


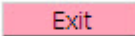
Skyward Gradebook

Quick Reference Guide

Logging In –

1. www.crosbyisd.org
2. Click **Staff** 
3. Then click **Skyward**
4. Click **Skyward Gradebook**
5. Enter your network username and password

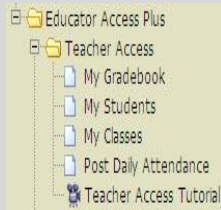
Logging Out –

1. Click the **Educator Access** Logo inside the gradebook
2. Click the **Exit** Button  **Best Practice – Don't click the X at the top right to close the window. Use the exit button when working in Skyward*

Navigation –

Skyward Home Page – Shows navigational links on the left side.

Return to Home Page – Click the **Educator Access** Logo on any screen to return you to the Home page



My Gradebook – Go to a listing of your gradebooks for the current year

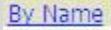
My Students – List of all your students with their demographic information

My Classes – Print rosters, write messages to parents, view attendance, reports, etc.

Post Daily Attendance – Take attendance and create seating charts

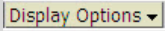
Attendance –

From the Gradebook homepage:

1. Click **Post Daily Attendance**
2. Click the **By Name** link 
3. Click either absent or tardy next to the student's name (Students are already marked as present)
4. Click **Save** to complete

Display Options –

From Inside a Gradebook:

Display Options –  This button, available from the Main Screen of your gradebook, allows you to customize your gradebook view. You can customize student, assignment, and grade period displays as well as modify the gradesheet sequence. Anytime you make a change. Make sure to save.

Student Display – Change the way names are displayed and show dropped students and their grades. *Tip: you can choose to display the full names of you students.*

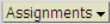
Assignment Display – Modify the way assignments are displayed and customize the headers, etc.

Grade Period Display – Select the grading period(s) to view. *Tip: you can choose to not see all the assignments from prior grading periods. However, always leave your term display on for reference.*

<input checked="" type="checkbox"/>	TERM 1
<input checked="" type="checkbox"/>	TERM 2
<input checked="" type="checkbox"/>	TERM 3
<input checked="" type="checkbox"/>	TERM 4


Adding Assignments –

From the gradebook main screen:

1. Hover your mouse cursor over the **Assignments**  button
2. Click the **Add Assignment**
3. Select the category for which the assignment belongs too
4. Enter the assignment title in **Description**. Add more information in the **Detailed Description** area
5. Set the **Assigned and Proposed Due Dates**
6. Verify the **Max Score**
7. **Weight the Multiplier** – adjust to count the score more than once
8. **Show assignment score** – your options are to view as a score, check, percent, or grade mark. Most will choose score
9. **Save**
TIP: The check boxes at the bottom of the add assignment screen allow you to push this assignment to other gradebooks if needed. That way, you won't need to recreate them in those gradebooks.

Entering Scores –

From the gradebook main screen:

1. Under the assignment header, click on an asterisk and enter scores. 
2. Add comments if necessary
3. Save

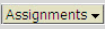



Skyward Gradebook


Quick Reference Guide

Mass Assign Scores –


From the gradebook main screen:

1. Click on the *Assignments* tab. *Tip: Don't hover the mouse. Actually click the assignments link.* 
2. Choose an assignment by double clicking on the one you want.
3. Click the *Mass Assign Score* tab 
4. In the Mass Assign Options area, enter the score you want for all students
5. Click Apply
6. Change individual student scores as needed

Quick Scoring –


Quick Scoring is a fast way to score multiple assignments at once 

From the gradebook main screen:

1. Click on the *Quick Scoring* tab
2. All of your assignments will appear in an editable spreadsheet 
3. Edit the appropriate cells
4. Any changes will appear in green

Changing / Editing Grades –

From the gradebook main screen:

1. Under the assignment header, click on a score to go to an edit screen 
2. *Edit*
3. *Save*

Deleting an Assignment –

From the gradebook main screen:




1. Click the assignment header
2. Click the *Delete* button on the right
3. Click *OK* to proceed

Grade Changes for Closed Period

For grade difference reports and transfer students.

1. Click *My Gradebook*
2. Hover your mouse over *Grade Posting Status* *Tip: Do not click on Grade Posting Status, just hover*
3. Select the *Grade Posting Status* that needs a grade changed

Grade Posting Status
 Grading Periods Open for Posting
 Grade Posting Status for TERM 4
 Previous Grading Periods
 Grade Posting Status for MIDTERM 1
 Grade Posting Status for TERM 1
 Grade Posting Status for MIDTERM 2
 Grade Posting Status for TERM 2
 Grade Posting Status for MIDTERM 3
 Grade Posting Status for TERM 3
 Grade Posting Status for MIDTERM 4

4. Select the gradebook for the section/class you wish to update *Tip: Do not click on the link, click the Description so the grade book is highlighted in brown.* 
5. Click the *Request Grade Changes* button
6. Enter a reason for the requested grade change
7. Click *Yes* to proceed
8. Enter the grades as needed.
9. Return to the Grade Posting Status screen by clicking the *Grade Post Status* button 
10. Click the *Complete Grade Changes* button 
11. Click *Yes* to finish

Transfer students

Senerio #1: Internal district transfer, teacher wants to transfer the semester average grade **only** for closed grading periods.

1. Click the **New** button to transfer grades from the student's previous class. Use **Option #3 – Manually Enter Term Scores.**
2. Click **Manually Enter Scores.**
3. Enter the **Report Card** grade into the **New Grade** column.
4. Click **Save Term/Exam Grades and Enter Semester Grades.**
5. Click **Save Semester Grades and Finish.**
6. Grades should be updated for each grading period and semester.
7. If you want to get rid of the "New" button, uncheck the box titled **Do not display NEW by this student's name.**

Senerio #2: Student has transferred from out of district.

During Open Grading Period

1. Click the **NEW** button next to students name
2. Select Option 5 **Enter a Starting Grade Percentage for Current Term**
3. Enter student's withdrawal grade in **Starting Grade Percent.** This populates all assignments and tests within the grading period prior to the student's enrollment

During SM1 and after 1ST

- See **Grade Changes for a Closed Grading Period.**

After SM1 ends

- See **Grade Changes for a Closed Grading Period** to enter SMI grade **ONLY.** Enter grades for any closed six weeks in SM2 using grade change request.



