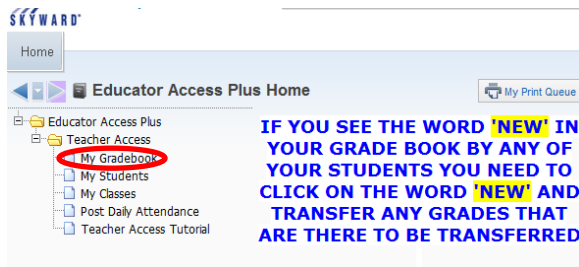


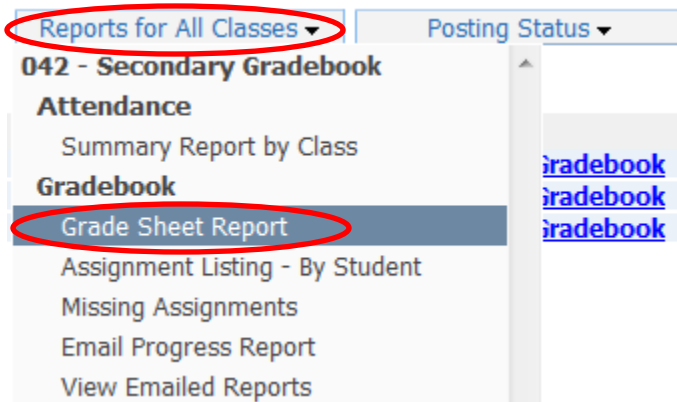
How to Print All Grades in the Grade Book

When to use: This process would be used if you to print out a copy of your grade book including assignments.

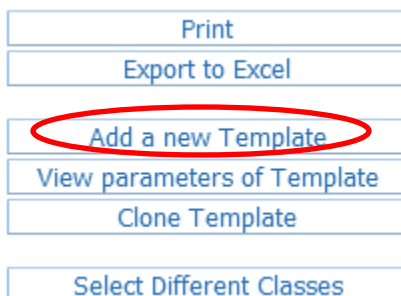
1. Login to Skyward Gradebook.
2. Click on **My Gradebook**



3. Select **Report for All Classes** then **Grade Sheet Report**



4. Select **Add a new Template**



5. Set the parameters as you wish. To print all grades from first of the year to current to be sure to click on Display Grades and Assignments for Date Range.

Grade Sheet My Print Queue

Select Parameters for Grade Sheet Report

10 - ALL GRADES

Assignments

Display Grades and Assignments for Term
Current Term : 10/22/2012 - 12/21/2012

Display Grades and Assignments for Date Range

Start: Aug 27 2012 **Mon, Aug 27 2012**

End: Dec 14 2012 **Fri, Dec 14 2012**

Options

Student Options: <input checked="" type="checkbox"/> Show Student Name <input type="checkbox"/> Show Student ID	Assignment Options: <input checked="" type="checkbox"/> Show Assignments <input type="checkbox"/> Show Max Score <input type="checkbox"/> Show Average Score <input type="checkbox"/> Show Absent Indicator	Term Options: <input checked="" type="checkbox"/> Show Term Grade Marks <input type="checkbox"/> Show Term Grade Percent
Sort Students: <input checked="" type="radio"/> Use Gradebook Sort Order <input type="radio"/> Random	Assignment Legend Options: <input checked="" type="radio"/> Show at Bottom of Each Page <input type="radio"/> Show on Separate Page <input type="radio"/> Don't Show at All	Special Code Options: <input type="radio"/> Show All <input checked="" type="radio"/> Show as Gradebook <input type="radio"/> Show None
		Other Display Options: Font Size 10 <input type="checkbox"/> Show Signature Line

Number of Assignments per Page: 15 Number of Students per Page: 31

[Save](#)
[Undo](#)
[Back](#)

6. Click **Save**

Grade Sheet My Print Queue

Select Parameters for Grade Sheet Report

10 - ALL GRADES

Assignments

Display Grades and Assignments for Term
Current Term : 10/22/2012 - 12/21/2012

Display Grades and Assignments for Date Range

Start: Aug 27 2012 **Mon, Aug 27 2012**

End: Dec 14 2012 **Fri, Dec 14 2012**

Options

Student Options: <input checked="" type="checkbox"/> Show Student Name <input type="checkbox"/> Show Student ID	Assignment Options: <input checked="" type="checkbox"/> Show Assignments <input type="checkbox"/> Show Max Score <input type="checkbox"/> Show Average Score <input type="checkbox"/> Show Absent Indicator	Term Options: <input checked="" type="checkbox"/> Show Term Grade Marks <input type="checkbox"/> Show Term Grade Percent
Sort Students: <input checked="" type="radio"/> Use Gradebook Sort Order <input type="radio"/> Random	Assignment Legend Options: <input checked="" type="radio"/> Show at Bottom of Each Page <input type="radio"/> Show on Separate Page <input type="radio"/> Don't Show at All	Special Code Options: <input type="radio"/> Show All <input checked="" type="radio"/> Show as Gradebook <input type="radio"/> Show None
		Other Display Options: Font Size 10 <input type="checkbox"/> Show Signature Line

Number of Assignments per Page: 15 Number of Students per Page: 31

[Save](#)
[Undo](#)
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7. Click on **Print**

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

8. Wait for the report to reach a **Completed** status then click on **Display Report**.

Date ▼	Time	Report Description	Class	Wait List #	Status	Tim
01/11/2013 Fri	10:07 AM	Grade Sheet Report	8211A/01 MATHEMATICS 8-A (1 more		Completed	00:
12/11/2012 Tue	12:39 PM	Progress Report	8211A/01 MATHEMATICS 8-A (1 more		Completed	00:
12/07/2012 Fri	2:39 PM	Attendance Summary Report	8211A/01 MATHEMATICS 8-A (2 more		Completed	00:
12/07/2012 Fri	7:56 AM	Grade Sheet Report	8211A/01 MATHEMATICS 8-A (1 more		Completed	00:

Report Finished Processing

The report Grade Sheet Report has finished processing.

Display Report

Back

9. Your results will look similar to this.

Assignment Week/Day Due Date Category	1 2ND	2 Unit W16-F 12/14	3 WB. p W16-W 12/12	4 Wbp. W16-M 12/10	5 PR4	6 WB. p W15-T 12/04	7 WB p. W15-M 12/03	8 WB. p W14-W 11/28	9 WB p. W14-T 11/27	10 Assig W12-T 11/13	11 PR3	12 Unit W11-F 11/09	13 Wbp. W11-W 11/07	14 Assig W11-M 11/05	15 Assgi W10-F 11/02
01. BLUEITT, CAMRYN	79	*	88	080		85	90	15	0	9582		88	76	65	88
02. CARFIELD, JORDAN	74	*	76	7075		100	100	0	85	9575		81	40	75	88
03. CHENNAULT, DILLION	91	*	92	7591		100	90	97	100	9591		88	91	95	91
04. DUCKETT, LEOUADRA	81	*	92	9081		90	100	94	85	9580		69	85	75	94
05. ELLIS, CALLIE	71	*	84	073		100	100	94	85	9572		69	70	85	88
06. PULFORD, TAYLOR	76	*	92	078		90	100	94	100	9576		56	0	95	88
07. GABRYCZMSKI, NATHAN	95	*	80	10095		95	90	91	100	9095		100	85	94	100
08. GALVAN, ANGEL	72	*	88	8072		95	100	97	100	9572		70	91	110	100
09. GREEN, CLINTON	67	*	72	10067		100	90	100	85	8565		56	70	20	82
10. HARRISON, JALEN	78	*	84	080		95	100	91	100	9080		70	85	85	94
11. HECTOR, NOAH	93	*	80	9094		100	100	94	100	9592		94	88	45	94
12. HERRING, DALTON	75	*	0	10076		95	90	73	100	7575		63	76	90	91
13. HOY, RILEY	71	*	0	7073		90	90	82	100	9073		75	64	85	91
14. HUDSON, SHANE	79	*	76	080		0	90	82	85	8582		81	76	85	82
15. INNMON, BRITTANY	73	*	64	5074		85	70	76	85	9074		69	28	90	94
16. JENKS, DAVIS	75	*	80	10075		90	90	91	100	9574		75	82	70	88
17. LANTZ, SYDNEY	85	*	92	7085		100	90	88	85	9584		81	82	78	82
18. MARROQUIN, GERARDO	91	*	92	093		70	100	74	85	9594		94	76	95	96
19. MELENDEZ, BETHANY	75	*	76	7076		85	90	85	100	8575		69	88	68	70
20. MIRANDA, CECILIA	65	*	0	7067		100	90	76	100	8066		44	67	82	64
21. NORTHERN, FAITH	70	*	92	10069		100	90	94	85	9566		56	76	75	94
22. PHARR, EMILY	80	*	80	7081		100	80	88	85	9081		75	79	80	88
23. RODAS, DAVID	77	*	90	5077		95	90	68	85	10077		81	85	105	82
24. THOMPSON, CADE	70	*	84	070		0	0	74	85	8571		88	77	55	0
25. WARD, SHANICE	83	*	80	085		95	90	82	100	9584		94	85	55	82
26. WENDELL, TAYLOR	71	*	88	10071		95	90	91	100	9571		44	79	95	88

#	Description	Fam/Stu	#	Description	Fam/Stu	#	Description	Fam/Stu
1	2ND Grade Mark		6	WB. p. 75-78	Y/Y	11	PR3 Grade Mark	
2	Unit 4 Test	Y/Y	7	WB p. 70	Y/Y	12	Unit 3 Test	Y/Y
3	WB. p. 95-96	Y/Y	8	WB. p. 53-56	Y/Y	13	Wbp. 21-22	Y/Y
4	Wbp. 88	Y/Y	9	WB p. 48-49	Y/Y	14	Assignment 4-4	Y/Y
5	PR4 Grade Mark		10	Assignment 5-1	Y/Y	15	Assignment 4-3	Y/Y