

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The user is logged in as Steve Teacher. A yellow callout box is overlaid on the page, providing information about the 'Missing Report Card Grades' feature. The callout box contains the following text:

310 - Missing Report Card Grades
Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

What is Missing Report Card Grades?
This function allows teachers to view all classes at one time and verify that all grades have been posted for all students.

Why would you use Missing Report Card Grades?
This feature will help avoid the possibility of a teacher accidentally not posting grades.

When would you use Missing Report Card Grades?
When a grading period opens for posting, teachers can use this tool to determine which report card grades they have or have not posted.

The background interface includes a navigation tree on the left with categories like Teacher Access, Student Services Access, and Administrator Access. The top navigation bar includes links for Login History, Print Queue, and Exit. The bottom right corner has an 'Edit this Page' link.

Slide 2 - Slide 2

Skyward Educator Access Plus - Microsoft Internet Explorer

EDUCATOR ACCESS plus SKYWARD Teacher: Steve Teacher View Tutorial

Home Page | My Gradebook Print Queue Back

Current Year Classes Prior Years Classes

Show All Classes

400 High School

Dept	Subject	Terms	Period			
10	10	1 - 4	1			
10	10	1 - 4	2			
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology
10	10	3 - 4	7	MTWRF	1170 / 03	Anatomy & Physiology

Select the Grade Posting Status button, select a current Open grading period.

Reports for All Classes

Grade Posting Status

Grading Periods Open for Posting

- Grade Posting Status for TERM 4

Previous Grading Periods

- Grade Posting Status for MIDTERM 1
- Grade Posting Status for TERM 1
- Grade Posting Status for MIDTERM 2
- Grade Posting Status for TERM 2
- Grade Posting Status for MIDTERM 3
- Grade Posting Status for TERM 3
- Grade Posting Status for MIDTERM 4

Slide 3 - Slide 3

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School
User Name: Steve Teacher

View Tutorial
Enter a Customer Service Call
My Print Queue Back

62 days left This column contains the number of blank report card grades. 1:59 PM on 08/31/07

Grade Posting Status for TERM 4 (04/01/07 - 08/31/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	1160 / 01	Field Biology	1	22			75.00	80.08	86.00	18		<input type="checkbox"/>
							82.92	83.02	85.32	23	2	<input type="checkbox"/>
			24				87.00	87.69	92.51	24		<input type="checkbox"/>
			25		25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	1160 / 05	Field Biology	25	23			61.45	83.10	93.50	25		<input type="checkbox"/>
06	1160 / 06	Field Biology	25	8	25	65	67.00	83.44	91.67	25		<input type="checkbox"/>
07	1170 / 03	Anatomy & Physiology					86.00	90.47	97.80	3		<input type="checkbox"/>

Click the + sign to expand and research the details concerning Grade Posting.

Mark All as Completed

7 records displayed

Slide 4 - Slide 4

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School
User Name: Steve Teacher

View Tutorial
Enter a Customer Service Call
My Print Queue Back

Home Page | My Gradebook | Grade Post Status

62 days left to post (open from 12:01 AM on 05/24/07 until 11:59 PM on 08/31/07)

Grade Posting Status for TERM 4 (04/01/07 - 08/31/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	1160 / 01	Field Biology	1	22			75.00	80.08	86.00	18		<input type="checkbox"/>
02	1160 / 02	Field Biology					82.92	83.02	85.32	23	2	<input type="checkbox"/>
03	1160 / 03	Field Biology					87.00	87.69	92.51	24		<input type="checkbox"/>
04	1160 / 04	Field Biology	25		25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	1160 / 05	Field Biology	25	23			61.45	83.10	93.50	25		<input type="checkbox"/>

Expand All Collapse All

Missing Report Card Grades

Student	SM2	SE2	T4
Arneson, Ashley		✓	
Borgstrom, Daniel		✓	
Buman, Christopher		✓	
Carlson, Emily		✓	
Chchic, Katie		✓	
Critchfield, Johnathan		✓	
Dalton, Joseph		✓	
Dunham, Zachary		✓	
Fallstad, Brittany		✓	
Gholson, Matthew		✓	
Gopinath, Dustin		✓	
Heinrich, Dustin		✓	
Ihli, Joseph		✓	
Krause, Andrew		✓	
Long, Alisha		✓	
Maguire, Michael		✓	
Medina, Kayla		✓	
Mogensen, Jared		✓	
Nuhn, Joanna		✓	
Parks, John		✓	
Paulson, Jesse		✓	
Quiring, Kyle		✓	
Solfest, Rebecca		✓	
Stevens, Terrie		✓	
Vogel, Kristin		✓	

7 records displayed

3) Click on the link to go the class and post the missing grades (if needed).

1) Click the + sign to expand and research the details concerning Missing Report Card grades.

✓ = missing grade

2) A list of students with missing grades will display along with a check mark under the heading for the missing report card grade.

Mark All as Completed

Slide 5 - Slide 5

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School
User Name: Steve Teacher

We value your feedback
Enter a Customer Service Call

Home Page | My Gradebook | Grade Post Status

My Print Queue Back

62 days left to post (open from 12:01 AM on 05/24/07 until 11:59 PM on 08/31/07)

Grade Posting Status for TERM 4 (04/01/07 - 08/31/07)

Period	Class	Description	Missing Rpt Card Grades	High Cent	Active Stds	Drp Stds	Posting Complete	
01	1160 / 01	Field Biology	1	5.00	18		<input type="checkbox"/>	
02	1160 / 02	Field Biology		5.32	23	2	<input type="checkbox"/>	
03	1160 / 03	Field Biology	24	2.51	24		<input type="checkbox"/>	
04	1160 / 04	Field Biology	25	2.80	25		<input type="checkbox"/>	
05	1160 / 05	Field Biology		8.50	25		<input type="checkbox"/>	
06	1160 / 06	Field Biology					<input type="checkbox"/>	
07	1170 / 03	Anatomy & Physiology		86.00	90.47	97.80	3	<input type="checkbox"/>

Expand All Collapse All

Missing Report Card Grades
No missing report card grades were found

Missing Assignments

Missing Comments

Differences

Dropped Student Discrepancies

7 records displayed

Mark All as Completed

Return to this screen after **correcting** the issue and **reposting** grades.
If there are **still** any missing grades the corresponding number would display in the column.

When **all** students have a grade posted for each grade available for the grading period you will see the statement **No missing report card grades were found.**

This Concludes This Tutorial.