

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in a Microsoft Internet Explorer browser window. The browser title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The application header includes the Skyward logo, navigation tabs for "EDUCATOR ACCESS™ plus", "PRODUCT SETUP", "STUDENT MANAGEMENT", "HUMAN RESOURCES", and "FINANCIAL MANAGEMENT", and a user name "Steve Teacher". A navigation menu on the left lists various options like "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access". A yellow callout box is overlaid on the page, containing the following text:

**510 - Progress Summary Report**

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

**What is the Progress Summary Report?**  
This report lists current overall grades for a specific term.

**Why would you use the Progress Summary Report?**  
This report allows you to generate lists of students with their overall grade displayed for the term you specify. Student names can be suppressed and student identification numbers printed to maintain student grade confidentiality.

Range options also allow for listing students who have had poor performance.

**When would you use the Progress Summary Report?**  
This report is often posted in a public location on a weekly or biweekly basis.

Additional visible text on the page includes "resources for your school.", "body@anyschool.com", and an "Edit this Page" link at the bottom right.

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Skyward Educator Access Plus - Microsoft Internet Explorer

EDUCATOR ACCESS plus SKYWARD

SKYWARD Teacher: Steve Teacher

View Tutorial

Home Page | My Gradebook

Print Queue Back

Current Year Classes Prior Years Classes

Reports for All Classes

Only Show Current Classes

Grade Posting Status

400 High School

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>

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	Wed 07/04 Atnd	Term Grade	Sort By %	Bones Lab	Chapter 12	Sample Hom	Newspaper	Attendance	T4 Report Card	T4 Options
				WK34-Fri 04/20/2007 LAB 100 75.96	WK36-Fri 05/04/2007 QUIZ 100 80.36	WK37-Fri 05/11/2007 HWK 100 81.84	WK38-Thu 05/17/2007 PRO 100 80.16			
1 Alisha Long		A- 91.25%		99	98	77	6	6		
2 Andrew J Krause		D- 61.45%		56	77	85	7	7		
3 Ashley M Arneson		A- 90.40%		88	99	88	7	7		
4 Brittany Falstad		C+ 76.25%		77	66	88	7	7		
5 Christopher J Buman		*D+ 68.55%		55	66	77	8	8		
6 Daniel C Borgstrom		*D+ 67.25%		55	66	77	8	8		
7 Dustin B Gopinath		*D+ 69.10%		88	77	66	5	5		
8 Dustin L Heinrich		*C 73.25%		99	88	77	6	6		
9 Emily S Carlson		*D+ 65.80%		66	55	66	7	7		
10 Jared T Mogensen		*D+ 67.50%		88	77	88	8	8		
11 Jesse R Paulson		*D+ 68.55%		55	66	77	8	8		
12 Joanna P Nuhn		*C- 70.60%		88	77	88	8	8		
13 John E Parks		*B- 79.55%		77	66	77	8	8		
14 Johnathan L Critchfield		*C 74.90%		90	89	89	8	8		
15 Joseph Dalton		*D+ 65.95%		67	66	66	6	6		
16 Joseph W Ihli		*C 75.45%		77	88	88	8	8		
17 Katie L Chchic		*C+ 77.20%		88	88	88	8	8		
18 Kayla J Medina		*D+ 66.35%		67	67	67	6	6		
19 Kristin A Vogel		*C+ 76.50%		78	89	90	9	9		
20 Kyle A Quiring		*C 74.90%		78	70	89	8	8		
21 Matthew R Gholson		*C+ 76.20%		90	90	90	9	9		
22 Michael A Maquire		*C 74.10%		60	89	89	89	95	100	
23 Rebecca M Solfest		*C+ 78.50%		100	90	89	89	78	100	
24 Terrie M Stevens		*C+ 75.85%		69	84	93	90	95	100	
25 Zachary T Dunham		*C 75.20%		44	88	88	88	88	100	

Select the Reports button, click Progress Summary.

Reports menu items:  
 Attendance: Detail Report, Summary Report By Class  
 Gradebook: Grade Sheet Report, Assignment Listing - By Student, Assignment Master Report, Missing Assignments, Email Progress Report, View Emailed Reports, Category Summary Report  
 Progress Reports: Progress Detail, Progress Summary, Multi-Class Progress Report  
 Partial Progress Reports: Partial Progress Detail, Partial Progress Summary, Partial Multi-Class Progress Report  
 Class Information: Class Roster, Student Information  
 Report Cards: Grade Proof Sheet  
 Assignment Standards: Standard Scores by Assignment

Slide 4 - Slide 4

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The page title is "1160 / 05 Prd:5 Field Biology - Steve Teacher" and the report is titled "Report: Progress Summary". At the top, there are links for "Print Queue" and "Back to Gradebook". A table lists report templates:

Seq #	Report Template Name
900	Curr Term;No ID;Sig
910	Curr Term;Show ID;Sig

To the right of the table is a vertical menu with the following options: Print, Back, Add a new Template, View parameters of Template, Clone Template, Select Different Students, 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."

Slide 5 - Slide 5

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The browser's address bar contains "Print Queue" and a button labeled "Back to Report Ranges". The main content area features a form with the following elements:

- A header line: "Ad Summary Report."
- A "Sequence #" label next to a text input field containing the value "10".
- A "Report Template Name:" label next to a text input field containing the value "Sample".
- Two buttons on the right side: "Save" and "Back".

Two yellow callout boxes provide instructions:

- A callout box pointing to the "Report Template Name" field contains the text: "Enter a **name** for your report."
- A callout box pointing to the "Save" button contains the text: "Click **Save**."

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The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The browser title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo and "EDUCATOR ACCESS plus". Navigation links for "Print Queue" and "Back to Gradebook" are visible. The main content area is titled "Summary Report for 1160 / 05 Prd:5 Field Biology".

**Assignments**  
Display Grades for Term: Current Term : 04/01/2007 - 07/30/2007 [Save]

**Options**

- Only print students with less than  final percent
- Display Student Name
- Display Student ID
- Display Students in a Random Order
- Show Signature Line

**Free Form Header**  
Label 1:   
Label 2:

**Free Form Footer**  
Label 1:   
Label 2:   
Label 3:   
Label 4:

**Callout 1:** Select the **term** to display assignment and grade information.

**Callout 2:** Only print student with less than \_\_\_ final percent provides an option to print the report only for students below a poor performance threshold.

**Callout 3:** Select if you want the students **name** and/or **student id** to display on the report.

**Callout 4:** 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**.

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Skyward Educator Access Plus - Microsoft Internet Explorer

Print Queue Back to Gradebook

**Select Parameters for Progress Summary Report for 1160 / 05 Prd:5 Field Biology**

10 - Sample

**Assignments**

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

**Options**

- Only print students with length of term
- final percent
- Display Student Name
- Display Student ID
- Display Students in a Range
- Show Signature Line

**Free Form Header**

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

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

**Free Form Footer**

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

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

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

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

Label 5: \_\_\_\_\_

When complete, click **Save**.

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

**Note:** Typically this option would only be used if printing the report for an **individual** student.

Fill in any desired Free Form **Header and Footer** information.

Slide 8 - Slide 8

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo, a "Print Queue" button, and a "Back to Gradebook" button. The main content area is titled "Teacher" and features a table of report templates and a list of actions.

Seq #	Report Template Name
10	Sample
900	Curr Term;No ID;Sig
910	Curr Term;Show ID;Sig

Below the table is a list of actions:

- Print
- Back
- Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Students
- Select Different Classes

Four yellow callout boxes provide instructions:

- 1) Highlight the report that you wish to print.
- 2) To run the report for specific students within the selected class, click **Select Different Students**.
- 3) To run the report other classes, click **Select Different Classes**.
- 4) Click **Print**.



## Slide 9 - Slide 9

http://localhost/skyread/SKR172289EPPXAASH31914.pdf - Microsoft Internet Explorer

1 / 1 102% Find We value your feedback

lgbadm21.p High School Date: 07/04/07 Page: 1  
03.07.02.01.00 Progress Summary Report for T4 04/01/07 - 07/30/07 Time: 4:07 PM

Teacher: Teacher, Steve School Year: 2006-2007  
Course: 1160 / FLD BIO Sec: 05 Period: 5 Room #:

Student ID	Student Name	Percent	Grade
100028069	Ashley M. Arneson	90.40	A-
080000005	Daniel C. Borgstrom	67.25	D+
100028119	Christopher J. Buman	68.55	D+
080000006	Emily S. Carlson	65.80	D+
100028034	Katie L. Chchic	77.20	C+
080000047	Johnathan L. Critchfield	74.90	C
080000041	Joseph . Dalton	65.95	D+
100028006	Zachary T. Dunham	75.20	C
080000069	Brittany . Fallstad	76.25	C+
100028027	Matthew R. Ghelso	76.20	C+
100028049	Dustin B. G		
200027130	Dustin L. H		
100028037	Joseph W. I		
100028020	Andrew J. K		
080000073	Alisha . Long	91.25	A-
100028046	Michael A. Maguire	74.10	C
100028154	Kayla J. Medina	66.35	D+
100028114	Jared T. Mogensen	67.50	D+
100028142	Joanna P. Nuhn	70.60	C-
100028151	John E. Parks	79.55	B-
080000025	Jesse R. Paulson	68.55	D+
100028004	Kyle A. Quiring	74.90	C
100028137	Rebecca M. Solfest	78.50	C+
100028072	Terrie M. Stevens	75.85	C+
100028039	Kristin A. Vogel	76.50	C+

Total Students: 25

This is a sample Progress Summary Report.  
This concludes the tutorial.