

Crosby ISD



Elementary Grade Book Module

August 2012

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## Table of Contents

<b>Logging into Skyward .....</b>	<b>3</b>
<b>Taking Attendance: .....</b>	<b>5</b>
Taking Attendance by Name.....	5
Taking Attendance by Seating Chart .....	6
<b>Creating a Seating Chart .....</b>	<b>7</b>
<b>Accessing Student Information .....</b>	<b>10</b>
<b>Standards Gradebook .....</b>	<b>13</b>
Entering Grades in the Standards Gradebook .....	13
Quick Scoring Method .....	15
Entering Grades for One Student at a Time .....	16
Student Display Options.....	17
Grade Period Display .....	18
Grade Adjustments .....	18
Grade Change Request .....	20
Displaying Student Grades Individually.....	22
New Students and Transferring Grades .....	23
Reports.....	27
Printing a Blank Class Roster with Gridlines .....	28
Opening a Report in Excel .....	28
Cloning a Report Template.....	29
Adding a New Report Template .....	30
<b>Tutorials .....</b>	<b>31</b>

# Logging into Skyward

1. Login via the Web URL: <http://www.crosbyisd.org/skyward/cisdskyward.html>.
2. If you are using the training database, click the **Training Database** link. If you are using the live database, click the **Skyward Gradebook** link.

TRAINING DATABASE



Skyward Finance

Skyward Gradebook



Skyward Student

Skyward Training Documents

3. Login: The same as your network user id.  
Password: The same as your network password.



Crosby ISD  
Student/Gradebook

Login ID:

Password:

Sign In

# Gradebook Home Page

Once you have logged in, you will be taken to the Skyward homepage. When you are finished using Skyward, please log out by clicking the **Exit** button. *Do not exit by clicking the X. This may cause your account to remain logged in even though you have closed the window.*



The screenshot shows the Skyward Crosby ISD Educator Access Plus Home page. At the top left is the Skyward logo and 'Crosby ISD'. At the top right, there is a navigation bar with buttons for 'My Print Queue', 'Exit', and a help icon. A red arrow points to the 'Exit' button. Below the navigation bar is a 'Home' dropdown menu. The main content area is titled 'Educator Access Plus Home'. On the left is a sidebar menu with 'Educator Access Plus' expanded, showing 'Teacher Access', 'My Gradebook', 'My Students', 'My Classes', 'Post Daily Attendance', and 'Teacher Access Tutorial'. The main content area has three sections: 'My Print Queue' (with a table showing 'Job' and 'Status' and the message 'No items available.'), 'Jump To Other Systems' (with links for 'Educator Access Plus' and 'Student Management'), and 'My Print Queue' (with a printer icon).

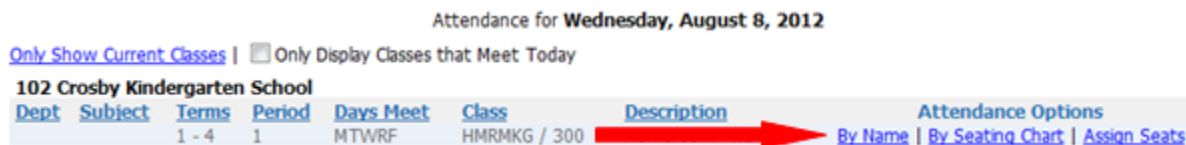
# Taking Attendance:

Click the **Post Daily Attendance** link under Teacher Access.

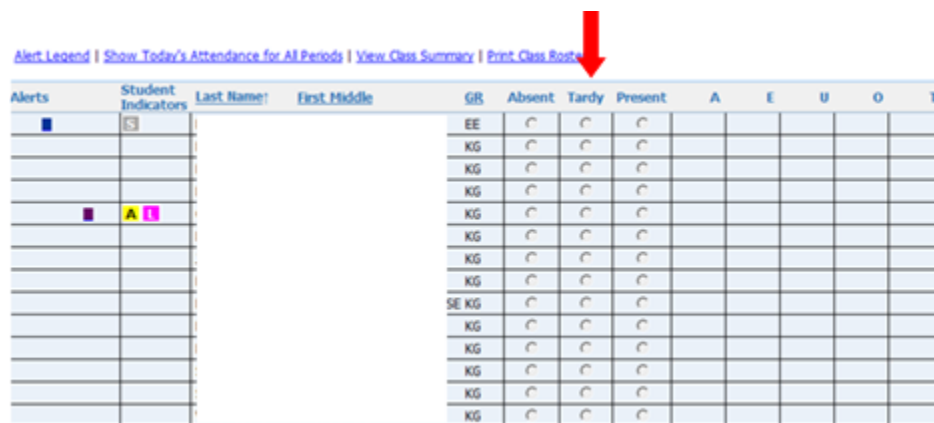


## Taking Attendance by Name

1. Click the **By Name** link next to the course where you want to take attendance.



2. Designate if the student is absent or tardy and click the **Save** button. If all students are present, click the **Save** button. If the absent or tardy indicators display in Red, the values have not been saved. If the absence or tardy indicators display in Green, the values have been saved.



## Taking Attendance by Seating Chart

1. Click the **By Seating Chart** link next to the course where you want to take attendance.

[Only Show Current Classes](#) | ☐ Only Display Classes that Meet Today

102 Crosby Kindergarten School

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 4	1	MTWRF	HMRMKG / 300	Homeroom - KG	<a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>

2. Click the dropdown box to select Absent or Tardy and click the **Save** button. If all students are present, click the **Save** button.

Take Attendance for **Wednesday, June 30, 2010**

[Alert Legend](#) | [Show Pictures](#) | [Printer Friendly Listing](#)

<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present Absent Tardy Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 1 Other: 0 Grade: 05</p> <p>Present</p>
<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 1 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>	<p>Excused: 0 Unexcused: 0 Other: 0 Grade: 05</p> <p>Present</p>

Save  
Undo  
Back

Click the **Show Pictures** link to see the students' pictures.

[Alert Legend](#) | [Show Pictures](#) | [Printer Friendly Listing](#)

N G

Click the **Printer Friendly Listing** link to print the seating chart. This could be useful for substitutes.

[Alert Legend](#) | [Show Pictures](#) | [Printer Friendly Listing](#)

N G


# Creating a Seating Chart

1. Click the **Assign Seats** link next to the course where you want to create a seating chart.

[Only Show Current Classes](#) | ☐ Only Display Classes that Meet Today

102 Crosby Kindergarten School						
Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 4	1	MTWRF	HMRMKG / 300	Homeroom - KG
						<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>

2. Enter the number of rows and seats per row you want in your seating chart and click the **Refresh** button.

ATOR SS<sup>plus</sup>  **PINE SHADOWS EL** Teacher: **teacher19 Teach** Class: [GNCON5 / 554 Prd:1 GENERA](#) [View Tut](#) [Custom](#)

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[Show Pictures](#) | [Clear Seating Chart](#)

Number of Rows:

Number of Seats Per Row:

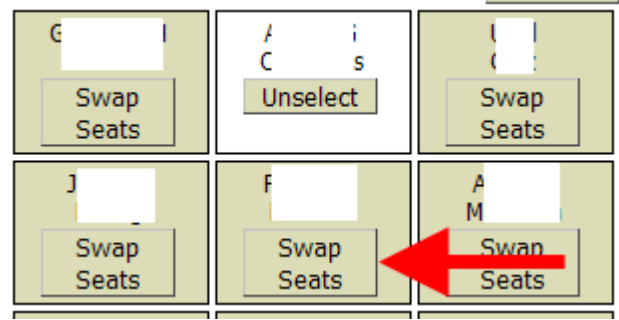
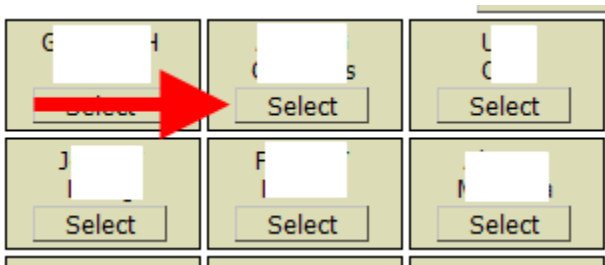
J L <input type="button" value="Select"/>	E M <input type="button" value="Select"/>	A L <input type="button" value="Select"/>	C E <input type="button" value="Select"/>	G I <input type="button" value="Select"/>
A C <input type="button" value="Select"/>	U C <input type="button" value="Select"/>	T <input type="button" value="Select"/>	C <input type="button" value="Select"/>	S V s <input type="button" value="Select"/>

3. If you want to move a student to an unfilled seat, click the **Select** button in the student's cell and then click the **Fill Seat** button of the cell in which you want the student to move.

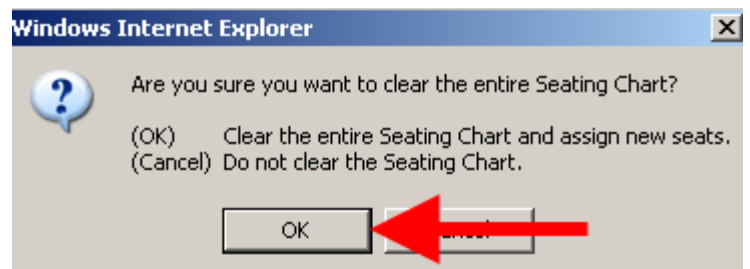
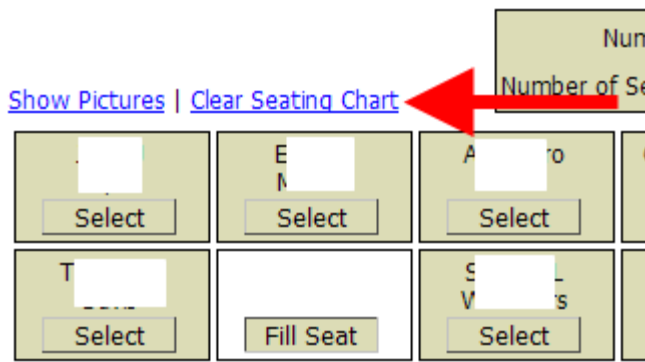
[Show Pictures](#) | [Clear Seating Chart](#) Number of S

J L <input type="button" value="Select"/>	E M <input type="button" value="Select"/>	A L <input type="button" value="Select"/>	
T <input type="button" value="Select"/>	C A <input type="button" value="Select"/>	S V s <input type="button" value="Select"/>	
M <input type="button" value="Select"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	
J <input type="button" value="Select"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	

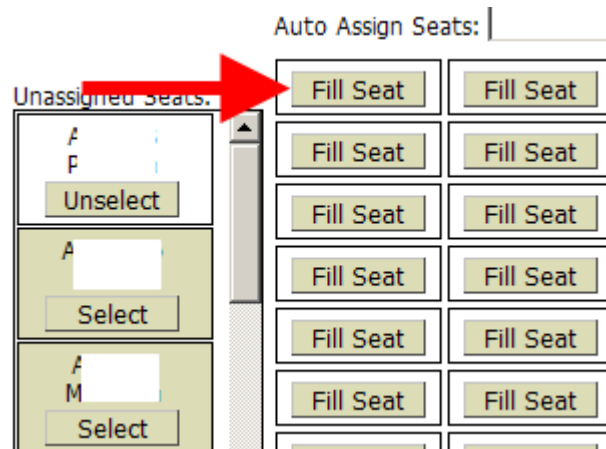
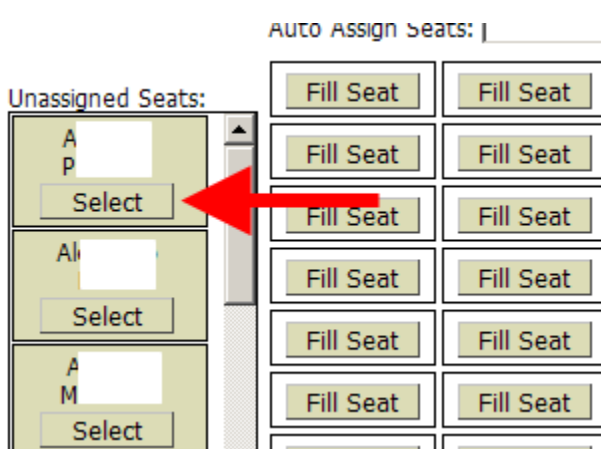
4. If you want two students to 'swap' seats, click the **Select** button in one student's cell and then click the **Swap Seats** button in the other student's cell.



5. Click the **Clear Seating Chart** link to remove all students from the seating chart. Click **OK** on the warning message to clear the seating chart.

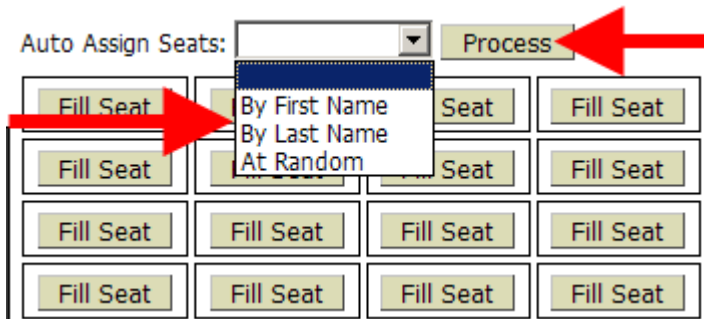


6. Click the **Select** button in the student's cell and the **Fill Seat** button of the cell in which you want the student to move.

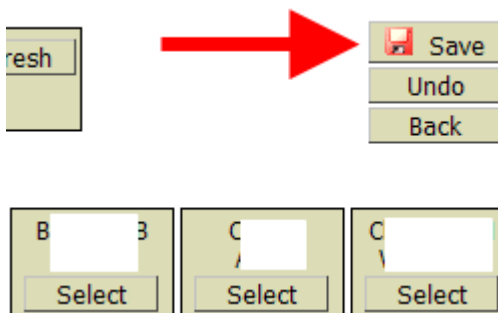




7. Or, once you have cleared the entire seating chart, there is an auto assign feature. You can select by First Name, Last Name or Random and then click the **Process** button.

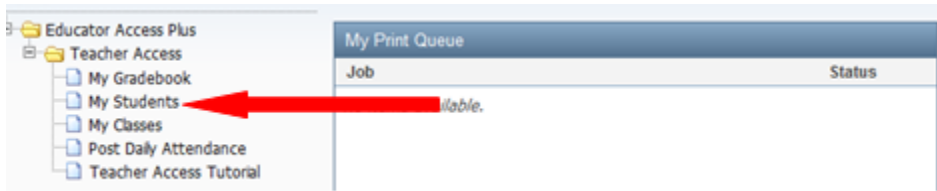


8. When finished with the seating chart click **Save**.



# Accessing Student Information

1. Click the **My Students** link.



2. Double click the student whose information you want to view.

Lookup by Last Name:

First Name	Last Name	MI	Entity	Status	Gender	Grade
		B	102	Active	Male	EE
		D	102	Active	Male	KG
		R	102	Active	Male	KG
		N	102	Active	Female	KG
		A	102	Active	Female	KG
		G	102	Active	Female	KG
		G	102	Active	Female	KG
		R	102	Active	Male	KG
		H	102	Active	Female	KG
		A	102	Active	Female	KG
		V	102	Active	Female	KG
		L	102	Active	Female	KG
		D	102	Active	Male	KG
		D	102	Active	Female	KG

3. From this screen you can view information about the student such as class summary, attendance, discipline, student portfolio and family access history. This screen also allows you to view information as displayed in Family Access. You can also generate several different reports on the student.

**Student Info**

- Profile
- Class Summary
- Attendance (0)
- Schedule
- Add/Drops (0)
- Discipline (0)
- NCLB
- Academic History
- Graduation Requirements
- Test Scores (0)
- Family Access History (0)
- Activities (0)
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar
- Reports
  - Information Report
  - Progress Report
  - Progress Report Letter

Grade: **EE**

**Student Alert Indicators**

**ER DR** Alert Info:

**CROSBY, TX 77532**

**No Image Available** (2)

Note:

Second Phone:  Third Phone:

School Email:  Home Email:

Student Id:  Birthdate:  Language: **ENGLISH**

Internal Id: **712** Age: **5** Gender: **Male**

Status: **Active** Locker:  Local Race:

Other Name:  Federal Race: **1**

**School Information**

Entity: **102/Crosby Kinderga** Advisor:

School: **Crosby Kindergarten** Hr Teacher:

Homeroom: **A191** Disc Officer:

**Family \*\*\*1**

Mother

Father

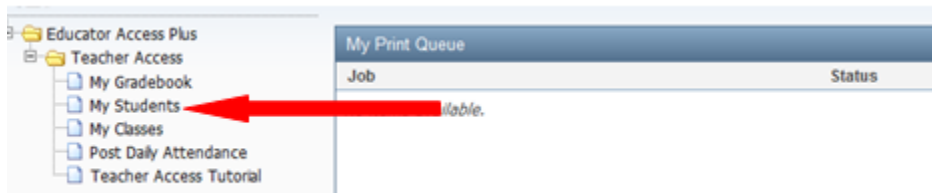
**Emergency Contacts**

Mother

Father

# Accessing/Entering Discipline Referrals

1. Click the **My Students** link.



2. Double click the student whose discipline information you want to access.

Lookup by Last Name:

First Name	Last Name	MI	Entity	Status	Gender	Grade
		B	102	Active	Male	EE
		D	102	Active	Male	KG
		R	102	Active	Male	KG
		N	102	Active	Female	KG
		A	102	Active	Female	KG
		G	102	Active	Female	KG
		G	102	Active	Female	KG
		R	102	Active	Male	KG
		H	102	Active	Female	KG
		A	102	Active	Female	KG
		V	102	Active	Female	KG
		L	102	Active	Female	KG
		D	102	Active	Male	KG
		D	102	Active	Female	KG

3. Click the **Discipline** link.

The screenshot shows the 'Student Info' page for a student named Crosby, TX 77532. The left sidebar has a tree view with 'Profile', 'Class Summary', 'Attendance (0)', 'Schedule', 'Add/Drops (0)', 'Discipline (0)', 'NCLB', 'Academic History', 'Graduation Requirements', 'Test Scores (0)', 'Family Access History (0)', 'Activities (0)', 'Family Access Display', 'Gradebook', 'Message Center', 'Calendar', 'Reports', 'Information Report', 'Progress Report', and 'Progress Report Letter'. A red arrow points to 'Discipline (0)'. The main content area shows student details: 'CROSBY, TX 77532', 'ER DR', 'Alert Info', 'Note', 'Second Phone', 'School Email', 'Student ID: 712', 'Internal ID: 712', 'Status: Active', 'Birthdays: Age: 5', 'Lockers: Other Name:', 'Language: ENGLISH', 'Gender: Male', 'Local Race: -', 'Federal Race: 1', 'School Information', 'Entity: 102/Crosby Kinderga', 'School: Crosby Kindergarten', 'Homeroom: A191', 'Advisor: 009', 'Hr Teacher: 009', 'Disc Officer:', 'Family \*\*\*1', 'Mother', 'Father', 'Emergency Contacts', 'Mother', 'Father'.

- If the student has any previous discipline referrals, they will appear on this screen. To add a discipline referral, click the **Add** button. *Note: You will only be able to see the discipline referrals that **you** have entered.*

Discipline Info

Student Info

- Profile
- Class Summary
- Attendance (0)
- Schedule
- Add/Drops (0)
- Discipline (0)
- NCLB

Grade: 1 **Add**

There are no Discipline Referrals

Total Referrals: 0

- The **School** dropdown menu will default to your campus. Leave it as is.
- The **Offense** dropdown menu will default to "Per Removal By Teacher." Leave it as is.
- Click the **Location** dropdown menu and choose the location where the offense occurred.
- In the **Date of Offense** section, enter the date the offense occurred.
- In the **Time of Offense** section, enter the time the offense occurred.
- In the **Comment** box, type a description of the offense.
- If you notified the student's parent about the offense, place a check in the **Parent Notified** box.
- Click the **Save** button.

School: Crosby Kindergarten School **Save**

Offense: PERM REMOVAL BY TEACHER **Back**

Location: CLASSROOM **Check Spelling**

Bus:

Date of Offense: Aug 08 2012 Wed, Aug 8 2012

Time of Offense: 9:53 AM

☒ Parent Notified

Comment:

Entered: 08/08/12 at 9:53 AM

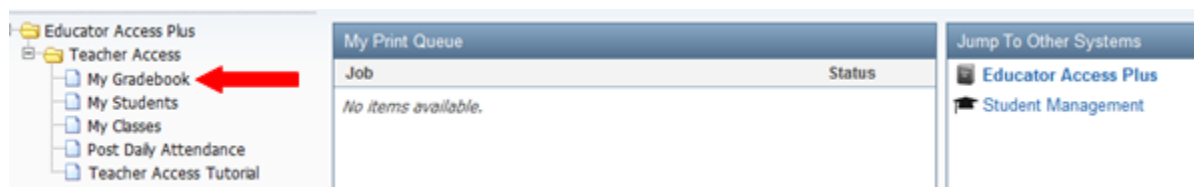
- You can edit or delete the offense until the record has been changed by the office.

Offense	Location	Officer	Parent Notified
08/08/12 PERM REMOVAL BY TEACHER	CLASSROOM	Referred on: 08/08/12	Yes
			<b>Edit</b> <b>Delete</b>

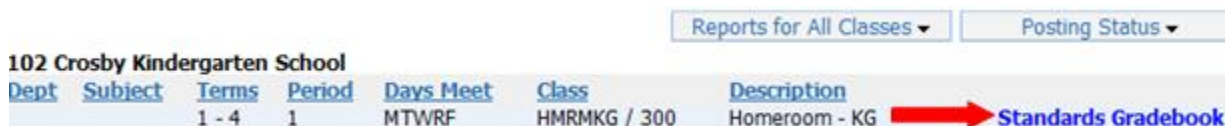
*Note: Discipline information will **not** show up in Family Access.*

# Standards Gradebook

1. Click the **My Gradebook** link.



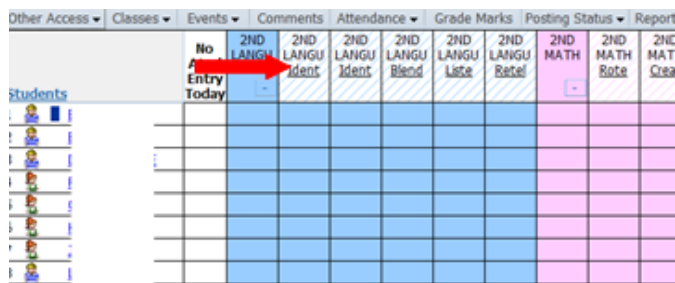
2. Click the **Standards Gradebook** link.



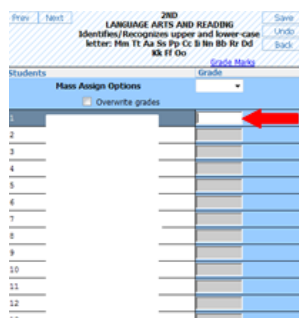
## Entering Grades in the Standards Gradebook

There are several ways to enter grades.

1. Click the link on the skill for the grade you wish to enter.



2. Click your mouse in the **Grade** box next to the student's name and type in the student's grade.



3. You may also give all students the same grade by clicking the **Mass Assign** drop down menu and choosing the grade you wish to give all students.

The screenshot shows the '2ND LANGUAGE ARTS AND READING' section of the gradebook. The 'Mass Assign Options' dropdown menu is open, showing options: 'Clear', 'S', 'N', and 'U'. A red arrow points to the 'S' option. The 'Overwrite grades' checkbox is checked. The 'Grade' column is highlighted in blue.

4. Click **OK** on this message.

The dialog box asks: 'Do you want to default all blank grades to E?'. It has two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button. The text below the buttons reads: '(OK) Set all blank grades to E' and '(Cancel) Do not default blank grades'.

5. When finished, click **Save**.

The screenshot shows the same gradebook interface as before, but now the 'Grade' column is populated with the letter 'S' for all students. A red arrow points to the 'Save' button in the top right corner. The 'Overwrite grades' checkbox is still checked.

## Quick Scoring Method

1. Grades can also be entered by clicking the **Quick Scoring** tab.

Posting Status	Reports	Display	Quick Scoring	Export			
2ND MATH	2ND MATH Rote	2ND MATH Creat	2ND MATH Recog	2ND MATH Descr	2ND MATH Joini	2ND MATH Ident	2ND MATH Ident
-							

2. You can enter grades by clicking in the appropriate box and typing a student's grade for the assignment. *Tip: The tab key will move you across the page. The enter key will move you down the page.*






Quick Scoring						
Students	2ND LANGU	2ND LANGU Ident	2ND LANGU Ident	2ND LANGU Blend	2ND LANGU Liste	2ND LANGU Retel
1		*	*	*	*	*
2		*	*	*	*	*
3		*	*	*	*	*
4		*	*	*	*	*
5		*	*	*	*	*
6		*	*	*	*	*

3. When you are finished adding grades, click **Save** to save and remain on this screen or **Save and Back** to save and return to the main gradebook screen.

My Print Queue			
2ND MATH Ident	2ND MATH Ident	2ND SOCIA	Back
*	*		Save
*	*		Save and Back
*	*		Undo
*	*		Show 'Cell' Details
*	*		

## Entering Grades for One Student at a Time

1. You can enter grades for one student at a time by clicking the student's name inside the main gradebook screen.

	No Atnd Entry Today	2ND LANGU	2ND LANGU Ident	2ND LANGU Ident	2ND LANGU Blend	2ND LANGU Liste
<a href="#">Students</a>						
 <a href="#">Q</a>						
 <a href="#">!</a>						
 <a href="#">E</a>						
 <a href="#">I</a>						
 <a href="#">I</a>						

2. Click **Score Skills**.

<a href="#">View Skills by Event</a>	<a href="#">Special Codes</a>	<a href="#">Grade Marks</a>	<a href="#">Teacher's Log</a>	<a href="#">Score Skills</a>
<b>Academic Area</b>				<b>2ND</b>
<b>LANGUAGE ARTS AND READING</b>				
Identifies/Recognizes upper and lower-case letter: Mm Tt Aa Ss Pp Cc Ii Nn Bb Rr Dd Kk Ff Oo <a href="#">(details)</a>				
Identifies/Recognizes sounds that letters represent: Mm Tt Aa Ss Pp Cc Ii Nn Bb Rr Dd Kk Ff Oo				

3. Click your mouse in the box for the grade you wish to enter and type in the grade.

<b>Academic Area</b>				<b>2ND</b>
<b>LANGUAGE ARTS AND READING</b>				
Identifies/Recognizes upper and lower-case letter: Mm Tt Aa Ss Pp Cc Ii Nn Bb Rr Dd Kk Ff Oo <a href="#">(details)</a>				S
Identifies/Recognizes sounds that letters represent: Mm Tt Aa Ss Pp Cc Ii Nn Bb Rr Dd Kk Ff Oo <a href="#">(details)</a>				S
Blends spoken sounds to form words <a href="#">(details)</a>				

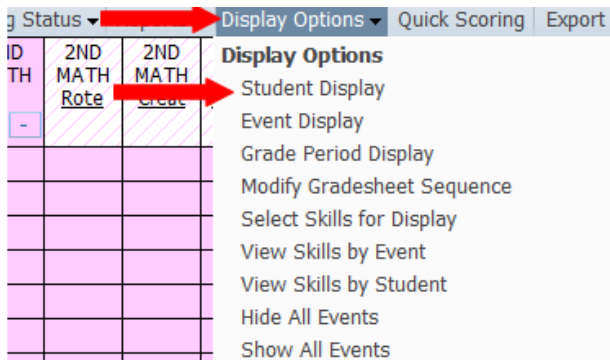
4. When finished, click **Save**.

				<a href="#">Save</a>
				<a href="#">Undo</a>
				<a href="#">Back</a>
<a href="#">Special Codes</a>   <a href="#">Grade Marks</a>				
<b>Academic Area</b>				<b>2ND</b>
<b>LANGUAGE ARTS AND READING</b>				
Identifies/Recognizes upper and lower-case letter: Mm Tt Aa Ss Pp Cc Ii Nn Bb Rr Dd Kk Ff Oo <a href="#">(details)</a>				S
Identifies/Recognizes sounds that letters represent: Mm Tt Aa Ss Pp Cc Ii Nn Bb Rr Dd Kk Ff Oo <a href="#">(details)</a>				S



## Student Display Options

1. Hover your mouse over **Display Options** and choose **Student Display**.

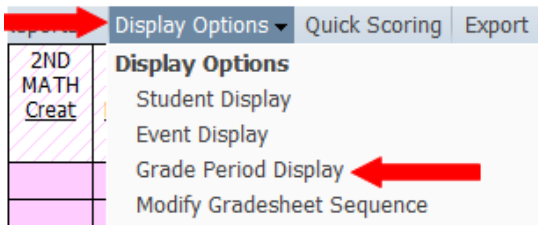


2. Make your selections for **Name Display**, **Display Options** and **Sorting Options** then click **Save**.

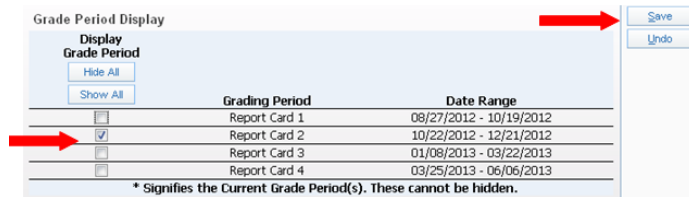


## Grade Period Display

1. Hover your mouse over **Display Options** and choose **Grade Period Display**.



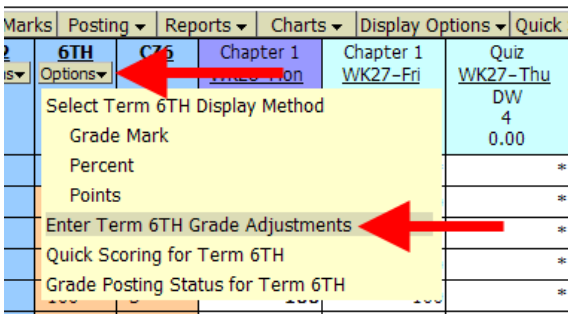
2. Uncheck any report card grades that you do not want to display. Click **Save**.



## Grade Adjustments

You may find it necessary to adjust a student's term grade at the end of the term.

1. Hover your mouse over the **Options** button in the column heading of the reporting period and choose **Enter Term Grade Adjustments**.



2. In the **Adjustment** column, click your mouse in the **Grade** box for a student and enter the grade you would like to give that student.

Students			Calculated Grade Percent	Adjustment		To
Grade	Student ID	Current Grade	Current Percent	Grade	Amount Cmt	Percent
1 A	J 931793					
2 C	H 865823	99	99.00	100		
3 C	854018	93	92.50			
4 C	928371	72	71.67			
5 C	D 923334	100	100.00			
6 C	937447	90	90.00			

3. Or, In the **Adjustment** column, click your mouse in the **Amount** box for a student and enter the number of points by which you would like to increase that student's grade.

Students			Calculated Grade Percent		Adjustment Grade Amount Cmt			Total Percent	Override
1	A	J 931793							-
2	C	H 865823	99	99.00	100	0.50		99.50	-
3	C	854018	93	92.50		2			-
4	C	928371	72	71.67					-
5	C	D 923334	100	100.00					-

4. If you wish to overwrite a student's numeric term grade with a grade of "Incomplete," click the **Override** dropdown menu for that student and choose **Incomplete**.

Students			Calculated Grade Percent		Adjustment Grade Amount Cmt			Total Percent	Override for Medical or Incomplete
1	A	J 931793							-
2	C	H 865823	99	99.00	100	0.50		99.50	-
3	C	854018	93	92.50	95	2.00		94.50	-
4	C	928371	72	71.67					-
5	C	923334	100	100.00					I Incomplete
6	C	937447	90	90.00					-

5. When finished, click **Save**.

**Term 6TH**

Save

Undo

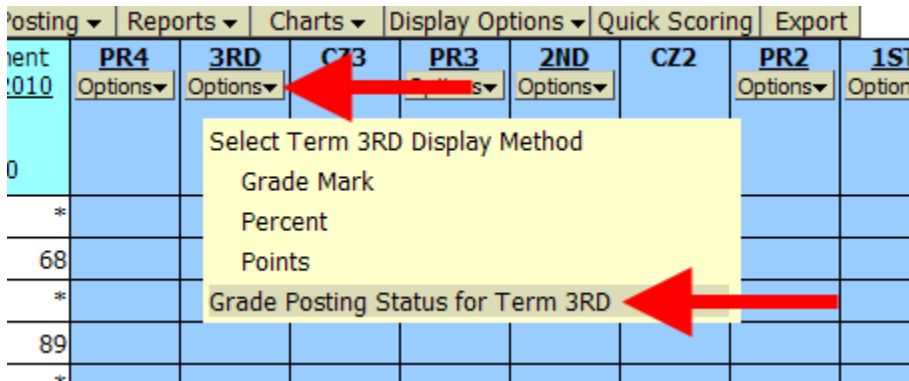
Back

Student	Adjustment Grade	Amount	Cmt	Total Percent	Override for Medical or Incomplete	Posted Grade
---------	------------------	--------	-----	---------------	------------------------------------	--------------

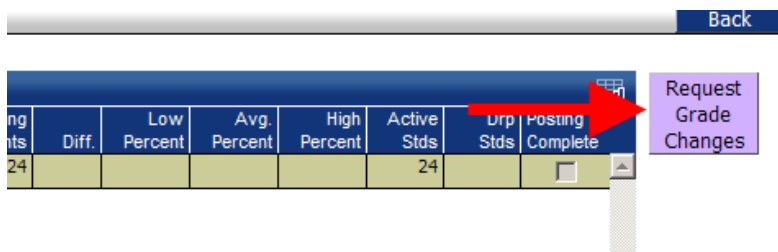
## Grade Change Request

Once a grading period has closed, you cannot change an assignment grade without asking for approval. Once you ask for approval, your grade book for that student will be opened for two hours in order for you to change the student's grade.

1. Hover your mouse over the **Options** button in the column heading of the reporting period and choose **Grade Posting Status for Term**.



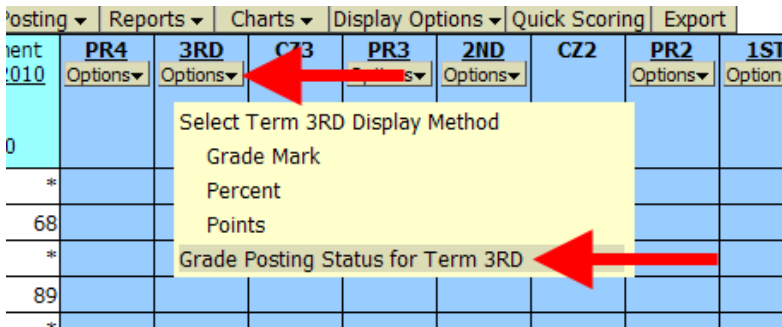
2. Click Request Grade Changes.



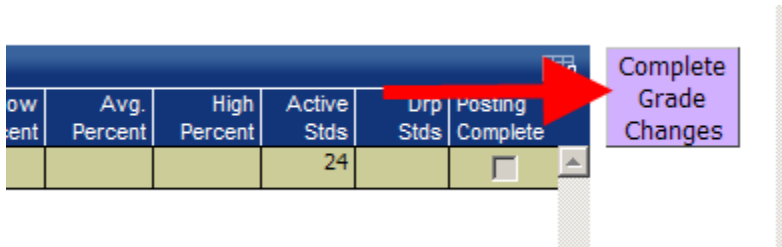
3. In the **Reason for Requesting Grade Changes** box, type the reason you are requesting a grade change, then click **Yes**.

The 'Request Grade Changes' dialog box contains the following text: 'If you proceed, you will be allowed to modify your gradebook for the closed grading period **Term 3** for course **MATHM5 / 554**. You will be allowed to make changes from now until **2:06 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.' Below this is a text input field labeled 'Reason for Requesting Grade Changes:' with the text 'Student has been out sick.' entered. A red arrow points to this text. At the bottom, there is a question 'Do you want to proceed?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button.

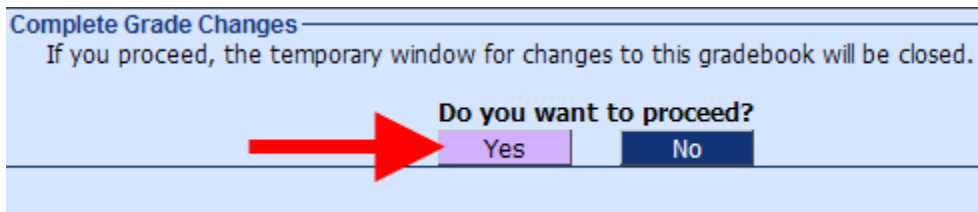
- The reporting period is now open for grade changes. When finished, hover your mouse over the **Options** button in the column heading of the reporting period and choose **Grade Posting Status for Term**.



- Click Complete Grade Changes.








- Click **Yes**.















## Displaying Student Grades Individually

1. Click on a student's name.

		No Atnd Entry Today	2ND LANGU Ident	2ND LANGU Ident	2ND LANGU Blend	2ND LANGU Liste
<u>tudents</u>						
	<a href="#">O</a>					
	<a href="#">!</a>					
	<a href="#">E</a>					
	<a href="#">I</a>					
	<a href="#">I</a>					

2. Individual grades for the student will be displayed.

<b>All Events</b>		<b>Missing Events (0)</b>	<b>Comments</b>
<a href="#">View Skills by Event</a>		<a href="#">Special Codes</a>	<a href="#">Grade Marks</a>
<a href="#">Teacher's Log</a>		<a href="#">Reports</a>	<a href="#">Score Skills</a>
<b>Academic Area</b>		<b>2ND</b>	
<b>LANGUAGE ARTS AND READING</b>			
	Identifies/Recognizes upper and lower-case letter; Mm Tt Aa Ss Pp Cc Ii Nn Bb Rr Dd Kk Ff Oo <a href="#">(details)</a>		
	Identifies/Recognizes sounds that letters represent: Mm Tt Aa Ss Pp Cc Ii Nn Bb Rr Dd Kk Ff Oo <a href="#">(details)</a>		
	Blends spoken sounds to form words <a href="#">(details)</a>		
	Listens and Responds appropriately to literature <a href="#">(details)</a>		
	Retells important story events/facts in sequence <a href="#">(details)</a>		
<b>MATH</b>			
	Rote counts 0-60 <a href="#">(details)</a>		
	Create sets 10-15 <a href="#">(details)</a>		
	Recognizes and names numerals 10-15 <a href="#">(details)</a>		
	Describes relative sizes of sets: [more than, less than, same as] <a href="#">(details)</a>		
	Joining sets up to 10 (addition) <a href="#">(details)</a>		
	Identifies and uses ordinal positions 1st - 10th <a href="#">(details)</a>		
	Identifies two dimensional shapes: [circle-triangle-square-rectangle] <a href="#">(details)</a>		
<b>SOCIAL DEVELOPMENT</b>			

## New Students and Transferring Grades

When a student has been scheduled into your class after school has started, a **"New"** indicator will appear next to the student's name. There are several different ways to enter the grades for this new student.

1. Click that button to see grade book grades from other classes the student has attended.

Students			6TH	Sort By %
1	<a href="#">A</a>	<a href="#">J</a> 931793 <b>NEW</b>	←	
2	<a href="#">C</a>	<a href="#">H</a> 865823		
3	<a href="#">C</a>	854018	100	99.50% 100
4	<a href="#">C</a>	928371	95	94.50% 72
			I	71.67% 72

2. If you want to get rid of the New button, uncheck **Do not display NEW by this student's name.**

**New Student**

W [redacted] was added to this class on **Friday, January 29 2010**  
From **100 / 02 ENGLISH 7**

☒ Do not display NEW by this student's name.

### Option #1 – Auto-Transfer Scores from Dropped Section of this Course

This option is ideal if a student transfers from one section of a class to another section of the same class with the same teacher.

1. Click Transfer Matching Scores for Option #1.

**Transfer Scores**

**Option #1 - Auto-Transfer Scores from Dropped Section of this Course**

W [redacted] dropped section 02 of this course with **6** graded assignments

Choose this option to automatically transfer 6 graded assignments from dropped section 02 to current section 03

**Transfer Matching Scores** ←

2. Click **Save**.

**Transfer Scores**

6 Matching Assignments Found for W [redacted]

Assignments are matched if the following information is the same: Due Date, Category, Max Score and Weight. If all criteria are the same, the system will look at the Assignment Description.  
Click Save to transfer these scores to 100 / 03 ENGLISH 7.

**Matched Assignments**

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Student Score	Special Code	No Count	Missing	Comment
01/11/10	20	Mon	HMWK		Huck Finn	1.00	100	100		<input type="checkbox"/>	<input type="checkbox"/>	
01/12/10	20	Tue	QUIZ		Huck Finn	1.00	100	100		<input type="checkbox"/>	<input type="checkbox"/>	
01/15/10	20	Fri	TEST		Huck Finn	1.00	100	91		<input type="checkbox"/>	<input type="checkbox"/>	
01/15/10	20	Fri	QUIZ		Where Red	1.00	100	72		<input type="checkbox"/>	<input type="checkbox"/>	
01/18/10	21	Mon	HMWK		Where Red	1.00	100	80		<input type="checkbox"/>	<input type="checkbox"/>	
01/20/10	21	Wed	TEST		Where Red	1.00	100	80		<input type="checkbox"/>	<input type="checkbox"/>	

Save  
Undo  
Back

## Option #2 - Transfer Assignment/Term Scores From a Dropped Class

This option works with students who have transferred to a class from any other class on campus.

1. Click the dropdown menu to choose whether to transfer both assignment grades and term grades or term grades only.

Option #2 - Transfer Assignment/Term Scores From a Dropped Class

Choose this option to manually transfer or enter **assignment and term grades** based on a dropped class

Use Dropped Class: **Not Selected** ([Hide Dropped Classes](#))

**Manually Transfer Scores**

2. Select the dropped course from which you would like to transfer grades.

Entity	Class	Description	Teacher	Drop Date
001 - Entity (001) Grades 9 to 12	<a href="#">08640 / 02</a>	APPLIED MATH V	Kim Whitegoatscr	01/04/10

3. Click **Manually Transfer Scores**.

**Manually Transfer Scores**

Choose this option to manually transfer or enter **assignment and term grades** based on a dropped class

Use Dropped Class: **Not Selected** ([Hide Dropped Classes](#))

4. Click the **Grade** link for the assignment in your gradebook that you would like to transfer a grade to.

Transfer Assignment Scores for Mickey Langelierscr							
Unscored Assignments from 08640 / 01 - APPLIED MATH V							
Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
08/26/09	tracing forms	DAILY WORK	1.00	100	Yes	<input checked="" type="checkbox"/>	<a href="#">Grade</a>
08/28/09	work	DAILY WORK	1.00	100	No	<input type="checkbox"/>	<a href="#">Grade</a>

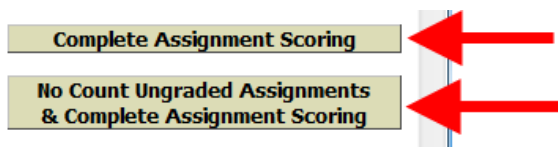
5. Click **Transfer** for the grade from the dropped course that you would like to transfer to the assignment in your gradebook.

### Scored Assignments from Dropped Class 08640 / 02 - APPLIED MATH V

Due Date	Assignment	Category	Weight	Score	Special Code	No Count	Missing	
08/26/09	tracing forms	DAILY WORK	1.00	90 / 100		No	No	<a href="#">Transfer</a>
08/28/09	work	DAILY WORK	1.00	90 / 100		No	No	<a href="#">Transfer</a>



- If you have entered a grade for all assignments in your gradebook, click **Complete Assignment Scoring**. You may also click **No Count Ungraded Assignment & Complete Assignment Scoring** to change all of the student's ungraded assignments in your gradebook to "No Count."

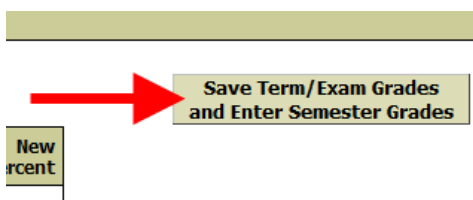


- You may adjust term grades if you wish.

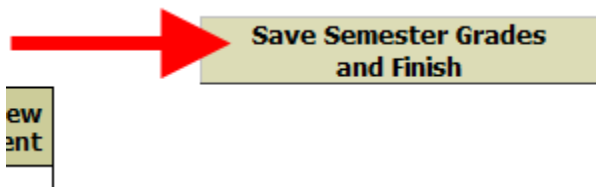
Enter Term Grades for Class 08640 / 01

Term	Old Grade	Old Percent	Adjustment	New Grade	New Percent
T1	93	93.01%	4.49%	98	98.01%
T2			95.49%	95	95.49%

- Click Save Term/Exam Grades and Enter Semester Grades.



- Click Save Semester Grade and Finish.

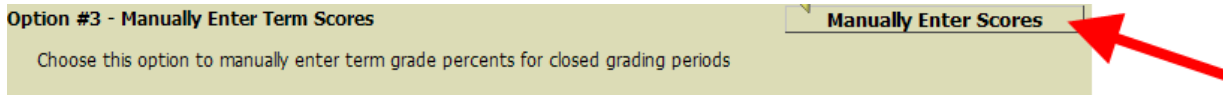


### Option #3 - Manually Enter Term Scores

This is the best option for students transferring from another campus or district.

*Note: If the student is transferring from another district, the Crosby ISD registrar should have already entered the grade from the previous school. This value will show up in the Report Card column and needs to be pulled into your grade book through the process below.*

1. Click **Manually Enter Scores**.

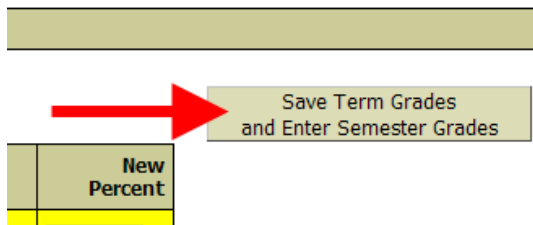


2. In the **New Grade** column, type in the grade for each term.

#### Enter Term Grades for Class 100 / 03

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
T1					<input type="text"/>	<input type="text"/> %

3. Click Save Term Grades and Enter Semester Grades.



4. Enter the semester grade and click **Save Semester grades and Finish**.

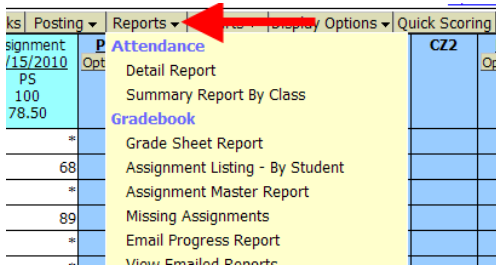
#### Enter Semester Grades for Class 100 / 03

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
T1	C	79.99%		79.99%	C	79.99%
T2	C	79.99%		79.99%	C	79.99%
S1					<input type="text" value="C"/>	

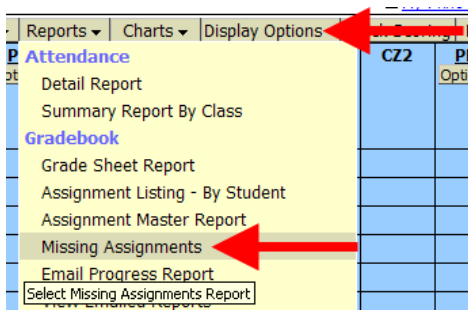
Save Semester Grades and Finish

## Reports

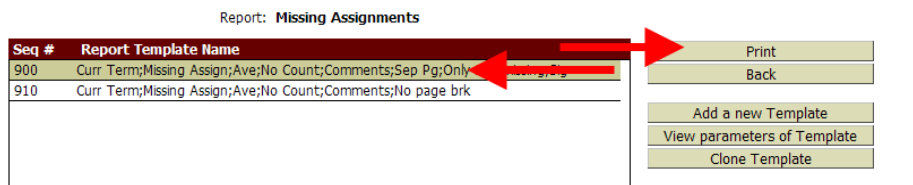
To access gradebook reports, hover your mouse over **Reports** and you will see the list of reports available in Skyward.



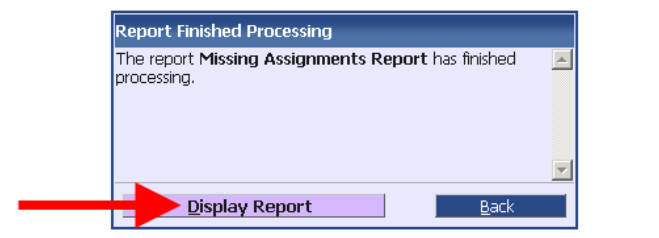
1. To print a report, hover your mouse over **Reports**, and choose the report you would like to view.



2. Choose one of the templates from the list and click **Print**.

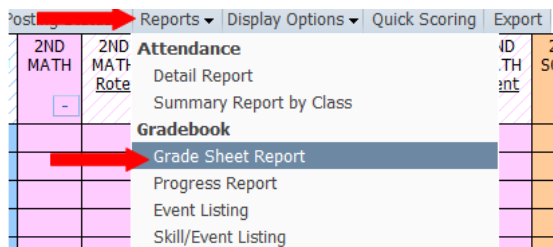


3. Click **Display Report** when this message box appears.



## Printing a Blank Class Roster with Gridlines

1. To print a blank class roster with gridlines, choose the **Grade Sheet Report**.

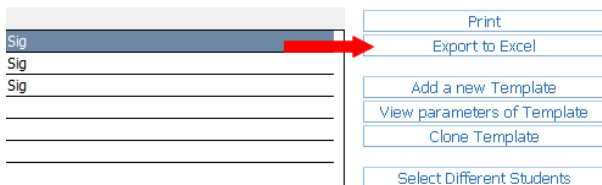


2. Select one of the blank grade sheet report templates.

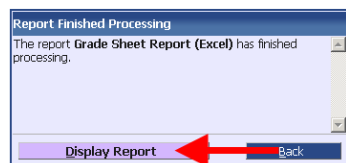
Seq #	Report Template Name
900	Curr Term;No ID; Events; Font 10; No Sig
910	Curr Term;No ID; Events; Font 12; No Sig
920	Curr Term;No ID; Events; Font 14; No Sig
930	Curr Term;Blank Grade Sheet; Font 10
940	Curr Term;Blank Grade Sheet; Font 12
950	Curr Term;Blank Grade Sheet; Font 14

## Opening a Report in Excel

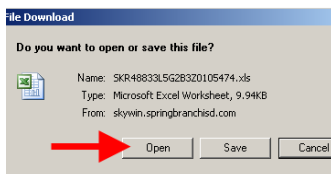
1. To open a report in Excel, choose a report and report template as previously shown. *Note: Not all reports have the option to open in Excel.*
2. Click **Export to Excel**.



3. Click **Display Report** when this message box appears.



4. Click **Open**.



## Cloning a Report Template

1. Select a report template as previously described and click **Clone Template**.

Seq #	Report Template Name
900	Curr Term;No ID; Events; Font 10; No Sig
910	Curr Term;No ID; Events; Font 12; No Sig
920	Curr Term;No ID; Events; Font 14; No Sig
930	Curr Term;Blank Grade Sheet; Font 10
940	Curr Term;Blank Grade Sheet; Font 12
950	Curr Term;Blank Grade Sheet; Font 14

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Students

2. In the **Report Template Name** box, type a name for your template and click **Save**.

Clone Report Template 900 - Curr Term;No ID; Events; Font 10; No Sig.

Sequence #:

Report Template Name:

Save

Back

3. Select the preferences for your template and click **Save**.

Grade Sheet Report for HMRMKG / 300 Prd:1 Homeroom - KG

**10 - My Template**

Assignments

☒ Display Grades and Assignments for Term  
 Current Term : 08/27/2012 - 10/19/2012

☐ Display Grades and Assignments for Date Range  
 Start: Aug 08 2012 Wed, Aug 8 2012  
 End: Aug 08 2012 Wed, Aug 8 2012

Options

Student Options:  
☒ Show Student Name  
☐ Show Student ID

Column Options:  
☒ Show Events  
☒ Show Subjects/Skills

Sort Students:  
☒ Use Gradebook Sort Order  
☐ Random

Other Display Options:  
 Font Size 10  
☐ Show Signature Line  
☐ Show All Special Codes

Number of Events per Page: 14

Number of Students per Page: 34

Free Form Header

Label 1:   
 Label 2:

Free Form Footer

Label 1:   
 Label 2:   
 Label 3:   
 Label 4:

Save

Undo

Back

## Adding a New Report Template

1. Select a report type as previously described.
2. Click Add a New Template.

Report: **Grade Sheet Report**

Seq #	Report Template Name
10	My Template
900	Curr Term;No ID; Events; Font 10; No Sig
910	Curr Term;No ID; Events; Font 12; No Sig
920	Curr Term;No ID; Events; Font 14; No Sig
930	Curr Term;Blank Grade Sheet; Font 10
940	Curr Term;Blank Grade Sheet; Font 12
950	Curr Term;Blank Grade Sheet; Font 14

Print  
Export to Excel  
Add a new Template  
Rename Template  
Modify parameters of Template  
Delete Template  
Clone Template  
Select Different Students

3. In the **Report Template Name** box, type a name for your template and click **Save**.

Add a new Report Template for the Grade Sheet Report Report.

Sequence #:

Report Template Name:

Save Back

4. Select the preferences for your template and click **Save**.

Grade Sheet Report for HMRMKG / 300 Prd:1 Homeroom - KG

10 - My Template

Assignments

☒ Display Grades and Assignments for Term  
Current Term : 08/27/2012 - 10/19/2012

☐ Display Grades and Assignments for Date Range  
Start:    Wed, Aug 8 2012  
End:    Wed, Aug 8 2012

Student Options: ☒ Show Student Name ☐ Show Student ID  
Column Options: ☒ Show Events ☒ Show Subjects/Skills  
Options: ☒ Use Gradebook Sort Order ☐ Random  
Other Display Options: Font Size  ☐ Show Signature Line ☐ Show All Special Codes

Number of Events per Page: 14 Number of Students per Page: 34

Free Form Header

Label 1:   
Label 2:

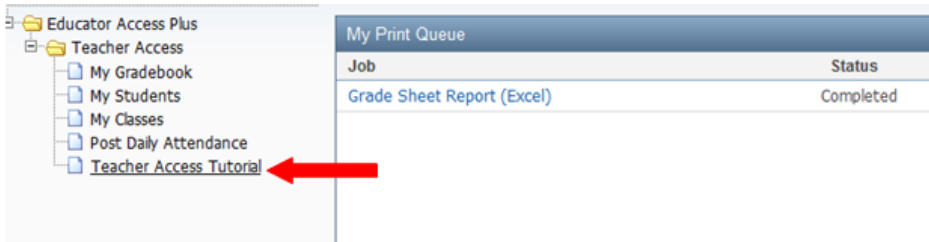
Free Form Footer


Label 1:   
Label 2:   
Label 3:   
Label 4:

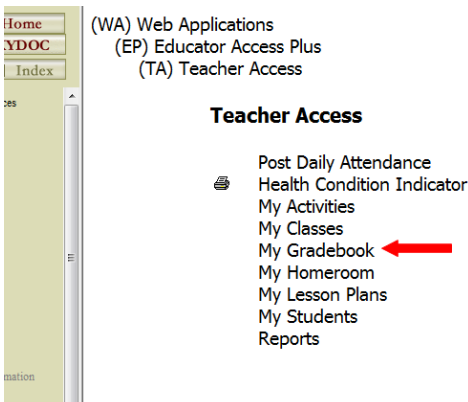
Save Undo Back

# Tutorials

1. Skyward tutorials are available online. Click **Teacher Access Tutorial** from the main gradebook screen.



2. Click on a topic with a  symbol to view the tutorial for that topic.



Use these buttons to control the advancement of the slides. Note: Slides will automatically advance after 1 minute unless you click the pause button.



Click **Print this tutorial** to print the slides from the tutorial.

