

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 user is logged in as "Jacob Baumann". The interface includes a navigation menu on the left with categories like "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access". The main content area displays the "Educator Access Plus Home Page" with a welcome message and a "2005-06 SCHOOL YEAR" label. A yellow callout box is overlaid on the page, providing detailed information about the "340 - Grade Posting Status" feature.

**340 - Grade Posting Status**  
Select Educator Access Plus, Teacher Access, My Gradebook.

**What is Grade Posting Status?**  
Grade Posting Status allows teachers to check statistics for their class' posted grades and manage the overall grade posting process.

**Why would you use Grade Posting Status?**  
Teachers need to identify that all grades are final so that school administration knows that report cards can be run.  
Grade Posting Status provides you the tools to verify that student assignment grades across all of your classes have been recorded properly.

**When would you use Grade Posting Status?**  
When a grading period opens for posting, teachers can use this tool to determine which grades they have or have not already posted.

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Skyward Educator Access Plus - Windows Internet Explorer

**Skyward School District**  
Teacher: Jacob Baumann

Home Page | My Gradebook

View Tutorial | Print Queue | Back

Reports for All Classes ▾

[Only Show Current Classes](#)

**104 Skyward Entity (104)**

Dept	Subject	Terms	Period	Days Meet	Class	Description	
MUS		1 - 4	0	12	GNM / 1	General Music	<a href="#">Standards Gradebook</a>

**400 Jefferson High School**

Grade Posting Status ▾

Dept	Subject	Terms	Period	Days Meet	Class	Description	
PE	PE	1 - 2	0	MTWRF	ADG / 1	Advanced Golf	<a href="#">Secondary Gradebook</a>
BUS	MNG	1 - 4	0	MTWRF	SPMG / 1	Sports Management	<a href="#">Secondary Gradebook</a>
PE	PE	3 - 4	0	MTWRF	ADG / 2	Advanced Golf	<a href="#">Secondary Gradebook</a>

Choose a class,  
click [Secondary Gradebook](#).

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Skyward Educator Access Plus - Windows Internet Explorer

**Jefferson High School**  
 Teacher: **Jacob Baumann** Class: **ADG / 2 Prd:0 Advanced Go**

Home Page | My Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Athletic | Comments | Reports | Display Options | Quick Scoring | Excel Export

	Term Grade S2 Sort By %	S2 Options	SE2 Options	Q4 Options	Test o W20-E 06/01	Play 9 W20-Th 05/31	M4 Options	Q3 Options	M3 Options
<b>Students</b>									
1 <a href="#">Augus Allan</a>			*						
2 <a href="#">Haake Jayso</a>	A 95.00%	A	*						
3 <a href="#">Hetzl Keith</a>	A 100.00%	A	*						
4 <a href="#">Keala Trist</a>	A- 94.00%	A-	*						
5 <a href="#">Nagam Jane</a>	A 98.00%	A	*	A	95	100			
6 <a href="#">Rybak Julie</a>	B 88.00%	B	*	B	75	100			
7 <a href="#">Vigli Ivan</a>	A 96.00%	A	*	A	92	100			
8 <a href="#">Zwief Wende</a>	A 100.00%	A	*	A	100	100			

Select Term Q4 Display Method  
 Grade Mark  
 Percent  
 Points  
 Enter Term Q4 Grade Adjustments  
 Quick Scoring for Term Q4  
 Grade Posting Status for Term Q4

Choose a calculated grade column, and click **Options** followed by selecting **Grade Posting Status for \***.

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2 days left

Grade Posting Status for Quarter 4/Semester 2 (03/24/07 - 06/13/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
00	ADG / 2	Advanced Golf	10		8							

Missing Report Card Grades  
 Student  
 Augustoscr, Allan  
 Haakescr, Jayson  
 Hetzlerscr, Keith  
 Kealascr, Trista  
 Nagaminescr, Jane  
 Rybaksc, Juliette  
 Vigliottiscr, Ivan  
 Zwiefelscr, Wendell  
 Missing Assignments  
 No missing assignments were found  
 Missing Comments  
 Students with No Comments Entered for Quarter 4/Semester 2  
 Augustoscr, Allan  
 Haakescr, Jayson  
 Hetzlerscr, Keith  
 Kealascr, Trista  
 Nagaminescr, Jane  
 Rybaksc, Juliette  
 Vigliottiscr, Ivan  
 Zwiefelscr, Wendell  
 Differences  
 No grade differences were found  
 Dropped Student Discrepancies  
 No grade discrepancies were found

1 records displayed

Slide 5 - Slide 5

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

400 - Jefferson High School  
User Name: Jacob Baumann

Home Page | My Gradebook | Main Screen | Grade Post Status

2 days left to post (open from 12:01 AM on 03/24/07 until 11:59 PM on 06/13/07)

Grade Posting Status for Quarter 4/Semester 2 (03/24/07 - 06/13/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
00	ADG / 2	Advanced Golf										
Expand All Collapse All												
Missing Report Card Grades												
Student			S2	SE2	Q4							
Augustoscr, Allan			✓	✓	✓							
Haakescr, Jayson				✓								
Hetzlerscr, Keith				✓								
Kealascr, Trista				✓								
Nagaminescr, Jane				✓								
Rybascr, Juliette				✓								
Vigliottiscr, Ivan				✓								
Zwiefelscr, Wendell				✓								
Missing Assignments			No missing assignments were found									
Missing Comments			Students with No Comments Entered for Quarter 4/Semester 2									
			Augustoscr, Allan									
			Haakescr, Jayson									
			Hetzlerscr, Keith									
			Kealascr, Trista									
			Nagaminescr, Jane									
			Rybascr, Juliette									
			Vigliottiscr, Ivan									
			Zwiefelscr, Wendell									
Differences			No grade differences were found									
Dropped Student Discrepancies			No grade discrepancies were found									

1 records displayed

Callout 1: This column contains the class' average posted grade percentage for the grading period.

Callout 2: This column contains the lowest student percentage for the grading period.

Callout 3: This column contains the highest student percentage for the grading period.

Legend: ✓ = missing grade

Slide 6 - Slide 6

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

400 - Jefferson High School  
User Name: Jacob Baumann

Home Page | My Gradebook | Main Screen | Grade Post Status

2 days left to post (open from 12:01 AM on 03/24/07 until 11:59 PM on 06/13/07)

Grade Posting Status for Quarter 4/Semester 2 (03/24/07 - 06/13/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
00	ADG / 2	Advanced Golf	10							8		<input type="checkbox"/>

Expand All Collapse All

Missing Report Card Grades

Student	S2	SE2	Q4
Augustoscr, Allan	✓	✓	✓
Haakescr, Jayson		✓	
Hetzlerscr, Keith		✓	
Kealascr, Trista		✓	
Nagaminescr, Jane		✓	
Rybascr, Juliette		✓	
Vigliottiscr, Ivan		✓	
Zwiefelscr, Wendell		✓	

✓ = missing grade

Missing Assignments  
No missing assignments were found

Missing Comments  
Students with No Comments Entered for Quarter 4/Semester 2  
Augustoscr, Allan  
Haakescr, Jayson  
Hetzlerscr, Keith  
Kealascr, Trista  
Nagaminescr, Jane  
Rybascr, Juliette  
Vigliottiscr, Ivan  
Zwiefelscr, Wendell

Differences  
No grade differences were found

Dropped Student Discrepancies  
No grade discrepancies were found

1 records displayed

Slide 7 - Slide 7

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

**400 - Jefferson High School**  
User Name: Jacob Baumann

We value your feedback  
[Enter a Customer Service Call](#)

[Home Page](#) | [My Gradebook](#) | [Main Screen](#) | [Grade Post Status](#) [My Print Queue](#) [Back](#)

2 days left to post (open from 12:01 AM on 03/24/07 until 11:59 PM on 06/13/07)

**Grade Posting Status for Quarter 4/Semester 2 (03/24/07 - 06/13/07)** [Mark All as Completed](#)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete																																				
00	ADG / 2	Advanced Golf										<input type="checkbox"/>																																				
<p><a href="#">Expand All</a> <a href="#">Collapse All</a></p> <p><b>Missing Report Card Grades</b></p> <table border="1"> <thead> <tr> <th>Student</th> <th>S2</th> <th>SE2</th> <th>Q4</th> </tr> </thead> <tbody> <tr><td>Augustoscr, Allan</td><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Haakescr, Jayson</td><td></td><td>✓</td><td></td></tr> <tr><td>Hetzlerscr, Keith</td><td></td><td>✓</td><td></td></tr> <tr><td>Kealascr, Trista</td><td></td><td>✓</td><td></td></tr> <tr><td>Nagaminescr, Jane</td><td></td><td>✓</td><td></td></tr> <tr><td>Rybascr, Juliette</td><td></td><td>✓</td><td></td></tr> <tr><td>Vigliottiscr, Ivan</td><td></td><td>✓</td><td></td></tr> <tr><td>Zwiefelscr, Wendell</td><td></td><td>✓</td><td></td></tr> </tbody> </table> <p>✓ = miss</p> <p><b>Missing Assignments</b> No missing assignments were found</p> <p><b>Missing Comments</b> Students with No Comments Entered for Quarter 4/Semester 2</p> <ul style="list-style-type: none"> <li>Augustoscr, Allan</li> <li>Haakescr, Jayson</li> <li>Hetzlerscr, Keith</li> <li>Kealascr, Trista</li> <li>Nagaminescr, Jane</li> <li>Rybascr, Juliette</li> <li>Vigliottiscr, Ivan</li> <li>Zwiefelscr, Wendell</li> </ul> <p><b>Differences</b> No grade differences were found</p> <p><b>Dropped Student Discrepancies</b> No grade discrepancies were found</p>													Student	S2	SE2	Q4	Augustoscr, Allan	✓	✓	✓	Haakescr, Jayson		✓		Hetzlerscr, Keith		✓		Kealascr, Trista		✓		Nagaminescr, Jane		✓		Rybascr, Juliette		✓		Vigliottiscr, Ivan		✓		Zwiefelscr, Wendell		✓	
Student	S2	SE2	Q4																																													
Augustoscr, Allan	✓	✓	✓																																													
Haakescr, Jayson		✓																																														
Hetzlerscr, Keith		✓																																														
Kealascr, Trista		✓																																														
Nagaminescr, Jane		✓																																														
Rybascr, Juliette		✓																																														
Vigliottiscr, Ivan		✓																																														
Zwiefelscr, Wendell		✓																																														

When all grades have been **posted** and discrepancies are cleared as needed, place a checkmark in the **Posting Complete** box.

This will serve two purposes:

- 1) It will remind you that you have **finished** the work for that class for the specified term.
- 2) It will allow school administration to know when you have **finalized** all of your grades.

**This concludes this tutorial.**

1 records displayed