

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in a Windows Internet Explorer browser window. 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 name "SEAN LEE" is displayed, along with links for "Login History", "My Print Queue", and "Exit". The main content area says "Welcome to Educator Access Plus". A left-hand navigation menu lists various options like "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access". A yellow callout box with a blue ribbon at the bottom is overlaid on the page, containing the following text:

Change Score Method to Category Weighting
Click here to access My Gradebook.

What is Category Weighting?
Category Weighting is a method of grade calculation that attributes percentage weights to each possible assignment type.

Why would you Change the Score Method to Category Weighting?
Category Weighting helps insure that a student's grade is a representation of all assignment types. For example, a teacher may weight Tests 30%, Quizzes 20%, Homework 20% and Labs 30%.

When would you Change the Score Method to Category Weighting?
Category Weights are generally established prior to the start of a new term. While Category Weights can be changed at any time, they should be changed using caution since the gradebook will recalculate grades based on the new selection.

The browser status bar at the bottom shows "Done", "Local intranet | Protected Mode: Off", and "100%".

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface for a teacher named SEAN LEE. The page is titled "Skyward School District" and includes navigation links for "Home Page" and "My Gradebook". There are tabs for "Current Year Classes" and "Prior Years Classes". A "Reports for All Classes" dropdown menu is visible. Below this, there are two tables of class information. The first table is for "400 Entity (400) Grades 9 to 12" and the second is for "430 Entity (430) Grades 9 to 12". Both tables have columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. Each row in the tables includes a "Secondary Gradebook" link. A yellow callout box points to one of these links with the text: "Select a class and click the Secondary Gradebook link." The browser status bar at the bottom shows "Local intranet | Protected Mode: Off" and a zoom level of "100%".

400 Entity (400) Grades 9 to 12						
Dept	Subject	Terms	Period	Days Meet	Class	Description
PE	MAT	1 - 4	2	MTWRF	300AL1 / 001	Algebra I
ART	MAT	1 - 4	3	12	700AR / 002	Art Appreciation
MAT	MAT	1 - 4	5	12	300GE / 002	Geometry

430 Entity (430) Grades 9 to 12						
Dept	Subject	Terms	Period	Days Meet	Class	Description
ART	MAT	1 - 4	1	12	700AR /	

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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

	Term Grade	S1 Options	SE1	T2	M2	T1	M1 Options
	S1 ▾						
	Sort By %						
Students							
1	CROSWELLSR, FRED Y		*				
2	FARIESSR, ELVA V		*				
3	FREENEYSR, LINCOLN R		*				
4	GRAHNSCR, FARRAH N		*				
5	GREENLANDSCR, PATRICK A		*				
6	HELLYHAMERSR, EAHMON		*				
7	ISHMANSCR, ELISABETH J		*				
8	JUNGERSR, BRYON A		*				
9	MARICLESR, RAMONA V		*				
10	PACIFICOSR, MELODY H		*				
11	PULICESR, VIRGINA P		*				
12	ROTONDOSR, EDMUND J		*				
13	TOMASEKSCR, KELLI X		*				
14	TREASTERSR, CORY T		*				
15	WAGEMANSR, ELLIOT B		*				

Click the Categories button.

javascript:document.Gradebook.action='sgradbrws039.w';AssignScroll();document.Gradebo Local intranet | Protected Mode: Off 100%

Slide 4 - Slide 4

Entity: 400 - 0 - 04.10.01.00.00 - Windows Internet Explorer

Home Page | M

Score Method —
Grades based on total points

Change Score Method

Use These Categories For My Other Classes

Category ^	Category Description
ACT	ACTIVITY
CWRK	CLASSWORK
HMWK	HOMEWORK
PAR	PARTICIPATION
QUIZ	Quiz
TEST	Test

Add/Edit Categories

6 records displayed

Local intranet | Protected Mode: Off | 100%

1. Notice that this Gradebook is currently using Total Points as the Score Method.

2. Selected Category codes and descriptions display here.

3. Click the Change Score Method button.

Slide 5 - Slide 5

Entity: 400 - 0 - 04.10.01.00.00 - Windows Internet Explorer

My Print Queue

Skyward School District User Name: SEAN LEE Examples Thursday, January 7th, 2010
Class: 300GE/002 Prd: 5 Geometry

Home Page | My Gradebook | Main Screen | Category Maintenance Back

Score Method
Grades based on total points Change Score Method

Use These Categories For My Other Classes

Category	Category Description
ACT	ACTIVITY
CWRK	CLASSWORK
HMWK	HOMEWORK
PAR	PARTICIPATION
QUIZ	Quiz
TEST	Test

Add/Edit Categories

Entity: 400 - 0 - 04.10.01.00.00 - Windows Internet Explorer

My Gradebook | Main Screen | Category Maintenance | Category Group Maintenance

Score Method

Use total points to calculate grades

Base grades on percents assigned to categories

Save Back

Select Base grades on percents assigned to categories and click Save.

Local intranet | Protected Mode: Off 100%

6 records displayed

Local intranet | Protected Mode: Off 100%

Slide 6 - Slide 6

Entity: 400 - 0 - 04.10.01.00.00 - Windows Internet Explorer

LEE Examples
Prd: 5 Geometry

Thursday, January 7th, 2010

Back

Score Method
Grades based on percents assigned to Categories
Total Percent Allocated: 0%

Change Score Method

Use These Categories For My Other Classes

Category	Category Description	Percent
ACT	ACTIVITY	0%
CWRK	CLASSWORK	0%
HMWK	HOMEWORK	0%
PAR	PARTICIPATION	0%
QUIZ	Quiz	0%
TEST	Test	0%

Add/Edit Categories

6 records displayed

Local intranet | Protected Mode: Off | 100%

1. Notice that the **Score Method** has changed to **Category Weighting**.

3. Click the **Add/Edit Categories** button to edit or maintain the **selected categories**.

2. Selected **categories** are now displayed with percentages that do not currently have values assigned.
Note: It's important that **values be assigned** to categories otherwise gradebook calculations will result in **multiplications by zero**.

Slide 7 - Slide 7

The screenshot shows a web browser window displaying the 'Category Maintenance' page. The page title is 'Skyward School District' and the user is 'SEAN LEE'. The date is 'Thursday, January 7th, 2010'. The page has a navigation bar with 'Home Page', 'My Gradebook', 'Main Screen', and 'Category Maintenance'. The main content area shows a 'Score Method' section with 'Grades based on percent' and 'Total Percent Allocated: 100.00'. Below this is a 'Categories Used' table with columns for 'Category', 'Category Description', 'Current Percent', 'Include', and 'Modified Percent'. The table lists categories like ACT, CWRK, HMWK, PAR, QUIZ, TEST, CLWK, COMP, DRES, ESSA, FRD, HMQZ, and HWRK. A 'Save' button is visible on the right. Three yellow callout boxes provide instructions: 1. Check boxes to include any categories from the available pool of categories that have been set up by administration. 2. Assign percentages for each category in the fields provided being sure to create a combined total of 100% for all categories. 3. Click Save.

Category	Category Description	Current Percent	Include	Modified Percent
ACT	ACTIVITY	0.00	<input checked="" type="checkbox"/>	20.00
CWRK	CLASSWORK	0.00	<input checked="" type="checkbox"/>	20.00
HMWK	HOMEWORK	0.00	<input checked="" type="checkbox"/>	10.00
PAR	PARTICIPATION	0.00	<input checked="" type="checkbox"/>	10.00
QUIZ	Quiz	0.00	<input checked="" type="checkbox"/>	20.00
TEST	Test	0.00	<input checked="" type="checkbox"/>	20.00
CLWK	Classwork	0.00	<input type="checkbox"/>	0.00
COMP	Classwork	0.00	<input type="checkbox"/>	0.00
DRES	Classwork	0.00	<input type="checkbox"/>	0.00
ESSA	Classwork	0.00	<input type="checkbox"/>	0.00
FRD	Friends	0.00	<input type="checkbox"/>	0.00
HMQZ	PRETRAINING AGENDA	0.00	<input type="checkbox"/>	0.00
HWRK	Homework	0.00	<input type="checkbox"/>	0.00

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Entity: 400 - 0 - 04.10.01.00.00 - Windows Internet Explorer

Skyward School District

User Name: SEAN LEE Class: 300GE/002 Prd: 5 Geometry

Thursday, January 7th, 2010

Home Page

Score Method

Grades based on

Total Percent Allocation: 100%

Use These Categories For My Other Classes

Category	Category Description	Percent
ACT	ACTIVITY	20%
CWRK	CLASSWORK	20%
HMWK	HOMEWORK	10%
PAR	PARTICIPATION	10%
QUIZ	Quiz	20%
TEST	Test	20%

6 records displayed

Local intranet | Protected Mode: Off | 100%

Slide 9 - Slide 9

Entity: 400 - 0 - 04.10.01.00.00 - Windows Internet Explorer

Thursday, January 7th, 2010

2. If other classes have been added by checking boxes, proceed to **Save** the changes.

Apply Category Setup to Other Classes
Select the Classes that you would like to apply the current category setup to. Future category group modifications will not be automatically applied to the selected classes.

Save
Back

Prd	Class	Class Desc	Dept	Sbj	Terms	Days Meet	Exception
<input type="checkbox"/>	2 300AL1/001	Algebra I	PE	MAT	1 to 4	MTWRF	Score Methods are different - Using Weighting by Grd Prd
<input checked="" type="checkbox"/>	5 300GE/002	Geometry		MAT	1 to 4	12	

1. Other classes can be selected which are tied to the teacher if no other categories or scoring methods have been set up.

2 records displayed

Local intranet | Protected Mode: Off 100%

6 records displayed

javascript:if (cbs("bSelect")) {openNewWindow("sgradedit062.w",885,450,1,"select");}

Slide 10 - Slide 10

Entity: 400 - 0 - 04.10.01.00.00 - Windows Internet Explorer

SEAN LEE Examples
002 Prd: 5 Geometry

Thursday, January 7th, 2010

1. Notice that the Score Method now shows that Category Weighting is selected.

Score Method
Grades based on percents assigned to Categories
Total Percent Allocated: 100%

Change Score Method

3. Click Back to return to the gradebook.
This concludes this tutorial.

Use These Categories For My Other Classes

Category	Category Description	Percent
ACT	ACTIVITY	20%
CWRK	CLASSWORK	20%
HMWK	HOMEWORK	10%
PAR	PARTICIPATION	10%
QUIZ	Quiz	20%
TEST	Test	20%

2. It's important to understand that selecting categories and the scoring method are typically done at the beginning of the year or during the beginning of a course.

In the event that teachers select one scoring method and wish to change it after a grading period has closed, it will be necessary to recalculate grades as well as reprint report cards after administration manually reopens a closed grading period.

To avoid issues with recalculation and reprinting of report cards it is highly recommended that teachers select their scoring methods and plan to use them throughout the entire course length or school year.

6 records displayed

Local intranet | Protected Mode: Off | 100%