

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The user is logged in as 'Steve Teacher'. The left sidebar contains a tree view of navigation options: Educator Access Plus, Teacher Access (My Gradebook, My Students, My Classes, My Lesson Plans, Post Daily Attendance, My Homerooms, My Activities), Student Services Access (Gifted And Talented, My Cases as Case Manager, My Students as IEP, Special Ed), Advisor Access (My Students, Advisor Access Tutorial), and Administrator Access (Gradebook Tracker, Grade Posting Administration, Student Search - Enrollment, Student Search - Enrollment, Athletic Eligibility Postings, Secondary Progress, Standards Report Card, Standards Gradebook, Administrator Access). The main content area is partially obscured by a large yellow callout box titled '330 - Post Grades'. The callout box contains the following text:

330 - Post Grades
Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook** for your school.

What is Post Grades?
The Post Grades button allows you to send all grades from the selected class to the office for centralized report card creation or athletic eligibility reporting.

Why would you use Post Grades?
This feature will drastically reduce the time spent on finalizing grades at the end of the grading period when combined with regular use of the Gradebook for assignment tracking. The direct connection from Educator Gradebook to the Skyward Student Records database means that there are no complicated imports or exports required.

When would you use Post Grades?
Post Grades is used at the end of any grading period during the date ranges specified by school administration when grades are needed for report cards or for athletic eligibility determinations. If allowed, you would also want to enter any grade overrides such as grade adjustments, incompletes, or medical exemptions prior to posting.

Additional visible text in the background includes 'sources for your school.', 'mebody@anyschool.com', and an 'Edit this Page' link at the bottom right.

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" and "Prior Years Classes". Below these are two dropdown menus: "Reports for All Classes" and "Grade Posting Status". A link "Show All Classes" is also present.

The main content area displays a table for "400 High School" classes. The table has the following columns: Dept, Subject, Terms, Period, Days Meet, Class, and Description. Each row includes a blue link labeled "Secondary Gradebook".

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

A yellow callout box with a black border is positioned over the bottom right of the table. It contains the text: "Select a class, click Secondary Gradebook."

Slide 3 - Slide 3

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	Thu 06/28 Atnrd	Term Grade	Bones Lab WK34-Fri 04/20/2007 LAB 100 77.76	Chapter 12 WK36-Fri 05/04/2007 QUIZ 100 80.36	Sample Hom WK37-Fri 05/11/2007 HWK 100 81.84	Newspaper 80.16	Chapter 12 89.00	Sample Hom 96.00	Bones Lab WK42-Mon 06/11/2007 LAB 100 65.67	T4 Options	SE2 Options
		Sort By %									
1 Alisha Long		A- 91.25%	99	98	77	67	95	100	100	A-	*
2 Andrew J Krause		D- 61.45%	56	77	85	76	95	100	75	D-	*
3 Ashley M Arneson		A- 90.40%	88	99	88	77	88	100	ABS	A-	*
4 Brittany Fallstad		C+ 76.25%	77	66	88	77	95	100	22	C+	*
5 Christopher J Buman		C+ 76.80%	55	66	77	88	95	100	*	C+	*
6 Daniel C Borgstrom		C 75.50%	55	66	77	88	82	100	*	C	*
7 Dustin B Gopinath		B 82.30%	88	77	66	55	95	100	*	B	*
8 Dustin L Heinrich		B+ 88.10%	99	88	77	66	76	100	*	B+	*
9 Emily S Carlson		C+ 75.70%	66	55	66	77	95	100	*	C+	*
10 Jared T Mogensen		B- 80.70%	88	77	66	55	79	100	*	B-	*
11 Jesse R Paulson		C+ 76.80%	55	66	77	88	95	100	*	C+	*
12 Joanna P Nuhn		B 83.80%	88	77	66	66	99	100	*	B	*
13 John E Parks		A- 91.10%	77	88	99	99	95	100	*	A-	*
14 Johnathan L Critchfield		B+ 88.40%	90	89	89	80	67	100	*	B+	*
15 Joseph Dalton		C+ 76.00%	67	66	66	66	95	100	*	C+	*
16 Joseph W Ihli		B+ 87.00%	77	88	88	88	87	100	*	B+	*
17 Katie L Chchic		A- 90.40%	88	88	88	88	88	100	*	A-	*
18 Kayla J Medina		C+ 76.40%	67	67	67	67	95	100	*	C+	*
19 Kristin A Vogel		B+ 88.20%	78	89	90	90	89	100	*	B+	*
20 Kyle A Quiring		B+ 86.60%	78	70	89	89	95	100	*	B+	*
21 Matthew R Gholson		A- 89.70%	90	90	90	90	67	100	*	A-	*
22 Michael A Maguire		B 83.10%	60	89	89	89	95	100	*	B	*
23 Rebecca M Solfest		A 93.50%	100	90	89	89	78	100	*	A	*
24 Terrie M Stevens		B+ 86.20%	69	84	93	90	95	100	*	B+	*
25 Zachary T Dunham		A 95.30%									

Click Post Grade.

Slide 4 - Slide 4

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The user is logged in as "Teacher: Steve". The navigation menu includes "Home Page", "My Gradebook", "Main Screen", and "Post Grades".

At the top, there is a section for "Post Athletic Eligibility Grades for:" with a dropdown menu set to "T4". A callout box explains: "Posting grades for **Athletic Eligibility** will only post grades for those students **enrolled** in activities. The Athletic Eligibility Posting process is **not** demonstrated in this tutorial." A "Post Grades" link is visible to the right.

The main content area is titled "Grade Period(s) open for Report Card Posting". It lists several grade periods with their respective closing dates and times. A callout box points to the "Post Grades" link for the current period, stating: "To post term grades for the class, Select **Post Grades**. Generally, the **current** grading period is the only term containing this option."

Grade Period	Term	Post Grades Link
04/01/2007 to 08/31/2007	TERM 4	Post Grades
09/02/2006 to 10/03/2006	Previous Gr.	Grades
09/02/2006 to 11/01/2006	TERM 1	Display Grades
11/02/2006 to 12/05/2006	MIDTERM 2	Display Grades
11/02/2006 to 01/18/2007	TERM 2	Display Grades
01/22/2007 to 02/19/2007	MIDTERM 3	Display Grades
01/22/2007 to 03/22/2007	TERM 3	Display Grades

Slide 5 - Slide 5

Skyward Educator Access Plus - Microsoft Internet Explorer

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

Grade Entry

2007 to 08/31/2007 TERM 4
2007 12:01 AM to 08/31/2007 11:59 PM

To view a list of Grade Marks descriptions, click **View Grade Marks**.

Save Back

[View Grade Marks](#) | [View Comment Codes](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	ATH	T4	SE2	SM2	C1	C2	C3	C4	C5	C6	Free Form Comment
Default blanks to:														
2008	Alisha	Long	A-	A-	A-									
2008	Andrew J	Krause		D-	D-									
2008	Ashley M	Arneson		A-	A-									
2008	Brittany	Fallstad		C+	C+									
2008	Christopher	JBuman		C+	C+									
2008	Daniel Curtis	Borgstrom		C	C									
2008	Dustin B.	Gopinath		B	B									
2008	Jared T	Mogensen		B+	B+									
2008	Jesse R.	Paulson	C+	C+	C+									
2008	Joanna P	Nuhn		B	B									
2008	John E	Parks		A-	A-									
2008	Johnathan L.	Critchfield		B+	B+									
2008	Joseph	Dalton		C+	C+									
2008	Joseph W	Ihli		B+	B+									
2008	Katie L	Chchic		A-	A-									
2008	Kayla Jo	Medina		C+	C+									
2008	Kristin A	Vogel		B+	B+									
2008	Kyle A	Quiring		B+	B+									

Previously posted grades display in green.

The grades from the Gradebook for the term selected post on the screen for review. Grade Marks may not be modified from this screen. The post grade screen is for verification purposes. If you need to enter grade adjustments and this option is allowed by administration, return to the main screen and make the modifications prior to posting.

Slide 6 - Slide 6

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo and a "View Tutorial" link. The main content area displays a table titled "Grade Marks".

Grade Mark	Speed Entry	Grad Year High	Description
W	W		Drop/Withdrawal
A	A		A
A-	A-		A-
B+	B+		B+
B	B		B
B-	B-		B-
C+	C+		C+
C	C		C
C-	C-		C-
D+	D+		D+
D	D		D
D-	D-		D-
AU	AU		AUDIT
P	P		PASS
F			
I			
S			
U	U		UNSATISFACTORY
+	+		+
-	-		-

Two yellow callout boxes provide instructions: "To return to the Post Grades screen, click Close." and "This is an example of a Grade Mark list."

Slide 7 - Slide 7

Skyward Educator Access Plus - Microsoft Internet Explorer

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

View Tutorial

Save Back

View Grade Marks | View Comment Codes

To see a **description** of the comment codes, click **View Comment Codes**.

Utilize the **mass fill** tool by entering a comment code in the row labeled **Default blank comments to:** to add any **common** comments to all students.

Type free form text into the text box.

Comment codes are **entered** in the cells. The **description** of the comment code will **print** on report cards.

Or click the **Class Comment Entry** box for a larger view space when entering free form text.

Time	Last Name	Alerts	ATH	T4	SE2	SM2	C1	C2	C3	C4	C5	C6	Free Form
	Default blanks to:						022						
	Long	A-	A-		A-		022	002					Terrific job on your recent Unit Exam
J	Krause				D-		D-	022					
	Gopinath				B		B	022					
	Heinrich				B+		B+	022					
rah	Carlson				C+		C+	022					
	Mogensen				B-		B-	022					
	Paulson	C+			C+		C+	022					
p	Nuhn				B		B	022					
	Parks				A-		A-	022					
an L.	Critchfield				B+		B+	022					
	Dalton				C+		C+	022					
W	Ihli				B+		B+	022					
	Chchic				A-		A-	022					
	Medina				C+		C+	022					
	Vogel				B+		B+	022					
	Quiring				B+		B+	022					

Slide 8 - Slide 8

Skyward Educator Access Plus - Microsoft Internet Explorer

EDUCATOR ACCESS plus

View Tutorial Close

Comment Codes

Code	Description
002	SHOWS IMPROVEMENT
005	ABSENCES AFFECTING GRADES
007	AVERAGE EFFORT
010	COOPERATIVE
015	DISRESPECTFUL
020	DISRUPTIVE BEHAVIOR
022	RESPECTFUL
025	DOESN'T DO MAKE-UP WORK
028	WORKS HARD IN LABS
030	EXCELLENT DAILY WORK
035	EXCELLENT STUDENT
040	EXCELLENT TEST SCORES
045	GREAT PROJECT WORK
050	GREAT TO HAVE IN CLASS
055	HALL OF F...
060	HARD WOR
065	HIGHEST F
070	HIGHEST QUARTER AVERAGE
075	INADEQUATE WORK HABITS
080	INCOMPLETE WORK
085	INCONSISTENT DAILY WORK
090	INCONSISTENT EFFORT
095	LACK OF CONCENTRATION
096	STRONG CLASS PARTICIPATION
100	LACK OF MOTIVATION
105	LATE/MISSING ASSIGNMENTS

To return to the **Post Grades** screen, click **Close**.

The **View Comment Codes** link displays a **list** of the comment codes and **descriptions**.

Slide 9 - Slide 9

Skyward Educator Access Plus - Microsoft Internet Explorer

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

We value your feedback

Grade Entry

Grading Period: 04/01/2007 to 08/31/2007 TERM 4
Grade Posting is available from 05/24/2007 12:01 AM to 08/31/2007 11:59 PM

Save Back

[View Grade Marks](#) | [View Comment Codes](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	ATH	T4	SE2	SM2	C1	C2	C3
Default blanks to:										
2008	Alisha	Long	A-	A-	A-	022		002		
2008	Andrew J	Krause		D-	D-	022				
2008	Ashley M	Arneson		A-	A-	022				
2008	Brittany	Fallstad		C+	C+	022				
2008	Christopher	JBuman		C+	C+	022				
2008	Daniel Curtis	Borgstrom		C	C	022				
2008	Dustin B.	Gopinath		B	B	022				
2008	Dustin L.	Heinrich		B+	B+	022				
2008	Emily Sarah	Carlson		C+	C+	022				
2008	Jared T	Mogensen		B-	B-	022				
2008	Jesse R.	Paulson	C+	C+	C+	022				
2008	Joanna P	Nuhn		B	B	022				
2008	John E	Parks		A-	A-	022				
2008	Johnathan L.	Critchfield		B+	B+	022				
2008	Joseph	Dalton		C+	C+	022				
2008	Joseph W	Ihli		B+	B+	022				
2008	Katie L	Chchic		A-	A-	022				
2008	Kayla Jo	Medina		C+	C+	022				
2008	Kristin A	Vogel		B+	B+	022				
2008	Kyle A	Quiring		B+	B+	022				

When all comments have been entered and grades reviewed, click **Save**.

Unsaved comments and grades will appear red.

Saved comment and grades will appear green.

Now all posted grades show in green.

This indicates that the grades have previously been saved.

This concludes the tutorial.