

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application. The browser title is "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes the Skyward logo, "EDUCATOR ACCESS™ plus" with an apple icon, and "STUDENT MANAGEMENT" with a person icon. A "Print this tutorial" button is in the top right. The user is logged in as "SEAN LEE". Navigation links for "Login History", "My Print Queue", and "Exit" are visible. The main content area says "Welcome to Educator Access Plus". A left-hand navigation menu lists various access points like "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access". A yellow callout box is overlaid on the page, pointing to the "My Gradebook" link in the menu.

**Assignment Display**

Click here to access My Gradebook.

**What is Assignment Display?**  
 This feature provides options for establishing user preferences for assignment detail display on the gradebook main screen as well as options for managing the assignment score settings.

**Why would you use Assignment Display?**  
 Use this option to change comment display, assignment default values (such as Max Score), to turn on or off the Score Entry Alarm and control the Assignment Heading View.

**When would you use Assignment Display?**  
 These options may be changed anytime without effecting student grades.

Teachers often utilize this feature to temporarily display assignment comments on the Gradebook Main Screen, to turn off the Grade Entry alarm when entering scores that will consistently exceed the max value of the assignment (i.e. when entering extra credit while scoring assignments).

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Skyward Educator Access Plus - Windows Internet Explorer

**Entity (400) Grades 9 to 12**  
 Teacher: [SEAN LEE \(Team\)](#) Class: [300GE / 002 Prd:5 Geometr](#)

[Home Page](#) | [Gradebook](#) | [Main Screen](#) | [View Tutorial](#) | [Customer Access](#) | [My Print Queue](#) | [Back](#)

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

	Test #1 WK33-Tue 02/09/2010 TEST	Flash Card WK33-Mon 02/08/2010 PAP	Pop Quiz # WK32-Fri 02/05/2010 QUIZ	Story Prob WK32-Thu 02/04/2010 HMWK	Magic 8 Ba WK32-Wed 02/03/2010 ACT
	10	8.75	10	15	10
	8		8	13.19	8.56

Select a class and click the **Secondary Gradebook** link.  
 Next click **Assignments** and select **List Assignments** from the main screen.

**Students**

	Grade	Attendance	Behavior	Grade	Test #1	Flash Card	Pop Quiz #	Story Prob	Magic 8 Ba
1	<a href="#">CROSWELLSR, FRED</a>						8	14	8
2	<a href="#">DAUGHTRIDGESCR, S</a>						9	14	9
3	<a href="#">FARIESSCR, ELVA V</a>	A- 91.11%	A-	B+	44	38	8	13	9
4	<a href="#">FREENEYSR, LINCOLN R</a>	B 86.67%	B	B+	43	35	10	15	8
5	<a href="#">GRAHNSCR, FARRAH N</a>	C- 73.33%	C-	C	33	33	9	13	10
6	<a href="#">GREENLANDSCR, PATRICK A</a>	C 75.56%	C	C	36	32	7	14	8
7	<a href="#">HELLYHAMERSR, EAHMON</a>	B- 82.22%	B-	B	41	33	8	15	9
8	<a href="#">ISHMANSCR, ELISABETH J</a>	C+ 78.89%	C+	C+	40	31	8	13	7
9	<a href="#">JUNGERSR, BRYON A</a>	A 97.78%	A	A-	48	40	9	12	9
10	<a href="#">MARICLESR, RAMONA V</a>	A+ 98.89%	A+	A-	50	39	8	11	8
11	<a href="#">PACIFICOSR, MELODY H</a>	B 86.67%	B	B	49	29	10	10	10
12	<a href="#">PULICESR, VIRGINA P</a>	A 95.56%	A	A-	50	36	10	12	9
13	<a href="#">ROTONDOSR, EDMUND J</a>	A- 91.11%	A-	B+	47	35	8	13	8
14	<a href="#">TOMASEKSR, KELLI X</a>	B- 81.11%	B-	B-	38	35	9	15	8
15	<a href="#">TREASTERSR, CORY T</a>	B 87.78%	B	B+	42	37	10	15	7
16	<a href="#">WAGEMANSR, ELLIOT B</a>	A- 92.22%	A-	A-	43	40	9	12	10

javascript:Assignment('List'); | Local intranet | Protected Mode: Off | 100%

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Click the Assignment Display button.

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
01/05/10	28	Tue	QUIZ 10%		Online Quiz - Polyno	1.00	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/04/10	28	Mon	HMWK 20%		Chapter 5 Problems	1.00	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/31/09	27	Thu	ACT 10%		Flash Cards	1.00	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/30/09	27	Wed	LAB 10%		Group Story Problems	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/29/09	27	Tue	CWRK 20%		Linebacker Flash Car	1.00	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/19/09	21	Thu	TEST 0%		NO SHOW NO COUNT	1.00	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/12/09	20	Thu	ACT 10%		FLASH CARDS	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assignment Count: 7

Slide 4 - Slide 4

The screenshot shows the 'Assignment Display' window in Skyward Educator Access Plus. The window title is 'Entity (400) Grades 9 to 12' and it shows the user 'SEAN LEE (Team)' and class '300AL1 / 001 Prd:2 Algebr'. The interface includes sections for 'Assignment Display Options', 'Assignment Defaults', and 'Assignment Score Entry'. Three yellow callout boxes provide instructions:

- 1.** To display the **average** score of the class for each assignment, check the option **Show Average Score of the Assignment**.
- 2.** To display the **name** of the assignment group in the assignment heading, select **Show Assignment Group of the Assignment**.  
**Example:** Assignment groups are optional but could be created for Unit 1, Unit 2, etc.
- 3.** Users have the option to specify what **program** will be used to view any **Excel Exports** created.  
**Choices include:**  
Microsoft Office (Excel)  
Open Office (Calc)

**4.** The **Maximum Score Default** allows teachers to **specify a value** that will **show** each time an assignment is **created**.  
This value can be **modified** any time when **creating** a new assignment and is typically the **most common** value used or **assigned** by the teacher.

The interface also shows a 'Program for Viewing Excel Exports' dropdown set to 'Microsoft Office', a 'Maximum Score Default' of 10, and several assignment heading options like 'Description, Week, Category, Max Score' and 'Description, Date, Category, Max Score' with corresponding preview boxes.

Slide 5 - Slide 5

The screenshot shows the 'Assignment Display' configuration screen in Skyward Educator Access Plus. The interface includes a header with the user's name (SEAN LEE) and class (300AL1 / 001 Prd:2 Algebr), and a sidebar with navigation links like 'View Tutorial' and 'Customer Access'. The main area contains several settings sections: 'Show "Term Grade" Column in a fixed location on Gradebook screen' (checked), 'Show Posted Grades in a different color on Gradebook screen' (unchecked), and 'Show Comments for all Assignments' (unchecked). Below these are sections for 'Assignment Defaults' (Maximum Score Default: 10) and 'Assignment Score Entry' (Suppress the "value entered is greater than max score" message: unchecked). A table at the bottom shows assignment details for '08/20 Quiz' with a score of 100. Three yellow callout boxes provide instructions: 1. To display a fixed grade column, select 'Show "Term Grade" Column in a fixed location on Gradebook screen.' 2. To display all entered assignment comments, select 'Show Comments for all Assignments.' 3. A warning message will display if a maximum score is exceeded; this message does not prevent data entry but provides notification to prevent error. Check the box to turn this message off.

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1. To **suppress** the main screen display of assignments older than 2 weeks or more than 2 weeks in the future select **Only show recent assignments on Gradebook screen**.

2. Select how assignments should be **primarily sorted**. Options include **Date Sequence**, **Category**, or **Assignment Group**.

Select the **Date Sequence** (ascending or descending) that should be displayed **within** the primary sort selection.

**Example:** If **Sort Assignments by** is set to **Category**, you would select the **date sequence** for assignments to display within the **displayed categories**.

**Ascending date sequence** will result in the oldest assignments displaying towards the **left side** of the main screen.

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Skyward Educator Access Plus - Windows Internet Explorer

Show "Term Grade" Column in a fixed location on Gradebook screen

Show Posted Grades in a different color on Gradebook screen

Show Comments for all Assignments

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

Sort Assignments by: **Date Sequence**

Date Sequence of the Assignments:  Descending (newest to oldest)  
 Ascending (oldest to newest)

Program for Viewing Excel Exports: **Microsoft Office**

**Assignment Defaults**

Maximum Score Default:

**Assignment Score Entry**

Suppress the "value entered is greater than max score" message

**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

Description, Week, Category, Max Score

Charac
W04-F
Quiz
100

Description, Date, Category, Max Score

Charac
08/20
Quiz
100

Description, Week, Date, Category, Max Score

Charac
W04-F
08/20
Quiz
100

Description, Week, Date, Category, Max Score

Characters
W04-Fri
08/20/2004
Quiz
100

Set the display preference for the assignment heading view.

**Note:** This option will determine the display format of assignments on the main gradebook screen.

A smaller assignment display allows for more assignments to be viewed at one time without scrolling on the main screen, while a larger display often provides a clearer description.

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Slide 8 - Slide 8

The screenshot shows the 'Assignment Display' page in Skyward Educator Access Plus. The page title is 'Entity (400) Grades 9 to 12' and the teacher is 'SEAN LEE'. The page is divided into several sections: 'Assignment Display Options', 'Assignment Defaults', and 'Assignment Score Entry'. The 'Assignment Display Options' section includes checkboxes for 'Show Average Score', 'Show Assignment Grade', 'Show "Term Grade"', 'Show Posted Grades in a different color on Gradebook screen', 'Show Comments for all Assignments', and 'Only show recent assignments on Gradebook'. There are also dropdown menus for 'Sort Assignments by:' (set to 'Date Sequence') and 'Date Sequence of the Assignments:' (set to 'Descending (newest to oldest)'). The 'Assignment Defaults' section has a 'Maximum Score Default:' set to '10'. The 'Assignment Score Entry' section has a checkbox for 'Show Category color in Assignment Headings only' which is checked. Below this, there are two columns of radio button options for displaying assignment information. The first column has two options: 'Description, Week, Category, Max Score' and 'Description, Date, Category, Max Score'. The second column has two options: 'Description, Week, Category, Max Score' and 'Description, Date, Category, Max Score'. Each option is accompanied by a preview of how the assignment would be displayed. The first option in the first column shows 'Charac W04-F Quiz 100'. The second option in the first column shows 'Charac 08/20 Quiz 100'. The first option in the second column shows 'Characters WK04-Fri Quiz 100'. The second option in the second column shows 'Characters 08/20/2004 Quiz 100'. On the right side of the page, there are four buttons: 'Save', 'Undo', 'Restore Defaults', and 'Back'. Four yellow callout boxes provide instructions for each button: 1. 'To set the assignment category colors to only display in the assignment heading instead of the entire column select Show Category color in Assignment Headings only.' 2. 'Clicking Save will process any changes made.' 3. 'Clicking Undo will remove any changes made while clicking Restore Defaults restores the original settings.' 4. 'Clicking Back will exit without any changes saved.'



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Skyward Educator Access Plus - Windows Internet Explorer

SKYWARD EDUCATOR ACCESS plus

Home Page | Gradebook | Main Screen

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

Back

Show "Term Grade" Column in a fixed location on Gradebook screen displays a grade column that does not move as you scroll through student assignments.

Term Grade	T3 Options	M3 Options	Test #1 WK33-Tue 02/09/2010	Flash Card WK33-Mon 02/08/2010	Pop Quiz # WK32-Fri 02/05/2010	Story Prob WK32-Thu 02/04/2010	Magic 8 Ba WK32-Wed 02/03/2010		
Sort By %			TEST 50 43.00	PAR 40 34.81	QUIZ 10 8.75	HMWK 15 13.19	ACT 10 8.56		
<b>Students</b>									
1	<a href="#">CROSWELLSR, FRED Y</a>						8		
2	<a href="#">DAUGHTRIDGESR, SETH Z</a>						9		
3	<a href="#">FARIESSR, ELVA V</a>						9		
4	<a href="#">FREENEYSR, LINCOLN R</a>						8		
5	<a href="#">GRAHNSR, FARRAH N</a>						10		
6	<a href="#">GREENLANDSCR, PATRICK A</a>						8		
7	<a href="#">HELLYHAMERSR, EAHMON</a>						9		
8	<a href="#">ISHMANSR, ELISABETH J</a>						7		
9	<a href="#">JUNGERSR, BRYON A</a>						9		
10	<a href="#">MARICLESR, RAMONA V</a>						8		
11	<a href="#">PACIFICOSR, MELODY H</a>						10		
12	<a href="#">PULICESR, VIRGINA P</a>						9		
13	<a href="#">ROTONDOSR, EDMUND J</a>	A- 91.11%	A-	B+	47	35	8	13	8
14	<a href="#">TOMASEKSR, KELLI X</a>	B- 81.11%	B-	B-	38	35	9	15	8
15	<a href="#">TREASTERSR, CORY T</a>	B 87.78%	B	B+	42	37	10	15	7
16	<a href="#">WAGEMANSR, ELLIOT B</a>	A- 92.22%	A-	A-	43	40	9	12	10

Show Average Score of the Assignment displays the assignment average for the class in the assignment heading.

Show Assignment Group of the Assignment displays the teacher defined assignment groups in the assignment heading and is not currently displayed in this particular example shown.

Depending on which heading option is selected, users will see a range of information based on the choice selected for display. This example displays Description, Week, Date, Category, Max Score.

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Slide 10 - Slide 10

Skyward Educator Access Plus - Windows Internet Explorer

**Entity (400) Grades 9 to 12**  
 Teacher: SEAN LEE (Team) Class: 300GE / 002 Prd:5 Geometr

We value your feedback  
[Customer Access](#)  
[My Print Queue](#) [Back](#)

Home Page | [Gradebook](#) | [Main Screen](#)

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

Students	Term Grade	T3 Options	M3 Options	Test #1 WK33-Tue 02/09/2010 TEST 50	Flash Card WK33-Mon 02/08/2010 PAR 40	Pop Quiz # WK32-Fri 02/05/2010 QUIZ 10	Display Options
1 <a href="#">CROSWELLSR, FRED Y</a>	B 85.56%	B					Student Display
2 <a href="#">DAUGHTRIDGESCR, SETH Z</a>	C+ 78.89%	C+					Assignment Display
3 <a href="#">FARIESSCR, ELVA V</a>	A- 91.11%	A-					Grade Book Display
4 <a href="#">FREENEYSR, LINCOLN R</a>	B 86.67%	B	B+	43	35	10	Sheet Sequence
5 <a href="#">GRAHNSCR, FARRAH N</a>	C- 73.33%	C-	C	33	33	9	Drop Lowest Score
6 <a href="#">GREENLANDSCR, PATRICK A</a>	C 75.56%	C	C	36	32	7	Advanced Drop Lowest Score
7 <a href="#">HELLYHAMERSR, EAHMON</a>	B- 82.22%	B-	B	41	33	8	Restore Deleted Assignments
8 <a href="#">ISHMANSR, ELISABETH J</a>	C+ 78.89%	C+	C+	40	31	8	Student Groups
9 <a href="#">JUNGERSR, BRYON A</a>	A 97.78%	A	A-	48	40	9	View Backups
10 <a href="#">MARICLESCR, RAMONA V</a>	A+ 98.89%	A+	A-	50	39	8	Assignment Comment Bank
11 <a href="#">PACIFICOSR, MELODY H</a>	B 86.67%	B	B	49	29	10	
12 <a href="#">PULICESR, VIRGINA P</a>	A 95.56%	A	A-	50	36	10	
13 <a href="#">ROTONDOSR, EDMUND J</a>	A- 91.11%	A-	B+	47	35	8	
14 <a href="#">TOMASEKSR, KELLI X</a>	B- 81.11%	B-	B-	38	35	9	
15 <a href="#">TREASTERSR, CORY T</a>	B 87.78%	B	B+	42	37	10	
16 <a href="#">WAGEMANSR, ELLIOT B</a>	A- 92.22%	A-	A-	43	40	9	

The Assignment Display choices can also be accessed by clicking Display Options\Assignment Display.

This concludes this tutorial.

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