

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application interface. The browser title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The user is logged in as "Steve Teacher". The navigation menu on the left includes "Educator Access Plus", "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access". A yellow callout box is overlaid on the page, providing information about the "500 - Grade Sheet Report".

**500 - Grade Sheet Report**

Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

**What is the Grade Sheet Report?**  
This report will print a spreadsheet like display of student assignments and scores along with an optional assignment key.

**Why would you use the Grade Sheet Report?**  
The Grade Sheet report is a condensed representation of all of the grades for your class. It is often used to post assignment and overall term grades for all students in a public location.

**When would you use the Grade Sheet Report?**  
This report would be used throughout the term.

Last Login **Sunday, July 1, 2007 at 5:56 PM.**

[Edit this Page](#)

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "SKYWARD" and the user is identified as "Teacher: Steve Teacher". Navigation links include "Home Page", "My Gradebook", "View Tutorial", "Print Queue", and "Back".

At the top, there are two tabs: "Current Year Classes" (selected) and "Prior Years Classes". Below the tabs, there are two dropdown menus: "Reports for All Classes" and "Grade Posting Status". A link "Only Show Current Classes" is also present.

The main content area displays a table for "400 High School" with the following columns: Dept, Subject, Terms, Period, Days Meet, Class, Description, and a link to the "Secondary Gradebook".

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology	<a href="#">Secondary Gradebook</a>
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology	<a href="#">Secondary Gradebook</a>
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology	<a href="#">Secondary Gradebook</a>
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology	<a href="#">Secondary Gradebook</a>
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology	<a href="#">Secondary Gradebook</a>
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology	<a href="#">Secondary Gradebook</a>
10	10	1 - 2	7	MTWRF	1170		<a href="#">Secondary Gradebook</a>
10	10	3 - 4	7	MTWRF	1170		<a href="#">Secondary Gradebook</a>

A yellow callout box with a pointer to the "Secondary Gradebook" link in the last row of the table contains the text: "Select a class, click Secondary Gradebook."

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Home Page | My Gradebook | Main Screen

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

Students	No Atnd Entry Today	Term Grade	Bones Lab WK34-Fri 04/20/2007 LAB 100 75.96	Chapter 12 WK36-Fri 05/04/2007 QUIZ 100 80.36	Sample Hom WK37-Fri 05/11/2007 HWK 100 81.84	Newspaper WK38-Thu 05/17/2007 PRO 100 80.16	Attendance	T4 Options	SE2 Options
1 Alisha Long		A- 91.25%	99	98	77	67	Detail Report		
2 Andrew J Krause		D- 61.45%	56				Summary Report By Class		
3 Ashley M Arneson		A- 90.40%	88				Gradebook		
4 Brittany Fallstad		C+ 76.25%	77				Grade Sheet Report		
5 Christopher J Buman		C+ 76.80%	55	66	77	88	Assignment Listing - By Student		
6 Daniel C Borgstrom		C 75.50%	55	66	77	88	Assignment Master Report		
7 Dustin B Gopinath		B 82.30%	88	77	66	55	Missing Assignments		
8 Dustin L Heinrich		B+ 88.10%	99	88	77	66	Mail Progress Report		
9 Emily S Carlson		C+ 75.70%	66	55	66	77	View Emailed Reports		
10 Jared T Mogensen		B- 80.70%	88	77	66	55	Category Summary Report		
11 Jesse R Paulson		C+ 76.80%	55	66	77	88	Progress Reports		
12 Joanna P Nuhn		B 83.80%	88	77	66	66	Progress Detail		
13 John E Parks		A- 91.10%	77	88	99	99	Progress Summary		
14 Johnathan L Critchfield		B+ 88.40%	90	89	89	80	Multi-Class Progress Report		
15 Joseph Dalton		C+ 76.00%	67	66	66	66	Partial Progress Reports		
16 Joseph W Ihli		B+ 87.00%	77	88	88	88	Partial Progress Detail		
17 Katie L Chchic		A- 90.40%	88	88	88	88	Partial Progress Summary		
18 Kayla J Medina		C+ 76.40%	67	67	67	67	Partial Multi-Class Progress Report		
19 Kristin A Vogel		B+ 88.20%	78	89	90	90	Class Information		
20 Kyle A Quiring		B+ 86.60%	78	70	89	89	Class Roster		
21 Matthew R Gholson		A- 89.70%	90	90	90	90	Student Information		
22 Michael A Maguire		B 83.10%	60	89	89	89	Report Cards		
23 Rebecca M Solfest		A 93.50%	100	90	89	89	Grade Proof Sheet		
24 Terrie M Stevens		B+ 86.20%	69	84	93	90	Assignment Standards		
25 Zachary T Dunham		B 81.80%					Standard Scores by Assignment		

Select the Reports button, click Grade Sheet Report.

Slide 4 - Slide 4

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "All Classes - Steve Teacher" and the report is "Grade Sheet". A table lists report templates with columns for "Seq #" and "Report Template Name". A yellow callout box points to the "Add a new Template" button, containing the text: "To create your own version of the report, click Add a new Template." The interface also includes a "Print Queue" button, a "Back to Report Ranges" button, and a list of action buttons on the right: "Print", "Export to Excel", "Back", "Add a new Template", "View parameters of Template", "Clone Template", and "Select Different Classes".

Seq #	Report Template Name
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

Slide 5 - Slide 5

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo, "EDUCATOR ACCESS plus", a "Print Queue" icon, and a "Back to Report Ranges" button. The main content area contains a form for configuring a report. The form has two input fields: "Sequence #" with the value "10" and "Report Template Name" with the value "Sample". To the right of the "Report Template Name" field is a "Sheet Report." label. Below the form are two buttons: "Save" and "Back". A yellow callout box with the text "Enter a name for your report." points to the "Report Template Name" field. Another yellow callout box with the text "Click Save." points to the "Save" button.

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**Skyward Educator Access Plus - Microsoft Internet Explorer**

Print Queue Back to Gradebook

Select to display assignment information for either a specific **term** or a **date range**.

**Parameters for Grade Sheet Report**

**Assignments**

Display Grades and Assignments for Term  
Current Term : 04/01/2007 - 07/30/2007

Display Grades and Assignments for Date Range

Start: Jun 10 2007 Sun, Jun 10 2007

End: Jul 01 2007 Sun, Jul 1 2007

Save Undo Back

**Options**

Student Options:  Show Student Name  Show Student ID

Assignment Options:  Show Assignments  Show Max Score

Term Options:  Show Term Grade Marks  Show Term Grade Percent

Sort Students:  Use Gradebook Sort Order  Random

Select if you want the students **name** and/or **student id** to display on the report.

If you intend on posting this report in a public location and need to maintain grade confidentiality, select to **sort** students in a **random** sort order while **showing** only the **student id**.

Number of Assignments: 1

**Free Form Header**

Label 1: \_\_\_\_\_

Label 2: \_\_\_\_\_

**Free Form Footer**

Label 1: \_\_\_\_\_

Label 2: \_\_\_\_\_

Label 3: \_\_\_\_\_

Label 4: \_\_\_\_\_

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**Skyward Educator Access Plus - Microsoft Internet Explorer**

Print Queue Back to Gradebook

### Select Parameters for Grade Sheet Report

10 - Sample

#### Assignments

Display Grades and Assignments for Term  
Current Term : 04/01/2007 - 07/30/2007

Display Grades and Assignments for Date Range

#### Options

<b>Student Options:</b> <input checked="" type="checkbox"/> Show Student Name <input type="checkbox"/> Show Student ID	<b>Assignment Options:</b> <input checked="" type="checkbox"/> Show Assignments <input type="checkbox"/> Show Max Score <input type="checkbox"/> Show Average Score	<b>Term Options:</b> <input checked="" type="checkbox"/> Show Term Grade Marks <input type="checkbox"/> Show Term Grade Percent
	<b>Assignment Legend Options:</b> <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	<b>Special Code Options:</b> <input type="radio"/> Show A <input checked="" type="radio"/> Show a <input type="radio"/> Show N
		<b>Other Display Options:</b> Font Size: 10 <input type="checkbox"/> Show Signature Line

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

#### Free Form Header

Label 1: \_\_\_\_\_  
Label 2: \_\_\_\_\_

#### Free Form Footer

Label 1: \_\_\_\_\_  
Label 2: \_\_\_\_\_  
Label 3: \_\_\_\_\_  
Label 4: \_\_\_\_\_

**1) Select the Assignment and Term options.**

**2) Indicate where you want a description key to appear for each assignment listed on the report grid.**

**3) Select from the drop down menu to change the size of the print to either 12 or 14 pt.**

**4) Display Signature Line will add a space for parents/guardians to acknowledge receipt of the report and return.**

**5) Fill in the Free Form Header and Footer information as needed.**

**6) When complete, click Save.**

Save  
Undo  
Back

## Slide 8 - Slide 8

Skyward Educator Access Plus - Microsoft Internet Explorer

Print Queue Back to Report Ranges

1) Highlight the report that you wish to print.

3) Click Print.

Seq #	Report Template Name
10	Sample
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

Print

Export to Excel

Back

Add a new Template

Rename Template

Modify parameter

Delete Template

Clone Template

Select Different Classes

The selected data may also be exported to **Microsoft Excel** for further manipulation.

2) To run the report for only certain classes, click **Select Different Classes**.



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http://localhost/skyread/SKR172251UJMKIYHL31914.pdf - Microsoft Internet Explorer

We value your feedback

rsogral3.p  
03.07.02.01.00

High School  
Grade Sheet Report for 04/01/07 - 07/30/07

Date: 07/01/07 Page: 1  
Time: 9:28 AM

Teacher: Teacher, Steve  
Course: 1160 / 01 Field Biology

School Year: 2006-2007  
Period: 1  
Room #:

	1	2	3	4	5	6	7	8	9	10	11	12		
Assignment	Bones	Chapt	Sampl	Sampl	Newsp	Chapt	MQ4	Sampl	Bones	T4	SE2	SM2		
Week/Day	W34-F	W36-F	W37-F	W37-F	W38Th	W40Th		W41-F	W42-M					
Due Date	04/20	05/04	05/11	05/11	05/17	05/31		06/08	06/11					
Category	LAB	QUIZ	HWK	HWK	PRO	TST		HWK	LAB					
01. McGrath, Adrienne	76	79	100	*	67	55	B	88	69	C+	A	B+		
02. Ames, Andrew	76	79	100	*	67	55	B	88	69	C+	A	B+		
03. Ketz, Andrew	76	79	100	*	67	55	B	88	69	C+	A	B+		
04. Jensen, Ashley	76	79	100	*	67	55	B	88	69	C+	B+	B		
05. Klumb, Brandon	76	79	100	*	67	55	B	88	69	C+	C+	C+		
06. Doyle, Briana	76	79	100	*	67	55	B	88	69	C+	D+	C		
07. Prodhahl, Chad	76	79	100	*	67	55	B	88	69	C+	C+	C+		
08. Piazza, Heather	76	79	100	*	67	55	B	88	69	C+	C+	C+		
09. Nowicki, Jennifer	76	79	ABS	*	67	55	C	88	69	C+	B+	B-		
10. Clark, Jonas	76	79	100	*	67	55	B	88	0	D+	B+	C+		
11. Delph, Kathleen	76	79	100	*	67	55	B	88	69	C+	B+	B		
12. Garvey, Katy	76	79	100	*	67	55	B	88	69	C+	A-	B		
13. Farrell, Kourtney	76	79	100	*	67	55	B	88	0	D+	A-	C+		
14. Schneider, Kyle	76	79	100	*	67	55	B	88	69	C+	A-	B		
15. Johnson, Laura	76	79	55	*	67	55	D	88	69	C-	A-	C+		
16. Olson, Leah	76	79	100	*	67	55	B	88	0	D+	B+	C+		
17. Rasmussen, Matthew	76	79	100	*	67	55	B	88	69	C+	C+	C+		
18. Kuhr, Sarah	76	79	100	*	67	55	B	88	69	C+	C+	C+		

Special Code  
ABS Absent

This is a sample Grade Sheet Report.

This concludes the tutorial.

#	Description	Paw/Stu	#	Description	Paw/Stu	#	Description	Paw/Stu
1	Bones Lab	y/y	6	Chapter 12	y/y	11	SE2 Grade Mark	
2	Chapter 12 pretest	y/y	7	MQ4 Grade Mark		12	SM2 Grade Mark	
3	Sample Homework	y/y	8	Sample Homework Assignment	y/y	13		
4	Sample Homework	y/y	9	Bones Lab II	y/y	14		
5	Newspaper project	y/y	10	T4 Grade Mark		15		