be covered in detail in later sections of this guide.

My Print Queue: Any process (a report or a utility) that you initiate will run through your Print Queue. You can access the Print Queue from any screen as the button will always display in the upper right corner. Depending on the screen, the button may read “My Print Queue,” but you may see just the small printer icon instead.

From the Print Queue screen, you can reopen reports you ran previously or review the status of a process you ran earlier. There is a district setting that controls how many days a report will remain available in your Print Queue; the number of days display in the bottom left corner.



My Print Queue (238)

Print Queue for Marilee Andreascr

	Date	Time	Report Description	Class	Wait List #	Status
1	05/16/2013 Thu	9:25 PM	Separate Gradebooks			Completed
2	05/16/2013 Thu	9:20 PM	Delete Combined Gradebooks			Completed
3	05/16/2013 Thu	9:16 PM	Separate Gradebooks			Completed
4	05/16/2013 Thu	3:30 PM	Day Summary - Daily Attendance			Completed
5	05/16/2013 Thu	2:12 PM	Student Online Event Results			Completed
6	05/16/2013 Thu	11:30 AM	Clone Events from Existing Gradebook			Completed
7	05/16/2013 Thu	11:03 AM	Email Standards Progress Report	1MUS/01 1 Music		Completed
8	05/15/2013 Wed	3:30 PM	Day Summary - Daily Attendance			Completed
9	05/15/2013 Wed	3:26 PM	Clone Events from Existing Gradebook			Completed
10	05/15/2013 Wed	2:42 PM	Clone Grade Marks/Grade Comments from			Completed
11	05/15/2013 Wed	2:40 PM	Clone Grade Marks/Grade Comments from			Completed
12	05/15/2013 Wed	11:29 AM	Update Associated records for Class Contr			Completed

25 records displayed

Records above are automatically deleted after 3 days.

Account Information: The Account button in the upper right corner can be selected to view details about the account you used to log in. You can review the login history for the account, change the account password, (and maintain a separate Family Access Password if you are a guardian as well), and maintain Browse Filters that take a long time to load.

Account Information (42) [Print] [?] [Back]

Account Information

Name:

User Name:

Password Last Changed:

School Email:

Email:

Phone:

Address:

Family Access Wall Profile Picture

Use Default icon

Use Staff picture

Select a custom picture

[Save]

[Change Password]

[Login History]

[Browse Filters]

[Complete your Skyward Training Evaluation](#)

User Preferences: Select this button in the upper right-hand corner to set up options associated with your account. Changes made here will not affect other users. Some of the changes you can make are: changing your theme color to something other than Skyward Blue, turning on the capability to use the Check Spelling button, and setting up Accessibility Options to make the software easier to navigate.

User Preferences (34)

Print ? Back

Save
Reset

Miscellaneous Options

Theme Color:

Blue Red Pink
 Green Purple Black

Display **Check Spelling Button**
 Display **Open/Save Dialog** Before Displaying Reports
 Dim Background When Displaying Alerts
 Maximize Large Windows ?
 Automatically Display Popup Browse Details On Mouseover
 Display Navigation Menu Paths ?
 Disable Interface Animations ?
 Display Browse Row Numbers ?
 Enable Favorites Heads Up Display ?
 Display Data Mining Favorites in General Favorites Menu

Favorites Shortcut Key: Alt Key + (1-9) ?
 Spreadsheet Format: Microsoft Office 2002+
 Maximum EEL Results: 0 (0 = Use District Setting)

Accessibility Options

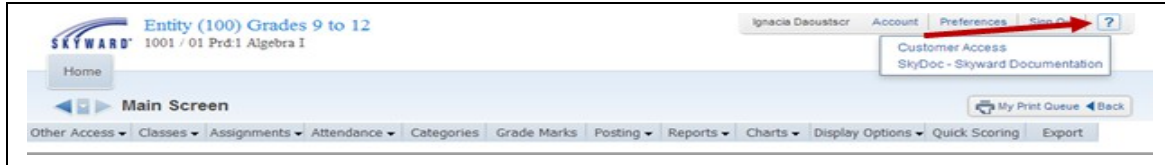
Show Icon Text ?
 Use Larger Font Sizes ?
 Use High Contrast Color Theme ?
 Optimize for Screen Readers ?
 Use Enhanced Keyboard Navigation ?
 Display Tooltip for Element with Focus

Window Titles ?

Entity
Description
Path
Menu ID
Release

Sign Out: Use this button when you want to log out of Skyward. It is best to use the navigation buttons (including Sign Out) within the software to close windows instead of using your browser’s close button (for example, the red X). This ensures that nothing on the current screen was set up/entered incorrectly or that required information is missing.

Help (?): You can use the Help icon (the “ ? ” symbol) in the upper right corner to go to Customer Access and SkyDoc. Customer Access, depending on how your district is set up, could allow you to create a help ticket if something is not working as expected in the software. Selecting SkyDoc goes to Skyward’s online documentation for the software.



Classes Tab

You can use the Classes tab if you have multiple classes and want to quickly move from one class Gradebook to another. You can identify the Gradebook you are in by looking at the top of the screen.

Change to another class by clicking on it.

When you change classes, the Class Information at the top of the screen changes to reflect the Gradebook you opened. The Classes tab is a time saving tool so you don't have to go back and forth to the Gradebook Selection screen.

Categories Tab

- Change Score Method
- Add/Edit Categories
- Use These Categories For My Other Classes

Students	Term Grade	Final	Worksh	Compos	PR6	Online	Chapte	Chapte	Quiz 1	5TH	PR5	PR5	2
	05/10	05/10	05/09	Options	W38-W	05/08	05/08	05/08	05/08	Options	Options	Report Card	W29-M
	DWK	CV	DWK		Q/OL	6/7/T	6/7/T	6/7/T	6/7/T				HWK
	100	100	100		2	100	100	100	100				100
	0.00	0.00	0.00		1.33	90.00	80.00	98.00	98.00				81.67
1 AARON KRYST NEW	B 3.50			A	2	93				B	3.00		
2 ADUSC SADIE NEW	B 3.00			B	1	88	80	98		B	3.00*	*C	
3 ADUSC Simon NEW	B 3.25			B	1	91				B	3.50		
4 DAWSS FELIC	A 4.00			A		96							
5 DELPO CLINT	B 3.00			B		87							

The Categories tab is used as a reference to view the categories that are set up for the class. The Categories and, possibly, their weights are set up by the system administrator. If the district allows you to update the Categories for the class, you will be able to indicate the Categories you want to use and assign percentages to them.

Categories are a way of grouping related assignments (for example, Quiz, Homework, Test, and so on). Since Categories are color coded, it is easy to identify assignments on the Gradebook Main screen. Additionally, if desired, Gradebook assignments can be sorted by Category so that similar assignment types will be grouped together. Reports can be run to show student performance by Category to assist in identifying areas of strength and weakness. Categories also allow you to assign weighted values if you wish to dedicate a portion of the final grade to specific types of tasks. Categories are used during the addition of new assignments, in the Gradebook display, and in reports.

Functionality described here may vary in availability depending upon your district/entity configuration.

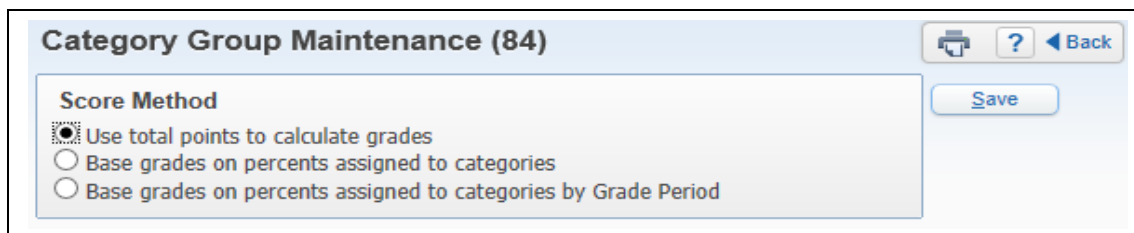
** Denotes Required Field to save screen.



You see the Category Maintenance screen when you click the **Categories** tab. This is where you can change the score method, add/edit categories, and use these categories for other classes.

Change Score Method

Click the **Change Score Method** button to change the Score Method for the Category group. You will be able to determine how categories will be used in scoring.



Use total points to calculate grades: If using total points, the Gradebook will not calculate grades using Categories. In other words, it will treat all points earned for assignments equally. A point in the Category of Homework will have the same value as a point in the Categories of Test, Quiz, Lab, and so on. Using this method, student grades are calculated based on the points only.

Base grades on percents assigned to categories: If you chose to use “Base grades on percents assigned to categories,” you will need to assign percent weights to the chosen categories. When calculating an overall grade, Gradebook scoring will use the total points earned within each category multiplied by the percentage assigned to that category. It is important to note that once weighting has been assigned, and the first grading period has ended, you will not be able to deviate from the originally assigned weighting structure. It will be in place for the duration of the course.

Base grades on percents assigned to categories by Grade Period: If this option is enabled by the district, and you choose to use it, this works exactly like the previous option, but it will allow you to change your assigned weighting for future Grading Periods.

Add/Edit Categories

This button allows you to set up the Categories to be used and update the percentages attached to them if you are not using total points to calculate your grades. The screen will vary depending on your Score Method.

Please be aware that if you have a category selected, but do not use it during a grading period, the percentages will redistribute between the other selected Categories that were used. For example, if you have five Categories selected with 20% weighting for each, but only use four in a grading period, those four will be weighted at 25% each. You can run the Progress Detail report to see the redistributed percentages if any Categories were unused.

Category Group Maintenance (353)

Category		Category Description	Include
6T/T		6WKS TEST/TEST	<input checked="" type="checkbox"/>
6WT		6 WEEK TEST	<input checked="" type="checkbox"/>
ASGN		Assignments	<input type="checkbox"/>
BT		BOOK TESTS	<input checked="" type="checkbox"/>
CW		CLASS WORK	<input checked="" type="checkbox"/>
DQ		QUIZZES - Daily	<input checked="" type="checkbox"/>
DWK		DAILY WORK	<input checked="" type="checkbox"/>

Use total points to calculate grades: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook. There is no other setup needed.

Category Group Maintenance (353)

Total Percent Allocated

Current Percent Allocated: 0.00 Modified Percent Allocated: 125.00

Category		Category Description	Current Percent	Include	Modified Percent
6T/T		6WKS TEST/TEST	0.00	<input checked="" type="checkbox"/>	25.00
6WT		6 WEEK TEST	0.00	<input type="checkbox"/>	0.00
ASGN		Assignments	0.00	<input type="checkbox"/>	0.00
BT		BOOK TESTS	0.00	<input type="checkbox"/>	0.00
CW		CLASS WORK	0.00	<input checked="" type="checkbox"/>	25.00
DQ		QUIZZES - Daily	0.00	<input type="checkbox"/>	0.00
DWK		DAILY WORK	0.00	<input checked="" type="checkbox"/>	25.00
E/SP		ENGLISH/SPELLING	0.00	<input type="checkbox"/>	0.00
ENG		ENGLISH	0.00	<input type="checkbox"/>	0.00
HWK		HOMEWORK	0.00	<input checked="" type="checkbox"/>	25.00

Base grades on percents assigned to categories: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook and enter the Percentages assigned to each selected Category. Each selected Category should have a percentage assigned to it that is greater than zero. Otherwise, any assignment attached to the unweighted Category will not factor into the overall grade.

Category Group Maintenance (353)

Total Percent Allocated

Current Percent Allocated: 0.00 Modified Percent Allocated: 125.00

Category	Category Description	Current Percent	Include	Modified Percent
6T/T	6WKS TEST/TEST	0.00	<input checked="" type="checkbox"/>	25.00
6WT	6 WEEK TEST	0.00	<input type="checkbox"/>	0.00
ASGN	Assignments	0.00	<input type="checkbox"/>	0.00
BT	BOOK TESTS	0.00	<input type="checkbox"/>	0.00
CW	CLASS WORK	0.00	<input checked="" type="checkbox"/>	25.00
DQ	QUIZZES - Daily	0.00	<input type="checkbox"/>	0.00
DWK	DAILY WORK	0.00	<input checked="" type="checkbox"/>	25.00
E/SP	ENGLISH/SPELLING	0.00	<input type="checkbox"/>	0.00
ENG	ENGLISH	0.00	<input type="checkbox"/>	0.00
HWK	HOMEWORK	0.00	<input checked="" type="checkbox"/>	25.00

Base grades on percents assigned to categories by Grade Period: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook and then enter the Percentages assigned to each selected Category for the indicated Grade Period. The screen is almost identical to the one for the previous option; the only difference is that you can see the Grade Period for which you are setting percentages in the top left corner.

Use These Categories for My other Classes

To utilize the same categories for other classes, click the **Use These Categories for My Other Classes** button. This option allows you to assign the same categories and scoring method to other classes you teach. This option can be used if you have the same assignment types and scoring method for multiple classes since each of the classes must contain the categories selected.

Apply Category Setup to Other Classes

Select the classes to which you would like to apply the current category setup. Future category group modifications will not be automatically applied to the selected classes.

Select Classes

	Prd	Class	Class Desc	Dept	Subj	Terms	Days Meet	Exception
1	<input type="checkbox"/>	0 2LA / 01	2 Lang Arts			1 to 6	MTWRF	Category changes are not allowed
2	<input type="checkbox"/>	0 2READ / 01	2 Reading			1 to 6	MTWRF	Score method not saved
3	<input type="checkbox"/>	0 2SPEL / 01	2 Spelling			1 to 6	MTWRF	Score method not saved
4	<input type="checkbox"/>	0 2WRIT / 01	2 Writing			1 to 6	MTWRF	Score method not saved
5	<input type="checkbox"/>	0 3116 / 01	Wind Ensemble 2	10	10	1 to 6	MTWRF	Score method not saved
6	<input type="checkbox"/>	1 3115 / 01	Wind Ensemble			1 to 6	MTWRF	Score method not saved

Check the box to the left of the course information to add the same categories and scoring method to that class. When all necessary courses are selected, click **Save**.

Grade Marks

- View/Edit Default Scale
- Special Grade Mark Groups
- Grade Level Specific Grade Mark Groups
- Variable Scale Grading

The screenshot shows the 'Main Screen' of the Skyward Gradebook. The top navigation bar includes 'Home', 'Teacher Access', 'Student Services Access', 'Advisor Access', 'Administrator Access', 'Food Service - MF', and 'EA+ Classic View'. Below this is a 'Main Screen' section with a 'My Print Queue' button and a 'Back' button. The main content area is a table with columns for 'Term Grade', 'Music W/38-F', 'W/38-F', 'Compos W/38-Th', 'PR6', 'Online W/38-W', 'Choice W/38-W', 'Choice W/38-M', 'Quit W/38-M', '5TH', 'PR5', 'PR5 Report Card', and '2 W/29-M'. The table lists five students: AARON KRYST, ADUSC SADIE, ADUSC Smon, DAWSSFELIC, and DELPO CLINT. A red arrow points to the 'W/38-F' column header.

From the Gradebook Main screen, click the **Grade Marks** tab. (If you do not see the Grade Marks tab, this is a configuration decision made by the district.) Under the Grade Marks tab, you can maintain the students attached to a group of Grade Marks, and update the grading scale attached to a group.

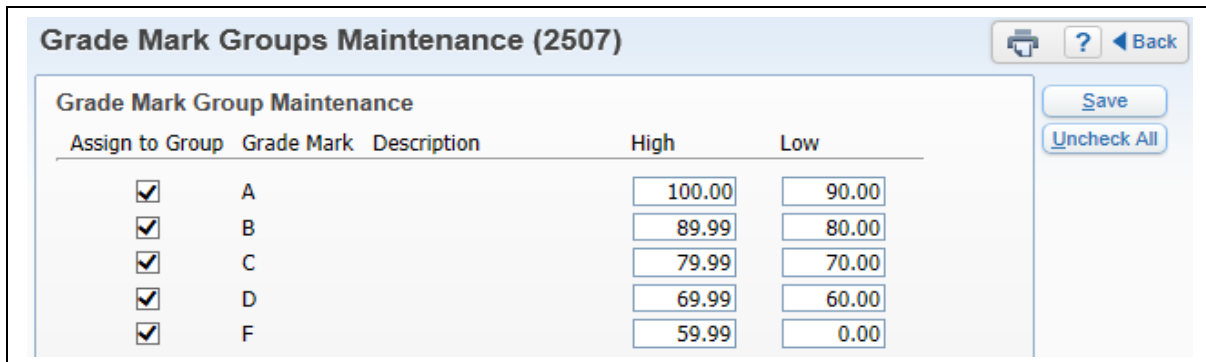
The screenshot shows the 'Grade Mark Maintenance (365)' screen. The top navigation bar includes 'Home', 'Teacher Access', 'Student Services Access', 'Advisor Access', 'Administrator Access', 'Food Service - MF', and 'EA+ Classic View'. Below this is a 'Grade Mark Maintenance (365)' section with a 'Favorites' button, a 'New Window' button, and a 'My Print Queue' button. The main content area is a table with columns for 'Description', 'Grade Level', 'Special?', 'Special ID', and 'Students'. The table lists three grade mark groups: 1 Default Grade Marks, 2 LEP, and 3 Grade Marks by Grade Level. A red arrow points to the 'Description' column header.

On the **Grade Mark Maintenance** screen, you can view the Default Grade Marks by expanding a Grade Mark Group.



You can view the Grade Marks, Students That Use This Group, and the Details in this area. Students will be placed in the Default Group automatically when added into a class.

Add/Edit Marks: You can use this button to modify the Grade Marks used by the class and the scale associated with the selected marks. The button will say View Marks if your district has chosen to not allow modifications.



High/Low: You will need to set up the scale to use a range from 0.00 through 100.00. No two Grade Marks can overlap, including using 0.00.

Entity (001) Grades 9 to 12 (001)
Band I/01 Prd: 1 Band I

Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

Grade Mark Maintenance (195) Favorites New Window My Print Queue Back

Description	Grade Level	Special?	Special ID	Students
1 Default Grade Marks				6
2 LEP		Y	0	0

Expand All Collapse All View Printable Details

Grade Marks

Grade Mark	High	Low
A	100.00%	89.50%
B	89.49%	79.50%
C	79.49%	69.50%
D	69.49%	59.50%
F	59.49%	0.00%

Students That Use This Group
No Details Available

Details
This special grade mark group will be used for any students who are assigned to it. Special grade mark groups override all other types of grade mark groups.

Assign Students Variable Scale Setup

Special Grade Mark Groups: A Special Grade Mark Group is identified by a Y in the Special? column. In the next column, every Special Grade Mark Group is also given a Special ID number. The expanded section will show the altered Grade Marks, Students That Use This Group, and the Details.

Assign Students: When you have a Special Grade Mark Group selected, you can click this button in the upper right corner to maintain the students attached to the group.

Assign Students to Special Group (166) Print ? Back

Assign Students to Special Group 0: LEP

Student	Select
KRYSTINA AARONSONSCR	<input type="checkbox"/>
SADIE ADUSCR	<input type="checkbox"/>
Simon ADUSCR	<input type="checkbox"/>
FELICA DAWSSCR	<input checked="" type="checkbox"/>
CLINTON DELPOZOSCR	<input type="checkbox"/>
CHARLESETTA MAYEDASCR	<input checked="" type="checkbox"/>
GARY REISCHSCR	<input type="checkbox"/>
SANG RIGGINSCR	<input type="checkbox"/>
DUNCAN WALTHSCR	<input type="checkbox"/>
FLORRIE WEIHESCR	<input type="checkbox"/>

Save

This is the Assign Students to Special Group screen, where you can select students that should be assigned to this group. Click **Save** when all necessary students are selected. Students who are assigned to a Special Grade Mark Group will be removed from their previous Grade Mark Group.

Entity (001) Grades 9 to 12 (001)
Band 1/01 Prd: 1 Band 1

Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

Grade Mark Maintenance (196) Favorites New Window My Print Queue Back

Description	Grade Level	Special?	Special ID	Students
1 Default Grade Marks				6
2 LEP		Y	0	2
3 Grade Marks by Grade Level	09			1
4 Grade Marks by Grade Level	11			1

Expand All Collapse All View Printable Details

Grade Marks

Grade Mark	High	Low
A	100.00%	91.50%
B	91.49%	84.50%
C	84.49%	71.50%
D	71.49%	60.50%
F	60.49%	0.00%

Students That Use This Group

SADIE ADUSCR

Details

This grade mark group will be used for students from the following grade levels:

- 09

NOTE: Any students assigned to a special grade mark group will use the special grade mark group instead of this one.

Grade Level Specific Grade Mark Groups: Grade-Level Specific Grade Mark Groups are set up by administrators, and students are attached to the group automatically based on their current grade level. A Grade Level group assignment for a student can be overridden by a Special Grade Mark Group assignment; however, there is no way to assign a student in a Grade Level group to the Default group instead.

Variable Scale Grading: The Grade Mark Maintenance screen is where the Variable Scale Grading option can be utilized. This will allow you to calculate grades for students based on a rubric. The details of this option are covered in the Setup Options section of this guide.

Gradebook Main Screen with Special and Grade Level Groups attached

Students	Term Grade	Music W38-F 05/10 DWK 100 0.00	Worksh W38-F 05/10 CW 100 0.00	Compos W38-Th 05/09 DWK 100 0.00	PR6 Options	Online W38-W 05/08 Q/OL 2 1.33	Chapte W38-W 05/08 67/T 100 90.80	Chapte W38-M 05/06 67/T 100 80.00	Quiz 1 W38-M 05/06 67/T 100 98.00	5TH Options	5TH Report Card	PR5 Options %	W2 03 HI 1 81
1 AARON KRYST NEW	B	88.71%	*	*	A	2	92	*	*	B		83.13	
2 ADUSC SADIE (09) NEW	C	79.13%	*	*	C	1	88	80	98	*C	*B	80.62	
3 ADUSC Simon (11) NEW	B	83.71%	*	*	C	1	91	*	*	B		88.13	
4 DAWSS FELIC (0)	A	96.00%	*	*	A		96	*	*				
5 DELPO CLINT	B	87.00%	*	*	B		87	*	*				

On the Gradebook Main Screen, you can see whether students are in a Special Grade Mark Group or Grade Level Grade Mark Group. On this screen, the **(0)** indicates that this student is attached to the Special Grade Mark Group of LEP.

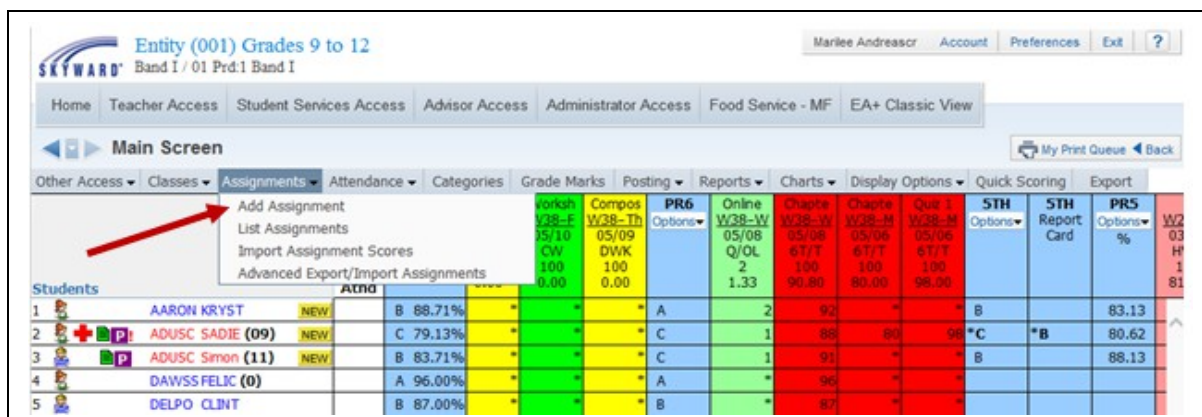
The **(11)** and **(09)** indicates that this student is in a Grade Level Grade Mark Group because the number refers to the grade level that has a Grade Level Grade Mark Group associated with it.

Assignments

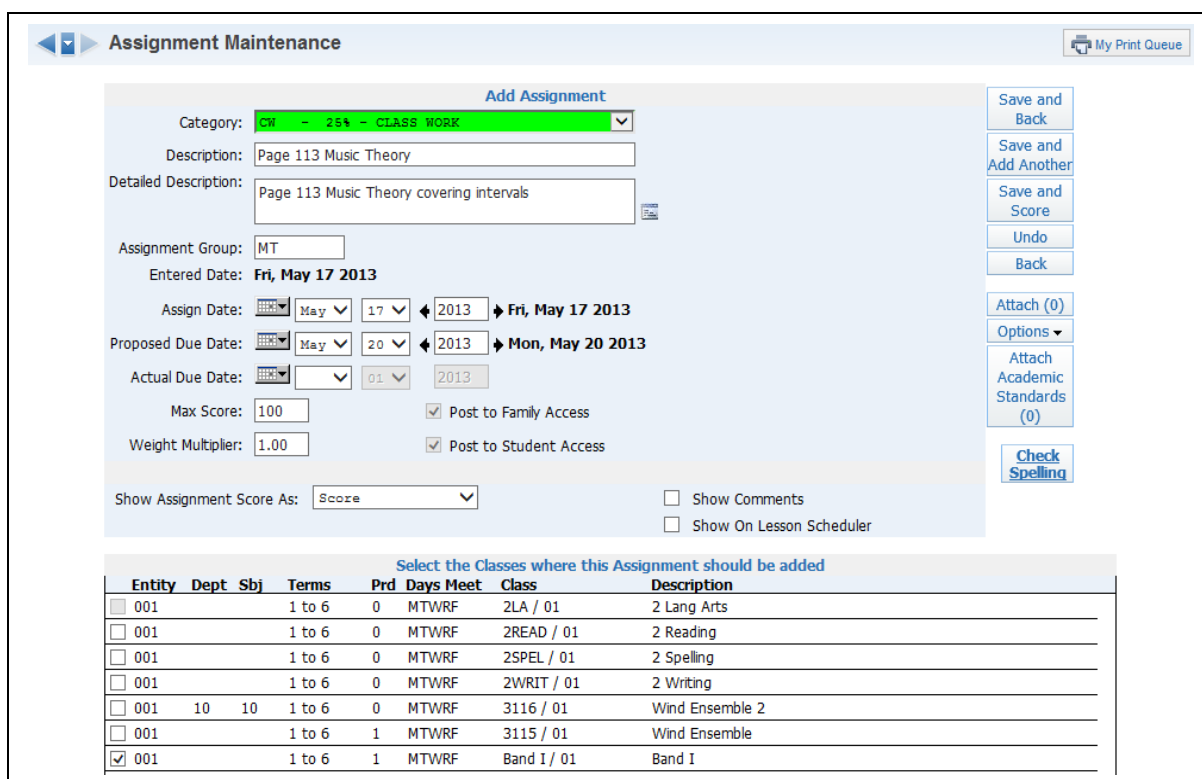
Add Assignment

List Assignment (Skip Scoring and Assignment Display Options)

Add Assignment



Select **Add Assignment** from the Assignments tab.



****Category:** Select a category code from the drop-down menu. Note: The Assignment category codes are maintained by administrators.

****Description:** Enter the description of the assignment (maximum of 30 characters). Example: Chapter 1 Test, Worksheet 1B.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Detailed Description: Enter a detailed explanation of the assignment (maximum of 300 characters). The Detailed Description can be viewed within Family and Student Access. Click the icon to access a larger window for descriptive details.

Example: Chapter 1 Test covering equations.

Assignment Group: Allows you to create a customized grouping for assignments. You can choose to Sort Assignments by Assignment Group in the Assignment Display Options.

Example: Assignment Groups Labeled Unit 1, Unit 2, and so on. As a result, all assignments with a matching assignment group would display together on the Gradebook Main Screen.

****Assign Date:** Enter the date the assignment was given to the students; it defaults to the current date.

****Proposed Due Date:** Enter the date you anticipate that the assignment will be due. You can enter future Assign and Proposed Dates; this allows the assignment to display as a future assignment in Family and Student Access.

Actual Due Date: Date entered for assignment receiving an extension. An example of when you would enter an Actual Due Date is when you had an inclement weather day or just did not get to the assignment on the proposed due date. The actual due date will supersede the proposed due date.

****Max Score:** Enter the maximum value a student may receive for the assignment; extra credit should not be included in this number. Assignments created solely to track extra credit can be created with a max score of zero.

****Weight Multiplier:** This typically remains at "1" unless you wish to adjust assignment value for varying difficulty in assignments.

Example: Assignment has a maximum score of 100. If you change the Weight Multiplier field to .5, the assignment is given half the value or a maximum score of 50. By changing the Weight Multiplier to 2, the assignment maximum score would double to 200.

Post to Family Access: Select this option to post the assignment information to Family Access. Any assignment that counts towards the student's overall grade for the course should have this option selected because Family Access creates its own calculation based upon the assignments posted to Family Access. If you are unable to deselect Post to Family Access, administrators have chosen to have all assignments for the entity posted to Family Access automatically.

Post to Student Access: Select this option to post the assignment information to Student Access. Any assignment that counts towards the student's overall grade for the course should have this option selected because Student Access creates its own calculation based upon the assignments posted to Student Access. If you are unable to deselect Post to Student Access, administrators have chosen to have all assignments for the entity posted to Family Access automatically.

Show Assignment Score As: Allows you to determine how the assignment will display on the Gradebook Main Screen. Options include:

- Score – Displays the student’s score for the assignment
- Unweighted Score – Displays the student’s unweighted score for the assignment; only used if entering a Weight Multiplier other than 1
- Check – Displays a check mark for any student who has a score for the assignment
- Percent – Displays the student’s percentage for the assignment

Grade Mark – Displays the grade mark earned on the assignment

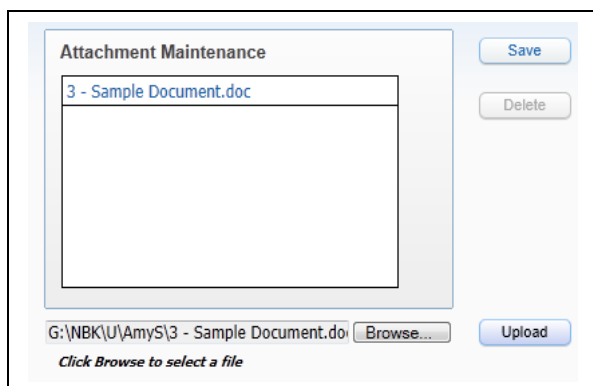
Show Comments: Allows you to display the free-form comments entered when scoring the assignment.

Show on Lesson Scheduler: Allows you to display the assignment on the Lesson Scheduler. This option will be available only if the Lesson Plan module has been purchased.

****Select the Classes where this Assignment should be added:** Check the box to the left of any class(es) that will be using the same assignment information. If a class is grayed out, it is because the class does not contain the selected Category or does not contain the selected Assign and Due Dates.

Buttons found on the right side of the Add Assignment screen:

Attach: Allows you to attach a file to this assignment. This option can be an effective method of communicating worksheets and homework questions to absent students because the attachment displays in Family and Student Access.



Options: Allows you to make this assignment an online assignment that can be completed through Student Access. This option will be discussed later in the guide under Miscellaneous Options.

Attach Academic Standards: Allows you to attach Benchmarks/Academic Standards(Common Core or state/local-defined standards) to an assignment. You can find more information regarding this option in the Setup Options area of this guide.

Assignment Save Options:

Save and Back: This saves the assignment and allows you to go back to the Gradebook Main screen.

Save and Another: This saves the current assignment and allows you to create another assignment.

Save and Score: This allows you to save the current assignment and then go directly to the score entry screen.

List Assignments

The screenshot shows the Skyward software interface for Entity (001) Grades 9 to 12. The 'Assignments' dropdown menu is open, and the 'List Assignments' option is highlighted with a red arrow. The background shows a student list with columns for Name, Status, Grade, and various assignment scores.

Select **List Assignments** from the Assignment Tab.

The screenshot shows the 'Assignments' tab in the Skyward software. The list of assignments is as follows:

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
05/20/13	40	Mon	CW 25%	MI	Page 113 Music Theor	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/10/13	38	Fri	DWK 25%		Music Plan	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/10/13	38	Fri	CW 25%		Worksheet 28.B	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/10/13	38	Fri	6T/T 25%		District Assessment	1.00	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/10/13	38	Fri	6T/T 25%		District Assessment	1.00	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/09/13	38	Thu	DWK 25%		Composition Activity	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/08/13	38	Wed	Q/OL 10%		Online Assignment	1.00	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/08/13	38	Wed	6T/T 25%		Chapter 16 test	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/06/13	38	Mon	6T/T 25%		Chapter 15 Test	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/06/13	38	Mon	6T/T 25%		Quiz 15C	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03/04/13	29	Mon	HWK 15%		2	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03/04/13	29	Mon	6T/T 25%		Variable Scale	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assignment Count: 12

Add: This option allows you to create a new assignment. You can find more information about the fields used when adding an assignment in the Add Assignment section of this guide.

Edit: This allows you to make modification to an existing assignment; all fields can be modified. If an assignment was added to multiple classes and modification of the assignment is needed, it will be necessary to access each class and edit the assignment to make the change.

Clone: This option allows you to copy an assignment within the same class or to another class.

Example: Weekly Spelling Test. You can clone this assignment from week to week and just modify the date.

Delete: This allows you to delete an assignment and any student grades associated with the assignment. If an assignment is incorrectly/accidentally deleted, you can use the Restore Deleted Assignments tool under Display Options.

Report – Assignment Report: This displays a list of students and the grades they earned on the selected assignment.

Report Parameters:

- **Show Student Name:** Displays the student’s name on the report.
- **Show Student ID:** Displays the student’s Other ID.
- **Sort Students:** Sort either by Last Name or Random. Random is typically used when displaying the Student ID.
- **Show Student Score:** Displays the numeric score the student earned on the assignment.
- **Show Earned Points:** Displays the total number of points the student earned on the assignment.
- **Show Percent:** Displays the percentage the student earned on the selected assignment.
- **Show Grade Mark:** Displays the grade mark earned by the student on the individual assignment.
- **Show Comments:** Display the free-form comments entered for the individual assignment.
- **Free Form Header:** Allows you to enter information that will display at the top of the report.
- **Free From Footer:** Allows you to enter text that will display at the bottom of the Assignment Report.
- **View Report for All Students:** Report prints for all students within the class.
- **Select Students to View Report:** Allows to select the students who will print on this report.
- **Report Range Templates:** Allows you to set up a template that can be selected when running the report again.

Score Entry: Allows you to add/edit assignment scores and comments for the selected assignment. Score Entry will be discussed later in this guide in the Scoring Assignments section.

Assignment Display: Allows you to customize how assignments display on the Gradebook Main Screen and provides options for managing the assignment score settings. You can find more information regarding the Assignment Display in the Display Options section of this guide.

Clone From Existing Gradebook: Allows you to copy one or more assignments from a current year or historical Gradebook of your own or copy assignments from another teacher’s Gradebook (depending upon the district configuration). When selecting this option, you must be in the Gradebook where you want the assignment created.

◀ ▶ Select Class to clone assignments from
My Print Queue

Clone from another Gradebook Process

Step 1: Select a Gradebook to clone assignments from or to select from other teacher's Gradebooks click "Select Different Teacher".

Next

Back

Select Different Teacher

Gradebooks										
Year	Entity	Class	Description	Dept	Subj	Prd	Terms	# Assign		
<input type="checkbox"/>	2013	002	9400 / 01	AG MECHANICS I	12	12	2	1 to 6	4	<div style="text-align: right;">^</div> <div style="text-align: left;">v</div>
<input type="checkbox"/>	2013	001	2LA / 01	2 Lang Arts			0	1 to 6	36	
<input type="checkbox"/>	2013	001	2READ / 01	2 Reading			0	1 to 6	2	
<input type="checkbox"/>	2013	001	2SPEL / 01	2 Spelling			0	1 to 6	2	
<input type="checkbox"/>	2013	001	2WRIT / 01	2 Writing			0	1 to 6	2	
<input type="checkbox"/>	2013	001	3115 / 01	Wind Ensemble			1	1 to 6	0	
<input type="checkbox"/>	2013	001	3116 / 01	Wind Ensemble 2	10	10	0	1 to 6	0	
<input type="checkbox"/>	2013	001	Band I / 01	Band I			1	1 to 6	12	
<input type="checkbox"/>	2008	102	2MATH / 53	MATHEMATICS 2	03	03	3	1 to 6	36	
<input type="checkbox"/>	2008	102	2READ / 15	2READING	01	01	1	1 to 6	47	
<input type="checkbox"/>	2008	102	2SCI / 52	SCIENCE 2	04	04	2	1 to 6	30	
<input type="checkbox"/>	2008	102	2SOST / 54	SOCIAL STUDIES 2	05	05	4	1 to 6	28	
<input type="checkbox"/>	2007	102	2LANG / 51	LANGUAGE ART 2	01	01	1	1 to 6	80	

Step 1 – Select the Gradebook with the assignments you want cloned. You can select from a prior year Gradebook, current year Gradebook or another teacher’s Gradebook. (You might not see the **Select Different Teacher** button depending on your district’s configuration.) After selecting the Gradebook, click the **Next** button.

◀ ▶ **Select Assignments to clone from** My Print Queue

Clone from another Gradebook Process

Course: **Band I / 01 Band I** Teacher(s): **MARILEE ANDREASCR**
Next

Step 2: Select Assignments to clone to your Gradebook
 Back

Indicates the Category is not available.
 Check All

Uncheck All

Assignments						
Term	Week	Day	Assignment Description	Category	Max Score	Weight
<input type="checkbox"/>	PR5	29	Mon	Variable Scale	6T/2	100 1.00
<input type="checkbox"/>	PR5	29	Mon	2	HWK	100 1.00
<input type="checkbox"/>	PR6	38	Mon	Quiz 15C	6T/2	100 1.00
<input type="checkbox"/>	PR6	38	Mon	Chapter 15 Test	6T/2	100 1.00
<input type="checkbox"/>	PR6	38	Wed	Chapter 16 test	6T/2	100 1.00
<input type="checkbox"/>	PR6	38	Wed	Online Assignment	Q/OL	2 1.00
<input checked="" type="checkbox"/>	6TH	38	Thu	Composition Activity	DWK	100 1.00
<input checked="" type="checkbox"/>	6TH	38	Fri	Worksheet 28.B	CW	100 1.00
<input checked="" type="checkbox"/>	6TH	38	Fri	Music Plan	DWK	100 1.00
<input type="checkbox"/>	6TH	38	Fri	District Assessment	6T/2	2 1.00
<input type="checkbox"/>	6TH	38	Fri	District Assessment	6T/2	2 1.00
<input checked="" type="checkbox"/>	6TH	40	Mon	Page 113 Music Theor	CW	100 1.00

Number of Assignments in current Gradebook: **0**
 Number of Assignments selected to clone: **4**
 Number of total Assignments after done: **4**

Step 2 – Select the assignments you want to clone. All assignments are defaulted to selected. You can click the **Uncheck All** button to select the assignments individually. You are only able to clone an assignment when you have the identical category assigned to your class. After selecting the assignments, click the **Next** button.

◀ ▶ **Select Assignments to clone from** My Print Queue

Clone from another Gradebook Process

Course: **3116 / 01 Wind Ensemble 2** Teacher(s): **MARILEE ANDREASCR**
Next

Step 3: Classes selected to clone Assignments to
 Prev

Back

Select the Classes where the Assignments should be cloned									
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description	# Assign	
<input checked="" type="checkbox"/>	001	10	10	1 to 6	0	MTWRF	3116 / 01	Wind Ensemble 2	0

Number of Assignments in current Gradebook: **0**
 Number of Assignments selected to clone: **4**
 Number of total Assignments after done: **4**

Step 3 – Select the class(es) to which you want the assignment cloned. After selecting the class(es), click the **Next** button.

Assignments selected to clone My Print Queue

Clone from another Gradebook Process

Course: **Band I / 01 Band I** Teacher(s): **MARILEE ANDREASCR**

Step 4: Assignments selected to clone to your Gradebook

Finish
Prev
Back

Assignments					
Date Due	Week	Assignment Description	Category	Max Score	Weight
Thu, May 9 2013	38	Composition Activity	DWK	100	1.00
Fri, May 10 2013	38	Worksheet 28.B	CW	100	1.00
Fri, May 10 2013	38	Music Plan	DWK	100	1.00
Mon, May 20 2013	40	Page 113 Music Theor	CW	100	1.00

Number of Assignments in current Gradebook: **0**
 Number of Assignments selected to clone: **4**
 Number of total Assignments after clone: **4**

Step 4 – You see the assignment(s) you selected in the previous step. This screen allows you to change the due date of the assignment(s). After verify the due dates of the assignment(s), click the **Finish** button.

Assignments My Print Queue Back

Add Edit Clone Delete Report Score Entry Assignment Display Clone From Existing Gradebook

Assignments										
Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
05/20/13	40	Mon	CW 40%	MT	Page 113 Music Theor	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/10/13	38	Fri	DWK 30%		Music Plan	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/10/13	38	Fri	CW 40%		Worksheet 28.B	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/09/13	38	Thu	DWK 30%		Composition Activity	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assignment Count: 4

The assignment has now been cloned into the Gradebook.

Scoring Assignments

- List Assignment
- Assignment Header (Show Assignment Score History)
- Score Cell Entry
- Quick Scoring
- Single Student Scoring
- Import Assignment Scores
- Advanced Export/Import Assignment Scores
- Why Assignment Scores are Bold on the Main Screen?

Scoring Assignment from List Assignments

The screenshot shows the Skyward software interface for Entity (001) Grades 9 to 12. The 'Main Screen' is active, and the 'Assignments' dropdown menu is open. A red arrow points to the 'List Assignments' option. Below the menu, a table of student data is visible, including names like AARON KRYST, ADUSC SADIE (09), ADUSC Simon (11), DAWSS FELIC (0), and DELPO CLINT, along with their scores and assignment details.

Select **List Assignments** from the Assignments tab.

The screenshot shows the 'Assignments' tab in the software. The 'Score Entry' button is highlighted with a red arrow. Below the button is a table of assignments with columns for Date Due, Week, Day, Category, Assign Group, Description, Weight, Max, OA, Fam, and Stu. The table lists various assignments such as 'Page 113 Music Theor', 'Music Plan', 'Worksheet 28.B', 'District Assessment', 'Composition Activity', 'Online Assignment', 'Chapter 16 test', 'Chapter 15 Test', 'Quiz 15C', and 'Variable Scale'.

Highlight the assignment you want to score and click on the **Score Entry** button.

Score Entry

Score Entry
My Print Queue

Prev Next
Music Plan
Save

Post to Family Access
Week 38 - Friday - 05/10/2013
Undo

Post to Student Access
Category: **DWK - 25%**
Max Score: **100**

1 un-scored students:
Mark un-scored as 0 and Missing
Back

Students	Absent	Score	Special Code	No Count	Missing	Comment
Change blank comments to: 						
1 AARON KRYST		87		<input type="checkbox"/>	<input type="checkbox"/>	
2 ADUSC SADIE	J	*		<input type="checkbox"/>	<input type="checkbox"/>	
3 ADUSC Simon		85		<input type="checkbox"/>	<input type="checkbox"/>	
4 DAWSS FELIC		96		<input type="checkbox"/>	<input type="checkbox"/>	
5 DELPO CLINT		87		<input type="checkbox"/>	<input type="checkbox"/>	
6 MAYED CHARL		86		<input type="checkbox"/>	<input type="checkbox"/>	
7 REISC GARY		75	LTE	<input type="checkbox"/>	<input type="checkbox"/>	
8 RIGGI SANG		98		<input type="checkbox"/>	<input type="checkbox"/>	
9 WALTH DUNCA		97		<input type="checkbox"/>	<input type="checkbox"/>	
10 WEIHE FLORR		102		<input type="checkbox"/>	<input type="checkbox"/>	Extra Credit

Mass Assign Options

Assign All Scores to: out of **100**

Overwrite scores

Adjust All Scores by: points

Remove All Scores

Set All to No Count

Remove All No Count

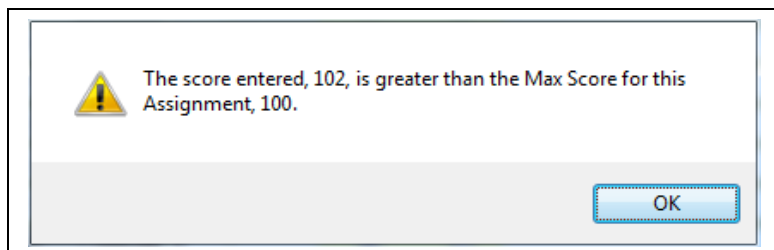
Remove All Missing

Special Codes

Code	Description
*AD	Automated Drop Score
LTE	Late, 50% cr
MS	Missing
NC	No Count
XT	Extra Time

You can navigate through the fields by using the tab key to move across and the enter key to move down. Also you can use the arrow keys for field navigation on the screen.

Score: Enter the student’s score for the assignment. In the Score field, you can enter the first letter of a student’s last name to navigate to that cell. If you do not enter a score for a student, it does not count against the student’s grade. When entering the scores, you can exceed the maximum score. If you exceed the maximum score, you will receive the following pop-up message:

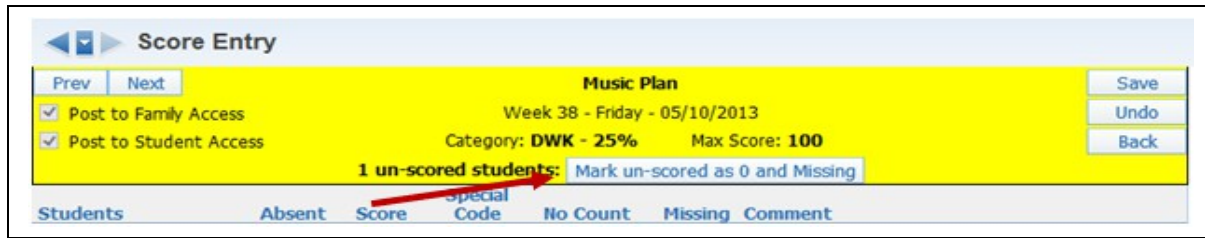


This warning message simply alerts you that you have exceeded the maximum score for the assignment. After you click **OK**, the score will display in the score entry cell and be used in calculations. If you do not want this message to display, you can disable the option in Assignment Display, found under the Display Options.

Special Code: These codes can help you determine why you gave the student that specific score. Special Codes are maintained at a district level by administrators. You can find a list of Special Codes on the right side of the screen.

No Count: You can use No Count if any student is exempt from the assignment. By using No Count, the assignment doesn’t count for or against the student’s grade.

Missing: You can use Missing to indicate that the assignment has not been turned in yet. By using Missing, the assignment doesn't count against the student's grade. In order for the grade to reflect the missing assignment, you will need to enter a score of zero (0).



Mark unscored as 0 and missing: After you have completed the scoring of an assignment, you can use this option to flag all students (who have an * in the score cell) as Missing and enter a zero in the score cell.

Comment: You can enter a free-form comment to help remember why a score was given or to record a comment regarding the student's work on an assignment. Every time you save a comment, it is added to the Assignment Comment Bank found in the Display Options.

Mass Assign Options

Assign all Scores to: Fill all students' score cells with the indicated score. If scores have been previously entered, and you wish to replace those scores with the new value, select **Overwrite Scores**.

Adjust All Scores: Modify all student scores by the indicated amount. The adjustment will work for both positive and negative values.

Remove All Scores: Deletes the assignment score for all students.

Set All to No Count: Selects the **No Count** field for all students. This could be used if you created an assignment for tracking purposes only (such as a pre-test). You want to record the scores but not have them count towards the student's grade.

Remove All No Count: Removes the **No Count** field for all students.

Remove All Missing: Removes the **Missing** field for all students. If you no longer accept the assignment for a score, you can mass remove the missing field for the assignment.

Scoring the Assignment from the Assignment Header

The screenshot shows the 'Main Screen' of a gradebook. A red arrow points to the 'Page 1 W40-M' column header, which is highlighted in green. The table below shows student data for five students.

Students	Term Grade	FNL	SM2	EX2	6TH	Page 1 W40-M	Math W28-F	Math W28-F	Music W28-F	Worksh W28-F	Compos W28-F	PR6
1 AARON KRYST	B 87.20%	B	B	*	A	100	0.00	0.00	90.33	87	100	A
2 ADUSC SADIE (09)	C 79.13%	C	C	*	C	100	0.00	0.00	85	100	100	C
3 ADUSC Simon (11)	B 84.91%	B	B	*	B	100	0.00	0.00	96	100	100	C
4 DAWSS FELIC (0)	A 96.00%	A	A	*	A	100	0.00	0.00	87	100	100	A
5 DELPO CLINT	B 87.00%	B	B	*	B	100	0.00	0.00	87	100	100	B

Click the **Assignment Header**.

The screenshot shows the 'Assignment Options' screen. The assignment details are as follows:

- Category: **CW - CLASS WORK 25%**
- Description: **Page 113 Music Theory**
- Detailed Description: **Page 113 Music Theory covering intervals**
- Assignment Group: **MT**
- Entered Date: **Fri, May 17 2013**
- Assign Date: **Fri, May 17 2013**
- Proposed Due Date: **Mon, May 20 2013**
- Actual Due Date: **Mon, May 20 2013**
- Week: **Week 40 - Monday**
- Max Score: **100**
- Weight Multiplier: **1.00**

Options on the right side of the screen include: Add, Edit, Clone, Delete, Report, Chart, Score Entry, Assignment Display, and Attach (0). Checkboxes for 'Post to Family Access' and 'Post to Student Access' are checked. A dropdown menu for 'Show Assignment Score As:' is set to 'Score'. There are also checkboxes for 'Show Comments' and 'Show On Lesson Scheduler'.

The options you see in the Assignment Header (Add, Edit, Clone, Delete, Report, Score Entry, and Assignment Display) are the same options you see on the List Assignment screen. More information regarding these options can be found in the Assignment section of this guide. Click **Score Entry** to view the Score Entry screen.

Score Entry
My Print Queue

Prev Next
Page 113 Music Theory
Save

Post to Family Access
Week 40 - Monday - 05/20/2013
Undo

Post to Student Access
Category: CW - 25% Max Score: 100
Back

10 un-scored students: Mark un-scored as 0 and Missing

Students	Absent	Score	Special Code	No Count	Missing	Comment
Change blank comments to: 						
1 AARON KRYST		*				
2 ADUSC SADIE		*				
3 ADUSC Simon		*				
4 DAWSS FELIC		*				
5 DELPO CLINT		*				
6 MAYED CHARL		*				
7 REISC GARY		*				
8 RIGGI SANG		*				
9 WALTH DUNCA		*				
10 WEIHE FLORR		*				

Mass Assign Options

Assign All Scores
to: out of **100**

Overwrite scores

Adjust All Scores
by: points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

Special Codes

Code	Description
*AD	Automated Drop Score
LTE	Late, 50% cr
MS	Missing
NC	No Count
XT	Extra Time

After selecting **Score Entry**, you see the Score Entry screen and Mass Assign options. If you have questions on the Score Entry screen, please refer to the previous section on Scoring Assignments from List Assignments.

Assignment Options My Print Queue Back

Prev Next

Assignment

Category: **DWK - DAILY WORK 25%**

Description: **Music Plan**

Detailed Description: **Music Plan**

Assignment Group:

Entered Date: **Fri, May 10 2013**

Assign Date: **Fri, May 10 2013**

Proposed Due Date: **Fri, May 10 2013**

Actual Due Date: **Fri, May 10 2013** **Week 38 - Friday**

Max Score: **100** Post to Family Access

Weight Multiplier: **1.00** Post to Student Access

Show Assignment Score As: Show Comments Show On Lesson Scheduler

Add

Edit

Clone

Delete

Report ▼

Chart

Score Entry

Lesson Plan

Assignment Display

Attach (0)

Score Entry History

Date	Time	Last Name	First Name	Changed By	Score	Spec Code	No Count	Missing
05/17/13	12:49 PM	AARONSONSC	KRYSTINA	MARILEE ANDREASCR	87		<input type="checkbox"/>	<input type="checkbox"/>
05/17/13	12:49 PM	ADUSCR	Simon	MARILEE ANDREASCR	85		<input type="checkbox"/>	<input type="checkbox"/>
05/17/13	12:49 PM	DAWSSCR	FELICA	MARILEE ANDREASCR	96		<input type="checkbox"/>	<input type="checkbox"/>
05/17/13	12:49 PM	DELPOZOSCR	CLINTON	MARILEE ANDREASCR	87		<input type="checkbox"/>	<input type="checkbox"/>
05/17/13	12:49 PM	MAYEDASCR	CHARLESETT	MARILEE ANDREASCR	86		<input type="checkbox"/>	<input type="checkbox"/>
05/17/13	12:49 PM	REISCHSCR	GARY	MARILEE ANDREASCR	75	LTE	<input type="checkbox"/>	<input type="checkbox"/>
05/17/13	12:49 PM	RIGGINSCR	SANG	MARILEE ANDREASCR	98		<input type="checkbox"/>	<input type="checkbox"/>
05/17/13	12:49 PM	WALTHSCR	DUNCAN	MARILEE ANDREASCR	97		<input type="checkbox"/>	<input type="checkbox"/>
05/17/13	12:49 PM	WEIHESCR	FLORRIE	MARILEE ANDREASCR	102		<input type="checkbox"/>	<input type="checkbox"/>
Comment: Extra Credit								

If you click the Assignment Header of an assignment with scores entered, the screen displays the score entry history. Any information displayed in red means that the information has been added/modified.

Scoring Assignments by Clicking on the Score Cell

Students	Term Grade	FNL	SM2	EX2	6TH	Page 1	Detn1	Detn2	Music	Worksh	Compos	PR6
1 AARON KRYST	B 87.20%	B	B	*	A	0.00	0.00	0.00	87	0.00	0.00	A
2 ADUSC SADIE (09)	C 79.13%	C	C	*	C	0.00	0.00	0.00	85	0.00	0.00	C
3 ADUSC Simon (11)	B 84.91%	B	B	*	B	0.00	0.00	0.00	85	0.00	0.00	C
4 DAWSS FELIC (0)	A 96.00%	A	A	*	A	0.00	0.00	0.00	96	0.00	0.00	A
5 DELPO CLINT	B 87.00%	B	B	*	B	0.00	0.00	0.00	87	0.00	0.00	B

Click on either the * or the number in the score cell.

Students	Absent	Score	Special Code	No Count	Missing	Comment
1 AARON KRYST		*				
2 ADUSC SADIE		*				
3 ADUSC Simon						
4 DAWSS FELIC		*				
5 DELPO CLINT		*				
6 MAYED CHARL		*				
7 REISC GARY		*				
8 RIGGI SANG		*				
9 WALTH DUNCA		*				
10 WEIHE FLORR		*				

Clicking a student’s score cell on the Gradebook Main Screen brings you to that student’s score cell on the Score Entry screen. You can find more information about the Score Entry screen in the Scoring Assignment from List Assignments section of this guide.

Scoring Assignments from Quick Scoring

		Term Grade	Page 1	Distri	Distri	Music	Worksh	Compos	Online	Chapte	Quiz 1	PR6	0
		6TH	W40-M	W38-F	W38-F	W38-F	W38-F	W38-Th	W38-W	W38-M	W38-M		
			05/20	05/10	05/10	05/10	05/10	05/09	05/08	05/06	05/06		
			CW	6T/T	6T/T	DWK	CW	DWK	Q/OL	6T/T	6T/T		
			100	2	2	100	100	100	2	100	100		
			0.00	0.00	0.00	90.33	0.00	0.00					
1	AARON KRYST	B 87.20%				87			2				
2	ADUSC SADIE (09)	C 79.13%							1	80	98		
3	ADUSC Simon (11)	B 84.91%				85			1				
4	DAWSS FELIC (0)	A 96.00%				96							
5	DELPO CLINT	B 87.00%				87							

Select **Quick Scoring**.

		Term Grade	Page 1	Distri	Distri	Music	Worksh	Compos	Online	Chapte	Quiz 1
		6TH	W40-M	W38-F	W38-F	W38-F	W38-F	W38-Th	W38-W	W38-M	W38-M
			05/20	05/10	05/10	05/10	05/10	05/09	05/08	05/06	05/06
			CW	6T/T	6T/T	DWK	CW	DWK	Q/OL	6T/T	6T/T
			100	2	2	100	100	100	2	100	100
1	AARON KRYST	A 93.23%	98	*	*	87	*	*	2	*	*
2	ADUSC SADIE	C 76.54%	75	*	*		*	*	1	80	98
3	ADUSC Simon	B 86.17%	87	*	*	85	*	*	1	*	*
4	DAWSS FELIC	B 89.00%	75	*	*	96	*	*	*	*	*
5	DELPO CLINT	B 86.33%	85	*	*	87	*	*	*	*	*
6	MAYED CHARL	B 86.00%	86		*	86	*	*	*	*	*
7	REISC GARY	C 75.00%	75	*	*	LTE	*	*	*	*	*
8	RIGGI SANG	B 84.00%	70	*	*	98	*	*	*	*	*
9	WALTHDUNCA	B 89.50%	82	*	*	97	*	*	*	*	*
10	WEIHE FLORR	A 98.50%	97	*	*	102	*	*	*	*	*

The layout for this method of score entry is similar to a spreadsheet layout. All assignment scores may be entered/updated for the current grading period. You can navigate through the score cells by using the tab key to move across, the enter key to move down and the arrow keys to move in the indicated directions. Cells highlighted in green are scores that were modified. The term cells are highlighted in green because the student's term percentage changed when scores were entered/modified.

Double-Click on the Score Cell or **Click Show 'Cell' Details:** This allows you to enter the Score, a Special Code, No Count, Missing and a Comment.

Student Score Detail
My Print Queue ?

Student Score Detail

Student: **SADIE ADUSCR**

Category: **CW - CLASS WORK**

Description: **Worksheet 28.B**

Due Date: **Fri, May 10 2013**

Week: **Week 38 - Friday**

Score: of 100

Special Code:

No Count:

Missing:

Comment:

Save

Undo

Back

Check Spelling

Back: Doesn't save the score entered. You receive a message stating that scores will not be saved.

Save: Allows the score entered to be saved and then allows you to continue working in Quick Scoring.

Save and Back: Allows the scores entered to be saved and then returns you to the Gradebook Main Screen.

Undo: Removes any scores entered.

Using Quick Scoring After Grading Period Ends

Main Screen
My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	Term	PR6	Online	Choice	Choice	Choice	5TH	5TH	PR5	2	4TH	P
	Grade	Options	W38-W	W28-W	W28-M	W28-M	Options	Report	Options	W29-M	Options	Opt
	FIL		05/08	05/08	05/06	05/06						
1 AARON KRYST	NEW	B 88.18%	A	2	92	-	B					
2 ADUSC SADIE (09)	NEW	C 79.94%	C	1	86	80	C					
3 ADUSC Simon (11)	NEW	B 87.15%	C	1	95	-	B					
4 DAWSS FELIC (0)		B 89.00%	A	-	96	-	B					
5 DELPO CLINT		B 86.33%	B	-	87	-	B					

Sort By %

Fri 05/17 Atnd

Select Term 5TH Display Method

Grade Mark

Percent

Points

Enter Term 5TH Grade Adjustments

Quick Scoring for Term 5TH

Grade Posting Status for Term 5TH

Select **Quick Scoring for Term XX** from the Term Options drop-down menu. This option would be used when you are beginning the next grading period, but are finishing up grades for a prior term.

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Quick Scoring My Print Queue

	Term Grade 5TH	2 W29-M 03/04 HWK 100	Varab W29-M 03/04 6T/T 100
1 AARON KRYST	B 83.13%	80	85
2 ADUSC SADIE	C 80.62%	90	74.99
3 ADUSC Simon	B 88.13%	75	96
4 DAWSS FELIC		**	**
5 DELPO CLINT		**	**
6 MAYED CHARL		**	**
7 REISC GARY		**	**
8 RIGGI SANG		**	**
9 WALTHDUNCA		**	**
10 WEIHE FLORR		**	**

[Back](#)
[Save](#)
[Save and Back](#)
[Undo](#)
[Show 'Cell' Details](#)

All the standard functionality is available on the Quick Scoring screen. You can find more information about the Quick Scoring feature in the Scoring Assignment Using Quick Scoring section of this guide.

Scoring Assignment through Single Student Scoring

Main Screen My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	Term Grade	FNL	SM2	EX2	6TH	Page 1 W40-M 05/20 CVW 100 0.00	Distn V28-E 05/10 6T/T 2 0.00	Distn V28-E 05/10 6T/T 2 0.00	Music W38-E 05/10 DWK 100 90.33	Worksh W38-E 05/10 CVW 100 0.00	Compos W38-Th 05/09 DWK 100 0.00	PR6	O
1 AARON KRYST	B 87.20%	B	B	*	A				87			A	
2 ADUSC SADIE (0)	C 79.13%	C	C	*	C							C	
3 ADUSC Simon (11)	B 84.91%	B	B	*	B				85			C	
4 DAWSS FELIC (0)	A 96.00%	A	A	*	A				96			A	
5 DELPO CLINT	B 87.00%	B	B	*	B				87			B	

Click the **Student's Name**.

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

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Student Options My Print Queue Back

ADUSCR, SADIE SADIE ADUSCR IP

[Assignments](#) |
 [Missing Assignments \(4\)](#) |
 [Report Card Grades](#) |
 [Comments](#) |
 [Content Grades](#) |
 [New Student](#)

[Special Codes](#) |
 [Teacher's Log](#) |
 [Edit Current Term](#) |
 [Edit Other Terms](#) |
 [Reports](#)

Assignments										Scores					
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score	Grade	Spec Code	No Count	Miss	Absent	Chg Hist
+ Final Grade: FNL										79.94 C					
+ Semester Grade: SM2										79.94 C					
Semester Exam Grade: EX2															
- Term Grade: 6TH										79.25 C					
6TH 6 WEEKS	05/20	Mon	CW	MT	Page 113 Music Theory	1.00	100	84.00	75	C		<input type="checkbox"/>	<input type="checkbox"/>		1
6TH 6 WEEKS	05/10	Fri	6T/T		District Assessment	1.00	2	0.00	*			<input type="checkbox"/>	<input type="checkbox"/>	J	
6TH 6 WEEKS	05/10	Fri	6T/T		District Assessment	1.00	2	0.00	*			<input type="checkbox"/>	<input type="checkbox"/>	J	
6TH 6 WEEKS	05/10	Fri	DWK		Music Plan	1.00	100	90.33	*			<input type="checkbox"/>	<input type="checkbox"/>	J	
6TH 6 WEEKS	05/10	Fri	CW		Worksheet 28.B	1.00	100	88.00	88	B		<input type="checkbox"/>	<input type="checkbox"/>	J	1
6TH 6 WEEKS	05/09	Thu	DWK		Composition Activity	1.00	100	0.00	*			<input type="checkbox"/>	<input type="checkbox"/>		
+ Midterm Grade: PR6										77.63 C					
+ Term Grade: 5TH										80.62 C					
+ Midterm Grade: PR5										80.62 C					
+ Term Grade: 4TH															
+ Midterm Grade: PR4															
+ Semester Grade: SM1															
Semester Exam Grade: EX1															
+ Term Grade: 3RD															

You have four different tabs of information in the Single Student view.

Assignments

The Assignments tab displays all assignments for the grading periods displayed in the gradebook. This is a great tool for parent-teacher conferences.

Special Codes: Displays a listing of the Special Codes that may be used in the gradebook.

Special Codes My Print Queue Back ?

Special Code	Description	No Count	Missing
*AD	Automated Drop Score	Yes	No
LTE	Late, 50% cr	No	Yes
MS	Missing	No	Yes
NC	No Count	Yes	No
XT	Extra Time	Yes	Yes

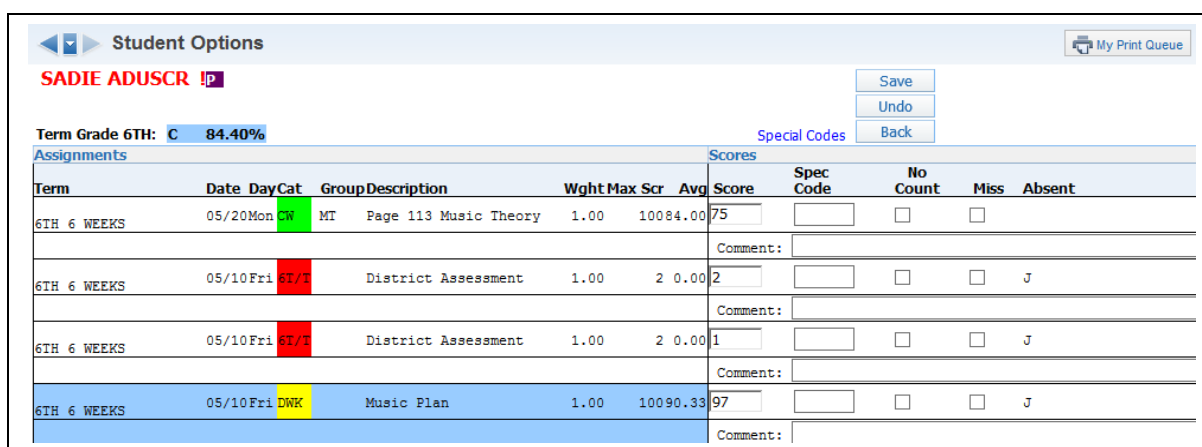
Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

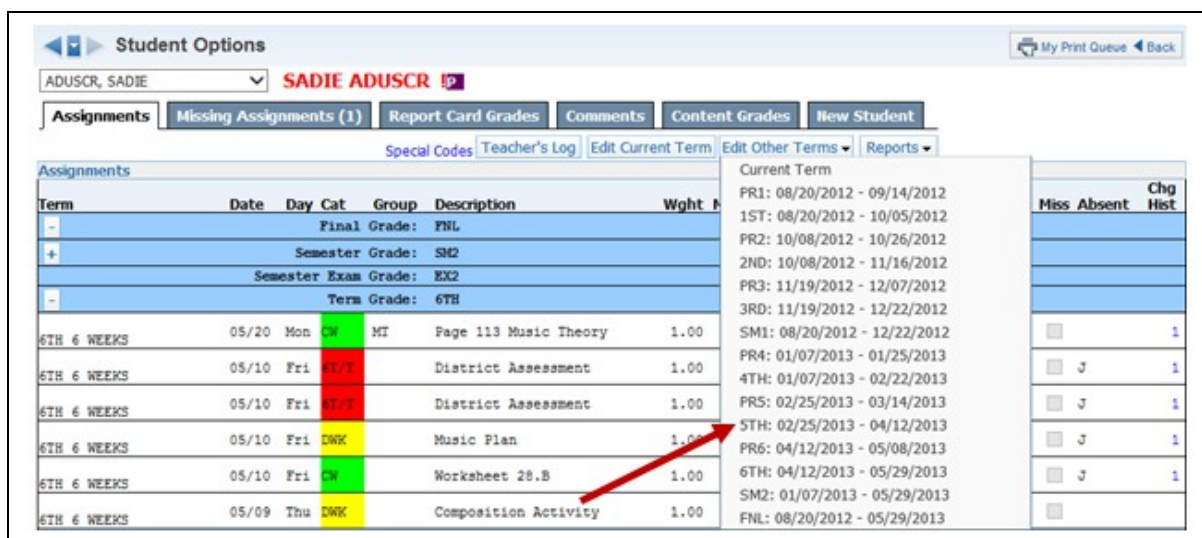
Teacher’s Log: Allows you to enter a note concerning the student. You can find more information regarding the Teacher’s Log in the Tools area of this guide.



Edit Current Term: Allows you to enter scores, special codes, no count, missing and comments for the current term assignments for the selected student.



Edit Other Terms: Allows you to enter scores, special codes, no count, missing and comments for another term. The terms that display in this drop-down list depend upon configuration settings determined by administrators.



Select a grading period.

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Student Options My Print Queue

SADIE ADUSCR !P

Save
Undo
Back

Term Grade 5TH: **C** **80.62%** Special Codes

Assignments							Scores						
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score	Spec Code	No Count	Miss	Absent
PROGRESS REPORT 5	03/04	Mon	HWK	2		1.00	100	81.67	90		<input type="checkbox"/>	<input type="checkbox"/>	
Comment:													
PROGRESS REPORT 5	03/04	Mon	ST/T		Variable Scale	1.00	100	85.33	74.99		<input type="checkbox"/>	<input type="checkbox"/>	
Comment:													

You now can enter the score, a special code, no count, missing and comments for the assignments in the selected term.

Reports: Allows you to generate an attendance report, gradebook report, progress report or partial progress report for the selected student. You can find more information regarding the available reports in the Reports section of this guide.

Student Options My Print Queue Back

ADUSCR, SADIE !P **SADIE ADUSCR** !P

Assignments Missing Assignments (1) Report Card Grades Comments Content Grades New Student

Special Codes Teacher's Log Edit Current Term Edit Other Terms Reports

Assignments										Score	Att
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score		
Final Grade: FNL										82.5	
Semester Grade: SM2										82.5	
Semester Exam Grade: EX2											
Term Grade: 6TH										84.4	
6TH 6 WEEKS	05/20	Mon	HW	MT	Page 113 Music Theory	1.00	100	84.00	7		
6TH 6 WEEKS	05/10	Fri	ST/T		District Assessment	1.00	2	2.00			
6TH 6 WEEKS	05/10	Fri	ST/T		District Assessment	1.00	2	1.00			
6TH 6 WEEKS	05/10	Fri	DWK		Music Plan	1.00	100	91.00	9		
6TH 6 WEEKS	05/10	Fri	HW		Worksheet 28.B	1.00	100	88.00	8		
6TH 6 WEEKS	05/09	Thu	DWK		Composition Activity	1.00	100	0.00			
Midterm Grade: PR6										77.6	
PROGRESS REPORT 6	05/08	Wed	Q/OL		Online Assignment	1.00	2	1.33			
PROGRESS REPORT 6	05/08	Wed	ST/T		Chapter 16 test	1.00	100	90.80	88	B	

Run a report for this student

Detail Report

Gradebook

- Assignment Listing - By Student
- Assignment Master Report
- Missing Assignments
- Email Progress Report
- View Emailed Reports
- Category Summary Report
- Academic Standard Scores Results

Progress Reports

- Progress Detail
- Enhanced Multi-Class Progress Report
- Progress Summary
- Multi-Class Progress Report

Partial Progress Reports

- Partial Progress Detail
- Partial Progress Summary
- Partial Multi-Class Progress Report

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

Score Change History: Allows you to view the score change history for an individual assignment for a student.

Aldreatescr, Delma F **Delma F Aldreatescr !**

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

Special Codes Teacher's Log Edit Current Term Edit Other Terms Reports

Assignments							Scores								
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score	Grade	Spec Code	No Count	Miss	Absent	Chg Hist
Final Grade: FIN									81.50	C+					
Semester Grade: S2									81.50	C+					
Semester Exam Grade: SE2															
Term Grade: T4									78.67	C+					
Citizenship Grade: C4									0.00						
Midterm Grade: P4									78.67	C+					
Progress 4	03/19	Tue	DAI	EQ	Page 113 1-30 even	1.00	100	85.00	80	C+		<input type="checkbox"/>	<input type="checkbox"/>		3
Progress 4	03/18	Mon	DMWK		Worksheet 3.C	1.00	100	84.60	78	C+		<input type="checkbox"/>	<input type="checkbox"/>		1
Progress 4	03/15	Fri	DAI		Page 120 1-35 odd	1.00	100	85.50	78	C+		<input type="checkbox"/>	<input type="checkbox"/>		1
Progress 4	03/15	Fri	QUIZ		Chapter 3 Quiz	1.00	100	0.00	*			<input type="checkbox"/>	<input type="checkbox"/>		
Term Grade: T3									90.00	B+					
Citizenship Grade: C3									0.00						
Quarter 3	03/04	Mon	TEST		Chapter 1.7 Test	1.00	100	86.00	90	B+		<input type="checkbox"/>	<input type="checkbox"/>		1

Click the number to the right of the assignment. The number signifies the number of score changes.

Assignment Score Changes My Print Queue Back ?

Assignment Score Change History for SADIE ADUSCR

Assignment: Page 113 Music Theory Category: CLASS WORK
 Due Date: Mon, May 20 2013 Max Score: 100 Weight: 1.00

Date	Time	Changed By	Score	Spec Code	No Count	Missing
05/17/13	1:02 PM	MARILEE ANDREASCR	75		<input type="checkbox"/>	<input type="checkbox"/>

Score information displayed in red are the changes.

Missing Assignment

The Missing Assignment tab displays any assignment that is either flagged as missing or is unscored (*) and past the due date.

Student Options My Print Queue Back

ADUSCR, SADIE **SADIE ADUSCR !**

Assignments Missing Assignments (1) Report Card Grades Comments Content Grades New Student

Special Codes Teacher's Log Edit Scores Reports

Assignments							Scores								
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score	Grade	Spec Code	No Count	Miss	Absent	Chg Hist
6TH 6 WEEKS	05/09	Thu	DWK		Composition Activity	1.00	100	0.00	*			<input type="checkbox"/>	<input type="checkbox"/>		

Scores can be entered for missing assignments by clicking on the **Edit Scores** button.

Report Card Grades

The Report Card Grades tab displays the Gradebook Grade and the Posted Grade. It will also show posting history. More information regarding the Report Cards Grades tab can be found in the Posting Grades section of this guide.

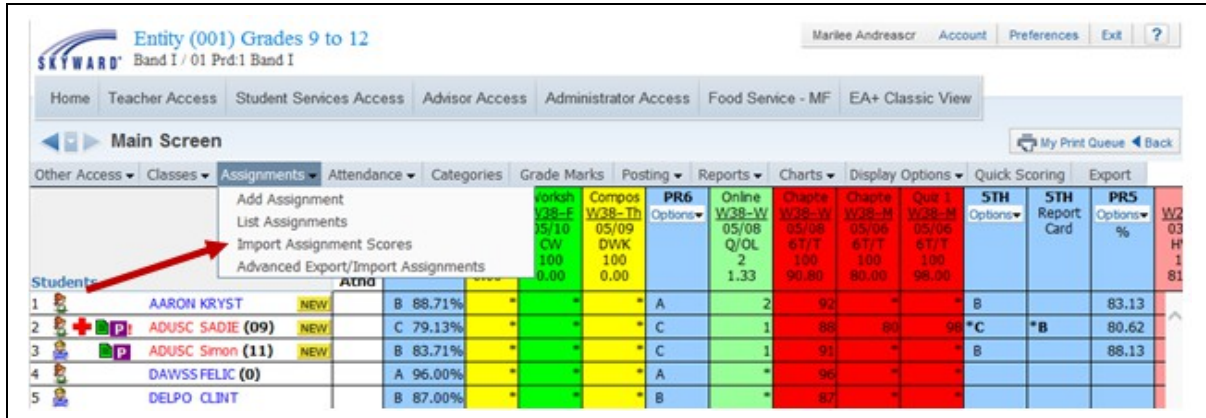
Comments

The Comments Tab allows for the entry of report card comments. You can find information regarding the entry of comments from the Comment tab in the Getting Reading for Grade Posting section of this guide.

Content Grades

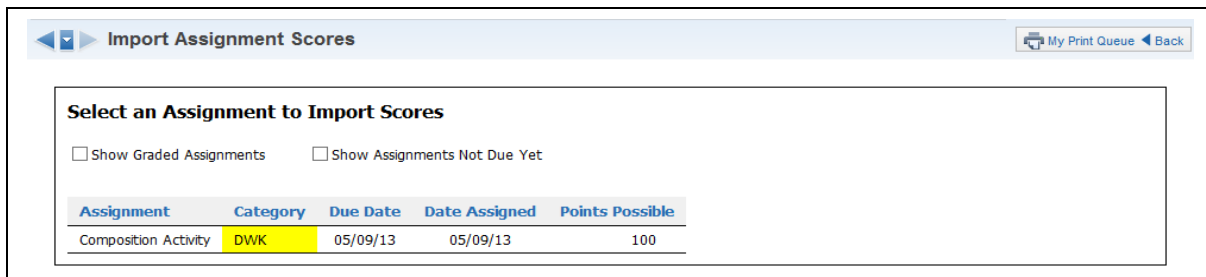
You can view grades for benchmarks or standards attached to assignments in the Content Grades tab. More information regarding the Content Grades can be found in the Setup Options section of this guide.

Import Assignment Scores



Import Assignment Scores allows you to import scores from a .csv file for an existing assignment. The file must be in the following format:

Required File Format				Close
Last Name	First Name	ID		
[Last Name]	[First Name]	[Other ID]	[Score]	
[Last Name]	[First Name]	[Other ID]	[Score]	
[Last Name]	[First Name]	[Other ID]	[Score]	
[Last Name]	[First Name]	[Other ID]	[Score]	
...Repeat for each student				



Step 1 – Select the assignment for which you want to import scores.

Show Graded Assignments: Displays assignments where scores have been entered

Show Assignments Not Due Yet: Displays assignments with a future due date

Import Assignment Scores My Print Queue ◀ Back

Assignment	Category	Due Date	Date Assigned	Points Possible
Composition Activity	DWK	05/09/13	05/09/13	100

[Select a different assignment](#)

Select a File to Import From **Note:** The import file must be a csv file that adheres to a specific format ([View File Format](#))

C:\Users\amys\Documents\Import Assignment1.csv

Student ID Score

Step 2 – Browse to the location of the .csv file containing the scores and then click **Import Scores**.

Import Assignment Scores My Print Queue ◀ Back

Assignment	Category	Due Date	Date Assigned	Points Possible
Composition Activity	DWK	05/09/13	05/09/13	100

[Select a different assignment](#)

Select a File to Import From **Note:** The import file must be a csv file that adheres to a specific format ([View File Format](#))

C:\Users\amys\Documents\Import Assignment1.csv

#	Student	ID	Score
1	Krystina Aaronsonscr	521337	98
2	Sadie Aduser	4	75
3	Simon Aduser	130001	86
4	Felica Dawsscr	521923	74
5	Clinton Delpozoscr	521942	85
6	Charlesetta Mayedascr	523498	96
7	Gary Reischscr	524288	75
8	Sang Rigginscr	524313	86
9	Ducan Walthscr	525073	75
10	Florrie Weihescr	525119	84

Step 3 – If the file is in the correct format, the students’ names, other IDs and scores will display. After verifying the student information, click the **Use Imported Scores** button.

Score Entry

Composition Activity

Week 38 - Thursday - 05/09/2013

Category: **DWK - 25%** Max Score: **100**

10 un-scored students: [Mark un-scored as 0 and Missing](#)

Post to Family Access

Post to Student Access

Students	Absent	Score	Special Code	No Count	Missing	Comment
Change blank comments to: <input type="text" value=""/>						
1	AARONSONSCR	KRYSTINA L	98			
2	ADUSCR	SADIE	*			
3	ADUSCR	Simon	86			
4	DAWSSCR	FELICA P	74			
5	DELPOZOSCR	CLINTON M	85			
6	MAYEDASCR	CHARLESETTA L	96			
7	REISCHSCR	GARY D	75			
8	RIGGINSCR	SANG M	86			
9	WALTHSCR	DUNCAN X	75			
10	WEIHESCR	FLORRIE K	84			

Mass Assign Options

Assign All Scores
to: out of **100**

Overwrite scores

Adjust All Scores
by: points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

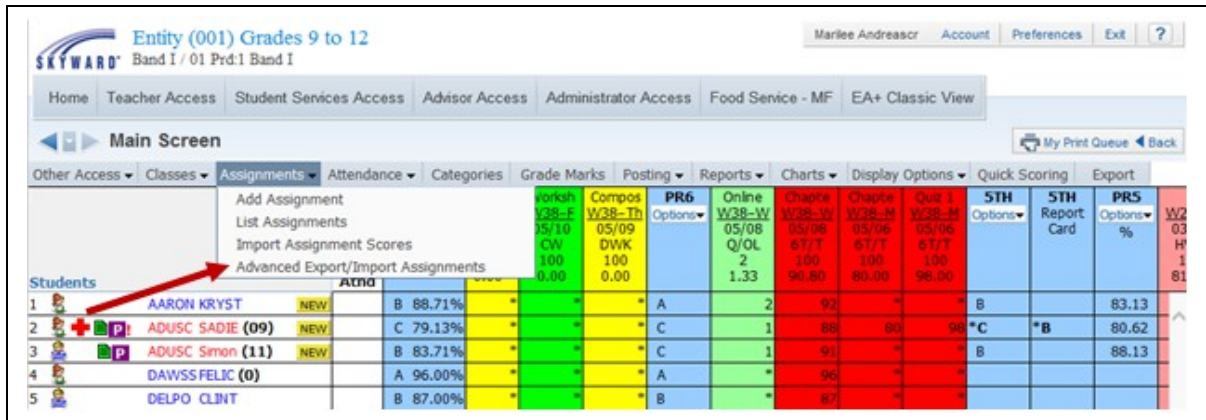
Special Codes

Code	Description
*AD	Automated Drop Score
LTE	Late, 50% cr
MS	Missing
NC	No Count
XT	Extra Time

Step 4 - The Score Entry Screen allows for the modification of scores and the entry of special codes, no count, missing and assignment comments.

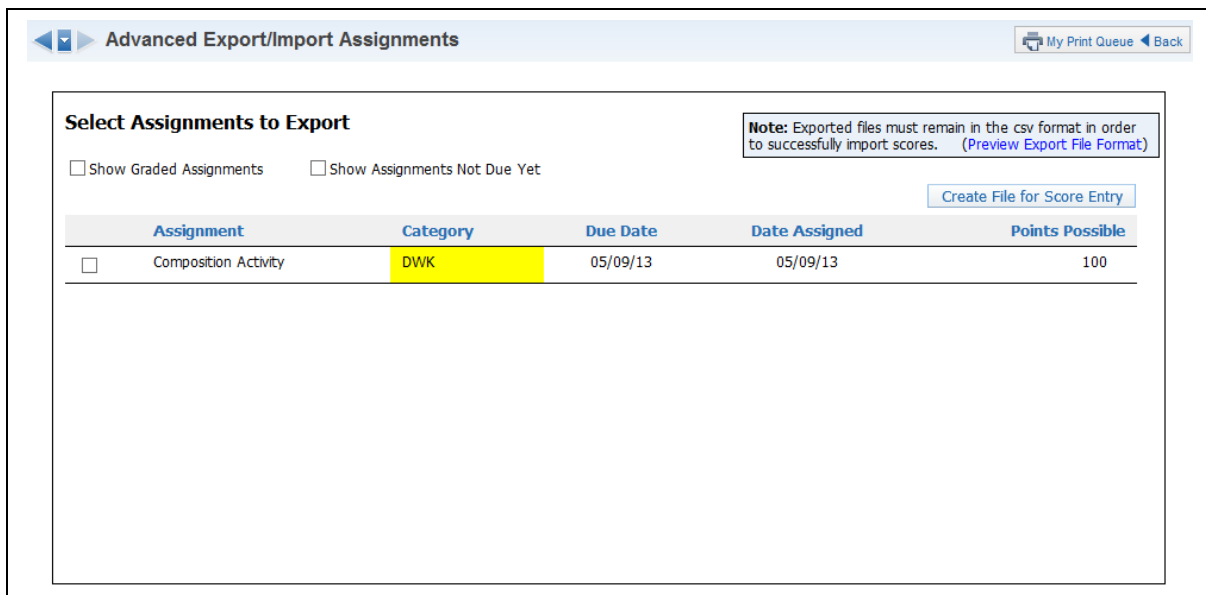
Advanced Export/Import Assignments

Advanced Export/Import Assignments allows you export a .csv file of selected assignment(s). After entering the scores for the assignment(s), you can then import the .csv file back into the gradebook.



Select **Advanced Export/Import Assignments**.

Exporting Assignment(s)



Step 1 - Select the assignment(s) you want to export.

Show Graded Assignments: Displays assignments where scores have been entered

Show Assignments Not Due Yet: Displays assignments with a future due date

Step 2 - Click on the **Create File for Score Entry** button.

	A	B	C	D	E	F	G	H	I
1	Gradebook	Band I / 01	Gradebook	27465					
2									
3	Assignment	Compositi	Assignment	144737					
4	Category:	DWK							
5	Due Date:	5/9/2013	Max Score	100					
6	Id	Student	Score	Special Co	No Count	Missing(X	Comment		
7	4440	KRYSTINA AARONSON	SCR						
8	9635	SADIE ADU	SCR						
9	9795	Simon ADU	SCR						
10	1265	FELICA DAW	SCR						
11	5678	CLINTON DEL	POZO	SCR					
12	6076	CHARLESETTA	MAYEDA	SCR					
13	9502	GARY REISCH	SCR						
14	3333	SANG RIGGIN	SCR						
15	7521	DUNCAN WALT	SCR						
16	9545	FLORRIE WEI	HESCR						

This is a sample of the .csv export displaying the format for multiple assignments.

Importing Assignment(s)

The file must remain in the following format:

Export File Format Preview							Close
Gradebook:	[Gradebook Name]	Gradebook Id:	[Gradebook Id]				
Assignment:	[Assignment 1 Name]	Assignment Id:	[Assignment 1 Id]				
Category:	[Category Name]						
Due Date:	[Due Date]	Max Score:	[Max Score]				
Id	Student	Score	Special Code	No Count(X)	Missing(X)	Comment	
[Student 1 Id]	[Student 1 Name]	[Enter score]	[Spec. Code]	[X = Yes]	[X = Yes]	[Comment]	
[Student 2 Id]	[Student 2 Name]	[Enter score]	[Spec. Code]	[X = Yes]	[X = Yes]	[Comment]	
Assignment:	[Assignment 2 Name]	Assignment Id:	[Assignment 2 Id]				
Category:	[Category Name]						
Due Date:	[Due Date]	Max Score:	[Max Score]				
Id	Student	Score	Special Code	No Count(X)	Missing(X)	Comment	
[Student 1 Id]	[Student 1 Name]	[Enter score]	[Spec. Code]	[X = Yes]	[X = Yes]	[Comment]	
[Student 2 Id]	[Student 2 Name]	[Enter score]	[Spec. Code]	[X = Yes]	[X = Yes]	[Comment]	

Select a CSV File to Import From

C:\Users\armys\Documents\Band_I-01.csv

Locate the .csv file with the score(s) and then click **Import Scores from File**.

Imported Assignment Scores
My Print Queue Back

Successfully Imported Assignment Scores

Composition Activity

Category: DWK

Due Date: 5/9/2013 Max Score: 100

Id	Student	Score	Special Code	No Count	Missing	Comment
4440	KRYSTINA AARONSONSCR	98				
9635	SADIE ADUSCR	85				
9795	Simon ADUSCR	96				
1265	FELICA DAWSSCR	74				
5678	CLINTON DELPOZOSCR	85				
6076	CHARLESETTA MAYEDASCR	96				
9502	GARY REISCHSCR	98				
3333	SANG RIGGINSCR	87				
7521	DUNCAN WALTHSCR	75				
9545	FLORRIE WEIHESCR	86				

After selecting **Import Scores for File**, the system shows the assignments imported successfully.

Why Are Assignment Scores Bold on the Gradebook Main Screen?

The screenshot shows the 'Main Screen' of a gradebook application. The interface includes a navigation bar with 'Main Screen' and 'My Print Queue' buttons, and a menu bar with options like 'Other Access', 'Classes', 'Assignments', 'Attendance', 'Categories', 'Grade Marks', 'Posting', 'Reports', 'Charts', 'Display Options', 'Quick Scoring', and 'Export'. Below the menu is a table with columns for 'Term Grade', 'FNL', 'SM2', 'EX2', '6TH', 'Page 1', 'Debt1', 'Debt2', 'Music', 'Worksh', and 'Comp'. The 'Page 1' column contains scores: 84.00, **98**, 75, 97, 75, 85. A red arrow points to the bolded score '98' in the 'Page 1' column for student 2. The table also includes columns for 'Fri 05/17 Atnd' and 'Sort By %'.

	Term Grade	FNL	SM2	EX2	6TH	Page 1	Debt1	Debt2	Music	Worksh	Comp
1	B 88.99%	B	B	*	A	84.00	2.00	1.00	91.00	88.00	88.00
2	C 81.63%	C	C	*	C	98	2		91.00	97	88
3	B 87.96%	B	B	*	B	97	*	*	85	85	*
4	B 85.33%	B	B	*	B	75	*	*	96	96	*
5	B 85.99%	B	B	*	B	85	*	*	87	87	*

Assignment scores are in bold either because the score is flagged as Missing or as No Count.

Assignment marked XT = Extra Time for KRYSTINA AARONSONSCR

If you hover over the bold score, you will receive a pop-up message showing why the score is in bold.

Getting Ready for Grade Posting

- Grade Adjustments
- Comment Entry through Post Grades tab
- Comment Entry through Single Student Display
- Grade Posting Status
- Semester/Final Exam Score Entry
- Semester/Final Grade Calculation Formula

Verify the Student’s Grades (Anything in the blue term columns will post)

		Term Grade	FNL	SM2	EX2	6TH	Page 1	Distri	Distri	Music	Worksh	Comp
		FNL	Options	Options	Options	Options	W40-M	W38-F	W38-F	W38-F	W38-F	W38-F
		Sort By %					05/20	05/10	05/10	05/10	05/10	05/10
							CW	6T/T	6T/T	DWK	CW	DW
							100	2	2	100	100	100
							84.00	2.00	1.00	91.00	88.00	88.00
1	AARONSONSCR KRISTINA L	NEW	B 88.99%	B	B	*	A	98	*	*	87	*
2	ADUSCR SADIE (09)	NEW	C 81.63%	C	C	*	C	75	2	1	97	88
3	ADUSCR Simon (11)	NEW	B 87.96%	B	B	*	B	97	*	*	85	*
4	DAWSSCR FELICA P (0)		B 85.33%	B	B	*	B	75	*	*	96	*
5	DELPOZOSCR CLINTON M		B 85.99%	B	B	*	B	85	*	*	87	*

Grade Posting is the process that copies the grades calculated in the Gradebook to the appropriate Grade Buckets so the administrative office can run reports (including Report Cards). When you are getting ready for Grade Posting and go into the Gradebook to review the grades, note that values in the blue columns will post as long as the Grade Bucket is tied to an open Grading Period.

Grade Adjustments

Grade Adjustments allow you to “bump” up or down a student’s grade for the class. The capability to enter Grade Adjustments is controlled at the district level, so you may not have the capability to enter any adjustments or to enter negative adjustments (“bump” down a student’s grade). Grade adjustments are a value added to the student’s overall percentage grade that causes the posted grade to fall within a new percentage range in the Grade Mark Group. Adjustments can be entered only for term, semester and/or final grades, not for mid-term/progress report grades.

		Term Grade	FNL	SM2	EX2	6TH	Page 1	Distri	Distri	Music	Worksh	Comp
		FNL	Options	Options	Options	Options	W40-M	W38-F	W38-F	W38-F	W38-F	W38-F
		Sort By %					05/20	05/10	05/10	05/10	05/10	05/10
							CW	6T/T	6T/T	DWK	CW	DW
							100	2	2	100	100	100
							84.00	2.00	1.00	91.00	88.00	88.00
1	AARONSONSCR KRISTINA L	NEW	B 88.99%	B	B	*	A	98	*	*	87	*
2	ADUSCR SADIE (09)	NEW	C 81.63%	C	C	*	C	75	2	1	97	88
3	ADUSCR Simon (11)	NEW	B 87.96%	B	B	*	B	97	*	*	85	*
4	DAWSSCR FELICA P (0)		B 85.33%	B	B	*	B	75	*	*	96	*
5	DELPOZOSCR CLINTON M		B 85.99%	B	B	*	B	85	*	*	87	*

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

SECONDARY GRADEBOOK – TEACHER GUIDE

Click the **Options** button under the Term, Semester, or Final grade for which you wish to make an adjustment. Then click the link to **Enter Term XX Grade Adjustments**. In the example above, the T4 grade is being adjusted.

Grade Adjustment							My Print Queue			
Term 6TH										
							Save			
							Undo			
							Back			
Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade	Grade	High	Low
1 AARONSONSCR KRISTINA L	A 94.84					-		A	100.00	90.00
2 ADUSCR SADIE (09)	C 82.63	B	1.87		84.50	-		B	89.99	80.00
3 ADUSCR Simon (11)	B 87.79					-		C	79.99	70.00
4 DAWSSCR FELICA P (0)	B 85.33					-		D	69.99	60.00
5 DELPOZOSCR CLINTON M	B 85.99					-		F	59.99	0.00
6 MAYEDASCR CHARLESETTA L (0)	B 88.50					-		Grade Marks for Grade Level 09		
7 REISCHSCR GARY D	B 80.75					-		Grade	High	Low
8 RIGGINSCR SANG M	B 81.25					-		A	100.00	91.50
9 WALTHSCR DUNCAN X	B 84.00					-		B	91.49	84.50
								C	84.49	71.50
								D	71.49	60.50
								F	60.49	0.00

This is the Grade Adjustment Entry screen. This is where you enter your desired Adjustments. In the **Grade** column, you can enter the Grade you want the student to have, or you can use the **Amount** column to enter the number of percentage points for adjusting the grade. In the example above, the student has a failing grade, but was close to a D-, so a D- was entered in the Grade column. Then the appropriate percentage is filled in for the Amount column. The **Total Percent** now shows the student's Adjusted Percentage.

You can click the note icon in the **Cmt** column to enter a note that will display in Family Access to explain why the Adjustment was entered. When all Adjustments are entered, click **Save**.

Main Screen											My Print Queue			Back	
Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export				
				Fri 05/17 Atnd	Term Grade	FNL Options	SM2 Options	EX2 Options	6TH Options	Grade Adjust	Page 1 W40-M 05/20 CW 100 84.00	Math W28-F 05/10 61/T 2 2.00	Math W28-F 05/10 61/T 2 1.00	Music W28-F 05/10 DWK 100 91.00	Word W28 05/10 CW 100 88.00
Sort By %															
1	AARONSONSCR	KRISTINA L	NEW		B 88.99%	B	B	*	A		98	*	*	87	
2	ADUSCR	SADIE (09)	NEW		C 82.56%	C	C	*	B	1.87	75	2	*	97	
3	ADUSCR	Simon (11)	NEW		B 87.96%	B	B	*	B		97	*	*	85	
4	DAWSSCR	FELICA P (0)			B 85.33%	B	B	*	B		75	*	*	96	
5	DELPOZOSCR	CLINTON M			B 85.99%	B	B	*	B		85	*	*	87	

As you see here, a new column will display on the Gradebook Main screen when Adjustments have been entered. Every bucket with an Adjustment now displays a Grade Adjust column. To modify an Adjustment that has been entered, you can click the appropriate cell in the Grade Adjust column to pull up the Grade Adjustment screen.

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

Grade Mark Overrides

Grade Mark Overrides are used to change a student’s calculated grade to an entirely different grade mark that is not part of the Grade Mark Group. This is often used to mark a student’s grade as “I – Incomplete,” or “M – Medical.” Others may be set up by your district for you to choose from. These are assigned using the Grade Adjustment screen.

Grade Adjustment
My Print Queue

Term 6TH

Save

Undo

Back

Students	Calculated Grade Percent	Adjustment			Total Percent	Override	Posted Grade
		Grade	Amount	Cmt			
1 AARONSONSCR KRYSTINA L	A 94.84						
2 ADUSCR SADIE (09)	C 82.63	B	1.87		84.50	E Other I Incomplete MED Medical	
3 ADUSCR Simon (11)	B 87.79						
4 DAWSSCR FELICA P (0)	B 85.33						
5 DELPOZOOSCR CLINTON M	B 85.99						
6 MAYEDASCR CHARLESETTA L (0)	B 88.50						
7 REISCHSCR GARY D	B 80.75						
8 RIGGINSCR SANG M	B 81.25						
9 WALTHSCR DUNCAN X	B 84.00						

Grade Marks		
Grade	High	Low
A	100.00	90.00
B	89.99	80.00
C	79.99	70.00
D	69.99	60.00
F	59.99	0.00

Grade Marks for Grade Level 09		
Grade	High	Low
A	100.00	91.50
B	91.49	84.50
C	84.49	71.50
D	71.49	60.50
F	60.49	0.00

Click the drop-down option under the **Override** column to assign the correct Grade Mark for the student. This is the grade that will be sent to the office during posting. When all Adjustments and/or Overrides have been entered, click **Save**.

Main Screen
My Print Queue Back

Other Access
Classes
Assignments
Attendance
Categories
Grade Marks
Posting
Reports
Charts
Display Options
Quick Scoring
Export

Students	Term Grade	FNL	SM2	EX2	6TH	Grade Adjust	Page 1	Distri	Distri	Music	Won
							W40-M	W38-F	W38-F	W38-F	W38
1 AARONSONSCR KRYSTINA L	B 88.99%	B	B	*	I		98	*	*	*	87
2 ADUSCR SADIE (09)	C 82.56%	C	C	*	B	1.87	75	2	1	97	
3 ADUSCR Simon (11)	B 87.96%	B	B	*	B		97	*	*	85	
4 DAWSSCR FELICA P (0)	B 85.33%	B	B	*	B		75	*	*	96	
5 DELPOZOOSCR CLINTON M	B 85.99%	B	B	*	B		85	*	*	87	

You can see the “S” Grade Mark Override now showing as the student’s T4 Grade.

Post Comments for Entire Class

Students	Term Grade	FNL	Post Grades	Post Comments	Math	Science	English	History	Art	Music	Work
1 AARONSONSKR KRISTINA L	B 88.99%	B	B	*	I	98	*	*	*	87	
2 ADUSCR SADIE (09)	C 82.56%	C	C	*	B	75	2	1	97		
3 ADUSCR Simon (11)	B 87.96%	B	B	*	B	97	*	*	85		
4 DAWSSCR FELICA P (0)	B 85.33%	B	B	*	B	75	*	*	96		
5 DELPOZOSCR CLINTON M	B 85.99%	B	B	*	B	85	*	*	87		

You can enter Comments for students for each Grading Period. The comments can then be pulled into a report card to be sent home. They can also be viewed by guardians in Family Access. To enter comments to be posted, click **Post Comments** under the **Posting** tab.

Comments

Comment Display Options

Do Not Display Comments for the Current Grade Period in:

- Student Access
- Family Access
- Gradebook Reports

Grade Period(s) Open for Comment Posting

04/12/2013 to 05/29/2013 **6TH 6 WEEKS** [Post Comments](#)
 This grade period is open to post comments.
 Click the Post Comments link to enter comments for this period.

Previous Grade Periods

08/20/2012 to 09/14/2012 **PROGRESS REPORT 1** [Display Comments](#)
 This grade period is closed and comments may no longer be posted to it.
 Click the Display Comments link to view comments for this period.

08/20/2012 to 10/05/2012 **1ST 6 WEEKS** [Display Comments](#)
 This grade period is closed and comments may no longer be posted to it.
 Click the Display Comments link to view comments for this period.

Do Not Display Comments for the Current Grade Period: Allows you to determine when comments will display in Family/Student Access and in reports. Availability of this option depends upon the Gradebook configuration for the entity.

Click **Post Comments** to enter comments for the entire class.

Comment Entry My Print Queue

Grading Period: 04/12/13 to 05/29/13 6TH 6 WEEKS Save
Back

[View Comment Codes](#) | [Show Grade Columns](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	C1	C2	C3	Freeform
Default blank comments to:							
2013	KRYSTINA L	AARONSONSCR		001	002		
2016	SADIE	ADUSCR	■ ■	001	002		Sadie is doing a great job in Band and is a leader of
2014	Simon	ADUSCR		001	002		
2014	FELICA P	DAWSSCR		002			
2010	CLINTON M	DELPOZOSCR	■				

You can enter hard-coded comments (C1-C6) and/or Free-Form Comments. The number of hard-coded comments available and the availability of free-form comment entry will depend upon the Gradebook setup for the entity. Entity setup also determines the character length for free-form comments. Any comment displayed in red indicates that the comment has not been saved. Once the comment has been saved, it is ready to display on the report card.

View Comment Codes: Allows you to view the comment codes created for the entity.

Comment Codes My Print Queue ◀ Back ?

Comment Codes

Code	Description
001	Pleasure to have in class.
002	Active participant.

Show Dropped Students: Allows for dropped students to display in the list of students for comment entry.

Show Grade Columns: Displays columns for each grading period of the course; grades earned will also display.

Comment Entry My Print Queue

Grading Period: 04/12/13 to 05/29/13 6TH 6 WEEKS Save
Back

[View Comment Codes](#) | [Hide Grade Columns](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	PR1	1ST	PR2	2ND	PR3	3RD	EX1	SM1	PR4	4TH	PR5	5TH	PR6	6TH	EX2	SM2	FNL
Default blank comments to:																				
2013	KRYSTINA L	AARONSONSCR											B	B	A	I	B	B		
2016	SADIE	ADUSCR	■ ■										C	B	C	B	C	C		
2014	Simon	ADUSCR											B	B	C	B	B	B	B	
2014	FELICA P	DAWSSCR											A	B	B	B	B	B		
2010	CLINTON M	DELPOZOSCR	■										B	B	B	B	B	B		

Hide Grade Columns: Removes the columns of grades from the display.

After clicking the **Student's Name** on the Gradebook Main screen, click the **Comments** tab.

Student Options My Print Queue Back

DAWSSCR, FELICA P **FELICA P DAWSSCR**

Assignments Missing Assignments (8) Report Card Grades **Comments** Content Grades Edit Comments

Comments for Current Grade Period

04/12/2013 to 05/29/2013 6TH 6 WEEKS
Comment 1: **002 - Active participant.**

Comments for Previous Grade Periods

08/20/2012 to 09/14/2012 PROGRESS REPORT 1
There are no comments entered for this student for this grading period.

08/20/2012 to 10/05/2012 1ST 6 WEEKS
There are no comments entered for this student for this grading period.

10/08/2012 to 10/26/2012 PROGRESS REPORT 2
There are no comments entered for this student for this grading period.

10/08/2012 to 11/16/2012 2ND 6 WEEKS
There are no comments entered for this student for this grading period.

Click **Edit Comments**.

Student Options My Print Queue

FELICA P DAWSSCR Check Spelling Save Undo Back

Comments for Current Grade Period

04/12/2013 to 05/29/2013 6TH 6 WEEKS

6TH Gradebook Grade: **B**
SM2 Gradebook Grade: **B**
FNL Gradebook Grade: **B**

Comment 1: 002 - Active participant.
Comment 2: 001 - Pleasure to have in class.
Comment 3:

Free Form Comment:

Now you can enter in Comment Codes or Free Form Comments for the Current Grade Period for the single student.

Grade Posting Status

You can see the Grade Posting Status by going into My Gradebook and clicking the **Posting Status** tab. This area allows you to verify that each student has a report card grade and comment. It will also show you students with missing assignments and grade differences. You are able to request a grade change in this area. The details of this will be covered later in the guide.

The screenshot shows the 'My Gradebook' interface. At the top, there are navigation arrows and the text 'My Gradebook'. Below this, there are tabs for 'Current Year Classes' and 'Prior Years Classes'. A dropdown menu is set to 'Reports for All Classes'. The main area displays two class lists:

- 001 Entity (001) Grades 9 to 12**: A table with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. It lists various classes like 2LA / 01 (2 Lang Arts), 2READ / 01 (2 Reading), 2SPEL / 01 (2 Spelling), 2WRIT / 01 (2 Writing), 3116 / 01 (Wind Ensemble 2), 3115 / 01 (Wind Ensemble), Band I / 01 (Band I), TREND / 01 (Trend), 3117 / 01 (Wind Ensemble 3), 1MUS / 01 (1 Music), and 1MUS / 02 (1 Music).
- 002 Entity (002) Grades 7 to 12**: A table with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. It lists class 9400 / 01 (AG MECHANICS I).

On the right side, there is a 'Posting Status' sidebar for '001 - Secondary Gradebook'. It shows 'Grading Periods Open for Posting' (6TH 6 WEEKS) and 'Previous Grading Periods' (PROGRESS REPORT 1 through 5TH 6 WEEKS).

The screenshot shows the 'Secondary Grade Post Status (810)' interface. At the top, there are navigation arrows, the text 'Secondary Grade Post Status (810)', and a status bar indicating '15 days left to post (open from 7:30 AM on 05/15/13 until 1:00 PM on 06/01/13)'. Below this, there are icons for Favorites, New Window, My Print Queue, and Back. The main area displays a table titled 'Secondary Grade Posting Status for 6TH 6 WEEKS (04/12/13 - 05/29/13)'. The table has columns for Period, Class, Description, Missing Rpt Card Grades, Missing Assign., Missing Comments, Diff., Low Percent, Avg. Percent, High Percent, Active Stds, Drp Stds, and Pos Cor.

The first row of the table is selected, showing:

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Pos Cor
1	00 2LA / 01	2 Lang Arts	15			6	83.75	86.95	91.59	3		

Below the table, there are buttons for 'Expand All', 'Collapse All', and 'View Printable Details'. A detailed view for the selected class is shown, with expandable sections for:

- Missing Report Card Grades
- Missing Assignments
- Missing Comments
- Differences
- Dropped Student Differences

The Grade Posting Status indicates when grades can be posted to the office for report cards. It also displays additional information to determine whether grades for students are complete.

Missing Report Card Grades: Displays any student who does not have a grade posted for the class.

▼ Missing Report Card Grades					
Student	CZ6	FNL	SM2	EX2	6TH
AARONSONSCR, KRYSTINA	✓	✓	✓	✓	✓
ADUSCR, SADIE	✓	✓	✓	✓	✓
ADUSCR, Simon	✓	✓	✓	✓	✓
DAWSSCR, FELICA	✓	✓	✓	✓	✓
DELPOZOSCR, CLINTON	✓	✓	✓	✓	✓
MAYEDASCR, CHARLESETTA	✓	✓	✓	✓	✓
REISCHSCR, GARY	✓	✓	✓	✓	✓
RIGGINSCR, SANG	✓	✓	✓	✓	✓
WALTHSCR, DUNCAN	✓	✓	✓	✓	✓
WEIHESCR, FLORRIE	✓	✓	✓	✓	✓

✓ = missing grade

Missing Assignments: Display students with missing assignments; includes those marked as missing and those unscored and past the due date.

▼ Missing Assignments									
Student	Due Date	Assignment	Category	Weight	Max Points	Score	Marked Missing	No Count	
AARONSONSCR, KRYSTINA	05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	*	No	No	
	05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	*	No	No	
	05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	*	No	No	
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No	
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No	
ADUSCR, Simon	05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	*	No	No	
	05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	*	No	No	
	05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	*	No	No	
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No	
	05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	*	No	No	

Missing Comments: Displays students without comments posted for the report card.

▼ Missing Comments
Students with No Comments Entered for 6TH 6 WEEKS
DELPOZOSCR, CLINTON
MAYEDASCR, CHARLESETTA
REISCHSCR, GARY
RIGGINSCR, SANG
WALTHSCR, DUNCAN
WEIHESCR, FLORRIE

Differences: Displays students with a grade difference. A grade difference occurs when the grade in the Gradebook does not match the grade the office has.

Differences						
Student	Grade Column	GB Grade	Rpt. Card Grade	Date Posted	Time Posted	Posted By
AARONSONSCR, KRYSTINA	FNL	B				
	SM2	B				
	6TH	I				
ADUSCR, SADIE	FNL	C				
	SM2	C				
	6TH	B				
ADUSCR, Simon	FNL	B				
	SM2	B				
	6TH	B				
DAWSSCR, FELICA	FNL	B				
	SM2	B				
	6TH	B				

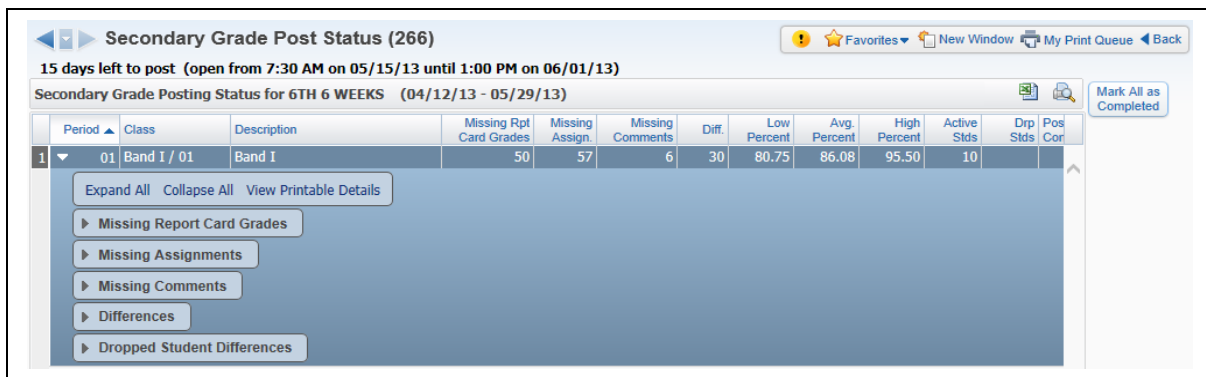
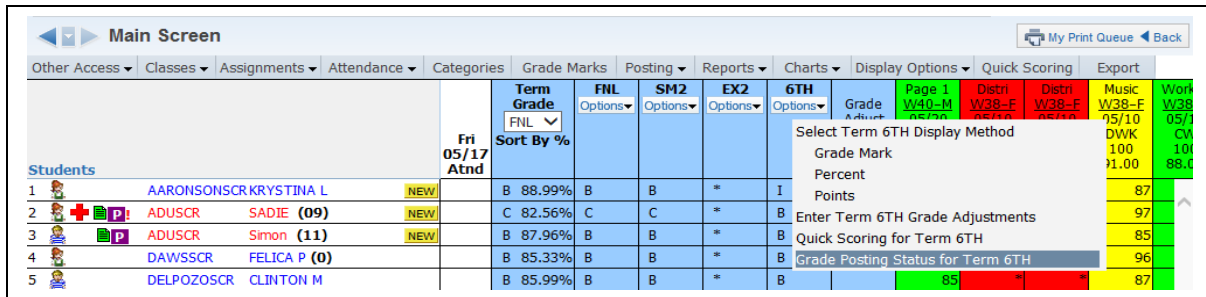
Dropped Student Differences: Displays grade differences for dropped students.

Dropped Student Differences							
Student	Drop Date	Grade Column	GB Grade	Rpt. Card Grade	Date Posted	Time Posted	Posted By
Smithscr, Madison		P4	B				

Mark All as Complete: Allows you to flag every class as Complete. The office can run a report to determine whether grades and comments are complete in order to run report cards. Also, if you have this option selected, the Drop Lowest Score and Advanced Drop Lowest Score options will not be available.

SECONDARY GRADEBOOK – TEACHER GUIDE

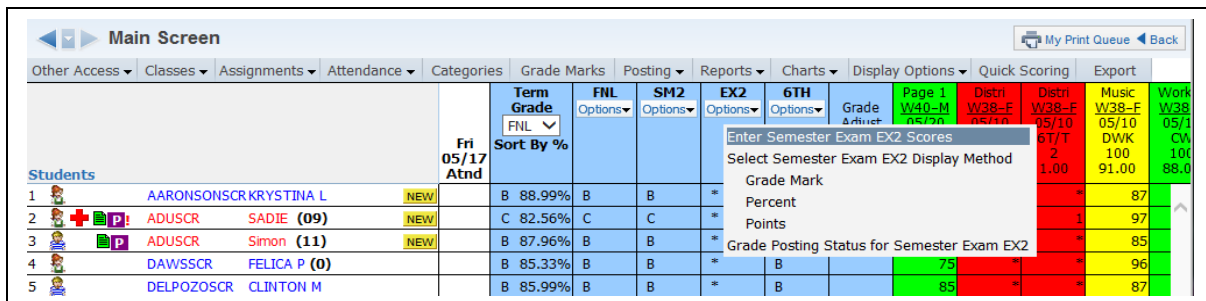
You can also access **Grade Posting Status** from the Gradebook Main screen by dropping down from the **Options** tab under any column and clicking on **Grade Posting Status**.



The information displayed for **Grade Posting Status** is exactly the same as shown on the Gradebook Selection screen, except this only displays the individual class.

Semester/Final Exam Score Entry

Semester/Final Exam Score Entry allows you to enter the scores for the semester/final exam.



To enter Semester/Final Exam grades, you can go to the Gradebook Main Screen and click the **Option** tab under the Semester or Final Exam Grade Bucket. Then select **Enter Semester Exam Scores**.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

◀ ▶ **Exam Entry**

Semester Exam EX2

Max Score: Save

Weight: Undo

View Exam Score as: Back

Students	Score	Override
1 AARONSONSCR KRYSTINA L.	98	- ▼
2 ADUSCR SADIE .	75	- ▼
3 ADUSCR Simon .		E Ex/Oth ▼
4 DAWSSCR FELICA P.	84	- ▼
5 DELPOZOSCR CLINTON M.	96	- ▼
6 MAYEDASCR CHARLESETTA L.	75	- ▼
7 REISCHSCR GARY D.	86	- ▼
8 RIGGINSCR SANG M.	94	- ▼
9 WALTHSCR DUNCAN X.	63	- ▼
10 WEIHESCR FLORRIE K.	72	- ▼

Max Score: Allows you to enter the maximum score for the Semester/Final Exam.

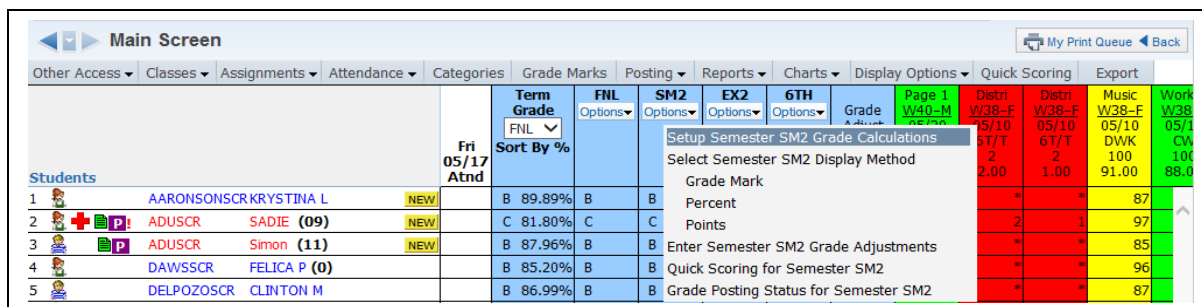
Weight: Allows you to determine the exam’s weight. This option functions the same as in the Gradebook. Typically remains at 1.00 unless you wish to adjust exam.
 Example: Exam has a maximum score of 100. If you change the Weight Multiplier field to .5, the exam is given half the value and would reflect a maximum score of 50. By changing the Weight Multiplier to 2, the exam maximum score would double to 200.

View Exam Score as: Allows you to determine how the exam score is viewed in the Gradebook. Your choices include Grade Mark, Percent or Point.

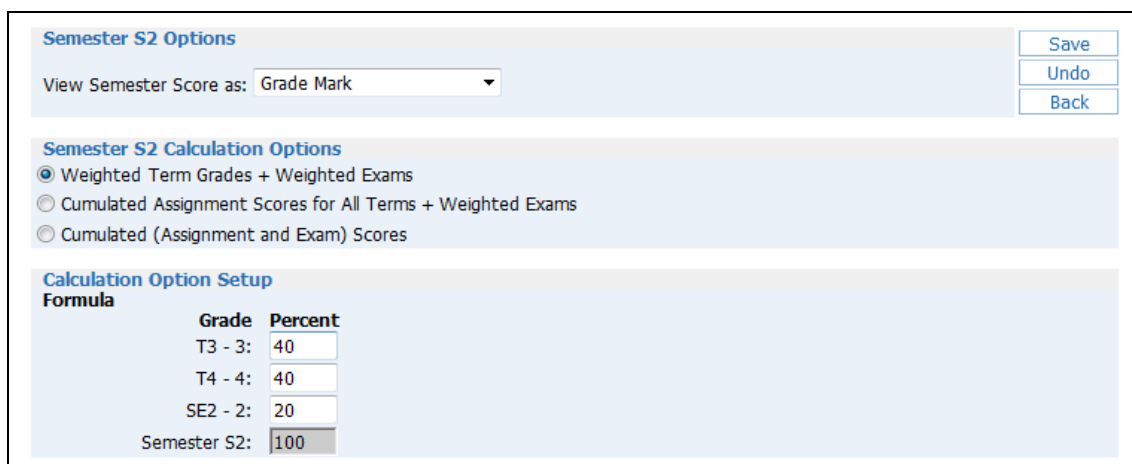
You can enter the score for each student for the semester/final exam. You also have the capability to enter an override, including one to exempt the student from the exam.

Semester/Final Grade Calculation Formula:

Semester/Final Grade Calculation Formula allows you to determine how the semester/final grade is calculated. The option to modify the formula may not be available depending upon the Gradebook configuration for the entity.



To set up the Semester/Final Grade Calculation, go to the Gradebook Main Screen. Under either the Semester or Final Grade Bucket, click the **Options** tab and select **Set Up Grade Calculations**.



View Semester Score as: Choose whether you want to see the final score as a Grade Mark, a Percent or Points.

Semester/Final Calculation Options

- **Weighted Term Grades + Weighted Exams:** Allows you to enter percentages for each term that will contribute to the calculated grade.
- **Accumulated Assignment Scores for all Term + Weighted Exams:** Calculation will be based on assignment scores for the grading period and a weighted exam. You will need to enter the percentage for the assignment scores and exam.
- **Accumulated (Assignment and Exam) Scores:** Calculation will be based on the total of the assignment scores and the exam during the date range of the term. No percentages need to be assigned for either the assignment or exam.

If you are using category weighting and have selected to use cumulative assignment scores, it will take the category weighting into consideration to calculate the semester/final grade.

Posting Grades

- Auto Post Grades
- Post Dropped Students Grades
- Manual Grade Posting
- Post Athletic Grades
- Grade Differences (Bold and * Grades)
- Request Grade Change Process

Auto Posting

Auto-Posting allows grades to post automatically from your Gradebook to the office depending on a range of dates (the Posting Window). The capability to auto-post grades will depend on the Gradebook setup at a district level. When auto-posting is enabled, you will need to verify the grades in the blue term/semester/final grade columns for the grading period being posted. No additional steps are required.

Students	Term Grade	FNL	Page 1	Distri	Distri	Mus
1 AARONSONSCR KRYSTINA L	B 89.89%	B	98	*	*	*
2 ADUSCR SADIE (09)	C 81.80%	C	75	2	1	*
3 ADUSCR Simon (11)	B 87.96%	B	97	*	*	*
4 DAWSSCR FELICA P (0)	B 85.20%	B	75	*	*	*
5 DELPOZOSCR CLINTON M	B 86.99%	B	85	*	*	*

Click the **Posting** tab in the Gradebook. When auto-posting is turned on, three boxes will display: Post Athletic (if an Athletic Grade Bucket is being used), Post Dropped Students' Grades and Post Comments.

Post Athletic: This will be reviewed in a later section.

Post Dropped Students Grades

Grades are not posted automatically for dropped students. If you need to post grades for dropped students, you need to use the Post Dropped Students' Grades option.

Click on **Post Dropped Students Grades** under the Posting tab.

Post Dropped Students Grades My Print Queue Back

Grade Period(s) open for Report Card Posting

04/12/2013 to 05/29/2013 **6TH 6 WEEKS** [Post Grades](#)
 This Grade Period is open to post grades to the report cards from Wednesday, May 15 2013 at 7:30 AM until Saturday, June 1 2013 at 1:00 PM.
 Click the Post Grades link to post the following grades from the Gradebook: Term 6, Semester Exam 2, Semester 2, Final.

Previous Grade Periods

08/20/2012 to 09/14/2012 **PROGRESS REPORT 1** [Display Grades](#)
 This Grade Period closed for report card posting on Sunday, September 16 2012 at 4:30 PM.
 Click Display Grades to view grades from this period.

08/20/2012 to 10/05/2012 **1ST 6 WEEKS** [Display Grades](#)
 This Grade Period closed for report card posting on Monday, October 8 2012 at 4:00 PM.
 Click Display Grades to view grades from this period.

10/08/2012 to 10/26/2012 **PROGRESS REPORT 2** [Display Grades](#)
 This Grade Period closed for report card posting on Monday, October 29 2012 at 4:30 PM.
 Click Display Grades to view grades from this period.

10/08/2012 to 11/16/2012 **2ND 6 WEEKS** [Display Grades](#)
 This Grade Period closed for report card posting on Sunday, November 18 2012 at 12:00 PM.
 Click Display Grades to view grades from this period.

Find the correct term and select **Post Grades**. You can also see class information for past and upcoming grading periods.

Grade Entry My Print Queue

Grading Period: **04/12/2013 to 05/29/2013 6TH 6 WEEKS**
 Posting Available From: **05/15/2013 7:30 AM to 06/01/2013 1:00 PM** Save Back

Grades shown in red were transferred from the Gradebook and have not been posted yet

[View Grade Marks](#) | [View Comment Codes](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	ATH	CZ6	6TH	EX2	SM2	FNL	C1	C2	C3	Free Form Comment
Default blanks to:													
2010	CLINTON M	(Dropped)DELPOZOSCR				A							

This is the Dropped Student Posting screen. Enter the students' grades and comments and then click the **Save** button to save the information.

View Grade Marks: This displays a list of the Grade Marks you may enter for a student’s grade.

Grade Marks			
Grade Mark	Speed Entry	Grad Year High	Description
100	100		100
99	99		99
98	98		98
97	97		97
96	96		96
95	95		95
94	94		94
93	93		93
92	92		92
91	91		91
90	90		90
89	89		89
88	88		88
87	87		87
86	86		86
85	85		85
84	84		84









View Comment Codes: This displays a list of the comments and associated codes so you can enter the appropriate code.

Comment Codes	
Code	Description
001	Pleasure to have in class.
002	Active participant.

Alert Legend: This shows the meanings of the different alert colors that may be attached to a student.

Alert Color Legend My Print Queue Back ?

Alert Color Legend

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

Return to default sort: This option returns the screen display to the original default sort order if you selected to sort in a different way.

Manual Grade Posting

Manual Grade Posting allows you to determine when grades are posted to the office. After the initial posting, any changes made in the Gradebook will need to be re-posted. You can post grades as many times as needed as long as the Posting Window is open.

Students	Term Grade	FNL	Post Grades	Post Comments	CW	Distri W38-F	Distri W38-F	Music W38-F	Work W38-F
1 AARONSONSKRYSTINA L	B 89.89%	B	B	A	I	100	75	2	1
2 ADUSCR SADIE (09)	C 81.80%	C	C	C	B	84.00	2.00	1.00	100
3 ADUSCR Simon (11)	B 87.96%	B	B	E	B	96	2	2	100
4 DAWSSCR FELICA P (0)	B 85.20%	B	B	B	B	75	2	2	100
5 MAYEDASCR CHARLESETTA L (0)	B 87.15%	B	B	C	B	86	2	2	100

Click the Posting tab and select **Post Grades**.

Athletic Eligibility

Post Athletic Eligibility Grades for: 6TH

Auto-Post Athletic Eligibility Grades Every Day

Note: This will apply to all your classes

Grade Period(s) open for Report Card Posting

04/12/2013 to 05/29/2013 **6TH 6 WEEKS**

This Grade Period is open to post grades to the report cards from Wednesday, May 15 2013 at 7:30 AM until Saturday, June 1 2013 at 1:00 PM.

Click the Post Grades link to post the following grades from the Gradebook: Term 6, Semester Exam 2, Semester 2, Final.

Previous Grade Periods

08/20/2012 to 09/14/2012 PROGRESS REPORT 1

This Grade Period closed for report card posting on Sunday, September 16 2012 at 4:30 PM.

Click Display Grades to view grades from this period.

08/20/2012 to 10/05/2012 1ST 6 WEEKS

This Grade Period closed for report card posting on Monday, October 8 2012 at 4:00 PM.

Click Display Grades to view grades from this period.

10/08/2012 to 10/26/2012 PROGRESS REPORT 2

This Grade Period closed for report card posting on Monday, October 29 2012 at 4:30 PM.

Click Display Grades to view grades from this period.

10/08/2012 to 11/16/2012 2ND 6 WEEKS

This Grade Period closed for report card posting on Sunday, November 18 2012 at 12:00 PM.

Click Display Grades to view grades from this period.

From here you can select to Post Grades for Athletic Eligibility or for Report Card Posting. You can also select to display grades for previous terms. Click **Post Grades** under Report Card Posting for the correct Grading Period.

SECONDARY GRADEBOOK – TEACHER GUIDE

Grade Entry
My Print Queue

Grading Period: **04/12/2013 to 05/29/2013 6TH 6 WEEKS**
 Posting Available From: **05/15/2013 7:30 AM to 06/01/2013 1:00 PM**

Grades shown in red were transferred from the Gradebook and have not been posted yet


Save
Back

[View Grade Marks](#) | [View Comment Codes](#) | [Show Dropped Students](#) | [Alert Legend](#)


Grad Yr	First Name	Last Name	Alerts	ATH	CZ6	6TH	EX2	SM2	FNL	C1	C2	C3	Free Form Comment
Default blanks to:													
2013	KRYSTINA L	AARONSONSCR	A			I	A	B	B	001	002		
2016	SADIE	ADUSCR	B			B	C	C	C	001	002		Sadie is doing a great job in Band and is a leader of
2014	Simon	ADUSCR	B			B	E	B	B	001	002		
2014	FELICA P	DAWSSCR				B	B	B	B	002	001		
2014	CHARLESETTA	LMAYEDASCR				B	C	B	B				
2015	GARY D	REISCHSCR				B	B	B	B				
2013	SANG M	RIGGINSCR				B	A	B	B				
2013	DUNCAN X	WALTHSCR				B	D	B	B				
2015	FLORRIE K	WEIHESCR				A	C	A	A				

This screen displays the grades you will be posting; these grades pull directly from the Gradebook. You cannot modify grades on this screen; any modification must be done through a Grade Adjustment. Comments for students can be entered and updated from here. Grades and Comments displayed in red and bold are updated information that has not previously been posted. Green Grades and Comments are ones that have already been posted. The first time you post for a Grading Period, all should show as red.

View Grade Marks: This displays a list of the Grade Marks available in the Gradebook.

Grade Marks			
 My Print Queue ◀ Back ?			
Grade Marks			
Grade Mark	Speed Entry	Grad Year High	Description
100	100		100
99	99		99
98	98		98
97	97		97
96	96		96
95	95		95
94	94		94
93	93		93
92	92		92
91	91		91
90	90		90
89	89		89
88	88		88
87	87		87
86	86		86
85	85		85

View Comment Codes: This displays the comments and their associated codes so that a teacher can enter the code number associated with the comment.

Comment Codes	
 My Print Queue ◀ Back ?	
Comment Codes	
Code	Description
001	Pleasure to have in class.
002	Active participant.

Show Dropped Students: This allows you to view dropped students and enter comments for them if appropriate.

Grade Entry
My Print Queue

Grading Period: **04/12/2013 to 05/29/2013 6TH 6 WEEKS**
 Posting Available From: **05/15/2013 7:30 AM to 06/01/2013 1:00 PM**

Grades shown in red were transferred from the Gradebook and have not been posted yet

Save
Back

View Grade Marks | View Comment Codes | Hide Dropped Students | Alert Legend

Grad Yr	First Name	Last Name	Alerts	ATH	CZ6	6TH	EX2	SM2	FNL	C1	C2	C3	Free Form Comment
2013	KRYSTINA L	AARONSONSCR	A			I	A	B	B	001	002		
2016	SADIE	ADUSCR	B			B	C	C	C	001	002		Sadie is doing a great job in Band and is a leade
2014	Simon	ADUSCR	B			B	E	B	B	001	002		
2014	FELICA P	DAWSSCR				B	B	B	B	002	001		
2010	CLINTON M	(Dropped)DELPOZOSCR											
2014	CHARLESETTA L	MAYEDASCR				B	C	B	B				
2015	GARY D	REISCHSCR				B	B	B	B				
2013	SANG M	RIGGINSCR				B	A	B	B				
2013	DUNCAN X	WALTHSCR				B	D	B	B				
2015	FLORRIE K	WEIHESCR				A	C	A	A				

Alert Legend: This shows the meanings of the different alert colors that may be attached to a student.

Alert Color Legend
My Print Queue Back ?

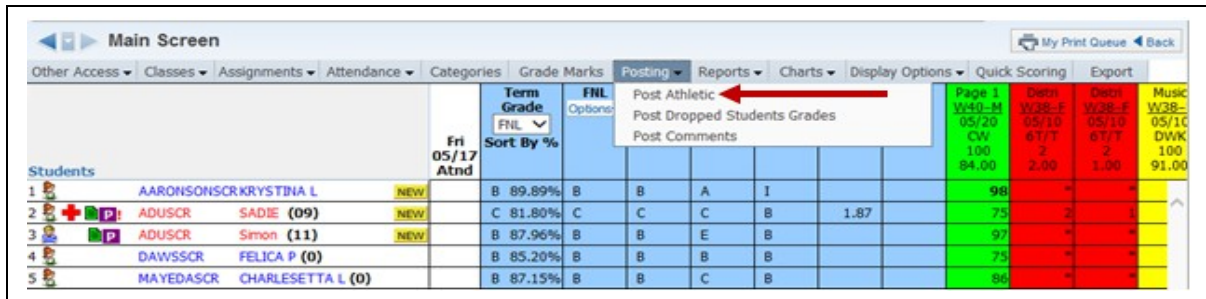
Alert Color Legend

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

Return to default sort: This option returns the screen to the original default sort if the teacher has sorted information in a different way.

Post Athletic Grades

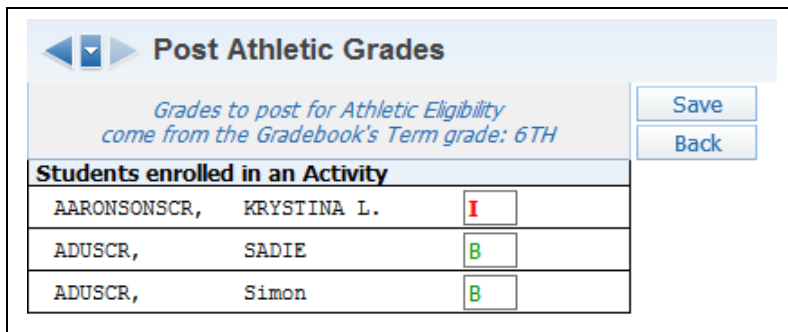
You may have the capability to Post Athletic Grades for student enrolled in an Activity. Availability of this feature will depend upon the Gradebook and grading setup for the entity.



Click **Post Athletic** under the Posting tab



Next, choose the correct term/semester for which you would like to post Athletic Eligibility grades and click Post Grades.



Grades not submitted appear in red. If auto-post is on, you will not be able to edit the grade. After clicking Save, grades will be submitted and they will turn green.

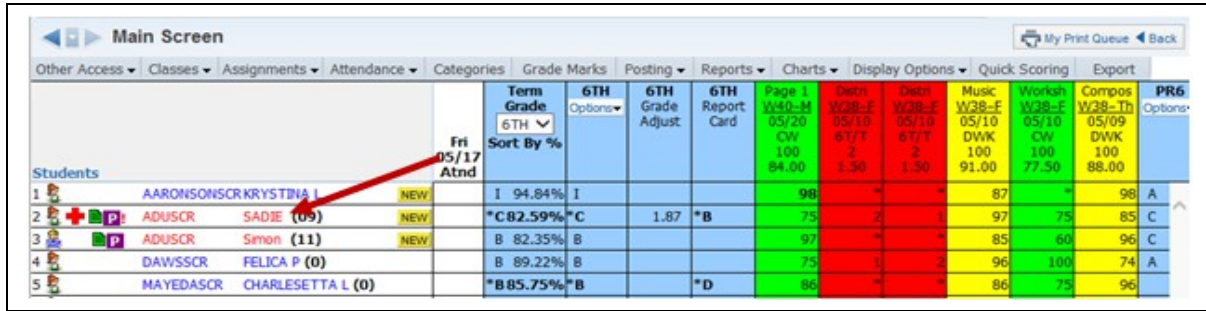
Grade Differences

Grade Differences occur when the grade in the Gradebook does not match the grade the office has. Grades that are in **bold** and have an asterisk (*) in the progress, term, semester or final grade columns mean there is a grade difference. You may also see a Report Card column in the Gradebook displaying the grade the office has. (This is a district Gradebook setup option.) You do not want to have grade differences in term, semester or final grading periods.

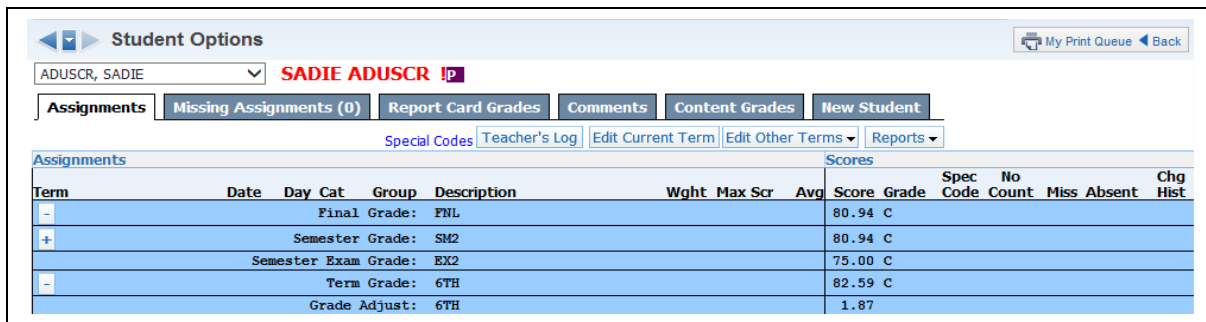
		Term Grade	6TH Options	6TH Grade Adjust	6TH Report Card	Page 1 W40-M 05/20 CW 100 84.00	Math W28-F 05/10 61/71 2 1.50	Math W28-F 05/10 61/71 2 1.50	Music W38-F 05/10 DWK 100 91.00	Worksh W38-F 05/10 CW 100 77.50	Compos W38-Th 05/09 DWK 100 88.00	PR6 Options
1	AARONSONSCR KRISTINA L	NEW	I 94.84%	I		98			87		98	A
2	ADUSCR SADIE (09)	NEW	*C82.59%	*C	1.87	*B			97		85	C
3	ADUSCR Simon (11)	NEW	B 82.35%	B		97			85	60	96	C
4	DAWSSCR FELICA P (0)		B 89.22%	B		75			96	100	74	A
5	MAYEDASCR CHARLESETTA L (0)		*B85.75%	*B		86			86	75	96	

There are multiple ways to eliminate the grade differences in the Gradebook depending upon why the grade difference is occurring. If you are posting grades manually, you should repost the grades in the Gradebook if they can still be posted. If the grades can no longer be posted, you will need to submit a Grade Change Request.

Report Card Posting Tab in Single Student Scoring Screen



Click the **Student's Name** on the Gradebook Main Screen.



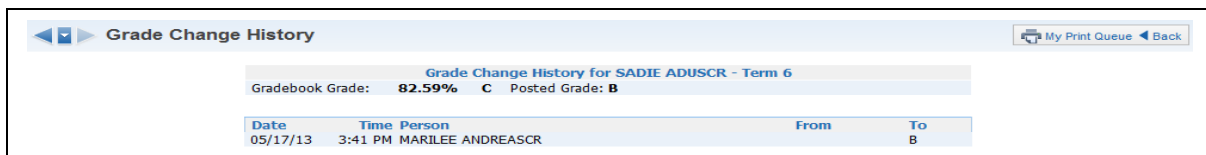
Select the **Report Card Grades** tab.

PROGRESS REPORT 5		02/25/13 to 03/14/13	%	Grade	Posted	History
PR5	Midterm Grade 5		80.62%	C	C	View History
5TH 6 WEEKS		02/25/13 to 04/12/13	%	Grade	Posted	History
CZ5	Citizenship Grade 5					
5TH	Term Grade 5		80.62%	C	B	View History
PROGRESS REPORT 6		04/12/13 to 05/08/13	%	Grade	Posted	History
PR6	Midterm Grade 6		77.63%	C		
6TH 6 WEEKS		04/12/13 to 05/29/13	%	Grade	Posted	History
CZ6	Citizenship Grade 6					
6TH	Term Grade 6		82.59%	C	B	View History
EX2	Semester Exam Grade 2		75.00%	C	C	View History
SM2	Semester Grade 2		80.94%	C	C	View History
FNL	Final Grade		80.94%	C	C	View History

% Grade: Displays the percent and grade mark from the Gradebook.

Posted: Displays the grade posted to the office.

View History: This option displays only after the grades have been posted.



Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

It will display the date and time the grades were posted, along with the grade changes.

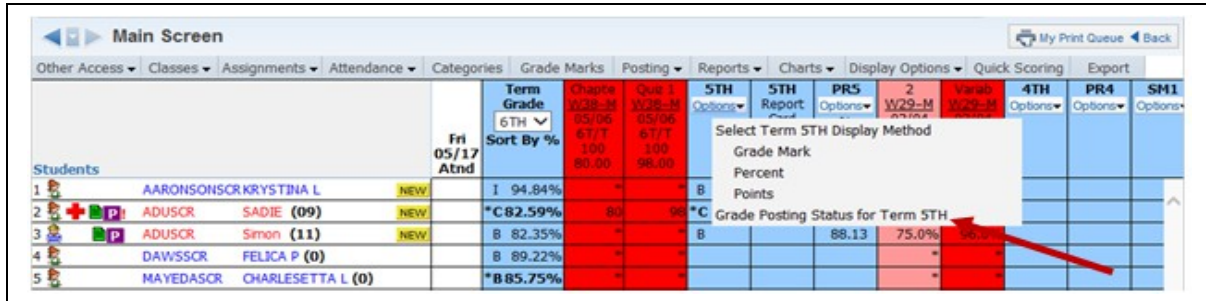
Grade Mark Override: Allows you to enter an incomplete, medical or “other” grade. You can find additional information regarding Grade Mark Overrides in the Getting Ready for Grade Posting section of this guide.

Reports: Allows you to generate attendance, gradebook, and progress reports or a partial progress report for the selected student. You can find more information regarding these report within this guide.

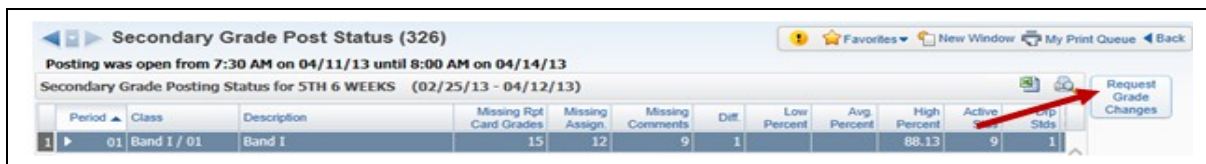
Request Grade Change Process

This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively.

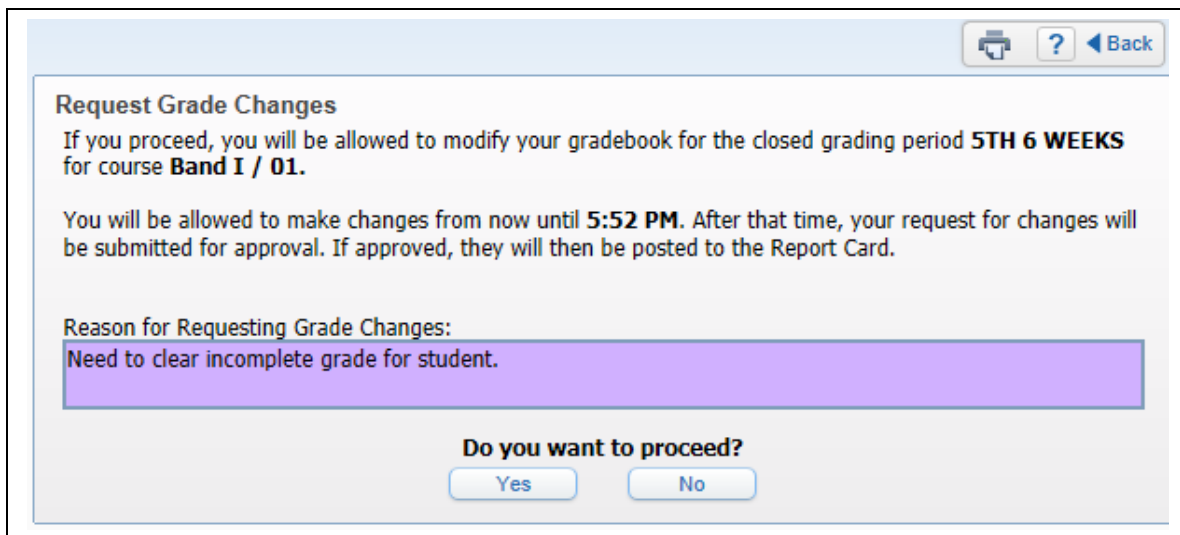
Grade Change Request from Gradebook



Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for (XYZ)**.

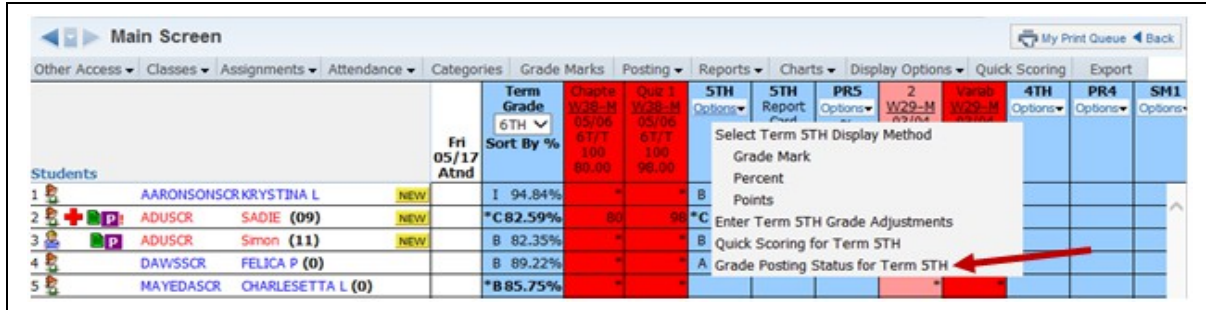


You see the class posting information. Select the **Request Grade Changes** button.

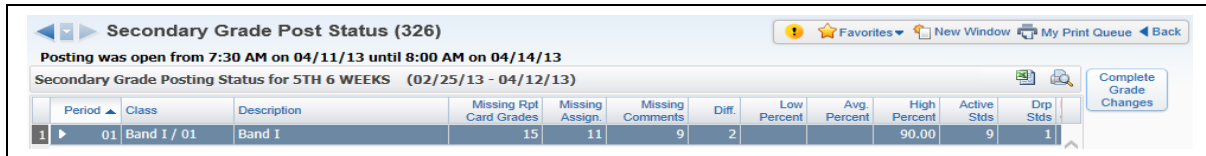


You must enter a reason for the grade change. Then click **Yes**. After you click the button, you will have two hours to complete the changes for this class. You can make any necessary changes to the grading period selected for this grade change request. Only the grading period specified in the request will allow you to make modifications.

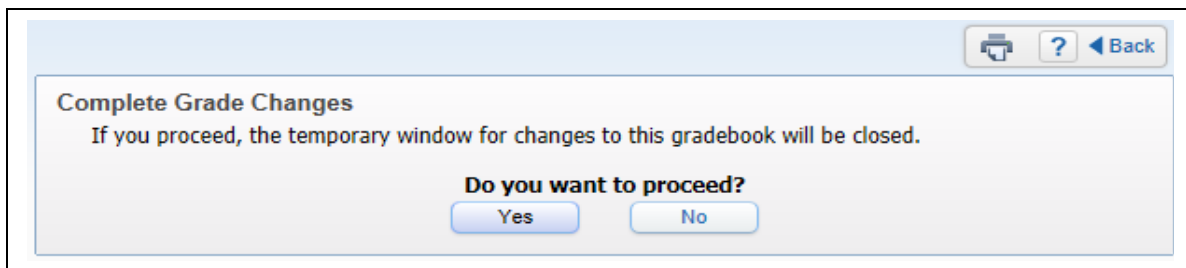
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After all changes have been made, finish the grade change request by selecting **Grade Posting Status for (XYZ)** in the term **Options** drop-down menu.



Then select **Complete Grade Changes**.



Click **Yes** to notify the office that you have completed your grade change.

Grade Change Request from Gradebook Selection Screen

The screenshot shows the 'My Gradebook' interface. At the top, there are navigation arrows and the text 'My Gradebook'. Below this, there are tabs for 'Current Year Classes' and 'Prior Years Classes'. A 'Reports for All Classes' dropdown is visible. The main area displays two class lists: '001 Entity (001) Grades 9 to 12' and '002 Entity (002) Grades 7 to 12'. On the right side, a 'Posting Status' dropdown menu is open, showing options for '001 - Secondary Gradebook' with 'Grading Periods Open for Posting' (6TH 6 WEEKS) and 'Previous Grading Periods' (PROGRESS REPORT 1 through 6).

Select the Grading Period under the Previous Grading Periods section in the **Posting Status** drop-down list for the entity associated with the class.

The screenshot shows the 'Secondary Grade Post Status (853)' interface. It includes a warning icon, 'Favorites', 'New Window', 'My Print Queue', and 'Back' buttons. Below the title, it states 'Posting was open from 7:30 AM on 04/11/13 until 8:00 AM on 04/14/13'. The main content is a table titled 'Secondary Grade Posting Status for 5TH 6 WEEKS (02/25/13 - 04/12/13)'. The table has columns for Period, Class, Description, Missing Rpt Card Grades, Missing Assign, Missing Comments, Diff, Low Percent, Avg Percent, High Percent, Active Stds, and Drp Stds. Row 6 is highlighted, showing Class '3115 / 01' (Wind Ensemble) with 14 missing report card grades and 7 missing comments.

Highlight the class and then click **Request Grade Changes**.

The screenshot shows a 'Request Grade Changes' dialog box. It contains the following text: 'If you proceed, you will be allowed to modify your gradebook for the closed grading period **5TH 6 WEEKS** for course **3115 / 01**. You will be allowed to make changes from now until **5:58 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.' Below this, there is a section 'Reason for Requesting Grade Changes:' with a text input field containing 'Modification of grades for a student'. At the bottom, the question 'Do you want to proceed?' is followed by 'Yes' and 'No' buttons.

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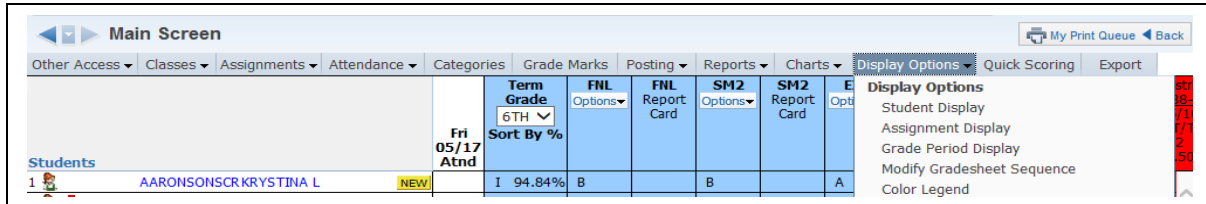
Enter a reason for the Grade Change Request, and click **Yes**. As we saw when requesting a change from your Gradebook Main screen, you must enter a reason and you will have only two hours to complete your changes before the Gradebook will be locked down again.

Main Screen			My Print Queue	Back													
Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export						
				Term Grade	FNL	SM2	EX2	6TH	PR6	5TH	PR5	4TH	4TH Report Card	PR4	SI		
				FNL	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	
				Sort By %													
Students				Fri 05/17 Atnd													
1	AARONSONSCRELROY K		NEW				*										
2	SANDMANSCR DACIA H (11)		NEW				*						*100				
3	SECKMANSCR DERRICK N		NEW				*						*100				
4	SPARGOSCR JERRELL N (11)		NEW				*						*100				
5	SPELMANSCR CHRISTOPHER L (11)		NEW				*						*100				

When you click **Yes**, you go directly into the Gradebook selected. You can then complete your changes and notify the office you are finished, as described above.

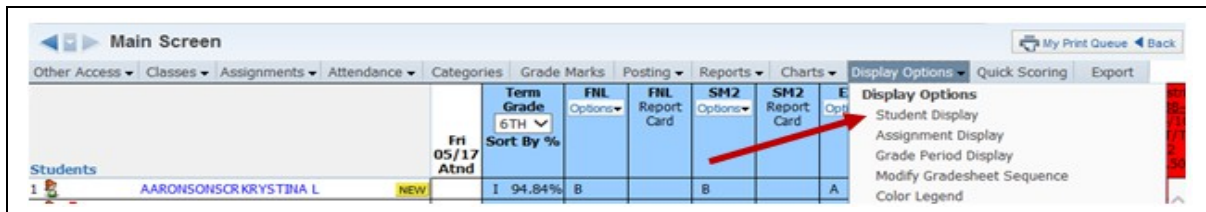
Display Options

- Student Display
- Assignment Display
- Grade Period Display
- Modify Grade Sheet Sequence
- Color Legend



The Display Options allow you to customize the Gradebook.

Student Display



Student Display allows you to modify the display of student information on the Gradebook Main screen. Any changes made to in Student Display affect all of your Gradebooks, not just the one you are working in.

◀ ▶ **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 checked="" type="radio"/> Last, First	Full	Separated	Anderson Anthony A
<input type="radio"/> Last, First	Full	Grouped	Anderson, Anthony A
<input 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

Student's School

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: Allows you to determine how the student's name will display in the Gradebook. Samples of how names will display appear on the right side of the Name Display area.

Student ID: Displays the student's ID number on the Gradebook Main Screen.

◀ ▶ **Main Screen**
My Print Queue ◀ Back

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | Export

					Term Grade	FNL Options	FNL Report Card	SM2 Options	SM2 Report Card	EX2 Options	6TH Options	6TH Grade Adjust	6TH Report Card
					6TH								
					Sort By %								
1	AARONSONSCR	KRYSTINA L	521337	NEW	I 94.84%	B		B		A	I		
2	ADUSCR	SADIE (09)	000000000004	NEW	*C82.59%	C		C		C	*C	1.87	*B
3	ADUSCR	Simon (11)	130001	NEW	B 82.35%	B		B		E	B		
4	DAWSSCR	FELICA P (0)	521923		B 89.22%	B		B		B	B		
5	MAYEDASCR	CHARLESETTA L (0)	523498		*B85.75%	*B	*D	*B	*D	C	*B		*D

Dropped Students: Displays dropped students in the Gradebook. The names will display with a colored background.

Students	Term Grade	FNL	FNL	SM2	SM2	EX2	6TH	6TH	6TH	Page 1	Del
	Options	Report Card	Report Card	Options	Report Card	Options	Options	Grade Adjust	Report Card	W40-M	0/28
	Sort By %									05/20	05/20
										CW	05/20
										100	05/20
										84.00	05/20
1 AARONSONSCR KRYSTINA L	I 94.84%	B		B		A	I			98	05/20
2 ADUSCR SADIE (09)	*C 82.59%	C		C		C	*C	1.87	*B	75	05/20
3 ADUSCR Simon (11)	B 82.35%	B		B		E	B			97	05/20
4 DAWSSCR FELICA P (0)	B 89.22%	B		B		B	B			75	05/20
5 DELPOZOSCR CLINTON M	B 85.99%	B		B		A	B			85	05/20

Student’s Grade Level: Shows students’ grade levels in the Gradebook.

Students	Term Grade	FNL	FNL	SM2	SM2	EX2	6TH	6TH	6TH	Page 1	Del
	Options	Report Card	Report Card	Options	Report Card	Options	Options	Grade Adjust	Report Card	W40-M	0/28
	Sort By %									05/20	05/20
										CW	05/20
										100	05/20
										84.00	05/20
12 AARONSONSCR KRYSTINA L	I 94.84%	B		B		A	I			98	05/20
09 ADUSCR SADIE (09)	*C 82.59%	C		C		C	*C	1.87	*B	75	05/20
11 ADUSCR Simon (11)	B 82.35%	B		B		E	B			97	05/20
11 DAWSSCR FELICA P (0)	B 89.22%	B		B		B	B			75	05/20
11 MAYEDASCR CHARLESETTA L (0)	*B 85.75%	*B	*D	*B	*D	C	*B		*D	86	05/20

Student’s School: Shows the school the student is attending.

Students	Term Grade	FNL	FNL	SM2	SM2	EX2	6TH	6TH	6TH	Page 1	Del
	Options	Report Card	Report Card	Options	Report Card	Options	Options	Grade Adjust	Report Card	W40-M	0/28
	Sort By %									05/20	05/20
										CW	05/20
										100	05/20
										84.00	05/20
AARONSONSCR KRYSTINA L 001	I 94.84%	B		B		A	I			98	05/20
ADUSCR SADIE (09) 001	*C 82.59%	C		C		C	*C	1.87	*B	75	05/20
ADUSCR Simon (11) 001	B 82.35%	B		B		E	B			97	05/20
DAWSSCR FELICA P (0) 001	B 89.22%	B		B		B	B			75	05/20
MAYEDASCR CHARLESETTA L (0) 001	*B 85.75%	*B	*D	*B	*D	C	*B		*D	86	05/20

- Sorting Options:** Allows you to determine how the names are sorted in the Gradebook
- **Sort by First Name Last Name:** Sorts first by first name and then last name
 - **Sort by Last Name First Name:** Sorts first by last name and then first name
 - **Sort by Student’ Assigned Seat:** You can create a seating chart in attendance. This option allows you to sort based on the seating chart. This sort will start in the upper left corner of the seating chart and move left to right.
 - **Sort by Student’s Grade located in “Term Grade” Column:** Sorts the students based on their term grades. This option will be available only if the option to “Show Term Grade Column in a fixed location on Gradebook screen” has been selected from the Assignment Display Options.

- **Sort by Grade sheet Sequence:** Allows you to determine how the students will be organized in the Gradebook.

Student Order for Gradesheet Sequence My Print Queue ?

New Sequence	Old Sequence	Last Name	First Name
1	3	ADUSCR	Simon .
2	1	AARONSONSCR	KRYSTINA L.
3	2	ADUSCR	SADIE .
4	4	DAWSSCR	FELICA P.
5	7	RIGGINSCR	SANG M.
6	5	MAYEDASCR	CHARLESETTA L.
7	6	REISCHSCR	GARY D.
8	9	WEIHESCR	FLORRIE K.
9	8	WALTHSCR	DUNCAN X.

Save

Undo

Back

Move Up

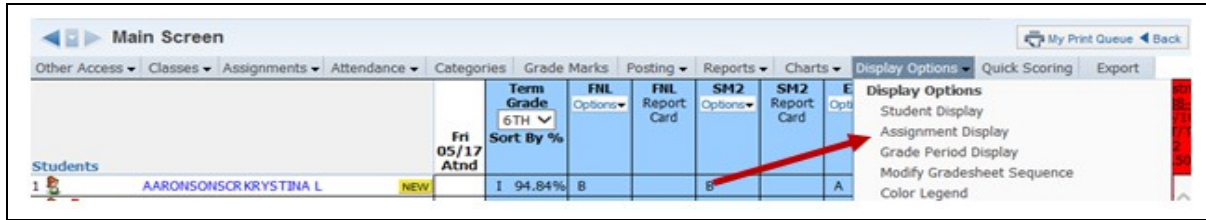
Move Down

(D) indicates that the student has been dropped

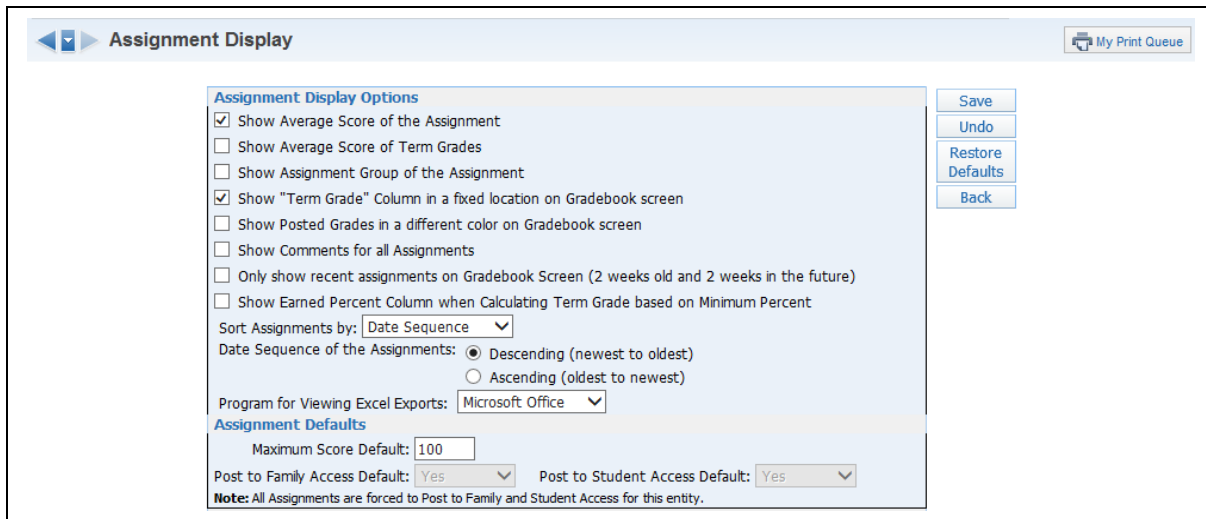
The **Modify Grade sheet Sequence** allows you to determine student order. Use the Move Up and Move Down buttons to put students in the desired order.

Restore Defaults: Sets the options back to the Skyward defaults.

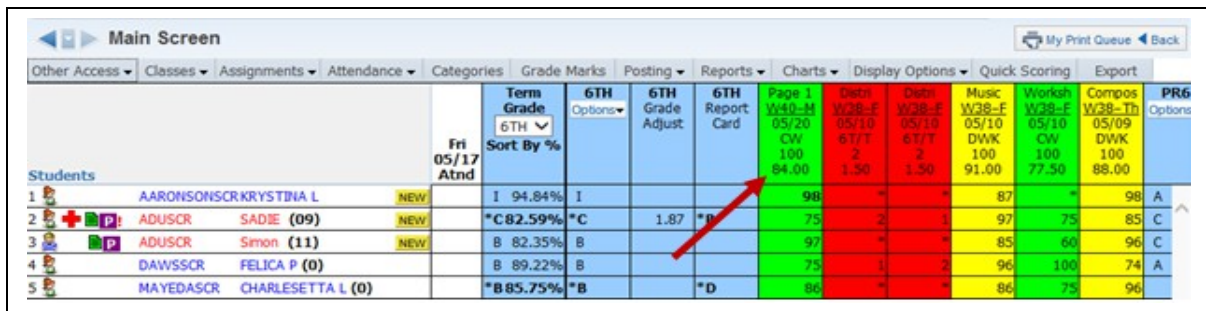
Assignment Display



Assignment Display allows to you to set user preferences for display of assignment detail information on the Gradebook Main screen and for assignment score settings. Changes made in this area will modify all your Gradebooks to reflect these settings.



Show Average Score of the Assignment: Displays the average score of each assignment in the Assignment header.



Show Average Score of Term Grades: Displays the average score of the term grades in the Term header.

		Term Grade	6TH	6TH	6TH	Page 1	Debn	Debn	Music	Worksh	Compos	PR6	
		Options	Grade	Grade	Report	W40-M	W28-F	W28-F	W28-F	W38-F	W38-Th	Options	
		6TH	Adjust	Card	W40-M	W28-F	W28-F	W28-F	W38-F	W38-Th	Options		
		Sort By %	1.87%		05/20	05/10	05/10	05/10	05/10	05/09			
			86.25%		CW	67/T	67/T	DWK	CW	DWK			
					100	2	2	100	100	100			
					84.00	1.50	1.50	91.00	77.50	88.00			
1	AARONSONSCR KRYSTINA L	NEW	I 94.84%	I		98	*	*	87	*	98	A	
2	ADUSCR SADIE (09)	NEW	*C82.59%	*C	1.87	*B	75	2	1	97	75	85	C
3	ADUSCR Simon (11)	NEW	B 82.35%	B		97	*	*	85	60	96	C	
4	DAWSSCR FELICA P (0)		B 89.22%	B		75	1	2	96	100	74	A	
5	MAYEDASCR CHARLESETTA L (0)		*B85.75%	*B		*D	86	*	*	86	75	96	

Show the Assignment Group of the Assignment: Displays the Assignment Group attached to the assignment in the Assignment Header.

		Term Grade	6TH	6TH	6TH	Page 1	Debn	Debn	Music	Worksh	Compos	PR6	
		Options	Grade	Grade	Report	W40-M	W28-F	W28-F	W28-F	W38-F	W38-Th	Options	
		6TH	Adjust	Card	W40-M	W28-F	W28-F	W28-F	W38-F	W38-Th	Options		
		Sort By %	1.87%		05/20	05/10	05/10	05/10	05/10	05/09			
			82.59% <th></th> <th>CW</th> <th>67/T</th> <th>67/T</th> <th>DWK</th> <th>CW</th> <th>DWK</th> <th></th>		CW	67/T	67/T	DWK	CW	DWK			
					100	2	2	100	100	100			
					MT								
1	AARONSONSCR KRYSTINA L	NEW	I 94.84%	I		98	*	*	87	*	98	A	
2	ADUSCR SADIE (09)	NEW	*C82.59%	*C	1.87	*B	75	2	1	97	75	85	C
3	ADUSCR Simon (11)	NEW	B 82.35%	B		97	*	*	85	60	96	C	
4	DAWSSCR FELICA P (0)		B 89.22%	B		75	1	2	96	100	74	A	
5	MAYEDASCR CHARLESETTA L (0)		*B85.75%	*B		*D	86	*	*	86	75	96	

Show "Term Grade" Column in a fixed location on Gradebook screen: Displays a fixed term grade column next to the student names on the Gradebook Main Screen.

		Term Grade	6TH	6TH	6TH	Page 1	Debn	Debn	Music	Worksh	Compos	PR6	
		Options	Grade	Grade	Report	W40-M	W28-F	W28-F	W28-F	W38-F	W38-Th	Options	
		6TH	Adjust	Card	W40-M	W28-F	W28-F	W28-F	W38-F	W38-Th	Options		
		Sort By %	1.87%		05/20	05/10	05/10	05/10	05/10	05/09			
			82.59% <th></th> <th>CW</th> <th>67/T</th> <th>67/T</th> <th>DWK</th> <th>CW</th> <th>DWK</th> <th></th>		CW	67/T	67/T	DWK	CW	DWK			
					100	2	2	100	100	100			
					MT								
1	AARONSONSCR KRYSTINA L	NEW	I 94.84%	I		98	*	*	87	*	98	A	
2	ADUSCR SADIE (09)	NEW	*C82.59%	*C	1.87	*B	75	2	1	97	75	85	C
3	ADUSCR Simon (11)	NEW	B 82.35%	B		97	*	*	85	60	96	C	
4	DAWSSCR FELICA P (0)		B 89.22%	B		75	1	2	96	100	74	A	
5	MAYEDASCR CHARLESETTA L (0)		*B85.75%	*B		*D	86	*	*	86	75	96	

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Show Posted Grades in a different color on Gradebook screen: Displays any grades that have been posted with an orange background color.

Students	Term Grade	SM2	EX2	6TH	Quick Scoring
1 AARONSONSCR KRYSTINA L	I 94.84%	B	A	I	98
2 ADUSCR SADIE (09)	*C82.59%	C	C	*C	75
3 ADUSCR Simon (11)	B 82.35%	B	E	B	97
4 DAWSSCR FELICA P (0)	B 89.22%	B	B	B	75
5 MAYEDASCR CHARLESETTA L (0)	*B85.75%	*B	*D	C	*B

Show Comments for all Assignments: Displays a field for the comments attached to the assignment. The column will display whether or not comments have been entered.

Students	Term Grade	SM2	EX2	6TH	Quick Scoring
1 AARONSONSCR KRYSTINA L	I 94.84%	B	A	I	98
2 ADUSCR SADIE (09)	*C82.59%	C	C	*C	75
3 ADUSCR Simon (11)	B 82.35%	B	E	B	97
4 DAWSSCR FELICA P (0)	B 89.22%	B	B	B	75
5 MAYEDASCR CHARLESETTA L (0)	*B85.75%	*B	*D	C	*B

Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future): Displays those assignments that fall within the specified span in the Gradebook.

Students	Term Grade	SM2	EX2	6TH	Quick Scoring
1 AARONSONSCR KRYSTINA L	I 94.84%	B	A	I	98
2 ADUSCR SADIE (09)	*C82.59%	C	C	*C	75
3 ADUSCR Simon (11)	B 82.35%	B	E	B	97
4 DAWSSCR FELICA P (0)	B 89.22%	B	B	B	75
5 MAYEDASCR CHARLESETTA L (0)	*B85.75%	*B	*D	C	*B

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

Show Earned Percent Column when Calculating Term Grades based on Minimum Percent: If the entity has entity selected the option to use a minimum percent in the Gradebook, this show the student’s actual percentage. The minimum percent is the lowest possible grade percentage that can be given for a term/semester/final grade.

Students	No Atnd Entry Today	Term Grade 6TH	6TH Report Card	SM2 Report Card	EX2 Report Card	6TH Earned Percent	6TH Grade Adjust	6TH Report Card
AARONSONSCR KRYSTINA L	NEW	I 94.84%	B	B	A	I		
ADUSCR SADIE (09)	NEW	*C 82.59%	C	C	C	*C	1.87	*B
ADUSCR Simon (11)	NEW	*F 50.00%	*D	*B	E	*F 47.94		*B
DAWSSCR FELICA P (0)		B 89.22%	B	B	B	B		B
MAYEDASCR CHARLESETTA L (0)		*B 85.75%	*D	*B	*D	C		*D

Sort Assignment by:

Category: Groups all assignments for the same category together regardless of due date.

Students	No Atnd Entry Today	Term Grade 6TH	6TH Report Card	Distri W38-F 05/10 6T/T 2	Distri W38-F 05/10 6T/T 2	Page 1 W40-M 05/20 CW 100	Worksh W38-F 05/10 CW 100	Music W38-F 05/10 DWK 100	Compos W38-Th 05/09 DWK 100	PR6 Options	Chapte W38-W 05/08 6T/T 100	Chap W38-W 05/08 6T/T 100
AARONSONSCR KRYSTINA L	NEW	I 94.84%		*	*	98	*	87	98	A	92	
ADUSCR SADIE (09)	NEW	*C 82.59%	*B	2	1	75	75	97	85	C	88	
ADUSCR Simon (11)	NEW	*F 50.00%	*B	*	*	0	45	50	50	D	91	
DAWSSCR FELICA P (0)		B 89.22%		1	2	75	100	96	74	A	96	
MAYEDASCR CHARLESETTA L (0)		*B 85.75%	*D	*	*	86	75	86	96		*	

Assignment Group: Sorts the Gradebook based on the Assignment Groups attached to the Assignments.

Students	No Atnd Entry Today	Term Grade 6TH	6TH Grade Adjust	6TH Report Card	Distri W38-F 05/10 6T/T 2	Distri W38-F 05/10 6T/T 2	Worksh W38-F 05/10 CW 100	Compos W38-Th 05/09 DWK 100	Page 1 W40-M 05/20 CW 100 MT	Music W38-F 05/10 DWK 100 MT	PR6 Options	Online W38-W 05/08 Q/Ol 2
AARONSONSCR KRYSTINA L	NEW	I 94.84%			*	*	*	98	98	87	A	
ADUSCR SADIE (09)	NEW	*C 82.59%	1.87	*B	2	1	75	85	75	97	C	
ADUSCR Simon (11)	NEW	*F 50.00%		*B	*	*	45	50	0	50	D	
DAWSSCR FELICA P (0)		B 89.22%			1	2	100	74	75	96	A	
MAYEDASCR CHARLESETTA L (0)		*B 85.75%		*D	*	*	75	96	86	86		

Date Sequence: Sorts the Gradebook assignments based on the due date of the Assignments. You have two options when sorting by Date Sequence: Ascending and Descending.

Descending: Newest Assignments are closer to the student names.

		No Atnd Entry Today	Term Grade 6TH Sort By %	PR6 Options	Online W38-W 05/08 Q/OL 2	Chapte W38-W 05/08 6T/T 100	Chapte W38-M 05/06 6T/T 100	Quiz 1 W38-M 05/06 6T/T 100	5TH Options	5TH Report Card	PR5 Options	2 W29-M 03/04 HWK 100	Variab W29-M 03/04 6T/T 100
1	AARONSONSCR KRYSTINA L	NEW	I 94.84%	A	2	92	*	*	B		83.13	80.0%	85
2	ADUSCR SADIE (09)	NEW	*C 82.59%	C	1	88	80	98	*C	*B	80.62	90.0%	75
3	ADUSCR Simon (11)	NEW	*F 50.00%	D	1	91	50	*	B		88.13	75.0%	96
4	DAWSSCR FELICA P (0)		B 89.22%	A	*	96	*	*	A		90.00	90.0%	
5	MAYEDASCR CHARLESETTA L (0)		*B 85.75%		*	*	*	*				*	

Ascending: Oldest Assignments are closer to the student names.

		No Atnd Entry Today	Term Grade 6TH Sort By %	PR5 Options	5TH Report Card	5TH Options	Quiz 1 W38-M 05/06 6T/T 100	Chapt W38-M 05/06 6T/T 100	Chapt W38-W 05/08 6T/T 100	Online W38-W 05/08 Q/OL 2	PR6 Options	Compos W38-Th 05/09 DWK 100	Works W38-M 05/11 CW 100
1	AARONSONSCR KRYSTINA L	NEW	I 94.84%	83.13	B		*	*	92	2	A	98	
2	ADUSCR SADIE (09)	NEW	*C 82.59%	80.62	*B	*C	98	80	88	1	C	85	
3	ADUSCR Simon (11)	NEW	*F 50.00%	88.13	B		50	91	1	D		50	
4	DAWSSCR FELICA P (0)		B 89.22%	90.00	A		*	*	96	*	A	74	
5	MAYEDASCR CHARLESETTA L (0)		*B 85.75%				*	*	*	*		96	

Maximum Score Default: Enter the value that represents your most common maximum assignment value. The value entered will be used to fill in the value for the maximum score automatically when creating new assignments. You will be able to change the value for assignments if the default is not appropriate.

Post to Family and Student Access Default: Allows you to select the value that will be defaulted when adding a new assignment. This option is available only if the entity has not chosen to force all assignments to display in Family and Student Access.

Last Saved: Defaults Post to Family/Student Access to the value that was saved when the last assignment was created.

Yes: Defaults Post to Family/Student Access to checked each time a new assignment is created.

No: Defaults Post to Family/Student Access to not checked each time a new assignment is created.

Assignment Score Entry

- Suppress the "value entered is greater than max score" message
- Display student's due date attendance on Score Entry screen
- Only use proficiency-based scoring for Assignment Benchmarks

Assignment Heading

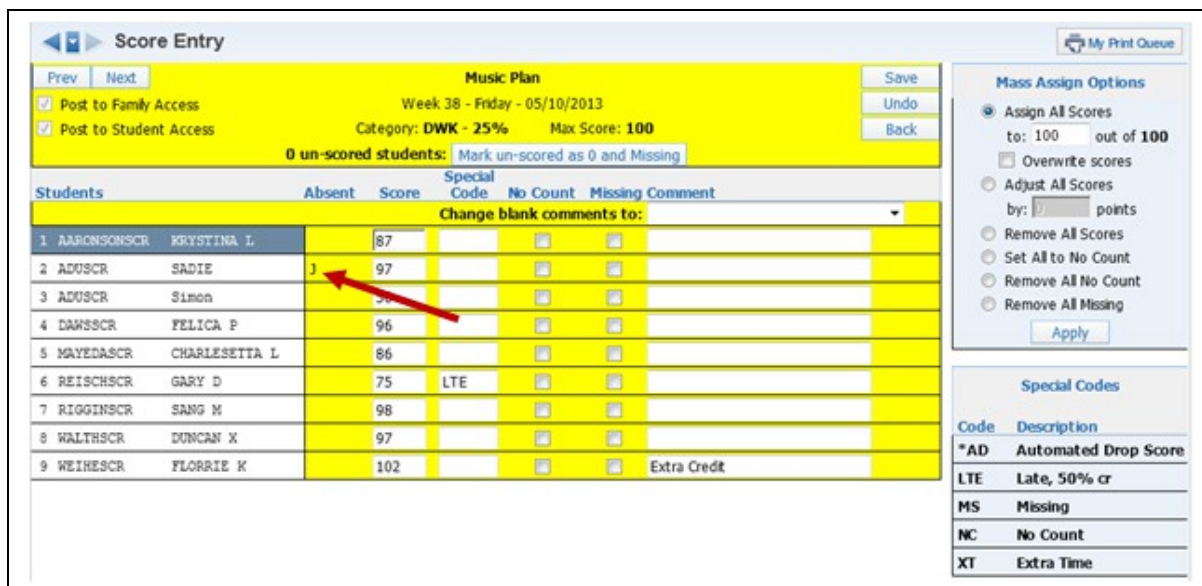
Options use examples with the text "Characters" representing the assignment description, "08/20/2004" representing the due date, "Week 4 - Friday" representing a week and day, "Quiz" representing the category code, and "100" representing the max score of an example assignment.

- Show Category color in Assignment Headings only

<input type="radio"/> Description, Week, Category, Max Score	<input type="radio"/> Description, Week, Category, Max Score
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Charac W04-F Quiz 100 </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Characters WK04-Fri Quiz 100 </div>
<input type="radio"/> Description, Date, Category, Max Score	<input type="radio"/> Description, Date, Category, Max Score
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Charac 08/20 Quiz 100 </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Characters 08/20/2004 Quiz 100 </div>
<input checked="" type="radio"/> Description, Week, Date, Category, Max Score	<input type="radio"/> Description, Week, Date, Category, Max Score
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Charac W04-F 08/20 Quiz 100 </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Characters WK04-Fri 08/20/2004 Quiz 100 </div>

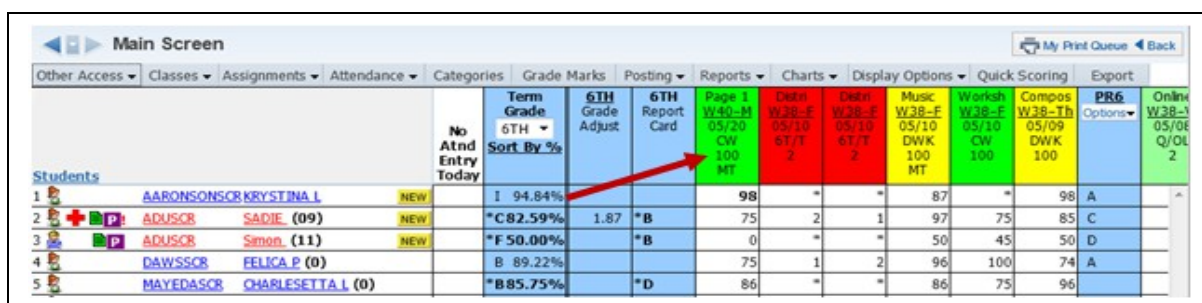
Suppress the "value entered is greater than max score" message: Typically, a warning message will display if an assignment's maximum score is exceeded when you enter a student's score. This message does not prevent you from entering values that exceed the maximum score; it simply provides a warning to prevent potential data entry error. This option disables the warning message.

Display student’s due date attendance on Score Entry screen: Displays whether the student was in attendance on the date the assignment was due.



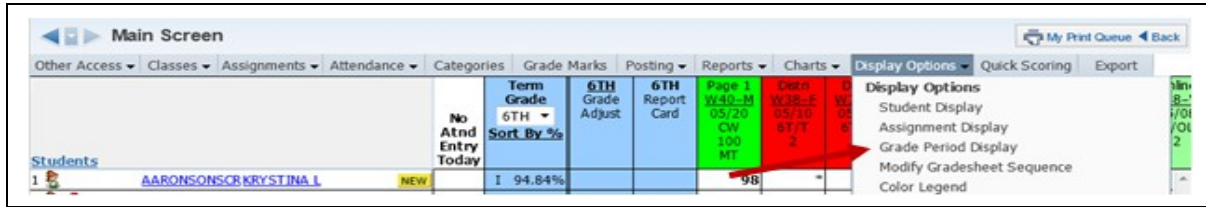
Only use proficiency-based scoring for Assignment Benchmarks: When Proficiency-based scoring is turned on, the grades for assignments are averaged together based on the possible points to be earned from each Benchmark/Academic Standard attached to an assignment. You can find more information regarding proficiency-based scoring in the Setup Options section of this guide.

Show Category color in Assignment Headings only: Displays the category color for only the Assignment header instead of throughout the assignment column.

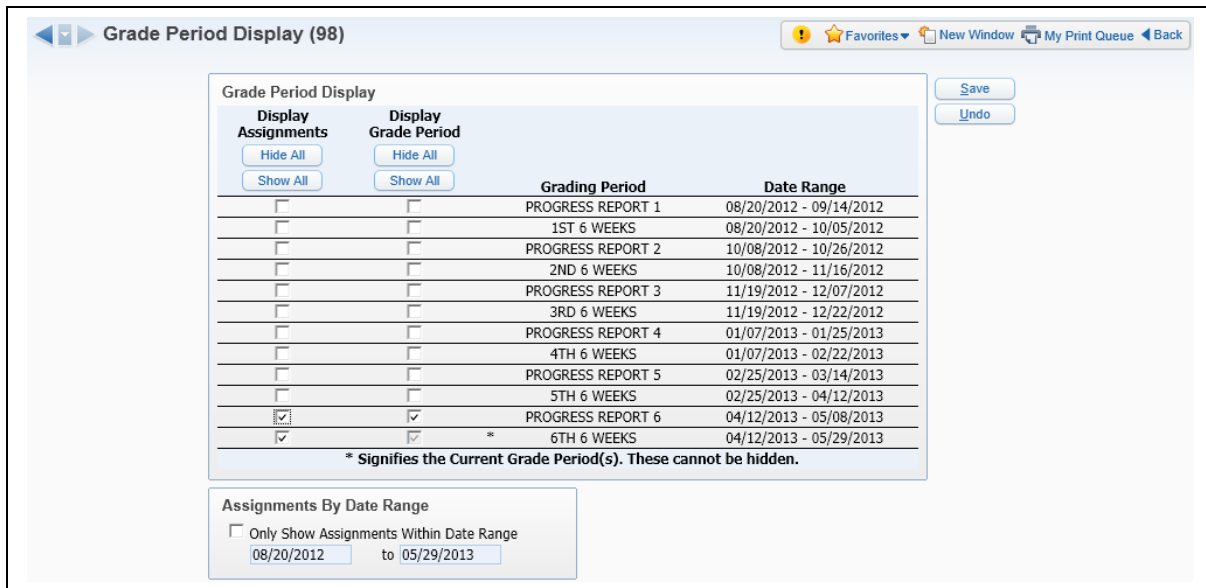


Assignment Heading: Determines the header size and assignment information that displays in the Assignment header on the Gradebook Main screen. A smaller assignment heading display allows for more assignments to be viewed at one time without scrolling. A larger display provides a clearer description.

Grade Period Display



The Grade Period display allows you to determine the grading periods that will display in the Gradebook. You need to go into each individual Gradebook to determine the grading periods that display.

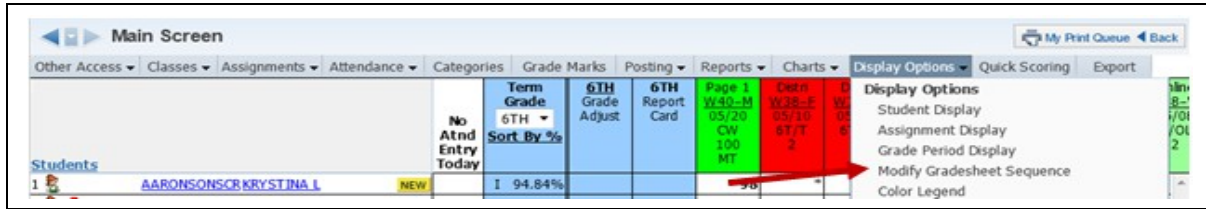


Display Assignments: Allows you to determine whether assignments display in the Gradebook for the grading period.

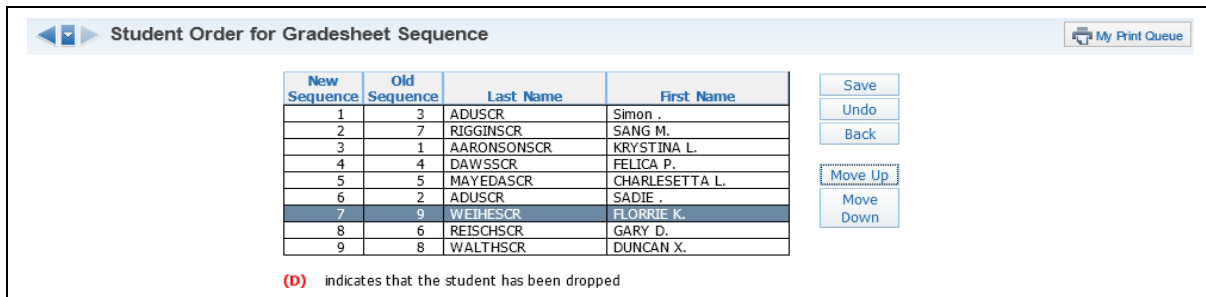
Display Grade Period: Allows you to determine whether the grading period will display in the Gradebook; you cannot hide the current grading period.

Assignments By Date Range: Allows you to display assignments based on a date range.

Modify Grade Sheet Sequence

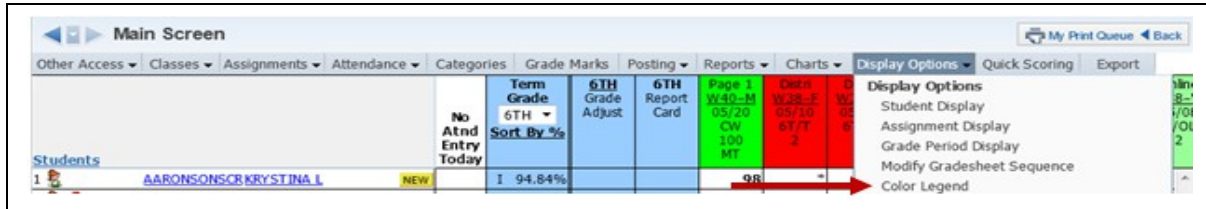


Modify Grade sheet Sequence allows you to modify student name order on the Gradebook Main screen, if you are sorting based upon the Grade sheet Sequence.

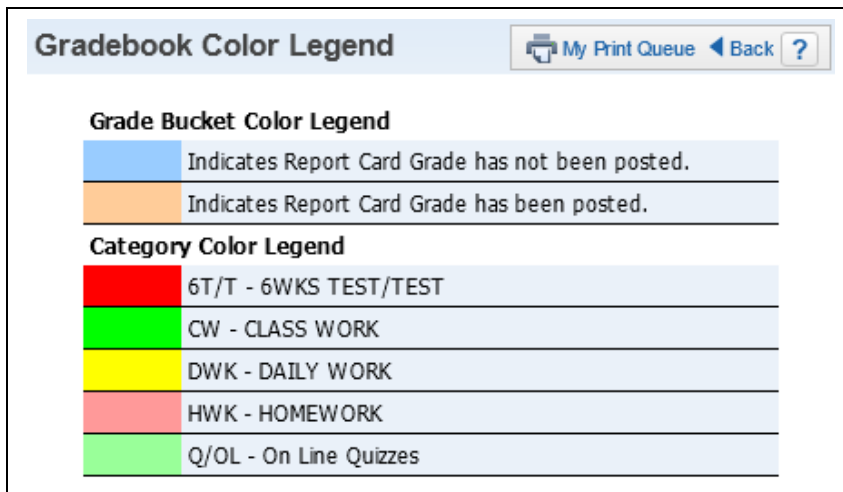


This same option is also found in the Student Display Options.

Color Legend

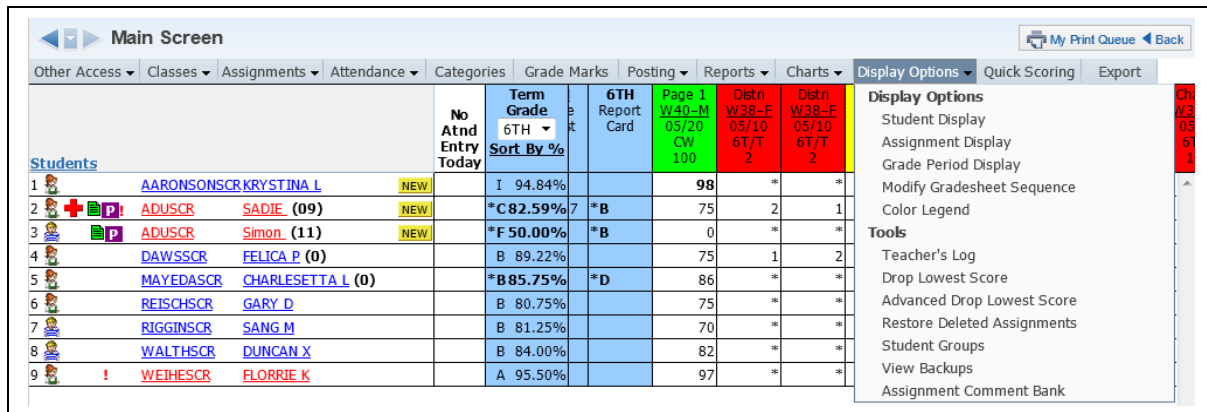


Color Legend displays shows colors used in the Gradebook and their meaning, including posting status colors if this has been selected in Assignment Display Options.



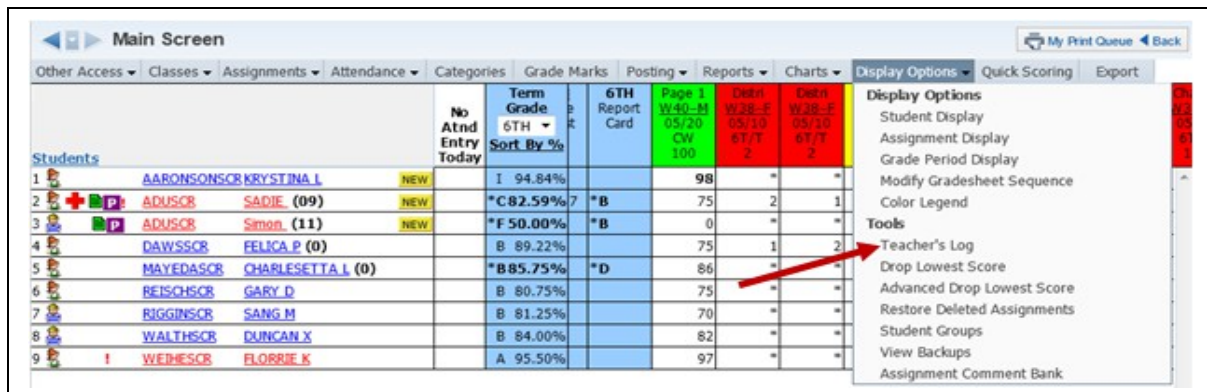
Tools

- Teacher’s Log
- Drop Lowest Score
- Advanced Drop Lowest Score
- Restore Deleted Assignments
- Student Groups
- View Backups
- Assignment Comment Bank



Tools provides additional functionality in the Gradebook.

Teacher’s Log



The Teacher’s Log allows you to add a note or comment regarding a student. The teacher log entries can display in Family/Student Access and can also be printed on the Progress Detail Report.

	Last Name	First Name	6TH Grade	6TH Percent
1	AARONSONSCR	KRYSTINA L	I	94.84
2	ADUSCR	SADIE	C	82.59
3	ADUSCR	Simon	F	50.00
4	DAWSSCR	FELICA P	B	89.22
5	MAYEDASCR	CHARLESETTA	B	85.75
6	REISCHSCR	GARY D	B	80.75
7	RIGGINSCR	SANG M	B	81.25
8	WALTHSCR	DUNCAN X	B	84.00
9	WEIHESCR	FLORRIE K	A	95.50

All students will display in the Teacher’s Log. You can add a new entry by selecting the appropriate student and clicking the **Add New Log Entry** button.

Teacher Log Entry Maintenance (57)

Teacher Log Entry for KRISTINA AARONSONSCR

Grading Period: 6TH 6 WEEKS (04/12/2013 - 05/29/2013)

Summary: Parent Contact

Detail: Email sent to mom regarding missing work on 05/15

Maximum characters: 500, Remaining characters: 451

Post to Family Access:

Post to Student Access:

Buttons: Check Spelling, Save

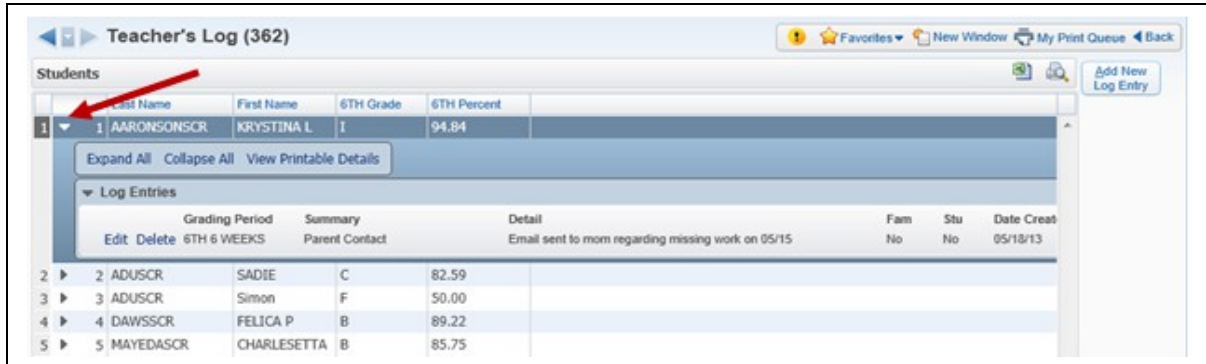
Grading Period: Select the Grading Period for the Teacher Log Entry. It will default to the current grading period.

Summary: Enter a brief description of the entry.

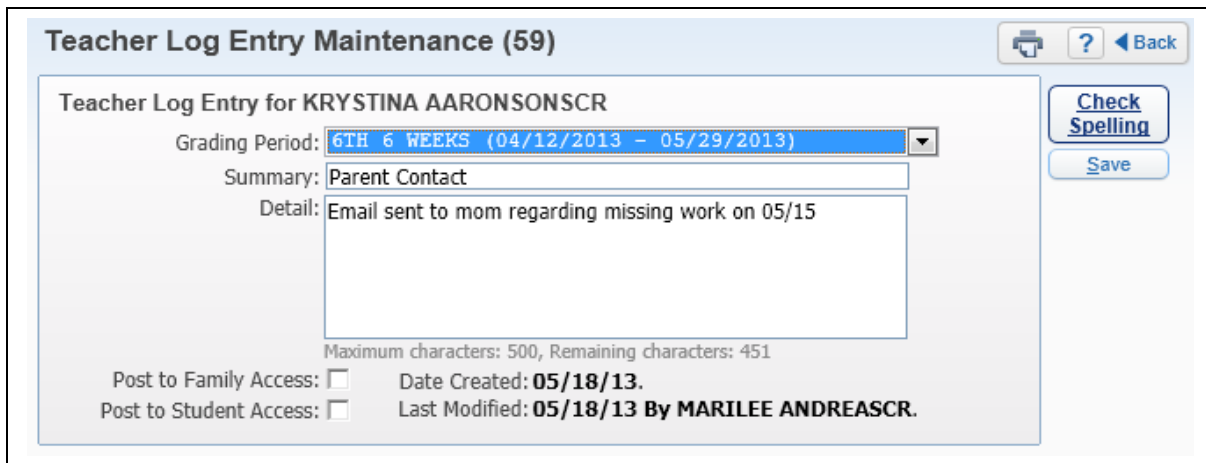
Detail: Add the entry information; maximum character limit is 500.

Post to Family/Student Access: Determines whether the Teacher Log Entry can be seen in Family/Student Access.

Edit/Delete of Teacher Log Entry



Click on the arrow next to the student's name to view/edit/delete prior entries.



When you edit an entry, it will display the date it was created as well the date it was modified.

Drop Lowest Score

The screenshot shows the 'Main Screen' of a gradebook application. A table lists students with columns for 'No Atnd Entry Today', 'Term Grade', '6TH Report Card', 'Page 1 W40-M 05/20 CW 100', 'Detn 05/28-F 05/10 67/7 2', and 'Detn 05/28-F 05/10 67/7 2'. A red arrow points to the 'Drop Lowest Score' option in the 'Tools' section of the 'Display Options' menu.

No Atnd Entry Today	Term Grade	6TH Report Card	Page 1 W40-M 05/20 CW 100	Detn 05/28-F 05/10 67/7 2	Detn 05/28-F 05/10 67/7 2
	I 94.84%		98		
	*C 82.59%	*B	75	2	1
	*F 50.00%	*B	0		
	B 89.22%		75	1	2
	*B 85.75%	*D	86		
	B 80.75%		75		
	B 81.25%		70		
	B 84.00%		82		
	A 95.50%		97		

Drop Lowest Score is a tool that automates the process of dropping students' lowest assignment scores for a class.

The screenshot shows the 'Process Options' screen. It includes a 'Drop Lowest Score Process' section with instructions: 'Step 1: Select a grade period to run the Drop Lowest Score Process. The Drop Lowest Score Process will drop the assignment score that most negatively affects the student's overall grade.' Below this is a table of grading periods.

Grade Period	Date Range	Process Option
PR1 - PROGRESS REPORT 1	08/20/12 - 09/14/12	Drop Lowest Score
1ST - 1ST 6 WEEKS	08/20/12 - 10/05/12	Drop Lowest Score
PR2 - PROGRESS REPORT 2	10/08/12 - 10/26/12	Drop Lowest Score
2ND - 2ND 6 WEEKS	10/08/12 - 11/16/12	Drop Lowest Score
PR3 - PROGRESS REPORT 3	11/19/12 - 12/07/12	Drop Lowest Score
3RD - 3RD 6 WEEKS	11/19/12 - 12/22/12	Drop Lowest Score
SM1 - 3RD 6 WEEKS	08/20/12 - 12/22/12	Drop Lowest Score
PR4 - PROGRESS REPORT 4	01/07/13 - 01/25/13	Drop Lowest Score
4TH - 4TH 6 WEEKS	01/07/13 - 02/22/13	Drop Lowest Score
PR5 - PROGRESS REPORT 5	02/25/13 - 03/14/13	Drop Lowest Score
5TH - 5TH 6 WEEKS	02/25/13 - 04/12/13	Drop Lowest Score
PR6 - PROGRESS REPORT 6	04/12/13 - 05/08/13	Drop Lowest Score
6TH - 6TH 6 WEEKS	04/12/13 - 05/29/13	Drop Lowest Score
SM2 - 6TH 6 WEEKS	01/07/13 - 05/29/13	Drop Lowest Score

Step 1 – Choose the grading period you wish to process. Some grading periods are grayed out because the grading period is no longer open for grade entry or the Posting Complete flag has been set in the Grade Posting Status for the grading period.

Exclude Students My Print Queue

Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13**

Step 2: Review list of students included in the process.
To exclude a student from the process uncheck the corresponding box.

Band I / 01 Prd:1 Band I Students enrolled			
Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L 2013
<input checked="" type="checkbox"/>	ADUSCR	SADIE	2016
<input checked="" type="checkbox"/>	ADUSCR	Simon	2014
<input checked="" type="checkbox"/>	DAWSSCR	FELICA	P 2014
<input checked="" type="checkbox"/>	MAYEDASCR	CHARLESETTA	L 2014
<input checked="" type="checkbox"/>	REISCHSCR	GARY	D 2015
<input checked="" type="checkbox"/>	RIGGINSR	SANG	M 2013
<input checked="" type="checkbox"/>	WALTHSCR	DUNCAN	X 2013
<input checked="" type="checkbox"/>	WEHESCR	FLORRIE	K 2015

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Step 2 – Verify the students who will be included when running Drop Lowest Score. If you want to exclude a student from this process, uncheck the box next to the student’s name. After reviewing the names, click **Next**.

Exclude Assignments My Print Queue

Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13**

Step 3: Review Categories and Assignments included in the process.
To exclude an assignment or category from the process uncheck the corresponding box.

Categories & Assignments			
Due Date	Description	Weight	Max
<input checked="" type="checkbox"/>	6WKS TEST/TEST		
<input checked="" type="checkbox"/>	05/06/13 Quiz 15C	1.00	100.00
<input checked="" type="checkbox"/>	05/06/13 Chapter 15 Test	1.00	100.00
<input checked="" type="checkbox"/>	05/08/13 Chapter 16 test	1.00	100.00
<input checked="" type="checkbox"/>	05/10/13 District Assessment	1.00	2.00
<input checked="" type="checkbox"/>	05/10/13 District Assessment	1.00	2.00
<input checked="" type="checkbox"/>	CLASS WORK		
<input checked="" type="checkbox"/>	05/10/13 Worksheet 28.B	1.00	100.00
<input checked="" type="checkbox"/>	05/20/13 Page 113 Music Theory	1.00	100.00
<input checked="" type="checkbox"/>	DAILY WORK		

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Step 3 – Review the assignments that can be included in the Drop Lowest Score process. To exclude an assignment or category, uncheck the box next to it. If you uncheck a category, all assignments attached to that category will be unchecked. After excluding the assignments, click **Next**.

Exclude Special Codes My Print Queue

Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13**

Step 4: Review list of Special Codes included in the process.
To exclude an assignment from the process that is marked with this code, uncheck the corresponding box.

Special Codes			
Code	Description	No Count	Missing
<input checked="" type="checkbox"/>	LTE Late, 50% cr	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	XT Extra Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Step 4 – Review the Special Codes to determine whether assignments with these Special Codes should be included in the Drop Lowest Score process. Uncheck the box next to the code to exclude it from the process. Click **Next** after verifying the Special Codes.

SECONDARY GRADEBOOK – TEACHER GUIDE

Drop Lowest Score Process My Print Queue

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13** Process Drops

Final Step: Review assignment scores that will be dropped for each student.
Click the "Process Drops" button to automatically place a "*AD" in the Special Code and mark score as No Count.
To exclude a student's assignment from the process uncheck the corresponding box.

These are the scores that will now be set to dropped with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
<input checked="" type="checkbox"/> AARONSONSCR, KRISTINA	05/10	DAIL	Music Plan		1.00	100.00	87.00	87.00	B
<input checked="" type="checkbox"/> ADUSCR, SADIE	05/08	On L	Online Assignment		1.00	2.00	1.00	50.00	F
<input checked="" type="checkbox"/> ADUSCR, Simon	05/20	CLAS	Page 113 Music Theor		1.00	100.00	0.00	0.00	F
<input checked="" type="checkbox"/> DAWSSCR, FELICA	05/20	CLAS	Page 113 Music Theor		1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> MAYEDASCR, CHARLESETTA	05/10	CLAS	Worksheet 28.B		1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> REISCHSCR, GARY	05/10	DAIL	Music Plan	LTE	1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> RIGGINSR, SANG	05/20	CLAS	Page 113 Music Theor		1.00	100.00	70.00	70.00	C
<input checked="" type="checkbox"/> WALTHSCR, DUNCAN	05/09	DAIL	Composition Activity		1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> WEIHESCR, FLORRIE	05/09	DAIL	Composition Activity		1.00	100.00	86.00	86.00	B

Step 5 – This screen displays the students and their assignments that will be dropped by the Drop Lowest Score process. You can exclude a student from the drop process by unchecking the box next to the student's name. After verifying the assignments that will be dropped, click **Process Drops**.

Main Screen My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

	No Atnd Entry Today	Term Grade 6TH Sort By %	6TH Grade Adjust	6TH Report Card	Page 1	Distn	Distn	Music	Worksh	Compos	PR6	Onlin
					W40-H 05/20 CW 100	W38-F 05/10 6T/T 2	W38-F 05/10 6T/T 2	W38-F 05/10 DWK 100	W38-F 05/10 CW 100	W38-TH 05/09 DWK 100	Options	W38- 05/01 Q/OI 2
1		I 96.46%			98	*	*	*AD	*	98	A	
2		B 86.69%	1.87		75	2	1	97	75	85	B	
3		*F 54.55%		*B	*AD	*	*	50	45	50	D	
4		*A 93.39%		*B	*AD	1	2	96	100	74	A	
5		*B 88.50%		*D	86	*	*	86	*AD	96		

Grades that were dropped by this process are marked with an *AD in the score cell. Scores will be dropped only if this will improve the student's grade. The Drop Lowest Score Process does not continue to look for the lowest score after it has been run. If additional scores have been entered, you can undo the Drop Lowest Score results and re-run the process to locate the current lowest score.

Undo Drop Lowest Score

The screenshot shows the 'Main Screen' interface with a table of student data and a 'Display Options' dropdown menu. The table includes columns for 'No Atnd Entry Today', 'Term Grade', '6TH Report Card', 'Page 1 W40-M 05/20 CW 100', 'Detn W38-F 05/10 05/10 05/10 05/10 05/10 05/10', and 'Detn W38-F 05/10 05/10 05/10 05/10 05/10 05/10'. The 'Display Options' menu is open, showing options like 'Student Display', 'Assignment Display', 'Grade Period Display', 'Modify Gradesheet Sequence', 'Color Legend', and 'Tools'. A red arrow points to the 'Drop Lowest Score' option in the 'Tools' section.

No Atnd Entry Today	Term Grade	6TH Report Card	Page 1 W40-M 05/20 CW 100	Detn W38-F 05/10 05/10 05/10 05/10 05/10 05/10	Detn W38-F 05/10 05/10 05/10 05/10 05/10 05/10
	I 94.84%		98		
	*C 82.59%	*B	75	2	1
	*F 50.00%	*B	0		
	B 89.22%		75	1	2
	*B 85.75%	*D	86		
	B 80.75%		75		
	B 81.25%		70		
	B 84.00%		82		
	A 95.50%		97		

Select **Drop Lowest Score** from the Display Options drop-down list.

The screenshot shows the 'Process Options' screen with the following text:

Drop Lowest Score Process
 Step 1: Select a grade period to run the Drop Lowest Score Process.
 The Drop Lowest Score Process will drop the assignment score that most negatively affects the student's overall grade.

Grade Period	Date Range	Process Options
PR1 - PROGRESS REPORT 1	08/20/12 - 09/14/12	Drop Lowest Score
1ST - 1ST 6 WEEKS	08/20/12 - 10/05/12	Drop Lowest Score
PR2 - PROGRESS REPORT 2	10/08/12 - 10/26/12	Drop Lowest Score
2ND - 2ND 6 WEEKS	10/08/12 - 11/16/12	Drop Lowest Score
PR3 - PROGRESS REPORT 3	11/19/12 - 12/07/12	Drop Lowest Score
3RD - 3RD 6 WEEKS	11/19/12 - 12/22/12	Drop Lowest Score
SM1 - 3RD 6 WEEKS	08/20/12 - 12/22/12	Drop Lowest Score
PR4 - PROGRESS REPORT 4	01/07/13 - 01/25/13	Drop Lowest Score
4TH - 4TH 6 WEEKS	01/07/13 - 02/22/13	Drop Lowest Score
PR5 - PROGRESS REPORT 5	02/25/13 - 03/14/13	Drop Lowest Score
5TH - 5TH 6 WEEKS	02/25/13 - 04/12/13	Drop Lowest Score
PR6 - PROGRESS REPORT 6	04/12/13 - 05/08/13	Undo Drop Lowest Score
6TH - 6TH 6 WEEKS	04/12/13 - 05/29/13	Undo Drop Lowest Score
SM2 - 6TH 6 WEEKS	01/07/13 - 05/29/13	Undo Drop Lowest Score

Step 1 – Select Undo Drop Lowest Score.

SECONDARY GRADEBOOK – TEACHER GUIDE

Undo Drop Lowest Score Process My Print Queue

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13** Process Undrops

Final Step: Review assignment scores that will be 'undropped' for each student. Click the "Process Undrops" button to automatically remove the "*AD" from the Special Code and unmark the score from No Count. To exclude a student's assignment from the process uncheck the corresponding box. Back

These scores have been previously dropped. They will now become 'undropped' with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
<input checked="" type="checkbox"/> AARONSONSCR, KRYSTINA	05/10	DWK	Music Plan	*AD	1.00	100.00	87.00	87.00	B
<input checked="" type="checkbox"/> ADUSCR, SADIE	05/08	Q/OL	Online Assignment	*AD	1.00	2.00	1.00	50.00	F
<input checked="" type="checkbox"/> ADUSCR, Simon	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	0.00	0.00	F
<input checked="" type="checkbox"/> DAWSSCR, FELICA	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> MAYEDASCR, CHARLESETTA	05/10	CW	Worksheet 28.B	*AD	1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> REISCHSCR, GARY	05/10	DWK	Music Plan	*AD	1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> RIGGINSCR, SANG	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	70.00	70.00	C
<input checked="" type="checkbox"/> WALTHSCR, DUNCAN	05/09	DWK	Composition Activity	*AD	1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> WEIHESCR, FLORRIE	05/09	DWK	Composition Activity	*AD	1.00	100.00	86.00	86.00	B

Step 2 – Verify the students and assignments for whom current drops will be undone. You are able to see the prior score for the assignment. Click **Process Undrops** to return the assignment scores to grade calculations.

Main Screen My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

	No Atnd Entry Today	Term Grade 6TH Sort By %	6TH Grade Adjust	6TH Report Card	Page 1	Distn	Distn	Music	Worksh	Compos	PR6	Onlin
					W40-M 05/20 CW 100	W38-F 05/10 6T/T 2	W38-F 05/10 6T/T 2	W38-F 05/10 DWK 100	W38-F 05/10 CW 100	W38-Th 05/09 DWK 100	Options	W38- 05/08 Q/Ol 2
1	NEW	I 94.84%			98	*	*	87	*	98	A	
2	NEW	*C82.59%	1.87	*B	75	2	1	97	75	85	C	
3	NEW	*F 50.00%		*B	0	*	*	50	45	50	D	
4		B 89.22%			75	1	2	96	100	74	A	
5		*B85.75%		*D	86	*	*	86	75	96		

The *AD special code has been removed from the assignment and the assignment score now displays. The score is now being included in the student's class grade.

Advanced Drop Lowest Score

The screenshot shows the 'Main Screen' of a gradebook application. At the top, there are navigation tabs: Other Access, Classes, Assignments, Attendance, Categories, Grade Marks, Posting, Reports, and Charts. Below these is a 'Display Options' dropdown menu. The menu includes options like Student Display, Assignment Display, Grade Period Display, Modify Gradesheet Sequence, Color Legend, and Tools. The 'Tools' section contains 'Teacher's Log', 'Drop Lowest Score', 'Advanced Drop Lowest Score', 'Restore Deleted Assignments', 'Student Groups', 'View Backups', and 'Assignment Comment Bank'. A red arrow points to the 'Advanced Drop Lowest Score' option.

No Atnd Entry Today	Term Grade	6TH Report Card	Page 1 W 40-M 05/20 CW 100	Detn 05/28-F 05/10 67/7 2	Detn 05/28-F 05/10 67/7 2
	I 94.84%		98		
	*C 82.59%	*B	75	2	1
	*F 50.00%	*B	0		
	B 89.22%		75	1	2
	*B 85.75%	*D	86		
	B 80.75%		75		
	B 81.25%		70		
	B 84.00%		82		
	A 95.50%		97		

Advanced Drop Lowest Score allows for multiple assignment scores to be dropped within the same grading period.

The screenshot shows the 'Advanced Process Options' screen. It features a section titled 'Advanced Drop Lowest Score Process' with the following text: 'Step 1: Select a grade period to run the Advanced Drop Lowest Score Process. This process allows for multiple assignment score drops within the same grade period. The dropping of assignment scores can be done from a single category or from multiple categories.' Below this is a table listing various grading periods, their date ranges, and the 'Advanced Drop Lowest Score' process option.

Grade Period	Date Range	Process Option
PR1 - PROGRESS REPORT 1	08/20/12 - 09/14/12	Advanced Drop Lowest Score
1ST - 1ST 6 WEEKS	08/20/12 - 10/05/12	Advanced Drop Lowest Score
PR2 - PROGRESS REPORT 2	10/08/12 - 10/26/12	Advanced Drop Lowest Score
2ND - 2ND 6 WEEKS	10/08/12 - 11/16/12	Advanced Drop Lowest Score
PR3 - PROGRESS REPORT 3	11/19/12 - 12/07/12	Advanced Drop Lowest Score
3RD - 3RD 6 WEEKS	11/19/12 - 12/22/12	Advanced Drop Lowest Score
SM1 - 3RD 6 WEEKS	08/20/12 - 12/22/12	Advanced Drop Lowest Score
PR4 - PROGRESS REPORT 4	01/07/13 - 01/25/13	Advanced Drop Lowest Score
4TH - 4TH 6 WEEKS	01/07/13 - 02/22/13	Advanced Drop Lowest Score
PR5 - PROGRESS REPORT 5	02/25/13 - 03/14/13	Advanced Drop Lowest Score
5TH - 5TH 6 WEEKS	02/25/13 - 04/12/13	Advanced Drop Lowest Score
PR6 - PROGRESS REPORT 6	04/12/13 - 05/08/13	Advanced Drop Lowest Score
6TH - 6TH 6 WEEKS	04/12/13 - 05/29/13	Advanced Drop Lowest Score
SM2 - 6TH 6 WEEKS	01/07/13 - 05/29/13	Advanced Drop Lowest Score

Step 1 - Choose the grading period you wish to process. Some grading periods are grayed out because the grading period is no longer open for grade entry or the Posting Complete flag has been set in Grade Posting Status for the grading period.

Advanced Exclude Students
My Print Queue

Advanced Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13**

Step 2: Review list of students included in the process.
To exclude a student from the process uncheck the corresponding box.

Band I / 01 Prd:1 Band I		Students enrolled	
Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L 2013
<input checked="" type="checkbox"/>	ADUSCR	SADIE	2016
<input checked="" type="checkbox"/>	ADUSCR	Simon	2014
<input checked="" type="checkbox"/>	DAWSSCR	FELICA	F 2014
<input checked="" type="checkbox"/>	MAYEDASCR	CHARLESETTA	L 2014
<input checked="" type="checkbox"/>	REISCHSCR	GARY	D 2015
<input checked="" type="checkbox"/>	RIGGINSCR	SANG	M 2013
<input checked="" type="checkbox"/>	WALTHSCR	DUNCAN	X 2013
<input checked="" type="checkbox"/>	WEIHESCR	FLORRIE	K 2015

Next

Back

Step 2 - Verify the students who will be included when running Advanced Drop Lowest Score. If you want to exclude a student from this process, uncheck the box next to the student's name. After reviewing the names, click **Next**.

Advanced Exclude Assignments
My Print Queue

Advanced Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13**

Step 3: Review Categories and Assignments included in the process.
To exclude an assignment or category from the process uncheck the corresponding box.

Note: Any dropped scores for these Categories and Assignments will be "undropped" during this process.

Select the number of scores to drop: 1

Categories & Assignments		Weight	Max
Due Date	Descr		
<input checked="" type="checkbox"/>	6WKS TEST/TEST		
<input checked="" type="checkbox"/>	05/06/13 Quiz	1.00	100.00
<input checked="" type="checkbox"/>	05/06/13 Chapt	1.00	100.00
<input checked="" type="checkbox"/>	05/08/13 Chapt10	1.00	100.00
<input checked="" type="checkbox"/>	05/10/13 District Assessment	1.00	2.00
<input checked="" type="checkbox"/>	05/10/13 District Assessment	1.00	2.00
<input checked="" type="checkbox"/>	CLASS WORK		
<input checked="" type="checkbox"/>	05/10/13 Worksheet 28.B	1.00	100.00
<input checked="" type="checkbox"/>	05/20/13 Page 113 Music Theory	1.00	100.00
<input checked="" type="checkbox"/>	DAILY WORK		

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Step 3 – Select the number of scores to drop when running the Advanced Drop Lowest Scores process. You can also specify the assignment(s) and/or assignment categories that should be excluded from this drop process. The selections you make on this screen will depend upon the desired end results.

Example A – If you want to drop a score from one category and then drop a second score from another category, you would run the Advanced Drop Lowest Score process twice. Each time you run the process, you would select '1' as the number of scores to drop and deselect all other categories except the appropriate one from the list.

Example B – If you want to drop two scores overall with the result being one score dropped from each of two categories or two scores dropped from a single category, you would run this process only once. You would select 2 as the number of scores to drop, deselect any categories that need to be excluded and then allow the system to find the two lowest remaining scores in the remaining categories.

SECONDARY GRADEBOOK – TEACHER GUIDE

Advanced Exclude Special Codes My Print Queue

Advanced Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13**

Step 4: Review list of Special Codes included in the process.
To exclude an assignment from the process that is marked with this code, uncheck the corresponding box.

Special Codes			
Code	Description	No Count	Missing
<input checked="" type="checkbox"/>	XT Extra Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Next
Prev
Back

Step 4 - Review the Special Codes to determine whether assignments with these Special Codes should be included in the process. Click **Next** after verifying the Special Codes.

Advanced Drop Lowest Score Process My Print Queue

Advanced Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13**

Final Step: Review assignment scores that will be dropped for each student.
Click the "Process Drops" button to automatically place a "*AD" in the Special Code and mark score as No Count.

Process Drops
Prev
Back

These are the scores that will now be set to dropped with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
AARONSONSCR, KRYSTINA	05/08	6WKS	Chapter 16 test		1.00	100.00	92.00	92.00	A
AARONSONSCR, KRYSTINA	05/10	DAIL	Music Plan		1.00	100.00	87.00	87.00	B
ADUSCR, SADIE	05/08	On L	Online Assignment		1.00	2.00	1.00	50.00	F
ADUSCR, SADIE	05/09	DAIL	Composition Activity		1.00	100.00	85.00	85.00	B
ADUSCR, Simon	05/06	6WKS	Chapter 15 Test		1.00	100.00	50.00	50.00	F
ADUSCR, Simon	05/20	CLAS	Page 113 Music Theor		1.00	100.00	0.00	0.00	F
DAWSSCR, FELICA	05/09	DAIL	Composition Activity		1.00	100.00	74.00	74.00	C
DAWSSCR, FELICA	05/20	CLAS	Page 113 Music Theor		1.00	100.00	75.00	75.00	C
MAYEDASCR, CHARLESETTA	05/10	CLAS	Worksheet 28.B		1.00	100.00	75.00	75.00	C
MAYEDASCR, CHARLESETTA	05/10	DAIL	Music Plan		1.00	100.00	86.00	86.00	B

Step 5 - This screen shows the students and their assignments that will be dropped. You can exclude a student from this drop process by unchecking the box next to the student's name. After verifying the assignments that will be dropped, click **Process Drops**.

Main Screen My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

	No Atnd Entry Today	Term Grade 6TH Sort By %	6TH Grade Adjust	6TH Report Card	Page 1 W40-M 05/20 CW 100	Distr W38-F 05/10 6T/T 2	Distr W38-F 05/10 6T/T 2	Musc W38-F 05/10 DWK 100	Worksh W38-F 05/10 CW 100	Compos W38-Th 05/09 DWK 100	PR6 Options	Onlin W38-05/0 Q/0 2
1 AARONSONSCR KRYSTINA L NEW		I 98.35%			98	**	**	*AD	**	98	A	
2 ADUSCR SADIE (09) NEW		B 88.69%	1.87		75	2	1	97	75	*AD	B	
3 ADUSCR Simon (11) NEW		*D 60.58%		*B	*AD	**	**	50	45	50	C	
4 DAWSSCR FELICA P (0)		*A 97.06%		*B	*AD	1	2	96	100	*AD	A	
5 MAYEDASCR CHARLESETTA L (0)		*A 91.00%		*D	86	**	**	*AD	*AD	96		

Grades that were dropped are marked with an *AD in the score cell. Scores will be dropped only if the drops will improve the student's grade. The Advanced Drop Lowest Score Process does not continue to look for the lowest score after it has been run. If additional scores have been entered, you can Undo the Drop Lowest Score results and re-run the process to locate the current lowest score.

Functionality described here may vary in availability depending upon your district/entity configuration.
** Denotes Required Field to save screen.

Undo Advanced Drop Lowest Score

The screenshot shows the 'Main Screen' of a gradebook application. At the top, there are navigation tabs: Other Access, Classes, Assignments, Attendance, Categories, Grade Marks, Posting, Reports, Charts, Display Options, Quick Scoring, and Export. Below these is a table of student data. The 'Display Options' dropdown menu is open on the right side, showing various options. A red arrow points to the 'Advanced Drop Lowest Score' option in the 'Tools' section of the menu.

No Atnd Entry Today	Term Grade	6TH	6TH Report Card	Page 1 W40-M 05/20 CW 100	Detn W38-F 05/10 61/T 2	Detn W38-F 05/10 61/T 2
	I 94.84%			98		
	*C82.59%	7	*B	75	2	1
	*F 50.00%		*B	0		
	B 89.22%			75	1	2
	*B85.75%		*D	86		
	B 80.75%			75		
	B 81.25%			70		
	B 84.00%			82		
	A 95.50%			97		

Select **Advanced Drop Lowest Score** from the Display Options drop-down list.

The screenshot shows the 'Advanced Process Options' screen. It features a section titled 'Advanced Drop Lowest Score Process' with the following text: 'Step 1: Select a grade period to run the Advanced Drop Lowest Score Process. This process allows for multiple assignment score drops within the same grade period. The dropping of assignment scores can be done from a single category or from multiple categories.' Below this is a table listing various grade periods and their corresponding process options.

Grade Period	Date Range	Process Options
PR1 - PROGRESS REPORT 1	08/20/12 - 09/14/12	Advanced Drop Lowest Score
1ST - 1ST 6 WEEKS	08/20/12 - 10/05/12	Advanced Drop Lowest Score
PR2 - PROGRESS REPORT 2	10/08/12 - 10/26/12	Advanced Drop Lowest Score
2ND - 2ND 6 WEEKS	10/08/12 - 11/16/12	Advanced Drop Lowest Score
PR3 - PROGRESS REPORT 3	11/19/12 - 12/07/12	Advanced Drop Lowest Score
3RD - 3RD 6 WEEKS	11/19/12 - 12/22/12	Advanced Drop Lowest Score
SM1 - 3RD 6 WEEKS	08/20/12 - 12/22/12	Advanced Drop Lowest Score
PR4 - PROGRESS REPORT 4	01/07/13 - 01/25/13	Advanced Drop Lowest Score
4TH - 4TH 6 WEEKS	01/07/13 - 02/22/13	Advanced Drop Lowest Score
PR5 - PROGRESS REPORT 5	02/25/13 - 03/14/13	Advanced Drop Lowest Score
5TH - 5TH 6 WEEKS	02/25/13 - 04/12/13	Advanced Drop Lowest Score
PR6 - PROGRESS REPORT 6	04/12/13 - 05/08/13	Advanced Drop Lowest Score Undo Drop Lowest Score
6TH - 6TH 6 WEEKS	04/12/13 - 05/29/13	Advanced Drop Lowest Score Undo Drop Lowest Score
SM2 - 6TH 6 WEEKS	01/07/13 - 05/29/13	Advanced Drop Lowest Score Undo Drop Lowest Score

Step 1 – Select Undo Drop Lowest Score.

SECONDARY GRADEBOOK – TEACHER GUIDE

Undo Drop Lowest Score Process My Print Queue

Undo Drop Lowest Score Process

Grade Period: **6TH - 6TH 6 WEEKS** Date Range: **04/12/13 - 05/29/13** Process Undrops
Back

Final Step: Review assignment scores that will be 'undropped' for each student. Click the "Process Undrops" button to automatically remove the "*AD" from the Special Code and unmark the score from No Count. To exclude a student's assignment from the process uncheck the corresponding box.

These scores have been previously dropped. They will now become 'undropped' with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
<input checked="" type="checkbox"/> AARONSONSCR, KRISTINA	05/08	6T/T	Chapter 16 test	*AD	1.00	100.00	92.00	92.00	A
<input checked="" type="checkbox"/> AARONSONSCR, KRISTINA	05/10	DWK	Music Plan	*AD	1.00	100.00	87.00	87.00	B
<input checked="" type="checkbox"/> ADUSCR, SADIE	05/08	Q/OL	Online Assignment	*AD	1.00	2.00	1.00	50.00	F
<input checked="" type="checkbox"/> ADUSCR, SADIE	05/09	DWK	Composition Activity	*AD	1.00	100.00	85.00	85.00	B
<input checked="" type="checkbox"/> ADUSCR, Simon	05/06	6T/T	Chapter 15 Test	*AD	1.00	100.00	50.00	50.00	F
<input checked="" type="checkbox"/> ADUSCR, Simon	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	0.00	0.00	F
<input checked="" type="checkbox"/> DAWSSCR, FELICA	05/09	DWK	Composition Activity	*AD	1.00	100.00	74.00	74.00	C
<input checked="" type="checkbox"/> DAWSSCR, FELICA	05/20	CW	Page 113 Music Theor	*AD	1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> MAYEDASCR, CHARLESETTA	05/10	CW	Worksheet 28.B	*AD	1.00	100.00	75.00	75.00	C
<input checked="" type="checkbox"/> MAYEDASCR, CHARLESETTA	05/10	DWK	Music Plan	*AD	1.00	100.00	86.00	86.00	B

Step 2 – Verify the students and assignments where drops will be reversed. You are able to see the prior score for the assignment. Click **Process Undrops** to return the assignment scores to being included in grade calculations.

Main Screen My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	No Atnd Entry Today	Term Grade 6TH ▾ Sort By %	6TH Grade Adjust	6TH Report Card	Page 1 W40-M 05/20 CW 100	Dstri W38-F 05/10 6T/T 2	Dstri W38-F 05/10 6T/T 2	Music W38-F 05/10 DWK 100	Worksh W38-F 05/10 CW 100	Compos W38-Th 05/09 DWK 100	PR6 Options	Online W38-Q/OL 05/08 2
1 AARONSONSCR KRISTINA L	NEW	I 94.84%			98	*	*	87	*	98	A	
2 ADUSCR SADIE (09)	NEW	*C82.59%	1.87	*B	75	2	1	97	75	85	C	
3 ADUSCR Simon (11)	NEW	*F50.00%		*B	0	*	*	50	45	50	D	
4 DAWSSCR FELICA P (0)		B 89.22%			75	1	2	96	100	74	A	
5 MAYEDASCR CHARLESETTA L (0)		*B85.75%		*D	86	*	*	86	75	96		

The *AD special code has been removed and the assignment score now displays. The score is now being included in the student's class grade.

Restore Deleted Assignments

Main Screen My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	No Atnd Entry Today	Term Grade 6TH ▾ Sort By %	6TH Report Card	Page 1 W40-M 05/20 CW 100	Dstri W38-F 05/10 6T/T 2	Dstri W38-F 05/10 6T/T 2	Display Options
1 AARONSONSCR KRISTINA L	NEW	I 94.84%		98	*	*	Student Display
2 ADUSCR SADIE (09)	NEW	*C82.59%	*B	75	2	1	Assignment Display
3 ADUSCR Simon (11)	NEW	*F50.00%	*B	0	*	*	Grade Period Display
4 DAWSSCR FELICA P (0)		B 89.22%		75	1	2	Modify Gradesheet Sequence
5 MAYEDASCR CHARLESETTA L (0)		*B85.75%	*D	86	*	*	Color Legend
6 REISCHSCR GARY D		B 80.75%		75	*	*	Tools
7 RIGGINS SCR SANG M		B 81.25%		70	*	*	Teacher's Log
8 WALTHSCR DUNCAN X		B 84.00%		82	*	*	Drop Lowest Score
9 WEHESCR FLOBBIE K		A 95.50%		97	*	*	Advanced Drop Lowest Score

Restore Deleted Assignments

Restore Deleted Assignments allows you to view a listing of all deleted assignment for the selected class. You can restore the assignment(s) that were deleted intentionally or by mistake. Previously-entered student scores for the deleted assignment will also be restored.

SECONDARY GRADEBOOK – TEACHER GUIDE

Deleted Assignments My Print Queue Back

[View Details](#)

Deleted Assignments											
Term	Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
6TH	05/20/13	40	Mon	CW 25%	MT	Page 113 Music Theor	1.00	100			

The Deleted Assignments screen displays all previously-deleted assignments for the class. You can view the assignment scores by highlighting the assignment and clicking **View Details**.

Deleted Assignment Details My Print Queue Back

Page 113 Music Theory
Week 40 - Monday - 05/20/2013
Category: CW - 25% Max Score: 100

Post to Family Access
 Post to Student Access

Students	Score	Special Code	No Count	Missing	Comment
1 AARONSONSCR KRISTINA L	98	XT			
2 ADUSCR SADIE	75				
3 ADUSCR Simon	0				
4 DAWSSCR FELICA P	75				
5 MAYEDASCR CHARLESETTA L	86				
6 REISCHSCR GARY D	75				
7 RIGGINSCR SANG M	70				
8 WALTHSCR DUNCAN X	82				
9 WEIHESCR FLORRIE K	97				

[Restore Assignment](#)

Review the selected assignment detail and scores. Click **Restore Assignment** to restore the assignment and scores to the Gradebook.

Main Screen My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

Students	No Atnd Entry Today	Term Grade 6TH Sort By %	6TH Grade Adjust	6TH Report Card	Page 1 W38-F 05/20 CW 100	Dnk B,38-F 05/10 67.7 2	Dnk B,38-F 05/10 67.7 2	Music W38-F 05/10 DWK 100	Worksh W38-F 05/10 CW 100	Compos W38-Th 05/09 DWK 100	PR6 Options	Onlin W38-F 05/08 Q/OI 2
1 AARONSONSCR KRISTINA L	NEW	I 94.84%			98	*	*	87	*	98	A	
2 ADUSCR SADIE (09)	NEW	*C82.59%	1.87	*B	75	2	1	97	75	85	C	
3 ADUSCR Simon (11)	NEW	*F50.00%		*B	0	*	*	50	45	50	D	
4 DAWSSCR FELICA P (0)		B 89.22%			75	1	2	96	100	74	A	
5 MAYEDASCR CHARLESETTA L (0)		*B85.75%		*D	86	*	*	86	75	96		

The assignment and scores have been restored into the Gradebook.

Student Groups

The screenshot shows the 'Main Screen' of a gradebook application. A table lists students with columns for 'No Atnd Entry Today', 'Term Grade', '6TH Report Card', 'Page 1 W 40-M 05/20 CW 100', 'Detn 05/28-F 05/10 67/7 2', and 'Detn 05/28-F 05/10 67/7 2'. A 'Display Options' menu is open on the right, with 'Student Groups' selected. Other options include 'Student Display', 'Assignment Display', 'Grade Period Display', 'Modify Gradesheet Sequence', 'Color Legend', 'Teacher's Log', 'Drop Lowest Score', 'Advanced Drop Lowest Score', 'Restore Deleted Assignments', 'View Backups', and 'Assignment Comment Bank'.

The Student Groups options allows you to divide students in the class into a maximum of ten possible groups based on specific learning and/or grading situations. Separate assignments can be created for each Student Group. This should not be used if students will be switching groups because it is difficult to move students from one Student Group to another. You can move a student to a new Student Group only if all assignments match or all scores for assignments have been removed.

The screenshot shows the 'Student Groups' configuration screen. It has a 'Save' button, 'Undo' button, and 'Back' button. Below are ten text boxes for 'Group 1 Description' through 'Group 10 Description'. At the bottom is a table titled 'Assign Students to Groups' with columns for 'Students' and 'Group 1' through 'Group 10'. Each cell contains a radio button.

Students	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	Group 9	Group 10
1 AARONSONSCR KRYSTINA L	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 ADUSCR SADIE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 ADUSCR Simon (11)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 DAWSSCR FELICA P (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 MAYEDASCR CHARLESETTA L (0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 REISCHSCR GARY D	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 RIGGINSCR SANG M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 WALTHSCR DUNCAN X	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 WEIHESCR FLORRIE K	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Step 1 – Enter the group names in the Group Descriptions.

Step 2 – Identify the group to which each student belongs by selecting the appropriate radio button under the column heading for that group. After all students have been assigned a Student Group, click **Save**.

SECONDARY GRADEBOOK – TEACHER GUIDE

Main Screen										My Print Queue		Back																									
Other Access										Classes		Assignments		Attendance		Categories		Grade Marks		Posting		Reports		Charts		Display Options		Quick Scoring		Export							
Student Group: (<input type="checkbox"/> Show all groups)										No Atnd Entry Today		Term Grade		6TH Report Card		Page 1 W40-M 05/20 CW 100		Distri W38-F 05/10 6T/T 2		Distri W38-F 05/10 6T/T 2		Music W38-F 05/10 DWK 100		Worksh W38-F 05/10 CW 100		Compos W38-Th 05/09 DWK 100		PR6 Options		Online W38-W 05/08 Q/OL 2		Chapte W38-W 05/08 6T/T 100		Chapte W38-M 05/06 6T/T 100			
1 - Group 1												Sort By %																									
1 AARONSONSCR KRYSTINA L NEW												I 94.84%		98		*		*		87		*		98		A		2		92							
2 ADUSCR Simon (11) NEW												*F 50.00%		*B		0		*		*		50		45		50		D		1		91					
3 DAWSSCR FELICA P (0)												B 89.22%		75		1		2		96		100		74		A											
4 RIGGINSCR SANG M												B 81.25%		70		*		*		98		*		87													
5 WEIHESCR FLORRIE K												A 95.50%		97		*		*		102		*		86													

You are now operating two Gradebooks within a single Gradebook. The Gradebook Main screen will now display students based on their student group.

Main Screen										My Print Queue		Back																											
Other Access										Classes		Assignments		Attendance		Categories		Grade Marks		Posting		Reports		Charts		Display Options		Quick Scoring		Export									
Student Group: (<input checked="" type="checkbox"/> Show all groups)										No Atnd Entry Today		Term Grade		6TH Grade Adjust		6TH Report Card		Page 1 W40-M 05/20 CW 100		Distri W38-F 05/10 6T/T 2		Distri W38-F 05/10 6T/T 2		Music W38-F 05/10 DWK 100		Worksh W38-F 05/10 CW 100		Compos W38-Th 05/09 DWK 100		PR6 Options		Online W38-W 05/08 Q/OL 2							
1 - Group 1												Sort By %																											
1 AARONSONSCR KRYSTINA L 1 NEW												I 94.84%						98		*		*		87		*		98		A		2		92					
2 ADUSCR SADIE (09) 2 NEW												*C 82.59%		1.87		*B		75		2		1		97		75		85		C									
3 ADUSCR Simon (11) 1 NEW												*F 50.00%		*B		0		*		*		50		45		50		D		1		91							
4 DAWSSCR FELICA P (0) 1												B 89.22%				75		1		2		96		100		74		A											
5 MAYEDASCR CHARLESETTA L (0) 2												*B 85.75%		*D		86		*		*		86		75		96													
6 REISCHSCR GARY D 2												B 80.75%				75		*		*		75		*		98													
7 RIGGINSCR SANG M 1												B 81.25%				70		*		*		98		*		87													
8 WALTHSCR DUNCAN X 2												B 84.00%				82		*		*		97		*		75													
9 WEIHESCR FLORRIE K 1												A 95.50%				97		*		*		102		*		86													

You can choose to **Show all groups** on the Gradebook Main screen. The number to the right of the student's name shows the student group number.

Assignment Maintenance										My Print Queue		Back																					
Add Assignment										Save and Back		Save and Add Another		Save and Score		Undo		Back		Attach (0)		Options		Attach Academic Standards (0)		Check Spelling							
Category: DWK - 25% - DAILY WORK																																	
Description:																																	
Detailed Description:																																	
Assignment Group:																																	
Entered Date: Sat, May 18 2013																																	
Assign Date: May 17 2013																																	
Proposed Due Date: May 17 2013																																	
Actual Due Date: 01 2013																																	
Max Score: 100										<input checked="" type="checkbox"/> Post to Family Access																							
Weight Multiplier: 1.00										<input checked="" type="checkbox"/> Post to Student Access																							
										<input type="checkbox"/> Apply this assignment to All Student Groups																							
Show Assignment Score As: Score										<input type="checkbox"/> Show Comments																							
										<input type="checkbox"/> Show On Lesson Scheduler																							

Assignments can be created for the specific student group that is currently being viewed in the Gradebook. These assignments will not appear for other groups on reports or in Family/Student Access. After setting up student groups, a new option of **Apply the assignment to All Student Groups** is added to the Add Assignment screen.

View Backups

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

SECONDARY GRADEBOOK – TEACHER GUIDE

View Backups allows you to view a snapshot of what the Gradebook looked like at a specific time. You cannot restore the Gradebook from this backup. Do not worry if you do not see a backup! Your Gradebooks are always being backed up when the entire Skyward database is backed up.

Backups	
03/16/2013	View Backup
03/11/2013	View Backup
03/04/2013	View Backup
02/23/2013	View Backup
02/18/2013	View Backup

After selecting **View Backups**, you see a list of the Backups created and the date of the Backup. Click **View Backup** to see the Gradebook information at the time the Backup was created.

It displays a snapshot of what the Gradebook looked like as of a specific date. Assignments and grades would display, if entered.

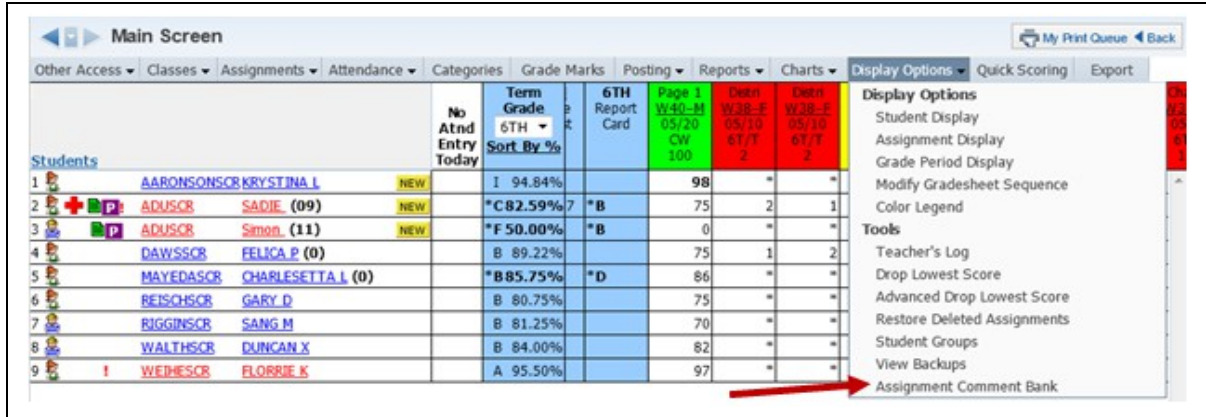
- **Assignments** – Displays the List Assignment screen in which you can view the assignments. You also have the capability to print the Assignment Report for a selected assignment.
- **Categories** – Displays a view-only screen of Categories.
- **Grade Marks** – Displays a view-only screen of the Grade Marks being used in the Gradebook.
- **Reports** – The following reports are available: Gradesheet Report, Assignment Listing by Student, Assignment Master, Missing Assignment, Category Summary, Online Assignment Analysis, Progress Detail and Progress Summary.
- **Charts** – The following charts are available: Term Grade Distribution Chart, Student Progress Chart and Category Average Chart.

Functionality described here may vary in availability depending upon your district/entity configuration.

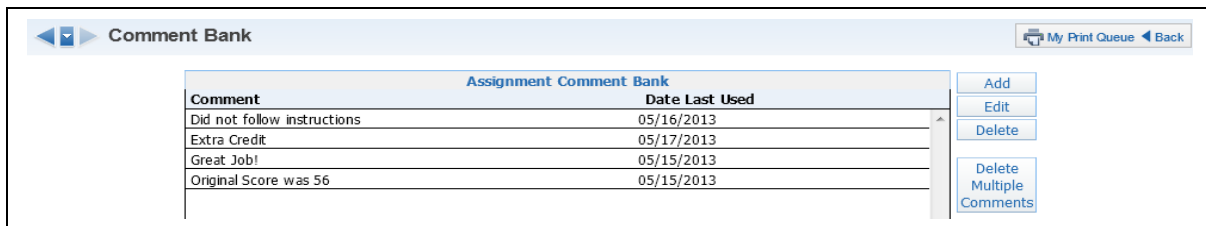
** Denotes Required Field to save screen.

- **Display Options** – The following display options are available: Student Display, Assignment Display, Grade Period Display, Modify Gradesheet Sequence, Color Legend and Teacher’s Log.

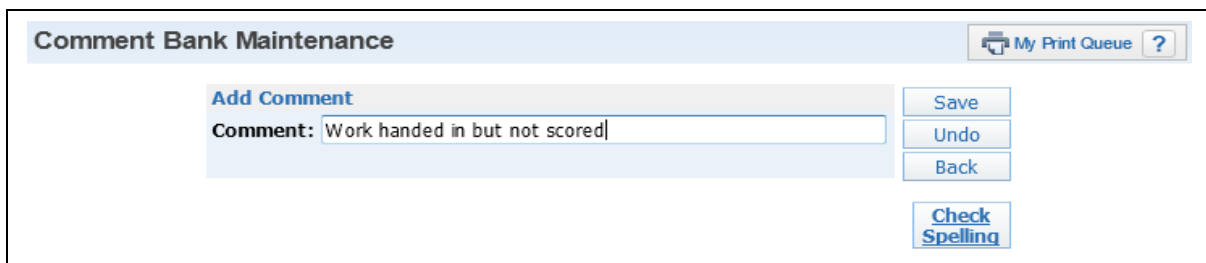
Assignment Comment Bank



The Assignment Comment Bank displays and allows you to maintain the comments you attach to student assignments.



The Assignment Comment Bank displays the comments, as well as the date the comment was last used.



Add: Allows you to create a new comment that can be used when scoring an assignment.

Edit: Allows you to modify to an existing comment. If you edit a comment, it will not change any existing comments already attached to an assignment.

Delete: Removes a comment from the Assignment Comment Bank. Highlight the comment and click **Delete**. You will receive the following pop-up message:

Click OK to remove the comment from the Comment Bank. By selecting Cancel, you keep the comment in the Comment Bank.

If you delete a comment from the comment bank, it will not delete the comment from existing student assignments. After deleting the comment, it will not be available for selection when entering new assignment comments.

Comment	Date Last Used
<input type="checkbox"/> Did not follow instructions	05/16/2013
<input type="checkbox"/> Extra Credit	05/17/2013
<input type="checkbox"/> Great Job!	05/15/2013
<input checked="" type="checkbox"/> Original Score was 56	05/15/2013
<input type="checkbox"/> Work handed in but not scored	05/18/2013

Delete Multiple Comments: Allows you to remove multiple comments from the Assignment Comment Bank.

Charts

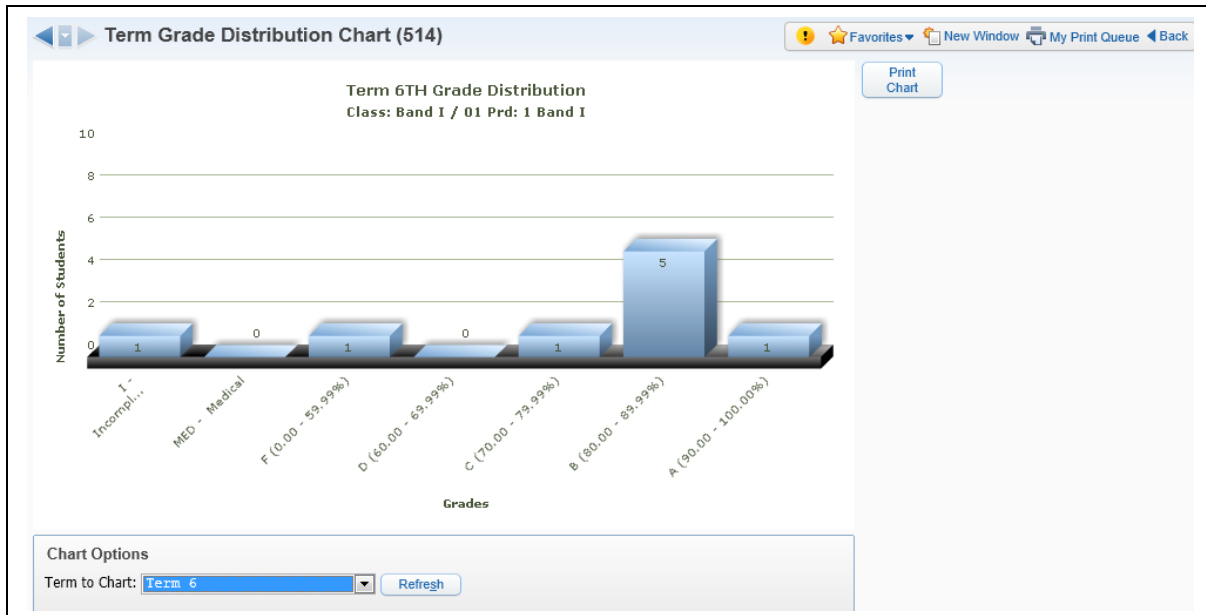
- Term Grade Distribution Chart
- Student Progress Chart
- Category Average Chart

The Charts tab can be utilized when you want to graph information about student grading in a course.

Term Grade Distribution Chart

Students	No Atnd Entry Today	Term Grade 6TH	6TH Grade Adjust	6TH Report Card	Page 1 W40 CW 100	Term Grade Distribution Chart	Student Progress Chart	Category Average Chart	PR6	Online W38-05/01 Q/O 2
1 AARONSONSB KRISTINA L	NEW	I 94.84%			98			100		
2 ADUSCB SADJE (09)	NEW	*C 82.59%	1.87	*B	75	2	1	97	75	85
3 ADUSCB Simon (11)	NEW	*F 50.00%		*B	0			50	45	50
4 DAWSSCB FELICA P (0)		B 89.22%			75	1	2	96	100	74
5 MAYEDASCB CHARLESETTA L (0)		*B 85.75%		*D	86			86	75	96

From the Gradebook screen, hover over the Charts tab. Click **Term Grade Distribution Chart**.

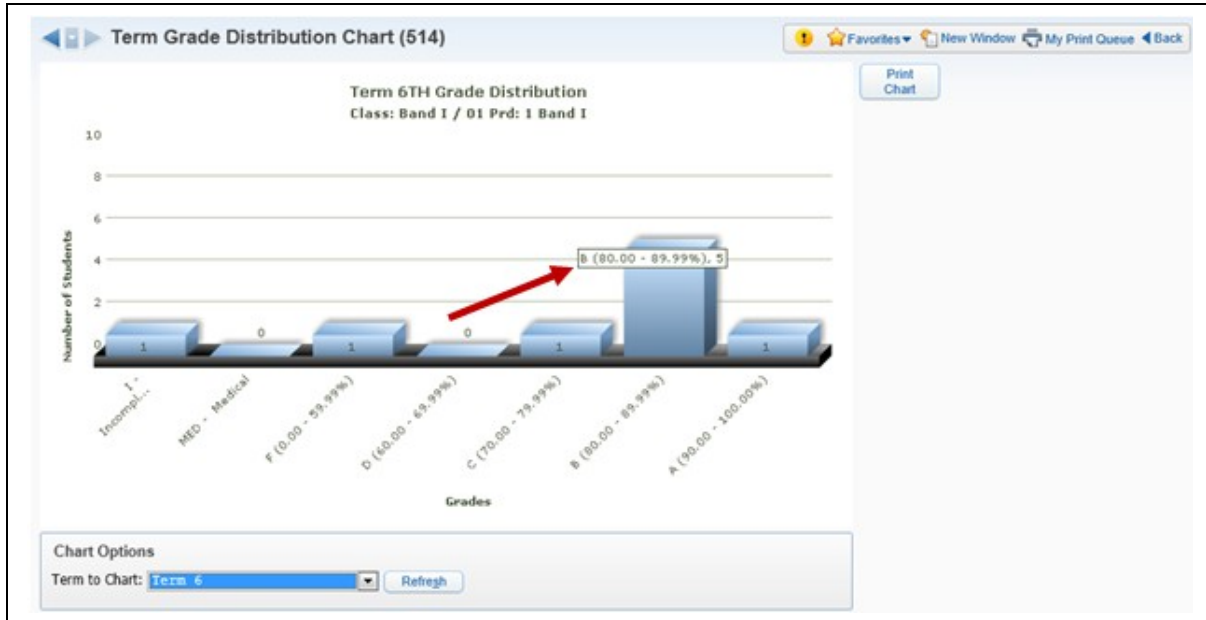


This is a sample Term Grade Distribution Chart. This chart uses a bar graph to show how Grade Mark numbers are distributed. You may also choose to see a chart for a different Grading Period.

Functionality described here may vary in availability depending upon your district/entity configuration.
** Denotes Required Field to save screen.

Term to Chart: You see a list of the Grading Periods. Choose one to be viewed in the graph. After you select another Grading Period, you must select **Refresh** to update the bar graph data.

Print Chart: You can use the Print Chart button to create a hard copy of the on-screen chart. You will be able to view it on screen before it is sent to a printer.

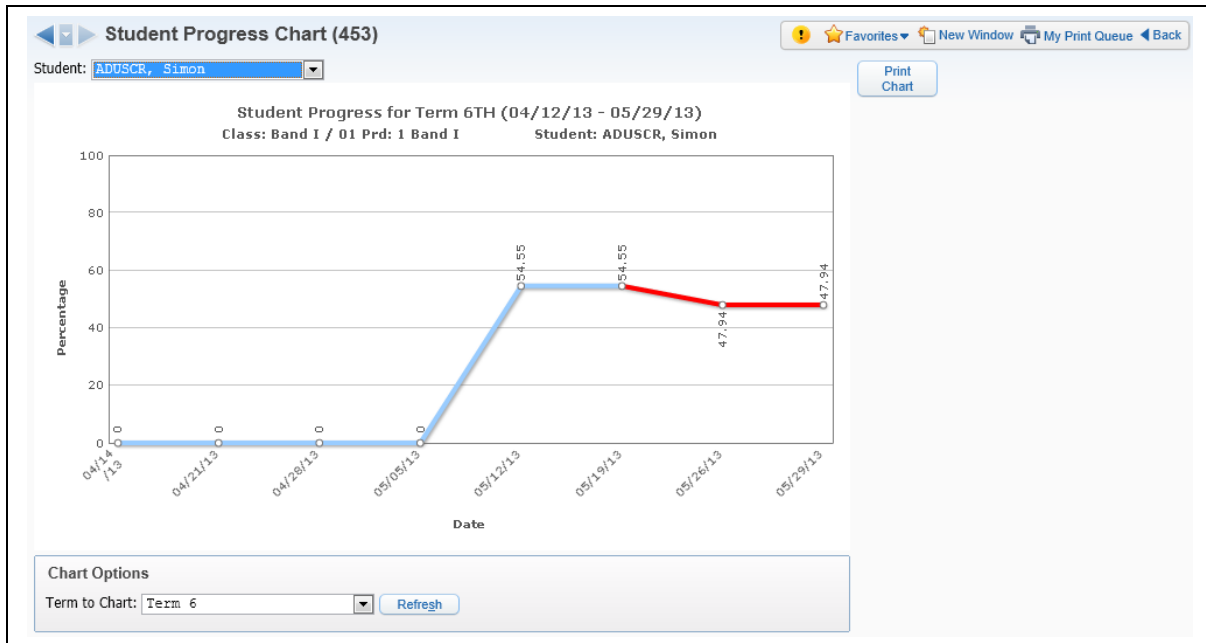


You can also hover over one of the bars in the distribution chart to see specific information about each grade mark.

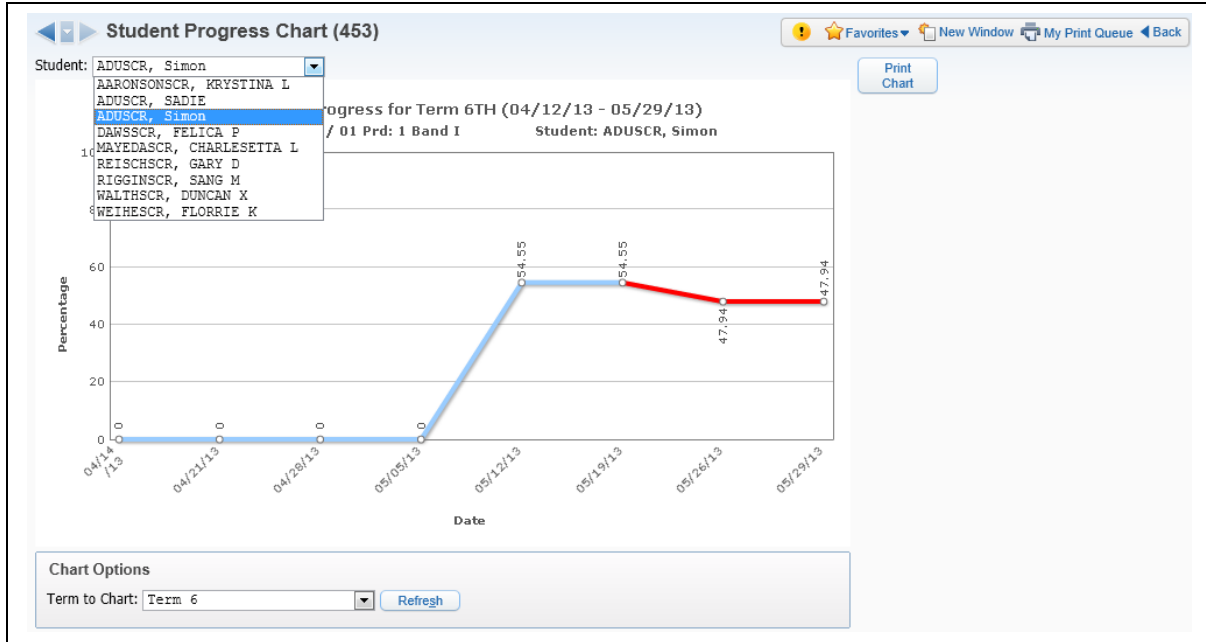
Student Progress Chart

Students	No Atnd Entry Today	Term Grade 6TH	Grade Adjust	6TH Report Card	Page 1 W40-M 05/20	Term Grade Distribution Chart	Student Progress Chart	Category Average Chart	PR6	Online W38- 05/01 Q/OI 2		
1 AARONSONSCR KRISTINA L	NEW	I 94.84%			100	98	*	*	87	*	98	A
2 ADUSCR SADIE (09)	NEW	*C 82.59%	1.87	*B		75	2	1	97	75	85	C
3 ADUSCR SIMON (11)	NEW	*F 50.00%		*B		0	*	*	50	45	50	D
4 DAWSSCR FELICA P (0)		B 89.22%				75	1	2	96	100	74	A
5 MAYEDASCR CHARLESETTA L (0)		*B 85.75%		*D		86	*	*	86	75	96	

Click **Student Progress Chart** under the Charts tab.



The Student Progress Chart utilizes a line graph to track the grade marks earned by a student during a grading period. This graph is titled Student Progress for (grading period). The title explains that this graph is specific to a Grading Period, Class, and Student. It displays the grades given to this student throughout the grading period. Again, you can click Print Chart to generate a hard copy, and you can change the Grade Period to be displayed.

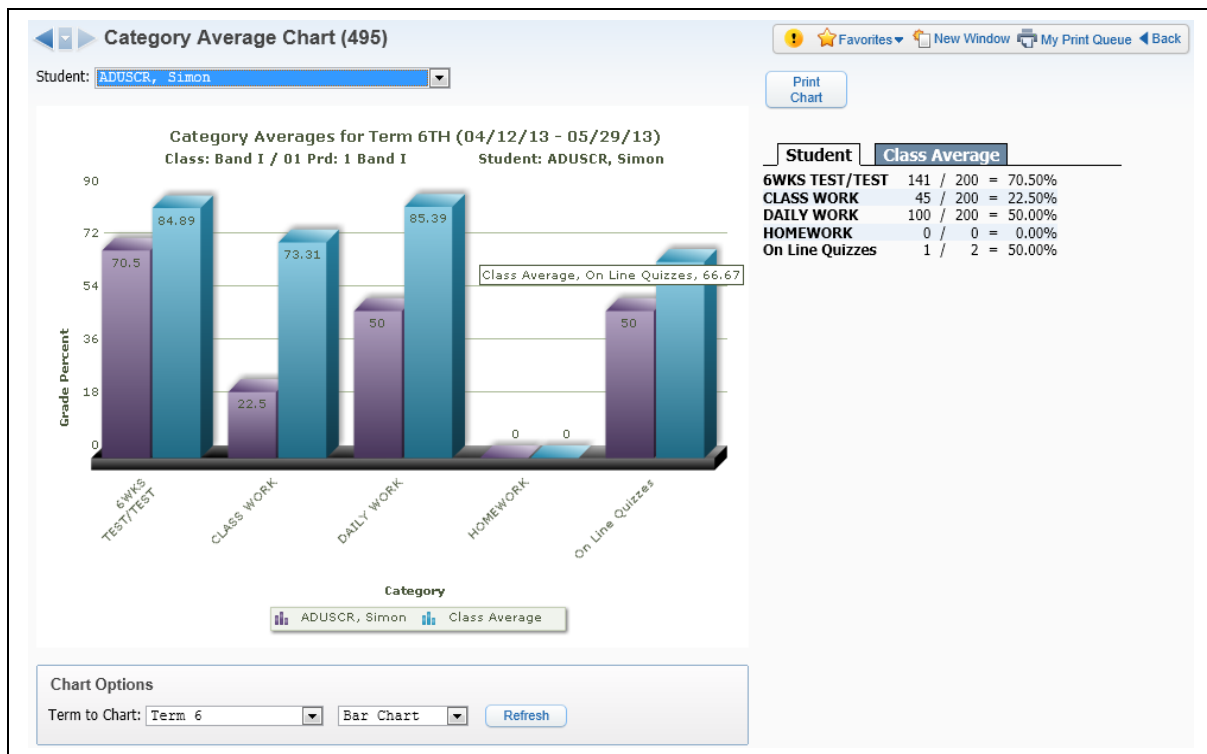


If you click the drop-down arrow next to the student name at the top of the screen, you see a list of students. This allows you to select a student to graph easily and efficiently. When the student is selected, then the graph will refresh and display the new information.

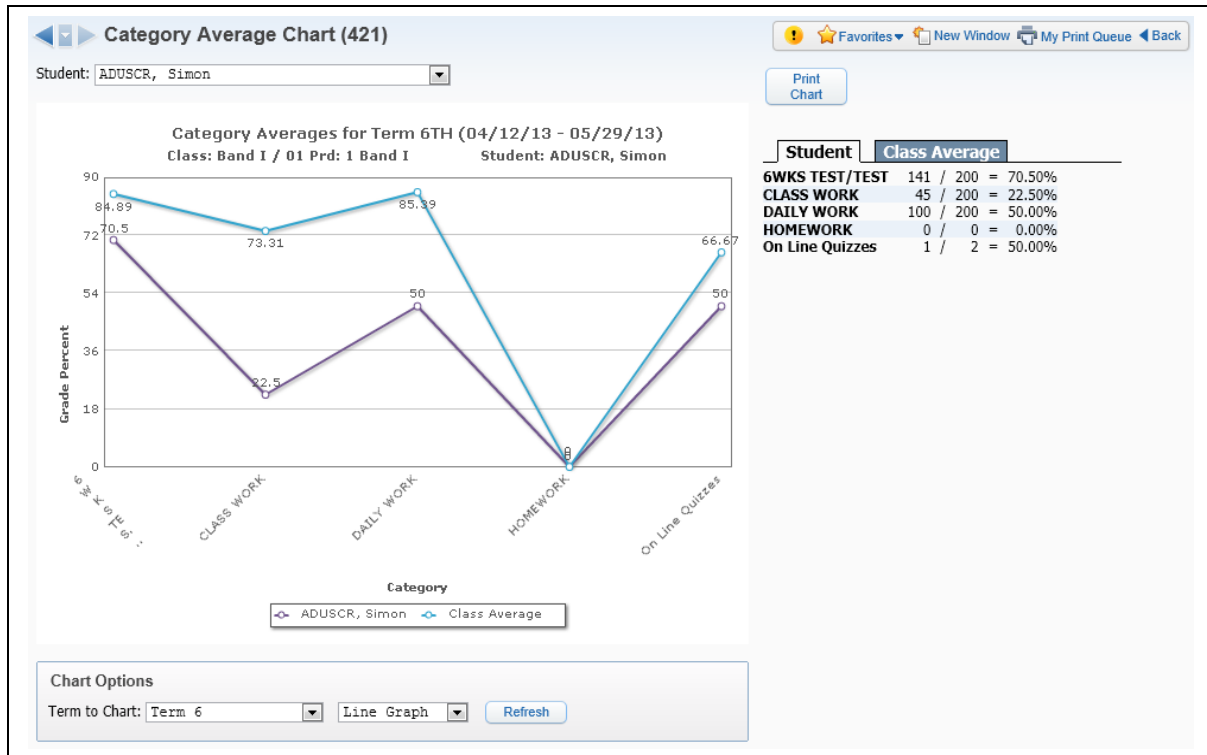
Category Average Chart

Students	No Atnd Entry Today	Term Grade 6TH Sort By %	6TH Grade Adjust	6TH Report Card	Page 1 W40-M 05/20 CW 100	Term Grade Distribution Chart	Student Progress Chart	Category Average Chart	PR6	Online W38-05/01 Q/OI 2
1 AARONSONSCR KRISTINA L	NEW	I 94.84%			98	*	*	87	*	98 A
2 ADUSCR SADIE (09)	NEW	*C82.59%	1.87	*B	75	2	1	97	75	85 C
3 ADUSCR Simon (11)	NEW	*F 50.00%		*B	0	*	*	50	45	50 D
4 DAWSSCR FELICA P (0)		B 89.22%			75	1	2	96	100	74 A
5 MAYEDASCR CHARLESETTA L (0)		*B85.75%		*D	86	*	*	86	75	96

Click **Category Average Chart** under the Charts tab.



This chart displays the average Category percentages for a term.



You can display either a bar graph or a line graph.

Reports

Attendance

- Detail Report
- Summary Report by Class

Gradebook

- Grade Sheet Report
- Assignment Listing-By Student
- Assignment Master Report
- Missing Assignments
- Email Progress Report
- View Emailed Reports
- Category Summary Report
- Academic Standard Scores Report

Progress Reports

- Progress Detail
- Enhanced Multi-Class Progress Report
- Progress Summary
- Multi-Class Progress Report

Partial Progress Reports

- Partial Progress Detail
- Partial Progress Summary
- Partial Multi-Class Progress Report

Class Information

- Class Roster
- Student Information
- Custom Forms Report
- Gifted and Talented Report

Report Cards

- Grade Proof Sheet

Trend Grading

- Academic Standards Trend

General Report Information

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ **Reports ▾** Charts ▾ Display Options ▾ Quick Scoring ▾ Export ▾

	No Atnd Entry Today	Term Grade 6TH ▾ Sort By %	6TH Grade Adjust	6TH Report Card
1		I 94.84%		
2		*C 82.59%	1.87	*B
3		*F 50.00%		*B
4		B 89.22%		
5		*B 85.75%		*D
6		B 80.75%		
7		B 81.25%		
8		B 84.00%		
9		A 95.50%		

Attendance
Detail Report
Summary Report by Class

Gradebook
Grade Sheet Report
Assignment Listing - By Student
Assignment Master Report
Missing Assignments
Email Progress Report
View Emailed Reports
Category Summary Report
Online Assignment Analysis Report
Academic Standard Scores Results

Progress Reports
Progress Detail
Enhanced Multi-Class Progress Report
Progress Summary
Multi-Class Progress Report

Partial Progress Reports
Partial Progress Detail
Partial Progress Summary
Partial Multi-Class Progress Report

Class Information
Class Roster

Quick Scoring: Compos W38-Th 05/09 DWK 100, PR6 Options, Onlin W38- 05/08 Q/OI 2

Gradebook Reports can be accessed in the following locations:

- Reports tab in the Gradebook
- Individual Student Selection (clicking on the name in the Gradebook)
- Reports for All Classes on the My Gradebook screen
- Reports in My Classes

Any report that you generate displays on the screen first, and you can then choose to send it to the printer. All reports are generated from a template. Many reports have a Skyward default template, but you also have the capability to create your own template for the report.

Report Templates

Band I / 01 Prd:1 Band I - MARILEE ANDREASCR
Report: Progress Detail

Seq #	Report Template Name
10	Progress Report
800	Report to send home
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

Print
Add a new Template
View parameters of Template
Clone Template
Select Different Students
Select Different Classes

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

This is the screen you see after selecting a report. Each of the names you see listed is a separate template and has a unique sequence number. Sequence numbers beginning with 900 are Skyward-created templates, and no modifications can be made to them. Reports with a sequence number of 800 are templates created by the entity’s administration. Any report template beginning with 10 is a template you have created.

Print: Prints the information using the selected template. **Print** will generate information for the entire class.

Add a new Template: Allows you to select the information you want included in the report.

After clicking **Add a new Template**, enter the **Report Template Name**. This name will not print on the report. It simply identifies the template. Click **Save**.

After saving the report template name, you can then select options for the information to include in the report. We will cover all of the options for each specific report in this guide.

If you create a template in one Gradebook, that template will be available in all of your Gradebooks.

Rename Template: Allows you to modify the name of the template. This option is available only for templates you create.

View Parameters of Template: Allows you to view the options selected when creating the template. This option is available only for 800 and 900 sequence templates.

Modify Parameters of Template: Allows you to edit a template you created.

Clone Template: Allows you to clone a template to make it your own.

Delete Template: Allows you to remove a template. This option is available only for templates you create.

Student List My Print Queue ◀ Back

Student List for Band I / 01 Prd:1 Band I
For 6TH 04/12/13 - 05/29/13

Select All Clear All

Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/> AARONSONSCR	KRYSTINA	L	2013
<input checked="" type="checkbox"/> ADUSCR	SADIE		2016
<input checked="" type="checkbox"/> ADUSCR	Simon		2014
<input checked="" type="checkbox"/> DAWSSCR	FELICA	P	2014
<input checked="" type="checkbox"/> MAYEDASCR	CHARLESETTA	L	2014
<input checked="" type="checkbox"/> REISCHSCR	GARY	D	2015
<input checked="" type="checkbox"/> RIGGINSCR	SANG	M	2013
<input checked="" type="checkbox"/> WALTHSCR	DUNCAN	X	2013
<input checked="" type="checkbox"/> WEIHESCR	FLORRIE	K	2015
These students have dropped this class.			
Last Name	First Name	MI	Grad Year
<input type="checkbox"/> DELPOZOSCR	CLINTON	M	2010

Print
Back

Select Different Students: Allows you to select the students who will print on the report. You have the capability to print the report for dropped students.

Class Selection My Print Queue ◀ Back

Class List for MARILEE ANDREASCR
For 04/12/13 - 05/29/13

Select All Clear All

Terms	Period	Class	Description
<input type="checkbox"/> 1 - 6	0	2LA / 01	2 Lang Arts
<input checked="" type="checkbox"/> 1 - 6	0	2READ / 01	2 Reading
<input checked="" type="checkbox"/> 1 - 6	0	2SPEL / 01	2 Spelling
<input checked="" type="checkbox"/> 1 - 6	0	2WRIT / 01	2 Writing
<input checked="" type="checkbox"/> 1 - 6	0	3116 / 01	Wind Ensemble 2
<input checked="" type="checkbox"/> 1 - 6	1	3115 / 01	Wind Ensemble
<input checked="" type="checkbox"/> 1 - 6	1	Band I / 01	Band I

Print
Back

Select Different Classes: Allows to you generate the report for multiple classes.

Attendance Reports

Detail Report

The Detail Report for attendance can display the days and periods a student was not in attendance. It will also show the breakdown by absence category for Excused, Unexcused, Tardy and Other.

Attendance Detail
My Print Queue ◀ Back

Attendance Detail Report for Band I / 01 Prd:1 Band I

10 - Attendance Detail

Report Ranges

Display Attendance for Term
Current Term : 04/12/2013 - 05/29/2013 ▼

Display Attendance for Date Range

On or After: ◀ 2013 ▶ **Sat, Apr 20 2013**

On or Before: ◀ 2013 ▶ **Sat, May 11 2013**

[Absence Types](#)

Options

Insert page break after each student

Print only attendance totals

Save

Undo

Back

Report Ranges: Select to display attendance information for either a specific term or date range.

- **Display Attendance for Term:** Select the term for which you want to print.
- **Display Attendance for Date Range:** Enter the specific date range for the attendance.

Absence Types: Verify the absence types you want to include the report. The default is All absence types.

Absence Types (56)

Absence Type Selection - 001 Entity (001) Grades 9 to 12

Available Excused Types		Selected Excused Types
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	D - DAEP E - EXCUSED G - Excused Absence I - ISS M - MANDATORY TESTING
Available Unexcused Types		Selected Unexcused Types
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	1 - Rainy Day A - ABSENT B - OSS H - IAES J - TEACHER ABSENCE
Available Tardy Types		Selected Tardy Types
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	L - LATE - TEACHER ENTRY T - TARDY
Available Other Types		Selected Other Types
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	C - COLLEGE DAY F - SCHOOL TRIP K - Medical Absence Homebound N - NO SHOW O - OTHER

Options

- **Insert page break after each student:** Each student’s attendance begins on a new page.
- **Print only attendance totals:** This option shows the totals by student for Excused, Unexcused, Tardy and Other.

Summary Report by Class

The Summary Report by Class provides an attendance breakdown by week for students in your class.

Attendance Summary by Class
My Print Queue ◀ Back

Attendance Summary Report By Class for Band I / 01 Prd:1 Band I

10 - Attendance Summary

Report Ranges

Display Attendance for Term
Current Term : 04/12/2013 - 05/29/2013 ▼

Display Attendance for Date Range

Start: ▶ Thu, Apr 25 2013

End: ▶ Thu, May 16 2013

[Absence Types](#)

Options

Id Display: Print for Class Scheduled Days

Student ID Show Entered Attendance Only

Internal ID Print multiple meets as one class

Name Key

None

Save

Undo

Back

Report Ranges: Select to display attendance information for either a specific term or date range.

- **Display Attendance for Term:** Select the term for which to print attendance.
- **Display Attendance for Date Range:** Enter the specific date range for the attendance.

Absence Types: Verify the absence type(s) you want to print on the report. The default is All absence types. The absence types you see listed are set up by your entity administrators.

Absence Types (56)

 Back

Absence Type Selection - 001 Entity (001) Grades 9 to 12

Available Excused Types		Selected Excused Types
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	D - DAEP E - EXCUSED G - Excused Absence I - ISS M - MANDATORY TESTING
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	1 - Rainy Day A - ABSENT B - OSS H - IAES J - TEACHER ABSENCE
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	L - LATE - TEACHER ENTRY T - TARDY
	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	C - COLLEGE DAY F - SCHOOL TRIP K - Medical Absence Homebound N - NO SHOW O - OTHER

Options

- **Id Display:**
 Student ID – ID set up by the district.
 Internal ID – ID that is given to the student by the program automatically.
 Name Key – Every person entered into the database has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print for Class Scheduled Days** – Attendance will display for only the days the class is scheduled to meet.
- **Show Entered Attendance Only** – If you wish to display a + sign in the attendance columns when a student was present, leave this option unchecked. If you want to see only the student’s absences or days tardy , check **Show Entered Attendance Only**.

- **Print multiple meets as one class** – Multiple meets means a class meeting for multiple class periods. (Example: Class meeting 1st and 2nd periods of the day would be a class that has multiple meets)

Gradebook Reports

Grade Sheet Report

The Grade Sheet Report prints a spreadsheet-like display of student assignments and scores along with an optional assignment legend. This report can be used as a hard copy of the Gradebook. You can also run this report as a blank grid with the student's name displaying on the left side of the report. The blank grade sheet report can be generated using Skyward templates 960, 970 or 980.

Assignments: Choose to include assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term:** Select the term for which you want to print grade information.
- **Display Grades and Assignments for Date Range:** Enter the specific date range for the grade information.

Student Options: Select whether you want the student's name and/or student ID to display on the report

- **Show Student Name**
- **Show Student ID**

Sort Students: Select whether you want the students to display in random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and

need to maintain grade confidentiality, select to sort students in random order while showing only the student ID.

- **Use Gradebook Sort Order**
- **Random**

Assignment Options: Select the assignment information you want to display in the report.

- **Show Assignments**
- **Show Max Score** – Displays the Max Score at the bottom of each assignment column.
- **Show Average Score** – Displays the Average Score at the bottom of each assignment column.
- **Show Absent Indicator** – Displays an absence column for each assignment showing whether or not a student was absent.

Assignment Legend Options: Select whether you would like to print an assignment legend and where the legend will display.

- **Show at Bottom of Each Page**
- **Show on Separate Page**
- **Don't Show at All**

Term Options: Select whether you want the Term Grade Marks and/or the Term Grade Percent to display.

- **Show Term Grade Marks**
- **Show Term Grade Percent**

Special Code Options: Select whether you want the Special Codes entered for the student's assignments to display on the report.

- **Show All** – If the student has both a score and a special code, only the special code will display when this option is selected.
- **Show as Gradebook** – If you can view the special code for the assignment on the Gradebook Main screen, it will display on the report.
- **Show None** – No special codes will display.

Other Display Options:

- **Font Size** – Select from the drop-down menu to change the size of the print to 10, 12 or 14 pt.
- **Show Signature Line** – Adds a space to the report to allow for a signature.

Free Form Header/Footer: Allows entry of additional information as needed for the report.

Assignment Listing-By Student

The Assignment Listing-By Student Report displays a list of assignments and scores by student. This report provides four options:

- 1 – An all-assignment listing by student
- 2 – A completed assignment listing by student
- 3 – A missing assignment listing by student
- 4 – A list of all missing assignments for the students in the class in one document.

All Assignments

Assignments: Choose to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** - Select the term for which you want to print assignment information.
- **Display Grades and Assignments for Date Range** - Enter the specific date range for the assignment information.

Options:

- **Do not print assignments marked "No Count"** – If this option is selected, "No Count" assignment will not display on the report.
- **Show Signature Line** – Adds a space for a signature line on the report.

Fields to Print

- **Student Name**
- **Student ID**

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, the report shows both the description and detailed description.
- **Assignment Average Score** – Displays the class average on the report.
- **Earned and Possible Points**
- **Missing Assignment Indicator and Reason** – If this option is selected, it will print the statement "Assignment is marked as Count as Missing."
- **Percent**
- **Grade Mark**

Sort Students: You can sort based on Student Last Name or random order.

- **Last Name**
- **Random**

Free-Form Header/Footer and Class Comments: This area allows you to enter any messages that you want printed for the entire class.

Completed: When you select **Completed**, you see the same options as you did for **All**, except for the Missing Assignment Indicator and Reason.

Assignment Listing
My Print Queue [Back](#)

Select Parameters for Assignment Listing - By Student for Band I / 01 Prd:1 Band I

10 - Assignment Listing

Assignments

Display Assignments for Term
 Current Term : 04/12/2013 - 05/29/2013

All
 Completed
 Missing

Display Assignments for Date Range
 Start:
 End:

Options

Do Not Print Assignments Marked "No Count"

Show Signature Line

Only Print Assignments that are Marked as Missing

Exclude Students with No Missing Assignments

Do Not Print Assignments until days past the due date.

*Note: An Assignment that is marked as Missing will not consider the grace period and will show on the report regardless.

Print for this Class Only
 Print Details of Missing Assignments
 Print Summary of Missing Assignments

Fields to Print

Student Name

Assignment Average Score

Percent

Student Id

Earned and Possible Points

Grade Mark

Assignment Comments

Each Student on a Separate Page

Assignment Detailed Description

Sort Students:

 Last Name Random

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Missing

Options:

- **Do Not Print Assignments Marked "No Count"** – If this option is selected, "No Count" assignments will not display on the report.
- **Show Signature Line** – Adds a space for a signature line on the report.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as Missing will display on the report.
- **Exclude Students with No Missing Assignments** – Select this option to print only the students who have missing assignments.
- **Do Not Print Assignments until ____ days past the due date** – Allows a grace period for the entry of assignment scores before the assignment displays as missing. If this option is not selected, any assignment unscored and past the due date will display as missing.
- **Print for this Class Only** – Select this option to print missing assignments for this class only.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment by student.
- **Fields to Print** – The fields listed for this option are the same fields explained earlier in this section of the guide.
- **Print Summary of Missing Assignments** – Selecting this option will show only the missing assignment count per student.

Sorting	Fields to Print
<input checked="" type="radio"/> By Student	<input checked="" type="checkbox"/> Print Missing Assignment Count
<input type="radio"/> By Class	<input checked="" type="checkbox"/> Print Missing Assignment Class <input type="checkbox"/>
<input type="radio"/> By Teacher	

Sorting: Select to sort by student, by class or by teacher. The options for by class or by teacher are available only if you select the option to **Print Missing Assignment Class**.

Print Missing Assignment Count – Displays the total number of missing assignments.

Print Missing Assignment Class – If this option is selected, the student will display once for each class in which the student is enrolled.

Assignment Master Report

The Assignment Master Report is a listing of all the assignments created for the class.

Assignment Master
My Print Queue ◀ Back

Assignment Master Report for Band I / 01 Prd:1 Band I

10 - Assignment Master

Assignments

Display Assignments for Term
 Current Term : 04/12/2013 - 05/29/2013 ▼

Display Assignments for Date Range

Start: Apr ▼ 27 ▼ 2013 ▶ Sat, Apr 27 2013

End: May ▼ 18 ▼ 2013 ▶ Sat, May 18 2013

Options

Sort Assignments by:

Term, Category, Due Date

Category, Due Date

Due Date

Sort Sequence:

Descending

Ascending

Academic Standard Options

Show Academic Standards for each Assignment

Group Assignments by Academic Standard

Group Academic Standards/Assignments by Category

Do Not Show Academic Standards

Show Students:

Show All Students

Only Show Students Missing the Assignment

Do Not Show Students

Student Display Options

Display Points Earned

Display Percent and Grade Mark

Display Special Code

Display Assignment Comment

Other Options

Only Display Assignments with at least one Missing

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Save

Undo

Back

Assignments: Select to display assignment information for either a specific term or date range.

- **Display Assignments for Term:** Select the term for which you want to print assignment information.
- **Display Assignments for Date Range:** Enter the specific date range for the assignment information.

Sort Assignments by: Select how you would like the assignments sorted on the report

- **Term, Category, Due Date** – This option would be beneficial if you are running this report for the entire semester. It will sort by term, then category and, within the category, the assignment due date.
- **Category, Due Date**
- **Due Date**

Sort Sequence: Determine the sequence for sorting.

- **Descending**
- **Ascending**

Benchmark Options: If you are attaching benchmarks/standards to assignments, you can determine the benchmark information that displays.

- **Show Benchmarks for each Assignment**
- **Group Assignments by Benchmark**
- **Group Benchmark/Assignments by Category**
- **Do Not Show Benchmarks**

Show Students: Determines whether student information will display on the report.

- **Show All Students**
- **Only Show Students Missing the Assignment**
- **Do Not Show Students**

Student Display Options: This options is not available if you select to **Do Not Show Students**.

- **Display Points Earned**
- **Display Percent and Grade Mark**
- **Display Special Code**
- **Display Assignment Comment**

Other Options:

- **Only Display Assignments with at least one Missing** – This option will print the assignment only if at least one student is missing the assignment.

Free Form Header/Footer: This area allows you to enter any messages that you want printed for the entire class.

Missing Assignments

The Missing Assignment report prints a report of students, listing assignments that have been marked as missing or are unscored and past the due date.

Missing Assignments
My Print Queue [Back](#)

Select Parameters for Missing Assignments for Band I / 01 Prd:1 Band I

10 - Missing Assignment

Assignments

Display Assignments for Term
 Current Term : 04/12/2013 - 05/29/2013

Display Assignments for Date Range
 Start: **Sat, Apr 27 2013**
 End: **Sat, May 18 2013**

Options

Do Not Print Assignments Marked "No Count" Show Signature Line
 Only Print Assignments that are Marked as Missing Exclude Students with No Missing Assignments
 Do Not Print Assignments until days past the due date. [?](#)
**Note: An Assignment that is marked as Missing will not consider the grace period and will show on the report regardless.*

Print for this Class Only
 Print Details of Missing Assignments
 Print Summary of Missing Assignments

Fields to Print

Student Name Assignment Average Score Percent
 Student Id Earned and Possible Points Grade Mark
 Assignment Comments Each Student on a Separate Page
 Assignment Detailed Description

Sort Students:
 Last Name Random

Free Form Header
 Label 1:
 Label 2:

Free Form Footer
 Label 1:
 Label 2:

Assignments: Select to display assignment information for either a specific term or date range.

- **Display Assignments for Term:** Select the term for which you want to print assignment information.
- **Display Assignments for Date Range:** Enter the specific date range for the assignment information.

Options:

- **Do Not Print Assignments Marked "No Count"** – If this option is selected, "No Count" assignments will not display on the report.
- **Show Signature Line** – Adds a space for a signature line on the report.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as Missing will display on the report. This option will not be available if you have selected to **Do Not Print Assignments until _____ days past the due date.**
- **Exclude Students with No Missing Assignments** – Select this option to print only the students having missing assignments.
- **Do Not Print Assignments until _____ days past the due date** – Allows a grace period for the entry of assignment scores before the assignment displays as missing.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

If this option is not selected, any assignment unscored and past the due date will display as missing.

- **Print for this Class Only** – Select this option to only print missing assignments for this class.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment by student.
- **Fields to Print**
 - Student Name**
 - Student ID**
 - Assignment Comments**
 - Assignment Detailed Description** – If this option is selected, it will print both the description and detailed description.
 - Assignment Average Score** – Displays the class average on the report.
 - Earned and Possible Points**
 - Each Student on a Separate Page** – Each student’s information prints on a separate page with any missing assignments.
 - Percent**
 - Grade Mark**
- **Print Summary of Missing Assignments** – Selecting this option will show only the missing assignment count by student.

<p>Sorting</p> <p><input checked="" type="radio"/> By Student</p> <p><input type="radio"/> By Class</p> <p><input type="radio"/> By Teacher</p>	<p>Fields to Print</p> <p><input checked="" type="checkbox"/> Print Missing Assignment Count</p> <p><input checked="" type="checkbox"/> Print Missing Assignment Class ?</p>
--	---

Sorting: Select to sort by student, by class or by teacher. The options for by class or by teacher are only available if you select the option to **Print Missing Assignment Class**.

Print Missing Assignment Count – Displays the total number of missing assignments.

Print Missing Assignment Class – If this option is selected, the student will display once for each class in which the student is enrolled.

Email Progress Reports

Email Progress Report allows you to email a report of the student’s overall grade and assignment grades to parents and students who have valid email addresses entered. Parents/students who do not have an email address entered can have a Progress Report printed for an alternate method of delivery.

Email Progress Detail
My Print Queue ◀ Back

Email Progress Detail Report for Band I / 01 Prd:1 Band I

10 - test

Grades and Students to Print

Display Grades and Assignments for Term: Current Term : 04/12/2013 - 05/29/2013 ▼

Only print students with a grade mark of 100 ▼

Only print students with less ▼ than _____ percent

Only print students with less ▼ than _____ absences

Recipients

Guardians Students

Report Format

Header Area

Display Student's Name Display Attendance Totals Display Student's Advisor

Display Student's ID Only for Selected Term Display Grades for Previous Terms

Free Form Header

Label 1:

Label 2:

Category Totals

Display Category Totals

Assignment Detail

Do Not Print Assignments Marked as 'No Count'

Do Not Print Ungraded (*) Assignments

Do Not Print Assignments Not Posted to Family Access

Group Assignments by Category

Fields to Print

Assignment Comments

Assignment Detailed Description

Missing Indicator and Reason

Earned and Possible Points

Percent Earned

Grade Mark

Special Codes

Special Codes Legend

Absences

Absences Legend

Grades and Students to Print

- **Display Grades and Assignments for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of:** Allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than _____ percent:** Allows you to print the progress report only for students receiving a grade less than or greater than the selected percentage.
- **Only print students with less/greater than _____ absences:** Allows you to print the progress report only for students with less/greater than the selected amount of absences.

Recipients: Allows you to determine who will be receiving the email.

- **Guardians**
- **Students**

Report Format Header Area:

- **Display Student’s Name**

- **Display Student's ID**
- **Display Attendance Totals** - This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will be available only if you select to **Display Attendance Totals**. Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student's Advisor**
- **Display Grades for Previous Terms** – This option lists the overall grades the student has achieved in the same class for each previous term.
- **Free Form Header** – Allows for information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals** – Shows how the student performed in each of the categories used in the Gradebook. It will also display how the grade is calculated.

Assignment Detail

- **Do Not Print Assignments Marked as 'No Count'** – Assignments not included in the student's grade will not appear on the report.
- **Do Not Print Ungraded(*) Assignments** – Any assignment not scored will not be included in the report.
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignment from display that are not selected to display in Family Access. This option may be unavailable (grayed out) because the entity forces all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description** - If this option is selected, it prints both the description and detailed description.
- **Missing Indicator and Reason** - If this option is selected, it prints the statement "Assignment is marked as Count as Missing."
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option prints the Special codes attached to the assignments during scoring.
- **Special Codes Legend** – This option prints a legend to show what the Special codes signify.
- **Absences** - This option display a column on the report showing whether the student wasn't in attendance the day the assignment was due.
- **Absence Legend** – This option prints a legend to who what the Absence codes signify.

Date Sequence of Assignments: Select how the assignment will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**

Date Sequence of Assignments Descending (newest to oldest)
 Ascending (oldest to newest)

Footer Area

Display List of Missing Assignments
 Display Teacher's Log
 Display Signature Line
 Display Guardian Signature Line with Course and Teacher Names

Free Form Footer

Label 1:
 Label 2:
 Label 3:
 Label 4:

Class Comment

Footer Area

- **Display List of Missing Assignments** – This option prints a separate listing of assignments that are either marked as missing or are unscored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher's Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature line**. This option prints a signature line with the label of **Guardian Signature**. It also prints the course information and teacher name.
- **Free Form Footer/Class Comment** – Allows for the information entered in this space to print at the bottom of each report.

Report Templates My Print Queue ◀ Back

Band I / 01 Prd:1 Band I - MARILEE ANDREASCR
Report: **Email Progress Detail**

Seq #	Report Template Name
10	Email report
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

Create Emails

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

After saving the Email Progress Report template, click **Create Emails**.

Student List for 1001 / 01 Algebra I
For P4 03/14/13 - 04/21/13

Select All to Email Select All to Print Next
 Clear All to Email Clear All to Print Prev

Student Guardian	Email Report	Print Report	Email Address
Aldretescr, Delma F		<input type="checkbox"/>	scramblehome2572@scr36.com
Aldretescr, Del	<input type="checkbox"/>		No Email Address Available
Bunscr, Jazmine	<input checked="" type="checkbox"/>		Guardian@guardian.com
Amodioscr, Frederick		<input checked="" type="checkbox"/>	No Email Address Available
Angstscr, Duncan P		<input type="checkbox"/>	scramblehome2068@scr36.com
Angstscr, Shena	<input checked="" type="checkbox"/>		Guardian@guardian.com
Flopperscr, Flor		<input checked="" type="checkbox"/>	No Email Address Available
Flopperscr, Glen	<input type="checkbox"/>		No Email Address Available
Jiskoscr, Jessica		<input checked="" type="checkbox"/>	No Email Address Available
Jisko, Robert	<input type="checkbox"/>		No Email Address Available
Macgillivrayscr, Casey K		<input type="checkbox"/>	scramblehome14106@scr36.com
Macgillivrayscr, Robert	<input type="checkbox"/>		No Email Address Available
Patchscr, Logan		<input checked="" type="checkbox"/>	No Email Address Available
Roussellescr, Gilbert R		<input type="checkbox"/>	Scramble2698@start.com
Roussellescr, Lin	<input checked="" type="checkbox"/>		Guardian@guardian.com
Swabyscr, Mirian	<input checked="" type="checkbox"/>		Guardian@guardian.com
Steinertscr, Cliff Z		<input type="checkbox"/>	scramblehome10736@scr36.com
Steinertscr, Felicidad	<input checked="" type="checkbox"/>		Guardian@guardian.com
Tyoscr, Devon	<input checked="" type="checkbox"/>		Guardian@guardian.com

The Student List displays all available students and guardians based on the ranges selected. Individuals without an email address will not be available for email selection. After verifying the recipients of the email and report, click the **Next** button.

The screenshot shows a web-based interface for setting up email progress reports. At the top, there is a header 'Email Setup' with a printer icon and 'My Print Queue' and a 'Back' button. Below this is a sub-header 'Email Progress Report Setup' with a 'Process Emails' button and a 'Prev' button. The 'Recipient Options' section contains two checkboxes: 'Send samples to MARILEE ANDREASCR and don't email guardians/parents' and 'Send a copy of all emails to MARILEE ANDREASCR (m.andreascr@skyward.k12.wi.us)'. The 'Text Options' section shows an 'Email Summary' field with the text 'Progress Report for [Student Name] in [Class Name]' and a larger text input field with the text 'Attached you will find your child's Progress Report.'

Recipient Options

- **Send samples to (yourself) and don't email guardians/parents** – This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself)** – This option allows you to send yourself an additional copy of every email generated by this process.

Text Options

- **Enter Text of Email** – Allows you to enter any text you would like included in the email body.

After verifying the Recipients and Text Options, click the **Process Email** button. The job processes in the Print Queue. You will receive the progress report for those parents/students without an email address, and you will receive a report showing the error message or email status.

View Emailed Reports

View Emailed Reports allows you to check the delivery status of emailed progress reports and view attachments to the emailed progress reports.

Date Created	Time Created	To Address	Status	
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/25/2013	4:13 PM	Guardian@guardian.com	Unsent	View Attachment
03/21/2013	10:21 AM	Scramble2035@start.com	Unsent	
03/21/2013	10:21 AM	scramble10444@example.com	Unsent	
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
03/20/2013	11:48 AM	Guardian@guardian.com	Unsent	View Attachment
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	
12/18/2012	1:52 PM	Guardian@guardian.com	Unsent	

Email Count: 26

Each emailed Progress Report is displayed in this list. The Status indicates whether the email was sent or if there was an error involved.

View Attachments – Allows you to see a copy of the progress report attached to the email.

[View Email](#) [Back](#)

To: **Guardian@guardian.com**
 CC:
 BCC:
 Subject: **Progress Report for Cliff Steinertscr in 1001 / 01 Algebra I**
 Body: **Your child's progress report is attached to this email. Please let me know if you have any questions.**
 Date Created: **Monday, March 25 2013**
 Time Created: **4:13 PM**
 Status: **Unsent**
 Date Sent:
 Time Sent:
 Attachment: **Yes**

This is a sample of the information you see when you click the **View** button.

Category Summary Report

The Category Summary Report lists the selected students and their earned category averages and overall term grades.

Category Summary Report
My Print Queue ◀ Back

Category Summary Report for Band I / 01 Prd:1 Band I

10 - Category Summary

Assignments

Display Category Percents for Term
Current Term : 04/12/2013 - 05/29/2013 ▼

Display Category Percents for Date Range
 Start: ↲ **Sat, Apr 27 2013**
 End: ↲ **Sat, May 18 2013**

Options

Student Options:

Show Student Name
 Show Student ID

Sort Students:

Use Gradebook Sort Order
 Random

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Assignments: Select to display assignment information for either a specific term or a date range.

- **Display Category Percents for Term:** Select the term for which you want to print assignment information.
- **Display Category Percents for Date Range:** Enter the specific date range for the assignment information.

Student Options: Allows you to print the student name and/or the student ID.

- **Show Student Name**
- **Show Student ID**

Sort Students: Allows you to determine how the students are sorted on the report. If you intend on posting this report in a public location and need to maintain grade confidentiality, select to sort students in a random order while showing only the student ID.

- **Use Gradebook Sort Order**
- **Random**

Free Form Header/Footer: This area allows you to enter any messages that you want printed for the entire class.

Academic Standard Scores Report

This report allows you to view each student’s assignment scores in relation to the standards/benchmarks being assessed.

Academic Standard Score Results
My Print Queue ◀ Back

Academic Standard Score Results for Band I / 01 Prd:1 Band I

10 - Scores

Report Parameters

Print Academic Standard(s) Scores for Term
 Current Term: 04/12/2013 - 05/29/2013

Print Academic Standard(s) Scores for Date Range

Start: Apr 27 2013 **Sat, Apr 27 2013**

End: May 18 2013 **Sat, May 18 2013**

[Select Academic Standard\(s\)](#)

Academic Standard(s):
 117.01.102.01: Describe and analyze musical sound and demonstrates musical ...
 117.01.102.02: Perform a varied repertoire of music
 117.01.102.03: Read and write music notation
 117.01.102.04: Create and arrange music within specified guidelines

Save

Undo

Back

Report Body

Classes to Print for Selected Students

Only Print this Class

Print Classes of this Course where I am the Teacher

Options

Page Break by Student

Fields to Print

Show the Mean/Median/Mode

Grades and Students to Print

- **Display Trend Percents for Term** – Select the term to display the grade information.
- **Print Dropped Students** – Select this option if you want the dropped students to display on this report.

Student Header

The Student Header allows you to select the Student Information that will print.

Free Form Header

This option allows the entry of additional information as needed on the report.

Academic Standards/Benchmark Options

- **Do Not Print Academic Standards that are not Attached to an Assignment** – Should Academic Standards not currently attached to an assignment print?
- **Do Not Print Assignments** – Should assignments print on this report?
- **Do Not Let Trend Percent Go Below the Lowest Academic Standard Percent** – Can the trend percent value be lower than the Academic Standards Percent.
- **Only Calculate a Trend Percent for _____ or more Academic Standard Scores** – Allows you to determine how many scores need to be entered in order to calculate a Trend Percent.
- **Print the Grade Mark for the Academic Standard and Assignment**

- **Do Not Print the Percentages for the Academic Standard and Assignment**
- **Hide the Average Column**
- **Hide the Trend Column**
- **Show the Academic Standard Total**

Free Form Footer/Class Comment

This allows you space for the entry of additional information as needed on the report.

Progress Reports

Progress Detail

The Progress Detail Report lists the overall grade and assignment scores for the specified term. If you have any questions about how the Gradebook is calculating the grade, run this report with category totals selected.

Progress Detail
My Print Queue ◀ Back

Progress Detail Report for Band I / 01 Prd:1 Band I

10 - Progress Report

Grades and Students to Print

Display Grades and Assignments for Term: 6TH : 04/12/2013 - 05/29/2013

Only print students with a grade mark of 100

Only print students with less than _____ percent

Only print students with less than _____ absences

Report Format

Header Area

Display Student's Name Display Attendance Totals Display Student's Advisor

Display Student's ID Only for Selected Term Display Grades for Previous Terms

Free Form Header

Label 1: _____

Label 2: _____

Category Totals

Display Category Totals

Assignment Detail

Do Not Print Assignments Marked as 'No Count'

Do Not Print Ungraded (*) Assignments

Do Not Print Assignments Not Posted to Family Access

Group Assignments by Category

Fields to Print

Assignment Comments

Assignment Detailed Description

Missing Indicator and Reason

Earned and Possible Points

Percent Earned

Grade Mark

Special Codes

Special Codes Legend

Absences

Absences Legend

Date Sequence of Assignments Descending (newest to oldest)

Ascending (oldest to newest)

Save

Undo

Back

Grades and Students to Print

- **Display Grades and Assignments for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of:** Allows you to only print the progress report for those students receiving the selected grade.
- **Only print students with less/greater than _____ percent:** Allows you to print the progress report for only those students receiving less/greater than the selected percentage.
- **Only print students with less/greater than _____ absences:** Allows you to print the progress report for only those students receiving less/greater than the selected number of absences.

Report Format Header Area:

- **Display Student's Name**
- **Display Student's ID**
- **Display Attendance Totals** - This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will be available only if you select to **Display Attendance Totals**. Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student's Advisor**
- **Display Grades for Previous Terms** – This option lists the overall grades the student has achieved in the same class for each previous term.
- **Free Form Header** – Allows information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals** – Shows how the student performed in each of the categories used in the Gradebook; also displays how the grade is calculated.

Assignment Detail

- **Do Not Print Assignments Marked as 'No Count'** – Assignments not included in the student's grade do not appear on the report.
- **Do Not Print Ungraded(*) Assignments** – Assignments not scored do not display on the report.
- **Do Not Print Assignments Not Posted to Family Access** – Exclude assignments from displaying that are not selected to display in Family Access. This option may be unavailable because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, assignments are sorted based on category instead of date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description** - If this option is selected, it prints both the description and detailed description.
- **Missing Indicator and Reason** - If this option is selected, it prints the statement "Assignment is marked as Count as Missing."
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option prints the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option prints a legend showing what the Special Codes mean.
- **Absences** - This option displays a column on the report showing whether the student wasn't in attendance the day the assignment was due.
- **Absence Legend** – This option prints a legend to showing what the Absence Codes mean.

Date Sequence of Assignments: Select how the assignments will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**

Footer Area

Display List of Missing Assignments

Display Teacher's Log

Display Signature Line

Display Guardian Signature Line with Course and Teacher Names

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Class Comment

Footer Area

- **Display List of Missing Assignments** – This option prints a separate listing of assignments that are marked as missing or are unscored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option add a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the Display Signature line. This option prints a signature line with the label Guardian Signature. It will also print the course information and teacher name.

Free Form Footer/Class Comment – Allows for information entered in this space to print at the bottom of each report.

Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for the selected class or every class the student has in his/her schedule.

Grades and Students to Print

Display Grades and Assignments for Term: Current Term: 03/14/13 - 04/21/13 ▼

Only print students with a grade mark of A ▼
 Print dropped students

Only print students with less ▼ than percent

Only print students with less ▼ than absences

Save
Undo
Back

Report Header

<h4>Student Header</h4> <p> <input checked="" type="checkbox"/> Display Student Name <input type="checkbox"/> Display Student ID </p> <p> <input type="checkbox"/> Display Student Advisor </p>	<h4>Class Header</h4> <p> <input type="checkbox"/> Display Attendance Totals <input type="checkbox"/> Only for Selected Term </p>
---	---

Free Form Header

Label 1:

Label 2:

Report Body

<h4>Classes to Print for Selected Students</h4> <p> <input type="radio"/> Only Print this Class <input type="radio"/> Only Print Classes where I am the Teacher <input checked="" type="radio"/> Print All Classes </p> <h4>Assignments to Print</h4> <p> <input type="checkbox"/> Do Not Print Any Assignments or Categories <input type="checkbox"/> Do Not Print Assignments Marked as 'No Count' <input type="checkbox"/> Do Not Print Ungraded (*) Assignments <input type="checkbox"/> Do Not Print Assignments Not Posted to Family Access </p> <h4>Assignment Date Order</h4> <p> <input checked="" type="radio"/> Ascending (oldest to newest) <input type="radio"/> Descending (newest to oldest) </p>	<h4>Category Options</h4> <p> <input type="checkbox"/> Display Category Totals <input checked="" type="checkbox"/> Group Assignments by Category </p> <h4>Fields to Print</h4> <p> <input checked="" type="checkbox"/> Assignment Comments <input type="checkbox"/> Assignment Detailed Description <input checked="" type="checkbox"/> Missing Indicator and Reason <input checked="" type="checkbox"/> Earned and Possible Points <input checked="" type="checkbox"/> Percent Earned <input checked="" type="checkbox"/> Grade Mark <input checked="" type="checkbox"/> Special Codes <input type="checkbox"/> Special Codes Legend <input type="checkbox"/> Absences <input type="checkbox"/> Absences Legend </p>
--	---

Grades and Students to Print

- **Display Grades and Assignments for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of:** Allows you to print the progress report for only students receiving the selected grade.
- **Only print students with less/greater than ____ percent:** Allows you to print the progress report for only students receiving less/greater than the selected percentage.
- **Only print students with less/greater than ____ absences:** Allows you to print the progress report for only students receiving less/greater than the selected number of absences.

Student Header: Select the student information to print on the report.

- **Display Student Name**

- **Display Student Advisor**
- **Display Student ID**

Class Header: Specify whether attendance information should display on the report.

- **Display Attendance Totals** - This option prints a single line with summary attendance totals.
- **Only for Selected Term** – This option will be available only if you select to **Display Attendance Totals**. Only the attendance totals for the selected grading period will display.

Free Form Header: Allows for information entered in this space to print at the top of each report.

Classes to Print for Selected Students: Select the classes that will print on the report.

- **Only Print this Class** – The current class is the only class that will print on the report.
- **Only Print Classes where I am the Teacher** – Displays all of the classes the student has where you are the teacher.
- **Print All Classes** – Display every class the student has.

Assignments to Print

- **Do Not Print Any Assignments or Categories** – Assignment information and categories do not display on the report.
- **Do Not Print Assignments Marked as 'No Count'** – Assignments not included in the student's grade do not appear on the report.
- **Do Not Print Ungraded(*) Assignments** – Assignments not scored do not display on the report.
- **Do Not Print Assignments Not Posted to Family Access** – Exclude assignments from display that are not selected to display in Family Access. This option may be unavailable because the entity is forcing all assignments to display in Family/Student Access.

Assignment Date Order: Select how the assignments will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**

Category Options

- **Display Category Totals** – Shows how the student performed in each of the categories used in the Gradebook; will also display how the grade is calculated.
- **Group Assignments by Category** – Sorts the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Missing Indicator and Reason** - If this option is selected, it prints the statement: "Assignment is marked as Count as Missing."
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option prints the Special codes attached to the assignments during scoring.

- **Special Codes Legend** – This option prints a legend to show what the Special codes mean.
- **Absences** - This option displays a column on the report showing whether the student wasn't in attendance the day the assignment was due.
- **Absence Legend** – This option prints a legend to reflect what the Absence codes mean.

Report Footer

<p>Student Footer</p> <p><input checked="" type="checkbox"/> Display Signature Line</p>	<p>Class Footer</p> <p><input checked="" type="checkbox"/> Display Current Class Grade</p> <p><input type="checkbox"/> Display Grades for Previous Terms</p> <p><input type="checkbox"/> Display Missing Assignments</p> <p><input checked="" type="checkbox"/> Display Term Comments</p> <p><input type="checkbox"/> Display Teacher's Log</p>
--	--

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Comment

Student Footer

- **Display Signature Line** – This option add a space for parents/guardians to acknowledge receipt of the report.

Class Footer

- **Display Current Class Grade** – Displays grade currently being earned by the student.
- **Display Grades for Previous Terms** – This option allows you to determine the previous term grades to print. Click **Previous Terms** to display a list.

[\[Hide\]](#)

All Previous Terms **Select Terms**

- P1 (08/24/12 - 09/16/12)
- T1 (08/16/12 - 10/13/12)
- P2 (10/18/12 - 11/18/12)
- T2 (10/18/12 - 01/04/13)
- S1 (08/24/12 - 01/04/13)
- P3 (01/05/13 - 02/05/13)
- T3 (01/05/13 - 03/10/13)

You can either select **All Previous Terms** or **Select Terms**.

All Previous Terms – Prints every grade present for all terms.

Select Terms – Select the prior term grades to print.

- **Display List of Missing Assignments** – This option prints a separate listing of assignments that are marked as missing or are unscored and past the due date.
- **Display Term Comments** – This option prints the report card grade comments.
- **Display Teacher’s Log** – This option allows you to print the entries created in the Teacher Log.

Free Form Footer/Class Comment – Allows for the information entered in this space to print at the bottom of each report.

Progress Summary

The Progress Summary Report displays only the overall grades for the selected terms; no assignment scores will print.

Progress Summary Report
My Print Queue ◀ Back

Progress Summary Report for Band I / 01 Prd:1 Band I

10 - Progress Summary

Assignments

Display Grades for Term: Save

Options

Only print students with less than final percent Undo

Display Student Name Back

Display Student ID

Display Students in a Random Order

Show Signature Line

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Assignments

- **Display Grades for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.

Options

- **Only print students with less than _____ final percent** – This option prints the report only for students below a specific percentage.
- **Display Student Name** – Select this option to print the student’s name.
- **Display Student ID** – This option prints the student’s ID.
- **Display Students in a Random Order** – If you will be posting this report in a public location and need to maintain grade confidentiality, select the options to **Display Student ID** and **Display Students in a Random Order**.
- **Show Signature Line** – This option will add space on the report for a signature.

Free Form Header/Footer : This space lets you enter additional information to print on the report.

Multi-Class Progress Report

The Multi-Class Progress Report lists the overall grade and category summary for the term specified. If a student is in multiple classes you teach, each class will display on the report for the student.

Grades

Display Grades for Term: Select the term/semester/final grading period that will be used to generate the Progress Report.

Options

- **Show Signature Line** – This option adds a space on the report for a signature.
- **Only print students with less than _____ final percent** – This option prints the report only for students below a specific percentage.
- **Print Dropped Classes** – This option includes dropped classes.

Free Form Header/Footer/Classes Comments: Provides space to enter additional information as needed on the report.

Partial Progress Reports

Partial Progress Detail

The Partial Progress Detail report lists the current overall grade and assignment scores for a specified period of time. This report has the same information as the Progress Detail Report. The only difference is that you can run this report for a specific date range.

Partial Progress Detail
My Print Queue ◀ Back

Partial Progress Detail Report for Band I / 01 Prd:1 Band I

10 - Partial Progress Detail

Grades and Students to Print

Display Grades and Assignments for: Previous Week ▼

Only print students with a grade mark of 100 ▼

Only print students with less ▼ than percent

Only print students with less ▼ than absences

Display Grades

Current Term Grade Cumulative Grade for Assignments on Report

Report Format

Header Area

Display Student's Name Display Attendance Totals Display Student's Advisor

Display Student's ID Only for Selected Days

Free Form Header

Label 1:

Label 2:

Category Totals

Display Category Totals

Assignment Detail

Do Not Print Assignments Marked as 'No Count'

Do Not Print Ungraded (*) Assignments

Do Not Print Assignments Not Posted to Family Access

Group Assignments by Category

Fields to Print

Assignment Comments

Assignment Detailed Description

Missing Indicator and Reason

Earned and Possible Points

Percent Earned

Grade Mark

Special Codes

Special Codes Legend

Absences

Absences Legend

Date Sequence of Assignments Descending (newest to oldest)

Ascending (oldest to newest)

Save

Undo

Back

Grades and Students to Print

- **Display Grades and Assignment for** - Allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or Enter Specific Dates.
- **Only print students with a grade mark of** - Allows you to print the progress report only for students receiving the selected grade.
- **Only print students with less/greater than _____ percent** - Allows you to print the progress report only for students receiving less/greater than the selected percentage.
- **Only print students with less/greater than _____ absences** - Allows you to print the progress report only for students receiving less/greater than the selected number of absences.

Display Grades

- **Current Term Grade** – Display the current grade based upon all assignments for the entire term.
- **Cumulative Grade for Assignments on Report** – This option prints an overall grade based on only the assignments within the date range indicated. This grade will likely be different than the current term grade.

Header Area: Select the student information to print on the report.

- **Display Student Name**
- **Display Student ID**
- **Display Attendance Totals** - This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will be available only if you select to **Display Attendance Totals**. Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student Advisor**

Free Form Header: Information entered in this space prints at the top of each report.

Category Options

- **Display Category Totals** – Shows how the student performed in each of the categories used in the Gradebook; also displays how the grade is calculated.

Assignment Detail

- **Do Not Print Assignments Marked as 'No Count'** – Assignments not included in the student's grade do not appear on the report.
- **Do Not Print Ungraded(*) Assignments** – Assignments not scored do not display on the report.
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments that are not selected to display in Family Access. This option may not be available because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – Sort the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Missing Indicator and Reason** - If this option is selected, it prints the statement: "Assignment is marked as Count as Missing."
- **Assignment Detailed Description** - If this option is selected, it prints both the description and detailed description.
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option prints the Special codes attached to the assignments during scoring.
- **Special Codes Legend** – This option prints a legend showing what the Special codes mean.
- **Absences** - This option displays a column on the report showing whether the student wasn't in attendance the day the assignment was due.

- **Absence Legend** – This option prints a legend to show what the Absence codes mean.

Assignment Date Order: Select how the assignments will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**

The screenshot shows a configuration window titled "Footer Area". It contains four checkboxes: "Display List of Missing Assignments" (checked), "Display Teacher's Log", "Display Signature Line", and "Display Guardian Signature Line with Course and Teacher Names". Below these is a section for "Free Form Footer" with four input fields labeled "Label 1:", "Label 2:", "Label 3:", and "Label 4:". At the bottom is a "Class Comment" section with a large text area and a vertical scrollbar.

Footer Area

- **Display List of Missing Assignments** – This option prints a separate listing of assignments that are marked as missing or are unscored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher's Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature line**. This option prints a signature line with the wording of "Guardian Signature." It also prints the course information and teacher name.

Free Form Footer/Class Comment: Information entered in this space prints at the bottom of each report.

Partial Progress Summary

The Partial Progress Summary Report lists the current overall grade for a specific date range.

Assignments

- **Display Grades and Assignment for** - Allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or Enter Specific Dates.

Options

- **Only print students with less than _____ final percent** – This option prints the report only for students below a specific percentage.
- **Display Student Name** – Select this option if you want the student’s name to print.
- **Display Student ID** – Allows you to print the student’s ID.
- **Display Students in a Random Order** – If you will be posting this report in a public location and need to maintain grade confidentiality, select the options to **Display Student ID** and **Display Students in a Random Order**.
- **Show Signature Line** – This option adds space on the report for a signature.
- **Show Current Term Grade** – If this option is selected, it shows the student’s grades for the term to date.

Free Form Header/Footer : Provides space to enter additional information to the report as needed.

Partial Multi-Class Progress Report

The Partial Multi-Class Progress Report lists the overall grade and category summary for the selected date range. If a student is in multiple classes you teach, each class will display on the report for the student.

Assignments

- **Display Grades for** - Allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or Enter Specific Dates.

Options

- **Show Signature Line** – This option adds space on the report for a signature.
- **Only print students with less than _____ final percent** – Print the report only for students below a specific percentage.
- **Print Dropped Classes** – Allows you to print dropped classes on this report.
- **Current Term Grade** – Displays the current grade based upon all assignments for the entire term.
- **Cumulative Grade for Assignments on Report** – This option prints an overall grade based only on the assignments within the date range indicated. This grade will likely be different than the current term grade.

Free Form Header/Footer/Classes Comments: Provides space to enter additional information on the report as needed.

Class Information

Class Roster

The Class Roster Report provides a listing of all the students in your class with selected information. Not all of the options can be selected to print on the report; there is a character maximum of 122.

Class Roster My Print Queue ◀ Back

Select Parameters for Class Roster Report for Band I / 01 Prd:1 Band I

10 - Class Roster
Class Roster Report Options: 84 chars - Portrait Report

Students
Display Students enrolled for Term: Current Term : 04/12/2013 - 05/29/2013 Save

Options Undo
Back

Name Display:
 Last, First MI
 First Middle Last
 Last First Middle
 First MI Last

ID Display:
 Student ID
 Internal ID
 Name Key
 None

Sort by: Last Name

Display Information

<input checked="" type="checkbox"/> Grade	<input type="checkbox"/> Grad Year	<input type="checkbox"/> Birth Date	<input type="checkbox"/> Advisor
<input checked="" type="checkbox"/> Phone Number	<input type="checkbox"/> Second Phone	<input type="checkbox"/> Third Phone	<input type="checkbox"/> Email
<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Current Cumulative GPA	<input type="checkbox"/> Home Address	<input type="checkbox"/> Mailing Address
<input type="checkbox"/> Student Access Login and Password	<input checked="" type="checkbox"/> Print Student Picture	<input type="checkbox"/> Food Service Key Pad #	

Family Information

<input type="checkbox"/> Primary Guardian	<input type="checkbox"/> Phone 2	<input type="checkbox"/> Phone 3	<input type="checkbox"/> Email
<input type="checkbox"/> All Guardians	<input type="checkbox"/> Phone 1	<input type="checkbox"/> Phone 2	<input type="checkbox"/> Phone 3
	<input type="checkbox"/> Email	<input type="checkbox"/> Home Address	<input type="checkbox"/> Mailing Address

Students

- **Display Students enrolled for Term:** Select the term to be used for the report.

Name Display: Choose how you would like the name to print on the report.

- **Last, First, MI**
- **First, Middle, Last**
- **Last, First, Middle**
- **First, MI, Last**

ID Display: Select the ID you want to print on the report

- **Student ID** – ID set up by the district.
- **Internal ID** – ID that is given to the student by the program automatically.
- **Name Key** – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000).
- **None**

Sort By: Allows you to determine the order in which the names will display on the report.

- **Last Name**
- **First Name**

Display Information: Select the Demographic Information you want displayed on the report.

- **Grade**
- **Phone Number**

- **Gender**
- **Student Access Login and Password** - The Password will print only if the student hasn't changed his/her password from the district-defined password.
- **Grad Year**
- **Second Phone** - This is the second phone number for the student, not the family number.
- **Current Cumulative GPA**
- **Print Student Picture**
- **Birth Date**
- **Third Phone** - This is the third phone number for the student, not the family phone.
- **Home Address**
- **Food Service Key Pad#** - Availability of this option depends on district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

Family Information: Select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

- **Primary Guardian**
- **Phone 2**
- **Phone 3**
- **Email**
- **All Guardians**
- **Phone 1**
- **Phone 2**
- **Phone 3**
- **Email**
- **Home Address**
- **Mailing Address**

Student Information

The Student Information Report allows you to print an assortment of student information. The information you can print depends upon your security access to information in My Students.

Student Information
My Print Queue ◀ Back

[Select Parameters for Student Information Report for Band I / 01 Prd:1 Band I](#)

10 - Student Information

Options

Student Profile Information

Family Member Information

Use Mailing Address

Print Confidential Phone Numbers

Attendance Totals

Display Attendance for Term
Current Term : 04/12/13 - 05/29/13 ▾

Display Attendance for Date Range
NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.
Start: [calendar] Apr ▾ 25 ▾ ◀ 2013 ▶ Thu, Apr 25 2013
End: [calendar] May ▾ 16 ▾ ◀ 2013 ▶ Thu, May 16 2013

Print Only Attendance Totals

Current Schedule

Course Add/Drops

Discipline Information

Current Year Only

Academic History
School Year: 2012 to 2013

Current Grades [Grade Buckets](#) The report is limited to 18 grade buckets

Show Teacher Comments

Show Current Cumulative GPA

Test Scores

Course Recommendations

Activities

Message Center

Family Access

Student Access

Entry/Withdrawal
Active: [calendar] Apr ▾ 25 ▾ ◀ 2013 ▶ Thu, Apr 25 2013
to: [calendar] May ▾ 16 ▾ ◀ 2013 ▶ Thu, May 16 2013

Picture

Emergency Contacts

Student Access Login and Password

Save
Undo
Back

Options: Select the information you would like to print on the report.

- **Student Profile Information** – Prints demographic information, such as birth date, address, phone number and alert information.
- **Family Member Information** – Displays family information, such as guardian names, phone numbers and sibling names.
- **Use Mailing Address** – Displays the student’s mailing address.
- **Print Confidential Phone Numbers** – Determines whether phone numbers flagged as confidential will be included.
- **Attendance Totals** – Displays attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.

Display Attendance for Term – Allows you to select the term for which attendance will print.

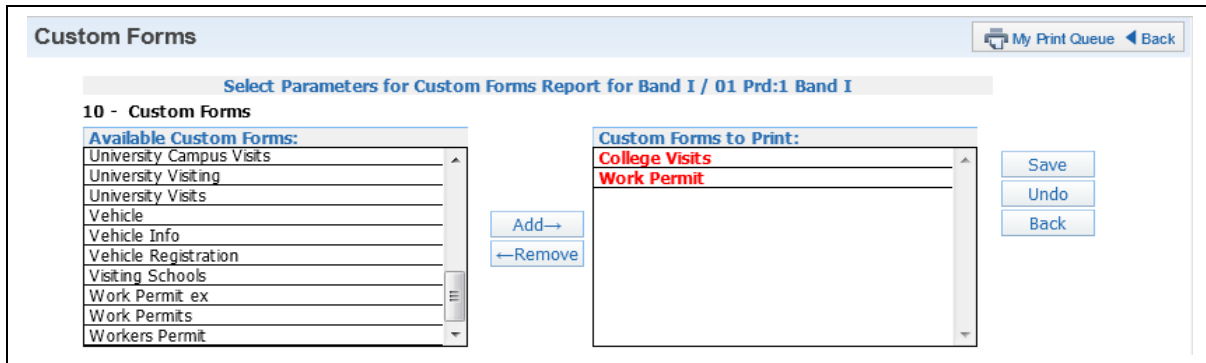
Display Attendance for a Date Range – Allows you to select the specific dates for which attendance will print on the report.

Print Only Attendance Totals – If this option is not selected, the report shows the days and periods the student was not in attendance.

- **Current Schedule** – Displays the student’s current year schedule.
- **Course Add/Drop** – Shows the dates when courses were added and dropped.
- **Discipline Information** – Displays the student’s discipline offenses and action records.
 - **Current Year Only** – If this option is selected, only current year offenses and actions display.
- **Academic History** – Shows courses and grades for prior year(s).
 - **School Year** – Allows you to determine the school year(s) of Academic History that will print.
- **Current Grades** – Displays the current grades for all the student’s courses.
 - **Grade Buckets** – Allows you to select the grades that display.
 - **Show Teacher Comments** – Displays the report card comments.
 - **Show Current Cumulative GPA** – Displays the student’s cumulative GPA value.
- **Test Scores** – Shows scores entered for standardized tests.
- **Course Recommendations** – Displays any course recommendations entered for the student.
- **Activities** – Allows you to view the activities in which the student is involved.
- **Message Center** – Displays any messages that were generated. You can select to display Family Access and/or Student Access.
 - **Family Access**
 - **Student Access**
- **Entry/Withdrawal** – Shows entry/withdrawal records for the student based upon the dates entered.
 - **Active to and from dates**
- **Picture** – If a picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts** – Displays the emergency contacts for the student.
- **Student Access Login and Password** – Allows you to view the student’s login and password for Student Access. If the student has changed his/her password from the one entered by the district, you will see ***** on the report.

Custom Forms Report

The Custom Forms Report allows you to print information entered on Customs Forms. Custom Forms are set up by the district and allow information not currently being tracked in Skyward to be entered on the form.



Available Custom Forms: Displays all of the custom forms available for you to select. The forms you see in this list are based upon how the district set up the form.

Custom Forms to Print: The forms displayed in this box are the forms you will be printing. You can select multiple forms to print.

Gifted and Talented Report

The Gifted and Talented Report displays the student’s gifted and talented information.

Gifted and Talented Report (39)

 Back

Template Settings

* Template Description:

Share this template with other users in the district

Print Greenbar

Check Spelling

[Save](#)

[Save and Print](#)

Ranges

Low High

G&T Enrollment Date Range:

All Classes

Selection Options

Print Student Namekey Print Ethnicity

Print Other ID Print Race

Print Default Entity

Print GT Start and End Dates

Sorting Options

Move	Label	Select	Page Break
	Student Name	<input type="checkbox"/>	<input type="checkbox"/>
	Other ID	<input type="checkbox"/>	<input type="checkbox"/>
	Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>
	Course	<input type="checkbox"/>	<input type="checkbox"/>
	Race	<input type="checkbox"/>	<input type="checkbox"/>

Asterisk (*) denotes a required field

Ranges: Allows you to determine the date range for Gifted and Talented Records.

- **All Classes** – Allows you to select the classes for which Gifted and Talented information will display. To select individual classes, uncheck **All Classes** and click the **Classes** button.

Select Classes - Class Details (21449)

Views: Class Details Filters: *All Classes Save

Select	Course	Sec	Description	Entity	Subj	Tchr Alphakey	Teacher	Pd	Days	Terms
<input type="checkbox"/>	1MUS	01	1 Music	001		ANDREMAR00	MAndreasr	04	MTWRF	Y (01-06)
<input type="checkbox"/>	1MUS	02	1 Music	001		ANDREMAR00	MAndreasr	05	MTWRF	Y (01-06)
<input type="checkbox"/>	2LA	01	2 Lang Arts	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2READ	01	2 Reading	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2SPEL	01	2 Spelling	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2WRIT	01	2 Writing	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	3115	01	Wind Ensemble	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAndreasr	03	MTWRF	Y (01-06)
<input type="checkbox"/>	9400	01	AG MECHANICS I	002	12	ANDREMAR00	MAndreasr	02	MTWRF	Y (01-06)
<input type="checkbox"/>	Band I	01	Band I	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	TREND	01	Trend	001		ANDREMAR00	MAndreasr	02	MTWRF	Y (01-06)

20 13 records displayed Course:

This is a sample of what it will look when you click the **Classes** button. It allows you to select the individual classes. If you do not see any classes listed, you should check the date range of the report.

- **Print Student Namekey** - Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000).
- **Print Other ID** - Prints the ID set up by the district.
- **Print Default Entity** – Displays the student’s default entity or the entity where the student spends a majority of his/her time.
- **Print GT Start and End Date** – Shows the start and end date of the Gifted and Talented record.
- **Print Ethnicity** – Displays the student’s ethnicity.
- **Print Race** – Shows the student’s race.
- **Sorting** – This option allows you to sort the report based upon Student Name, Other ID, Ethnicity, Course and Race. You are also able to page break by your selected sort.

Report Cards

Grade Proof Sheet

The Grade Proof Sheet Report lists the grades and comments you posted for your classes. This report is a great report to run before the posting window closes because it shows all grades and comments that will display on the report cards. Only posted grades display on this report.

The screenshot shows a web interface for configuring a 'Grade Proof Sheet' report. At the top, there is a title bar with 'Grade Proof Sheet' on the left and 'My Print Queue' and 'Back' buttons on the right. Below this is a sub-header 'Grade Proof Sheet Report Band I / 01 Prd:1 Band I'. The main content area is titled '10 - Grade Proof Sheet' and contains a 'Term' section with a dropdown menu showing 'Current Term: 04/12/2013 - 05/29/2013'. To the right of this dropdown are 'Save', 'Undo', and 'Back' buttons. Below the term selection is an 'Options' section with two columns of checkboxes. The first column, 'Term Display', has a checkbox for 'Display Only the Selected Term'. The second column, 'Comment Display', has checkboxes for 'Display Free Form Comments' and 'Display Regular Comments'.

Term: Select the term for which to display posted grades and comments.

Term Display, Display Only the Selected Term: If this option is not checked, posted grades and comments display for every grading period.

Comment Display: Allows you to select the comments that display on the report.

- **Display Free Form Comment**
- **Display Regular Comments** – These are comments that are entered in by using a comment code.

Trend Grading

Academic Standard/Benchmark Trend Report

This report allows you to view each student’s assignment scores in relation to the benchmarks/standards being assessed.

Academic Standard Trend Report
My Print Queue ◀ Back

Academic Standard Trend Report for Band I / 01 Prd:1 Band I

10 - Academic Standard Trend

Grades and Students to Print

Display Trend Percents for Term: Current Term: 04/12/2013 - 05/29/2013 ▼

Print dropped students

Save
Undo
Back

Report Header

Student Header

Display Student Name

Display Student ID

Display Student Advisor

Free Form Header

Label 1:

Label 2:

Report Body

Academic Standard Options

Do Not Print Academic Standards that are not Attached to an Assignment

Do Not Print Assignments

Do Not Let Trend Percent Go Below the Lowest Academic Standard Percent

Only Calculate a Trend Percent for or more Academic Standard Scores

Print the Grade Mark for the Academic Standard and Assignment

Do Not Print the Percentages for the Academic Standard and Assignment

Hide Average Columns

Hide Trend Columns

Show Academic Standard Totals

Report Footer

Free Form Footer

Label 1:

Label 2:

Label 3:

Grades and Students to Print

- **Display Trend Percents for Term** – Select the term for which to display grade information.
- **Print Dropped Students** – Select this option if you want dropped students to display on this report.

Student Header: Select the Student Information that will print.

- **Display Student Name**
- **Display Student ID**
- **Display Student Advisor**

Free Form Header: Provides space to allow entry of additional information on the report as needed.

Academic Standards/Benchmark Options

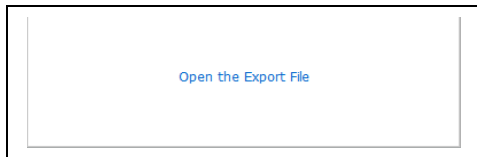
- **Do Not Print Academic Standards that are not Attached to an Assignment** – Academic Standards not currently attached to an assignment do not print.
- **Do Not Print Assignments** – Should assignment print on this report?
- **Do not let Trend Percent Go Below the Lowest Academic Standards Percent** – Trend percent value cannot be lower than the Academic Standards Percent.
- **Only Calculate a Trend Percent for _____ or more Academic Standard Scores** – Allows you to determine how many scores need to be entered in order to calculate a Trend Percent.
- **Print the Grade Mark for the Academic Standard and Assignment**
- **Do Not Print the Percentages for the Academic Standard and Assignment**
- **Hide the Average Column**
- **Hide the Trend Column**
- **Show the Academic Standard Total**

Free Form Footer/Class Comment: Provides space to allow for entry of additional information on the report as needed.

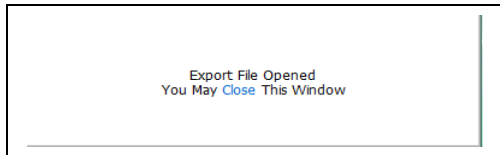
Exporting to Excel

Export to Excel allows you to create an Excel file containing all information displayed on the Gradebook Main screen.

Click the **Export** tab in the Gradebook.



Once **Export** is selected, a box will appear. Click **Open the Export File**.



The export file loads, and you can click **Close**.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Teacher: A				School Year: 2012-2013											
Course: B				Sec: 01 Period: 1 Room #											
											Page 1	Distri	Distri	Music	
											WK 40-M	WK 38-F	WK 38-F	WK 38-F	
											05/20/2013	05/10/2013	05/10/2013	05/10/2013	
	Last Name	First Name	Grade	FNL	FNL	SM2	SM2	EX2	6TH	6TH	CZB	CW	6T/T	6T/T	DWK
01	AARON	KRYSTINA	B	B	B	A	A	I				98	*	*	87
02	ADUSCR	SADIE	C	C	C	C	C	B				75	2	1	97
03	ADUSCR	Simon	D	B	D	B	E	F	B			0	*	*	50
04	DAWSSC	FELICA	B	B	B	B	B	B				75	1	2	96
05	MAYEDAS	CHARLES	B	D	B	D	C	B	D			86	*	*	86
06	REISCHS	GARY	B	B	B	B	B	B				75	*	*	75
07	RIGGINS	SANG	B	B	B	A	A	B				70	*	*	98
08	WALTHSC	DUNCAN	B	B	B	D	D	B				82	*	*	97
09	WEIHESC	FLORRIE	A	A	A	C	A	A				97	*	*	102
Max Score									100.00	2.00	2.00	100.00	100.00	100.00	

Clicking the Export button exports everything on the screen, even any information that is hidden to the left or right of the Gradebook that you would usually need to scroll to see.

Miscellaneous

- NEW button
- Student Indicators
- Online Assignments
- Online Assignment Analysis Report
- Student Results Report

NEW Button

The New button displays when a new student enters your class. This button gives you five different options for entering any assignment scores and grades from the prior class, depending on the scheduling of the student.

The screenshot shows the Skyward Gradebook interface for 'Entity (001) Grades 9 to 12'. The interface includes a navigation bar with options like 'Home', 'Teacher Access', and 'Student Services Access'. Below this is a 'Main Screen' section with various menu options. The main data area is a table with columns for 'Students', 'No Atnd Entry Today', 'Term Grade', 'FNL', 'SM2', 'EX2', '6IH', 'Page 1 W38-M', 'Debn W38-F', 'Debn W38-E', 'Music W38-F', 'Worksh W38-E', 'Compos W38-Th', and 'Opt'. The first student, 'ADUSCB Simon (11)', has a yellow 'NEW' button next to their name, which is highlighted by a red arrow. The other students listed are GAGLIARDOSCB ELICIA.U, GARRIOTTSB LAQUITA.B (11), KEETHS B MARYANNEL, and KIMREYSB CASANDRA.W.

Click **New** next to the student’s name. Clicking the New button next to the student’s name allows you to transfer grades and assignment information.

◀ ▶ New Student
My Print Queue ◀ Back

New Student

Simon ADUSCR was added to this class on **Sunday, May 19 2013**
From **Band I / 01 Band I**

Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course [Transfer Matching Scores](#)

Simon ADUSCR dropped section 01 of this course with 9 graded assignments
Choose this option to automatically transfer 7 graded assignments from dropped section 01 to current section 02

Option #2 - Transfer Assignment/Term Scores From a Dropped Class [Manually Transfer Scores](#)

Choose this option to manually transfer or enter based on one of 2 dropped classes
Use Dropped Class: **Not Selected** ([Select Dropped Class](#))

Option #3 - Manually Enter Term Scores [Manually Enter Scores](#)

Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course

EX1: Current percent of **0.00** scored in Band I / 01
Current percent of **0.00** scored in Band I / 02

Click **Transfer Percents** to transfer the term grade percent from the dropped section with one click

Option #5 - Enter a Starting Grade Percentage for the Current Term [Enter a Starting Grade](#)

Do not display NEW by this student's name: Check this box if you wish to remove the NEW button by the student's name from the Gradebook main screen.

Each of the five options above will be explained in detail below.

Option #1 - Auto-Transfer Scores from Dropped Section

Auto-Transfer Scores from Dropped Section allows you to transfer assignment scores and grades. This option will be available only when the new student is transferred from another section of the same course with the same graded assignments. This option tells you the section that was dropped and how many matching graded assignments there are. To transfer graded assignments from the dropped section to the current section automatically, select the **Transfer Matching Scores** button.

Transfer Scores
My Print Queue

Transfer Scores

7 Matching Assignments Found for **Simon ADUSCR**

Assignments are matched if the following information is the same: Due Date, Category, Max Score and Weight. If all criteria are the same, the system will look at the Assignment Description.
Click Save to transfer these scores to Band 1 / 02 Band 1.

Matched Assignments							Scores					
Date Due	Week Day	Category	Assign Group	Description	Weight	Max	Student Score	Special Code	No Count	Missing	Comment	
05/20/13	40	Mon	CW	0%	MT	Page 113 M	1.00	100	0	<input type="checkbox"/>	<input type="checkbox"/>	
05/10/13	38	Fri	DWK	0%	MT	Music Plan	1.00	100	50	<input type="checkbox"/>	<input type="checkbox"/>	
05/10/13	38	Fri	CW	0%		Worksheet	1.00	100	45	<input type="checkbox"/>	<input type="checkbox"/>	
05/09/13	38	Thu	DWK	0%		Compositio	1.00	100	50	<input type="checkbox"/>	<input type="checkbox"/>	
05/08/13	38	Wed	Q/OL	0%		Online Ass	1.00	2	1	<input type="checkbox"/>	<input type="checkbox"/>	
05/08/13	38	Wed	ST/T	100%		Chapter 16	1.00	100	91	<input type="checkbox"/>	<input type="checkbox"/>	
05/06/13	38	Mon	ST/T	100%		Chapter 15	1.00	100	50	<input type="checkbox"/>	<input type="checkbox"/>	

The **Transfer Scores** area shows how many assignments have been found. It tells you how many assignments match on the following criteria: Due Date, Category, Max Score, and Weight. If all the criteria are the same, the system looks at the Assignment Description. You can see the student’s score, whether there is a special code, whether the assignment is No count or Missing, and any comments. Click **Save** to transfer these scores to the new section.

Option #2- Transfer Assignment/Term Scores from another Class

Transfer Assignment/Term Scores from a dropped class allows you to transfer assignments and term grades from a dropped class or transfer term grades only. This option will be available when a student is added into a course and has previously dropped classes (in any entity).

Option #2 - Transfer Assignment/Term Scores From a Dropped Class Manually Transfer Scores

Choose this option to manually transfer or enter based on one of 2 dropped classes

Use Dropped Class: **Band I / 01** [\(Hide Dropped Classes\)](#)

Entity	Class	Description	Teacher	Drop Date
<input checked="" type="radio"/> 001 - Entity (001) Grades 9 to 12	Band I / 01	Band I	MARILEE ANDREASCR	05/19/13
<input type="radio"/> 001 - Entity (001) Grades 9 to 12	1MUS / 01	1 Music	MARILEE ANDREASCR	05/16/13

You can use the drop-down menu to transfer scores manually for either **assignment and term grades** or **term grades only**. Next, select a class you want to transfer grades from. When the class is selected, you can click the **Manually Transfer Scores** button.

Transferring Assignment and Term Grades

Transfer Scores My Print Queue Back

Transfer Assignment Scores for Simon ADUSCR

Unscored Assignments from Band I / 02 - Band I Complete Assignment Scoring

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	Yes	<input checked="" type="checkbox"/>	Grade
05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	No	<input type="checkbox"/>	Grade
05/08/13	Chapter 16 test *	6WKS TEST/TEST	1.00	100	No	<input type="checkbox"/>	Grade
05/08/13	Online Assignment	On Line Quizzes	1.00	2	No	<input type="checkbox"/>	Grade
05/09/13	Composition Activity	DAILY WORK	1.00	100	No	<input type="checkbox"/>	Grade
05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	No	<input type="checkbox"/>	Grade
05/10/13	Music Plan	DAILY WORK	1.00	100	No	<input type="checkbox"/>	Grade
05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	No	<input type="checkbox"/>	Grade
05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	No	<input type="checkbox"/>	Grade

No Count Ungraded Assignments & Complete Assignment Scoring

Each Assignment in the new class is displayed. Click **No Count** or **Grade** to grade each assignment. In the screen shot above, notice that No Count has been selected for the first assignment. To grade an assignment, you would click **Grade**.

Transfer Scores My Print Queue Back

Transfer Assignment Scores for Simon ADUSCR

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	No	<input type="checkbox"/>

Score: / 100 % ([Set Grade Mark](#)) Save

Special Code: Undo

Comment: Cancel

No Count Missing

Scored Assignments from Dropped Class Band I / 01 - Band I

Due Date	Assignment	Category	Weight	Score	Special Code	No Count	Missing	
03/04/13	Variable Scale	6WKS TEST/TEST	1.00	96 / 100		No	No	Transfer
03/04/13	2	HOMEWORK	1.00	75 / 100		No	No	Transfer
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	* / 100		No	No	Transfer
05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	50 / 100		No	No	Transfer

This screen opens. You can enter an assignment grade manually. Assignments from the dropped class are also displayed under the Scored Assignments from Dropped Class heading. Select **Transfer** next to an assignment to copy it from the dropped class into the new assignment.

Transfer Scores My Print Queue Back

Transfer Assignment Scores for Simon ADUSCR

Unscored Assignments from Band I / 02 - Band I

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	Yes	<input checked="" type="checkbox"/>	Grade
05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	No	<input type="checkbox"/>	Grade
05/08/13	Chapter 16 test *	6WKS TEST/TEST	1.00	100	No	<input type="checkbox"/>	Grade
05/08/13	Online Assignment	On Line Quizzes	1.00	2	No	<input type="checkbox"/>	Grade
05/09/13	Composition Activity	DAILY WORK	1.00	100	No	<input type="checkbox"/>	Grade
05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	No	<input type="checkbox"/>	Grade
05/10/13	Music Plan	DAILY WORK	1.00	100	No	<input type="checkbox"/>	Grade

[Complete Assignment Scoring](#)

[No Count Ungraded Assignments & Complete Assignment Scoring](#)

When finished grading the new assignments, select the **Complete Assignment Scoring** button or **No Count Ungraded Assignments & Complete Assignment Scoring**. No Count Ungraded Assignments & Complete Assignment Scoring will mark all ungraded assignment as No Count.

After completing the assignment scoring, the Transfer Term Grades screen displays.

Transferring Term Grades

Transfer Scores
My Print Queue [Back](#)

Transfer Term Grades for Simon ADUSCR

Class Band I / 01 (Dropped)

Term	Grade	Percent	Report Card
1ST			
2ND			
3RD			
EX1			
SM1			
4TH			
5TH	B	88.13%	
6TH	F	50.00%	
EX2	E	0.00%	
SM2	D	69.07%	

Enter Term Grades for Class Band I / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST					<input type="text"/>	<input type="text"/> %
2ND					<input type="text"/>	<input type="text"/> %
3RD					<input type="text"/>	<input type="text"/> %
EX1						
SM1					<input type="text"/>	<input type="text"/> %
4TH					<input type="text"/>	<input type="text"/> %
5TH					<input type="text"/>	<input type="text"/> %
6TH						
EX2						
SM2						

Save Term Grades
and Enter Semester Grades

Transferring Term Grades allows you to enter a new grade for the Term in the New Grade column. When finished entering the grades, click the **Save Term Grades & Enter Semester Grades** button.

Transfer Scores
My Print Queue Back

Transfer Semester Grades for Simon ADUSCR

Class Band I / 01 (Dropped)

Term	Grade	Percent	Report Card
1ST			
2ND			
3RD			
EX1			
SM1			
4TH			
5TH	B	88.13%	
6TH	F	50.00%	
EX2	E	0.00%	
SM2	D	69.07%	
FNL	D	69.07%	

Enter Semester Grades for Class Band I / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	B	89.99%		89.99%	B	89.99%
2ND	C	79.99%		79.99%	C	79.99%
3RD	A	100.00%		100.00%	A	100.00%
EX1						
SM1	B	89.99%			<input type="text" value=""/>	<input type="text" value=""/> %
4TH	A	100.00%		100.00%	A	100.00%
5TH	B	89.99%		89.99%	B	89.99%
6TH						
EX2						
SM2	A	95.00%				
FNL	A	92.50%				

Save Semester Grades and Finish

This screen allows you to enter new grades for the semester buckets in the New Grade column. After you have finished entering the semester grades, click the **Save Semester Grade & Finish** button.

Option #3- Manually Enter Term Scores

Manually Enter Term Scores allows you to enter term grades for previously-closed grading periods. This option will be available when a new student has been added to the course and does not have any dropped classes to be used for score transfer.

Transfer Scores
My Print Queue Back

Transfer Term Grades for Simon ADUSCR

Enter Term Grades for Class Band I / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	B	89.99%		89.99%	<input type="text" value=""/>	<input type="text" value=""/> %
2ND	C	79.99%		79.99%	<input type="text" value=""/>	<input type="text" value=""/> %
3RD	A	100.00%		100.00%	<input type="text" value=""/>	<input type="text" value=""/> %
EX1						
SM1	B	89.99%		0.00%	<input type="text" value=""/>	<input type="text" value=""/> %
4TH	A	100.00%		100.00%	<input type="text" value=""/>	<input type="text" value=""/> %
5TH	B	89.99%		89.99%	<input type="text" value=""/>	<input type="text" value=""/> %
6TH						
EX2						
SM2	A	95.00%				
FNL	A	92.50%				

Save Term Grades and Enter Semester Grades

Enter each term grade and tab to the next field to populate the percent. When all of the term grades have been entered, click the **Save Term Grades and Enter Semester Grades** button. Continue to enter Semester Grades and Finish.

Option #4 One-Click Transfer Term Percents from Dropped Section of this course.

This option allows you to transfer the term percents from the dropped class to the current one. This option will be available only if the student has transferred from another section of the same course. The transferred percent will show as a Term Grade Adjustment in the Gradebook.

Option #5 –Enter a Starting Grade Percentage for the Current Term

Option #5 allows you to enter a **Starting Grade Percent** to be applied to each Current Term assignment that was due before the student’s Start Date. To use this option, click the **Enter a Starting Grade** button.

Set Starting Grade (97) Favorites New Window My Print Queue Back

Set Starting Grade for Simon ADUSCR

The **Starting Grade Percent** will be applied to each current term assignment that was due before Simon ADUSCR's **Start Date**.

Starting Grade Percent: % B

Student Start Date: (Enrollment Date is 05/19/13)

Overwrite existing assignment scores

NOTE: Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter.
All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored.

Apply Grade Percent

After the screen opens, you can apply the Starting Grade Percent and Student Start Date. You can use the option to **Overwrite existing assignment scores** if scores have been entered on any assignments with due dates before the Student Start Date. When you are done entering information, select the **Apply Grade Percent** button to apply the grades.

Student Indicators

Student Indicators allow you to view specific information about a student, such as health-related issues or special education information.

Students	No Atnd Entry Today	Term Grade	FNL Options	FNL Report Card	SM2 Options	SM2 Report Card	EX2 Options	6TH Options	6TH Grade Adjust	6TH Report Card	Page 1 W40-M 05/20 CW 100	Obs 0.25 0.51 0.77 1
1 AARONSONSCR KRYSTINA L	NEW	I 94.84%	B		B		A	I			98	
2 ADUSCR SADIE (09)	NEW	*C82.59%	C		C		C	*C	1.87	*B	75	
3 DAWSSCR FELICA P (0)		B 89.22%	B		B		B	B			75	
4 MAYEDASCR CHARLESETTA L (0)		*B85.75%	*B	*D	*B	*D	C	*B		*D	86	
5 REISCHSCR GARY D		B 80.75%	B		B		B	B			75	

The Student Indicators display on the Gradebook Main screen. You can click the indicator to view addition information. The availability of the indicator will depend upon Gradebook setup by the district and security access.

! and/or (Red Name): Student has critical alert information.

Student Critical Alert Information

Student: **SADIE ADUSCR**

Severely Allergic to Peanuts.

Green Note Icon: Student has a Parental Consent note.

Student Parental Consent Note(s)

Student: **SADIE ADUSCR**

08/06/2012 - Pick Up Note
Comment: Grandma, Judith Hazscr, will pick up Sadie on Fridays.

Purple Box: Student has a Parental Consent note. The color of the box and character in the box will change depending upon the indicator set up by the entity.

Student Parental Consent Note(s)

Student: **SADIE ADUSCR**

08/06/2012 - Pick Up Note
Comment: Grandma, Judith Hazscr, will pick up Sadie on Fridays.

Red Cross: Student has a health condition.

Student Health Condition Alert Indicator Information

Student: **SADIE ADUSCR**

Code	Description
AST	ASTHMA

Blue Alert Box: Student has a current IEP record.

(LD) Learning Disability

***after student' name:** Student is enrolled for only a portion of the class. If you click on the student's name on the Gradebook Main Screen, you can see in which portion of the class the student is enrolled.

Steinertscr, Cliff Z **Cliff Z Steinertscr** * ** is only scheduled for "S2 Year" of this year long class.*

Assignments | Missing Assignments (2) | Report Card Grades | Comments | Content Grades

[Special Codes](#) | [Teacher's Log](#) | [Edit Current Term](#) | [Edit Other Terms](#) | [Reports](#)

Assignments										Scores					
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score	Grade	Spec Code	No Count	Miss	Absent	Chg Hist
Final Grade: FIN										3.33	B				
Semester Grade: S2										3.68	B				
Semester Exam Grade: SE2										4.00	A				
Term Grade: T4										3.20	B				
Midterm Grade: P4										3.20	B				

Online Assignments

The Online Assignments feature allows you to create an assignment or assessment for students to complete through Student Access.

Main Screen My Print Queue Back

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | Export

Add Assignment
List Assignments
Import Assignment Scores
Advanced Export/Import Assignments

Students	Y %	FNL Options	FNL Report Card	SM2 Options	SM2 Report Card	EX2 Options	6TH Options	6TH Grade Adjust	6TH Report Card	Page 1 W40-M 05/20 CW 100	Dist W38 05/16T/2
1 AARONSONSCR KRYSTINA L NEW	I 94.84%	B		B		A	I			98	
2 ADUSCR SADIE (09) NEW	*C 82.59%	C		C		C	*C	1.87	*B	75	
3 DAWSSCR FELICA P (0)	B 89.22%	B		B		B	B			75	
4 MAYEDASCR CHARLESETTA L (0)	*B 85.75%	*B	*D	*B	*D	C	*B		*D	86	
5 REISCHSCR GARY D	B 80.75%	B		B		B	B			75	

Go the Gradebook Main screen. Under the **Assignments** tab, click **Add Assignment**.

Select **Create Online Assignment** from the Options drop-down menu.

****Name:** This field pulls from the description entered for the assignment.

Description: Allows you to enter more information about the assignment. The description will display in Student Access. The description could be used to give directions regarding the assignment/assessment.

Default Points per Question: Allows you to enter the point value used for each question. You will have the capability to modify the point value when creating the question.

Randomize Questions: This option allows the questions to display in a random order when completed in Student Access.

Override Multiple Choice/Matching Answer Lettering: This option allows you to select different letters to be used for multiple choice questions. If this option is selected, you click **Select Letters** to determine the letters to be used. You can only select 10 letters.

Use Alternate Lettering for Even-Numbered Questions: This option is available only when you select Override Multiple Choice/Matching Answer Lettering. It will allow you to select a different set of letters for even-numbered questions. If you select this option, you can select the letters to be used by clicking **Select Letters**.

Do not Make Available in Student Access Online Assignments: This option allows you to determine when the assignment displays in Student Access. Uncheck this option to let the assignment display in Student Access immediately.

****Start/Stop Date and Time:** This option will be available only when Do not Make Available in Student Access Online Assignments is not selected. It allows you to determine the date range when the online assignment can be accessed in Student Access.

Questions per Page: Allows you to determine the number of questions that display on a page.

Do Not Show Results Until: Allows you to determine when the results of the online assignment will display.

Auto Score and Post to Gradebook: If this option is selected, the online assignment will be scored automatically, and the score will be entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

Show Correct Answers: Allows the correct answers to display in Student Access for the online assignment.

After completing the options for the Online Assignment, click **Save and Add Questions**.

The screenshot displays the 'Question Maintenance' interface for question number 1. The top section, titled 'Question for', includes a 'Question Number' field set to 1, a '* Question Type' dropdown menu currently showing 'Multiple Choice' with a list of options (True/False, Matching, Short Answer, Essay), and an 'Extra Content' text area. Both dropdown menus have a 'View Style Toolbar' icon. Below this is a 'Points for Question' field set to 1.0. On the right side, there are buttons for 'Check Spelling', 'Save and Back', 'Save and Add Another', and 'Attach(0)'. The bottom section, titled 'Answers to Question Number 1', contains four rows for 'Answer A' through 'Answer D'. Each row has a text input field, a 'View Style Toolbar' icon, a 'Correct?' checkbox, and an 'Attach(0)' button.

Select the question type you want. If you chose the Auto-Score option, the Short Answer and Essay options will not be available.

Sample of Multiple Choice

Question for
 Question Number: 1
 * Question Type: Multiple Choice
 * Question: How many lines does the treble clef consist of?
 Extra Content:
 Points for Question: 1.0

Answers to Question Number 1

Answer A: 1 Correct? Attach(0)

Answer B: 2 Correct? Attach(0)

Answer C: 3 Correct? Attach(0)

Answer D: 4 Correct? Attach(0)

Answer E: 5 Correct? Attach(0)

Check Spelling
 Save and Back
 Save and Add Another
 Attach(0)

After you choose question type, you can enter the question to be asked. Then, in the area beneath, you can enter the possible answers for Multiple Choice. Check the box to indicate which possible answer is correct. You may have the option to use attachments for questions and answers depending upon the Gradebook setup established by the district.

Sample of True/False

Question for
 Question Number: 2
 * Question Type: True/False
 * Question: The treble and bass clef make up the grand staff.
 Extra Content:
 Points for Question: 1.0

Answers to Question Number 2
 Correct Answer: True
 False

Asterisk (*) denotes a required field

Check Spelling
 Save and Back
 Save and Add Another
 Attach(0)

Enter the true/false question and specify whether it is true or false.

Sample of Matching

Question for

Question Number: **1**

* Question Type: Matching

* Question: Match the composer with the time period. View Style Toolbar: ▾

Extra Content: View Style Toolbar: ▾

Points for Question: 1.0 Allow Partial Credit

Save and Back
Save and Add Another
Attach(0)

Answers to Question Number 1

Answer	Choices	Matches
B ▾	1: JS Bach Attach(0)	A: Renaissance Attach(0)
D ▾	2: Mozart Attach(0)	B: Baroque Attach(0)
A ▾	3: Palestrina Attach(0)	C: 20th Century Attach(0)
E ▾	4: Beethoven Attach(0)	D: Classical Attach(0)
C ▾	5: Debussy Attach(0)	E: Romantic Attach(0)
▾	6: Attach(0)	K: Attach(0)
▾	7: Attach(0)	L: Attach(0)
▾	8: Attach(0)	M: Attach(0)
▾	9: Attach(0)	N: Attach(0)

Asterisk (*) denotes a required field

For Matching questions, enter the Question content. Enter the lists of Choices and Matches. In the answer column, specify the Match value for each Choice.

Sample of Short Answer

The screenshot shows the 'Question Maintenance (29)' interface. At the top, there are icons for printing, help, and a back arrow. Below this, the 'Question for' section includes:

- Question Number: 1
- * Question Type: Short Answer (selected in a dropdown)
- * Question: [Text input field]
- Extra Content: [Text input field]
- Points for Question: 1.0

 On the right side, there are buttons for 'Save and Back', 'Save and Add Another', and 'Attach(0)'. Below the question fields, the 'Answers to Question Number 1' section contains a red warning: 'Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer.' This is followed by ten input fields labeled 'Correct Answer A:' through 'Correct Answer J:'. A footer note states 'Asterisk (*) denotes a required field'.

If you choose the Short Answer question type, enter the question and provide one or more correct answers. You will have the capability to grade the answers manually.

Sample of Essay

The screenshot shows the 'Question Maintenance (29)' interface for an Essay question type. The layout is similar to the Short Answer example, but with the following differences:

- * Question Type: Essay (selected in a dropdown)
- The 'Answers to Question Number 1' section contains a red warning: 'Answers cannot be setup for Essay Questions. You will have the opportunity to manually grade this answer.'
- There are no input fields for correct answers.

 The rest of the interface, including the question fields, points setting, and navigation buttons, remains the same. A footer note states 'Asterisk (*) denotes a required field'.

If you choose the Essay type question, enter the question. These answers must be graded manually.

Copy from my Online Assignment Template

Copy from my Online Assignment Template allows you to select an existing template you created for online assignments. Online Assignment Templates are created using the **Other Access** tab and selecting **Online Assignment Templates**. The benefit of using Online Assignment Templates is that templates remain available in subsequent school years. Also, you can clone a template and make modification to the questions.

Template Name	Questions	Default Points	Auto Score	Show Correct	Random	Questions Per Page	Last Updated	Created
1 Music Theory Assessment	3	1.0	N	N	N	5	05/10/2013	05/10/2013

Click **Add** to create a new Online Assignment Template.

****Name:** This field pulls from the description entered on the assignment.

Description: Allows you to enter more information about the assignment. The description will display in Student Access. The description could be used to give directions regarding the assignment/assessment.

Default Points per Question: Allows you to enter the point value to be used for each question. You will have the capability to modify the point value when creating the question.

Randomize Questions: This option allows the questions to display in a random order when completed in Student Access.

Auto Score and Post to Gradebook: If this option is selected, the online assignment will be scored automatically and the score entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

Show Correct Answers: Allows for the correct answers to display in Student Access for the online assignment.

Questions per Page: Allows you to determine the number of questions that display on a page.

After selecting the options for the Online Assignment, click **Save and Add Questions**.

Question Maintenance (40) Print ? Back

Question for Music Theory

Question Number: 1

* Question Type: **Multiple Choice** (dropdown menu: Multiple Choice, True/False, Matching, Short Answer, Essay)

* Question: [Text Area] View Style Toolbar: [dropdown]

Extra Content: [Text Area] View Style Toolbar: [dropdown]

Points for Question:

Answers to Question Number 1

Answer A: [Text Area] View Style Toolbar: [dropdown] Correct? [Attach\(0\)](#)

Answer B: [Text Area] View Style Toolbar: [dropdown] Correct? [Attach\(0\)](#)

Answer C: [Text Area] View Style Toolbar: [dropdown] Correct? [Attach\(0\)](#)

Answer D: [Text Area] View Style Toolbar: [dropdown] Correct? [Attach\(0\)](#)

[Check Spelling](#)
[Save and Back](#)
[Save and Add Another](#)
[Attach\(0\)](#)

You can then create your questions and answers after specifying the Question Types. After you have completed entering your questions, click **Save and Back**.

Additional Functionality

Online Assignment Template Maintenance (44) Print ? Back

Template Setup Options

* Name: Default Points per Question:

Description:
Maximum characters: 250, Remaining characters: 119

Randomize Questions

Student/Family Access Options

Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

Show Correct Answers

Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

Template Questions Add

Number	Type	Question	Points	Atch
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

Edit: Allows you to make modifications to an existing Online Assignment Template.

Delete: Removes an Online Assignment Template.

Online Assignment Template Maintenance (44) Print ? Back

Template Setup Options

* Name: Default Points per Question:

Description:
Maximum characters: 250, Remaining characters: 119

Randomize Questions

Student/Family Access Options

Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

Show Correct Answers

Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

Template Questions Add

Number	Type	Question	Points	Atch
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

Clone: Allows you to make a copy of an existing Online Assignment Template. You can then make modifications to the template. All fields can be modified when cloning a template. You will need to modify the name of the template in order to save the new template.

Reports: Allows you to generate a report of online assignment information. You can find additional information regarding these reports later in this section of the guide.

Clone Online Assignment Template (184)

Views: General Filters: *Skyward Default

Template Name	Last Name	First	Middle	Date Created	Date Updated
1 Basic Software Knowledge	Prydescr	Katherine	Anne	10/09/2012	10/09/2012
2 Music Theory Assessment 1	KOSLOKISCR	RETA	Y	06/28/2010	06/28/2010
3 Music Theory Assessment 2	KOSLOKISCR	RETA	Y	06/28/2010	06/28/2010
4 Online Assessment	KOSLOKISCR	RETA	Y	06/16/2011	06/16/2011
5 Quiz	OREJUELASCR	JEANIE	X	06/10/2009	06/10/2009
6 Sample	MERCURESCR	ROSAMARIA	P	06/02/2010	06/21/2010
7 Sample District Assessment	MERCURESCR	ROSAMARIA	P	06/02/2010	06/02/2010

Clone from Another Teacher: Allows you to copy an Online Assignment Template from another teacher. The availability of this option will depend upon the Gradebook setup for the district.

After the template has been created, you can create an assignment and select to **Copy from My Online Assignment Template.**

Clone Online Assignment Template (53)

Views: General Filters: *Skyward Default

Template Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
1 Music Theory	No	1.0	No	No	5	05/19/2013	05/19/2013
2 Music Theory Assessment	No	1.0	No	No	5	05/10/2013	05/19/2013

Highlight the Assignment Template and click on **Clone to Assignment.**

Make Assignment Available Online (32)

Assignment Setup Options

Name: _____ Default Points per Question: 1.0

Description: Please complete the questions covering music theory to the best of your ability. Some questions may have multiple correct answers.
 Maximum characters: 250, Remaining characters: 119

Randomize Questions Override Multiple Choice/Matching Answer Lettering

Student/Family Access Options

Do not Make Available in Student Access Online Assignments

* Start Date: 05/19/2013 * Time: 12:00 AM Questions per Page: 5

* Stop Date: 05/19/2013 * Time: 11:59 PM Do not Show Results until: 05/19/2013 12:00 AM

Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

Show Correct Answers

Disable the 'Check Spelling' button for this Online Assignment in Student Access

Assignment Questions

Number	Type	Question	Points	Atch
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. If you add a question on this screen, it will not be added to your original online assignment template. After verifying the setup of the online assignment, you select **Save and Back.** **Save and Back** returns you to the **Add Assignment** screen.

Copy from District Online Assignment Template

The screenshot shows the 'Assignment Maintenance' interface. The 'Add Assignment' form includes fields for Category (DWK - 25% - DAILY WORK), Description, Detailed Description, Assignment Group, Entered Date (Sun, May 19 2013), Assign Date (Mon, May 20 2013), Proposed Due Date (Mon, May 20 2013), Actual Due Date (01 2013), Max Score (100), Weight Multiplier (1.00), and checkboxes for Post to Family Access and Post to Student Access. On the right, a vertical menu contains buttons: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), and Options. Below this menu is a 'Create Online Assignment' section with options: Copy from My Online Assignment Template, Copy from District Online Assignment Template (highlighted), Attach District Assessment, and Clone Online Assignment From Other Teacher. At the bottom right, there is a 'Spelling' link and checkboxes for Show Comments and Show On Lesson Scheduler.

Copy from District Online Assignment Template allows you to use a district-defined assignment template when setting up the online assignment in the Gradebook.

The screenshot shows the 'Clone District Template' interface. It features a table with columns: Template Name, Random, Default Points, Show Correct, Auto Score, Questions Per Page, Date Created, and Date Updated. A 'Clone to Assignment' button is visible on the right.

Template Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
▶ District Template	No	1.0	No	No	5	12/18/2012	12/18/2012

These templates are set up administratively, and any district template created will display in your list. Highlight the template you want to use, and click **Clone to Assignment**.

Make Assignment Available Online

Assignment Setup Options

Name: Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 250

Randomize Questions
 Override Multiple Choice/Matching Answer Lettering

Student/Family Access Options

Do not Make Available in Student Access Online Assignments

* Start Date: * Time: Questions per Page:

* Stop Date: * Time: Do not Show Results until:

Auto Score and Post to Gradebook. *If checked, only Multiple Choice, True/False and Matching questions are available*
 Show Correct Answers

Assignment Questions

Number	Type	Question	Points	Attch	
▶ 1	True/False	District Templates	1.0	N	

You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. You have the capability to remove questions from the template. If you add a question on this screen, it will not be added to your original online assignment template. After verifying the setup of the online assignment, select **Save and Back**. **Save and Back** returns you to the **Add Assignment** screen.

Attach District Assessment

The screenshot shows the 'Assignment Maintenance' interface. The 'Add Assignment' section includes fields for Category (DWE - 254 - DAILY WORK), Description, Detailed Description, Assignment Group, Entered Date (Sun, May 19 2013), Assign Date (May 20 2013), Proposed Due Date (May 20 2013), Actual Due Date (01 2013), Max Score (100), Weight Multiplier (1.00), and checkboxes for 'Post to Family Access' and 'Post to Student Access'. A 'Show Assignment Score As' dropdown is set to 'Score'. On the right, a 'My Print Queue' icon is visible. Below the form, a menu for 'Create Online Assignment' is open, with 'Attach District Assessment' highlighted. Other options include 'Create Online Assignment', 'Copy from My Online Assignment Template', 'Copy from District Online Assignment Template', 'Clone Online Assignment From Other Teacher', and 'Spelling'. There are also buttons for 'Save and Back', 'Save and Add Another', 'Save and Score', 'Undo', 'Back', 'Attach (0)', and 'Options'.

Attach District Assessment allows you to use a district-created assessment for an online assignment.

The screenshot shows the 'Attach District Assessment' interface. It includes a checkbox for 'Only show District Assessments that are not attached to a Curriculum', a 'Views' dropdown set to 'General', and a 'Filters' dropdown set to '*Skyward Default'. A table lists available assessments with columns for Assignment Name, Random, Default Points, Show Correct, Auto Score, Questions Per Page, Date Created, and Date Updated. The table contains one entry: 'Music Theory Version A' with 5 questions per page, created on 12/18/2012, and updated on 04/03/2013. Below the table are buttons for 'Expand All', 'Collapse All', 'Modify Details (displaying 2 of 2)', and 'View Printable Details'. The 'Assignment Details' section shows the description: 'Complete the Music Theory Assessment.' The 'Questions' section shows a table with one question: a Multiple Choice question worth 1.0 point, labeled 'District Assessment'.

Assignment Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
Music Theory Version A	No	1.0	No	No	5	12/18/2012	04/03/2013

The District Assessments you see displayed are the assessments attached to the class at the administrative level. Highlight the assessment you want to use, and select **Attach to Assignment**.

Attach District Assessment

Assignment Setup Options

District Assessment Attached: Music Theory Version A

Name: Default Points per Question:

Description:

Randomize Questions
 Override Multiple Choice/Matching Answer Lettering

Student/Family Access Options

Do not Make Available in Student Access Online Assignments

* Start Date: * Time: Questions per Page:

* Stop Date: * Time: Do not Show Results until:

Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*
 Show Correct Answers

Assignment Questions

Number	Type	Question	Points	Attach
▶ 1	Multiple Choice	District Assessment	1.0	N

You can verify the Assignment Setup Options and the Student/Family Access Options for the online assignment. Additional questions for the online assignment can also be added. You do not have the capability to remove questions the district created. You will be able to delete questions that you created. **Copy From Another Teacher** allows you to clone questions another teacher created for this district assessment. After verifying the setup of the online assignment, select **Save and Back**. **Save and Back** will return you to the **Add Assignment** screen.

Clone Online Assignment from Other Teacher

The screenshot shows the 'Assignment Maintenance' window. The 'Add Assignment' section includes fields for Category (DWK - 25% - DAILY WORK), Description, Detailed Description, Assignment Group, Entered Date (Sun, May 19 2013), Assign Date (May 20 2013), Proposed Due Date (May 20 2013), Actual Due Date (01 2013), Max Score (100), Weight Multiplier (1.00), and checkboxes for 'Post to Family Access' and 'Post to Student Access'. A 'Show Assignment Score As' dropdown is set to 'Score'. On the right, there are buttons for 'Save and Back', 'Save and Add Another', 'Save and Score', 'Undo', 'Back', 'Attach (0)', and 'Options'. A dropdown menu is open, showing options: 'Create Online Assignment', 'Copy from My Online Assignment Template', 'Copy from District Online Assignment Template', 'Attach District Assessment', and 'Clone Online Assignment From Other Teacher' (highlighted). A 'Spelling' link is also visible.

Clone Online Assignment from Other Teacher allows you to copy another teacher’s online assignment. Clone Online Assignment From Other Teacher will be available depending upon the district’s Gradebook setup.

The screenshot shows the 'Clone Online Assignment' window. It displays a table of assignments with the following data:

Course	Section	Description	Teacher	Department	Subject
232501	01	MUSIC THEORY - Weighted	Ignacia Daoustscr	ART	ART

The online assignments that display are online assignments created when staff used the **Create Online Assignment** option when adding an assignment. You have the capability to clone online assignments from a prior year by selecting a different school year in the drop-down menu.

Scoring an Online Assignment

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	No Atnd Entry Today	Term Grade 6TH ▾ Sort by %	Detri W38-F 05/10 6T/T 2	Detri W38-F 05/10 6T/T 2	Music W38-F 05/10 DWK 100	Worksh W38-F 05/10 CW 100	Compos W38-Th 05/09 DWK 100	PR6 Options ▾	Online W38-W 05/08 Q/OL 2	Checke W38-W 05/08 6T/T 100	Checke W38-M 05/06 6T/T 100	Quiz W38-F 05/08 6T/T 100
								A	2	92	-	
1 AARONSONSCR KRYSTINA L NEW		I 94.84%	=	=	87	=	98	A	2	92	=	=
2 ADUSCR SADIE (09) NEW		*C 82.59%	2	1	97	75	85	C	1	88	80	=
3 DAWSSCR FELICA P (0)		B 89.22%	1	2	96	100	74	A	=	96	=	=
4 MAYEDASCR CHARLESETTA L (0)		*B 85.75%	=	=	86	75	96	=	=	=	=	=
5 REISCHSCR GARY D		B 80.75%	=	=	75	=	98	=	=	=	=	=

Click the **Assignment Header** on the Gradebook Main screen.

Assignment Options

Prev Next

Assignment

Category: **Q/OL - On Line Quizzes 10%**

Description: **Online Assignment** *This Assignment is available Online*

Detailed Description:

Assignment Group:

Entered Date: **Wed, May 8 2013**

Assign Date: **Wed, May 8 2013**

Proposed Due Date: **Wed, May 8 2013 Week 38 - Wednesday**

Actual Due Date:

Max Score: **2** Post to Family Access

Weight Multiplier: **1.00** Post to Student Access

Show Assignment Score As: **Score** Show Comments Show On Lesson Scheduler

Buttons: Add, Edit, Clone, Delete, Report ▾, Chart, Score Online Assignment, Score Entry, Assignment Display, Attach (0), View Online Assignment

Click **Score Online Assignment**.

Score Online Assignment (261)

! Favorites ▾ New Window My Print Queue Back

Online Assignment Info

Unique Assignment ID: **12**

Online Assignment Name: **Online Assignment** Start Date: **Wed, May 8 2013 at 12:00 AM**

Total Points: **2** Stop Date: **Wed, May 8 2013 at 11:59 PM**

Number of Questions: **2** Do not Show Results in Student Access until: **Wed, May 8 2013 at 12:00 AM**

Student Online Assignment

	▲ Last Name	First Name	Status	Show Results	# Questions Unanswered	Online Score	Online Percent	Online Grade	GB Score	GB Percent	GB Grade	Comment
1 ▶	1 AARONSONSCR	KRYSTINA L	Graded	Y	0	2	100.00	A	2	100.00	A	
2 ▶	2 ADUSCR	SADIE	Graded	Y	0	1	50.00	A	1	50.00	F	
3 ▶	3 DAWSSCR	FELICA P		N	0				*			
4 ▶	4 MAYEDASCR	CHARLESETTA		N	0				*			
5 ▶	5 REISCHSCR	GARY D		N	0				*			
6 ▶	6 RIGGINSCR	SANG M		N	0				*			
7 ▶	7 WALTHSCR	DUNCAN X		N	0				*			
8 ▶	8 WEIHESCR	FLORRIE K		N	0				*			

Buttons: Refresh, Score Online Assignment, Mass Post Scores to Gradebook, Reports

Online Assignment Info: Displays how the online assignment was set up.

Student Online Assignment Information:

- **Status** – Display the status of the online assignment. It will either show as In Progress or Completed.
- **Show Results** – Indicates whether results of this online assignment are displayed in Student Access.
- **# Questions Unanswered** – Displays the number of questions the student did not answer.
- **Online Score** – Displays the number of points the student earned through answered questions that have been auto-scored.
- **GB Percent, Grade and Comment** – Displays the Gradebook information related to this assignment.
- **Time Spent** – Allows you to see how much time the student spent on this online assignment.

Score Online Assignment

Score Online Assignment (147)

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Online Assignment Information</p> <p>Student: KRYSTINA L AARONSONSCR</p> <p>Class: Band I / 01 Band I</p> <p>Online Assignment: Online Assignment</p> </div>	<p>Points Earned: <input type="text" value="2"/> out of 2</p> <p>Percent: <input type="text" value="100.00"/></p> <p>Grade: <input type="text" value="A"/></p>
---	---

----Page 1 of 1 ----

Question 1 of 2 [Score Academic Standards](#)

How many lines of the treble clef? (1 point)

Student Answer:

Correct Answer: **E. 5**

Points Earned: of 1 Teacher Comment:

Academic Standards: **Score: 0.50** (117.01.102.01) Describe and analyze musical sound and demonstrates musical artistry
Score: 0.50 (117.01.102.02) Perform a varied repertoire of music

Next Page

Prev Page

Post Score to Gradebook

Check Spelling

Save and Close

Question 2 of 2 [Score Academic Standards](#)

What is it called when you combin the treble and bass clef? (1 point)

Student Answer:

Correct Answer: **A. Grand Staff**

Points Earned: of 1 Teacher Comment:

Academic Standards: **Score: 0.50** (117.01.102.03) Read and write music notation
Score: 0.50 (117.01.102.04) Create and arrange music within specified guidelines

Score Online Assignment allows you to score the assignment or make adjustments to the points students earned for the questions. After scoring the assignment, click **Post Score to Gradebook**. If you set up the online assignment to auto-score and post grades to Gradebook, you will not need to complete this step unless you need to adjust a student's score manually.

Allows Students to Resume: You can select this option if you need a student to go back into the online assignment in Student Access. After selecting this option, the student's status changes to In Progress.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Online Assignment Reports

Main Screen		My Print Queue Back											
Other Access		Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export	
Students		No Atnd Entry Today	Term Grade	Math W38-E	Math W38-E	Music W38-E	Worksh W38-E	Compos W38-Th	PRG Options	Online W38-W	Chapte W38-W	Chapte W38-M	Quiz W38-F
			Sort By %	05/10 ST/T	05/10 ST/T	05/10 DWK	05/10 CW	05/09 DWK		05/08 Q/OL	05/08 ST/T	05/08 ST/T	05/08 ST/T
1	AARONSONSCR KRISTINA L	NEW	I 94.84%	"	"	87	"	98	A	2	92	"	"
2	ADUSCR SADIE (09)	NEW	*C 82.59%	2	1	97	75	85	C	1	88	80	"
3	DAWSSCR FELICA P (0)		B 89.22%	1	2	96	100	74	A	"	96	"	"
4	MAYEDASCR CHARLESETTA L (0)		*B 85.75%	"	"	86	75	96	"	"	"	"	"
5	REISCHSCR GARY D		B 80.75%	"	"	75	"	98	"	"	"	"	"

Click an **Assignment Header** on the Gradebook Main screen.

Assignment Options

Prev Next

Assignment

Category: Q/OL - On Line Quizzes 10%

Description: Online Assignment *This Assignment is available Online*

Detailed Description:

Assignment Group:

Entered Date: Wed, May 8 2013

Assign Date: Wed, May 8 2013

Proposed Due Date: Wed, May 8 2013 Week 38 - Wednesday

Actual Due Date:

Max Score: 2 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score Show Comments Show On Lesson Scheduler

Buttons: Add, Edit, Clone, Delete, Report, Assignment Report, Online Assignment Reports, Online Assignment, Score Entry, Assignment Display, Attach (0), View Online Assignment

Select **Online Assignment Reports** from the **Reports** drop-down menu.

Answer Key

Report Options

Online Assignment: Music History Test

Report Type: Answer Key

Lines for Essay Questions: 8 (0 to 20)

Questions Per Page: 0 (0 = fit to page) Set to Same as Online Assignment

Print

Answer Key provides you with a list of each question on the online assignment and the answers for the questions.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.

Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Assignment: If you select this option, it will update the Questions Per Page to reflect how the online assignment was set up.

Hard Copy of Blank Online Assignment

The screenshot shows a 'Report Options' window for the 'Music History Test'. The 'Report Type' is set to 'Hard Copy of Blank Online Assignment'. The 'Lines for Essay Questions' is set to 8 (range 0 to 20), and 'Questions Per Page' is set to 0 (range 0 = fit to page). A 'Set to Same as Online Assignment' link is present. A 'Print' button is in the top right corner.

Hard Copy of Blank Online Assignment will display each question included in the online assignment. This report could be used if a student wasn't able to complete the online assignment through Student Access; it will list all of the questions and allow the student to answer them.

Lines for Essay Questions: Determines the space allowed between questions for essay-type questions.

Questions Per Page: Allows you to determine the number of questions that will print on the page.

Set to Same as Online Assignment: If you select this option, it will update the Questions Per Page to reflect how the online assignment was set up.

Online Assignment Analysis

The screenshot shows a 'Report Options' window for the 'Music History Test'. The 'Report Type' is set to 'Online Assignment Analysis'. There are several options with checkboxes and radio buttons:

- Only Print Online Assignments that have been Graded and Posted to the Gradebook
- Print All Students
 - Exclude Students who have not taken Online Assignment yet
- Only Print Students who got Answers Correct
 - Note: Essay Questions are deemed correct if full points are earned by student**
 - Include Students who recieved partial points on an incorrect answer
- Only Print Students who got Answers Incorrect
 - Note: Essay Questions are deemed incorrect if full points are not earned by student**
 - Exclude Students who received partial points on an incorrect answer
- Only Print Students who have not taken Online Assignment yet

 A 'Print' button is in the top right corner.

The Online Assignment Analysis Report allows you to see which students got correct/incorrect answers to the questions on the Online Assignment. It also will show you which students have not completed the Online Assignment.

Only Print Online Assignment that have been Graded and Posted to the Gradebook: If this option is selected, it will print online assignment information for only those students whose online assignment has been graded and posted to the Gradebook.

Print All Students: This allows you to print the answers students gave for each question.

Exclude Students who have not taken Online Assignment yet: This excludes students from the display if they have not completed the assignment. If this option is not selected, you see the student and Not Taken on the report.

Only Print Students who got Answers Correct: When this option is selected, it will display only the names of students who answered the question correctly.

Include Student who received partial points on an incorrect answer: This will include students who earned partial credit for an incorrect answer.

Only Print Students who got Answers Incorrect: When this option is selected, it will display only the names of students who answered the question incorrectly.

Exclude Students who received partial points on an incorrect answer: This will exclude students who earned partial credit for an incorrect answer.

Only Print Students who have not taken Online Assignment: Displays a list of students who have not completed the online assignment. This option will not be available if you selected to Only Print Online Assignment that have been Graded and Posted to the Gradebook.

You can also find the Online Assignment Analysis Report in the **Reports** tab on the Gradebook Main screen.

Student Results Report

The Student Results Report shows how the student answered the online assignment questions. It can also show the points the student earned per question.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.

Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Event: If you select this option, the Questions Per Page will reflect how the online event was set up.

Select Different Students: Allows you to choose any student that has completed the online assignment.

Show Point Earned: Displays the number of point earned per question by the student.

Show Teacher Comment: If you entered a comment related to a questions in the online assignment, should it display on this report?

Setup Options

Attaching Benchmarks/Standards to Assignment
Variable Scale

Attaching Benchmarks/Standards to Assignments

You are able to attach Benchmarks/Academic Standards to Assignments within the Gradebook. Before you can do so, the Benchmarks and Academic Standards need to be attached to the courses by administrators so they become available in Gradebook.

The screenshot shows the 'Assignment Maintenance' interface with the following fields and options:

- Category:** DWK - 25% - DAILY WORK
- Description:** Worksheet 28b
- Detailed Description:** (Empty text area)
- Assignment Group:** (Empty text field)
- Entered Date:** Sun, May 19 2013
- Assign Date:** May 20 2013 (Mon, May 20 2013)
- Proposed Due Date:** May 20 2013 (Mon, May 20 2013)
- Actual Due Date:** 01 2013
- Max Score:** 100
- Weight Multiplier:** 1.00
- Post to Family Access
- Post to Student Access
- Show Assignment Score As:** Score
- Show Comments
- Show On Lesson Scheduler

Buttons on the right side of the form include: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), Options, Attach Academic Standards (0), and Check Spelling.

You can find information on the Assignment fields in the Assignments section of this guide. When creating an assignment that will be attached to a Benchmark or Academic Standards, do not enter the Max Score of the assignment. Click the **Attach Academic Standards** button.

Attach Academic Standards to Assignment (159)

Attach Academic Standards from Curriculum: **BAND I - Band I**

Select	Max Score	Content	Academic Standard	Academic Standard Summary
<input checked="" type="checkbox"/>	10.00	Music Knowledge And Skills	117.01.102.01	Describe and analyze musical sound and demonstrates music
<input checked="" type="checkbox"/>	10.00	Music Knowledge And Skills	117.01.102.02	Perform a varied repertoire of music
<input checked="" type="checkbox"/>	10.00	Music Knowledge And Skills	117.01.102.03	Read and write music notation
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.01.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.01.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.01.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.02.102.01	Describe and analyze musical sound and demonstrates music
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.02.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.02.102.03	Read and write music notation
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.02.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.02.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.02.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.03.102.01	Describe and analyze musical sound and demonstrates music
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.03.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.03.102.03	Read and write music notation
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.03.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.03.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	0.00	Music Knowledge And Skills	117.03.102.06	Respond to and evaluates music and musical performance

20 records displayed

This screen allows you to determine the Benchmarks/Academic Standards to be attached to the assignment. You must also enter a Max Score for every Benchmark/Academic Standard selected. Benchmarks/Academic Standards must be attached to an assignment before scores are entered. You are not able to add Benchmarks/Academic Standards to assignment with scores. After selecting the Benchmarks/Academic Standards and entering the Max Scores, click the **Save** button.

Assignment Maintenance

Add Assignment

Category: **DWK - 25% - DAILY WORK**

Description: Worksheet 28b

Detailed Description:

Assignment Group:

Entered Date: **Sun, May 19 2013**

Assign Date: May 20 2013 **Mon, May 20 2013**

Proposed Due Date: May 20 2013 **Mon, May 20 2013**

Actual Due Date: 01 2013

Max Score: 30 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score Show Comments Show On Lesson Scheduler

Buttons: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), Attach Academic Standards (3), Check Spelling

Once the Benchmarks/Academic Standards have been saved, you will be able to see the number of Benchmarks/Academic Standards attached to the assignment. Note that you are unable to adjust the Max Score because the value is based on the values entered for each Benchmark/Academic Standard.

Scoring an Assignment with Benchmarks/Academic Standards

Score Entry

Prev Next

Worksheet 28b
 Week 40 - Monday - 05/20/2013
 Category: **DWK - 25%** Max Score: **30**

Save

Post to Family Access
 Post to Student Access

8 un-scored students: Mark un-scored as 0 and Missing

Describe and analyze musical s	Perform a varied repertoire of	Read and write music notation
10.00 pts	10.00 pts	10.00 pts
Mass Score	Mass Score	Mass Score

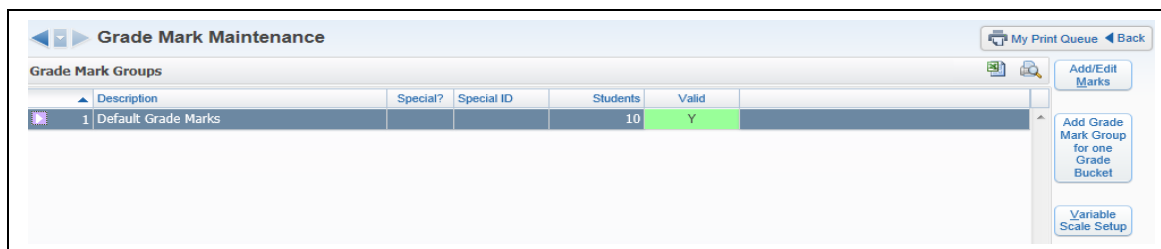
↗

Students	Overall Absent Score	Special Code	No Count	Missing	Comment
1 AARONSON9SCR KRYSTINA L	*		<input type="checkbox"/>	<input type="checkbox"/>	
2 ADUSCR SADIE	*		<input type="checkbox"/>	<input type="checkbox"/>	
3 DAWSSCR FELICA P	*		<input type="checkbox"/>	<input type="checkbox"/>	
4 MAYEDASCR CHARLESETTA L	*		<input type="checkbox"/>	<input type="checkbox"/>	
5 REISCHSCR GARY D	*		<input type="checkbox"/>	<input type="checkbox"/>	
6 RIGGINSCR SANG M	*		<input type="checkbox"/>	<input type="checkbox"/>	
7 WALTHSCR DUNCAN X	*		<input type="checkbox"/>	<input type="checkbox"/>	
8 WEIHESCR FLORRIE K	*		<input type="checkbox"/>	<input type="checkbox"/>	

Each benchmark/academic standard attached to the assignment can be scored individually. There is an option to mass assign a score to a benchmark/academic standard. Click the Mass Score box and then enter the score to be mass assigned. The Overall Score is made up of the scores attached to each benchmark/academic standard for a student; the overall score cannot be modified. You cannot exceed the max score for the benchmark or academic standard. You can find more information on the Benchmark/Academic Standard Trend Report in the Reports area of this guide.

Variable Scale

Variable Scale allows for a rubric style of grading. It takes the scored entered for an assignment and converts it to a point value. The point value will be used in the calculation of the term grade.



Click the **Grade Mark** tab on the Gradebook Main screen to access the screen above. You see a Valid column on this Grade Mark Screen. There must be a Y in this column in order to have the Gradebook calculate using the variable scale. If you see an N in the column, click the Variable Scale Setup button.

Variable Scale Settings

Deactivate Variable Scale

Use a Point Scale with a Minimum Point Value of

* Description:

[Save](#)

[Copy Another Scale](#)

Variable Scale Points

Each graded assignment will be awarded one of the following point values based on the student's percent earned.

Point Value	High Percent	Low Percent
4	<input type="text" value="100.00"/>	<input type="text" value="95.00"/>
3	<input type="text" value="94.99"/>	<input type="text" value="75.00"/>
2	<input type="text" value="74.99"/>	<input type="text" value="50.00"/>
1	<input type="text" value="49.99"/>	<input type="text" value="25.00"/>
0	<input type="text" value="24.99"/>	<input type="text" value="00.00"/>

Asterisk (*) denotes a required field

Variable Scale Settings

- **Deactivate Variable Scale:** This disallows Variable Scale Grading being used in this course. You may not have the capability to select the option because of the configuration setup for the entity.
- **Use a ___ Point Scale with a Minimum Point Value of 0/1:** This option allows you to select the point scale to be used when calculating grades. You can select a value from 2-50. Also, you will need to determine the minimum value to be used of either 0 or 1. You might not have the capability to select the point scale because of the configuration setup for the entity.
- **Description:** This allows you to modify the description of the Variable Scale.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Variable Scale Points

This area allows you to determine the percentage (out of 100%) that will dictate the point value to be assigned. This scale will be looked at when scoring an assignment.

Example: The student scored a 93/100 which is 93% and based upon the above chart the student would receive a point value of 3 for the assignment.

Grade Mark Group Maintenance

This Grade Mark Group is using a Variable Scale. The Grade Mark Group High/Low range should be from 4 to 0.

Assign to Group	Grade Mark	Description	High	Low
<input checked="" type="checkbox"/>	A	A	<input type="text" value="4.00"/>	<input type="text" value="3.80"/>
<input checked="" type="checkbox"/>	B	B	<input type="text" value="3.79"/>	<input type="text" value="3.00"/>
<input checked="" type="checkbox"/>	C	C	<input type="text" value="2.99"/>	<input type="text" value="2.00"/>
<input checked="" type="checkbox"/>	D	D	<input type="text" value="1.99"/>	<input type="text" value="1.00"/>
<input checked="" type="checkbox"/>	F	F	<input type="text" value="0.99"/>	<input type="text" value="0.00"/>

Another area you will need to set up is the Grade Mark Group. Click the **Add/Edit Marks** button. You will need to determine the point value of each Grade Mark. This value is used to calculate the overall grade.

Scoring an Assignment using a Variable Scale

Page 113 1-30 even
 Week 31 - Tuesday - 03/19/2013
 Category: DAI Max Score: 100
 0 un-scored students: Mark un-scored as 0 and Missing

Students	Absent	Score	Point Value	Special Code	No Count	Missing	Comment
1 Aldretscr, Delma F	E-I	*		A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 Amodioscr, Frederick		87	8.00	B	<input type="checkbox"/>	<input type="checkbox"/>	
3 Angtscr, Duncan P		85	85.00	3	<input type="checkbox"/>	<input type="checkbox"/>	
4 Flopperscr, Flor		97	97.00	4	<input type="checkbox"/>	<input type="checkbox"/>	
5 Jiskocr, Jessica		80	80.00	3	<input type="checkbox"/>	<input type="checkbox"/>	
6 Macgillivrayscr, Cassen		75	75.00	3	<input type="checkbox"/>	<input type="checkbox"/>	
7 Fatchscr, Logan		67	67.00	2	<input type="checkbox"/>	<input type="checkbox"/>	
8 Housellescr, Gilbert R		89	89.00	3	<input type="checkbox"/>	<input type="checkbox"/>	
9 Smithscr, Madison A		93	93.00	3	<input type="checkbox"/>	<input type="checkbox"/>	
10 Steinertscr, Cliff Z		82	82.00	3	<input type="checkbox"/>	<input type="checkbox"/>	

Mass Assign Options
 Assign All Scores to: 100 out of 100
 Overwrite scores
 Adjust All Scores by: [] points
 Remove All Scores
 Set All to No Count
 Remove All No Count
 Remove All Missing
 Apply

Special Codes
 Code Description
 *AD Automated Drop Score
 A Absent
 I Incomplete
 LATE LATE
 M Missing
 N No Count

An additional column, Point Value, appears on the score entry screen. You can enter either a score or point value for the students.

Display Options when using Variable Scale

Assignment
 Category: DAI - Daily Work
 Description: Page 113 1-30 even
 Detailed Description: Page 113 1-30 even - covering equations
 Assignment Group: EQ
 Entered Date: Mon, Mar 18 2013
 Assign Date: Mon, Mar 18 2013
 Proposed Due Date: Tue, Mar 19 2013
 Actual Due Date: Tue, Mar 19 2013 Week 31 - Tuesday
 Max Score: 100
 Weight Multiplier: 1.00
 Post to Family Access
 Post to Student Access

Show Assignment Score As: Variable Scale Point Value
 Show Comments
 Show On Lesson Scheduler

You see a new display option, **Variable Scale Point Value**, when you edit an assignment.

Students	Wed 03/27 Atrnd	Term Grade	FIN Options	S2 Options	SE2 Options	T4 Options	C4	P4 Options	Page 1 W32-T 03/26 DAI 100 0.00	Page 1 W32-T 03/26 DAI 100 89.89	Page 1 W31-T 03/19 DAI 100 82.75	Worksh W31-M 03/18 HMWK 100 83.75	Page 1 W30-F 03/15 DAI 100 79.56	Chapte W30-F 03/15 QUIZ 100 73.22
1 Aldretscr, Delma F		C 2.80	C	C	*	C		2.75	*	3	A	3	3	2
2 Amodioscr, Frederick		C 2.17	C	C	*	C		2.00	*	3	3	2	2	0
3 Angtscr, Duncan P		B 3.50	B	B	*	B		3.40	*	3	3	4	3	4
4 Flopperscr, Flor		B 3.00	B	B	*	B		3.20	*	3	4	3	3	3
5 Jiskocr, Jessica		B 3.00	B	B	*	B		3.00	*	3	3	3	3	3

This is a sample of the Gradebook Main screen displaying the Variable Scale Point Values for assignments.

SECONDARY GRADEBOOK – TEACHER GUIDE

		Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export			
		Wed 03/27	Atnd	Term Grade	FBI	S2	SE2	T4	C4	P4	Page 1 W32-T	Page 1 W32-T	Page 1 W31-T	Worksh W31-M	Page 1 W30-F	Chapte W30-F
				Sort By Point Value	Options	Options	Options	Options		Options	03/26 DAI	03/26 DAI	03/19 DAI	03/18 HWK	03/15 DAI	03/15 QUIZ
1	Aldretscr, Delma F			C 2.80	C	C	*	C								
2	Amodioscr, Frederick			C 2.17	C	C	*	C								
3	Angtsacr, Duncan P			B 3.50	B	B	*	B								
4	Flopperscr, Flor			B 3.00	B	B	*	B								
5	Jaskoscr, Jessica			B 3.00	B	B	*	B		3.00	*	3	3	3	3	3

You will also see the option of Variable Scale Point Value in the Term Options drop-down menu.

		Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export			
		Wed 03/27	Atnd	Term Grade	FBI	S2	SE2	T4	C4	P4	Page 1 W32-T	Page 1 W32-T	Page 1 W31-T	Worksh W31-M	Page 1 W30-F	Chapte W30-F
				Sort By Point Value	Options	Options	Options	Options		Options	03/26 DAI	03/26 DAI	03/19 DAI	03/18 HWK	03/15 DAI	03/15 QUIZ
1	Aldretscr, Delma F			C 2.80	C	C	*	C		2.75	*	3	A	3	3	2
2	Amodioscr, Frederick			C 2.17	C	C	*	C		2.00	*	3	3	2	2	0
3	Angtsacr, Duncan P			B 3.50	B	B	*	B		3.40	*	3	3	4	3	4
4	Flopperscr, Flor			B 3.00	B	B	*	B		3.20	*	3	4	3	3	3
5	Jaskoscr, Jessica			B 3.00	B	B	*	B		3.00	*	3	3	3	3	3

This is a sample of the Gradebook Main screen displaying the P4 grade as the Variable Scale Point Value.

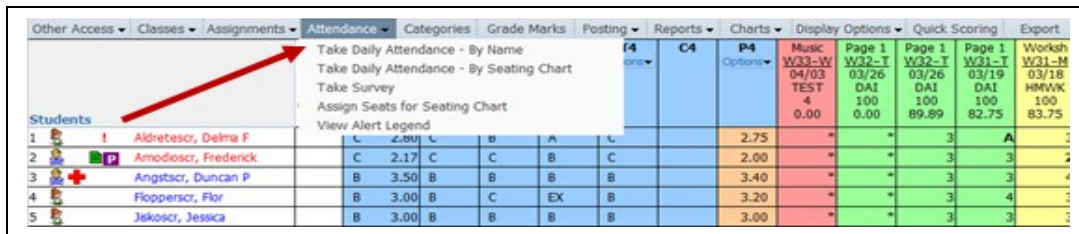
Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

Attendance

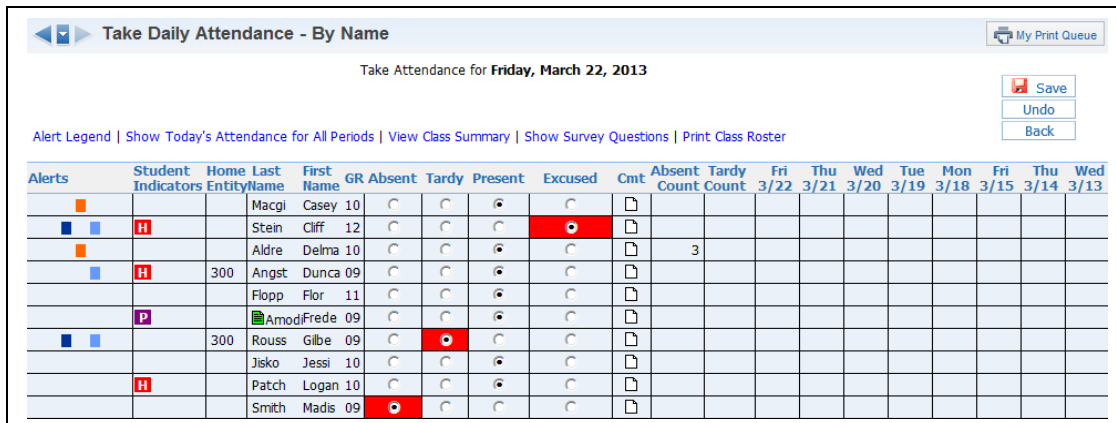
- Take Daily Attendance-By Name
- Take Daily Attendance-By Seating Chart
- Take Survey
- Assign Seats for Seating Chart
- View Alert Legend

You can take attendance in the Gradebook by using either **Take Daily Attendance - By Name** or **Take Daily Attendance - By Seating Chart**. You can also take attendance by going to **Post Daily Attendance** from the Gradebook home page.

Take Daily Attendance – By Name

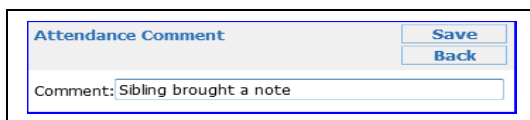


Select **Take Daily Attendance - By Name** from the Attendance tab.



All students default to Present. To change that value, select either Absent or Tardy for a student. A third option of Excused has been set up for the entity. Administrators can determine the label and attendance that can be tracked in the third option for each entity.

Cmt: Allows you to enter an attendance comment; the maximum comment length is 30 characters. This option will depend upon the attendance setup for the district.



Counts: The counts that display will depend upon the attendance setup for the entity. The values will reflect the number of times the student missed your class.

Alert Legend

My Print Queue ◀ Back ?

Alert Color Legend

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Color legend shows you what the different colors mean when they appear next to student names. The Alerts that display depend upon the setup of attendance for the district.

Take Attendance for **Wednesday, April 3, 2013**

Save
Undo
Back

How many students are having milk for break? ▾

Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Hide Survey Questions | Print Class Roster

Alerts	Student Indicators Entity	Student Name	GR	Absent	Tardy	Present	Tardy 15min	Cmt	Hot lunch Choice	Default blanks to:	A	E	U	O	T	Wed 4/03	Tue 4/02	Mon 4/01	Fri 3/29
		Aldratascy, Delma F	10																
		scr, Frederick	09																
		Duncan P	09																
		Flor	11																
		Jskosor, Jessica	10																

You can click the Home Alert box to see additional information related to the alert.

Show Today's Attendance for All Periods

Take Daily Attendance - By Name

My Print Queue

Take Attendance for **Friday, March 22, 2013**

Save
Undo
Back

Alert Legend | Show Previous Weeks Attendance | View Class Summary | Show Survey Questions | Print Class Roster

Alerts	Student Indicators Entity	Last Name	First Name	GR	Absent	Tardy	Present	Excused	Cmt	Absent Count	Tardy Count	Period 0	Period 1	Period 2	Period 3	Period 4
		Macgi	Casey	10	A - EP											
		Stein	Cliff	12	I - F					1						
		Aldre	Delma	10	D - I					4						
		Angst	Dunca	09	I - IS					1						
		Flopp	Flor	11	T - OS											
		Amodi	Frede	09	F - IS					1						
		Rouss	Gibe	09	R - OS					1						

Show Today's Attendance for All Periods displays the students' attendance for the entire day by periods.

View Class Summary

Class Summary																			
Class Summary for 1001 / 01 Algebra I																			
Period: 1 Teacher: Ignacia Daoustscr Days Meet: 12																			
Show Percent Earned in Gradebook																			
Last Name	First Middle	Term	Grades				Last Week 03/11 - 03/15				This Week 03/18 - 03/22				Absences		Tardies		
			T1	T2	T3	T4	M	T	W	R	F	M	T	W	R	F	T4	12-13	T4
Aldretscr	Delma F	YR			F	F									D	1	4	0	0
Amodioscr	Frederick	YR			F	F									F	1	1	0	0
Angtscr	Duncan P	YR			F	F									I	1	1	0	0
Flopperscr	Flor	YR			F	F									T	0	0	0	0
Jiskoscr	Jessica	YR			F	F									Y	1	1	0	0
Macgillivrayscr	Casey K	YR			F	F									A	1	1	0	0
Patchscr	Logan	YR			F	F													
Roussellescr	Gilbert R	YR			F	F									R	1	1	0	0
Smithscr	Madison A	YR			F	F									E	1	1	0	0
Steinertscr	Cliff Z	S2Y			F	F									I	1	1	0	0

This shows you a summary of attendance and grade information for your class. It shows all the students as well as their grades, tardies and absences. Clicking on the blue lettering under the week for attendance will show the Attendance Detail attached to the letter.

Show Percent Earned in Gradebook: Clicking this option in the Class Summary will show the percent attached to the letter grade for the student.

Class Summary														My Print Queue		Back ?							
Class Summary for 1001 / 01 Algebra I																							
Period: 1 Teacher: Ignacia Daoustscr Days Meet: 12																							
Hide Percent Earned in Gradebook																							
Last Name	First Middle	Term	Grades								Last Week				This Week								
			T1	T1%	T2	T2%	T3	T3%	T4	T4%	M	T	W	R	F	M	T	W	R	F			
Aldretescr	Delma F	YR					F	0.00	F	0.00									D	1	4	0	0
Amodioscr	Frederick	YR					F	0.00	F	0.00									F	1	1	0	0
Angstscr	Duncan P	YR					F	0.00	F	0.00									I	1	1	0	0
Flopperscr	Flor	YR					F	0.00	F	0.00									T	0	0	0	0
Jiskoscr	Jessica	YR					F	0.00	F	0.00									Y	1	1	0	0
Macgillivrayscr	Casey K	YR					F	0.00	F	0.00									A	1	1	0	0
Patchscr	Logan	YR					F	0.00	F	0.00													
Roussellescr	Gilbert R	YR					F	0.00	F	0.00									R	1	1	0	0
Smithscr	Madison A	YR					F	0.00	F	0.00									E	1	1	0	0
Steinertscr	Cliff Z	S2Y					F	0.00	F	0.00									I	1	1	0	0

Show Survey Questions

Take Daily Attendance - By Name														My Print Queue							
Take Attendance for Friday, March 22, 2013																					
How many students are taking extra mlk? 7																					
Alert Legend Show Today's Attendance for All Periods View Class Summary Hide Survey Questions Print Class Roster																					
Alerts	Student Indicators	Home EntityName	Last Name	First Name	GR	Absent	Tardy	Present	Excused	Cmt	Absent Count	Tardy Count	Fri 3/22	Thu 3/21	Wed 3/20	Tue 3/19	Mon 3/18	Fri 3/15	Thu 3/14	Wed 3/13	
			Macgi	Casey	10	A - EP					1		A - EP								
			Stein	Cliff	12	I - F					1		I - F								
			Aldre	Delma	10	D - I					4		D - I								
		300	Angst	Dunca	09	I - IS					1		I - IS								
			Flopp	Flor	11	T - OS							T - OS								
			Amod	Frede	09	F - IS					1		F - IS								
		300	Rouss	Gilbe	09	R - OS					1		R - OS								
			Jisko	Jessi	10	Y - PA					1		Y - PA								
			Patch	Logan	10																
			Smith	Madis	09						1		E - PA								

Click **Show Survey Question** to display the survey questions. Survey questions are set up administratively for the entity. They can be set up to ask for a Class Total or allow you select Individual Answers by student.

Print Class Roster

Print Class Roster allows you to generate the Class Roster Report. You can find additional information regarding the Class Roster Report in the [Reports Section](#) of this guide.

After you have entered attendance for the class, click **Save**.

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Friday, March 22, 2013**

Alert Legend | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Show Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Home EntityName	Last Name	First Name	GR	Absent	Tardy	Present	Excused	Cmt	Absent Count	Tardy Count	Fri 3/22	Thu 3/21	Wed 3/20	Tue 3/19	Mon 3/18	Fri 3/15	Thu 3/14	Wed 3/13
			Macgi	Casey	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>											
			Stein	Cliff	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		1		E -							
			Aldre	Delma	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		3									
		300	Angst	Dunca	09	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>											
			Flopp	Flor	11	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>											
			AmodFrede	09		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>											
		300	Rouss	Gilbe	09	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			1	L -							
			Jisko	Jessi	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>											
			Patch	Logan	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>											
			Smith	Madis	09	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		1		W -							

Attendance will be saved and display in green. Any subsequent change will then be shown in red until you click **Save**.

Selecting Absence Type and Reason (optional setting)

Take Daily Attendance - By Name My Print Queue

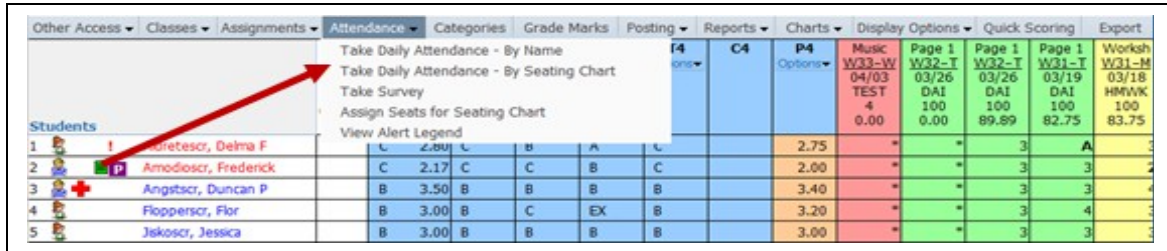
Take Attendance for **Friday, March 22, 2013**

Alert Legend | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Show Survey Questions](#) | [Print Class Roster](#)

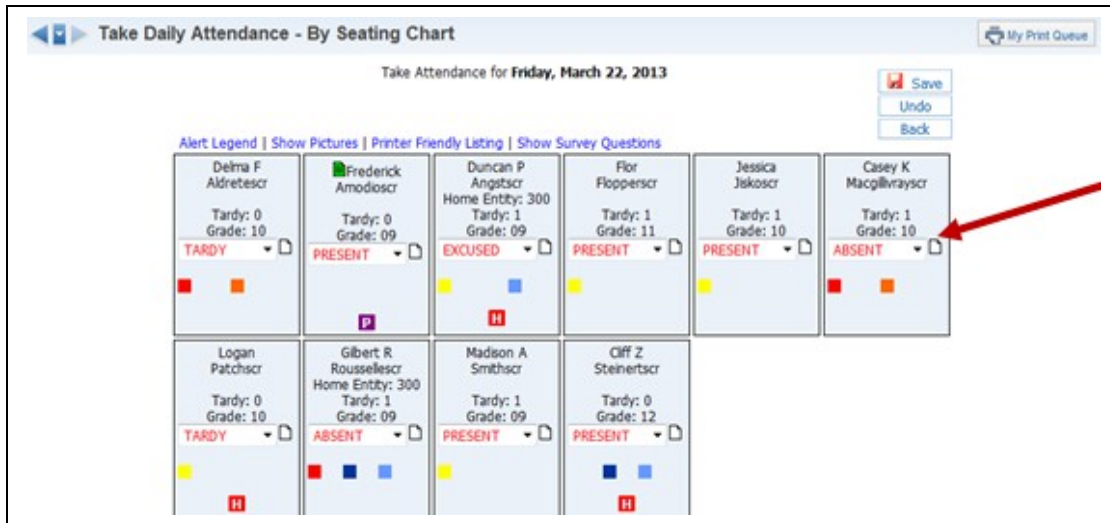
Alerts	Student Indicators	Home EntityName	Last Name	First Name	GR	Type	Reason	Cmt	Absent Count	Tardy Count	Fri 3/22	Thu 3/21	Wed 3/20	Tue 3/19	Mon 3/18	Fri 3/15	Thu 3/14
			Macgi	Casey	10	A - Excused	EP - Expulsion		1		A - EP						
			Stein	Cliff	12	I - In-School Susp	F - Family Access		1		I - F						
			Aldre	Delma	10	D - IAES Suspensk	I - Illness		4		D - I						
		300	Angst	Dunca	09	I - In-School Susp	IS - In School		1		I - IS						
			Flopp	Flor	11	T - Tardy-Un	OS - Out school				T - OS						
			AmodFrede	09		F - Field Trip	IS - In School		1		F - IS						
		300	Rouss	Gilbe	09	R - Skipping shcoo	OS - Out school		1		R - OS						
			Jisko	Jessi	10	Y - Teachers Abse	PA - Planned Appc		1		Y - PA						
			Patch	Logan	10												
			Smith	Madis	09	E - Tardy-Ex	PA - Planned Appc		1		E - PA						

You can choose different Types as well as different Reasons to indicate why the student wasn't in attendance. If the student is present, simply leave these items blank. The capability to enter Absence Type and Reasons will depend upon the attendance setup for the entity. After you have entered attendance for the class, click **Save**.

Take Daily Attendance- By Seating Chart



Select **Take Daily Attendance - By Seating Chart** from Attendance tab.



All students default to Present. Select either Absent or Tardy to change that value for a student. The third option of Excused has been set up by the entity. The entity can determine the label and the attendance that can be tracked in the third option.

You can click the paper icon next to the attendance value to enter an attendance comment. The comment is an optional setting determined by the attendance setup for the entity. The attendance will display in red until the **Save** button is selected.

Alert Legend: This option shows what the alerts mean, as in Attendance - By Name.

Show Survey Questions: This allows you to show the survey questions on the attendance screen; it works the same as in Attendance - By Name.

Show Pictures

Take Attendance for **Friday, March 22, 2013**

Alert Legend | Hide Pictures | Printer Friendly Listing | Show Survey Questions

No Picture Delma F Aldretscr Tardy: 0 Grade: 10 Absent [Red Square] [Orange Square]	No Picture Frederick Amodioscr Tardy: 0 Grade: 09 Excused [Purple Square]	No Picture Duncan P Angtscr Home Entity: 300 Tardy: 1 Grade: 09 Tardy [Yellow Square] [Blue Square]	No Picture Flor Flopperscr Tardy: 1 Grade: 11 Tardy [Yellow Square]	No Picture Jessica Jiskoscr Tardy: 1 Grade: 10 Tardy [Yellow Square]	No Picture Casey K Macgillivrayscr Tardy: 1 Grade: 10 Tardy [Yellow Square] [Orange Square]
No Picture Logan Patchscr Tardy: 0 Grade: 10 Absent [Red Square] [H]	No Picture Gilbert R Roussellescr Home Entity: 300 Tardy: 1 Grade: 09 Tardy [Yellow Square] [Blue Square]	No Picture Madison A Smithscr Tardy: 1 Grade: 09 Tardy [Yellow Square]	No Picture Cliff Z Steinertscr Tardy: 0 Grade: 12 Excused [Blue Square] [Blue Square] [H]		

When you select **Show Pictures**, you see pictures for the students on the seating chart, if the district has loaded the pictures in the database.

Printer Friendly Listing

Seating Chart: **1001/01 Prd:1 Algebra I**

No Picture Delma F Aldretscr Grade: 10	No Picture Frederick Amodioscr Grade: 09	No Picture Duncan P Angtscr Grade: 09	No Picture Flor Flopperscr Grade: 11	No Picture Jessica Jiskoscr Grade: 10	No Picture Casey K Macgillivrayscr Grade: 10
No Picture Logan Patchscr Grade: 10	No Picture Gilbert R Roussellescr Grade: 09	No Picture Madison A Smithscr Grade: 09	No Picture Cliff Z Steinertscr Grade: 12		

This option allows you to print a copy of your seating chart. If you display the pictures on the seating chart, the Printer-Friendly Listing can also print the pictures.

Modification of Prior Day(s) Attendance

You may have the capability to modify a prior day(s) attendance depending upon the setup of attendance for the entity.

Other Access		Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export				
				Take Daily Attendance - By Name						Music W33-W 04/03 TEST 4 0.00	Page 1 W32-T 03/26 DAI 100 0.00	Page 1 W32-T 03/26 DAI 100 89.89	Page 1 W31-T 03/19 DAI 100 82.75	Worksh W31-M 03/18 HMWK 100 83.75		
Students																
1	!	Aldrete	Delma F	C	2.80	C	B	A	C		2.75	**	**	3	A	3
2		Amodios	Frederick	C	2.17	C	C	B	C		2.00	**	**	3	3	2
3	+	Angst	Duncan P	B	3.50	B	B	B	B		3.40	**	**	3	3	4
4		Floppers	Flor	B	3.00	B	C	EX	B		3.20	**	**	3	4	3
5		Jiskos	Jessica	B	3.00	B	B	B	B		3.00	**	**	3	3	3

Click on **Take Daily Attendance - By Name** on the Attendance tab.

Take Attendance for **Wednesday, April 3, 2013**

Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Show Survey Questions | Print Class Roster

Alerts	Student Indicators	Home Entity	Student Name	GR	Absent	Tardy	Present	Tardy 15min	Cmt	A	E	U	O	T	Wed 4/03	Tue 4/02	Mon 4/01	Fri 3/29	Thu 3/28	Wed 3/27	Tue 3/26	3	
			Aldrete, Delma F	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			2	2											
	P		Amodios, Frederick	09	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>															
	I	300	Angst, Duncan P	09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>															
			Floppers, Flor	11	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>															
			Jiskos, Jessica	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>															
			Macgillvray, Casey K	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>															
	I		Patch, Logan	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>															
		300	Rousselle, Gilbert R	09	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>															
			Steinert, Cliff Z	12	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>															

You need to display previous weeks of attendance. Then click the previous date cell for the student whose attendance you want to modify. The number of days for which you can update attendance will depend upon the setup of attendance for the entity.

Take Daily Attendance - By Name My Print Queue ?

Modify Attendance for **Tuesday, April 2, 2013**

Save Undo Back

First Middle	Last Name	GR	Absent	Tardy	Present	Tardy 15min
Delma F	Aldrete	10	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

Update the attendance for the student and click **Save**.

Attendance- Take Survey

Students	Grade	Score	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade
1 Aldretscr, Delma F	C	2.17	C	C	B	C	C	2.75	*	*	3	A
2 Amodioscr, Frederick	C	2.17	C	C	B	C	C	2.00	*	*	3	3
3 Angtscr, Duncan P	B	3.50	B	B	B	B	B	3.40	*	*	3	3
4 Flopperscr, Flor	B	3.00	B	C	EX	B	B	3.20	*	*	3	4
5 Jiskoscr, Jessica	B	3.00	B	B	B	B	B	3.00	*	*	3	3

Select **Take Survey** under the Attendance tab.

Survey questions for **Friday, March 22, 2013**

How many students are taking extra milk?

[Save](#) [Undo](#) [Back](#)

Grad Yr	First Middle	Last Name
2015	Delma F	Aldretscr
2016	Frederick	Amodioscr
2016	Duncan P	Angtscr
2014	Flor	Flopperscr
2015	Jessica	Jiskoscr
2015	Casey K	Macgillivrayscr
2015	Logan	Patchscr
2016	Gilbert R	Roussellescr
2016	Madison A	Smithscr
2013	Cliff Z	Steinertscr

After selecting the option, record the answer to the survey question and click **Save**. Survey questions are set up administratively for the entity. They can be set up to ask for a Class Total or allow you select Individual Answers per student.

Attendance - Assign Seats for Seating Chart

Students	Grade	Score	Category	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade
1 Aldretscr, Delma F	C	2.00	C	B	A	C					
2 Amodioscr, Frederick	C	2.17	C	C	B	C					
3 Angtsr, Duncan P	B	3.50	B	B	B	B					
4 Flopperscr, Flor	B	3.00	B	C	EX	B					
5 Jiskoscr, Jessica	B	3.00	B	B	B	B					

Select **Assign Seats for Seating Chart** under the Attendance tab.

After selecting the option, you can select a student and then assign him or her to a specific seat.

Number of Rows/ Number of Seats Per Row: This option can be set to whatever dimensions you need for your class.

Show pictures: Displays the student pictures in the seating chart.

Clear Seating: This option will clear the seating chart and allow you to start from scratch. The students will appear on a list on the side.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Auto Assign Seats: This option can be used to assign students by either first name or last name or at random.

View Alert Legend

Students	Alerts	Grade	Score	Category	Posting	Reports	Charts	Display	Options	Quick Scoring	Export	
1 Aldreteser, Delma F	[Alert Icon]	C	2.17	C	C	B	C	2.75	*	*	3	A
2 Amodosco, Frederick	[Alert Icon]	B	3.50	B	B	B	B	2.00	*	*	3	3
3 Aldreteser, Duncan P	[Alert Icon]	B	3.00	B	C	EX	B	3.40	*	*	3	3
4 Flopperscr, Flor	[Alert Icon]	B	3.00	B	B	B	B	3.20	*	*	3	4
5 Jekoscr, Jessica	[Alert Icon]	B	3.00	B	B	B	B	3.00	*	*	3	3

This option displays a color legend showing the alert meaning by color.

Alert Color Legend My Print Queue ◀ Back ?

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

Other Access Tab

- Discipline
- Message Center
- Report Card Posting
- Athletic Eligibility Posting
- Survey
- Food Service
- Test Scores
- Busing
- Recommendations
- Curriculum Map
- Lesson Scheduler
- Assign Textbooks to Students
- Gradebook Tracker
- Online Assignment Templates

This tab provides quick access to options that are also found under My Classes. This feature saves time by avoiding the need to return to the Educator Access Plus Homepage. Use this feature when you are already on the Gradebook Main screen.

The screenshot shows the Skyward Gradebook interface for Entity (001) Grades 9 to 12. The 'Other Access' dropdown menu is open, listing various options. A red arrow points to the 'Other Access' dropdown. Below the menu is a data table with columns for Term Grade, Page 1, Distn, Music, Worksh, Compos, PR6, Online, and multiple Charter columns. The table contains data for various classes, including 'NEW' entries and percentages.

Other Access	No Atnd Entry Today	Term Grade	Page 1	Distn	Music	Worksh	Compos	PR6	Online	Charter	Charter
Discipline		6TH	W40-M	W38-E	W38-E	W38-E	W38-F	Options	W38-W	W38-W	W38-M
Message Center		Sort By %	05/20	05/10	05/10	05/10	05/09		05/08	05/08	05/08
Report Card Posting			CW	67/T	67/T	DWK	DWK		Q/OL	67/T	67/T
Athletic Eligibility Posting			100	2	2	100	100		2	100	100
Survey	NEW	I 94.84%	98	"	"	87	"	A	2	92	"
Food Service	NEW	*C82.59%	75	2	1	97	75	C	1	88	88
Test Scores		B 89.22%	75	1	2	96	100	A	"	96	"
Busing	(0)	*B85.75%	86	"	"	86	75		"	"	"
Recommendations		B 80.75%	75	"	"	75	"		"	"	"
Curriculum Map		B 81.25%	70	"	"	98	"		"	"	"
Lesson Scheduler		B 84.00%	82	"	"	97	"		"	"	"
Assign Textbooks to Students		A 95.50%	97	"	"	102	"		"	"	"
Gradebook Tracker											

Select the **Other Access** tab. Click one of the available options. Options you see may vary depending on entity and district security configurations.

Discipline: Allows you to view discipline records and enter referrals by class, depending upon security access.

Discipline Info My Print Queue Back

ADUSCR, SADIE Grade: 09 Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR Referred by: MARILEE ANDREASCR 05/03/13	No ✎ ✕
08/15/12 *GENERIC		KELLEY ABBOTTSCR Referred by: 08/15/12	Yes Details...
08/09/12 CELL_PHONE USE		MALCOLM HAUENSTEINSCR Referred by: PAMELA FUELLSCR 08/09/12	Yes Details...

Total Referrals:3

Highlight the student and click **Select** to view a student’s discipline record. To view general discipline notes, click **View notes**. Click the **Offense**, to open a new window showing discipline information related to the Offense. Click **Add** to enter a new discipline referral for a student.

Message Center: Allows you to maintain messages for Family/Student access.

My Gradebook (112) Favorites New Window My Print Queue Back

Message Center - For All Classes Filter Options

	Post Date	Expire Date	Created By	Class	Description	Message	Unread	Total	Recalled
1	05/06/13	05/13/13		Band I / 01	Band I	Marching Band Tryouts			Y
2	04/25/13	05/02/13		3115 / 01	Wind Ensemble	Band Concert	1	1	N

Add Message for Multiple Classes
Add Message for Current Class
Edit
Clone
Un-Recall

This is an easy way to communicate with a group of students or parents without having to send home written notes. You may also use this as a tool for providing copies of a course syllabus or other documents through Student and Family Access. If you would like to add a message to more than one class select **Add Message for Multiple Classes**. If you would like to add the message to the current class only, select **Add Message for Current Class**.

Report Card Posting: Allows you to view and/or post grades to report card.

Grade Entry
My Print Queue

Grading Period: **04/12/2013 to 05/29/2013 6TH 6 WEEKS**
 Posting Available From: **05/15/2013 7:30 AM to 06/01/2013 1:00 PM**

Save
Back

Grades shown in red were transferred from the Gradebook and have not been posted yet

[View Grade Marks](#) | [View Comment Codes](#) | [Hide Dropped Students](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	ATH	CZ6	6TH	EX2	SM2	FNL	C1	C2	C3	Free Form Comment
Default blanks to:													
2013	KRYSTINA L	AARONSONSCR	I			I	A	B	B	001	002		
2016	SADIE	ADUSCR	C			C	C	C	C	001	002		Sadie is doing a great job in Band and is a leader of
2014	Simon	(Dropped) ADUSCR	F			B	E	B	B	001	002		
2014	FELICA P	DAWSSCR				B	B	B	B	002	001		
2010	CLINTON M	(Dropped) DELPOZOSCR											
2014	CHARLESETTA L	MAYEDASCR				B	C	B	B				
2015	GARY D	REISCHSCR				B	B	B	B				
2013	SANG M	RIGGINSCR				B	A	B	B				
2013	DUNCAN X	WALTHSCR				B	D	B	B				
2015	FLORRIE K	WEIHESCR				A	C	A	A				

The grades displaying on this screen pull directly from your Gradebook. Comment codes are entered under the Comment column heading. Free-form comments for the student can be entered in the text area. To see a list of all possible grades, click the **View Grade Marks** link. Click **View Comment Codes** to see a list of all possible comment codes that can be entered.

Athletic Eligibility Posting: Allows you to view and/or post athletic eligibility grades.

Post Athletic Grades
My Print Queue

If this class has a Gradebook, then go to the Gradebook to transfer current grades for Athletic Eligibility. To manually enter Athletic Eligibility Grades, use this screen.

[View Grade Marks](#) | [Show Dropped Students](#)

		Gradebook Grades												Athletic Grade				
Last Name*	First Middle	PR1	1ST	PR2	2ND	PR3	3RD	SM1	PR4	4TH	PR5	5TH	PR6	6TH	SM2	FNL		
Mass Assign and Overwrite Athletic Grade to:																		
AARONSONSCR	KRYSTINA L																	B B A I B B I
ADUSCR	SADIE																	C C C C C C C

Save
Undo
Back

This option allows you to post grades specifically for students participating in athletics or other activities. This option enables schools to quickly identify students who are not meeting minimum eligibility requirements for participation in extra-curricular activities. This option is used at periodic intervals as defined by school administration.

Survey: Allows you to enter survey information for surveys created administratively for the entity.

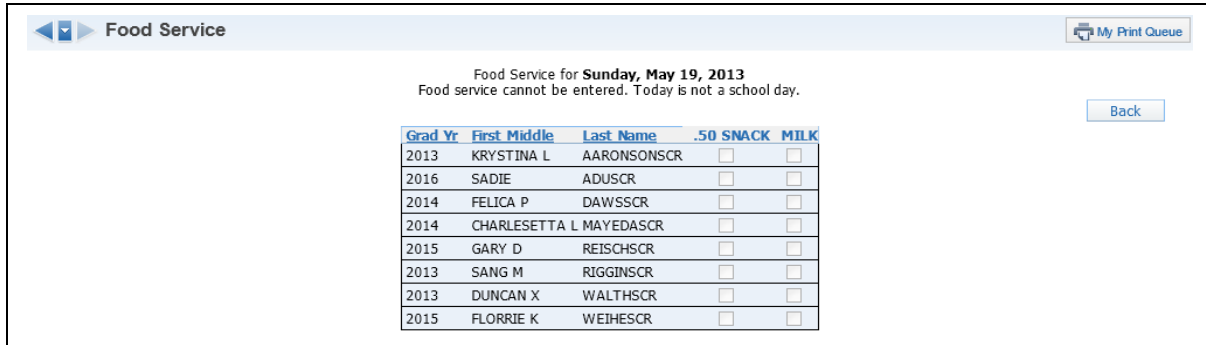
Survey questions for **Thursday, April 4, 2013**

How many students are having milk for break?

Grad Yr	First Middle	Last Name	Hot lunch Choice
Default all blank answers to:			<input type="text"/>
2015	Delma F	Aldretescr	CHOICE A ▾
2016	Frederick	Amodioscr	SALAD BAR ▾
2016	Duncan P	Angstscr	CHOICE A ▾
2014	Flor	Flopperscr	CHOICE B ▾
2015	Jessica	Jiskoscr	CHOICE A ▾
2015	Casey K	Macgillivrayscr	COLD LUNCH ▾
2015	Logan	Patchscr	CHOICE A ▾
2016	Gilbert R	Roussellescr	SALAD BAR ▾
2013	Cliff Z	Steinertscr	CHOICE B ▾

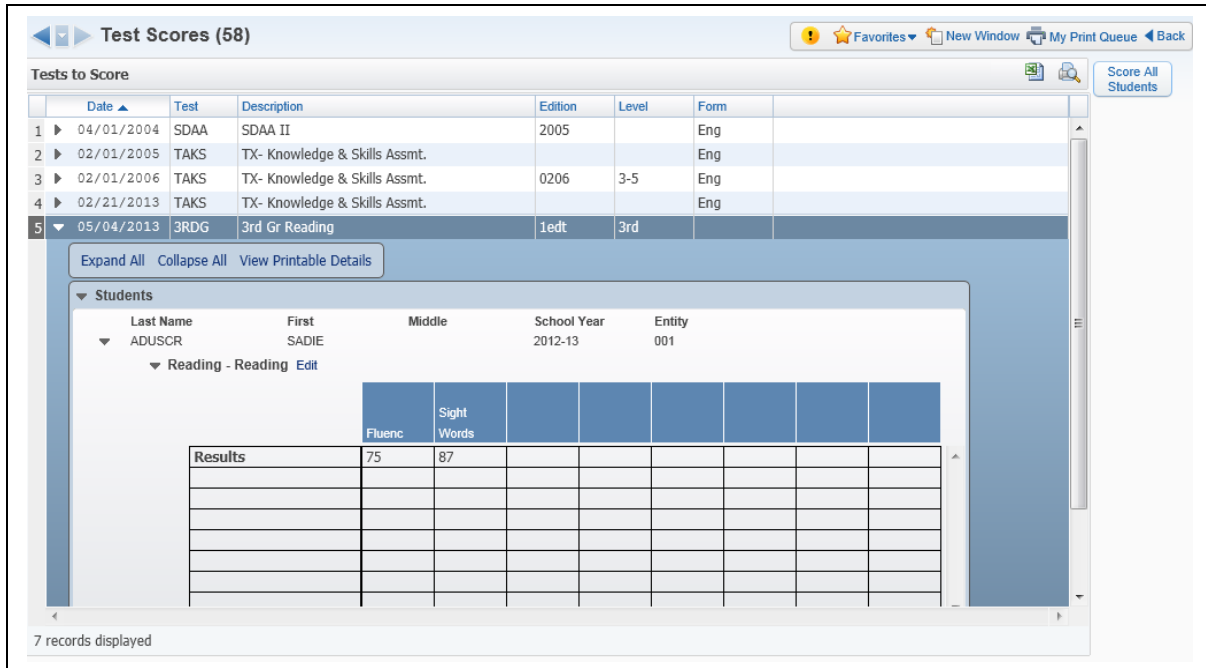
The survey is a time-saving tool for recording student responses to survey questions. Example: Schools often find the class survey to be an effective tool for recording and reporting hot lunch or milk count estimates taken during the first period of the day.

Food Service: Allows you to enter food service purchases.



The Food Service option allows you to enter food service purchases in the classroom. When you enter food service purchase, you will affect a student’s lunch balance in the Food Service module.

Test Scores: Allows you to View and/or enter test score information for students.



Test Scores represent the student’s level of success on the listed standardized test. Typically, test scores are provided by a third party testing agency and imported into the student records database. You can also enter scores on tests set up by school administration. School administration will set up access as needed. You would use this access option to view performance historically on standardized tests or to enter district-mandated standardized testing where scores are recorded at the classroom level rather than provided by a third party test agency.

Busing: Gives you the capability to view Busing Information for students.

Aldretescr, Delma F
Grade: **10**

Transportation Information

Start Date	End Date	Transported	Transportation Category	Miles	Bus Info	Ol
04/04/2013		Yes		5.00		01
09/23/2009	05/25/2011	Yes		5.01		01
08/15/2008	09/22/2009	Yes	EST - Estimated	5.01		01

Bus Stops

Bus Route	Bus Stop
35 - 35 (To School 12:00A-12:00A)	1.00 - corner of osage and main

Bus Numbers

AM Bus Number	35	PM Bus Number	35
---------------	-----------	---------------	-----------

Pick Up Address

Address:	4999		Scramble avenue
SUD:		P.O. Box:	
Address 2:			
City:	Scramble, WV	Zip Code:	55555

Drop Off Address

Address:	4999		Scramble avenue
SUD:		P.O. Box:	
Address 2:			
City:	Scramble, WV	Zip Code:	55555

Recommendations: Allows you to View and/or select course recommendations for students for future scheduling.

The screenshot displays a software interface for managing student records. At the top, there are tabs for 'Views' (set to 'General') and 'Filters' (set to '*Skyward Default'). A 'Modify for Entire Class' button is visible in the top right corner. The main area shows a student record for Delma Aldretescr, with columns for Last Name, First, Middle, Def Ent, Age, G, and Gr. Below the student record, there are two expandable sections: 'Course Recommendations' and 'Course Recommendation History'. The 'Course Recommendations' section shows a recommendation for course 232501, 'MUSIC THEORY', with a 'Remove' button. The 'Course Recommendation History' section shows a table with columns for Entity, School Year, Course, Course Description, Course Length, and Recommended By. The main table below these sections lists other students with their details.

Last Name	First	Middle	Def Ent	Age	G	Gr
▼ Aldretescr	Delma	F	100	16	F	10
▶ Amodioscr	Frederick		100	15	M	09
▶ Angstscr	Duncan	P	300	14	M	09
▶ Flopperscr	Flor		100	17	F	11
▶ Jiskoscr	Jessica		100	15	F	10
▶ Macgillivrayscr	Casey	K	100	16	M	10
▶ Patchscr	Logan		100	16	M	10
▶ Roussellescr	Gilbert	R	300	15	M	09
▶ Steinertscr	Cliff	Z	100	18	M	12

In order for course recommendations to be utilized, school administration must set up the Curriculum Master. Course Recommendation allows you to suggest specific coursework for students who are enrolled in your current classes. For example, an English teacher might recommend Journalism for a student who displays great writing skills.

Curriculum Map: Allows you to view and add Curriculum Maps for courses if the district has purchased and set up the Curriculum Mapping module.

Curriculum Map: 00995 **Unit:** Unit 1 (Weeks 01 to 09)

Show: Descriptions | Explanations

Skill(s)

Learning Area: **Comm. Arts** Level: **High School** Content: **Reading**

COA.HS.1.02 The student reads fluently.
Student Goals(s):
 1. adjusts reading rate to support comprehension when reading narrative, expository, technical, and persuasive texts.

COA.HS.1.03 The student expands vocabulary.
Student Goals(s):
 1. determines meaning of words or phrases using context clues (e.g., definitions, restatements, examples, descriptions, comparison-contrast, clue words, cause-effect) from sentences or paragraphs.
 2. locates and uses reference materials available in the classroom, school, and public libraries (e.g., dictionaries, thesauri, atlases, encyclopedias, internet) that are appropriate to the task.
 3. determines meaning of words through structural analysis, using knowledge of Greek, Latin, and Anglo-Saxon roots, prefixes, and suffixes to understand complex words, including words in science, mathematics, and social studies.
 4. identifies, interprets, and analyzes the use of figurative language, including similes, metaphors, analogies, hyperbole, onomatopoeia, personification, idioms, imagery, and symbolism.
 5. discriminates between connotative and denotative meanings and interprets the connotative power of words.

COA.HS.1.04 The student comprehends a variety of text (narrative, expository, technical, and persuasive).
Student Goals(s):
 1. identifies characteristics of narrative, expository, technical, and persuasive texts.
 10. identifies the topic, main idea(s), supporting details, and theme(s) in text across the content areas and from a variety of sources in appropriate-level texts.

General Student Goals(s)

No General Student Goals(s) have been found for this Unit.

Main Ideas(s)	Assessment(s)
No Main Ideas(s) have been found for this Unit.	No Assessment(s) have been found for this Unit.
Activity(s)	Resource(s)
No Activity(s) have been found for this Unit.	No Resource(s) have been found for this Unit.

Edit

Print

Add Map

Delete Map

Split Map

Add Unit

Delete Unit

Curriculum Map allows you to view and add curriculum map units, depending upon the setup for the entity.

Lesson Scheduler: Allows you to view and create Lesson Plans.

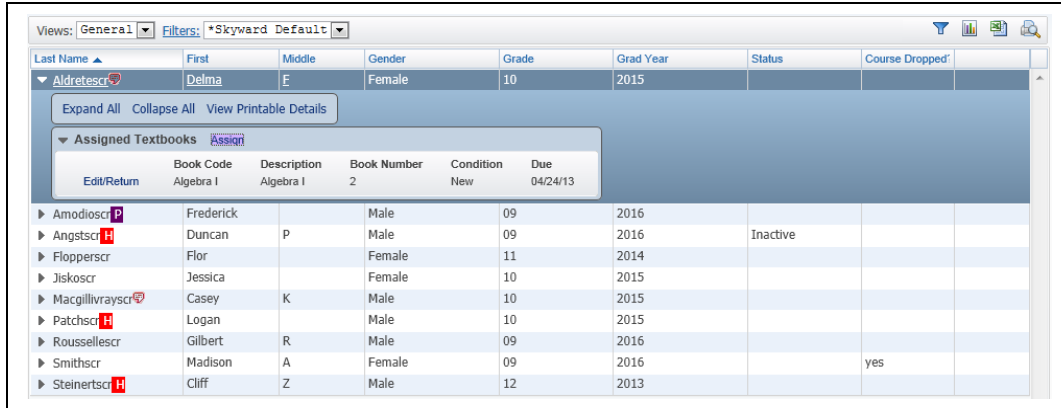
◀ ▶ **Week of April 1, 2013** Return to Current Day Print Schedule Menu Options ▾ 100 - Entity (100) Grades 9 to 12 Month Week Day

Monday		Tuesday		Wednesday		Thursday		Friday	
1 (Day 2)	2 (Day 1)	3 (Day 2)	4 (Day 1)	5 (Day 2)	6 (Day 1)	7 (Day 2)	8 (Day 1)	9 (Day 2)	10 (Day 1)
7 am	+	7 am	+	7 am	+	7 am	+	7 am	+
8 am	+	8 am	+	8 am	+	8 am	+	8 am	+
9 am	+	9 am	+	9 am	+	9 am	+	9 am	+
10 am	+	10 am	+	10 am	+	10 am	+	10 am	+
11 am	+	11 am	+	11 am	+	11 am	+	11 am	+
12 pm	+	12 pm	+	12 pm	+	12 pm	+	12 pm	+
1 pm	+	1 pm	+	1 pm	+	1 pm	+	1 pm	+
2 pm	+	2 pm	+	2 pm	+	2 pm	+	2 pm	+
3 pm	+	3 pm	+	3 pm	+	3 pm	+	3 pm	+
4 pm	+	4 pm	+	4 pm	+	4 pm	+	4 pm	+

If your school district has purchased this module, you will be able to use My Lesson Scheduler to organize the day-to-day educational plan for a class. The lesson scheduler

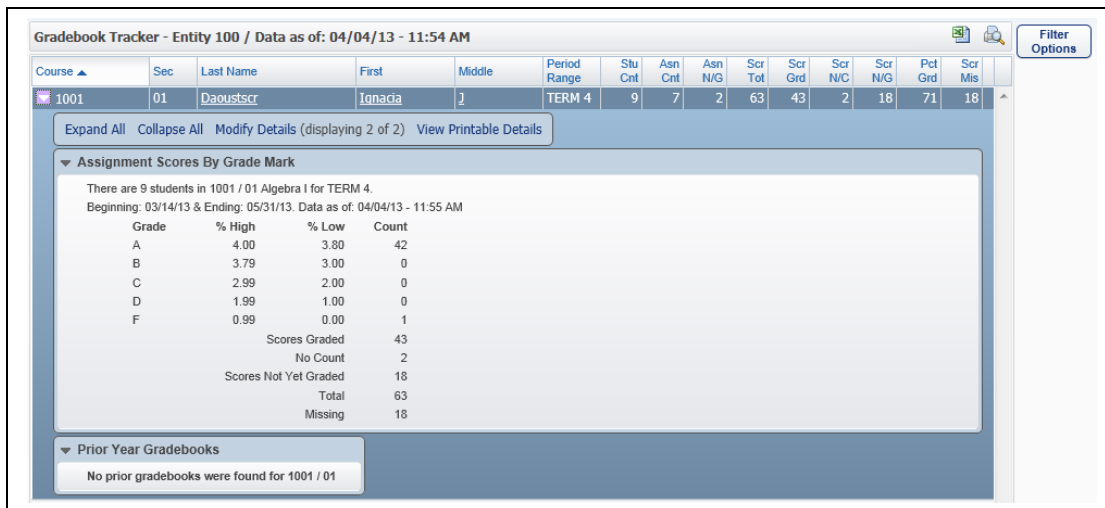
shows the Daily Lessons and you can click the plus sign (+) to add a daily lesson for a specific date and time.

Assign Textbook to Students: Allows you to view and/or modify student textbook assignments.



Assign Textbook to Students allows you to manage textbooks that have been assigned to students for the class if the district has purchased and set up the Textbook Tracking module. You can also return books, track when a book is returned, assign late fees, and indicate whether the book has been damaged or lost. To assign a textbook to a student, you would click the **Assign** link.

Gradebook Tracker: Allows you to view Gradebook information for the class.



Gradebook Tracker is a way for you to view statistical information for the class. The Gradebook tracker also lets you view the grade information breakdown for the class. When you expand the record, you will be able to view **Assignment Scores by Grade Mark** and **Prior Year Gradebooks**.

Online Assignment Templates: Allows you to create templates for assignments within the Gradebooks for students to complete via Student Access.






Template Name ▲	Questions	Default Points	Auto Score	Show Correct	Random	Questions Per Page	Last Updated	Created	
▶ Music History	2	1.0	N	Y	N	5	12/18/2012	12/18/2012	
▶ Music Theory	0	1.0	Y	N	N	5	04/03/2013	04/03/2013	

An online assignment template allows you to create an assignment/assessment for students. The assignment will be added to the Gradebook and be available for the student to complete online in Student Access. You can view additional information related to Online Assignment Templates in the Miscellaneous section of this guide.

Student Icon

- Profile
- Class Summary
- Attendance
- Schedule
- Add/Drops
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Test Scores
- Busing
- Student Portfolio
- Recommendations
- Family Access History
- Activities
- Family Access Display
- Gradebook
- Message Center
- Calendar
- Reports
- Information Report
- Multi-Class Progress Report
- Progress Report Letter

The Student Icon allows you to view information about a specific student.

Other Access		Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export		
Student		Term Grade	FBI	FNE	S2	SE2	T4	C4	P4	Page 1 W32-T 03/19 DAI 100 85.30	Worksh W32-M 03/18 HMWK 100 85.11	Page 1 W31-F 03/15 DAI 100 85.50	Chapte W31-F 03/15 QUIZ 100 75.10	T3
		Options	Options	Options	Options	Options	Options	Options	Options				Options	
1	 Aldre Delma	C+ 82.80%	414/500	*	B-	*	C+		C+	98	78	78	70	B+
2	 Amodi Frede	D- 64.40%	322/500	*	D+	*	F		F	87	50	96	0	B
3	 Angst Dunca	B+ 93.40%	467/500	*	A-	*	B+		B+	85	99	87	98	A+
4	 Flopp Flor (11)	B- 86.00%	430/500	*	C	*	B+		B+	97	87	89	90	D
5	 Jsko Jessi	B- 84.00%	420/500	*	C+	*	B-		B-	80	85	90	87	C+

Click on the **Student Icon** (picture of the boy or girl) in your Gradebook.

Student Profile: This page gives basic information about the selected student, including: Address, Phone number, Guardians, Family, and Emergency Contacts.

Profile My Print Queue ◀ Bac

Aldretescr, Delma F Grade: **10** [Email Teachers](#)
[Edit Login](#)

No Image Available

**518 W Scramble avenue
Scramble, WV 55555**
 Primary Guardian:
**Del Aldretescr
(555) 925-1020**
 Mailing Address:
**126 W Scramble avenue
Scramble, WV 55555**

Critical Alert Information!
 This very serve and the mere presence of peanuts or peanut butter in cloe proximity could

Note:
 Student has been complaining about very bad headaches; please keep an eye out for any

Second Phone:
 School Email: scramblehome2572@scr36.com
 Student Access Login: **ALDREDEL000**
 Student Id: **00002575** Birthday: **01/28/1997** Language: **ENG**
 Internal Id: **2572** Age: **16** Gender: **Female**
 Status: **Active** Locker: **0336** Local Race: **W - White**
 Other Name: Federal Race: **5** [?](#)

Third Phone:
 Home Email: scramble95@example.com
 Student Access Password: *****

School Information

Entity: **100/Entity (100) Gr** Advisor: **Kate Wohlfordscr**
 School: **School (100)** Hr Teacher: **Tashia Allendorf**
 Homeroom: **10** Disc Officer: scramble9421@example.com

Family *1**

Del Aldretescr	Father	(555) 925-1020	
Jazmine Bunschr	Mother		Guardian@guardian.com

Emergency Contacts

Harley Abarscr	(555) 967-6568
Roselia Abastascr	(555) 866-9636(conf) Guardian@guardian.com
Nakia Abairsr	(555) 647-6134

[Edit Guardian Email](#)

The Profile screen also allows you to email the student, the student’s teachers and guardian. Click the student or parent email address to create the email. Also, you can click the parent or emergency contact name to display additional information for that person.

When you are in the **Student Icon** area, you can use the student drop-down menu to select other students in the class.

Class Summary

Class Summary My Print Queue Back

Aldretscr, Delma F Grade: 10

Show Dropped Classes | Display Options

100/Entity (100) Grades 9 to 12

Prd	Description	Term	Grades																				
			C1	T1	T1%	C2	T2	T2%	SE1	SE1%	S1	S1%	C3	T3	T3%	C4	T4	T4%	SE2	SE2%	S2	S2%	FNE
1	EN 1	S1																					
1	BIO I - Sem 1	S1																					
1	Algebra I	YR											B+	90.00		C+	81.00				B-	85.50	
1	Sewing	S2											P	101.00						P	101.00		
1	BIO I - Sem 2	S2																					
3	Social Stud 9	S1Y																					
4	Lunch	S1																					
5	ENG	S1																					
7	English 10	S1																					

Class Summary shows the classes in which the student is enrolled. You can see current and past grades for the class as well as attendance for the current and past week.

Attendance

Attendance My Print Queue

Aldretscr, Delma F Grade: 10

100/Entity (100) Grades 9 to 12

Date	Parent Notified	-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
03/22/2013 - Friday	No		W-							
02/27/2013 - Wednesday	Yes	I-IS	I-IS	I-IS	I-IS	I-IS	I-IS	I-IS	I-IS	I-IS
02/26/2013 - Tuesday	Yes	I-IS	I-IS	I-IS	I-IS	I-IS	I-IS	I-IS	I-IS	I-IS
11/09/2012 - Friday	No	A-I								
10/30/2012 - Tuesday	No		U-							
10/18/2012 - Thursday	No					A-				

This shows the dates and times when the student has been not present in school. There is also a box that showing whether the parent has been notified.

Schedule

Schedule

Aldretescr, Delma F Grade: 10

[Current Year by Term](#) |
 [Current Year by Period](#) |
 [Current Term Only](#) |
 [Previous Year](#) |
 [Next Year](#)

100/Entity (100) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	01	151001/01	ENGLISH 1 1ST SEM	ENG	ENG	12	155	DNalepascr	0.250
1	01	295001/01	BIOLOGY I - 1st Sem	SCI	SCI	12	161	HAXelrodsc HZigmondsc	0.250
1	01	1001/01	Algebra I		MTH	12		IDaoustscr	0.250
1	03	00997/01	Social Studies 9	SCI	SCI	12		ADungyscr	0.250
1	04	Lunch/01	Lunch			12		M Adamsscr	0.250
1	05	ENG/01	ENG	ENG	ENG	12	210	K Wohlford st	0.000
1	07	ENG600/01	English 10			12	210	K Wohlford st	0.250
Total credits for Term 1									1.500
2	01	151001/01	ENGLISH 1 1ST SEM	ENG	ENG	12	155	DNalepascr	0.250
2	01	295001/01	BIOLOGY I - 1st Sem	SCI	SCI	12	161	HAXelrodsc HZigmondsc	0.250
2	01	1001/01	Algebra I		MTH	12		IDaoustscr	0.250
2	03	00997/01	Social Studies 9	SCI	SCI	12		ADungyscr	0.250
2	04	Lunch/01	Lunch			12		M Adamsscr	0.250
2	05	ENG/01	ENG	ENG	ENG	12	210	K Wohlford st	0.000
2	07	ENG600/01	English 10			12	210	K Wohlford st	0.250
Total credits for Term 2									1.500
3	01	295002/21	BIOLOGY I - 2nd Sem	SCI	SCI	12	161	HAXelrodsc HZigmondsc	0.250

This shows the student’s current, past and future schedules. The capability to view the future schedule will depend upon the security access established by administration.

Add/Drops

Add/Drops Aldretscr, Delma F Grade: 10

100/Entity (100) Grades 9 to 12

Class	Description	Type	Effective	Previous Terms	New Terms	Done By	Completed	Requested By
00997/01	Social Studies 9	Adj	01/08/2013	1 - 4	1 - 2	kathyw	01/08/2013	
101SEW/01	Sewing	Drop	12/02/2012	1 - 2	0 - 0	kathyw	12/02/2012	
101SEW/03	Sewing	Add	12/02/2012	0 - 0	3 - 4	kathyw	12/02/2012	
00997/01	Social Studies 9	Add	11/25/2012	0 - 0	1 - 4	scottw	11/25/2012	
ENG/01	ENG	Add	11/14/2012	0 - 0	1 - 2	kathyw	11/14/2012	
ENG600/01	English 10	Add	11/14/2012	0 - 0	1 - 2	kathyw	11/14/2012	
151001/01	ENGLISH 1 1ST SEM	Add	10/30/2012	0 - 0	1 - 2	clintonh	10/30/2012	
101SEW/01	Sewing	Add	10/26/2012	0 - 0	1 - 2	kathyw	10/26/2012	
Lunch/01	Lunch	Add	10/18/2012	0 - 0	1 - 2	kathyw	10/18/2012	
295001/01	BIOLOGY I - 1st Sem	Add	08/15/2012	0 - 0	1 - 2	sallyl	02/18/2013	
295002/21	BIOLOGY I - 2nd Sem	Add	08/15/2012	0 - 0	3 - 4	sallyl	02/18/2013	
1001/01	Algebra I	Add	08/01/2012	0 - 0	1 - 4	jtk	03/14/2013	

Total Adds: 10
Total Drops: 1

This shows you the student's adds/drops of classes for the current year. It provides the class, date of change and who completed the scheduling modification.

Entry/Withdrawal

Entry/Withdrawal Aldretscr, Delma F Grade: 10

Type	Entity	Date	Code	School
Entry	100	09/25/2012	COR	100
Entry	100	12/08/2011	ECV	KSD
Withdrawal	100	05/31/2012	DIS	KSD
Entry	100	09/01/2011	ECV	100
Withdrawal	100	12/07/2011	COR	100
Entry	300	08/12/2008	THT	300
Withdrawal	300	05/25/2011	HMS	300
Entry	501	08/14/2007	RTD	501
Withdrawal	501	05/23/2008	IDT	501
Entry	501	08/17/2006	RTD	501
Withdrawal	501	06/20/2007	YE	501

The Entry/Withdrawal screen shows you information about when the student withdrew and/or entered certain schools/entities.

RTI Information

RTI Information

Aldretescr, Delma F Grade: 10

Watch List Flags

Code	Criteria Type	Description
01	att	attendance

Team Referrals

			Referral Date	Date Received	Date Closed	Status	Criteria Type
+	Attach	Custom Forms	03/25/2013	03/25/2013		New	GRD

* Indicates that Intervention is linked to a Team Referral

Student Interventions

Data Points	Attach	Custom Forms	* Criteria Type	Group	Area	Begin Date	End Date	Tier	Interv	Freq	Pri Goal	Score	R
			* GRD	LAN	COM	03/25/2013		1	SG	DAI	WTG		

The Response to Intervention page shows the student’s various interventions, referrals and their watch lists. Response to Intervention is a separate module the district must purchase in order to maintain RTI information.

IHP (Individual Health Plan)

IHP

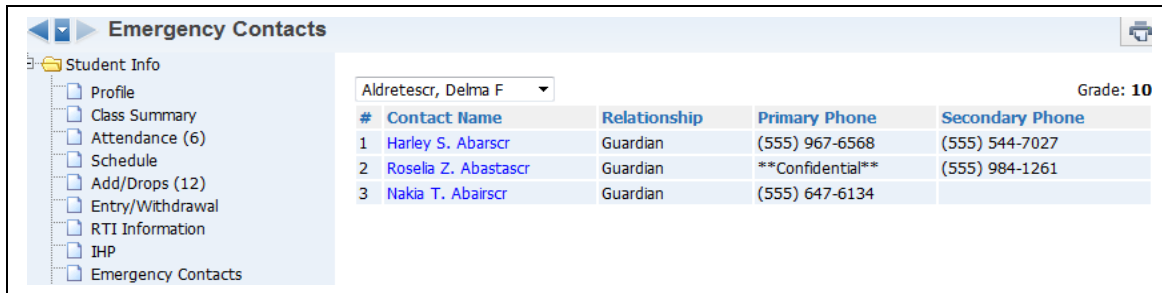
Aldretescr, Delma F Grade: 10

Individual Health Plan(IHP) Forms

	Year	Date	Time	Form Name	Person Entered	Doc Type
Print	2013	03/25/2013	12:16 PM	Allergies 2013	Ardella M Roffscr	HTML

The IHP will show the student’s health plan (for example, an Asthma or Seizure Plan). You can view the IHP by clicking **Print**. The district must purchase the Health Records module in order to maintain IHP records for students.

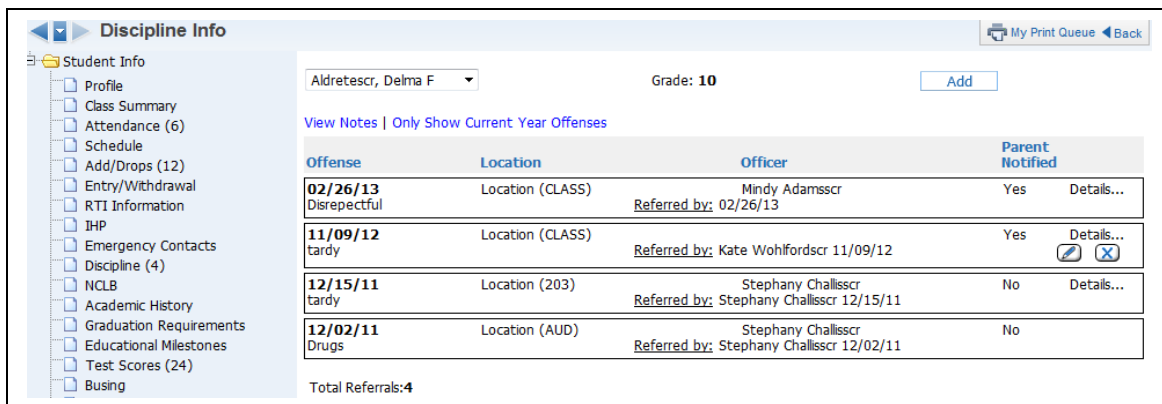
Emergency Contacts



#	Contact Name	Relationship	Primary Phone	Secondary Phone
1	Harley S. Abarscr	Guardian	(555) 967-6568	(555) 544-7027
2	Rosela Z. Abastascr	Guardian	**Confidential**	(555) 984-1261
3	Nakiá T. Abairsc	Guardian	(555) 647-6134	

The Emergency Contact page shows the student’s emergency contacts and the primary/secondary phone numbers attached to the contact.

Discipline



Offense	Location	Officer	Parent Notified
02/26/13 Disrespectful	Location (CLASS)	Mindy Adamsscr <u>Referred by:</u> 02/26/13	Yes Details...
11/09/12 tardy	Location (CLASS)	<u>Referred by:</u> Kate Wohlfordsc 11/09/12	Yes Details...
12/15/11 tardy	Location (203)	Stephany Challisscr <u>Referred by:</u> Stephany Challisscr 12/15/11	No Details...
12/02/11 Drugs	Location (AUD)	Stephany Challisscr <u>Referred by:</u> Stephany Challisscr 12/02/11	No

Total Referrals:4

The Discipline page shows the offense records attached to the student. You may have the capability to create a discipline referral depending upon security access.

NCLB

KS/NCLB Info

Student Info: Aldretecr, Delma F Grade: 10

State Student Number:	030000168
Limited English Proficiency:	Yes
Limited English Proficiency Start Date:	09/20/2012
Gifted and Talented:	No
Chapter 1:	No
Post Secondary Opt:	No
Homebound Service:	No
Total Homebound Hours:	0
Assessment Hours:	0
Grad Standard Year:	2015
Transport Category:	

The No Child Left Behind page shows selected state information t collected on the student within the entity. This is used for state/ federal reporting purposes.

Academic History

Academic History

Student Info: Aldretecr, Delma F Grade: 10

Show Filter

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three
501	2008	05	5000/01	FIFTH			1 - 4	Q1: <input type="checkbox"/>	Q2: <input type="checkbox"/>	Q3: <input type="checkbox"/>
501	2008	05	5000M/01	FIFTH-MUS			1 - 4	Q1: <input type="checkbox"/>	Q2: <input type="checkbox"/>	Q3: <input type="checkbox"/>
501	2008	05	5000P/01	FIFTH-PE			1 - 4	Q1: <input type="checkbox"/>	Q2: <input type="checkbox"/>	Q3: <input type="checkbox"/>
501	2008	05	5000S/01	FIFTH-STRINGS			1 - 4	Q1: <input type="checkbox"/>	Q2: <input type="checkbox"/>	Q3: <input type="checkbox"/>
300	2009	06	1006/50	Lang Arts 6			1 - 4	ATH:	P1: A-	Q1: A
300	2009	06	2006/40	Soc.Stdy 6			1 - 4	ATH:	P1: A	Q1: A
300	2009	06	3006/20	Math 6			1 - 4	ATH:	P1: A-	Q1: A
300	2009	06	4006/50	Science 6			1 - 4	ATH:	P1: A	Q1: B+
300	2009	06	5406/10	Girl's PE 6			1 - 4	ATH:	P1:	Q1:
300	2009	06	5406/20	Girl's PE 6			1 - 4	ATH:	P1: A	Q1: A
300	2009	06	6806/11	EXIT 6			1 - 2	ATH:	P1: A-	Q1: A
300	2009	06	7006/10	Strings 6			1 - 4	ATH:	P1: B	Q1: A-
300	2009	06	7006/20	Strings 6			1 - 4	ATH:	P1:	Q1:
300	2009	06	8206/32	FACS I			3 - 4	ATH:		
300	2009	06	8806/20	Choir 6			1 - 4	ATH:	P1: A	Q1: A
300	2009	06	9006/40	Homeroom 6			1 - 4	ATH:	P1:	Q1:
300	2010	07	1017/111	Lang Arts 7			1 - 2	ATH: A	P1: A	Q1: A
300	2010	07	1027/112	Lang Arts 7			3 - 4	ATH:		
300	2010	07	2017/71	History 7			1 - 2	ATH: B+	P1: A	Q1: A

Academic History shows the student’s grade history from initial entry into the system. It will show the student’s grades, classes and school year.

Graduation Requirements

Requirement Areas	Required	Complete	In Progress	Scheduled 2013-14	Remaining	Status
Total Credits Show All Courses	21.000				21.000	
English Language Arts	4.000				4.000	
Social Studies	3.000				3.000	
US History	1.000				1.000	
US Government	0.500				0.500	
Electives	1.500				1.500	
Science	2.000				2.000	
Mathematics	2.000				2.000	
Physical Education	1.000				1.000	
General Electives	9.000				9.000	

The Graduation Requirements show progress based on the student’s earned credits and how many more are required before the student can graduate. You will see this option only if the district has purchased the Graduation Requirements module.

Educational Milestones

Date Completed	Waived	Milestone	Entity	Grad Reqrmt
03/25/13	No	SP - Senior Project	100-Entity (100) Grades 9 to	Yes

Total Educational Milestones: 1

The Educational Milestones option displays an additional requirement the student must fulfill.

Test Scores

Test Scores (213) My Print Queue ◀ Back

Views: General Filters: *Skyward Default

Date	Entity	Test	Edition	Level	Form	Test Name	Available to Score?
▶ 11/22/2005	000	NWEA	READ			NWEA/MAP	No
▶ 11/28/2005	300	NWEA	MATH			NWEA/MAP	No
▶ 11/29/2005	000	NWEA	LANG			NWEA/MAP	No
▶ 01/24/2006	000	NWEA	READ			NWEA/MAP	No
▶ 01/26/2006	000	NWEA	LANG			NWEA/MAP	No
▶ 01/31/2006	300	NWEA	MATH			NWEA/MAP	No
▶ 05/04/2006	300	NWEA	MATH			NWEA/MAP	No
▶ 05/09/2006	000	NWEA	LANG			NWEA/MAP	No
▶ 05/16/2006	000	NWEA	READ			NWEA/MAP	No
▶ 09/20/2006	000	NWEA	READ			NWEA/MAP	No
▶ 09/21/2006	000	NWEA	LANG			NWEA/MAP	No
▶ 10/04/2006	300	NWEA	MATH			NWEA/MAP	No
▶ 04/25/2007	000	NWEA	READ			NWEA/MAP	No
▶ 05/02/2007	300	NWEA	MATH			NWEA/MAP	No
▶ 05/09/2007	000	NWEA	LANG			NWEA/MAP	No
▶ 09/24/2007	000	NWEA	READ			NWEA/MAP	No
▶ 10/01/2007	300	NWEA	MATH			NWEA/MAP	No
▶ 10/08/2007	000	NWEA	LANG			NWEA/MAP	No
▶ 09/22/2008	000	NWEA	MATH			NWEA/MAP	No
▶ 09/29/2008	000	NWEA	READ			NWEA/MAP	No

Enter Scores
Print
Print All

The Test Scores option lets you view how your students performed on standardized tests. Depending upon the setup of the test, you may have the capability to enter scores.

Busing

Busing Information My I

Student Info Aldretescr, Delma F Grade: 10

- Profile
- Class Summary
- Attendance (6)
- Schedule
- Add/Drops (12)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (4)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Test Scores (24)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (2)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar
 - Reports

Start Date	End Date	Transported	Transportation Category	Miles	Bus Info	Ok
04/24/2012		No		5.01		01
09/23/2009	05/25/2011	Yes		5.01		01
08/15/2008	09/22/2009	Yes	EST - Estimated	5.01		01

Bus Stops
This student has no Bus Stop records.

Bus Numbers

AM Bus Number	3	PM Bus Number	5
---------------	---	---------------	---

Pick Up Address

Address:	14648	Crystal Lake
SUD:		P.O. Box:
Address 2:		
City:	Little Elm, TX	Zip Code: 75068

Drop Off Address

Address:	14648	Crystal Lake
SUD:		P.O. Box:
Address 2:		
City:	Little Elm, TX	Zip Code: 75068

The Busing page shows all busing information attached to the student. It shows the bus numbers, route, bus stops, and transportation information.

Student Portfolio

Portfolio My Print Queue ◀ Back

Student Info: Aldretescr, Delma F Grade: 10

Attachments

Attachment	Type	Date	Time	
Term 3 Report Card - 2013	Report Card	03/21/2013	4:59:PM	View
Term 3 Report Card - 2013	Report Card	03/19/2013	10:58:AM	View
Semester 1 2013	Report Card	01/18/2013	9:57:AM	View
FINAL - 2008	Report Card			View
FINAL - 2009	Report Card			View

Highlights

Type	School Year	Date	Grad Yr / GR	
EDUCATION Honors	2012 - 2013	03/25/2013	2015 / 10	Details...

The Student Portfolio gives you the capability to view attachments and highlights for the student.

Recommendations

Course Recommendation History Print

Student Info: Aldretescr, Delma F Grade: 10

Entity	School Year	Course	Description	Course Length	Recommended By
100	2014	ENG700	English 11	SM = SEMESTER	Kate Wohlfordscr

The Course Recommendations area allows you to view the courses recommended for the student.

Family Access History

Family Access History Print

Student Info: Aldretescr, Delma F Grade: 10

Delma Aldretescr (Student)

Last Login Time: **04:41 PM** Date: **02/07/2012**

2013 Current School Year Activity: **0 Login(s)**

Del Aldretescr (Father)

Last Login Time: **04:26 PM** Date: **07/25/2012**

2013 Current School Year Activity: **0 Login(s)**

Jazmine Bunscr (Mother)

Last Login Time: **09:33 AM** Date: **03/18/2013**

2013 Current School Year Activity: **2 Login(s)**

Family Access History allows you to see how many times the family and student have logged in, as well as the last time someone logged in.

Activities

Year	Entity	Code	Description	Start Date	End Date
2013	100	Jud	Judo Club	08/16/2012	05/31/2013
2013	100	SEW	SEWING	08/16/2012	05/30/2013

The Activities page shows the activities in which the student is enrolled.

Family Access Display Gradebook

Teachers update their gradebooks weekly

Classes for: **Progress 4 (03/14/13-04/21/13)** [View All Classes](#)

Click on the or underlined grade to see the assignments that make up that grade.

Calculate Progress Report () Grades

Period	Class	Description	Term	ATH	P1	C1	T1	P2	C2	T2	SE1	S1	P3	C3	T3	P4	C4	T4	SE2	S2	FNE	FIN
1	<u>295002/21</u>	BIOLOGY I - 2nd Sem	S2																			
1	<u>101SEW/03</u>	Sewing	S2										P									
1	<u>1001/01</u>	Algebra I	YR	C+												C+						

The Family Access Display - Gradebook shows how the grade information will look in Family/Student Access. This displays the grades for every class in the student’s schedule. You can also view the Missing Assignments, Teacher Log, GPA/Class Rank and Report Card Comments.

Message Center

The screenshot displays the Message Center interface for a student named Delma F. Aldretescr, Grade 10. The interface includes a navigation menu on the left, a student selection dropdown, and three main sections: Advisor Messages, Activity Messages, and Class Messages. Each section contains a table of message data.

Message Center My Print Queue Back

Aldretescr, Delma F Grade: 10

View Student Access Display of Message Center

Message Center Current Expired

Advisor Messages

Advisor	Total Messages	Unread Messages
K Wohlford	0	0

Activity Messages
[Show All Activities](#)

Year	Entity	Description	Leader	Assistant(s)	Total Messages	Unread Messages
2013	100	Judo Club	K Wohlford	SChallissc M Adamsscr	0	0
2013	100	SEWING	K Wohlford		0	0

Class Messages
[Show All Classes](#)

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
1	1001/01	Algebra I	YR	IDaoustscr	0	0
1	101SEW/03	Sewing	S2	K Wohlford	0	0
1	101SEW/03	Sewing	S2	SChallissc	0	0
1	295002/21	BIOLOGY I - 2nd Sem	S2	H Axelrodsc	0	0

With the Message Center screen, you can see all the messages that have been created. You also have the capability to see whether the message was read in Family/Student Access.

Calendar

FA Calendar Aldretescr, Delma F Grade: 10

Previous Month **March 2013** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Chapter 1.7 Tes (B+)	5 No School	6 No School	7	8	9
10 End of Quarter 3	11	12	13	14 Start of Quarter 4/Semester 2	15 Chapter 3 Quiz (D+) Page 120 1-35 c (C+)	16
17	18 Worksheet 3.C (C+)	19 Page 113 1-30 e (A+)	20	21	22 Absent	23
24	25	26	27	28	29	30
31						

The Calendar screen shows you what the family/student can see when they look at the calendar in Family/Student Access.

Reports Information Report

Student Information
My Print Queue Back

Aldretescr, Delma F
Grade: 10

[View Report for This Student](#)

Options

<input checked="" type="checkbox"/> Student Profile Information	<input checked="" type="checkbox"/> Picture
<input checked="" type="checkbox"/> Family Member Information	<input checked="" type="checkbox"/> Emergency Contacts
<input checked="" type="checkbox"/> Use Mailing Address	<input type="checkbox"/> Student Access Login and Password
<input checked="" type="checkbox"/> Print Confidential Phone Numbers	
<input type="checkbox"/> Attendance Totals	
<input type="checkbox"/> Display Attendance for Term	
Current Term : 03/14/13 - 05/31/13	
<input type="checkbox"/> Display Attendance for Date Range	
NOTE: Only current year attendance (08/01/2012 to 05/30/2013) will display on this report.	
Start: Aug 16 2012	Thu, Aug 16 2012
End: May 31 2013	Fri, May 31 2013
<input type="checkbox"/> Print Only Attendance Totals	
<input checked="" type="checkbox"/> Current Schedule	
<input checked="" type="checkbox"/> Course Add/Drops	
<input checked="" type="checkbox"/> Discipline Information	
<input checked="" type="checkbox"/> Current Year Only	
<input checked="" type="checkbox"/> Academic History	
School Year: 2012 to 2013	
<input checked="" type="checkbox"/> Current Grades Grade Buckets The report is limited to 18 grade buckets	
<input checked="" type="checkbox"/> Show Teacher Comments	
<input checked="" type="checkbox"/> Show Current Cumulative GPA	
<input checked="" type="checkbox"/> Test Scores	
<input checked="" type="checkbox"/> Course Recommendations	
<input checked="" type="checkbox"/> Activities	
<input checked="" type="checkbox"/> Message Center	
<input checked="" type="checkbox"/> Family Access	
<input checked="" type="checkbox"/> Student Access	
<input checked="" type="checkbox"/> Entry/Withdrawal	
Active: Aug 16 2012	Thu, Aug 16 2012
to: May 31 2013	Fri, May 31 2013

The Student Information Report prints an assortment of student information. The information you can print depends upon security access to information in My Students.

Multi-Class Progress Report

The screenshot shows the 'Student Multi-Class Progress' report for student Aldretescr, Delma F, in Grade 10. The interface includes a 'View Report for Selected Student' button, a 'Grades' section for 'Current Term : 03/14/2013 - 04/21/2013', and an 'Options' section with checkboxes for 'Display Signature Line' and 'Only print classes where student has less than' a specified final percent. There are also sections for 'Free Form Header' and 'Free Form Footer', each with two text input fields labeled 'Label 1' and 'Label 2'.

The Multi-Class Progress Report shows the overall grade and category summary for the term specified.

Progress Report Letter

The screenshot shows the 'Progress Report Letter' interface for student Aldretescr, Delma F, in Grade 10. It features a 'View Report for Selected Student' button, a 'Grades' section for 'MIDTERM 1', and an 'Options' section with checkboxes for 'Only print classes with a grade mark of A+', 'Only print classes with less than' a specified percent, and 'Print Mailing Address'. The 'Body of Letter' section has a large text area. Below are sections for 'Address Letter to' (Student, Guardian of Student), 'Reports to Generate' (One for Each Family, Only First Family), and 'Fields to Print' (Print Teacher's Name with Class, Include Percent with Course Grade, Print Dropped Classes, Print Student's Student Access Login Info, Print Attendance, Print Student's Current GPA, Print Guardian's Family Access Login Info, Print Signature Line, Print Assignment Detail Info). There are also sections for 'Free Form Header' and 'Free Form Footer', each with two text input fields labeled 'Label 1' and 'Label 2'.

The Progress Report Letter allows you to create a report for parents/guardians that will print the selected student's current grades and/or assignment information for all classes in the student's schedule.