

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". A link "Only Show Current Classes" is also present.

The main content area displays a table for "400 High School" classes. The table has columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. The visible rows are:

Dept	Subject	Terms	Period	Days Meet	Class	Description
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology
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	1 - 2	7	MTWRF	1160 / 07	Field Biology
10	10	3 - 4	7	MTWRF	1170 / 01	Anatomy & Physiology

A dropdown menu is open, showing "Reports for All Classes" with a sub-menu for "400 - Secondary Gradebook". The sub-menu items are:

- Attendance
 - Attendance Summary By Class
- Gradebook
 - Grade Sheet Report
- Assignment Listing - By Student
- Grading Assignments
- Progress Reports
 - Progress Detail
 - Progress Summary
- Partial Progress Reports
 - Partial Progress Detail
 - Partial Progress Summary
- Class Information
 - Class Roster
- Report Cards
 - Grade Proof Sheet

A yellow callout box points to the "Grade Sheet Report" option in the dropdown menu, containing the text: "Select Reports for All Classes, click Grade Sheet Report."

Slide 3 - Slide 3

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". To the right of the table is a vertical menu of buttons: "Print", "Export to Excel", "Back", "Add a new Template", "View parameters of Template", "Clone Template", and "Select Different Classes". A yellow callout box points to the "Add a new Template" button with the text: "To create your own version of the report, click Add a new Template."

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

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Skyward Educator Access Plus - Microsoft Internet Explorer

Print Queue Back to Report Ranges

Sequence #: 10

Report Template Name: Sample

Sheet Report.

Save Back

Enter a name for your report.

Click Save.

Slide 5 - Slide 5

The screenshot shows the 'Parameters for Grade Sheet Report' page in a Microsoft Internet Explorer browser window. The page is divided into several sections:

- Assignments:** Contains a checked checkbox for 'Display Grades and Assignments for Term' with a dropdown menu showing 'Current Term : 04/01/2007 - 07/30/2007'. There is also an unchecked checkbox for 'Display Grades and Assignments for Date Range'. Below these are date pickers for 'Start' (Sun, Jun 10 2007) and 'End' (Sun, Jul 1 2007). To the right are 'Save', 'Undo', and 'Back' buttons.
- Options:** Divided into three columns:
 - Student Options:** 'Show Student Name' (checked), 'Show Student ID' (unchecked).
 - Assignment Options:** 'Show Assignments' (checked), 'Show Max Score' (unchecked).
 - Term Options:** 'Show Term Grade Marks' (checked), 'Show Term Grade Percent' (unchecked).'Sort Students:' section has 'Use Gradebook Sort Order' selected and 'Random' unselected.
- Free Form Header:** Two input fields labeled 'Label 1:' and 'Label 2:'.
- Free Form Footer:** Four input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.

Two yellow callout boxes provide instructions:

- The first callout points to the 'Assignments' section and says: 'Select to display assignment information for either a specific **term** or a **date range**.'
- The second callout points to the 'Options' section and says: '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**.'

Slide 6 - Slide 6

The screenshot shows the 'Select Parameters for Grade Sheet Report' form in a Microsoft Internet Explorer browser window. The form is titled '10 - Sample' and includes several sections: 'Assignments', 'Options', 'Free Form Header', and 'Free Form Footer'. The 'Assignments' section has a checked box for 'Display Grades and Assignments for Term' and a dropdown menu for 'Current Term' set to '04/01/2007 - 07/30/2007'. The 'Options' section is divided into three columns: 'Student Options' (with 'Show Student Name' checked), 'Assignment Options' (with 'Show Assignments' checked), and 'Term Options' (with 'Show Term Grade Marks' checked). There are also 'Special Code Options' and 'Other Display Options' including a 'Font Size' dropdown set to '10' and a 'Show Signature Line' checkbox. At the bottom, there are input fields for 'Free Form Header' and 'Free Form Footer' labeled 'Label 1' through 'Label 4'. A 'Print Queue' button and a 'Back to Gradebook' button are at the top right. A 'Save' button is located on the right side of the form. Six yellow callout boxes with numbered instructions are overlaid on the form: 1) points to the 'Assignments' section; 2) points to the 'Show Student Name' checkbox; 3) points to the 'Font Size' dropdown; 4) points to the 'Show Signature Line' checkbox; 5) points to the 'Free Form Header' and 'Free Form Footer' sections; and 6) points to the 'Save' button.

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**.

Slide 7 - Slide 7

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo and navigation buttons for "Print Queue" and "Back to Report Ranges".

The main content area features a table of report templates and a sidebar menu. A yellow callout box points to the table with the instruction: "1) Highlight the report that you wish to print." The table has the following data:

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

The sidebar menu on the right contains the following options: Print, Export to Excel, Back, Add a new T, Rename T, Modify parameter, Delete Template, Clone Template, and Select Different Classes. A yellow callout box points to the "Print" button with the instruction: "3) Click Print." Another yellow callout box points to the "Select Different Classes" button with the instruction: "2) To run the report for only certain classes, click Select Different Classes." A third yellow callout box points to the "Export to Excel" button with the instruction: "The selected data may also be exported to Microsoft Excel for further manipulation."

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

We value your feedback

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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		