Standards Gradebook – Teacher Guide

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How to Use This Guide

Accessing this Document

Click the main Teacher Guide link in SkyDoc.

Click the link for a specific area of the document.

Use the Help feature in the Skyward software to go directly to the section of the document related to the area you are in.

Navigation

From the main table of contents, click on the **Section Heading** to move to that area of the document.

Within each of the sections, click on the Item Links to drill down to the specific information you are looking for.

Conventions

The features and functionality described in this guide may vary depending upon your district/entity configuration.

** Next to a field name indicates that a value must be entered in that field in order to save the current screen.

Overview

What Is Gradebook?

Gradebook is an online tool that allows you to track and record educational information about the students in your classes. You have the capability to maintain student grades and have the option to share them with parents and students through Family and Student Access. You may have differing functionality in Gradebook depending on the setup and security established by the district.

What Gradebook Does

- Reduces paperwork, leaving more time for you to teach.
- Allows you to enter, maintain, review and communicate student grades and progress information easily.
- Allows you to create and score events for students through the Gradebook.
- Makes student information available to you automatically.
- Allows you to view family, emergency and general information for your students through the Gradebook; allows you to view student attendance.
- Enhances communication between you, administrators, parents and students.

How Gradebook Works

- Gradebook setup is done at the district/entity level so the system is available and ready for you to use in the classroom.
- You are able to log in with a district-assigned user name and password.
- After opening My Gradebook, select the class you wish to work with.
- You can take attendance, create and score events, and run reports.

Login Screen

Forgot Login/Password Link

To access the Skyward Login screen, your district should supply you with the URL (address) to access it through a web browser.

District Link: The text that displays beneath the Skyward logo may be a link to another website, such as your district's home page.

Login ID: Enter the Login ID given to you by your district. Your ID may be any combination of alphanumeric and special characters and may include spaces. The Login ID is *not* case sensitive.

Password: If you were provided with a password with your Login ID, enter it exactly as it was given to you. The password may use alphanumeric and special character values, and *is* case sensitive. It is best to keep your password private. Upon logging in, you may be prompted to change your password right away. Individual districts define any special requirements for minimum character settings within a password.

Forgot your Login/Password?: This can be used to reset your password or retrieve your Login ID if you forget it. To use this option, you must know either your Login ID or the email address attached to your user account within Skyward. This option will be explained in more detail later in this guide.

Skyward Version Number: The series of numbers below the Forgot Password Link is used by Skyward Support to identify the version of the software your district is running.

Login Area: This area is used to select the part of the System you wish to log into. The options include: All Areas, Employee Access, Family/Student Access, or Secured Access. After selecting an area, you will be able to see only options that are part of the area you specified, with the exception of the All Areas option. Depending on the District Setup, you may be able to switch between the areas to which you have access. Your Gradebooks will be accessible from the All Areas or Secured Access areas.

Skyward, Inc.: The Skyward link at the bottom of the screen takes you to the Skyward.com home page.

Operating System/Browser Version: This area identifies the Operating System (such as Windows 7, Windows XP, OS X) and the Internet Browser and version number (such as Internet Explorer, Safari, Chrome) you are using to access your district's Skyward database. This can be helpful to Skyward Support when troubleshooting an issue with your software.

Sign In: Click this button to access the system after entering your Login ID and Password.

Using the Forgot Login/Password Link

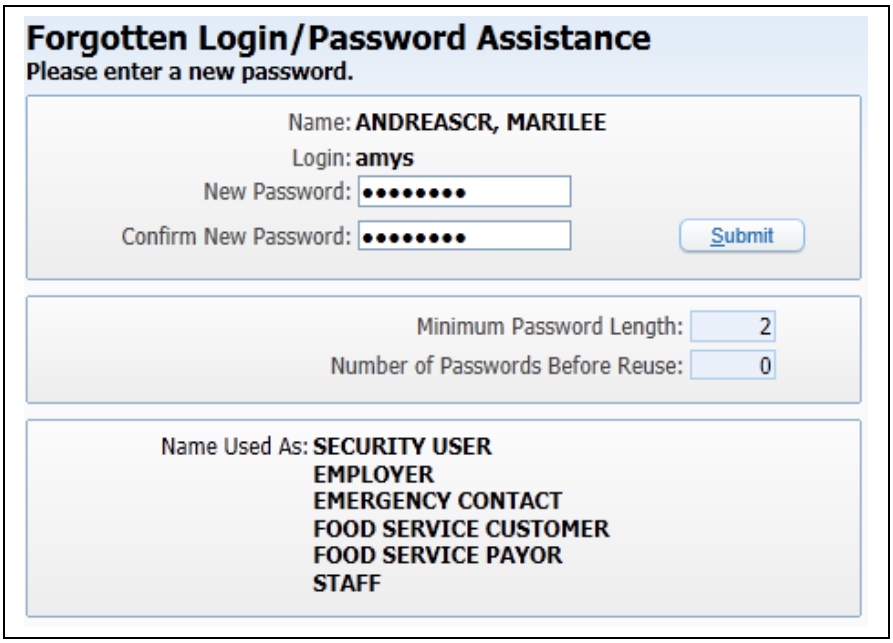
When you click the Forgot Your Login/Password? link on the Login screen, a screen similar to this will pop up.

CAPTCHA: This feature is used to provide an extra level of security when requesting a Password Reset. Type the letters and/or numbers that appear in the box.

Email or User Name: Type either the email address that is attached to your account in Skyward or your Login ID.

Submit: Click this button and an email will be sent to the Email Address attached to your account, based on the email address or Login ID entered. There will be a link within that email to open a Reset Password screen as seen below.

Back: This button cancels the Forgot Your Login/Password? request and takes you back to the Login screen.



This screen displays when you click the link in the email you received. If you forgot your Login ID, you can see it next to the Login field.

New Password: Enter the new password to be used with your account. The password must be different than the current one, and also must follow the requirements specified in Number of Special Characters Required (things like spaces and punctuation), Minimum Password Length, and Number of Passwords Before Reuse fields.

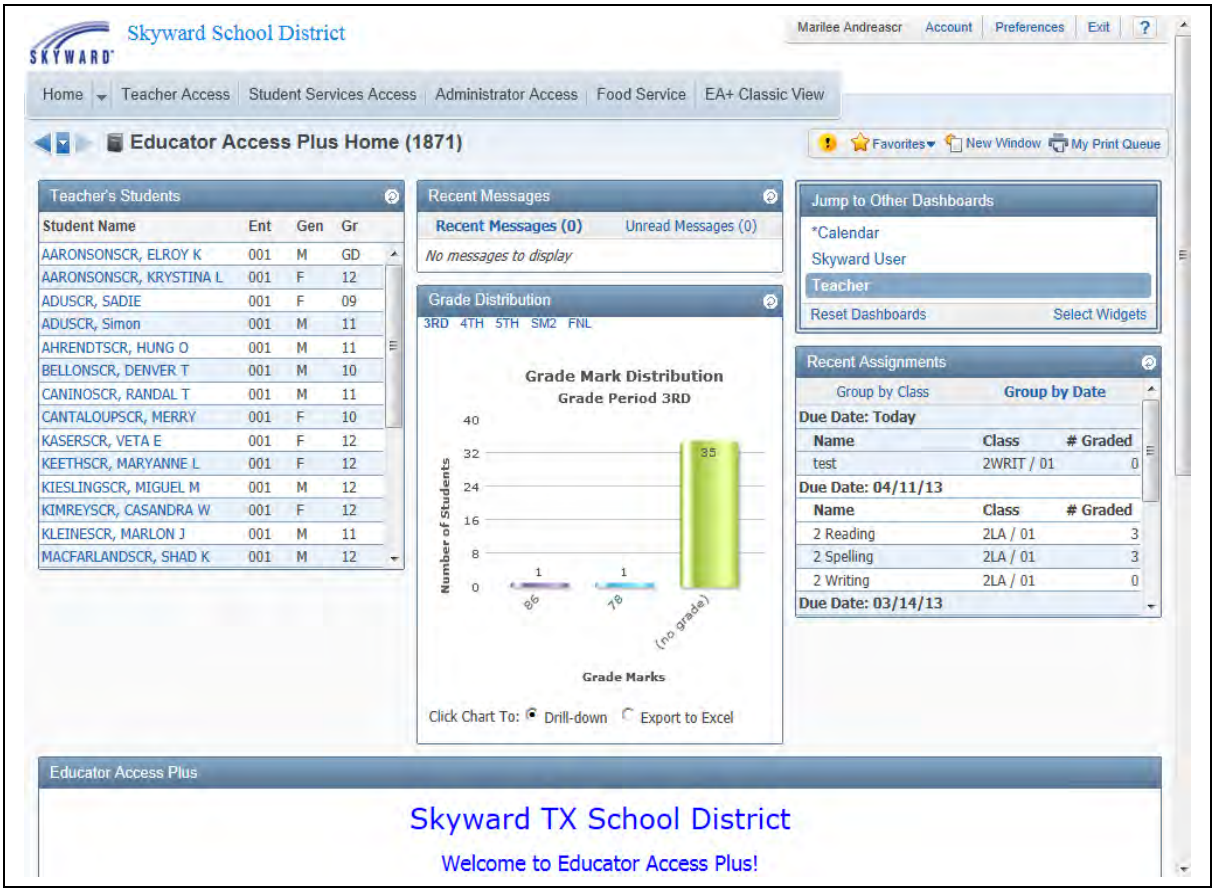
Confirm New Password: Re-enter your new password in this field. If this does not match the New Password field, you will be informed of that.

Name Used As: This area indicates any parts of the system in which the name connected to this Login ID is used. You may see Security User, Staff, or Guardian.

Submit: Click this button to save your password change. You return to the Login Screen where you can use the Login ID and Password you just confirmed.

Skyport Dashboard

Configuring Your Dashboard
Additional Options Available on the Dashboard



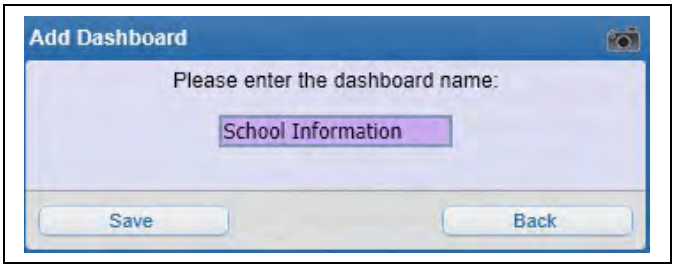
After you login to Skyward, this is always the first screen you will see. The SkyPort Dashbaord allows you to navigate to the information you want to access for your students.

Configuring Your Dashboard

Select Widgets: Allows you to determine the information that displays on your Dashboard.

The Widgets you see listed will depend upon the district setup. You will select the widgets you would like to utilize and click on **Save.**

Add Dashboard: Allows you to create additional dashboard views.



You will need to enter the new dashboard name and click **Save.** After saving the dashboard name, you will then be able to select the widgets for your new dashboard.

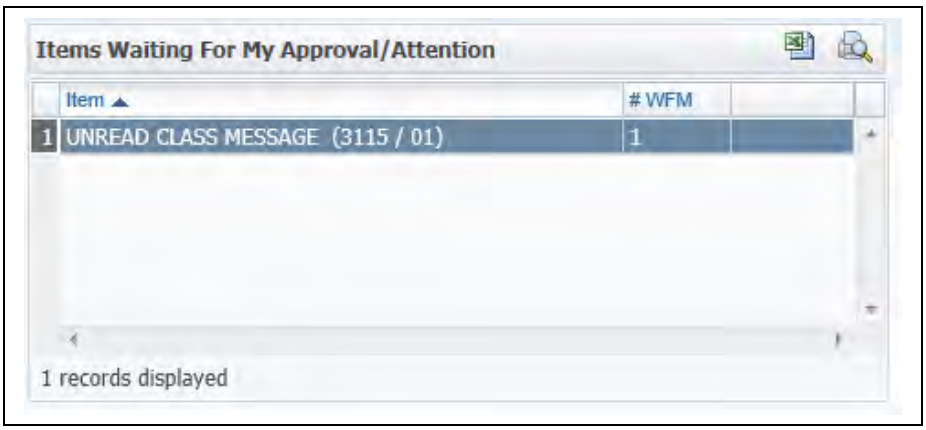
Rename Selected Dashboard: Allows you to change the name of the dashboard.

Delete Selected Dashboard: Allows you to remove a dashboard.
Reset Selected Dashboard: Allows you to reset the dashboard to the original defaulted widgets selected by the district.
Uncheck All Items: Deselects all of the widgets currently selected.

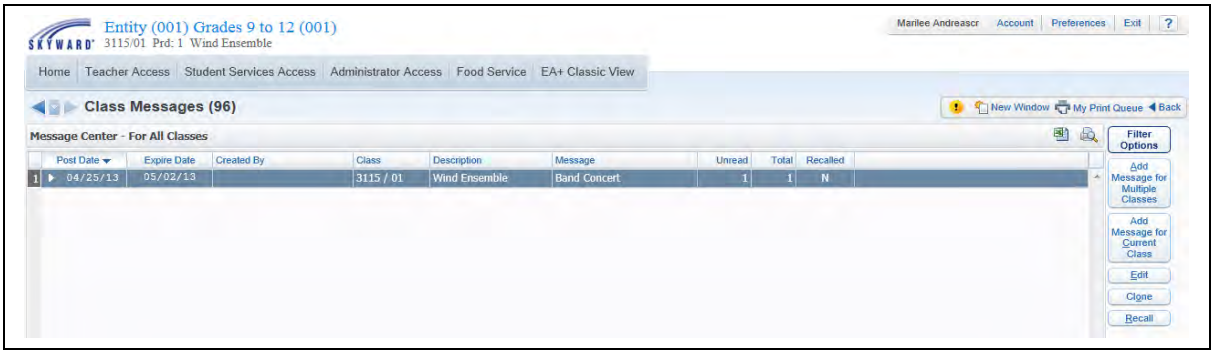
Additional Options Available on the Dashboard

Yellow Circle with ! (Alerts)

The Alert displays when a parent creates or responds to a Message Center message.



After clicking on the Yellow Circle Alert icon, you can click on the **Unread Class Message (3115/01).**



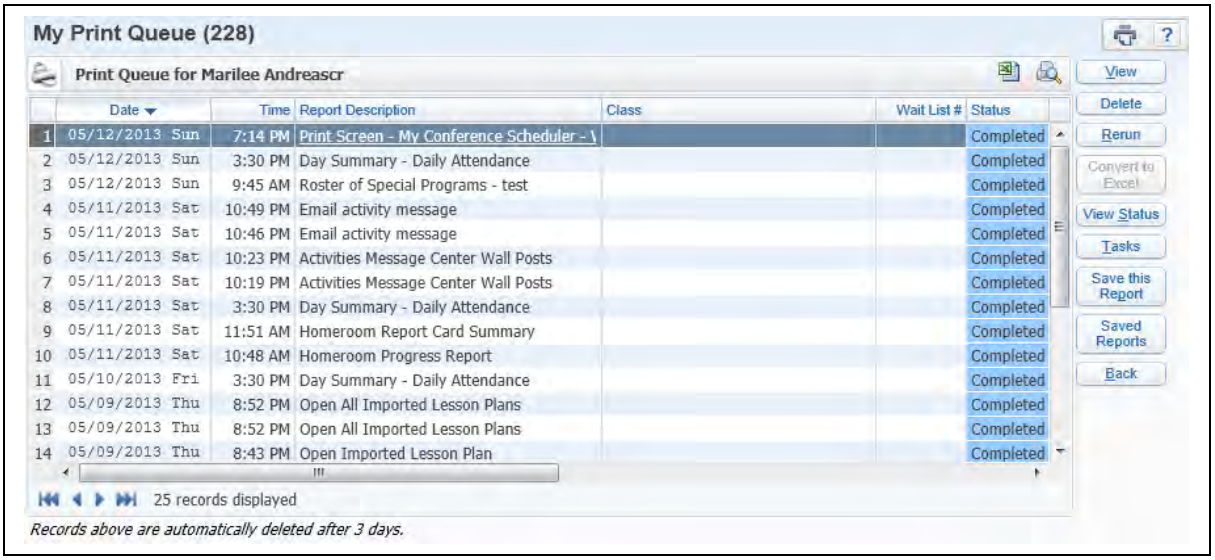
It will then take you the **Class Message** screen where you can read the message.

New Window

Allows you operate multiple windows. When you click on the **New Window**, another window will open and allow you to navigate to a different area of the software.

My Print Queue

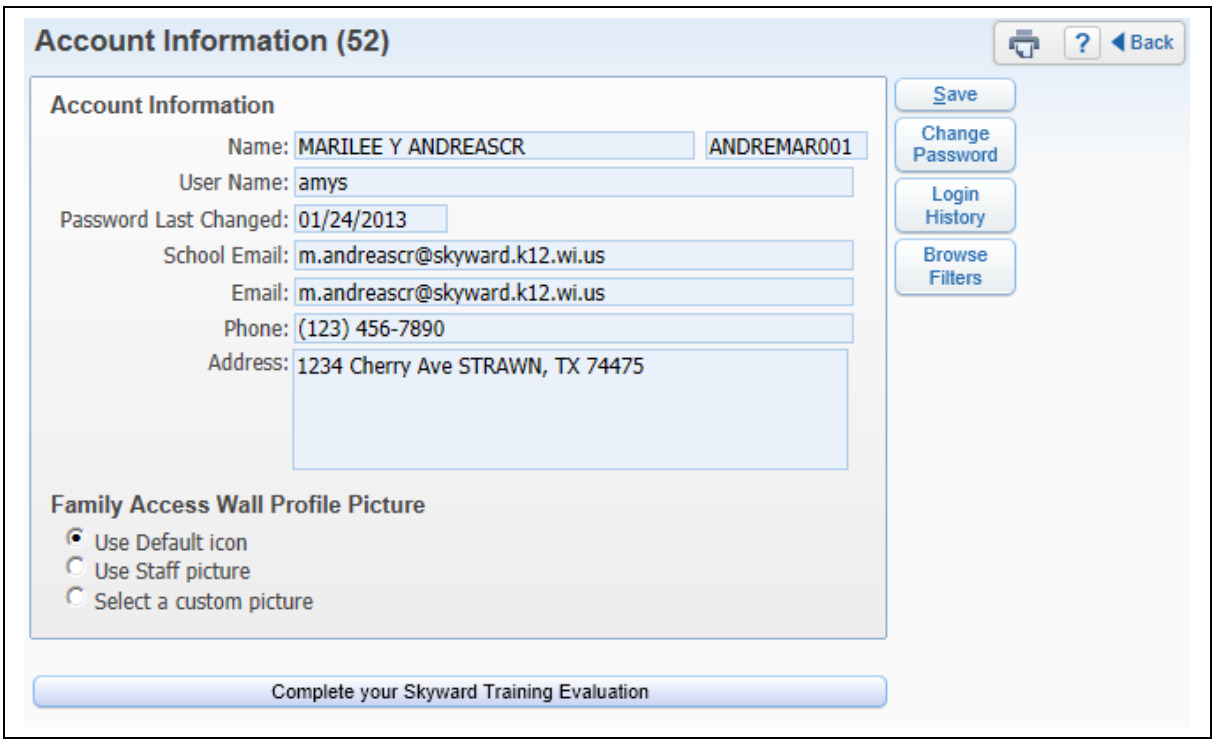
Any process (report or utility) that you generate will run through your Print Queue. You can access the Print Queue from any screen as the button will always display in the upper right corner. Depending on the screen, the button may say 'My Print Queue,' but it could also just be the small printer icon as well. From this screen you can reopen the reports you previously ran, or review the status of a process run earlier. There is a district setting that controls how many days a report will remain available in your Print Queue, the number of days displays in the bottom left corner.



	Date	Time	Report Description	Class	Wait List #	Status
1	05/12/2013 Sun	7:14 PM	Print Screen - My Conference Scheduler - \			Completed
2	05/12/2013 Sun	3:30 PM	Day Summary - Daily Attendance			Completed
3	05/12/2013 Sun	9:45 AM	Roster of Special Programs - test			Completed
4	05/11/2013 Sat	10:49 PM	Email activity message			Completed
5	05/11/2013 Sat	10:46 PM	Email activity message			Completed
6	05/11/2013 Sat	10:23 PM	Activities Message Center Wall Posts			Completed
7	05/11/2013 Sat	10:19 PM	Activities Message Center Wall Posts			Completed
8	05/11/2013 Sat	3:30 PM	Day Summary - Daily Attendance			Completed
9	05/11/2013 Sat	11:51 AM	Homeroom Report Card Summary			Completed
10	05/11/2013 Sat	10:48 AM	Homeroom Progress Report			Completed
11	05/10/2013 Fri	3:30 PM	Day Summary - Daily Attendance			Completed
12	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
13	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
14	05/09/2013 Thu	8:43 PM	Open Imported Lesson Plan			Completed

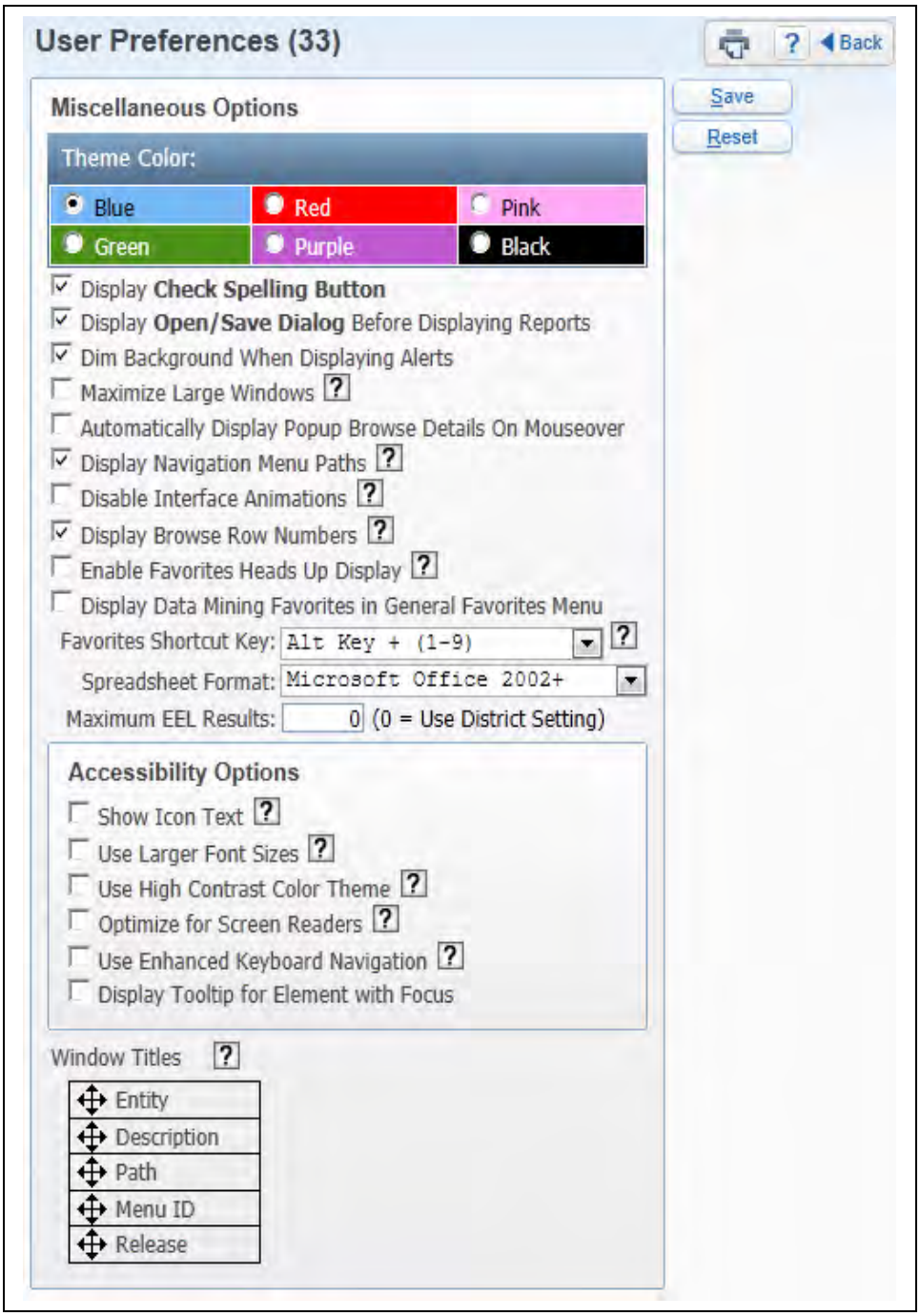
Account

This option in the upper right corner can be selected to view the details of the account you are logged in as. You can view the login history of the account, change the account password from here (along with maintaining a separate Family Access Password if you are guardian as well), and maintain Browse Filters that take a long time to load.



Preferences

This button can be selected in the upper right hand corner and will allow you to setup options associated with your account. Changes here will not affect other users. Some of the things that can be done are changing your theme color from something other than Skyward Blue, turn on the ability to use the Check Spelling button and setup Accessibility Options to make the software easier to navigate.



Exit

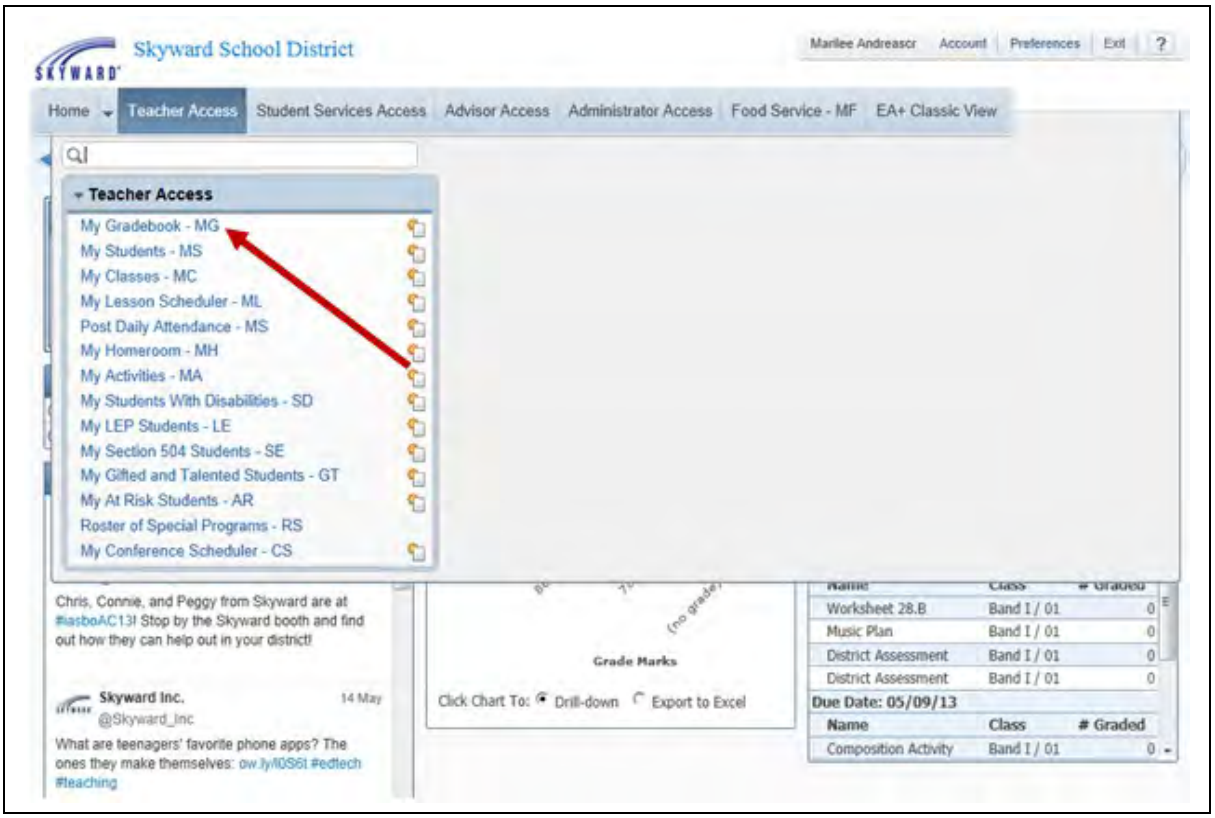
You need to use this button when logging out of Skyward. It is best to use the navigation buttons (including the Sign Out) within the software to close windows instead of using the browser's close button (i.e the red X). This ensures that nothing on the current screen was setup/entered incorrectly or is missing if it was required.

Help (?)

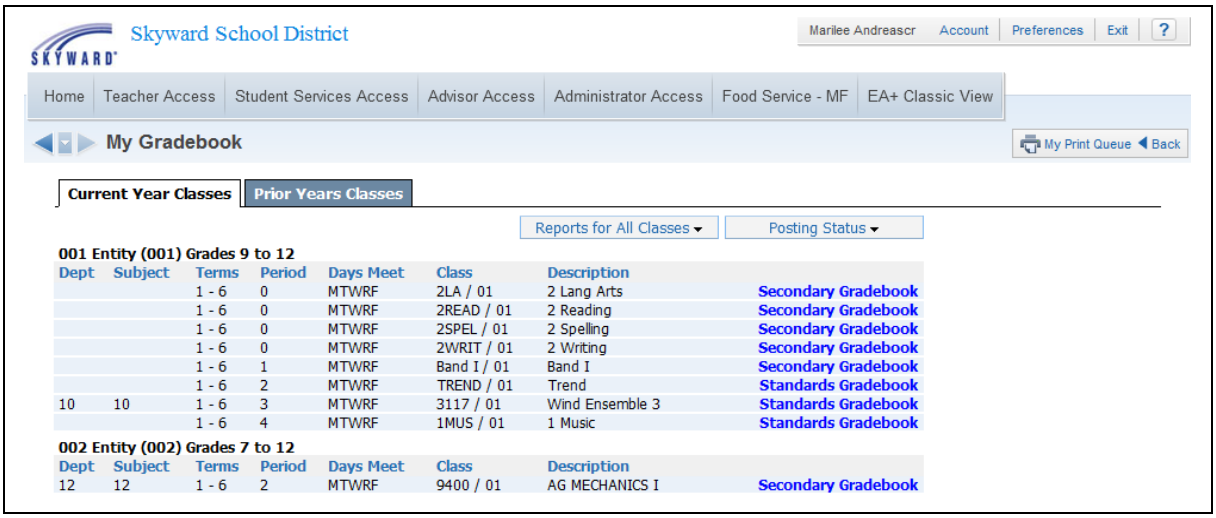
You can use the Help icon (the "?" symbol) in the upper right corner to access Customer Access and SkyDoc. Customer Access, depending on how you district is setup could allow you to create a help ticket if something is not working as expected in the software. SkyDoc can be accessed to find Skyward's online documentation of the software.

Gradebook Selection Screen

Current/Prior Year Tab
Reports for All Classes
Posting Status



After logging into Skyward, you should see a screen similar to the one above. This is the Educator Access Plus Dashboard. To see your list of available Gradebooks, click **Teacher Access** and then select **My Gradebook**.



This is the My Gradebook screen. From this screen, you are able to access all of your current classes' Gradebooks along with those from any past years during which you used the Skyward software. Classes will be grouped together based on the entity in which they are taught, so if you teach in multiple entities, your classes will be split into groups.

Current Year Classes: From this tab, you can see all Gradebooks for the courses you teach for the current school year.

Reports for All Classes**:** From this button, you can access reports that pull information from multiple classes at a time. The details of the reports will be covered in a later section of this guide.

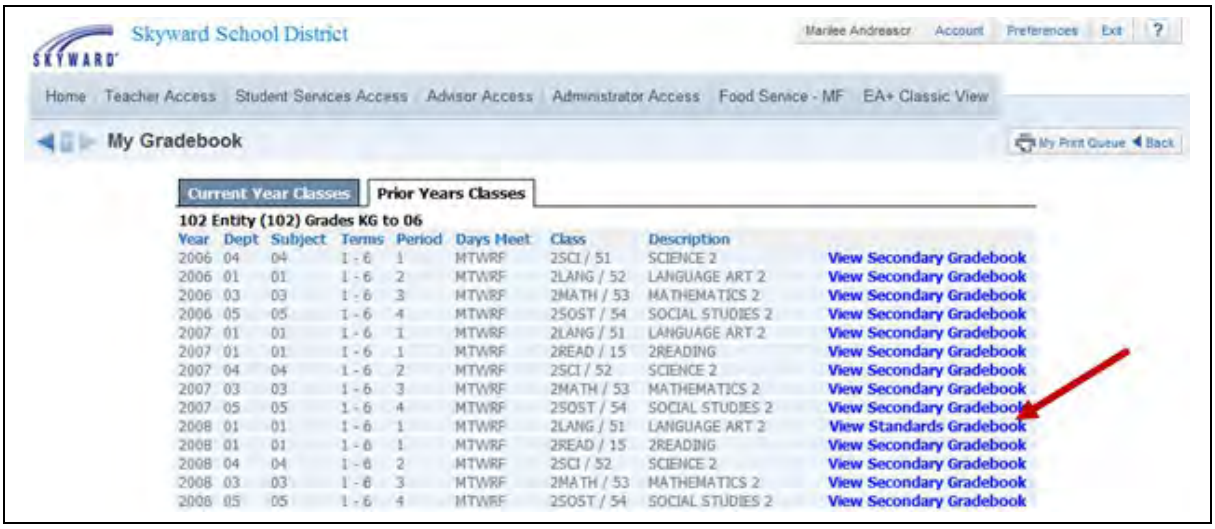
Posting Status**:** From this button, you can quickly verify which student grades have been (or will be) sent to the office. You can also request grade changes for closed grading periods. The details of these options will be covered later in this guide.

Only Show Current Classes: You can use this link to hide classes that are not currently meeting (for example, hiding first semester courses during the second semester). This can help keep the screen cleaner and make it easier to find the class you are looking for.

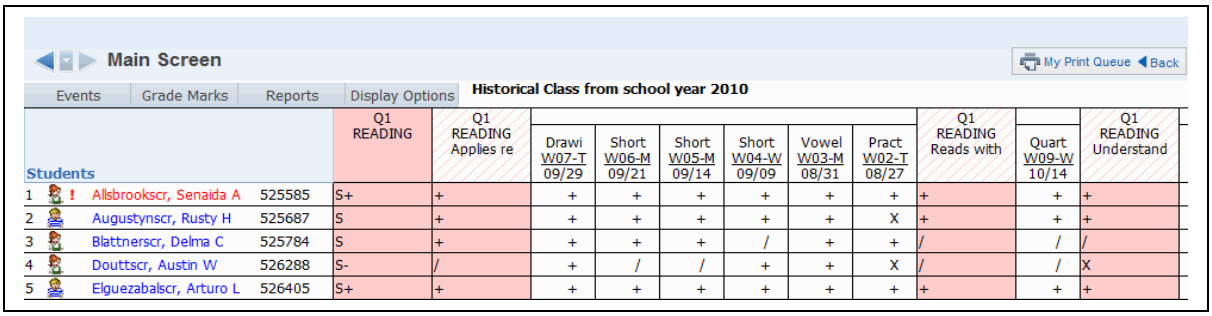
Column Headings: All of the column headings above the list of Gradebooks can be used to sort records according to that field. By default, all Gradebooks are listed in order by the Period when they are taught. You could click on the Subject heading to group courses based on the subject codes attached.

Standards Gradebook: These links will take you into your Gradebook to maintain the data.

Prior Years Classes

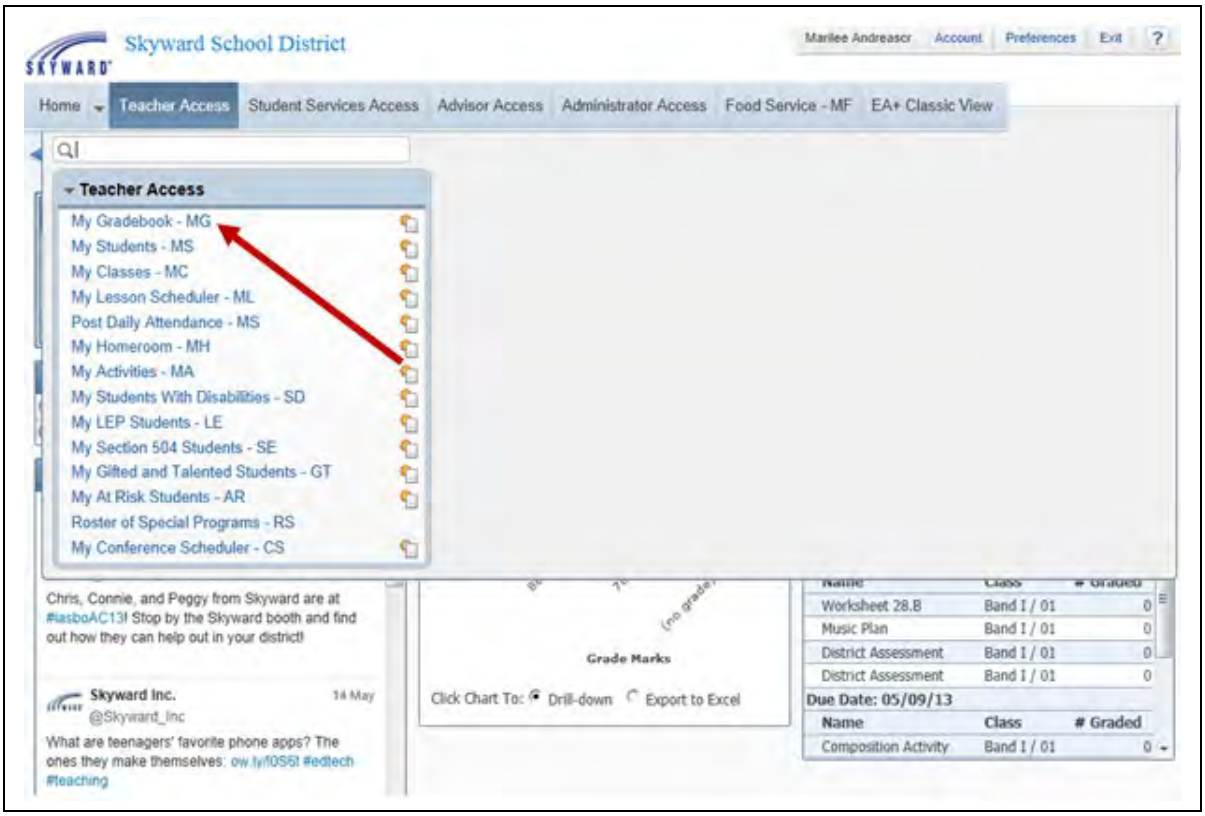


From this tab, you can see any Gradebooks from past school years. Any Gradebooks that were set up and used in previous years under your user account will display here. You can click the **View Standards Gradebook** link to get a standard view of the Gradebook at the end of that school year, but you will have no editing capabilities.

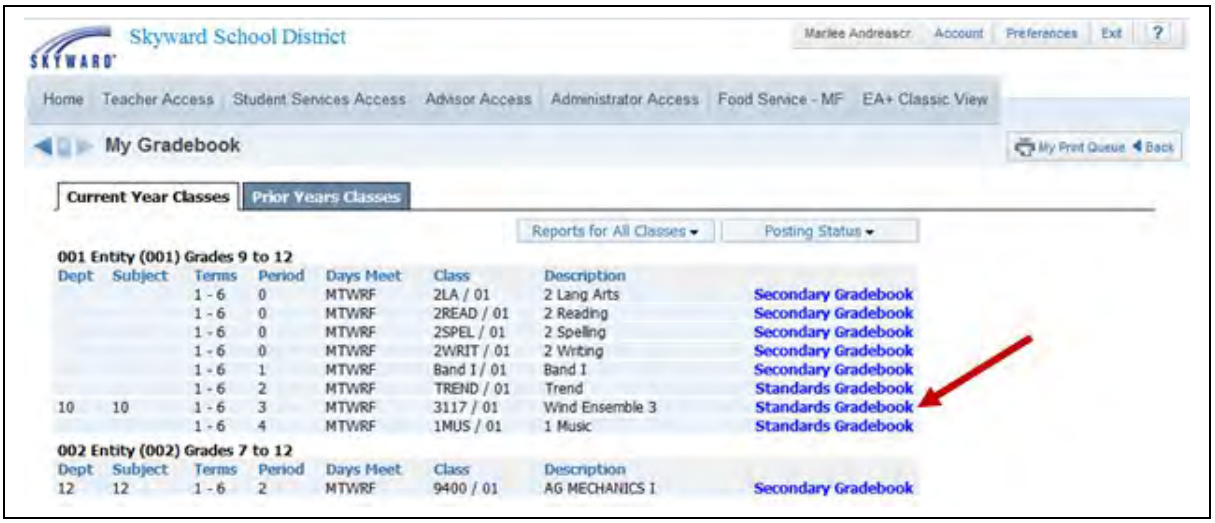


Gradebook Main Screen

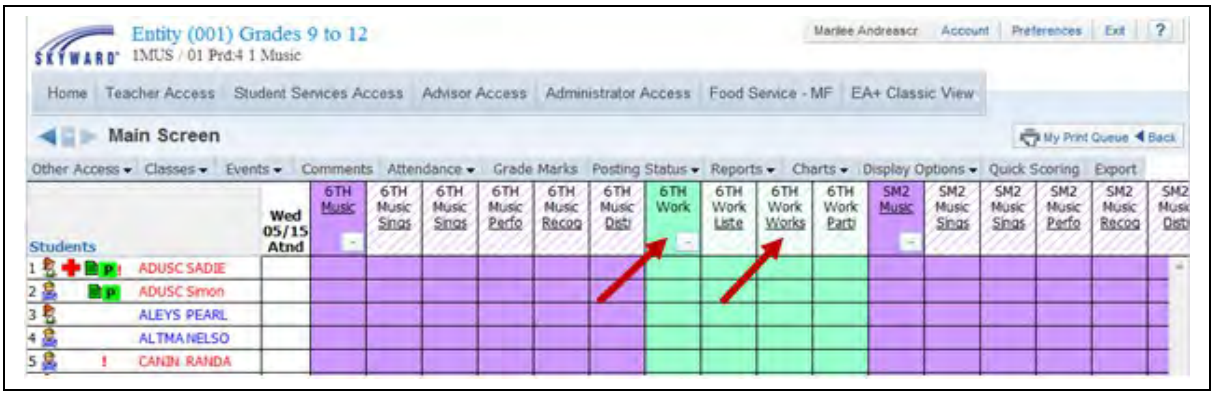
Class Information Link
Tabs
My Print Queue
Account Information
User Preferences
Sign Out
Help (?)



After logging into Skyward, you should see a screen similar to the one above. This is the Educator Access Plus Dashboard. To get to your list of available Gradebooks, click **Teacher Access** and then select **My Gradebooks.**



This screen lists all the Gradebooks available to you. Click the **Standards Gradebook** link to the right of a class to open the Gradebook for the class.

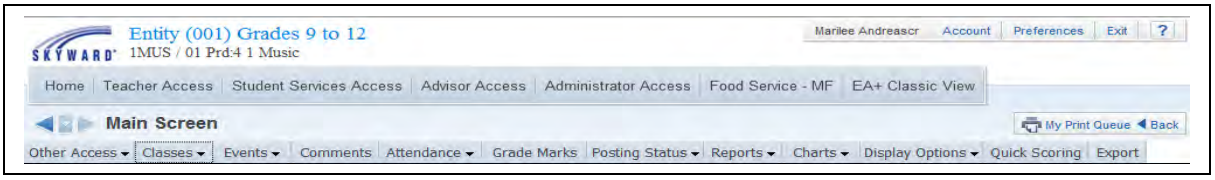


This is the Gradebook Main screen. From this screen, you can see the students, the events and students grades for the class, and you can maintain the events and grades as well. The Gradebook can be set up, reports can be run, and attendance can be entered for the day. The details about all these tasks will be covered in upcoming sections of this guide.

From the Gradebook Main screen, you can also see the Subjects and Skills.
Subjects are the content areas you teach. The Subject columns in the Gradebook will display in color. Gradebooks can be set up with a single subject or multiple subjects, as displayed above.
Skills are the individual concepts on which students will be scored. They are identified by the colored diagonal lines on the Gradebook Main screen.
Any changes that need to be made for Subjects and Skills must be completed at the administration level.

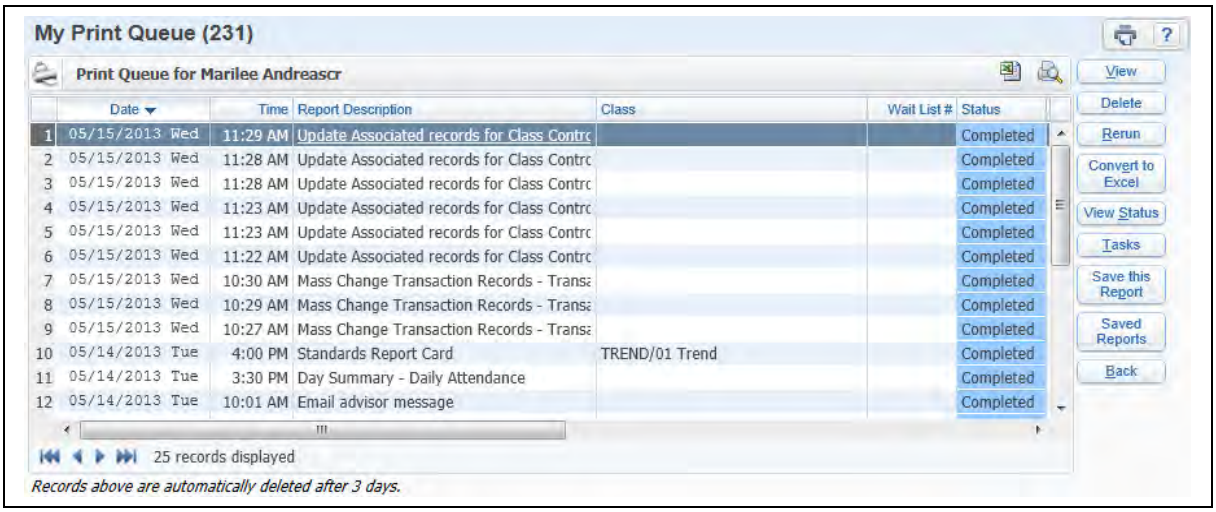
Class Information link: You can click the Class Information link that appears beneath the Entity in the top left portion of the screen. In the example above, this is where you see **2LA / 1 Prd:0 2nd Grade Language Arts**. Clicking this link pulls up a screen that shows details about how the course, class/section, and meeting pattern are set up. Here is an example.

Tabs: You can use the Tabs across the top of the Gradebook display to access other functionality within the Gradebook. Use of the tabs will be covered in detail in later sections of this guide.

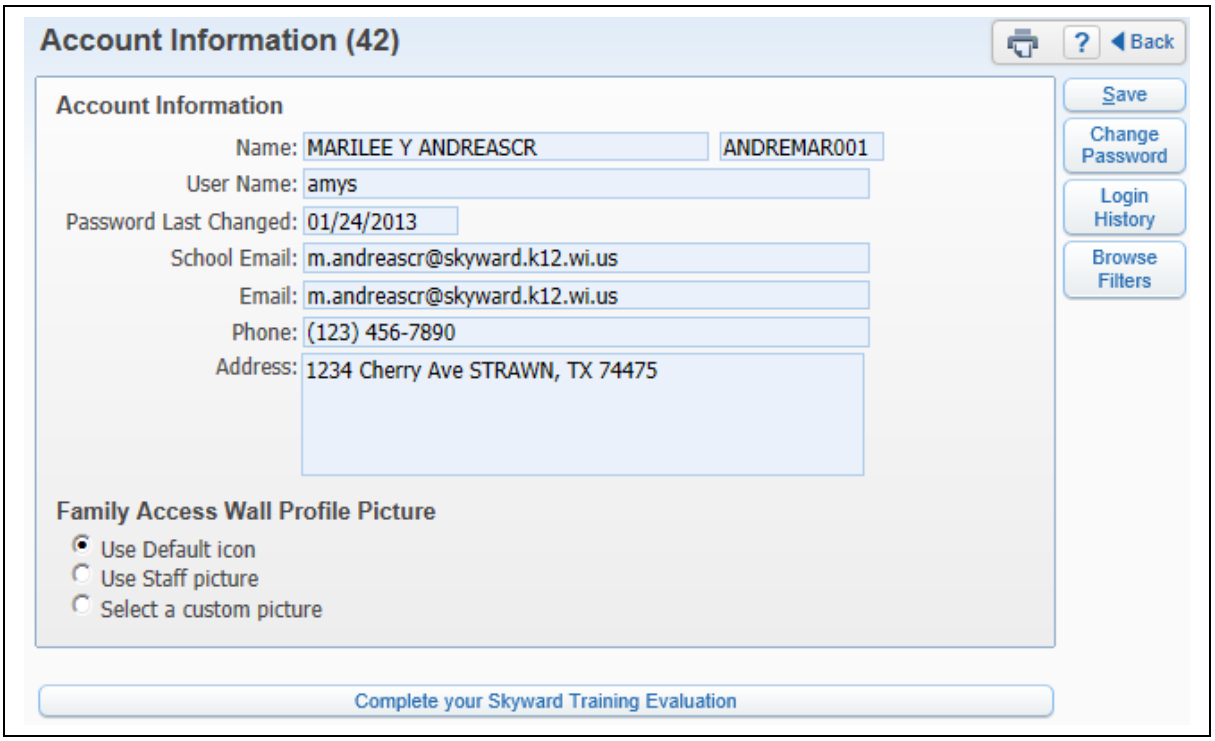


My Print Queue: Any process (a report or a utility) that you initiate will run through your Print Queue. You can access the Print Queue from any screen since the button always displays in the upper right corner. Depending on the screen, the button may say My Print Queue, but you could see only the small printer icon.

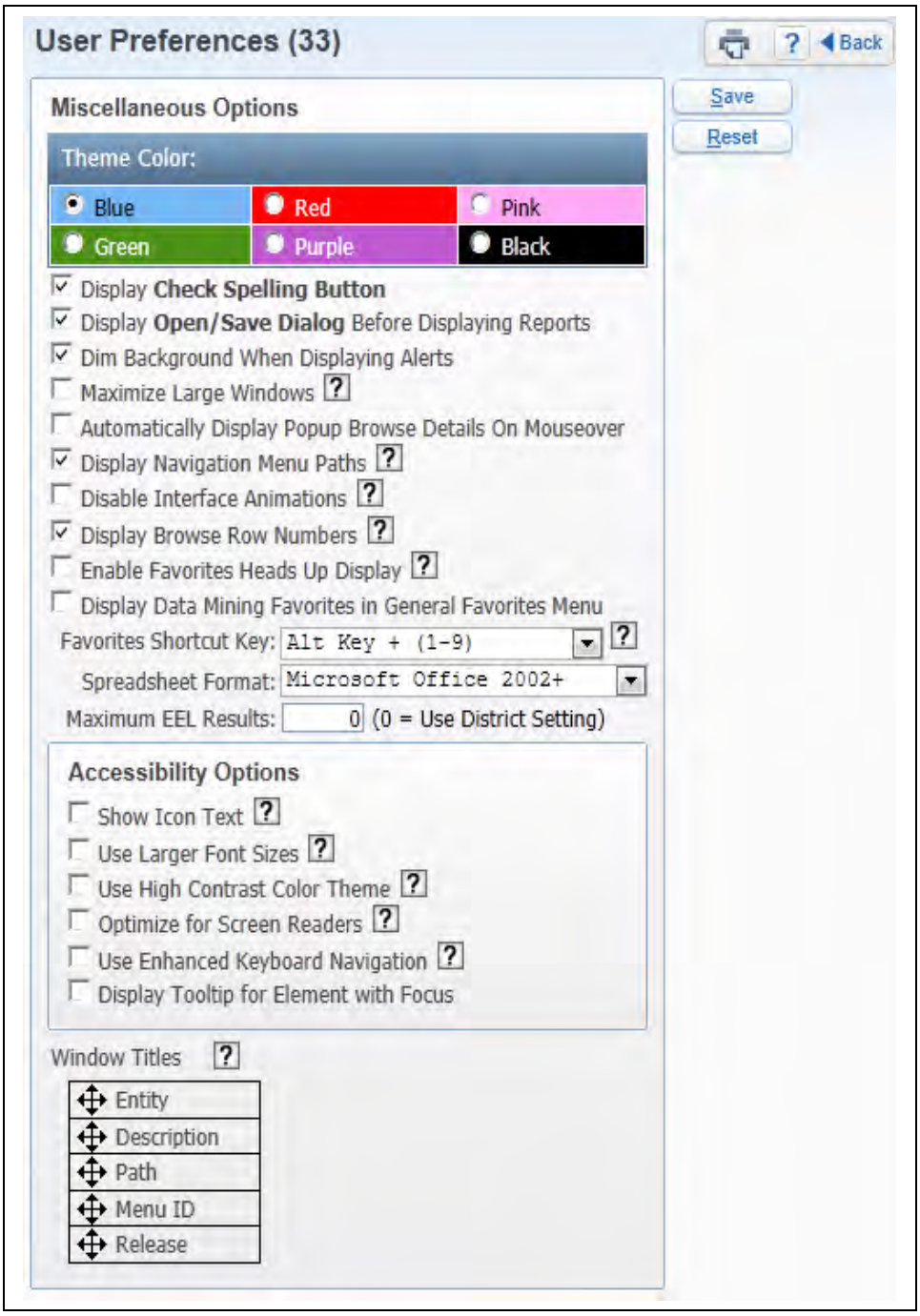
From My Print Queue, as shown below, you can reopen reports you ran previously, or review the status of a process run earlier. There is a district setting that controls how many days a report will remain available in your Print Queue. This number of days displays in the bottom left corner.



Account Information: This button in the upper right corner of the Main screen can be selected to view details of the account you used to log in. You can review the login history of the account, change the account password (along with maintaining a separate Family Access Password if you are a guardian as well), and maintain Browse Filters that take a long time to load.

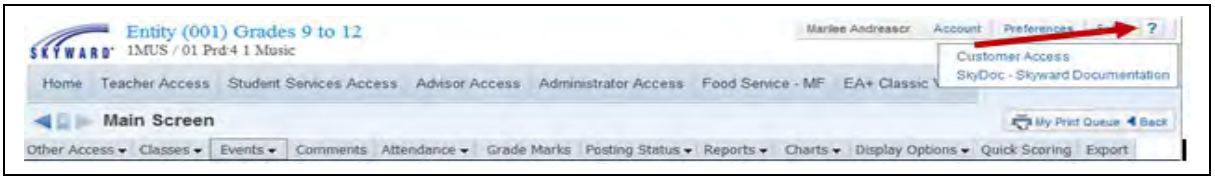


User Preferences: Select this button in the upper right hand corner of the Main screen to set up preferences for your account. Changes you make here will not affect other users. Some of the preferences you can set are: changing your theme color to something other than Skyward Blue, turning on the capability to use the Check Spelling button, and setting up Accessibility Options to make the software easier to navigate.

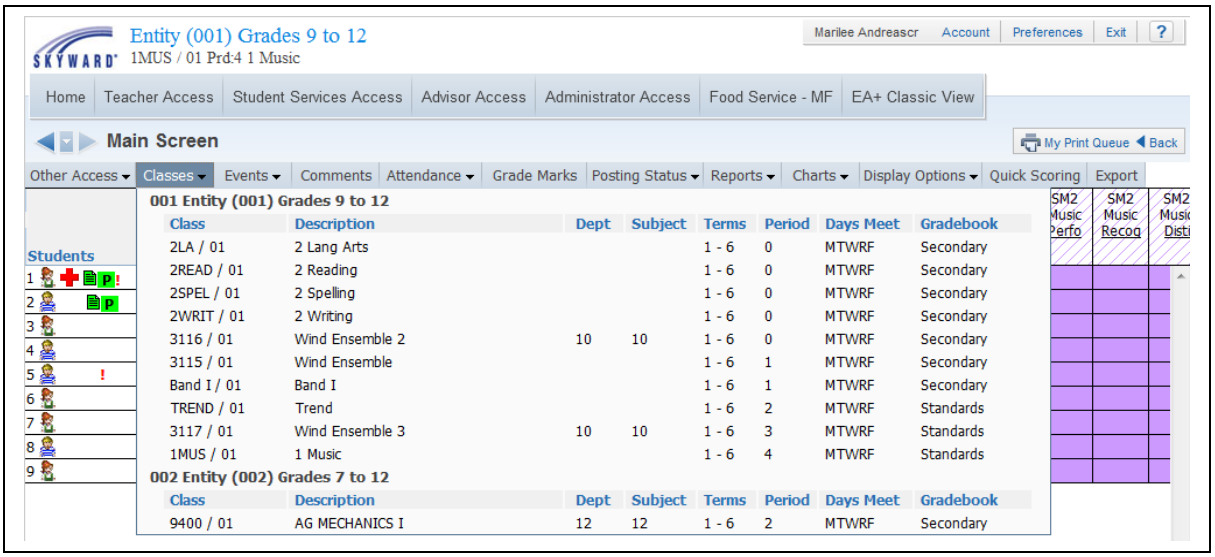


Sign Out: Use this button to log out of Skyward. It is best to use the navigation buttons (including Sign Out) within the software to close windows instead of using your browser's close button (the red X). This ensures that nothing on the current screen was set up/entered incorrectly or is missing if required.

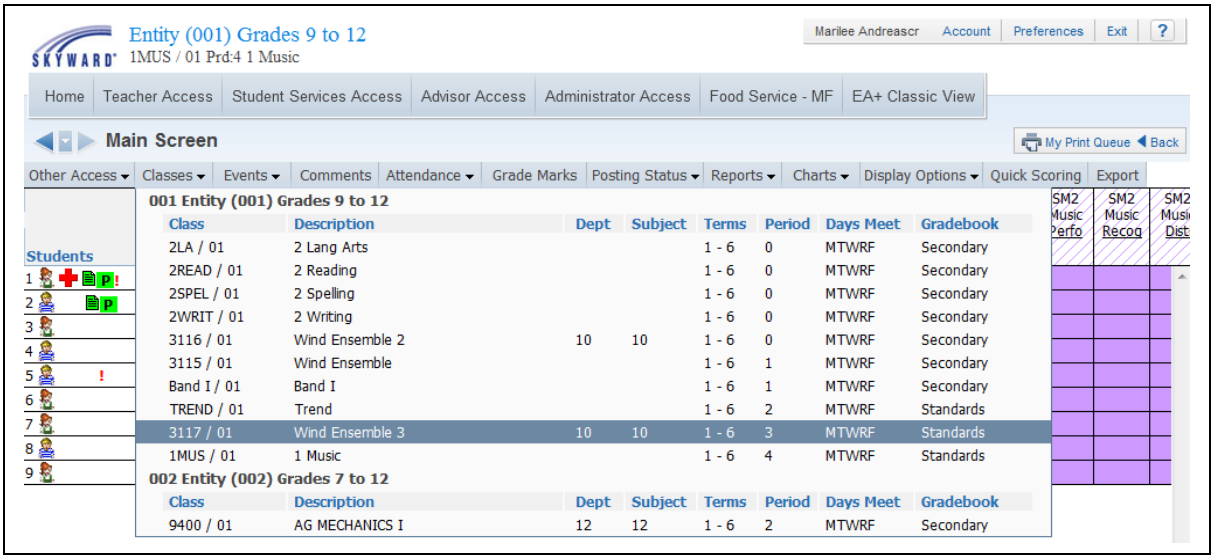
Help (?): You can use the Help icon (the ? symbol) in the upper right corner to go to Customer Access and SkyDoc. Customer Access, depending on how your district is set up, could allow you to create a help ticket if something is not working as expected in the software. SkyDoc is Skyward's online documentation for the software.



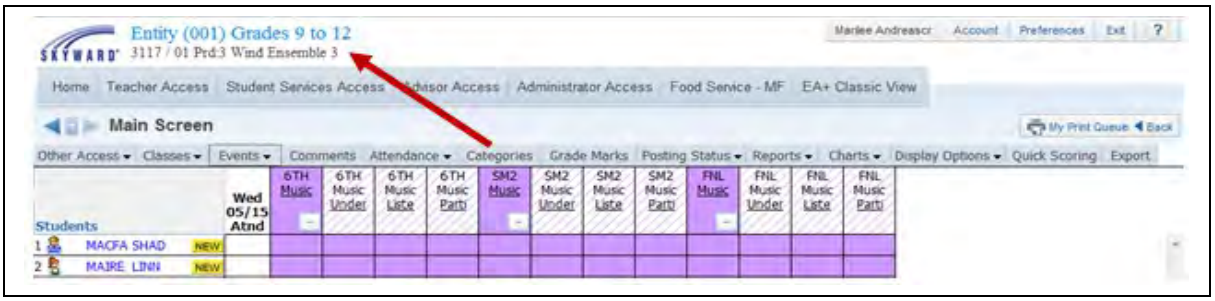
Classes Tab



The Classes Tab is a tool for teachers to use if they have multiple classes and want to change to a different class Gradebook quickly. You can tell which Gradebook you are in by looking at the top of the screen.



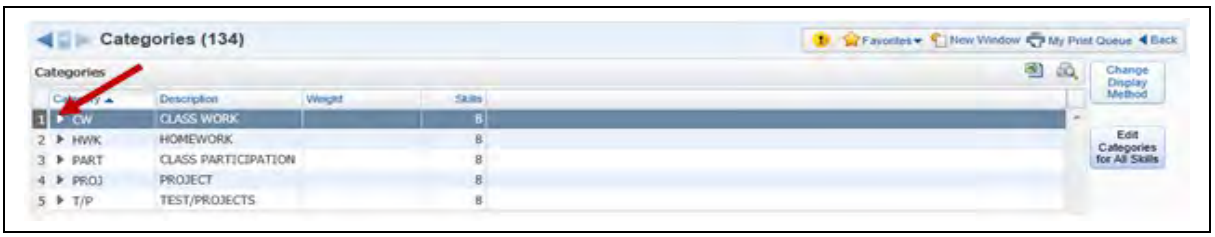
Change classes by clicking the class you want to go to.



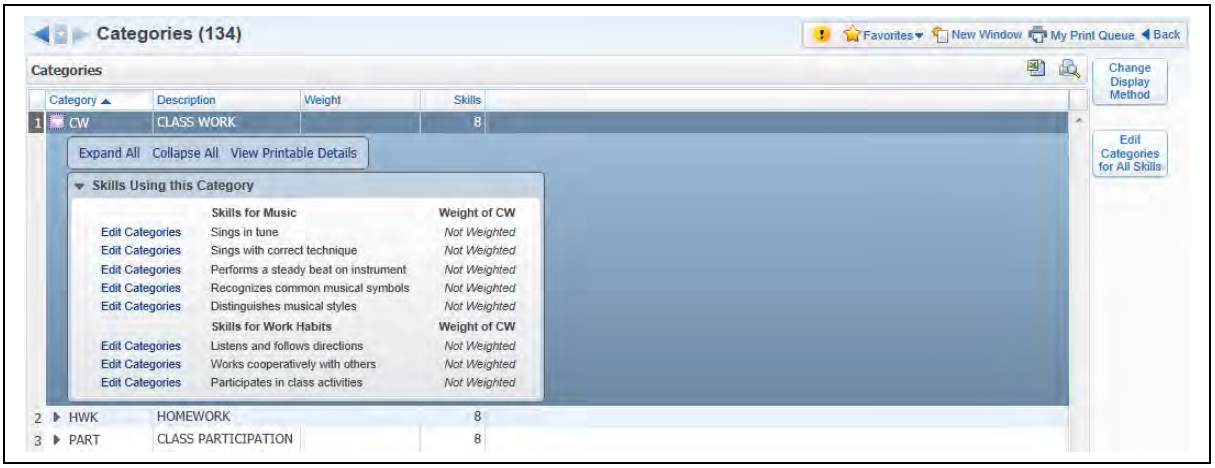
When you change classes, the Class Information at the top of the screen will change to the Gradebook you opened. The Classes Tab is a timesaving tool so you don't have to keep returning to the Gradebook Selection screen.

Categories Tab

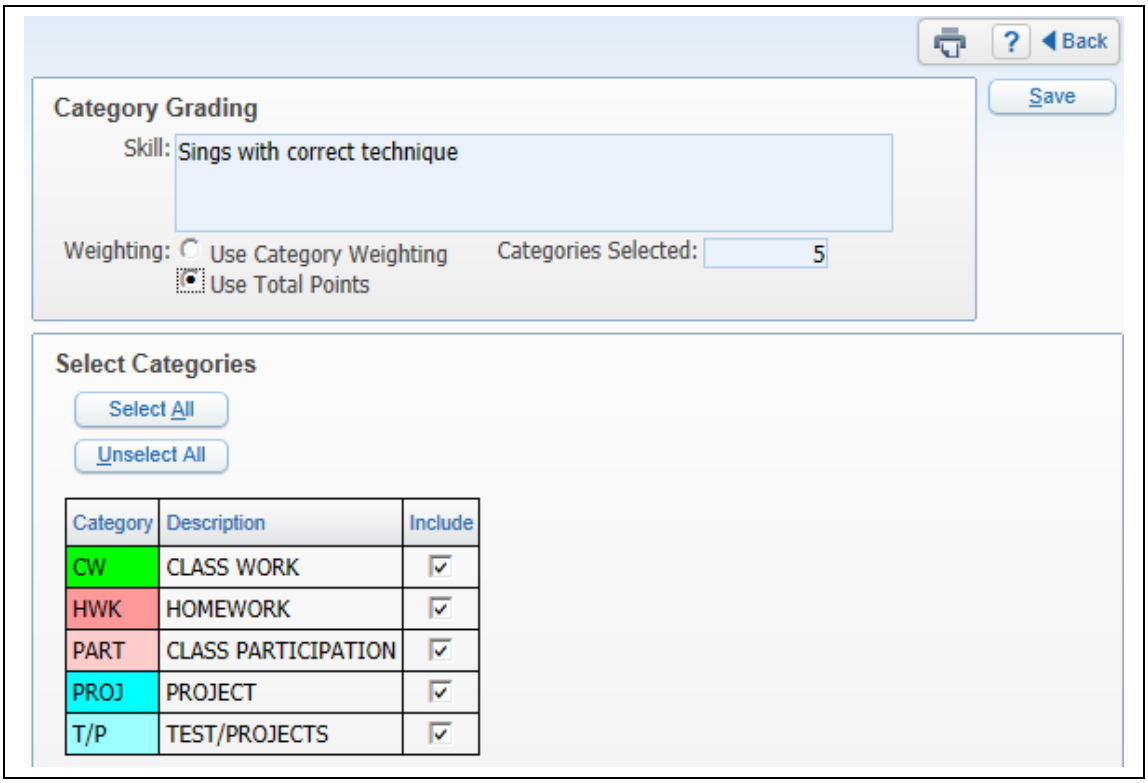
Categories are an optional feature that can be used to assign Categories to Events. You see the Categories tab in the Gradebook only if administrators have selected and set up categories for this class.



After you click the **Categories** tab, you see the Category screen. The look of this screen will depend on the display method that has been selected. You can see the skills using the category by clicking on the arrow.

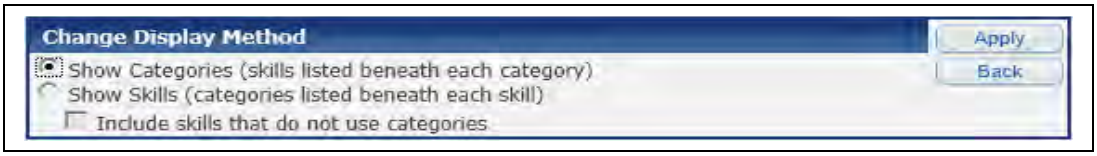


The category of "classwork" is being used by all of the skills listed. You can change the categories attached to a skill by selecting **Edit Categories**.



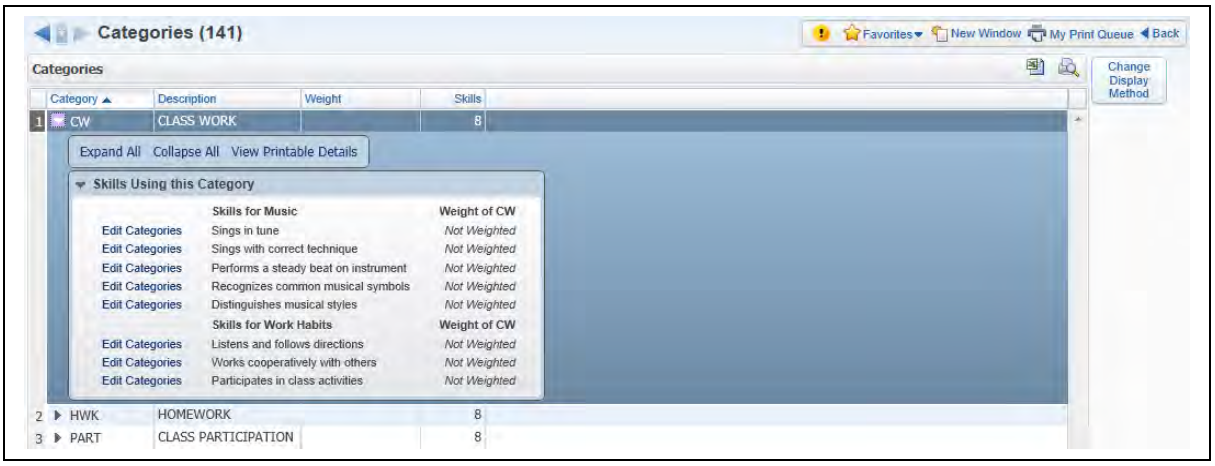
You can select the categories applied to the individual skill. After selecting the categories applied to the skill, click **Save**.

Change Display Method

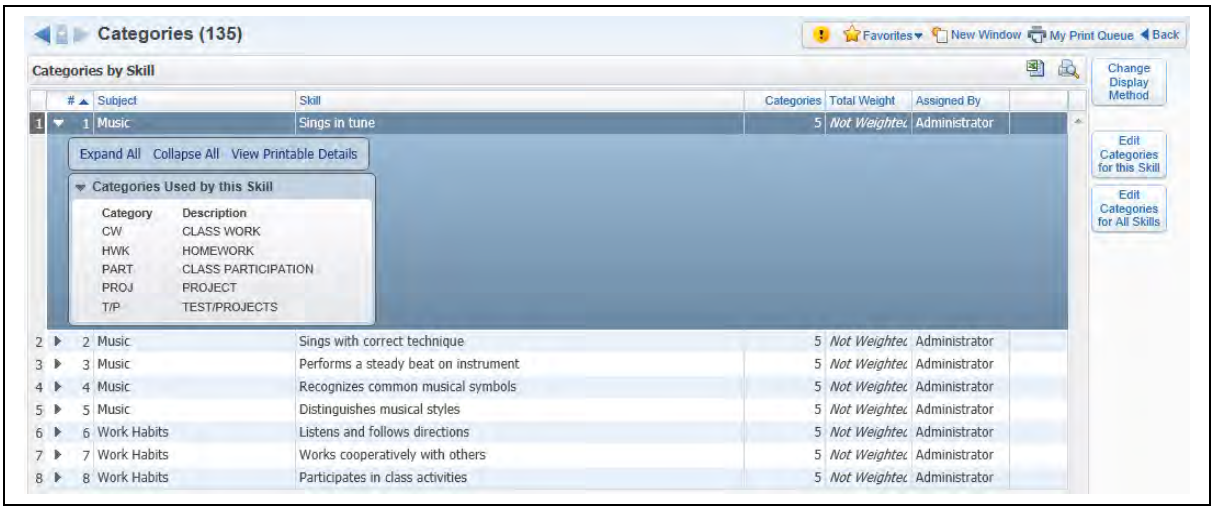


Change Display Method allows you to determine whether categories or skills display on the Category Maintenance screen.

- **Show Categories (skill listed beneath each category):** Displays the Categories and, when expanded, each of the skills using the category.

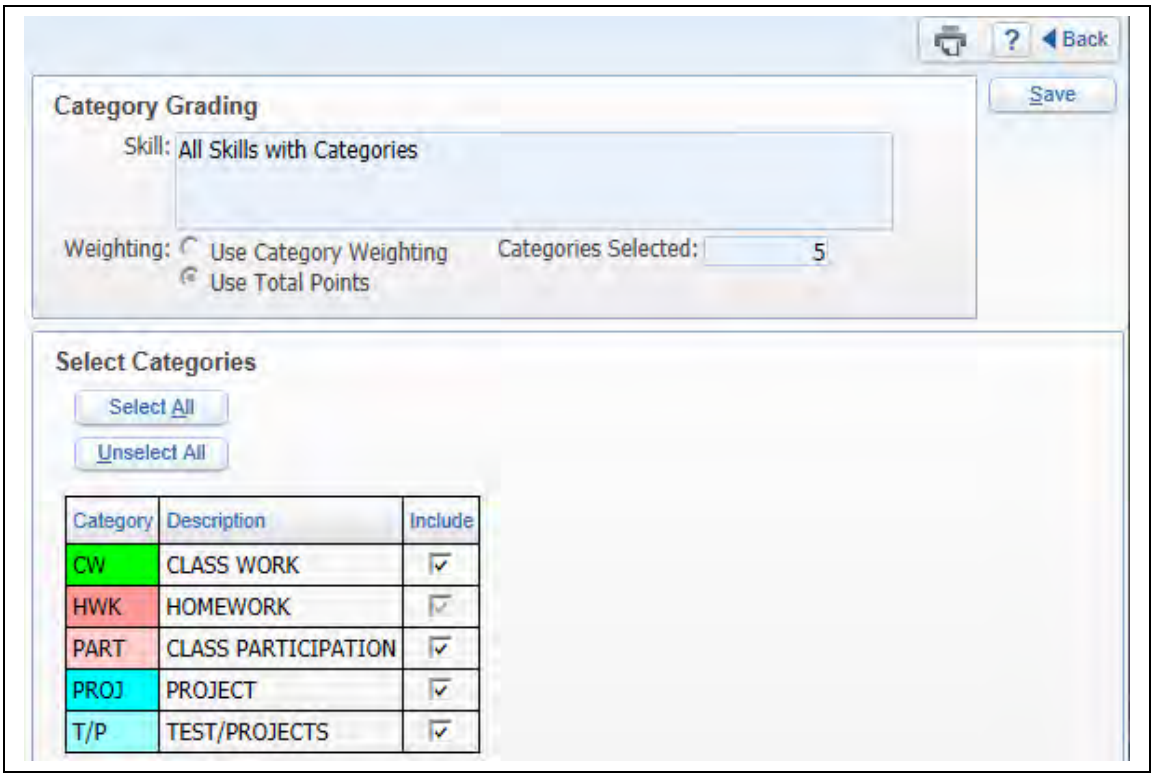


- **Show Skills (categories listed beneath each skill):** Displays each of the skills and the categories attached to the skill.



Edit Categories for All Skills

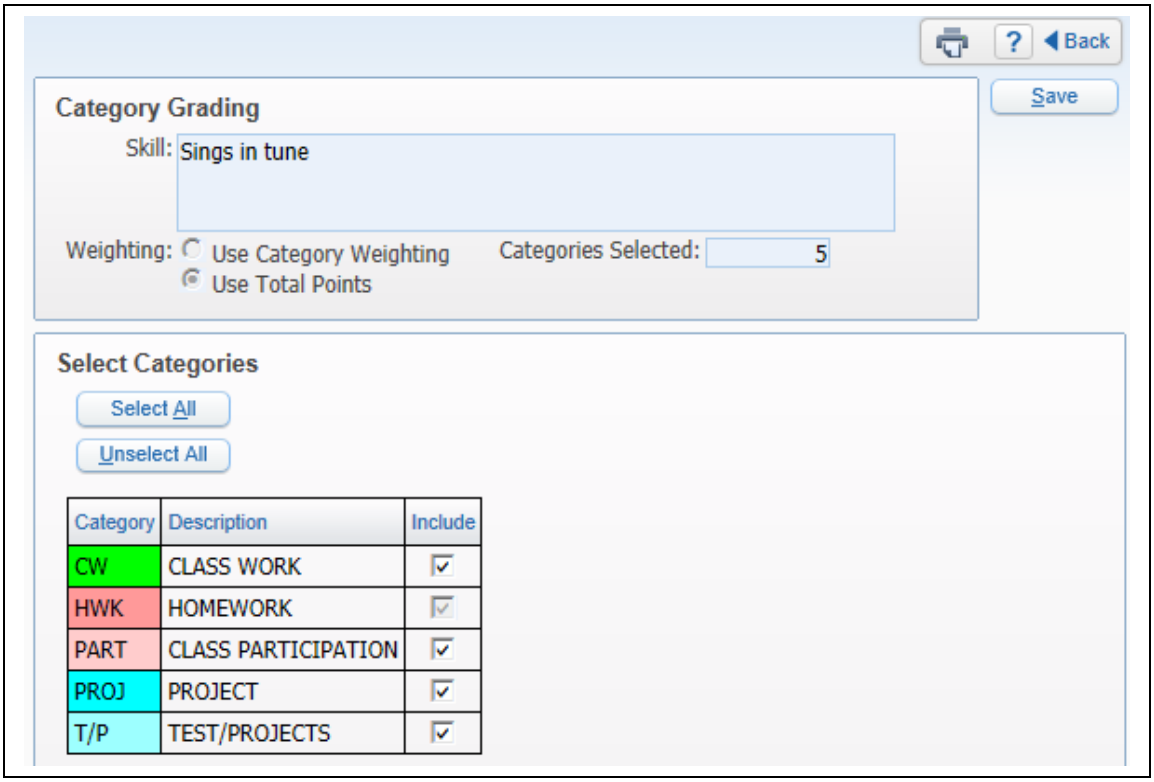
This allows you to update the categories used for all skills at one time. This option is available only when you select to **Show Categories (skill listed beneath each category)**. Availability is also determined by the district Gradebook configuration.



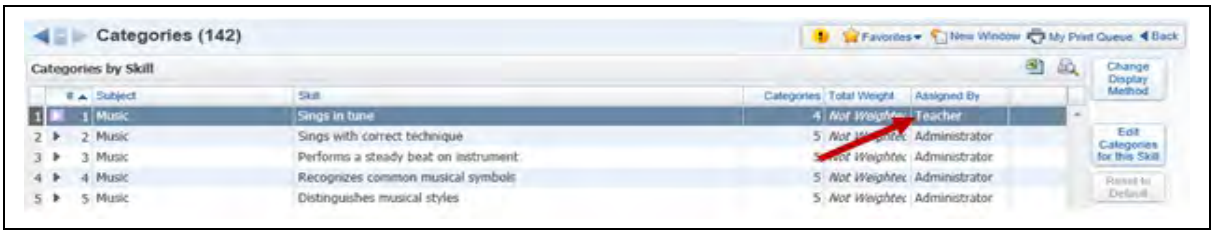
Select the categories you would like to use in the Gradebook and click **Save.** The category of Homework cannot be unselected because it is currently attached to an event.

Edit Categories for this Skill

This option allows you to select the categories for the highlighted skill. This option is available only when you select **Show Skills (categories listed beneath each skill)**. Availability is also determined by the district Gradebook configuration.

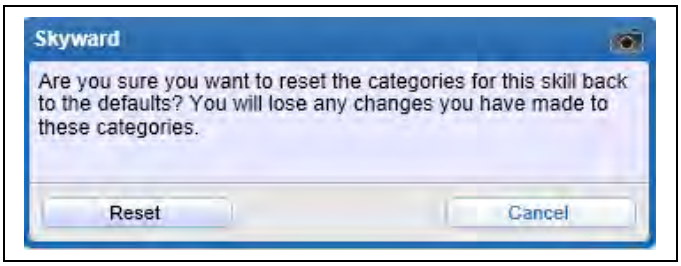


Select the categories you want to use for this skill and click **Save**.



After you click **Save**, the Assigned By field will reflect Teacher.

Reset to Default: Allows you to revert the categories for the skill to the setup when the gradebook was first accessed.



After clicking **Reset to Default**, you see this message. Click **Reset** to return the categories to the original setup. When you click **Reset,** the Assigned By field reverts back to Administrator.

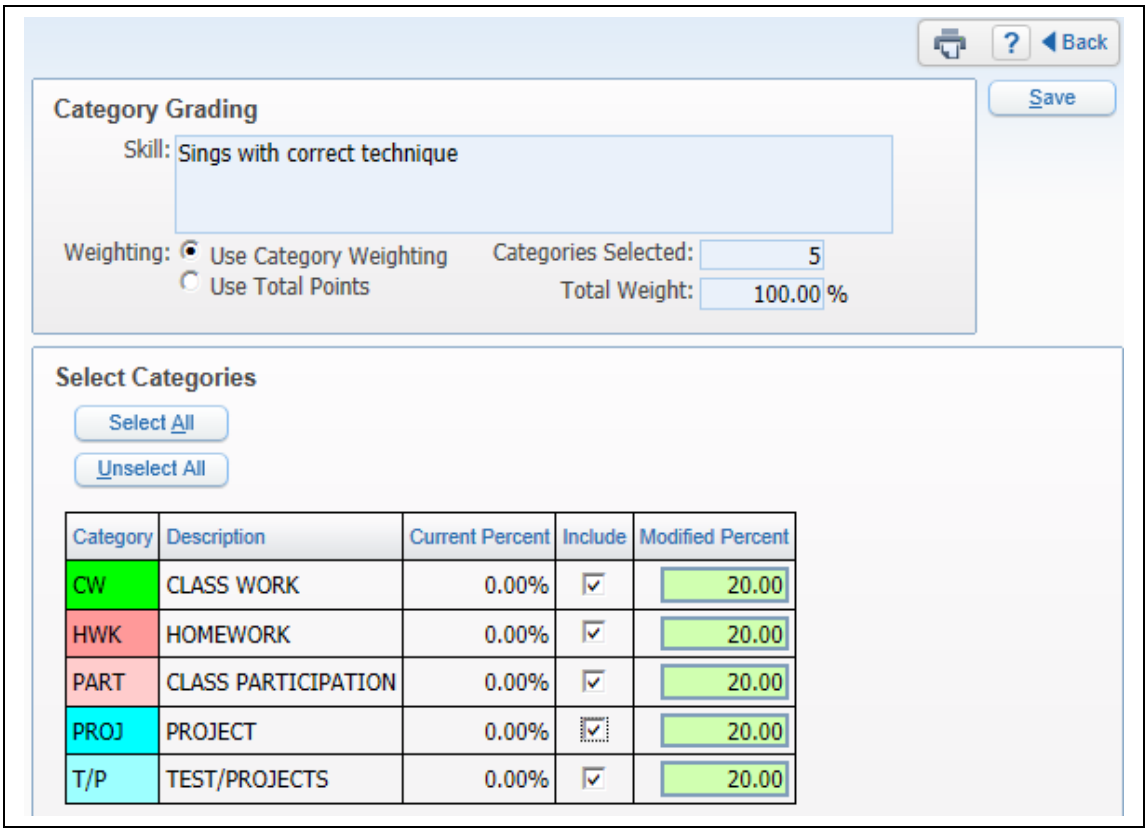
Category Weighting

Category Weighting allows you to set a weight for the individual categories within a skill. The weight attached to each of the categories will then factor into the calculation of the skill grade. If you select to use Category Weighting, there is currently no way to view or report on how the categories are used in calculating the skill grade.

	#	Subject	Skill	Categories	Total Weight	Assigned By
1	1	Music	Sings in tune	5	Not Weighted	Administrator
2	2	Music	Sings with correct technique	5	Not Weighted	Administrator
3	3	Music	Performs a steady beat on instrument	5	Not Weighted	Administrator
4	4	Music	Recognizes common musical symbols	5	Not Weighted	Administrator
5	5	Music	Distinguishes musical styles	5	Not Weighted	Administrator
6	6	Work Habits	Listens and follows directions	5	Not Weighted	Administrator
7	7	Work Habits	Works cooperatively with others	5	Not Weighted	Administrator
8	8	Work Habits	Participates in class activities	5	Not Weighted	Administrator

This is a sample of the Category Maintenance screen when category weighting has been enabled. The column **Total Weight** has been added to display whether category weighting will be used for a skill when selecting the display method of Show Skills.

Click **Edit Categories for this Skill** or **Edit Categories for All Skills,** depending upon the Display Method.



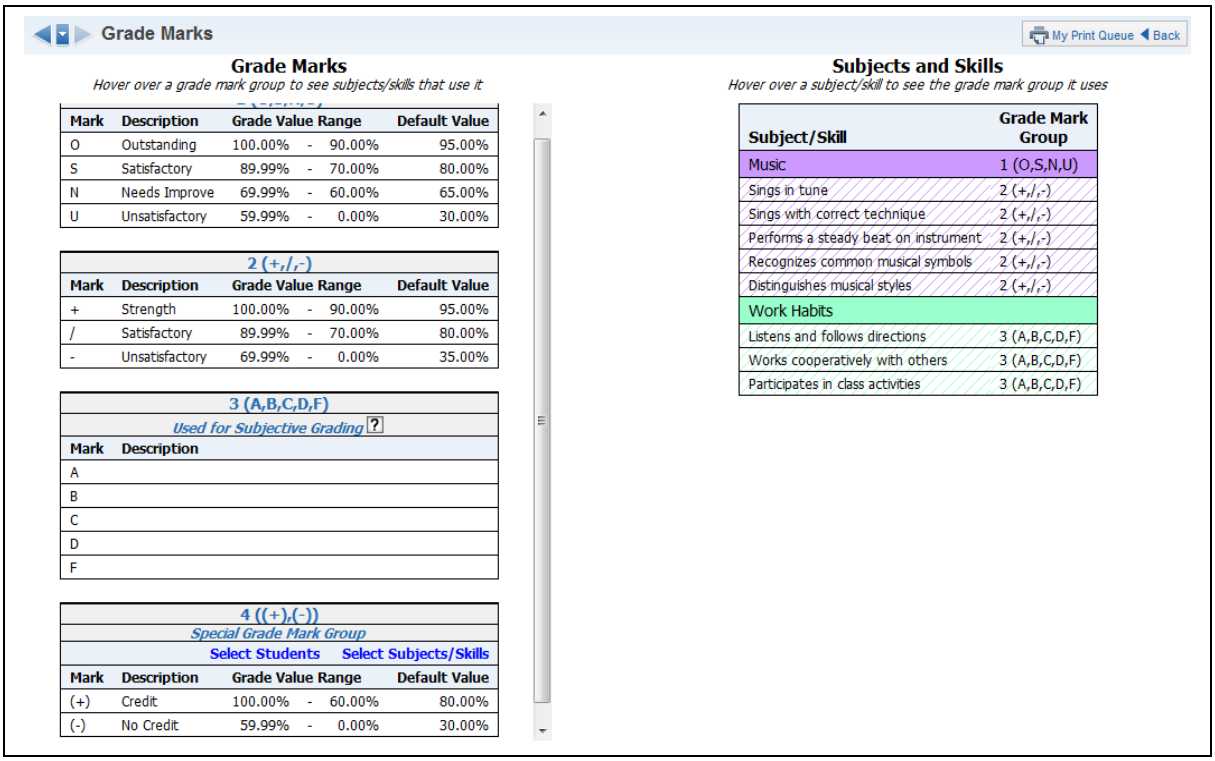
You can then select **Use Category Weighting**. The option to change from Total Points to Category Weighting is available only during the first grading period. Once you complete the first grading period, the Weighting options will be grayed out and no modifications can be made.

Select Categories: Allows you to choose the categories and weighting to be used for the skill. Every selected Category should have a percentage assigned to it greater than zero.

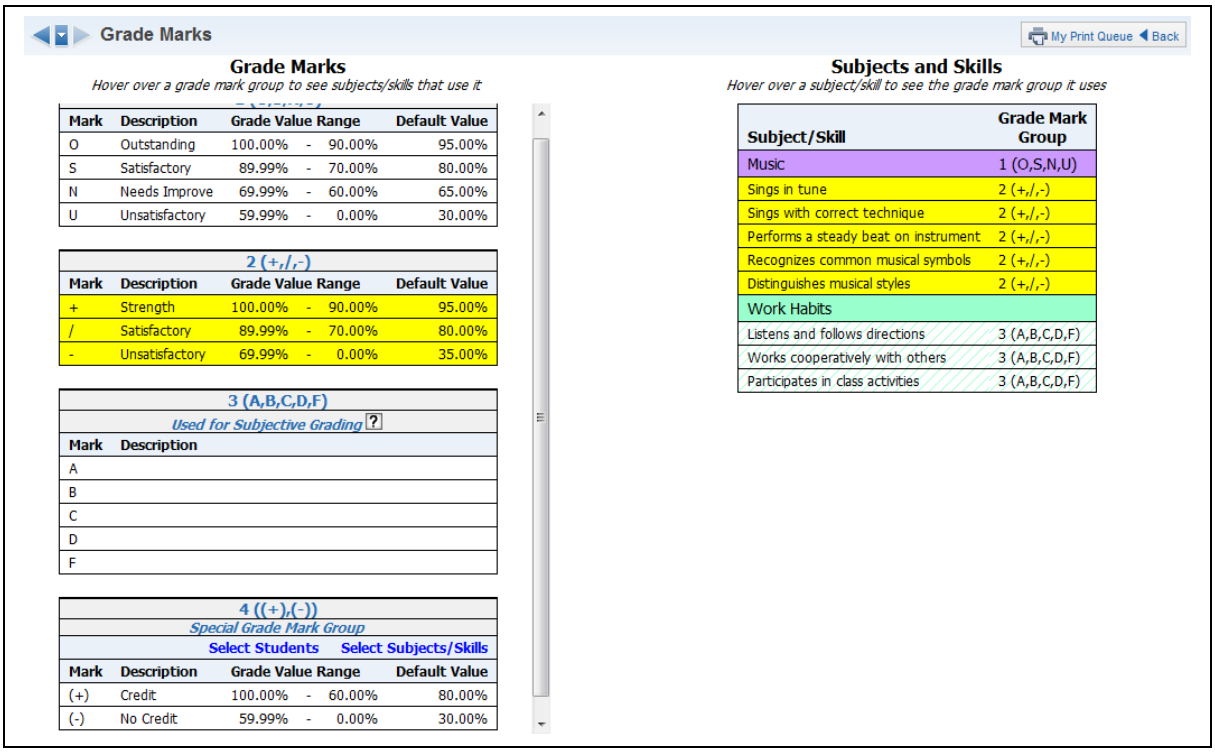
After the categories have been selected and percentages assigned, click **Save**.

Grade Marks

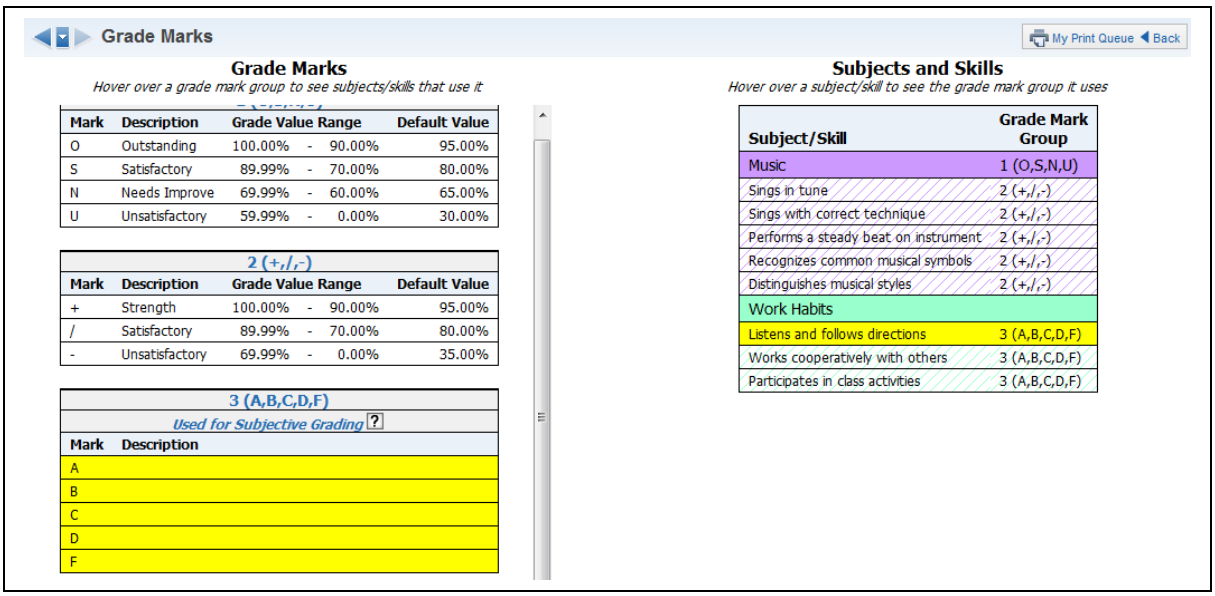
From the Gradebook Main screen, click the **Grade Marks** tab. If you do not see the Grade Marks tab, this is due to a configuration option selected by the district. Under the Grade Marks tab, you can view the Grade Marks that can be assigned.



You can hover over certain Grade Marks or a Subject and Skill to see which default Grade Mark it uses.

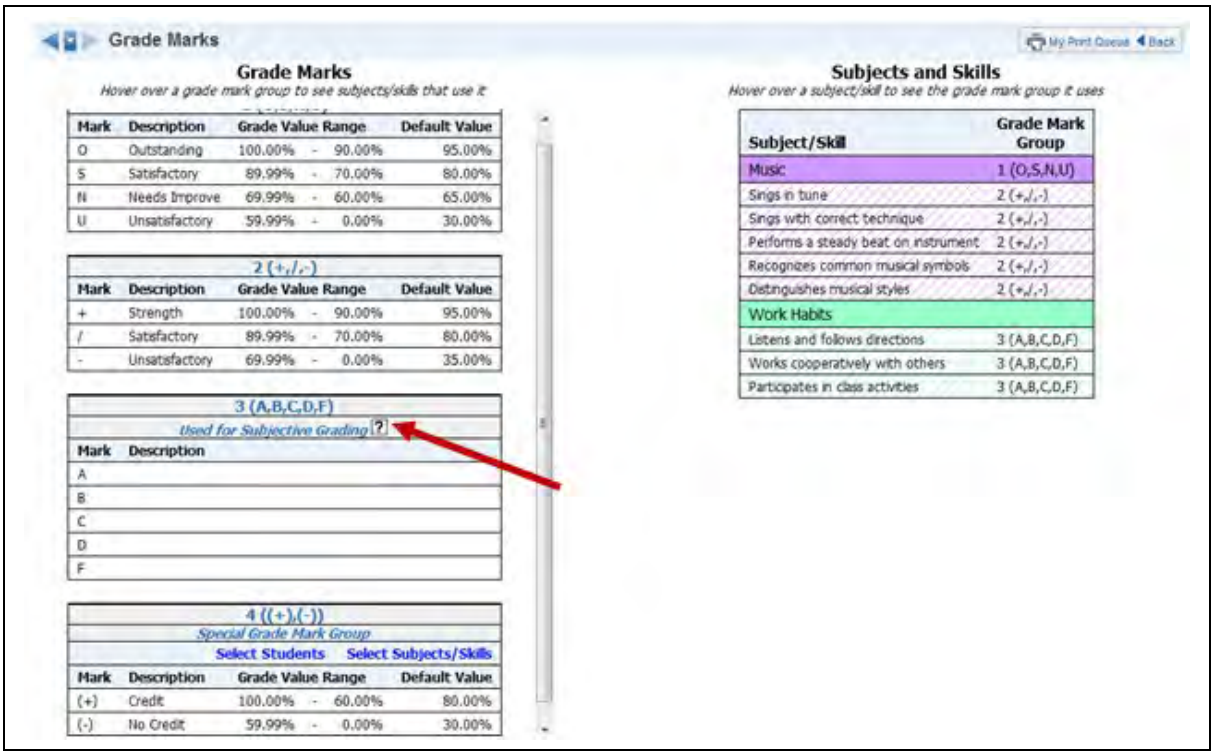


The screen displayed above is an example of hovering over the Grade Marks to show the subject/skills using the Grade Marks.

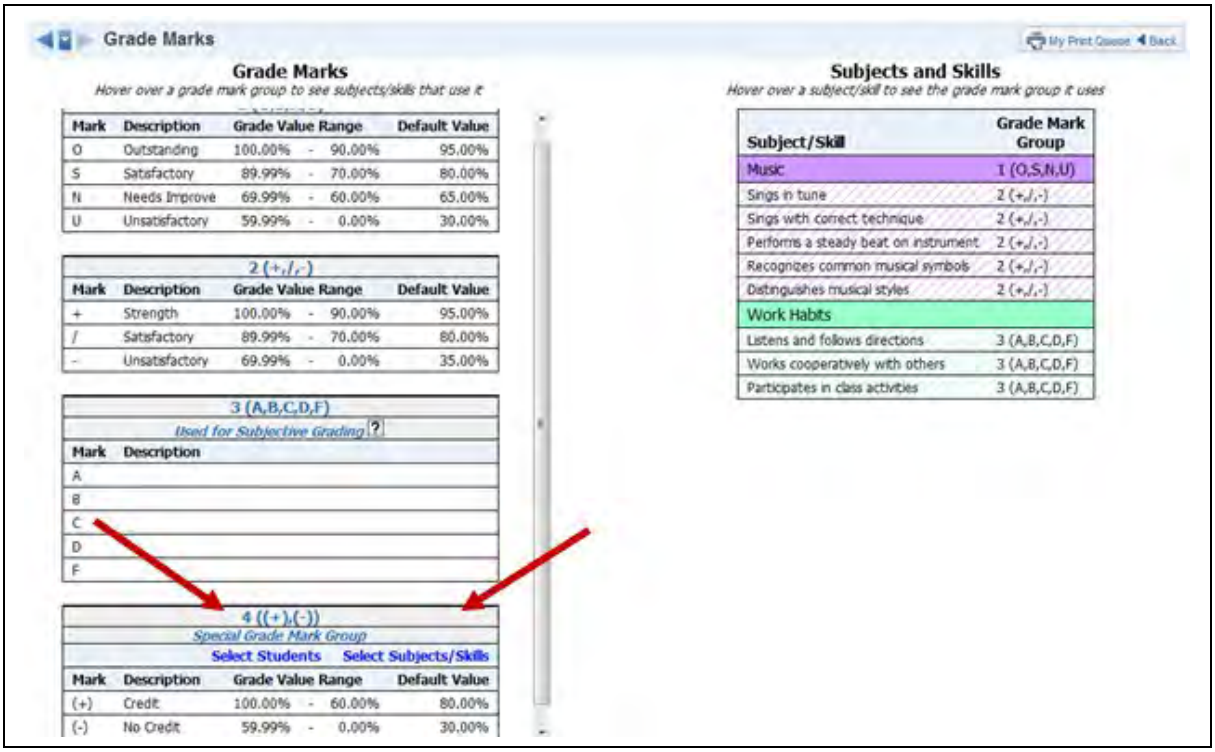


The screen displayed above is an example of hovering over a skill to see the grade marks used for the skill.

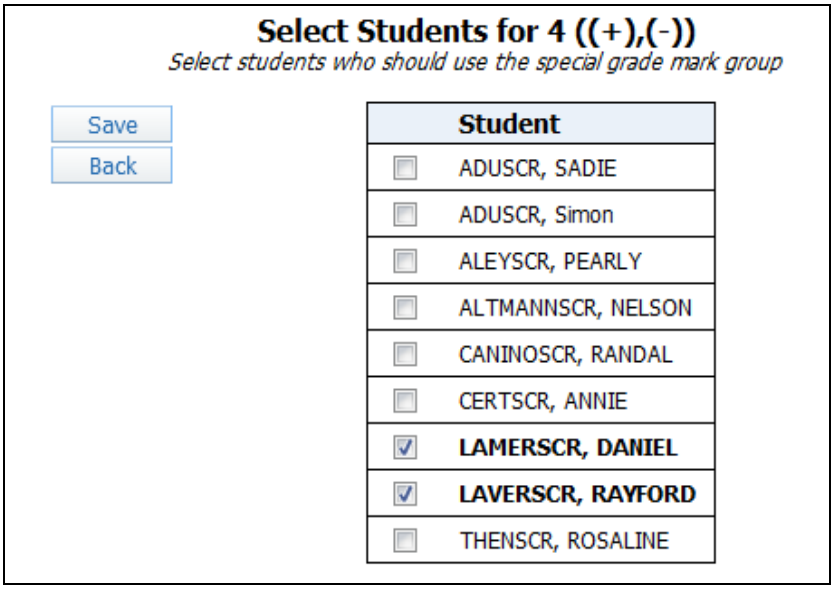
Subjective Grading Grade Mark Group: Subjective Grading grades can be identified by the blue italicized "Used for Subjective Grading" label. You can see the number associated with this group (3) to the left of the grade marks. **Subjective Grading** does not use high/low values and is not included in calculations. You will not be able to create any events for a skill attached to a Subjective Grade Mark Group.



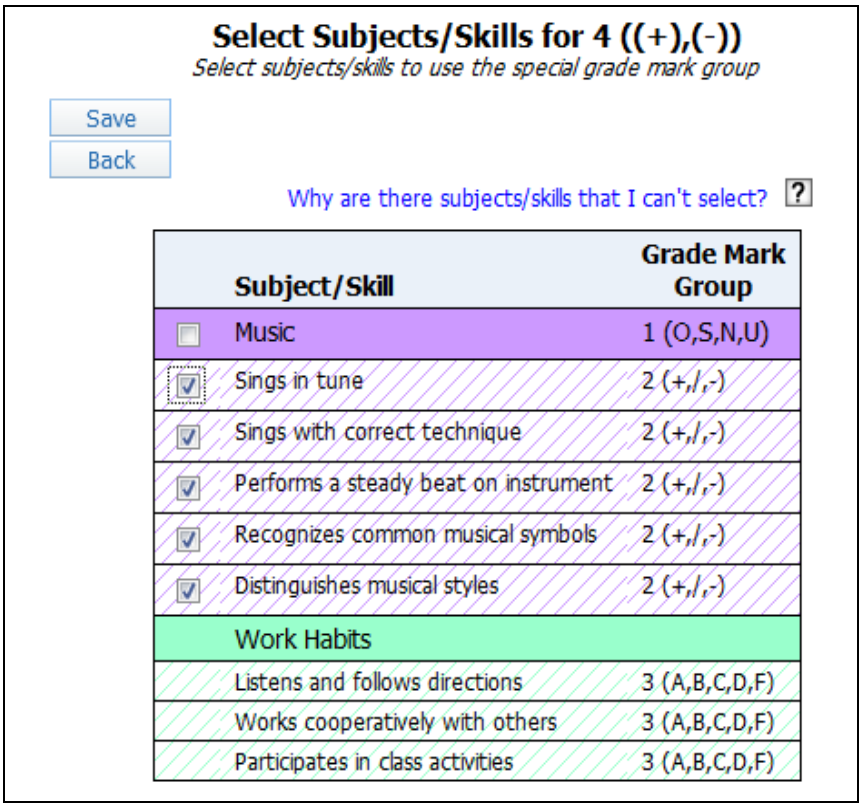
Special Grade Mark Groups: A Special Grade Mark Group can be identified by the blue italicized "Special Grade Mark Group" label. You can also see the number associated with the Special Grade Mark Group (4).



Select Students: You can use this button to select the students you want to assign to this Special Grade Mark Group. Students who are assigned to a Special Grade Mark Group will be removed from their previous Grade Mark Group. Click **Save** after completing this screen.



Select Subject/Skills: You can use this button to select the different Subjects/Skills that you would like to use with this Special Grade Mark Group. Click **Save** after completing this screen.

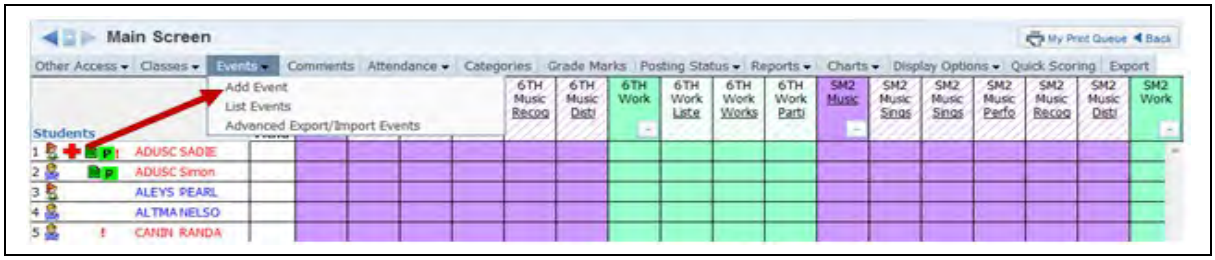


Events

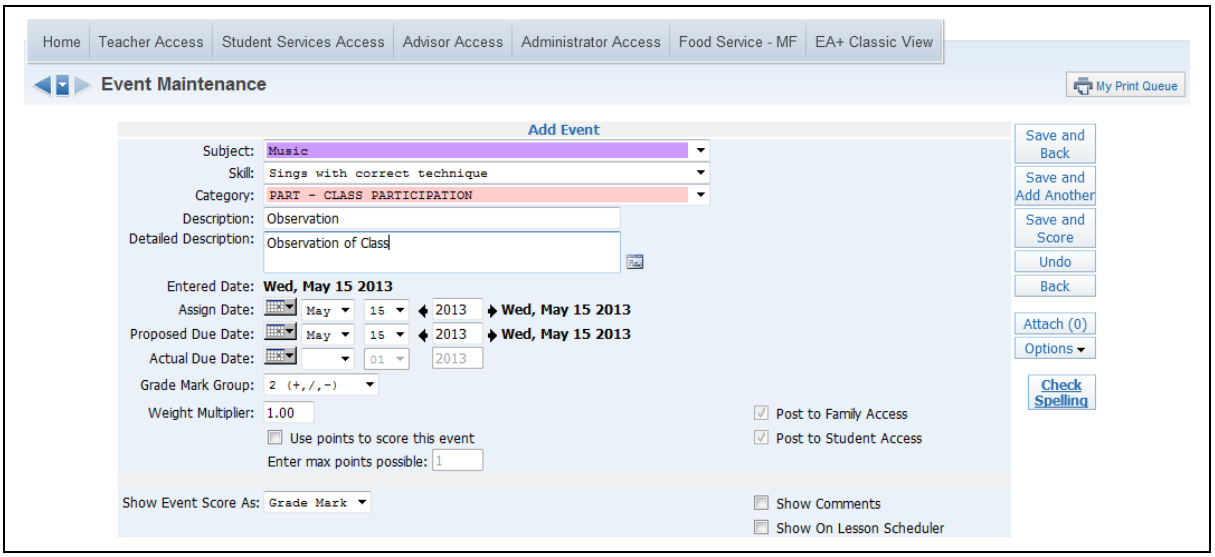
Add Event
List Events

Events in the Standards Gradebook are "assessments" for tracking student performance.

Add Event



Select **Add Event** from the Events tab.



****Subject:** Select a subject from the drop-down menu. The subjects displaying are set up by the district administrator.

****Skill:** Select a skill from the drop-down menu. The skills that appear in this area depend on the subject selected.

Category: Select a category code from the drop-down menu. Note: The event category codes are maintained by the administration. The Category drop-down menu displays because of the district gradebook setup.

****Description:** Enter the description of the event (maximum of 30 characters).
Example: Spelling Test, Worksheet 1B
Detailed Description: Enter a detailed explanation of the event (maximum of 300 characters). The Detailed Description can be viewed within Family and Student Access. Click the icon to access a larger window for descriptive details.
Example: Spelling Test covering household objects

****Assign Date:** Enter the date the event was given to the students; it defaults to the current date.

****Proposed Due Date:** Enter the date you anticipate that the event will be due. You can enter future Assign and Proposed Dates; this allows the event to display as a future event in Family and Student Access.

Actual Due Date: Date entered for event receiving an extension. An example of when you would enter an Actual Due Date is when you had an inclement weather day or if you just did not get to that event on the proposed due date. The Actual Due Date will supersede the proposed due date.

Grade Mark Group: The Grade Mark Group assigned to this event appears here. The Grade Marks that appear here are what can be used for grading the event. Availability of a Grade Mark Group for an event will depend upon the district Gradebook setup.

****Weight Multiplier:** This typically remains at "1" unless you wish to adjust event value for varying difficulty in events. Availability of the Weight Multiplier option will depend upon the district Gradebook setup.
Example: Event has a maximum score of 100. If you change the Weight Multiplier field to .5, the event is given half the value and would have a maximum score of 50. By changing the Weight Multiplier to 2, the event maximum score would double to 200.

Use points to score this event: If flagged, you can enter the maximum value a student may receive for the event; extra credit should not be included in this number. The option to use points will depend on how the gradebook was set up by administrators. If you do not select to use points to score this event, you will subjectively score the students with a Grade Mark instead of numeric score. Depending upon the gradebook setup, you might not have a choice to use points. In this case, you will just see an option for **Enter Max Points Possible**.

Post to Family Access: Select this option to post the event information to Family Access. Any event that counts towards the student's overall grade for the course should have the option selected to Post to Family Access because Family Access creates its own calculation based on the events posted to Family Access. If you are unable to deselect Post to Family Access, it is because entity administrators decided to have all events posted to Family Access automatically.

Post to Student Access: Select this option to post the event information to Student Access. Any event that counts towards the student's overall grade for the course should have the option selected to Post to Student Access because Student Access creates its own calculation based on the events posted to Student Access. If you are unable to deselect Post to Student Access, it is because entity administrators chose to have all events posted to Student Access automatically.

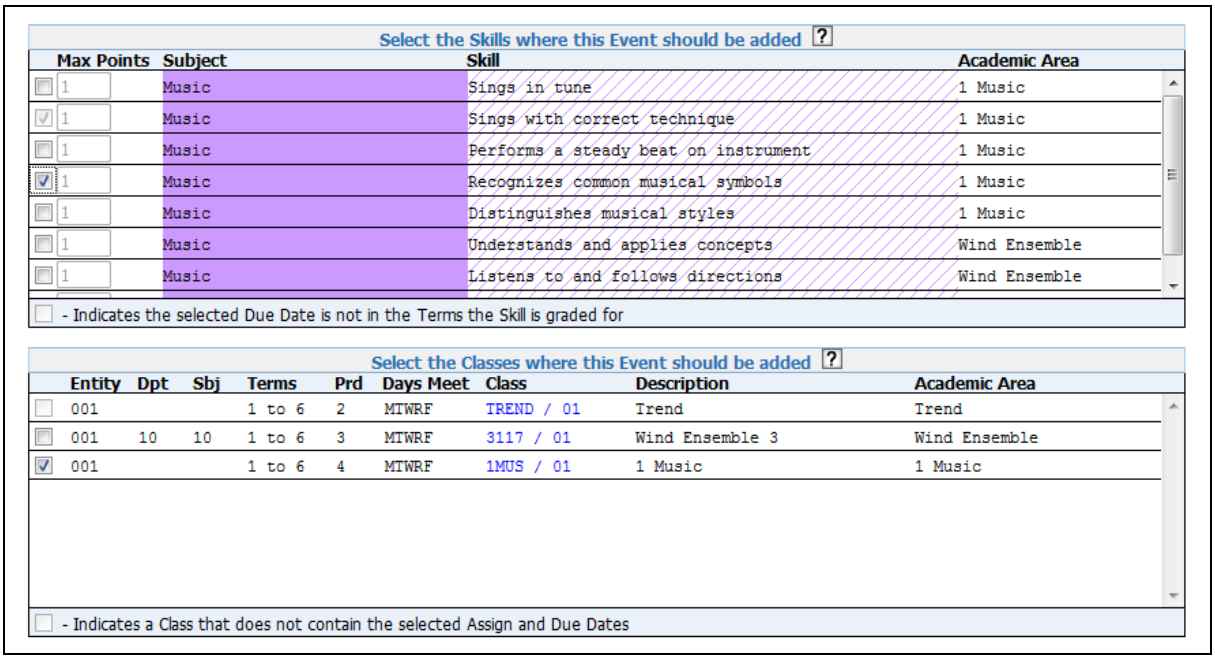
Show Event Score As: Allows you to determine how the event will display on the Gradebook Main screen. Options include:

- Grade Mark – Displays the grade mark earned on the event
- Percent – Displays the student's percentage for the event
- Score – Displays the student's score for the event
- Check – Displays a check mark for any student who has a score for the event

The options you see will depend on the calculation criteria established for the Gradebook.

Show Comments: Allows you to display the free-form comment entered when scoring the event.

Show on Lesson Scheduler: Allows you to display the event on the Lesson Scheduler. This option will be available only if the Lesson Plan module has been purchased.



Select the Skills where this Event should be added

Max Points	Subject	Skill	Academic Area
1	Music	Sings in tune	1 Music
1	Music	Sings with correct technique	1 Music
1	Music	Performs a steady beat on instrument	1 Music
1	Music	Recognizes common musical symbols	1 Music
1	Music	Distinguishes musical styles	1 Music
1	Music	Understands and applies concepts	Wind Ensemble
1	Music	Listens to and follows directions	Wind Ensemble

- Indicates the selected Due Date is not in the Terms the Skill is graded for

Select the Classes where this Event should be added

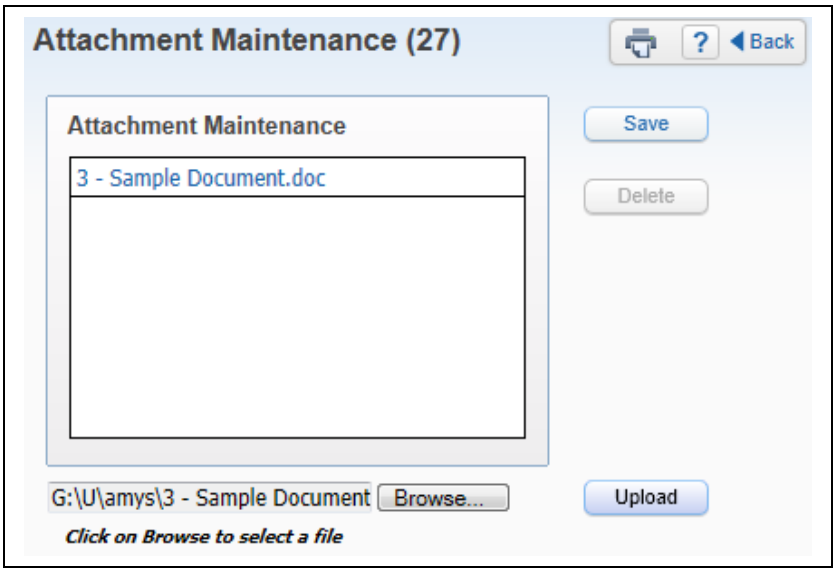
Entity	Dpt	Sbj	Terms	Prd	Days Meet	Class	Description	Academic Area
001			1 to 6	2	MTWRF	TREND / 01	Trend	Trend
001	10	10	1 to 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Wind Ensemble
001			1 to 6	4	MTWRF	1MUS / 01	1 Music	1 Music

- Indicates a Class that does not contain the selected Assign and Due Dates

****Select the Skills where this Event should be added:** Check the box to the left of any skill(s) that will be using the same event information. If a skill is grayed out, it indicates that the selected Due Date does not have that skill in that grading period. When selecting additional skills, you are allowed to enter separate point values for each skill.

Select the Classes where this Event should be added: Check the box to the left of any class(es) that will be using the same event information. If a class is grayed out, it is because the class does not contain the selected Assign and Due Dates. If you select a class or skill from a different Academic Area, make sure that you select a corresponding class or skill from the same Academic Area so the event can be added to the class. Capability to select additional classes will depend upon district Gradebook configuration.

Buttons found on the right side of the Add Event screen:
Attach: Allows you to attach a file to this event. This option can be an effective method of communicating worksheets and homework questions to absent students because the attachment displays in Family and Student Access. Availability of this option will depend upon the district Gradebook setup.



Options: Allows you to make this event an online event that can be completed through Student Access. This option will be discussed later in this guide under Miscellaneous Options.

Event Save Options:
Save and Back: This option saves the event and goes back to the Gradebook Main screen.

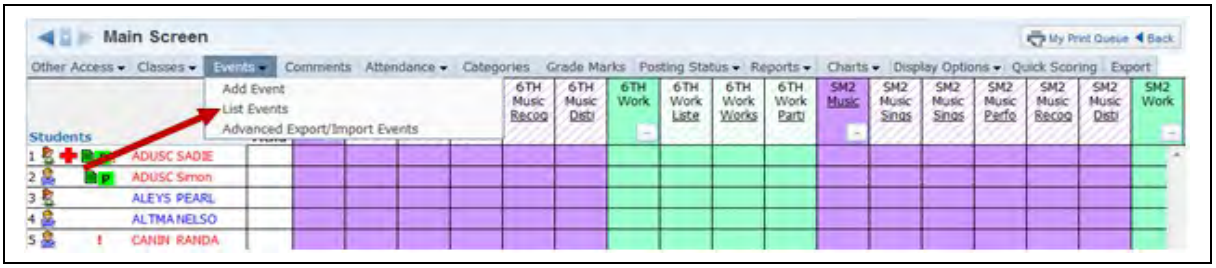
Save and Another: This option saves the current event and allows you to create another event.

Save and Score: Allows you to save the current event and then go directly to the score entry screen.

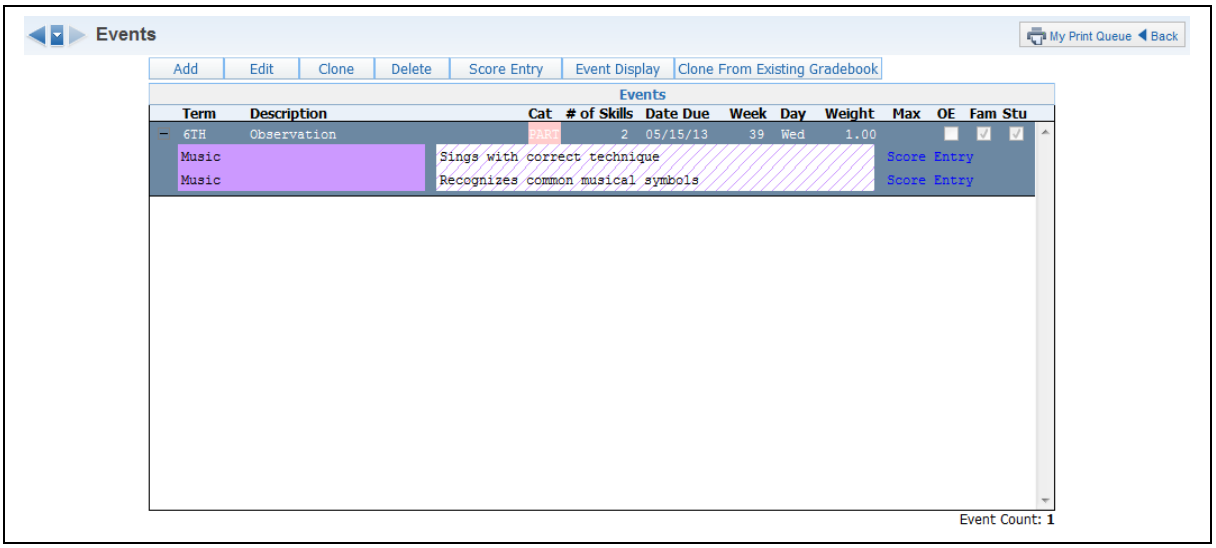
Undo: This will undo all current event entries and return to the Gradebook screen.

Back: This will return you to the Gradebook screen without saving any of the current event entries.

List Events



Select **List Events** from the Event Tab.



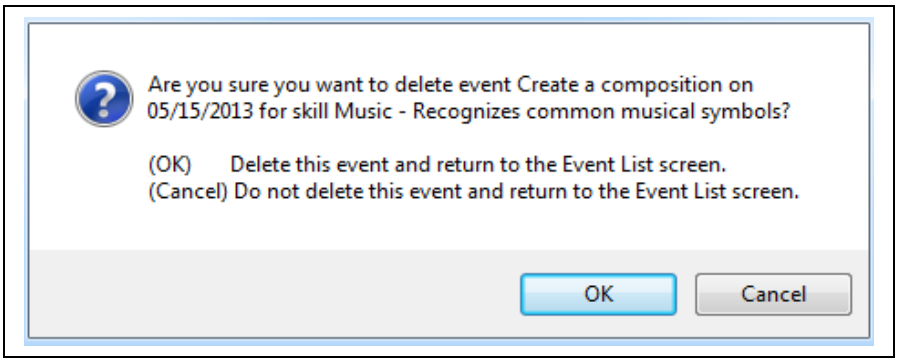
Add: Allows you to create a new event. You can find information about fields to complete when adding an event in the Add Event section of this guide.

Edit: Allows you to make modifications to an existing event; all fields can be modified. If an event was added to multiple classes and you need to modify the event, it will be necessary to access each class and edit the event to make the change.

Clone: Allows you to copy an event within the same class or to another class.
Example: Weekly Spelling Test – You can clone this event from week to week and just modify the date.

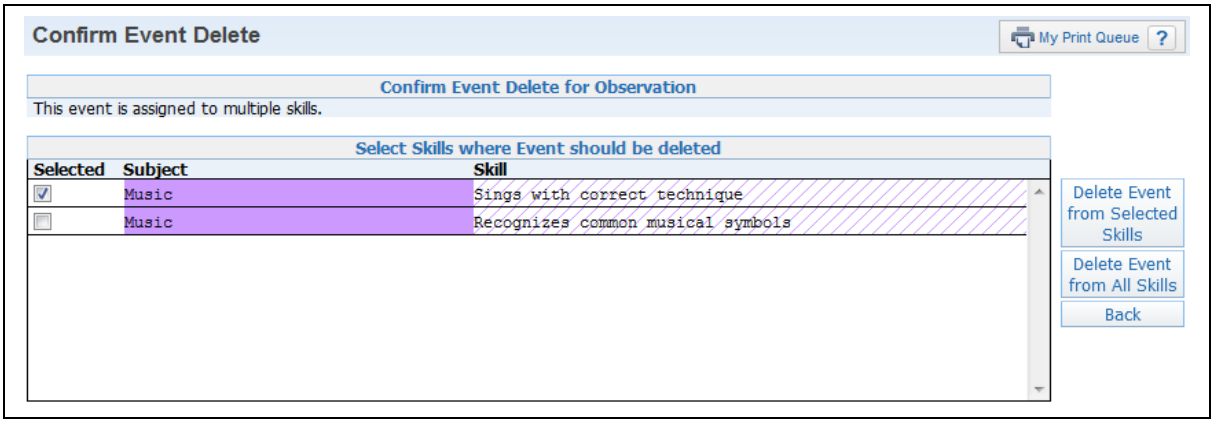
Delete: This allows you to delete an event and any student grades associated with the event. If an event is incorrectly/accidentally deleted, you can use the Restore Deleted Events tool under Display Options.

Deleting an Event attached to Single Skill



When you delete an event attached to a single skill, you see this message. Click **OK** to delete the event.

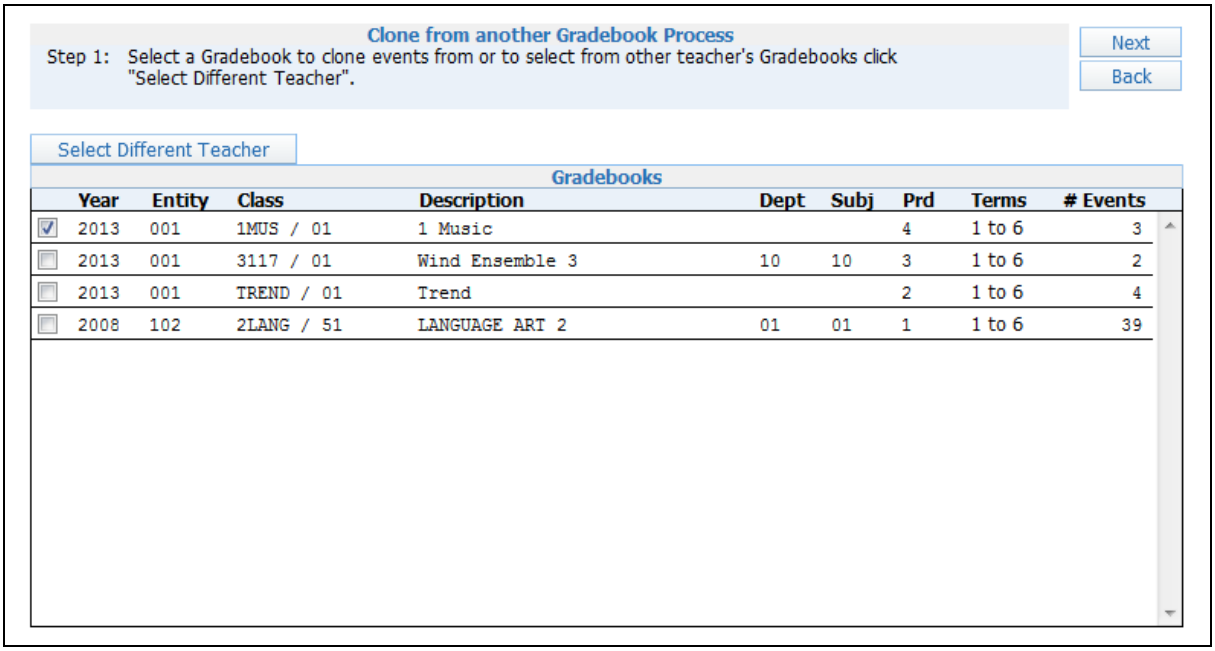
Deleting an Event attached to Multiple Skills



When you delete an event attached to multiple skills, you see the screen above.
Delete Event from Selected Skills: Allows you to choose specifric skills from which the event will be deleted.
Delete Event from All Skills: Allows you to delete the event from all skills listed.

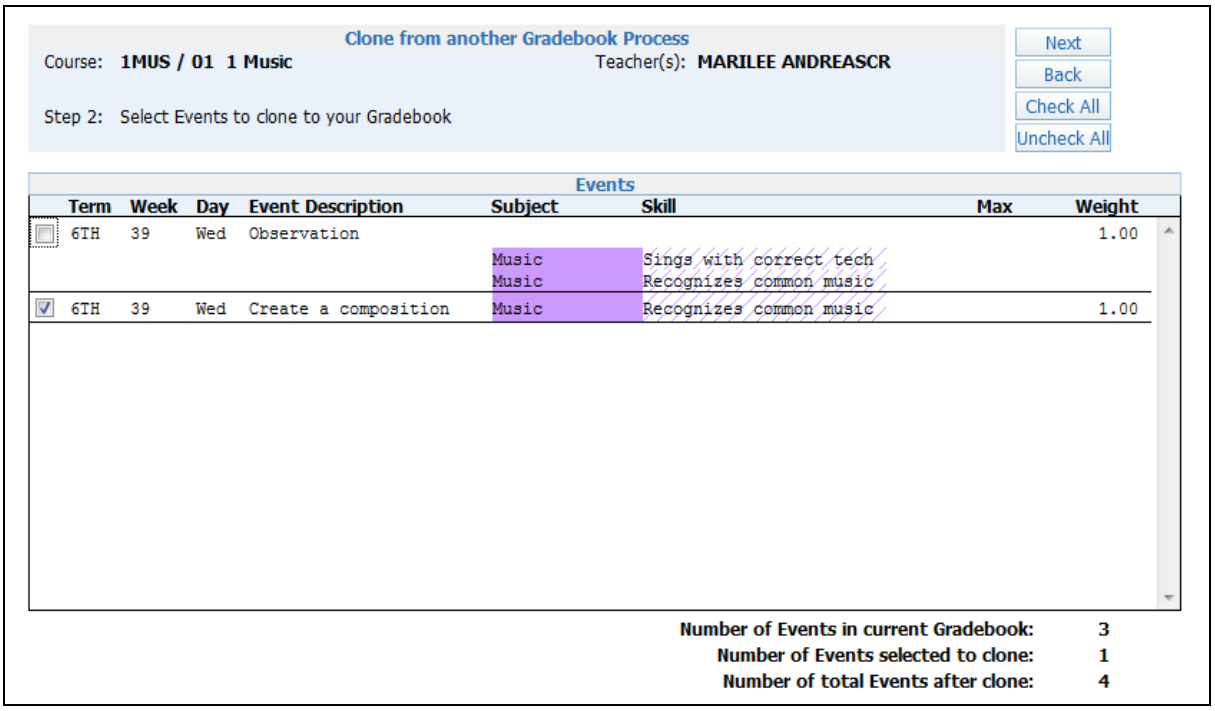
Event Display: Allows you to customize how events display on the Gradebook Main screen and provides options for managing event score settings. You can find more information regarding Event Display in the Display Options area of this guide.

Clone From Existing Gradebook: Allows you to copy one or more events from a current year or historical Gradebook of your own or copy an event from another teacher's Gradebook (depending upon the district configuration). When selecting this option, you must be in the Gradebook where you want the event created.

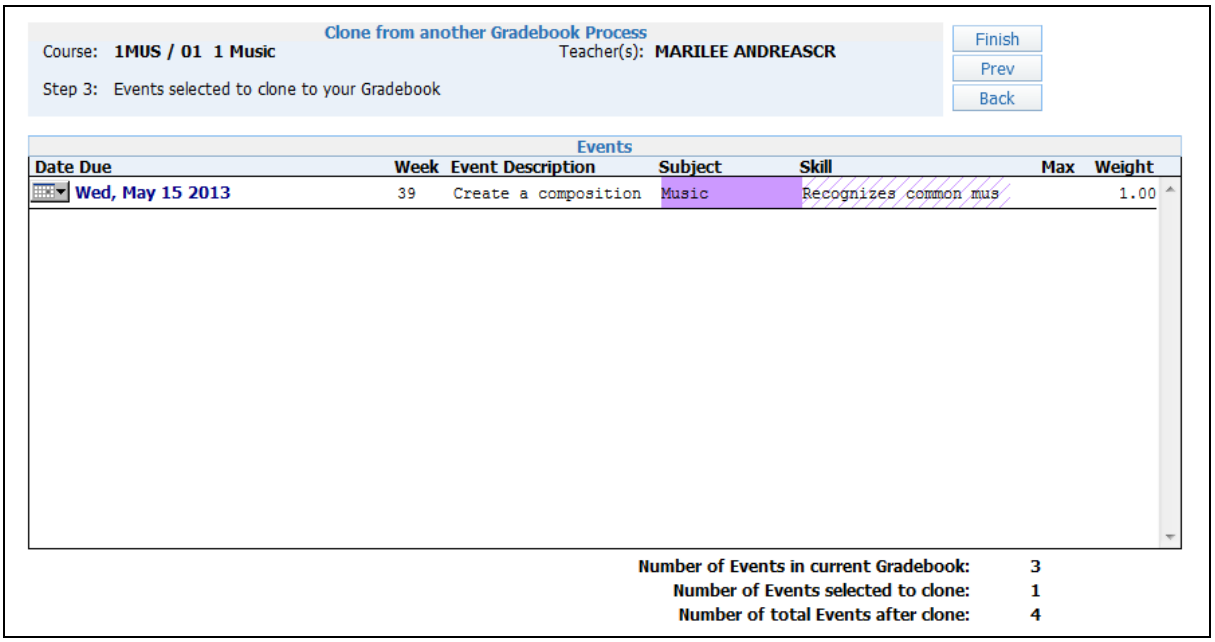


	Year	Entity	Class	Description	Dept	Subj	Prd	Terms	# Events
☑	2013	001	1MUS / 01	1 Music			4	1 to 6	3
☐	2013	001	3117 / 01	Wind Ensemble 3	10	10	3	1 to 6	2
☐	2013	001	TREND / 01	Trend			2	1 to 6	4
☐	2008	102	2LANG / 51	LANGUAGE ART 2	01	01	1	1 to 6	39

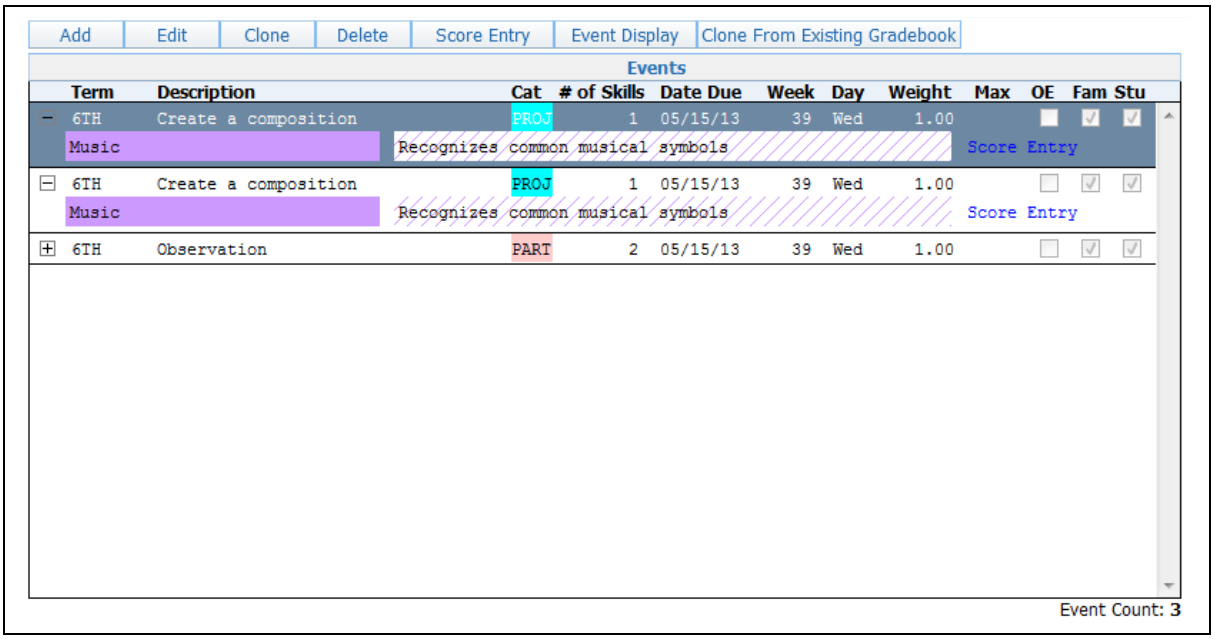
Step 1 – Select the Gradebook with the events you want to clone. You can select from a prior year Gradebook, current year Gradebook or another teacher's Gradebook. You might not see the **Select Different Teacher** button due to the district's configuration setup. After selecting the Gradebook, click the **Next** button.



Step 2 – Select the events you want to clone; all events are defaulted to selected. You can click the **Uncheck All** button to select individual events. You are able to clone an event only when you have the identical category assigned to your class. After selecting the events, click the **Next** button.

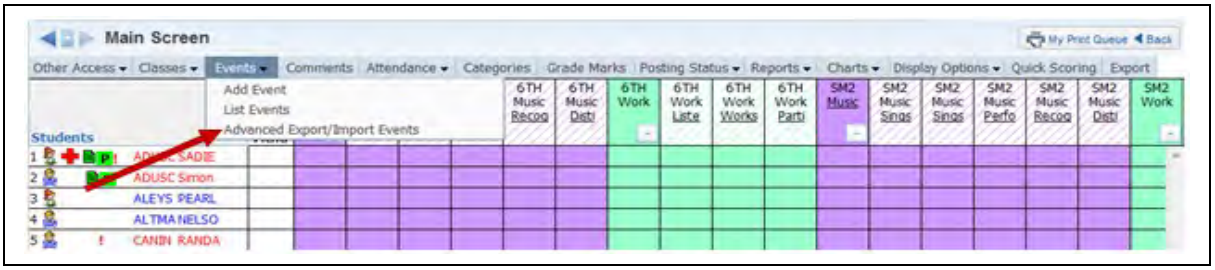


Step 3 – You see the event(s) you selected in the previous step. This screen allows you to change the Due date of the event(s). After verifying the due dates of the event(s), click the **Finish** button.



The event has now been cloned into the selected Gradebook.

Advanced Export/Import Events

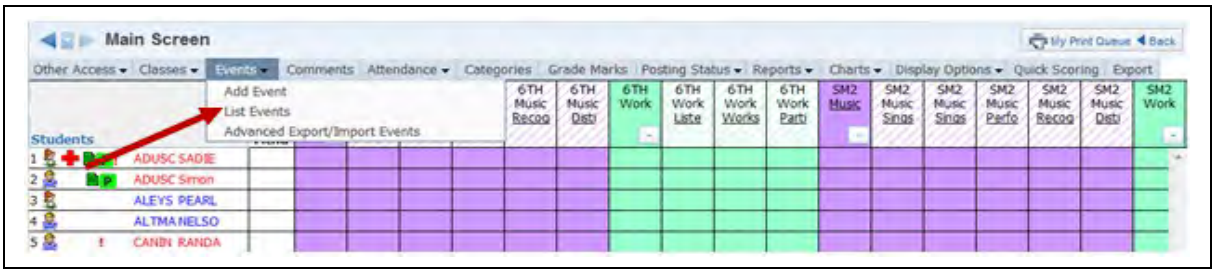


Advanced Export/Import Events allows you to export a file of selected events. After scores have been entered into the csv file, you can then import the same events with scores back into the Gradebook. This option will be discussed later in this guide under Scoring Events.

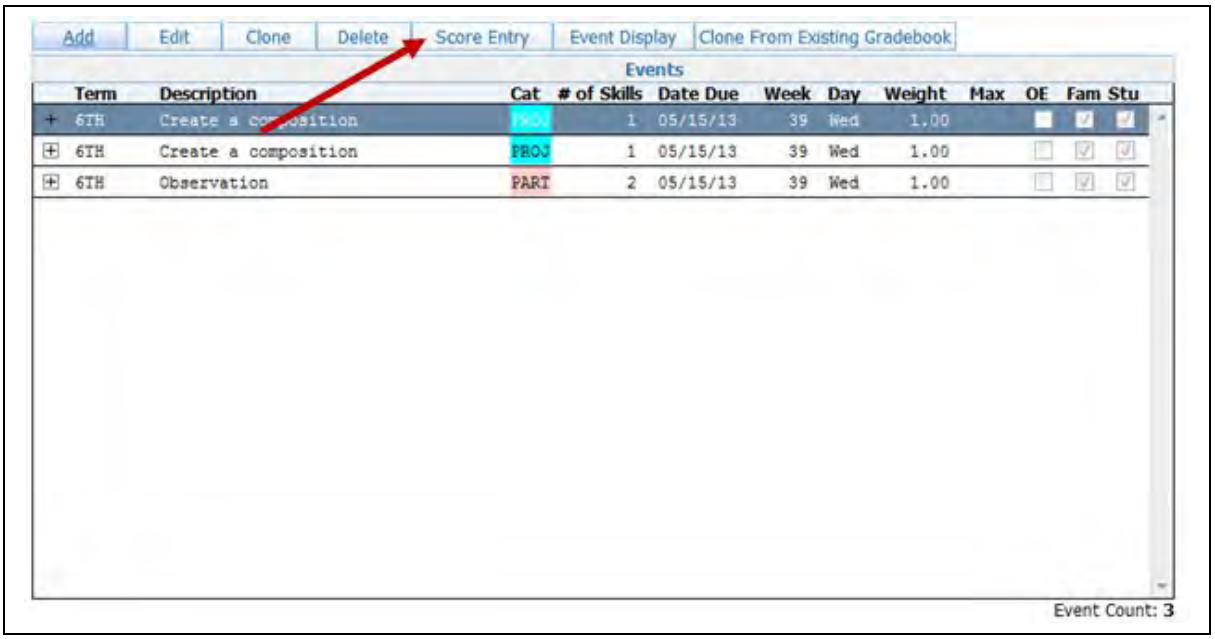
Scoring Events

- List Events
- Event Header (Show Event Score History)
- Score Cell Entry
- Quick Scoring
- Advanced Export/Import Assignment Scores
- Mouse Over of bold Event scores
- Why do events have red hash marks?

Scoring Event from List Events

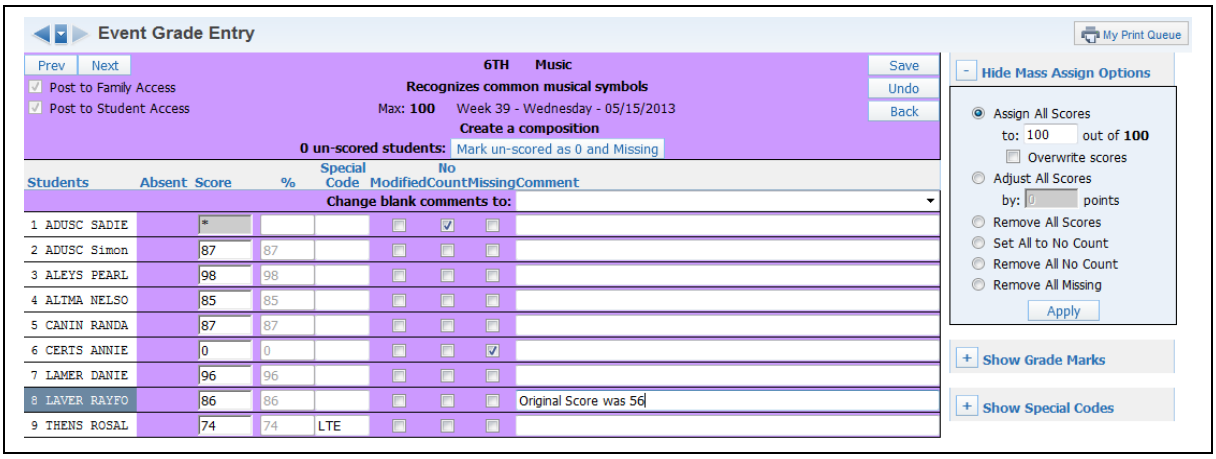


Select **List Events** from the Events tab.



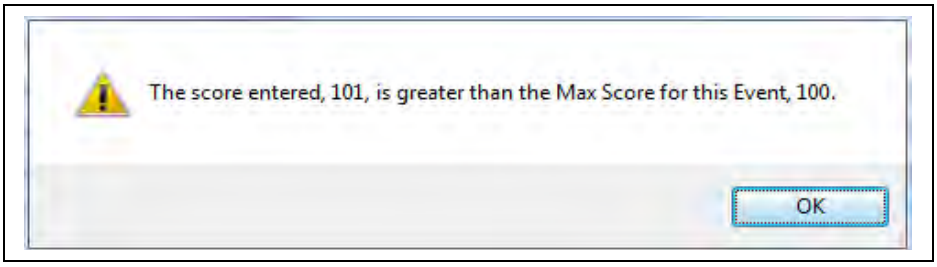
Highlight the Event you want to score and click the **Score Entry** button. When scoring events, there are two different score entry screens that may display depending on the setup of the event and the event display options selected.

Single Skill Event Score Entry



You can navigate through the fields by using the Tab key to move across and the Enter key to move down. You can also use the arrow keys for field navigation on the screen.

Score: Enter the student's score for the event. If you do not enter a score for a student, it does not count for the student's grade. When entering scores, you can exceed the maximum score. If you exceed the maximum score, you will receive the following pop-up message:



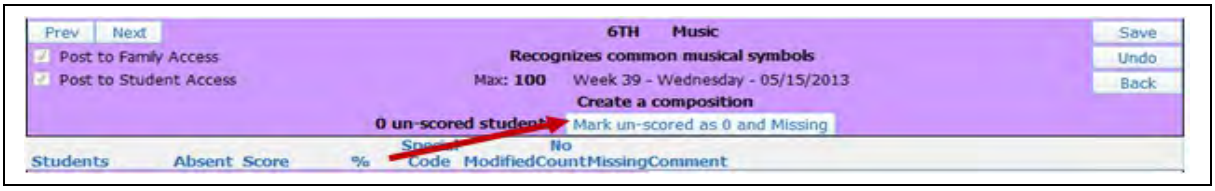
This warning message is just to alert you that you have exceeded the maximum score for the event. After you click **OK**, the score will display in the score entry cell and be used in calculations. If you do not want this message to display, you can disable the message under Event Display found in the Display Options.

Special Code: These codes help you to determine why you gave the student that specific score. Special Codes are maintained at a district level by administration. You can find a list of Special Codes on the right side of the screen.

Modified: This option allows you to flag an event score to reflect a modification of the event. If this flag is used for an event, it will display the Grade Mark earned followed by "M" on the Gradebook Main screen, on Reports and in Family/Student Access. The availability of the option depends upon the district Gradebook setup.

No Count: You can use No Count if any student is exempt from the event. By using No Count, the event doesn't count for or against the student's grade.

Missing: You can use Missing to indicate that the event has not been turned in yet. By using Missing, the event doesn't count against the student's grade. For the grade to reflect the missing event, you would need to enter a score of zero.



Mark unscored as 0 and missing: After you have completed the scoring of an event, you can use this option to flag all students (who have an * in the score cell) as Missing and enter a zero in the score cell.

Comment: You can enter a free-form comment to help remember why a score was given or to record a comment regarding the student's work on an event. Every time you save a comment, it is added to the Event Comment Bank found in the Display Options.

Mass Assign Options

Assign all Scores to: This option fills all students' score cells with the indicated score. If scores have been entered previously and you wish to replace those scores with the new value, select **Overwrite Scores**.

Adjust All Scores: This option modifies all student scores by the indicated amount. The adjustment will work for both postive and negative values.

Remove All Scores: Deletes the event score for all students.

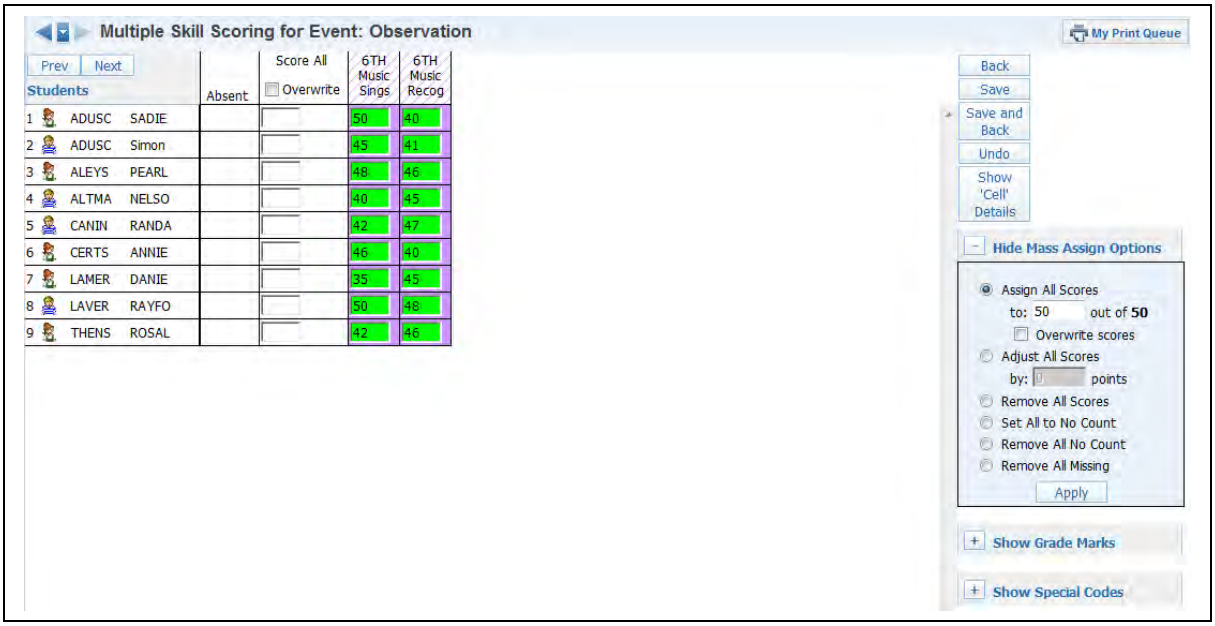
Set All to No Count: Selects the **No Count** field for all students. This could be used if you created an event for tracking purposes (for example, a pre-test). You want to record the scores but not have them count towards the students' grades.

Remove All No Count: Removes the **No Count** field for all students.

Remove All Missing: Removes the **Missing** field for all students. If you no longer accept the event for a score, you can mass remove the Missing field for the event.

Multiple Skill Event Score Entry

You can use the Multiple Skill Event Score Entry screen to score events attached to single or multiple events.

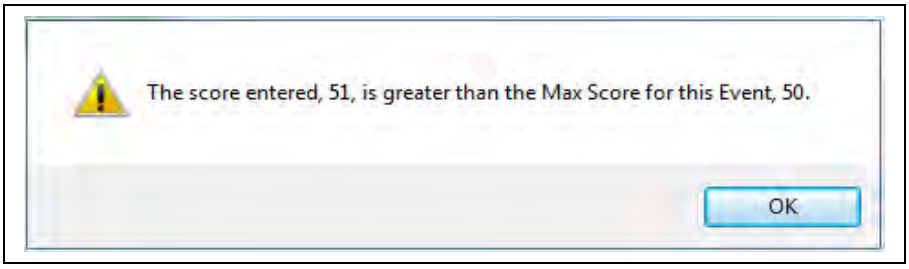


Score Entry

You can navigate through the fields by using the Tab key to move across and the Enter key to move down. You can also use the arrow keys for field navigation on the screen.

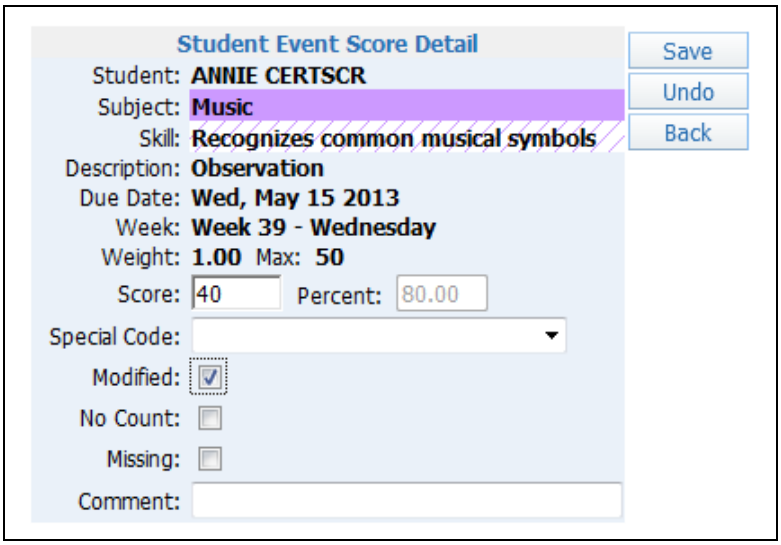
Score All: When you fill in this column with a grade for a student it will carry throughout all of the skills in that row for that student. If you flag Overwrite, then the score given in that column will overwrite any previously-entered grades in that row.

Score: Enter the student's score for the event. If you do not enter a score for a student, it does not count in the student's grade. When entering the scores, you can exceed the maximum score. If you exceed the maximum score, you will receive the following pop-up message:



This warning message is just to alert you that you have exceeded the maximum score for the event. After you click **OK**, the score will display in the score entry cell and be used in the calculation. If you do not want this message to display, you can disable the message under Event Display found in the Display Options.

Buttons found on the right side of this screen:
Back: Takes you back to the List Events screen and does not save changes.
Save: Saves the work on this page and remains on this page.
Save and Back: Saves the work on this page and takes you back to the List Events page.
Undo: Undoes all current entries and stays on the current page.



Show 'Cell' Details: This screen displays the Student Event Score Detail. The evehnt and student displayed depends on the cell you were in when you selected the option. This screen allows you to see details of the event as well as grading options that may not have been available on the previous screen. You can also display the Student Score Detail screen by double clicking on the score cell.

Mass Assign Options
Assign all Scores to: Fills all students' score cells with the indicated score. If scores have been previously entered and you wish to replace those scores with the new value, select **Overwrite Scores**.

Adjust All Scores: Modifies all student scores by the indicated amount. The adjustment will work for both postive and negative values.

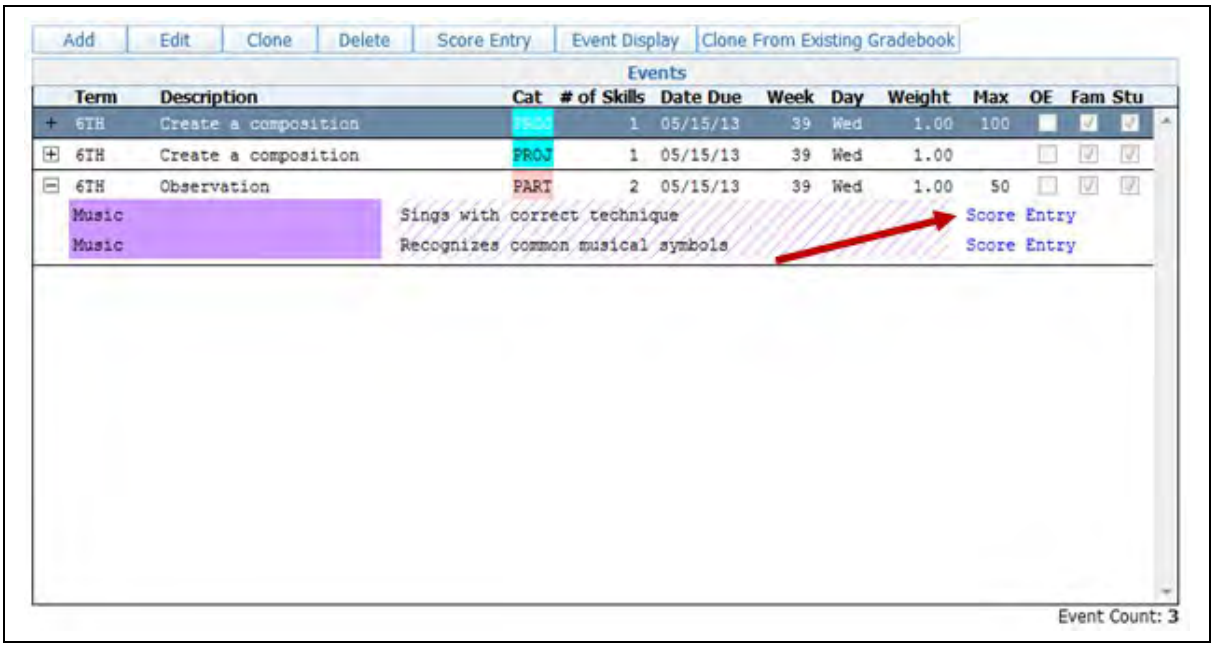
Remove All Scores: Deletes the event score for all students.

Set All to No Count: Selects the **No Count** field for all students. This could be used if you created an event for tracking purposes (such as a pre-test). You want to record the scores but not have them count towards the students' grades.

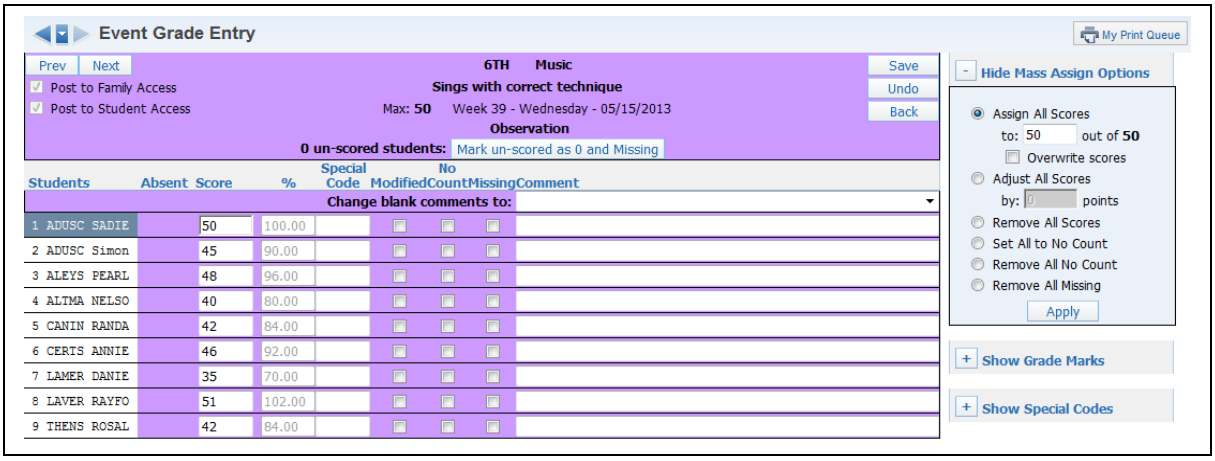
Remove All No Count: Removes the **No Count** field for all students.

Remove All Missing: Removes the **Missing** field for all students. If you no longer accept the event for a score, you can mass remove the missing field for the event.

Score Entry Hyperlink in List Assignment

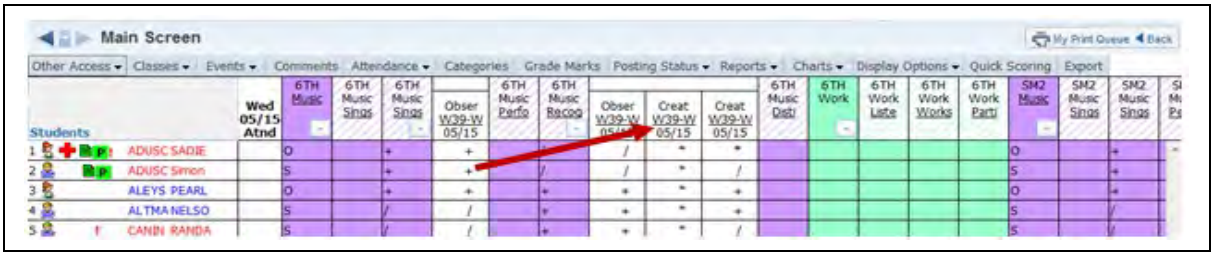


Now select **Score Entry** in the List Events tab in Gradebook.

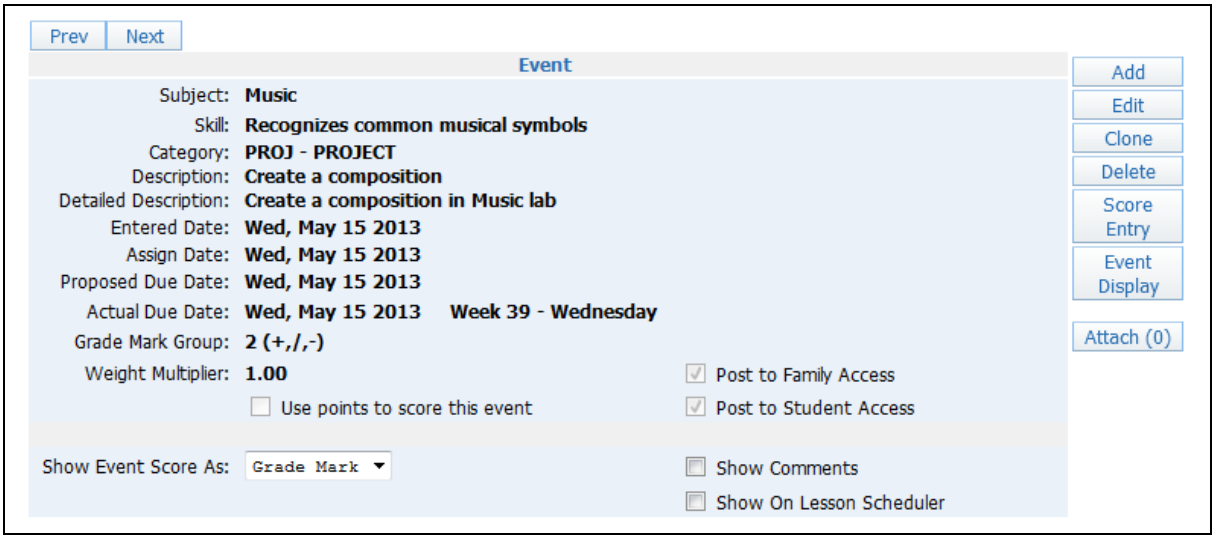


Score Entry brings you into **Single Skill Event Score Entry**, even if the event is attached to multiple skills.

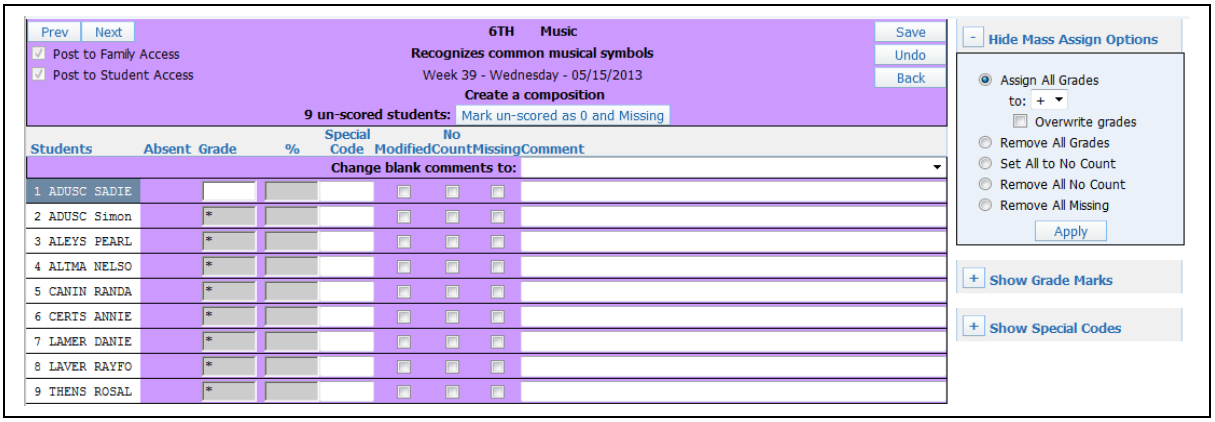
Scoring the Event from the Event Header



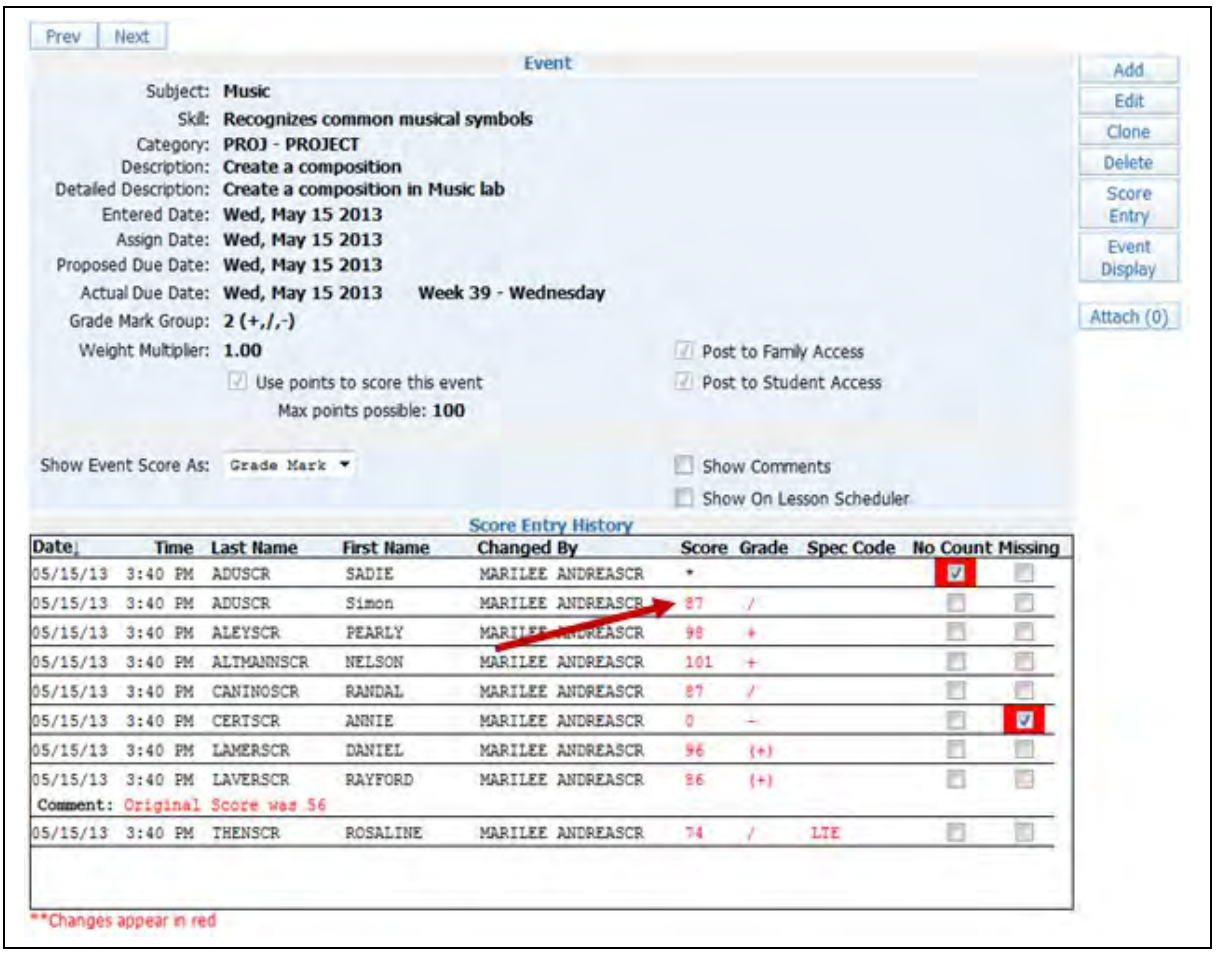
Click the **Event Header**.



The options you see in the Event Header (Add, Edit, Clone, Delete, Score Entry, and Event Display) are the same options you find on the List Event screen. Click **Score Entry** to view the Score Entry screen. More information regarding these options can be found in the Event Section of this guide.

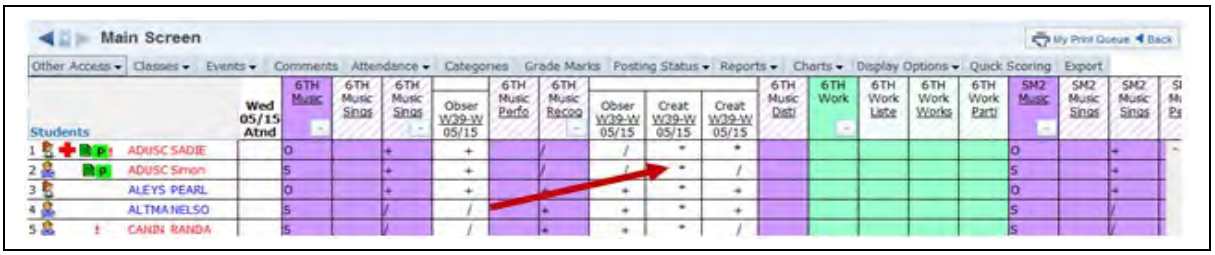


After you select **Score** Entry, you see either the Single or Multiple Skill Event Scoring depending upon the Event Display Option selected. If you have questions about the score entry screen, please refer to the Single Skill Event Score Entry or Multiple Skill Event Score Entry sections of this guide.

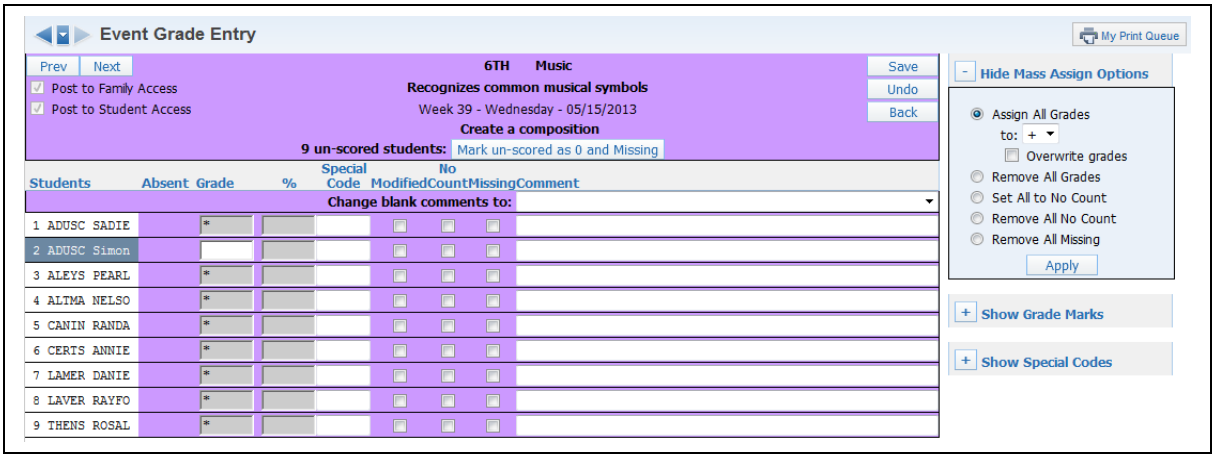


If you click the Event Header for an event with scores entered, the screen displays the score entry history. Any information displayed in red means that the information has been added/modified.

Scoring Events by Clicking the Score Cell

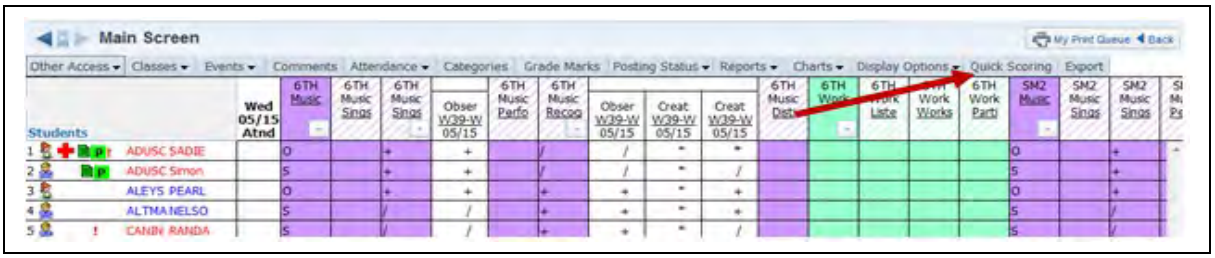


Click on either the * or the number in the score cell.

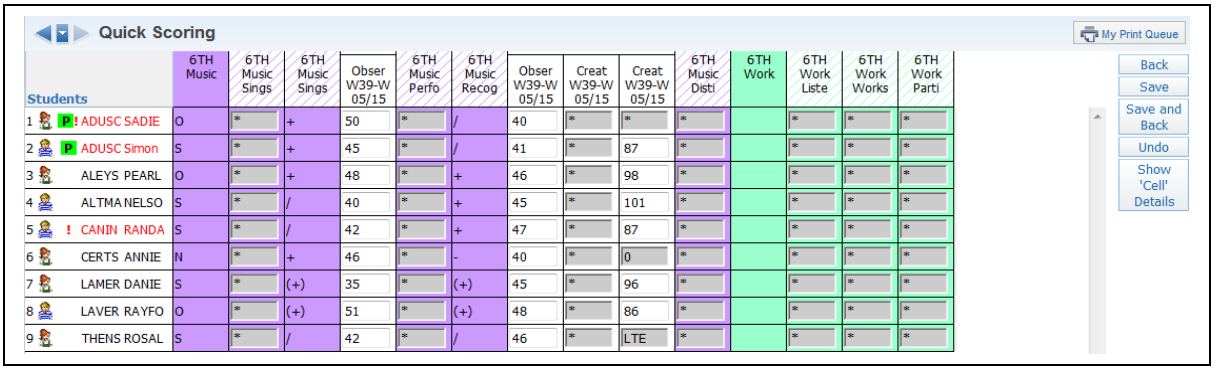


The student's score cell that you click on the Gradebook Main screen is the cell you will see on the Score Entry screen. You see the Single or Multiple Skill Scoring for Event screen depending upon the Event Display Option selected. If you have questions on the score entry screen, please refer to the Single Skill Event Score Entry or Multiple Skill Event Score Entry sections of this guide.

Scoring Event from Quick Scoring

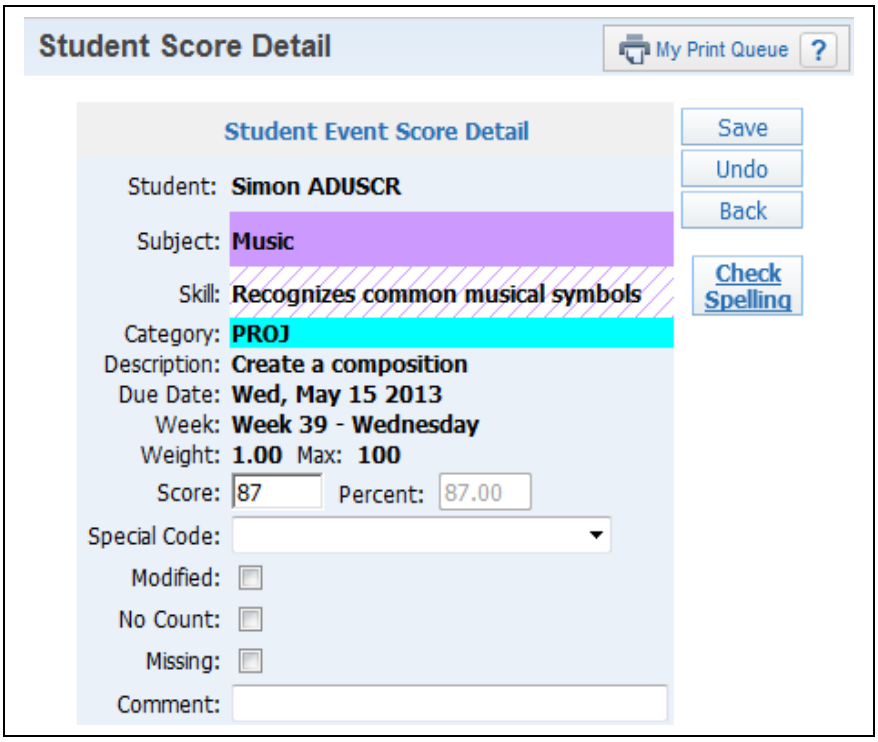


Select **Quick Scoring**.



This method of score entry is similar to a spreadsheet layout. All event scores may be entered/updated for any grading period currently open for grade entry. You can navigate through the score cells by using the Tab key to move across, the Enter key to move down and the arrow keys. Cells highlighted in green are scores that were modified. The term cells are highlighted in green because the student's term percentage changed because of the scores entered/modified.

Double Click on the Score Cell or **Show 'Cell' Details:** Allows you to enter the Score, Special Code, No Count, Missing and Comment.



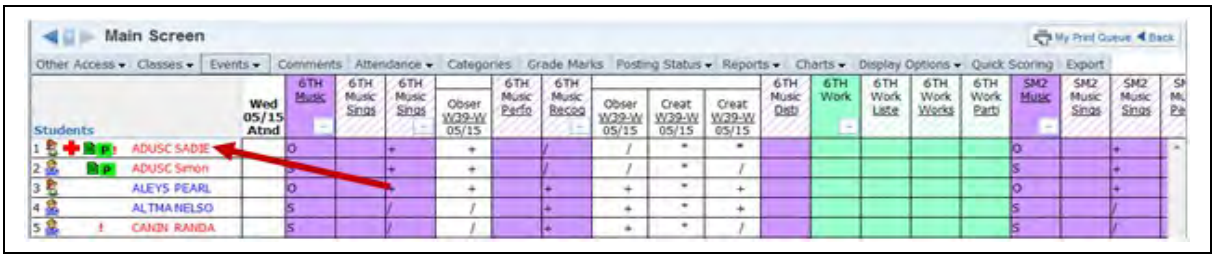
Back: Does not save the score entered. You receive a message stating that scores will not be saved.

Save: Allows the scored entered to be saved; allows you to continue working in Quick Scoring.

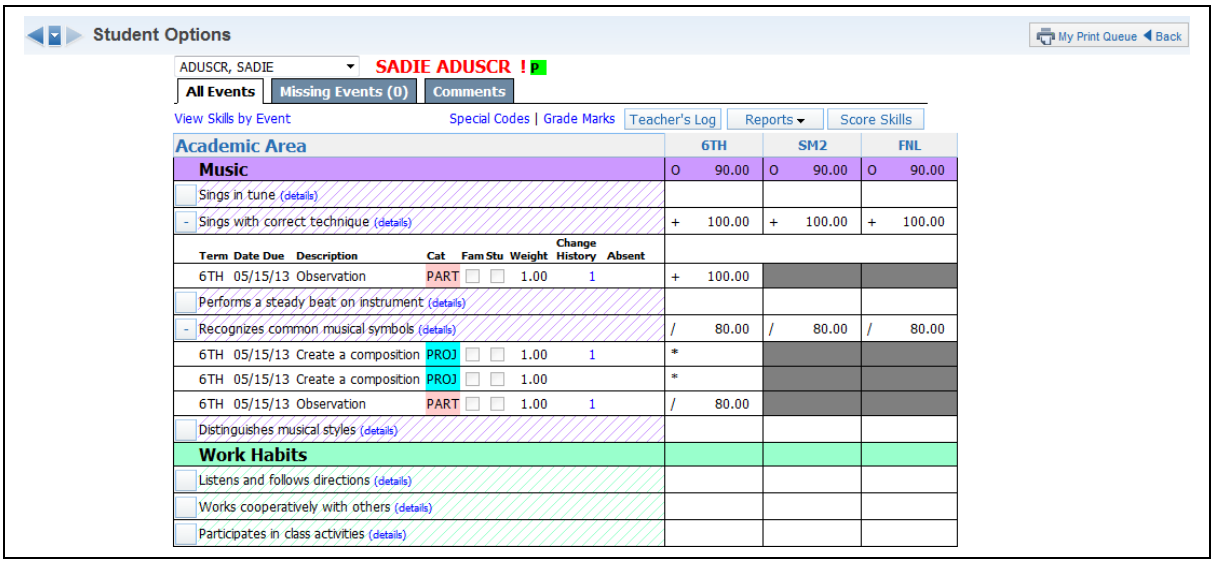
Save and Back: Allows the scores entered to be saved and then returns you to the Gradebook Main screen.

Undo: Removes any scores entered.

Scoring Event through Single Student Scoring



Click the **Student's Name**.

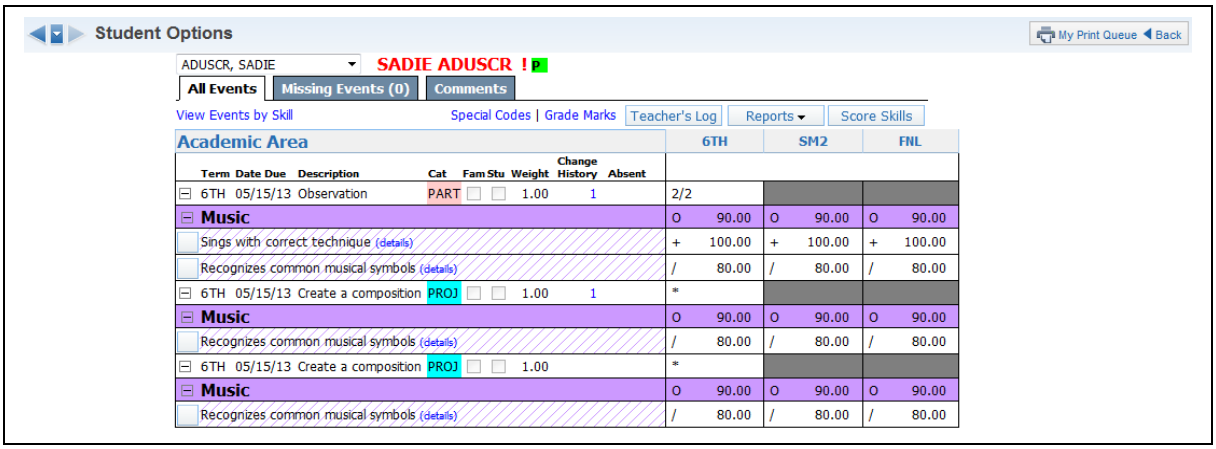


You could have up to four different tabs of information in the Single Student view, depending upon the setup of the gradebook at a district level.

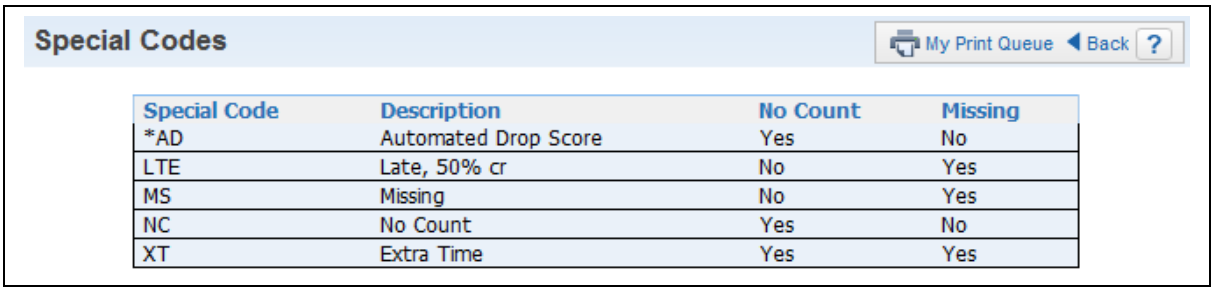
All Events

The All Events tab displays all events for the grading periods displayed in the gradebook; this is a great tool for parent-teacher conferences.

View Skills by Event: Allows you to view just the skills attached to events.

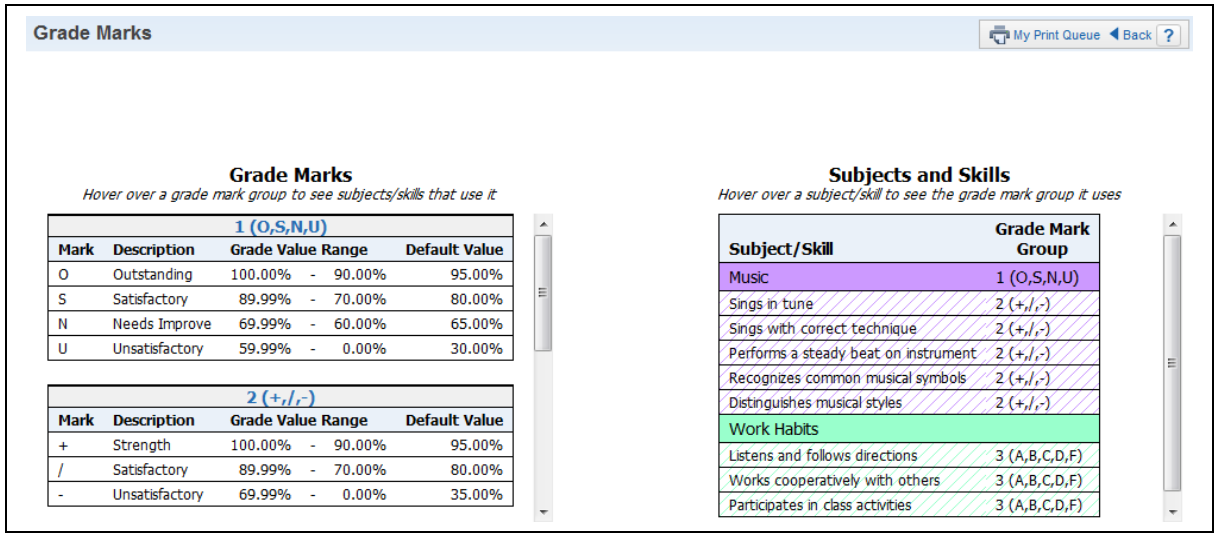


Special Codes: Displays a listing of the Special Codes that may be used in the Gradebook.



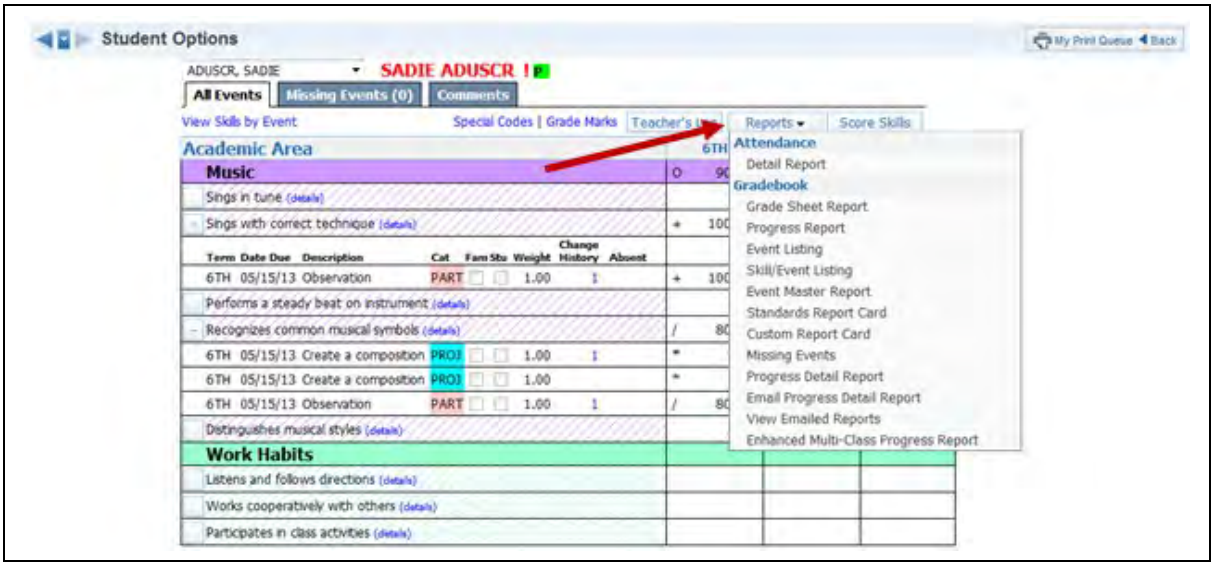
Special Code	Description	No Count	Missing
*AD	Automated Drop Score	Yes	No
LTE	Late, 50% cr	No	Yes
MS	Missing	No	Yes
NC	No Count	Yes	No
XT	Extra Time	Yes	Yes

Grade Marks: Displays a listing of the Grade Marks and Grade Mark Groups. You can see which Grade Mark Groups are attached to which Subjects and Skills by hovering over any of the information; the information that matches will light up.

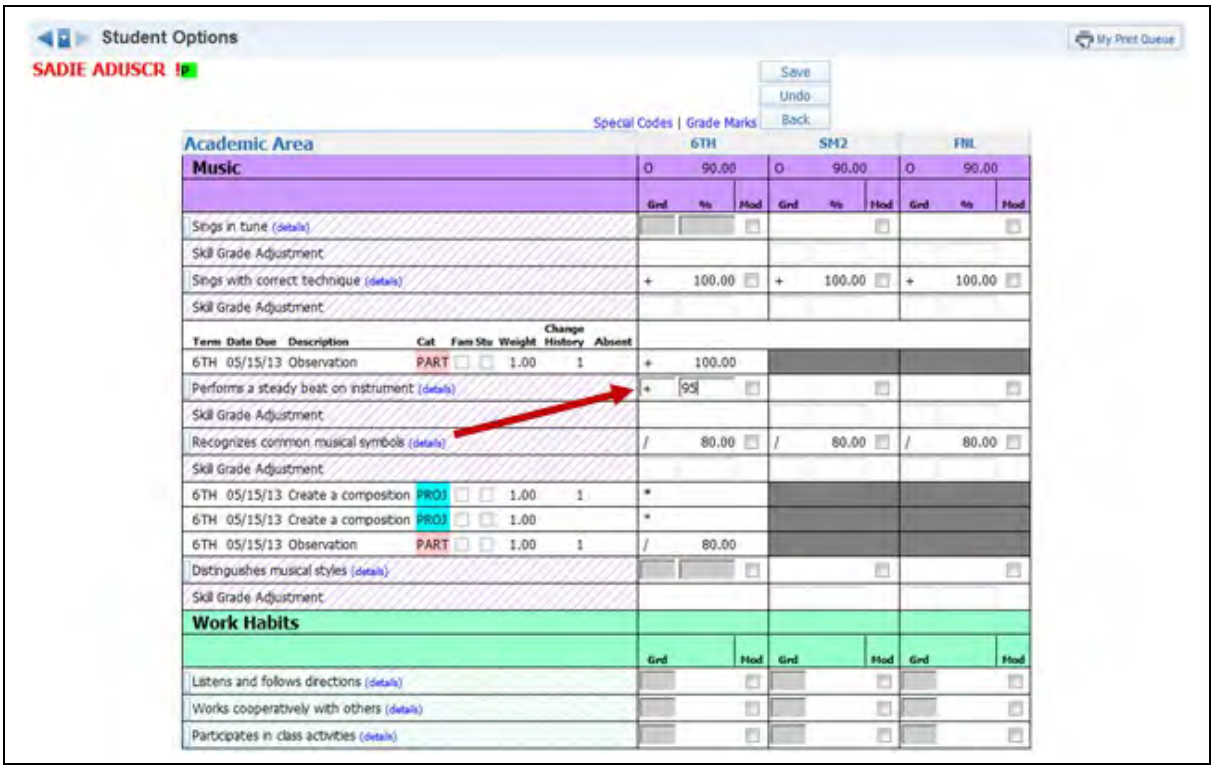


Teacher's Log: Allows you to enter a note concerning the student. You can find more information regarding the Teacher's Log in the Tools area of this guide.

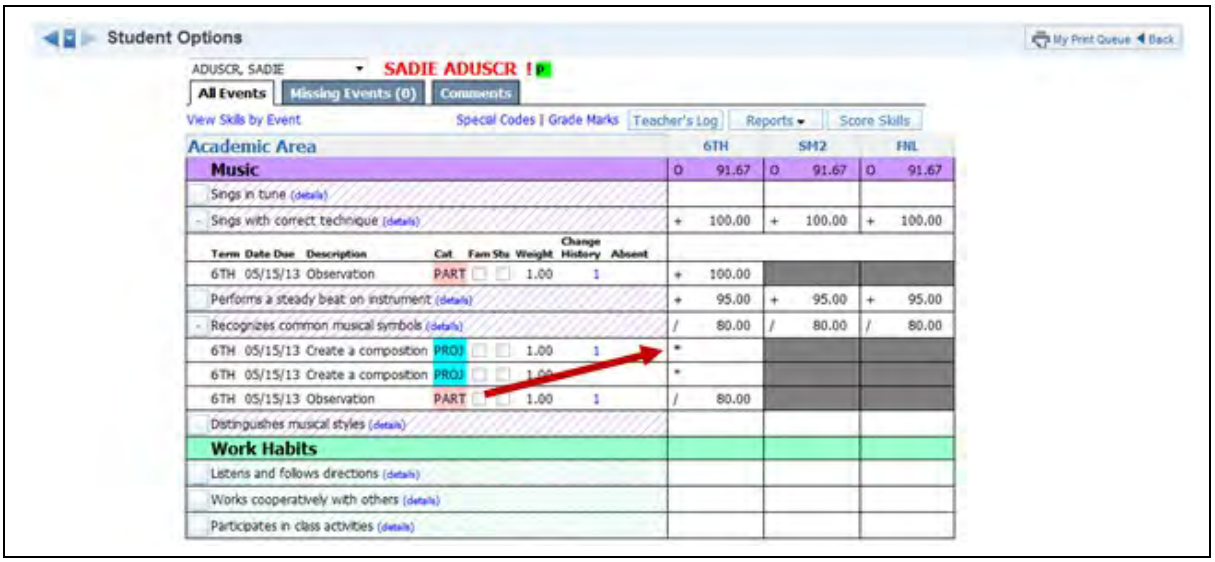
Reports: Allows you to generate an attendace, gradebook, progress report or partial progress report for the selected student. You can find more information regarding the available reports in the Reports section of this guide.



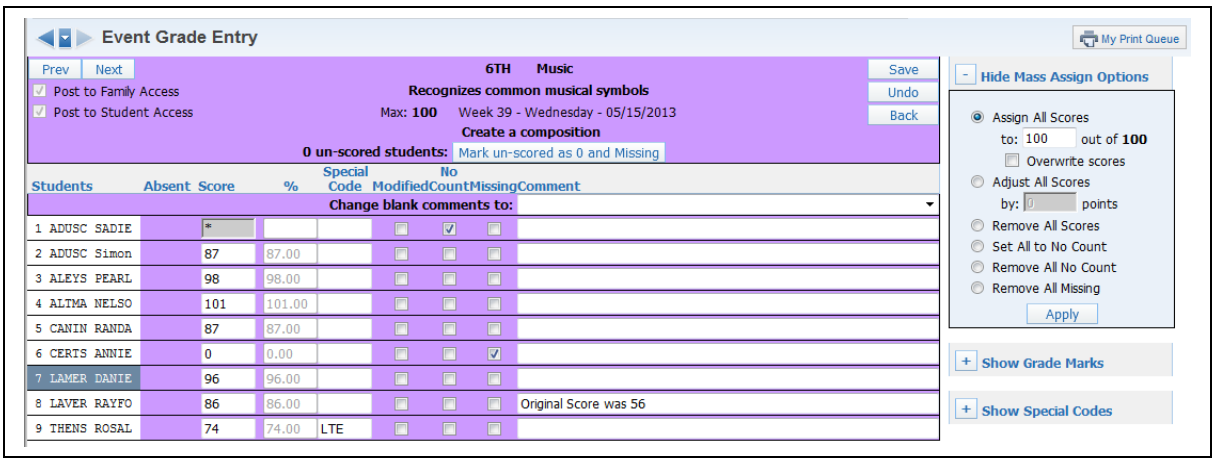
Score Skills: Allows you to enter or adjust scores for the skills.



Scoring Events in All Events Screen

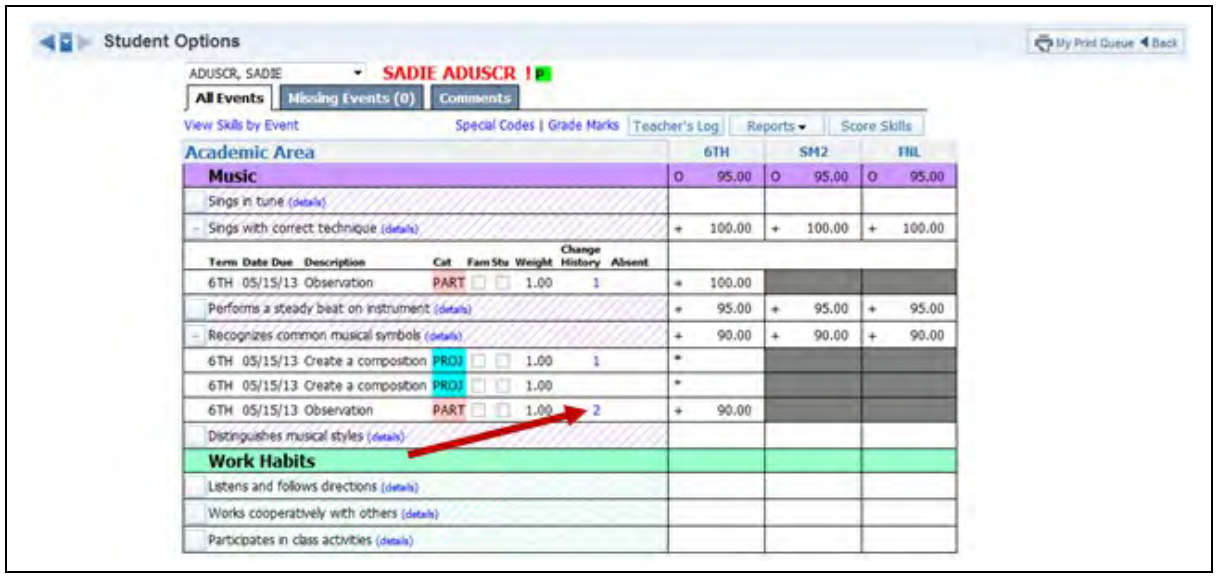


You can score events in the All Events screen by clicking on the Grade Mark or the *.

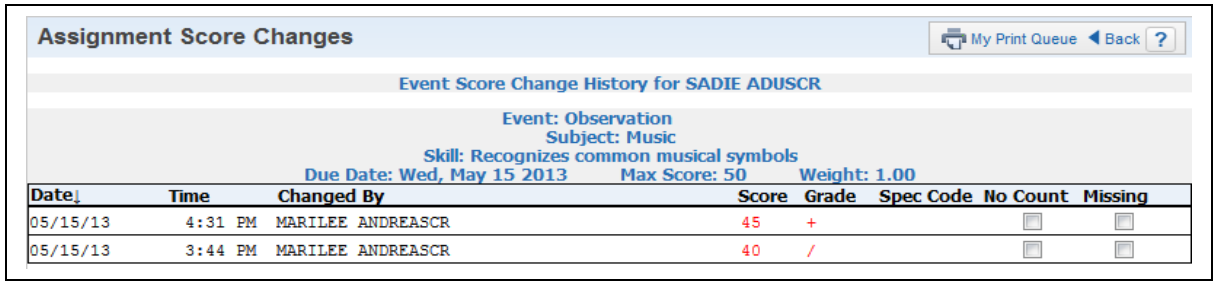


After you click on the Grade Mark or the *, you see the Score Entry screen. If you have any questions regarding the fields and options on the Score Entry screen, you can find more information earlier in this guide.

Score Change History: Allows you to view the score change history for an individual event for a student.



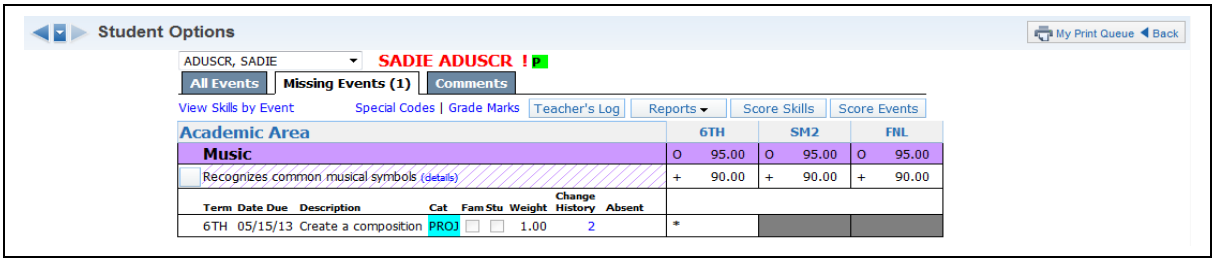
Click the number to the right of the event. The number signifies the number of score changes.



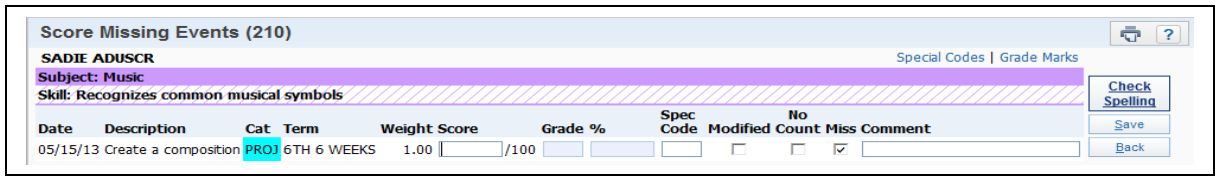
Score information displayed in red indicates changes.

Missing Event

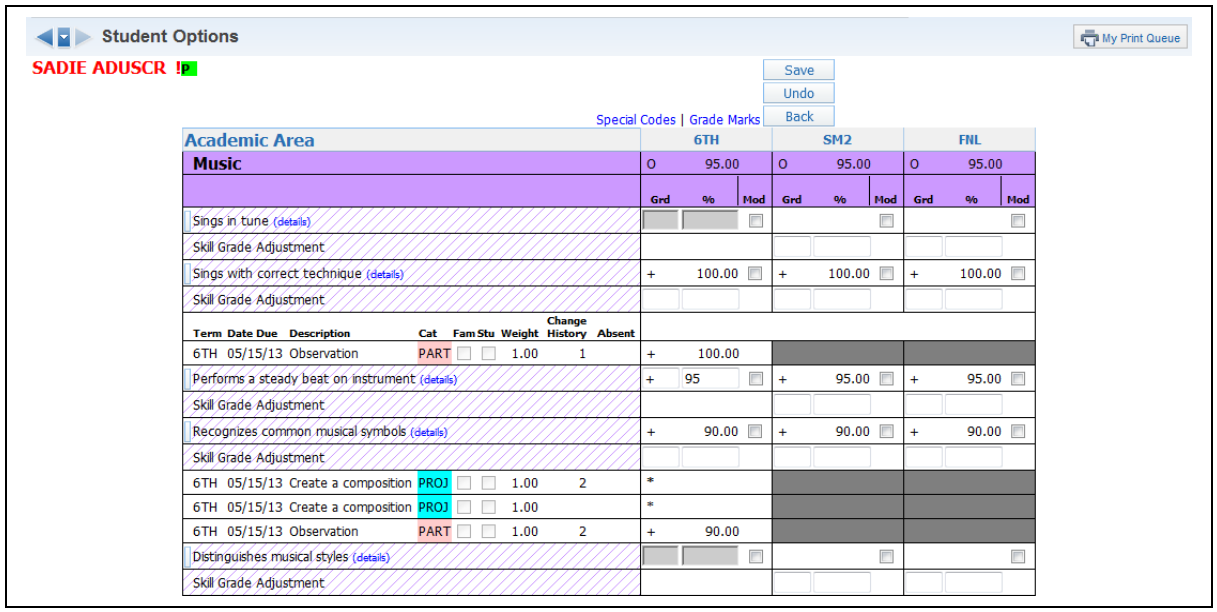
The Missing Event tab displays any event that are flagged as missing. It may also show events that are unscored (*) and past the due date. This will depend on the district configuration for the Gradebook.



Score Events: Scores can be entered for missing events by clicking **Score Events**. Enter the score for the student and the Grade, Percent, and Missing checkmark will disappear.



Score Skills: On this screen you can enter either a grade or percentage for a skill and the other box will fill in automatically.



Skill Details: Allows you to see details about the skill and how grading will be calculated.

Skill Details						Back
Subject Description:	Music					
Skill Description:	Sings in tune					
Terms Graded:	1ST	2ND	3RD	4TH	5TH	6TH
Skill Weight:	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

Report Card Grades

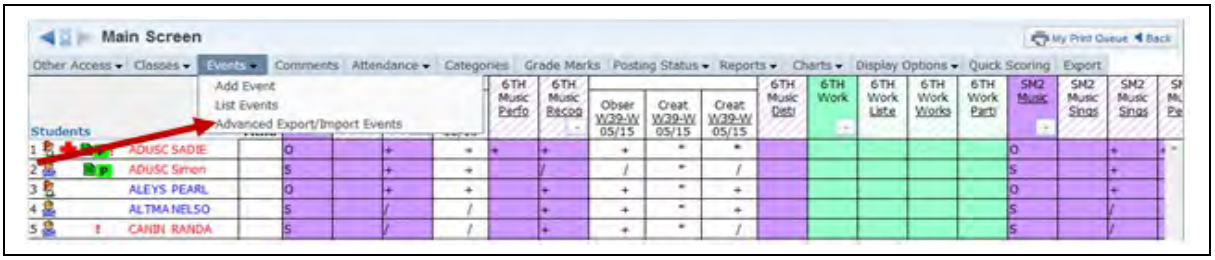
The Report Card Grades tab will display in the Single Student Display only when you are giving an overall term grade for the class. It will display the Gradebook Grades, Posted Grades and Posting History. More information regarding the Report Card Grades tab can be found in the Grades section of this guide.

Comments

The Comments Tab allows for the entry of report card comments. You can find information regarding the entry of comments on the Comment tab in the Getting Ready for Report Cards section of this guide.

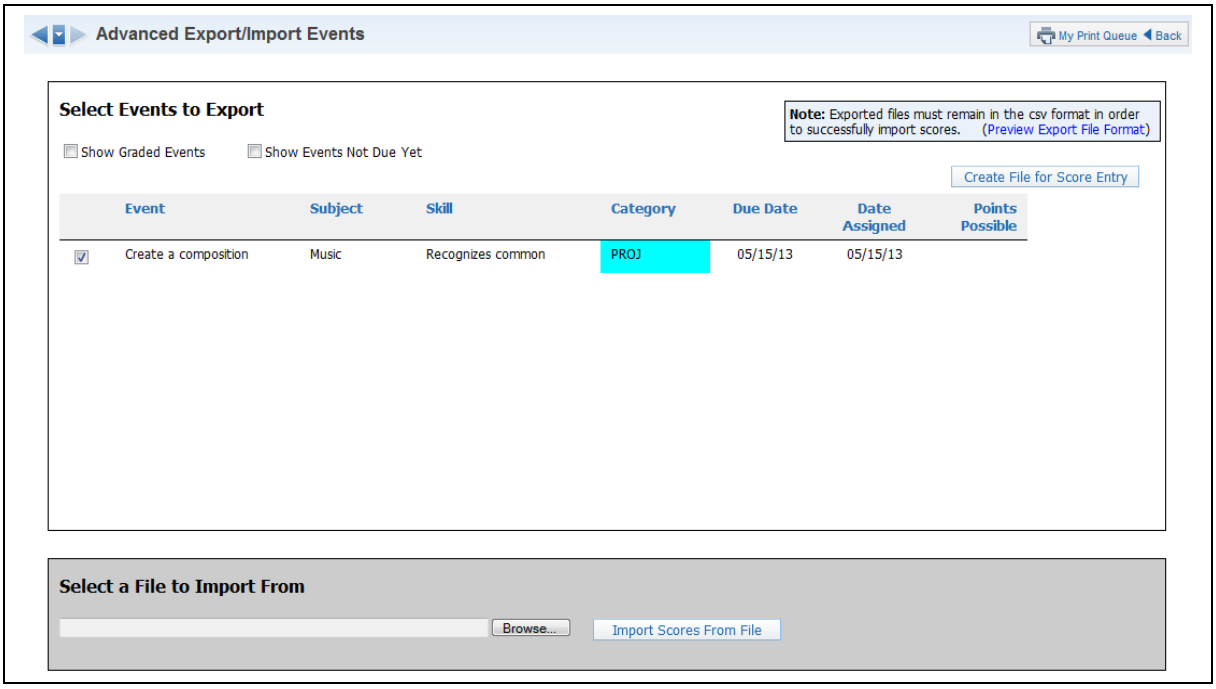
Advanced Export/Import Events

Advanced Export/Import Events allows you export a csv file of selected event(s). After entering the scores for the event(s), you can then import the csv file back into the gradebook.



Select **Advanced Export/Import Events**.

Exporting Event(s)



Step 1 - Select the event(s) you want to export by clicking the event(s).

Show Graded Events: Displays the events in which scores have been entered.

Show Events Not Due Yet: Displays events with a future due date.

Step 2 - Click the **Create File for Score Entry** button.

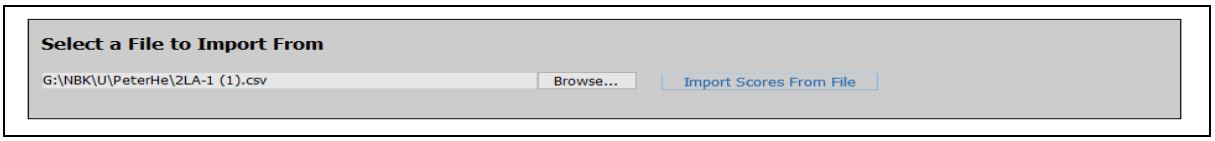
	A	B	C	D	E	F	G	H	I
1	Gradeboo	1MUS / 01	Gradeboo	27466					
2									
3	Event:	Create a c	Event Id:	144745					
4	Subject:	Music							
5	Skill:	Recognizes common musical symbols							
6	Category:	PROJ							
7	Due Date:	########							
8	Id	Student		Grade	Special Cc	Modified(	No Count(	Missing(X	Comment
9	9635	SADIE ADUSCR							
10	9795	Simon ADUSCR							
11	9445	PEARLY ALEYSCR							
12	8259	NELSON ALTMANNSCR							
13	2867	RANDAL CANINOSCR							
14	9747	ANNIE CERTSCR							
15	9476	DANIEL LAMERSCR							
16	4506	RAYFORD LAVERSCR							
17	2861	ROSALINE THENSCR							

This is a sample of the cvs export displaying the format for multiple events.

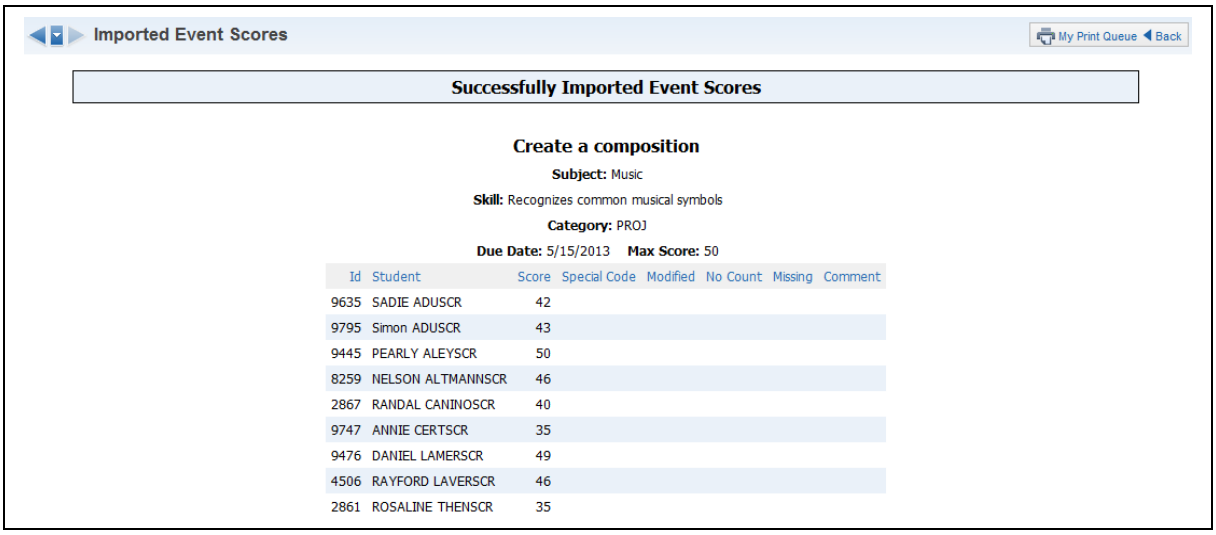
Importing Event(s)

The file must remain in the following format:

Export File Format Preview							Close
Gradebook:	[Gradebook Name]	Gradebook Id:	[Gradebook Id]				
Assignment:	[Assignment 1 Name]	Assignment Id:	[Assignment 1 Id]				
Category:	[Category Name]						
Due Date:	[Due Date]	Max Score:	[Max Score]				
Id	Student		Score	Special Code	No Count(X)	Missing(X)	Comment
[Student 1 Id]	[Student 1 Name]		**[Enter score]**	**[Spec. Code]**	**[X = Yes]**	**[X = Yes]**	**[Comment]**
[Student 2 Id]	[Student 2 Name]		**[Enter score]**	**[Spec. Code]**	**[X = Yes]**	**[X = Yes]**	**[Comment]**
Assignment:	[Assignment 2 Name]	Assignment Id:	[Assignment 2 Id]				
Category:	[Category Name]						
Due Date:	[Due Date]	Max Score:	[Max Score]				
Id	Student		Score	Special Code	No Count(X)	Missing(X)	Comment
[Student 1 Id]	[Student 1 Name]		**[Enter score]**	**[Spec. Code]**	**[X = Yes]**	**[X = Yes]**	**[Comment]**
[Student 2 Id]	[Student 2 Name]		**[Enter score]**	**[Spec. Code]**	**[X = Yes]**	**[X = Yes]**	**[Comment]**



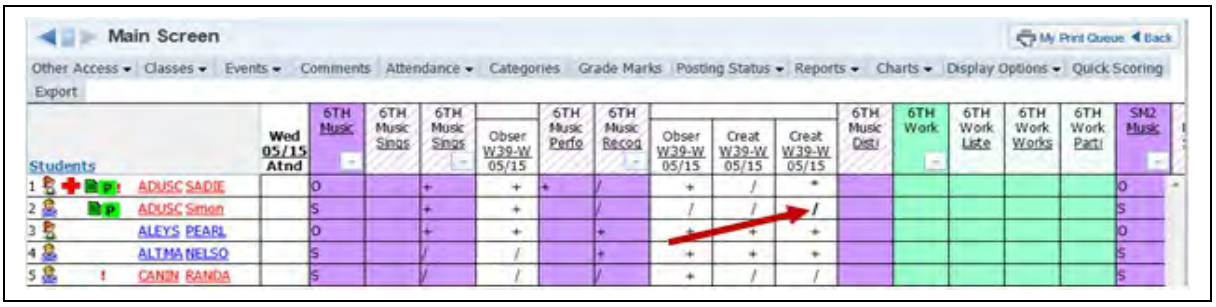
Locate the csv file containing the score(s), and click **Import Scores from File**.



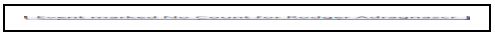
Id	Student	Score	Special Code	Modified	No Count	Missing	Comment
9635	SADIE ADUSCR	42					
9795	Simon ADUSCR	43					
9445	PEARLY ALEYSCR	50					
8259	NELSON ALTMANNSCR	46					
2867	RANDAL CANINOSCR	40					
9747	ANNIE CERTSCR	35					
9476	DANIEL LAMERSCR	49					
4506	RAYFORD LAVERSCR	46					
2861	ROSALINE THENSCR	35					

After the Import process is complete, this screen shows the events imported successfully.

Why Are Event Scores in Bold on the Gradebook Main Screen?

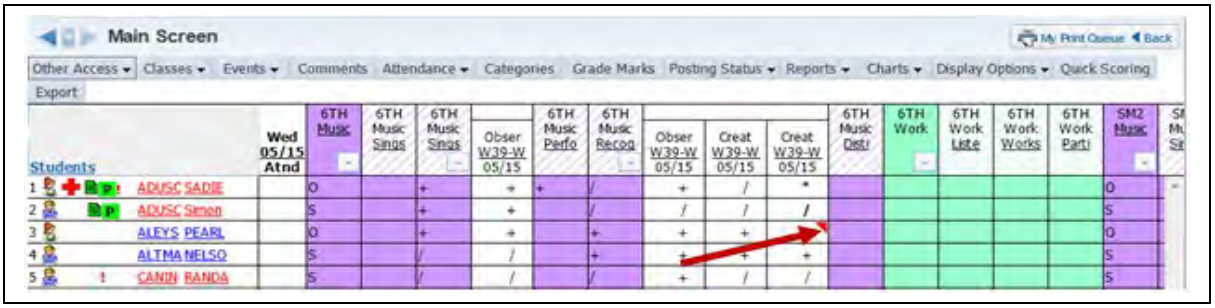


Event scores are in bold because the score is flagged either as Missing or No Count.

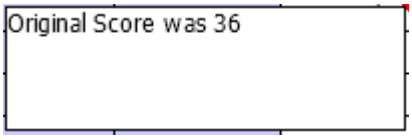


If you hover over the bold score, you receive a pop-up message showing why the score is in bold.

Why do Events Have a Red Hash Mark Displaying?



Events displaying with a red hash mark mean a comment has been entered.



If you click the red hash mark, you receive a pop-up message displaying the event comment.

Getting Ready for Report Cards

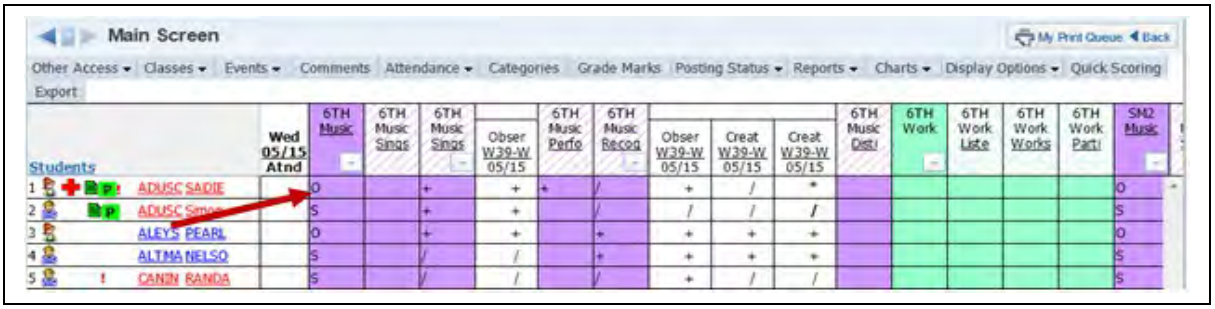
Entry of Subject and Skills Grades
Post Comments by Class
Post Comments by Student
Grade Posting Status

When getting ready for Report Cards, you need to verify the Subject and Skill Grades in each Gradebook. You also have the capability to enter comments for students.

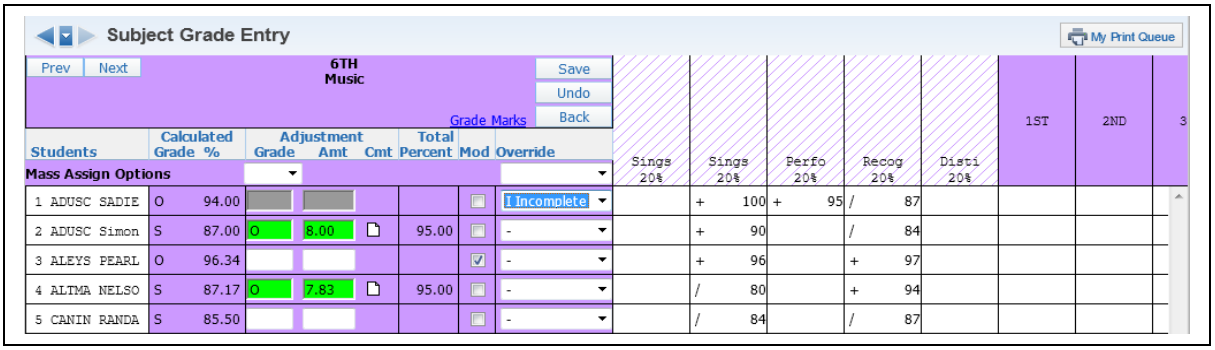
Grade Adjustments

Grade Adjustments allow you to "bump" up or down a student's grade for the class. Subject and Skill grades can always be modified. The capability to enter Grade Adjustments for Term Grades (grades in the blue column without a subject listed) is controlled by the entity, so you may not have the capability to enter a positive or negative adjustment to a student's grade. Grade adjustments are a value added onto the student's overall percentage, which causes the grade to be posted to fall within a new percentage range in the Grade Mark Group.

Adjusting Subject/Skill Grades



Click the cell where you would like to make the adjustment. You can also click the Subject or Skill heading to get to the Grade Adjustment screen.



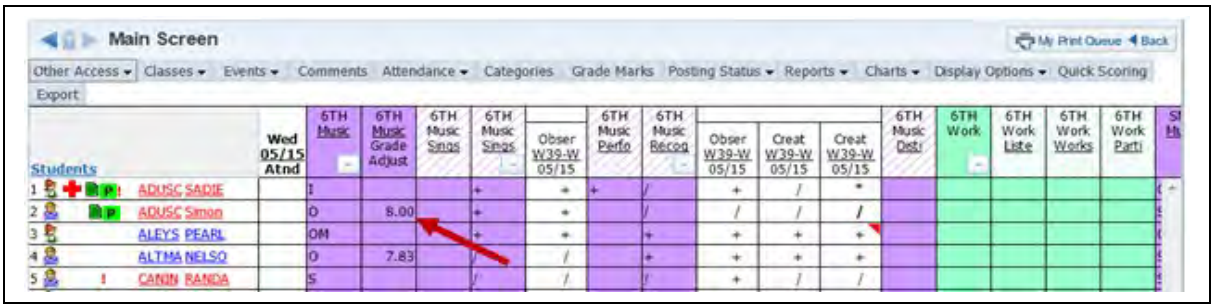
This is the Grade Adjustment Entry Screen. Here is where you can enter your desired Adjustments. When you are adjusting subject grades, it allows you to see the prior subject grades given and also each current individual skill grade.

- **Grade Column:** Allows you to enter the Grade you want the student to received
- **Amt Column:** Allows you to enter the number of percentage points you want the grade to be adjusted.

You can enter either the Grade or the Amount; do not adjust both manually.

- **Mass Assign Options:** Allows you to mass assign all students a specific grade mark.
- **Total Percent:** Displays the student's current percentage for the subject/skill. If you enter a Grade Mark for the adjustment, the Total Percent will reflect the default value of the Grade Mark.
- **Cmt:** Allows you to enter a note that will display in Family/Student Access to explain why the Adjustment was entered.
- **Override:** Allows you to change a student's calculated grade to an entirely different grade mark that is not part of the student's Grade Mark Group. This is often used to mark students as Incomplete or Medical. Other grade marks may be set up by your entity for you to choose from.

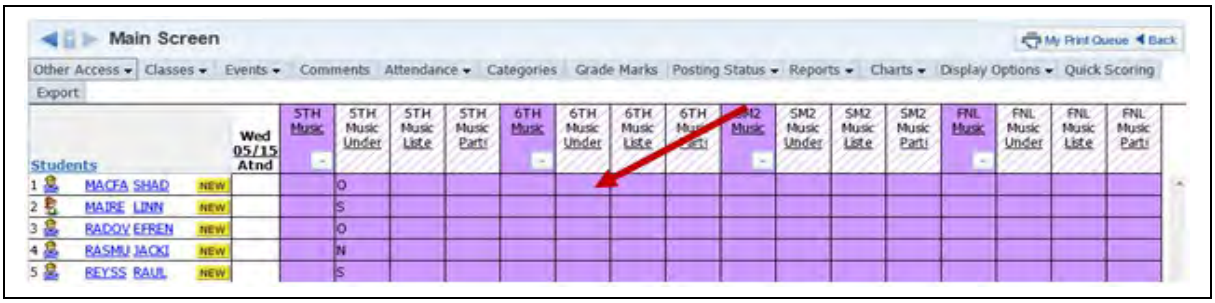
In the example above, the student had a grade mark of G, but needed to have the grade adjusted to an O, so O was entered in the Grade column. After the grade mark of O was entered, the appropriate percentage was filled in automatically in the Amount column. The **Total Percent** now shows the student's Adjusted Total Percentage. When all Adjustments have been entered, click **Save**.



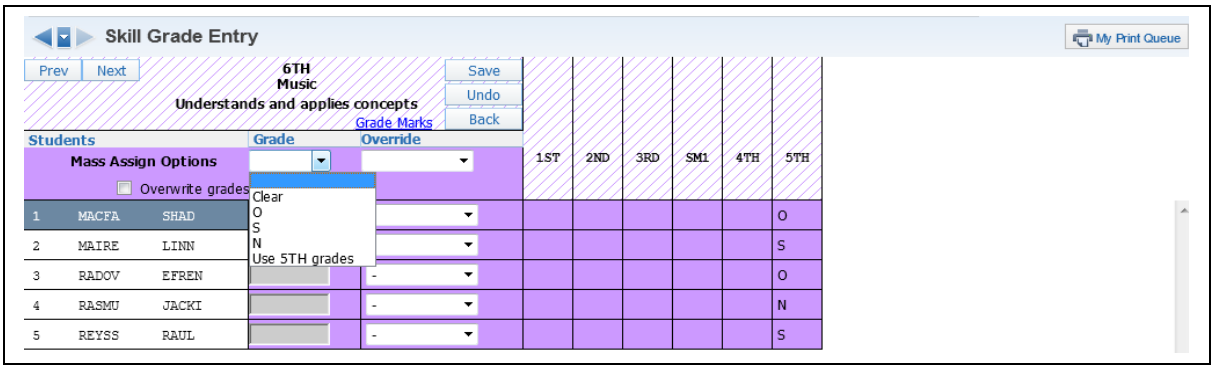
As shown here, a new column will display on the Gradebook Main Screen when Adjustments have been entered. Every calculating Gradebook with a Subject/Skill Adjustment will show a Grade Adjust column. To modify Adjustments that have been entered, you can click a cell in the Grade Adjust column to pull up the Grade Adjustment screen.

Copying Skill Grades from a Prior Term

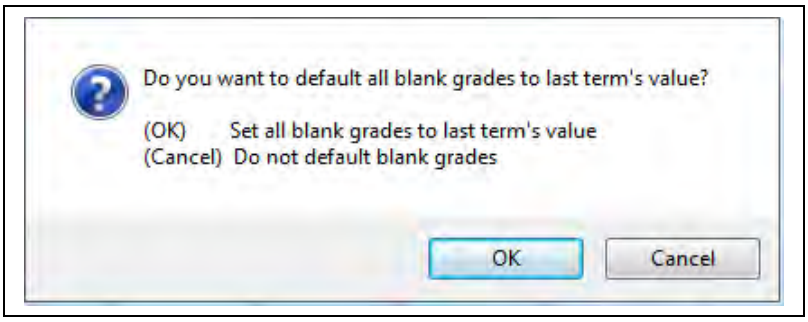
If your Gradebook does not calculate a Skill Grade, you will have the capability to copy Skill Grades from a prior term.



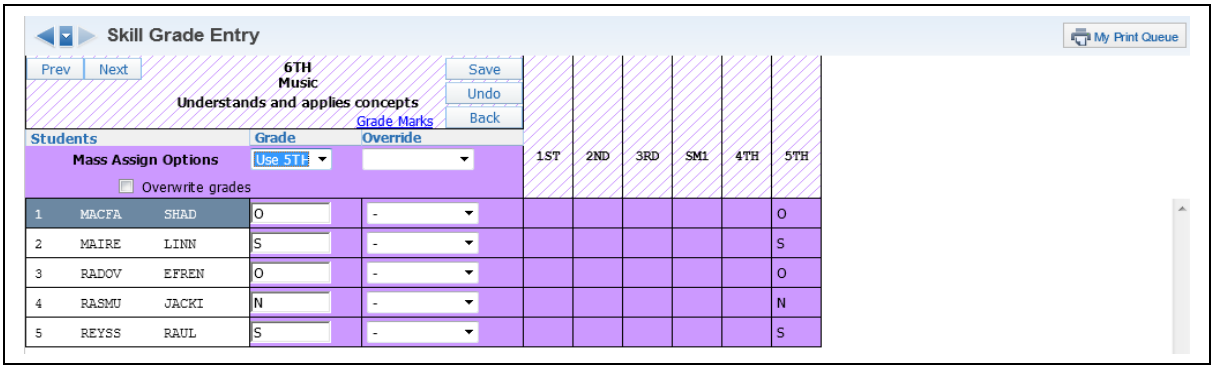
Click either the Skill Heading on the Gradebook Main screen or a skill grade cell.



In Mass Assign Options, select **Use XX grades.**



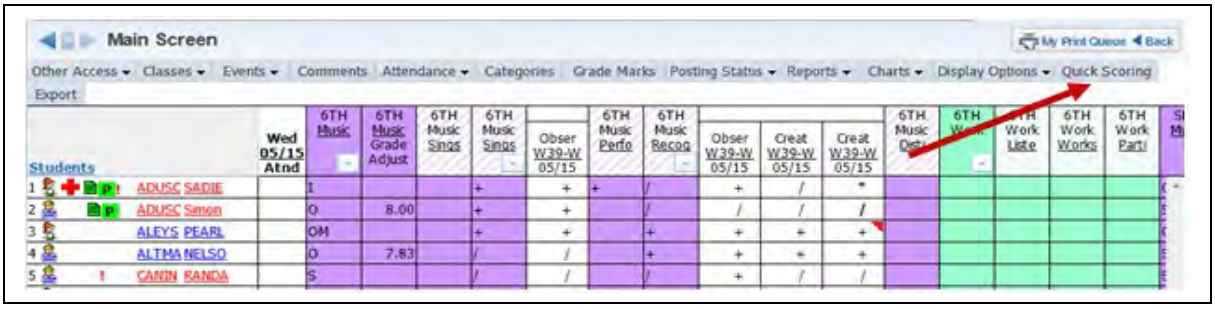
After selecting **Use XX grades**, you receive a message to verify you want any blank grades to default to last term's values. Click **OK** to the message.

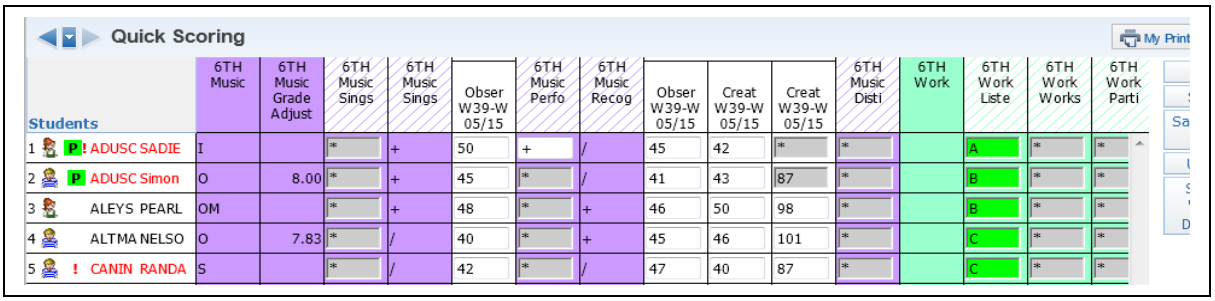


After clicking **OK**, the Skill grades will populate with the grades from the prior term.

Quick Scoring

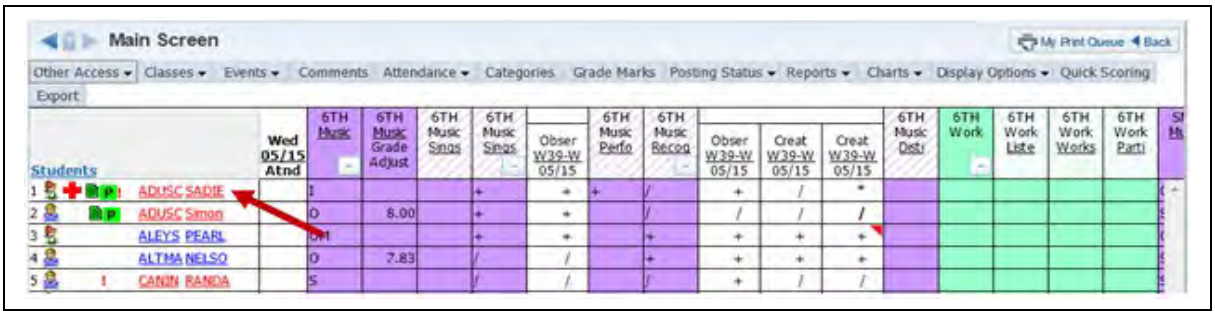
You can use the **Quick Scoring** tab to enter grades for subjects and skills to which no events have been attached.



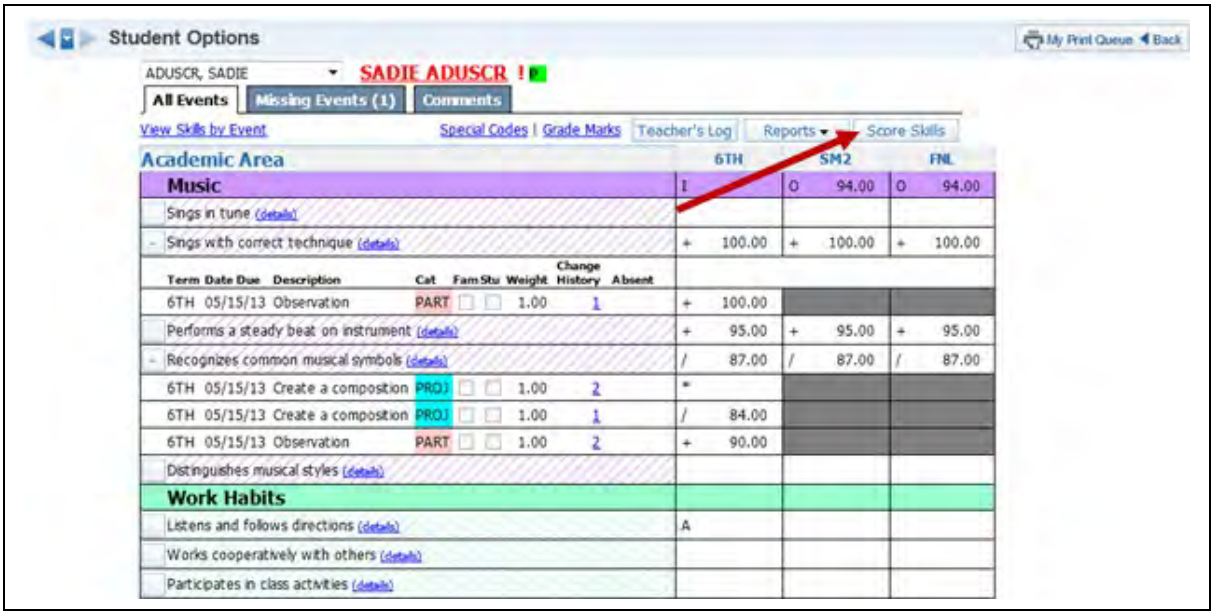


You can go through all of your students and enter grades for subjects and skills. Once everything is entered, click the **Save** button.

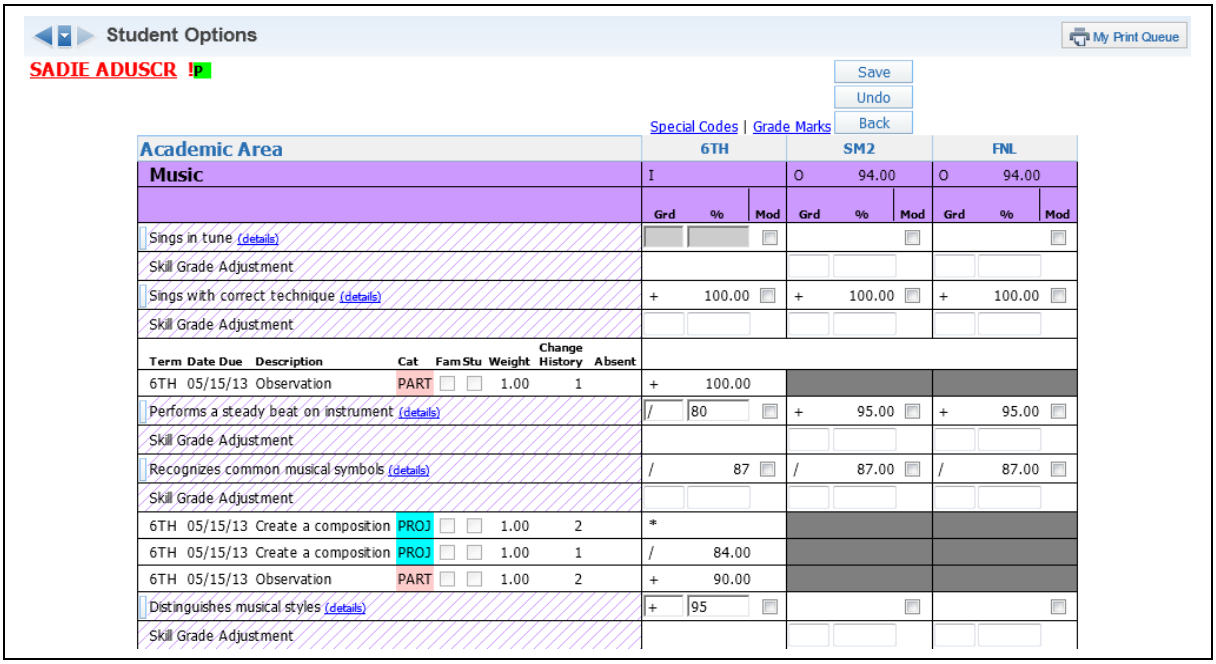
Score Skills in Single Student Display



Click the **Student's Name** on the Gradebook Main screen.

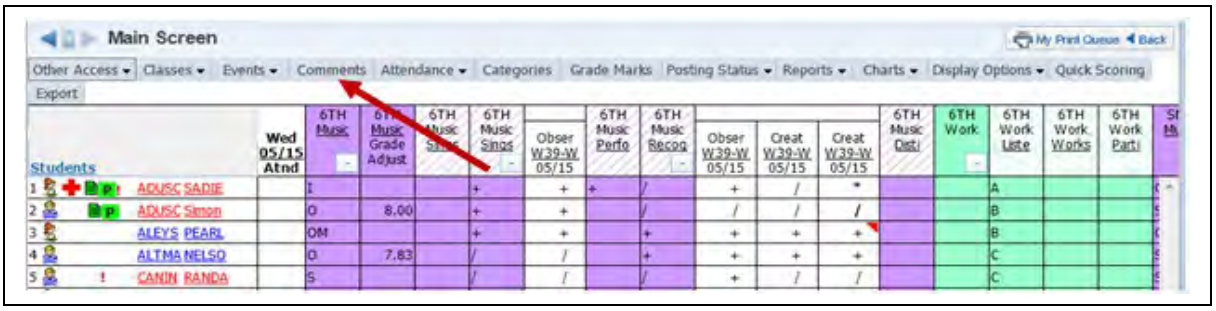


Click **Score Skills**.



You can then go through all of the selected student's skills and enter grades for them. Then click the **Save** button to save the grades.

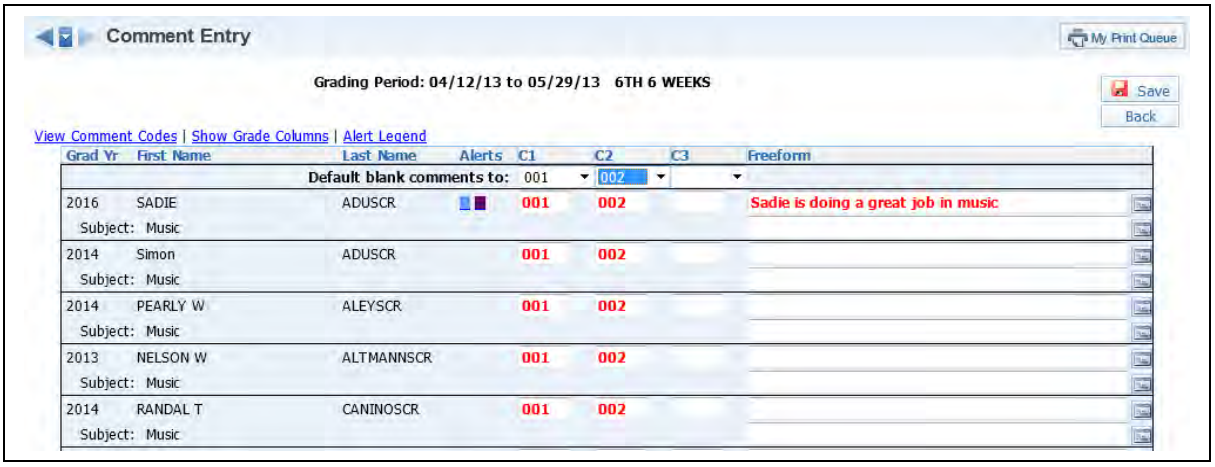
Post Comments for Entire Class



You can enter Comments for students for each Grading Period. The comments can then be pulled into a Report Card to be sent home. They can also be viewed by guardians in Family Access. To enter comments that will be posted, select the **Comments** tab and click **Post Comments**.

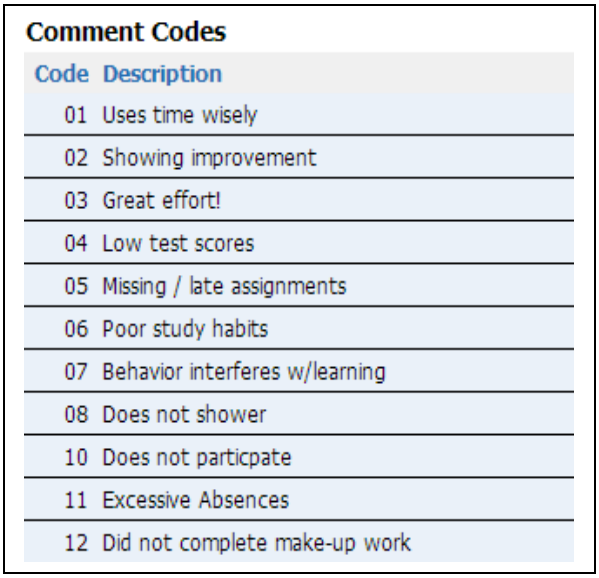
Do Not Display Comment for the Current Grade Period: Allows you to determine when comments will display in Family/Student Access and on Reports. The availability of this option will depend upon the Gradebook configuration for the entity.

Click **Post Comments** to enter comments for the entire class.



You can enter hard-coded comments (C1-C6) and/or Free-Form Comments. The number of hard-coded comments available and free-form comment entry availability will depend upon the Gradebook setup for the entity. Also, the entity determines the character length of the free-form comments. Any comment displayed in red indicates that the comment has not been saved. Once the comment has been saved, it is ready to display on the report card.

View Comment Codes: Allows you to view the comment codes created by the entity.

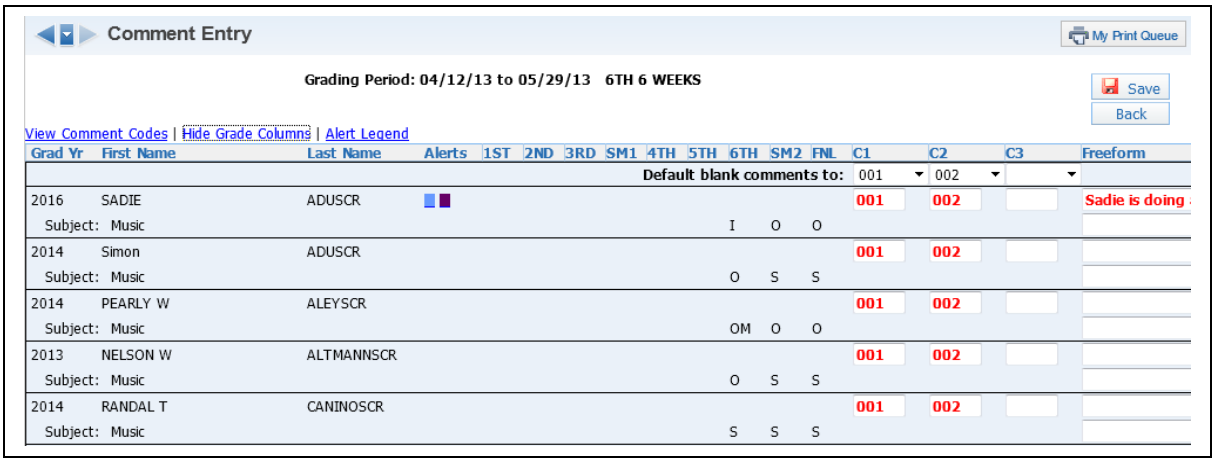


Comment Codes

Code	Description
01	Uses time wisely
02	Showing improvement
03	Great effort!
04	Low test scores
05	Missing / late assignments
06	Poor study habits
07	Behavior interferes w/learning
08	Does not shower
10	Does not particpate
11	Excessive Absences
12	Did not complete make-up work

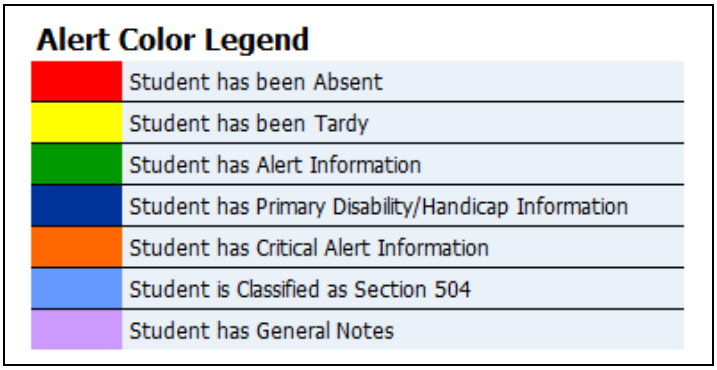
Show Dropped Students: Allows dropped students to display in the list of students for comment entry.

Show Grade Columns: Displays the columns for each grading period of the course; grades earned will also display. You have this option only if you are giving an overall term grade for the class.



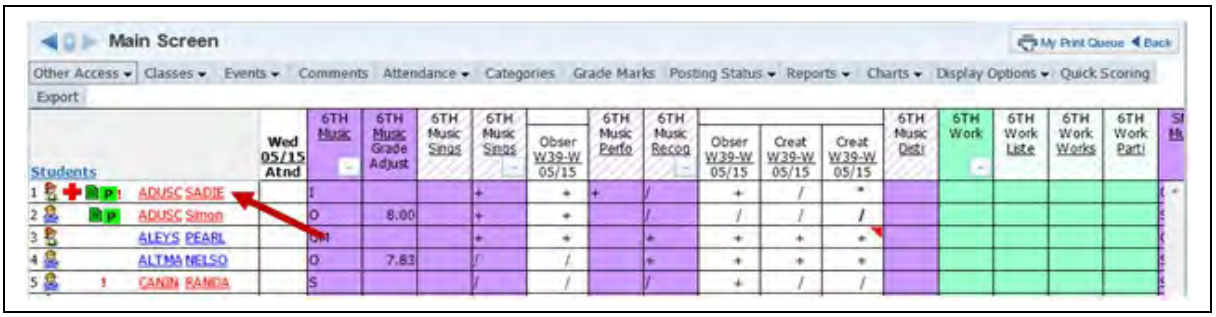
Hide Grade Columns: Removes the columns of grades from the display.

Alert Legend: Displays the color legend for the alert definitions.

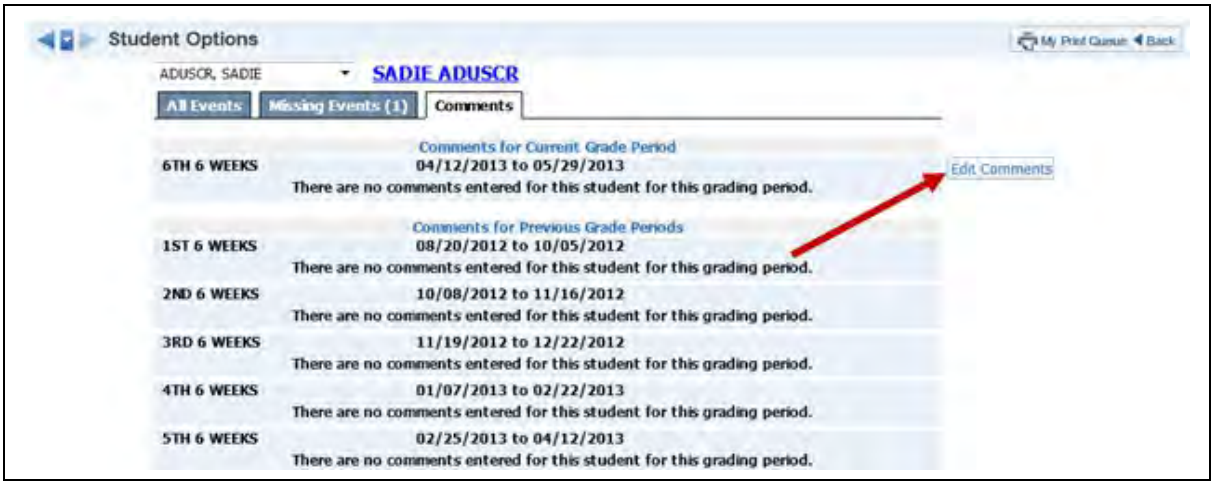


Post Comments for Individual Students

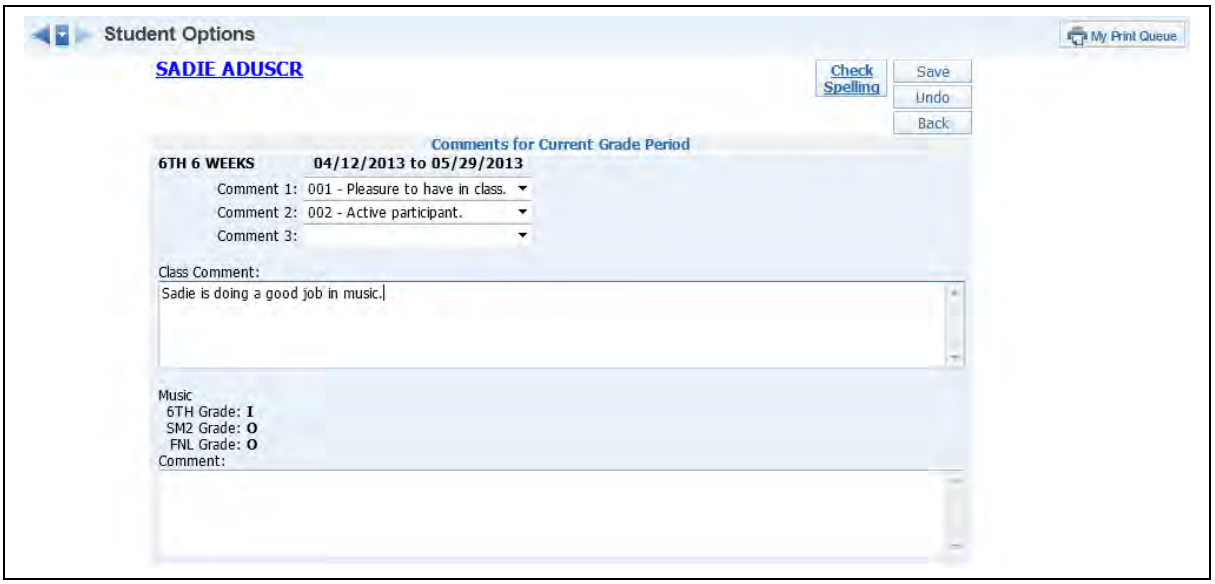
You can also enter comments for individual students by clicking the **Student's Name** in the Gradebook.



After clicking the **Student's Name** on the Gradebook Main screen, click the **Comments** tab.



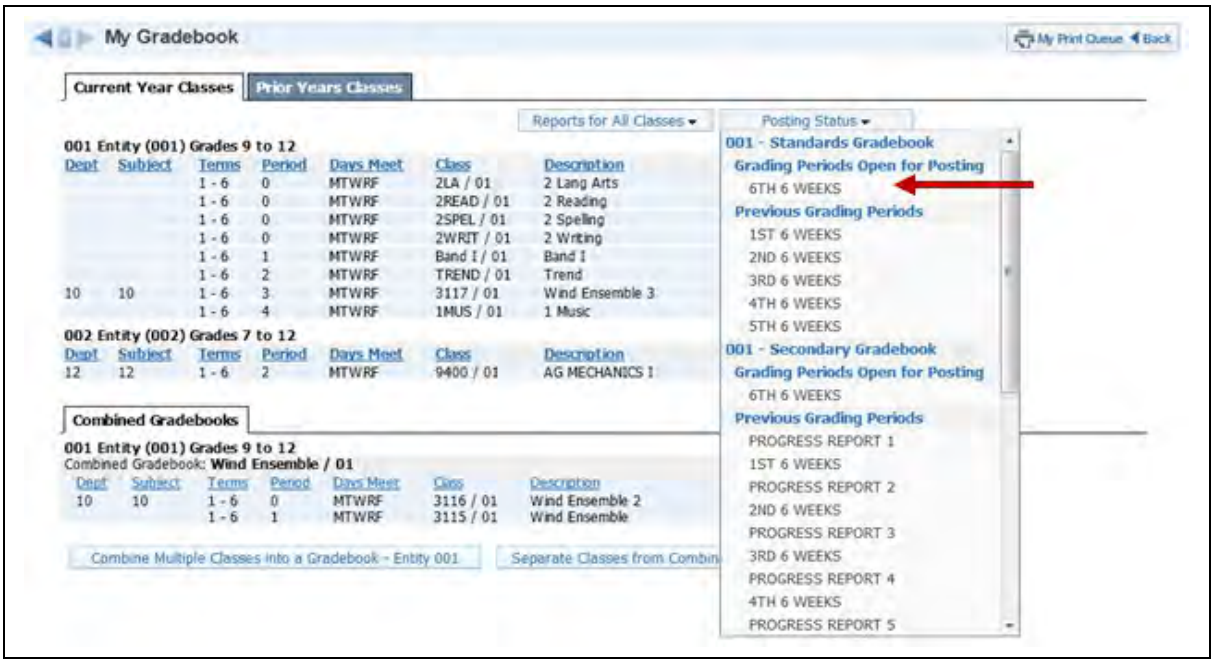
Then click **Edit Comments.**



You can now enter Comment Codes and Free-Form Comments for the Current Grade Period for the single student.

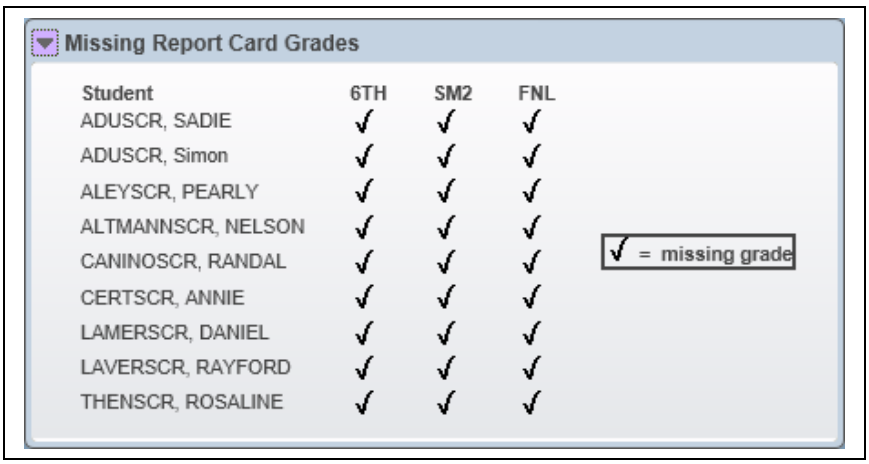
Grade Posting Status

You can see the Grade Posting Status by going into My Gradebook and clicking the **Posting Status** tab. This area allows you to verify that each student has a report card grade and comment. It will also show you students with missing assignments and grade differences. You are able to request a grade change in this area. Details about this will be covered later in this guide.

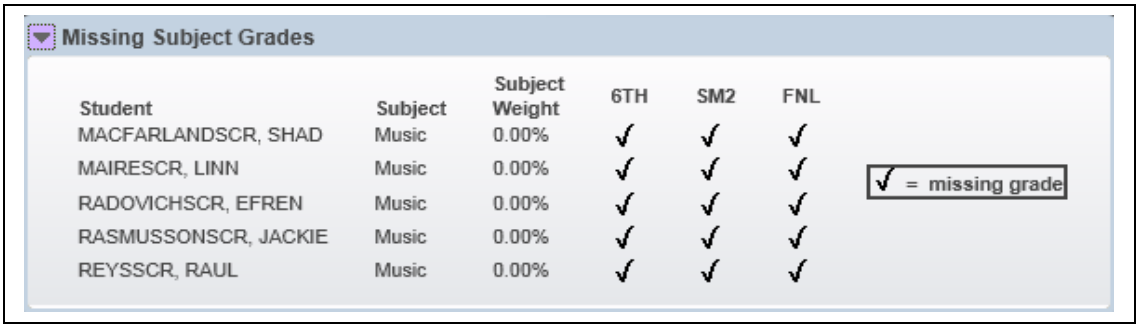


Grade Posting Status shows when grades can be posted to the office for report cards. The posting end date is very important because it is the last time you are able to access the grade information for that grading period, unless you submit a Grade Change Request. It also displays additional information to determine whether grades for students are complete.

Missing Report Card Grades: Displays any student who does not have a report card grade posted for the class. You will see information in this screen only if you give an overall term grade for the class.



Missing Subject Grades: Displays any student who does not have a subject grade entered for the class.



Missing Skill Grades: Displays any student who does not have a skill grade entered for the class.

Missing Skill Grades

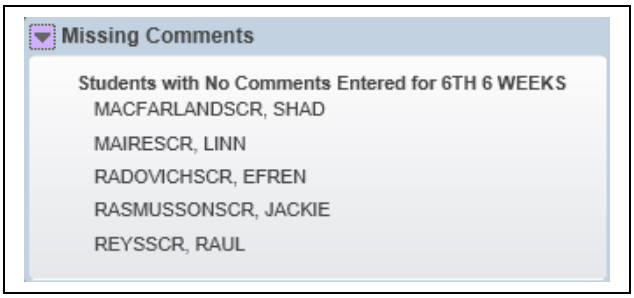
Student	Subject	Subject Weight	Skill	Skill Weight	6TH	SM2	FNL
ADUSCR, SADIE	Music	0.00%	Sings in tune	20.00%	√	√	√
	Music	0.00%	Distinguishes musical styles	20.00%	√	√	√
	Work Habits	0.00%	Listens and follows directions	0.00%		√	√
	Work Habits	0.00%	Works cooperatively with others	0.00%	√	√	√
	Work Habits	0.00%	Participates in class activities	0.00%	√	√	√
ADUSCR, Simon	Music	0.00%	Sings in tune	20.00%	√	√	√
	Music	0.00%	Performs a steady beat on instrument	20.00%	√	√	√
	Music	0.00%	Distinguishes musical styles	20.00%	√	√	√
	Work Habits	0.00%	Listens and follows directions	0.00%		√	√
	Work Habits	0.00%	Works cooperatively with others	0.00%	√	√	√
	Work Habits	0.00%	Participates in class activities	0.00%	√	√	√
ALEYSCR, PEARLY	Music	0.00%	Sings in tune	20.00%	√	√	√
	Music	0.00%	Performs a steady beat on instrument	20.00%	√	√	√
	Music	0.00%	Distinguishes musical styles	20.00%	√	√	√
	Work Habits	0.00%	Listens and follows directions	0.00%		√	√
	Work Habits	0.00%	Works cooperatively with others	0.00%	√	√	√
	Work Habits	0.00%	Participates in class activities	0.00%	√	√	√

Missing Events: Displays students with missing Events; includes events either marked as missing or unscored and past the due date.

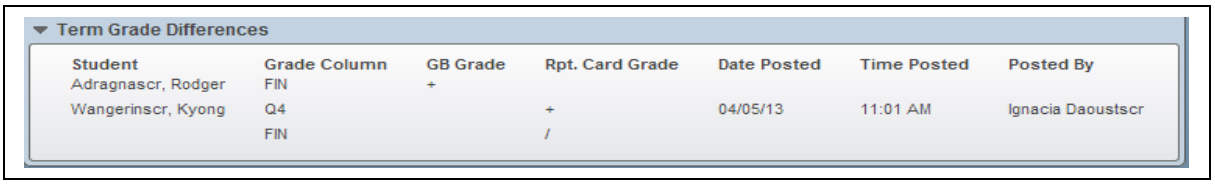
Missing Events

Student	Due Date	Subject	Skill	Event	Weight	Max Points	Grade	Score
ADUSCR, SADIE	05/15/13	Music	Recognizes common mu	Create a composition	1.00	100		
CERTSCR, ANNIE	05/15/13	Music	Recognizes common mu	Create a composition	1.00	100		0

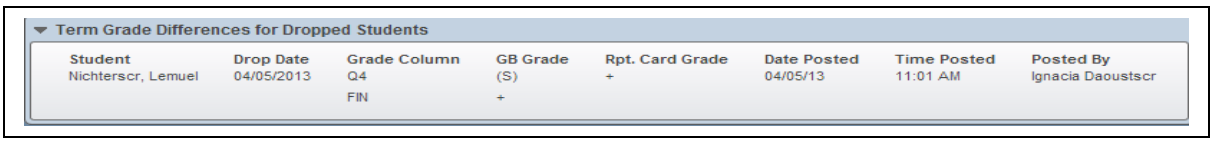
Missing Comments: Displays students with no comments posted for the report card.



Term Grade Differences: Displays students with a grade difference. A grade difference occurs when the overall term grade in the Gradebook does not match the grade the office has for that term.

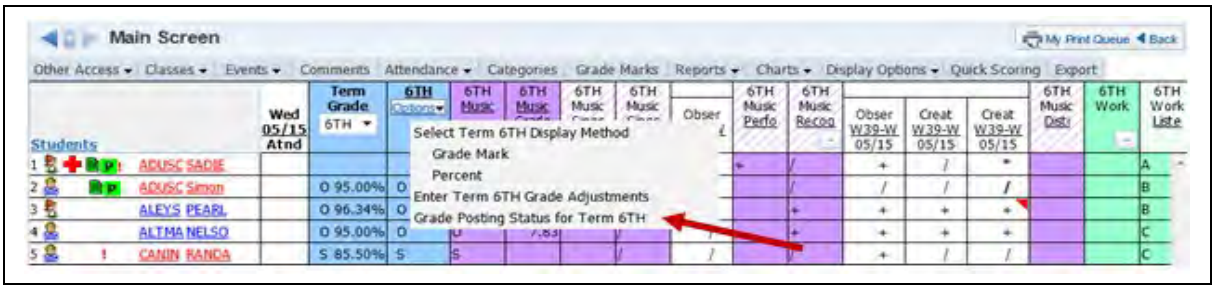


Term Grade Differences for Dropped Student: Displays grade differences for dropped students.



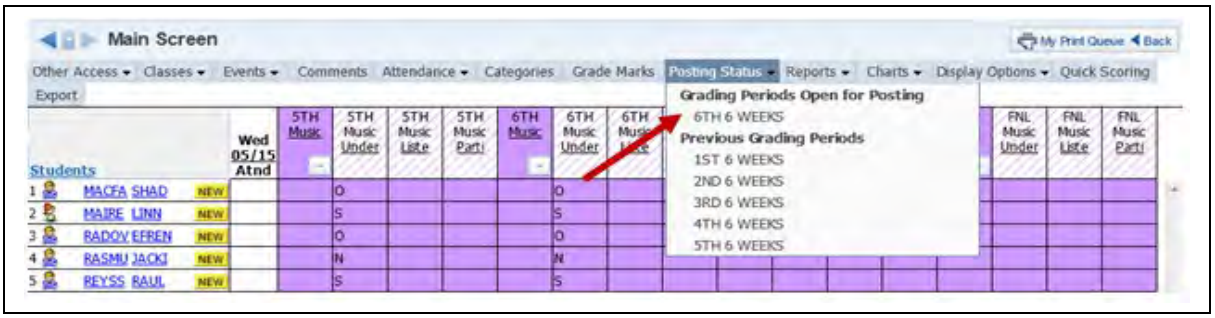
Mark All as Complete: Allows you to flag every class as Complete. The office can then run a report to determine whether grades and comments are complete in order to run report cards.

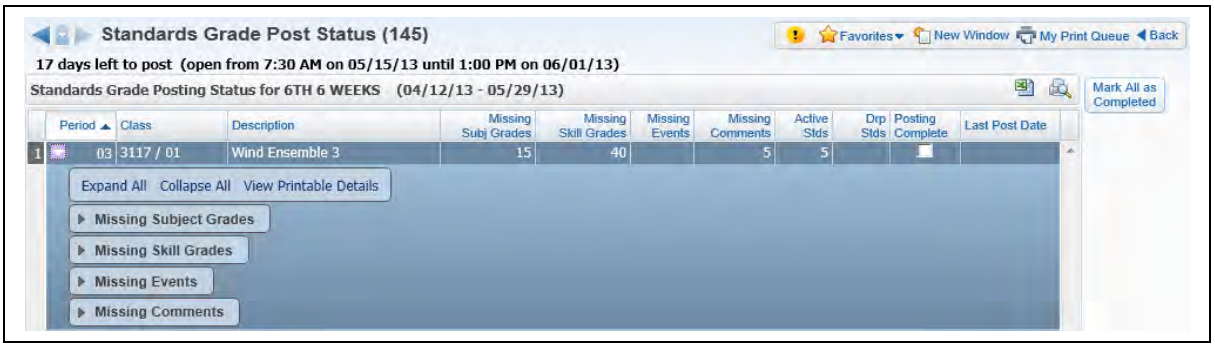
You can also access **Grade Posting Status** on the Gradebook Main screen under the **Options** tab for any term column. Click **Posting Status for TermXX**. This tab appears **ONLY** if your school has this class set up to calculate an overall term grade.



The information displayed for **Grade Posting Status** is exactly the same as displayed for the My Gradebook screen, except this displays only the individual class.

You can also access **Grade Posting Status** from the Gradebook Main screen under the **Posting Status** tab. This tab appears **ONLY** if your school has this class set up to **NOT** calculate term grades.





The information displayed for **Posting Status** is exactly the same as the information displayed from the My Gradebook screen, except this displays only the individual class.

Grades

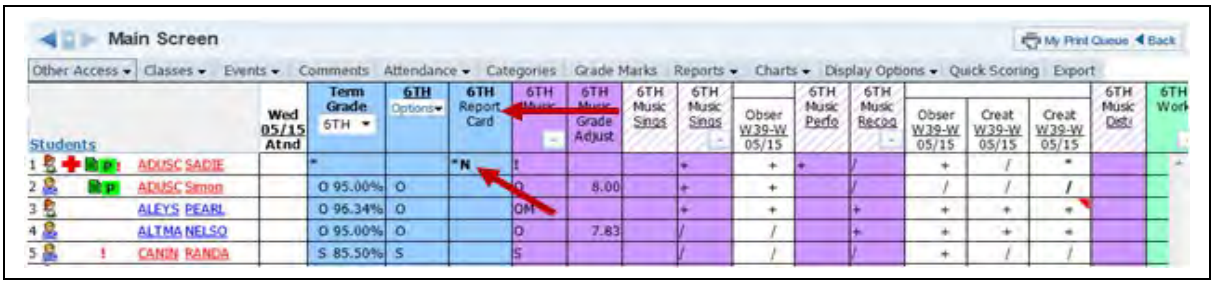
How do grades get to the office?
Grade Differences (Bold and * Grades for Posted Term Grades)
Request Grade Changes

Getting Grades to the Office

Subject and Skill grades are available at any time for the office to print reports or report cards. At the end of the grading period, you just need to verify the Subject/Skill grades and enter comments. There are no other steps you need to complete in order to give the office access to the grades. You can see the time when grades need to be completed in the Grade Posting Status. More information regarding the Grade Posting Status can be found in the Getting Ready for Report Cards section of this guide.

Grade Differences

Grade Differences occur when the overall term grade in the Gradebook does not match the grade the office has. Grades that are in bold and display an asterisk (*) in the term, semester or final grade column mean there is a grade difference in the Gradebook. You may also see a Report Card column in the Gradebook displaying the grade the office has. This is a district Gradebook setup option. There will never be any grade differences for Subject and Skills grades.

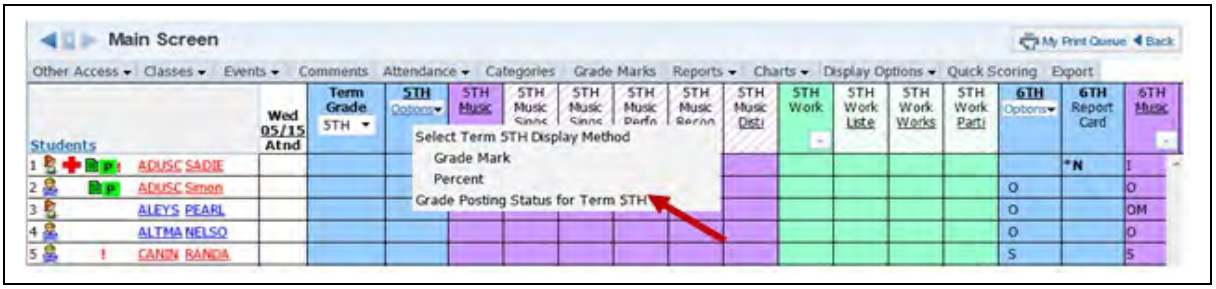


There are multiple ways to resolve the grade differences in the Gradebook depending upon why the grade difference is occurring. If the overall grades can no longer be posted, you will need to submit a Grade Change Request.

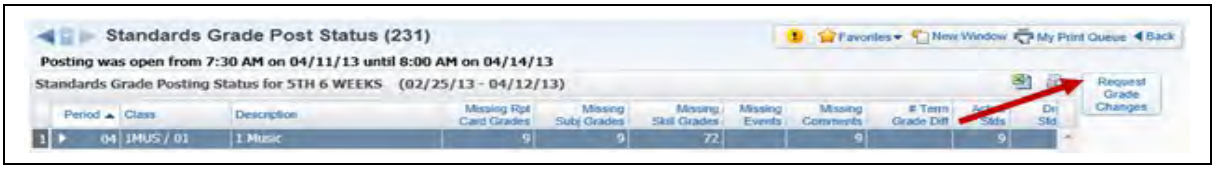
Request Grade Change Process

This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively.

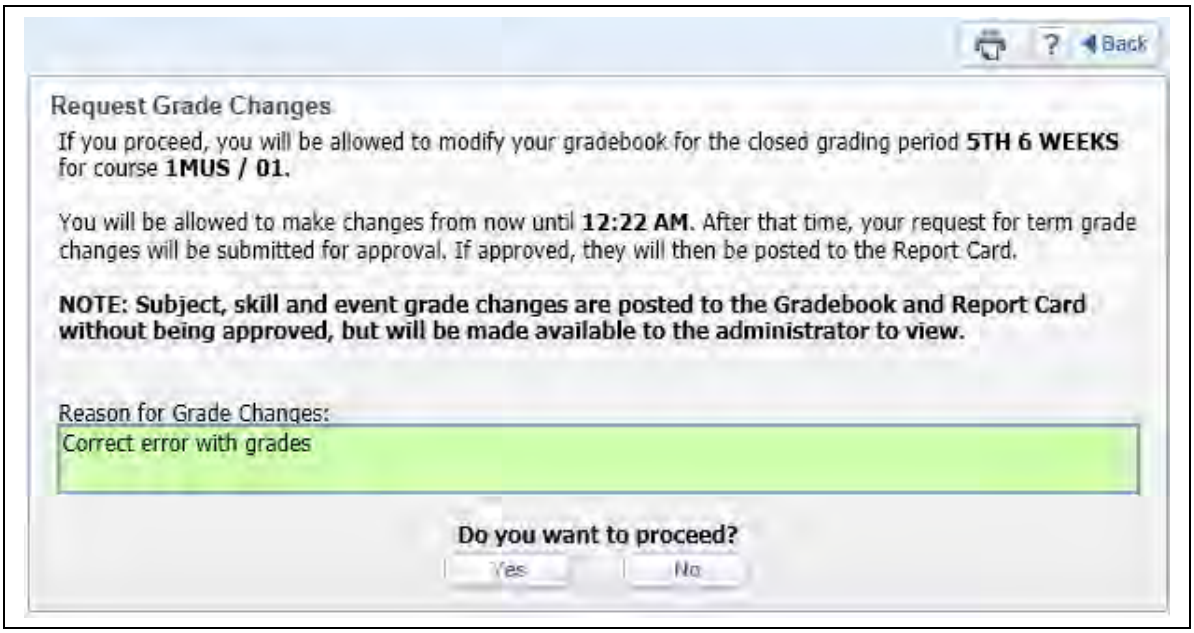
Grade Change Request for Classes Using Term Grades



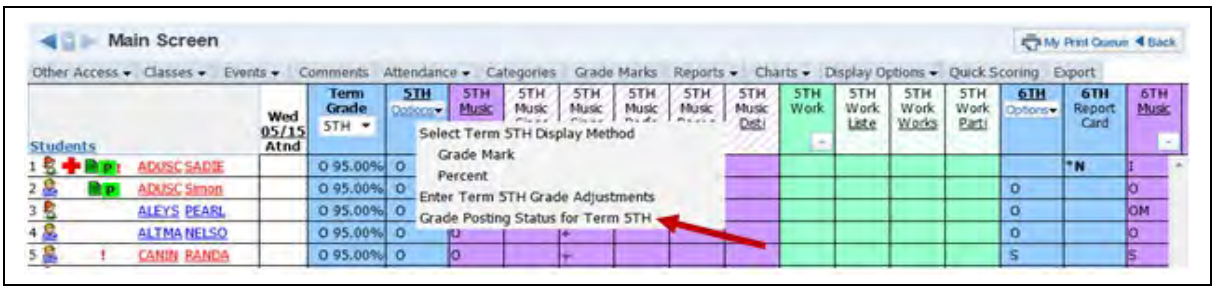
Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for XX**.



You see the class you requested and can then select **Request Grade Changes**.

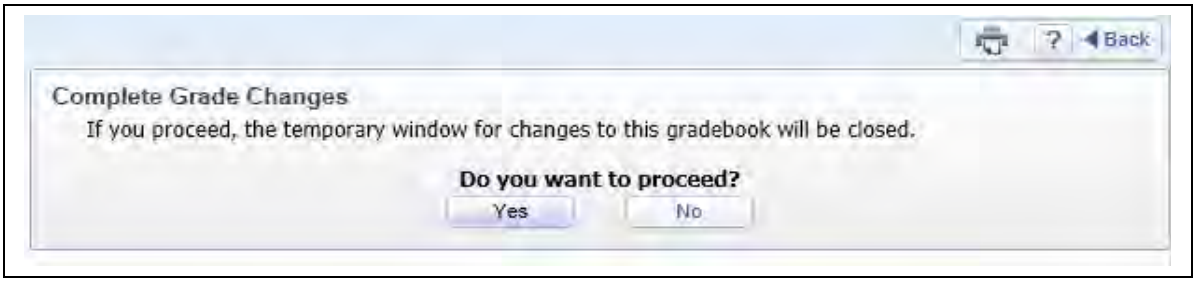


You must enter a reason for the grade change. Once this is done, click **Yes**. After this button is clicked, you have 2 hours to complete the changes for this class. You can make any necessary changes to the grading period selected. Only the grading period selected in the grade change request will allow you to make modifications.



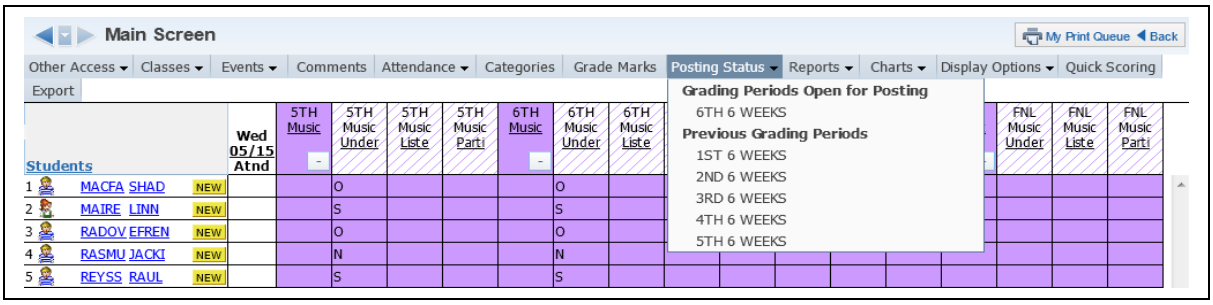
After all changes have been made, complete the grade change request by selecting **Grade Posting Status for Term XX** in the term **Options** dropdown.

Then select **Complete Grade Changes**.



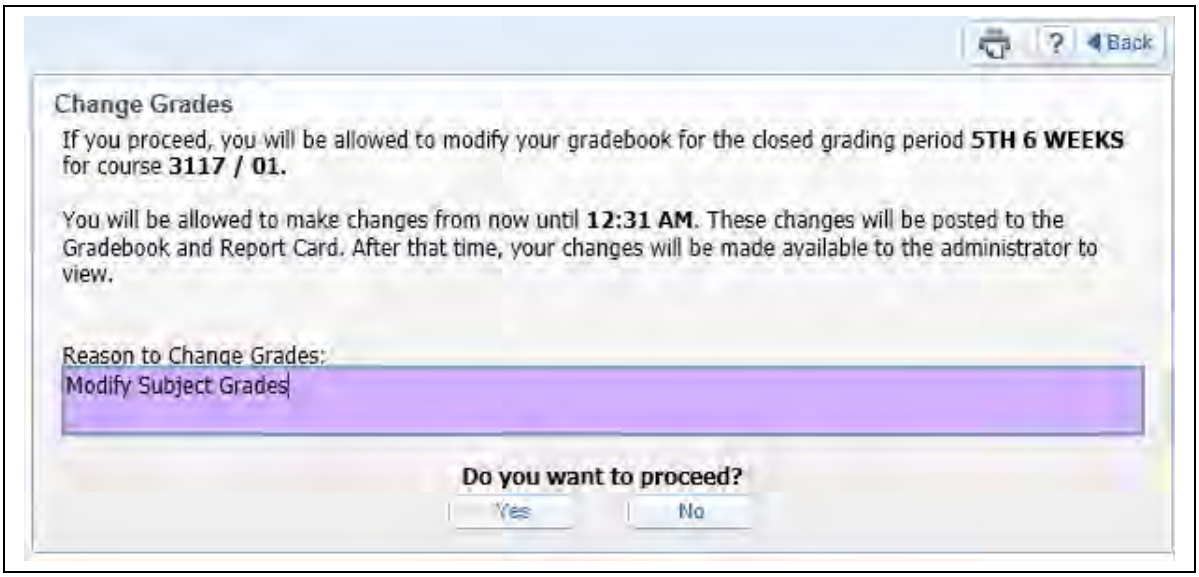
Click **Yes** to notify administrators that you have completed your grade change.

Request Grade Change from Gradebook for Classes not giving Term Grades

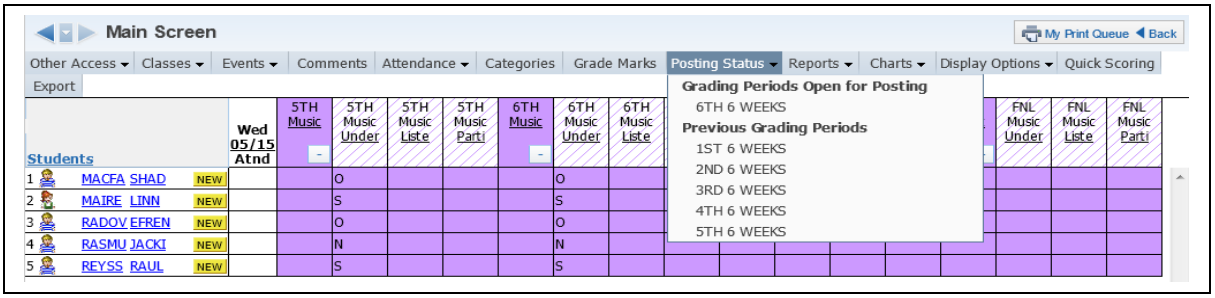


If your gradebook is not set up to give an overall term grade, go to the **Posting Status** tab and select a term in the Previous Grading Period section.

You can then select **Change Grades.**

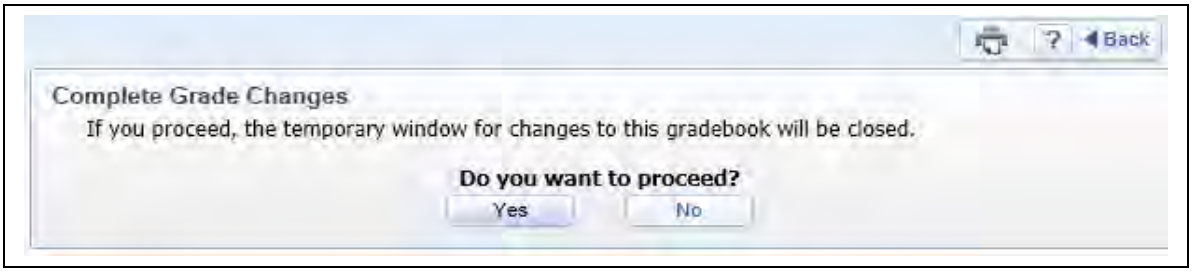


You must enter a reason for the grade change. Once this is done, click **Yes**. You then have two hours to complete the changes for this class.



After all changes have been made, complete the grade change request by selecting the Previous Grading Period in the **Posting Status** tab.

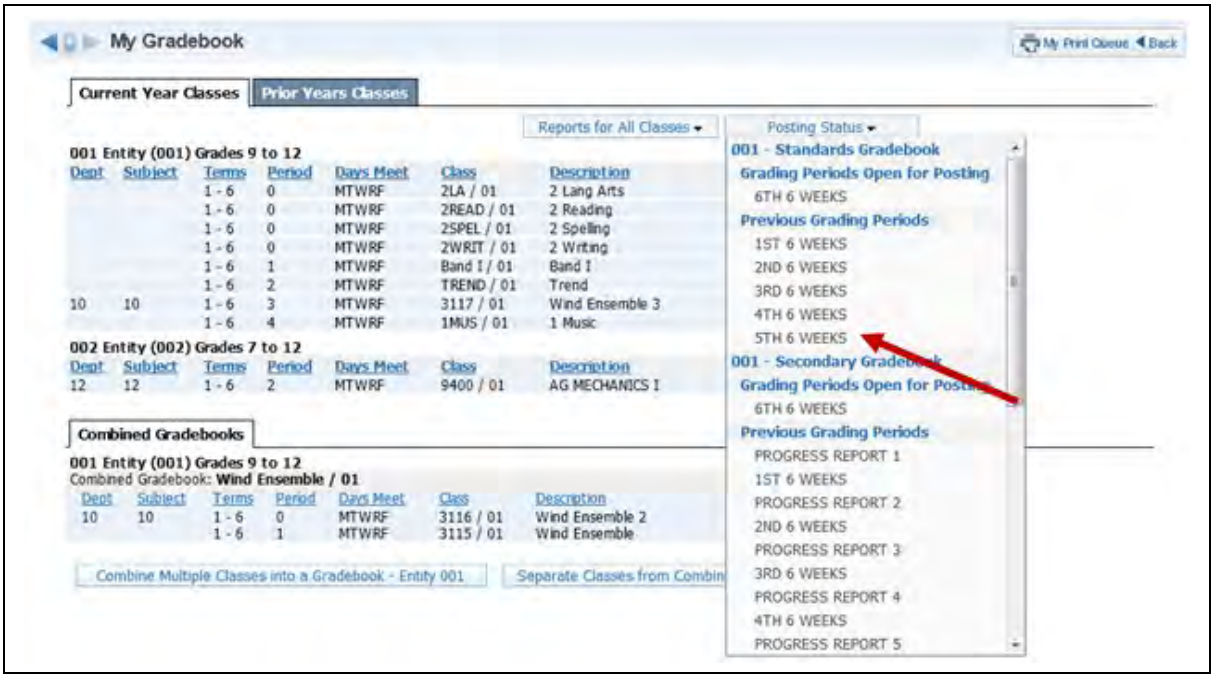
Select **Complete Grade Changes**.



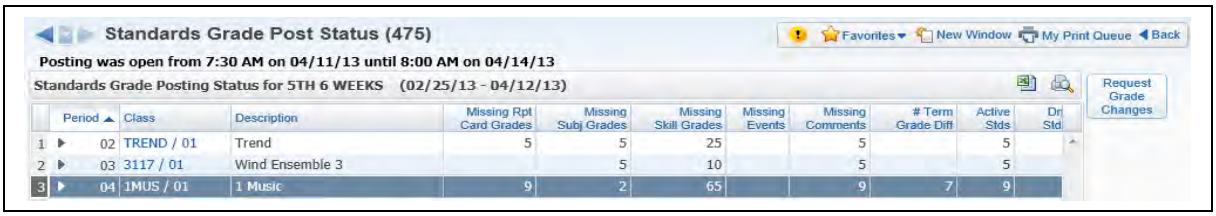
Click **Yes** to notify the administrative office that you have completed your grade change.

Request Grade Changes from Gradebook Selection Screen

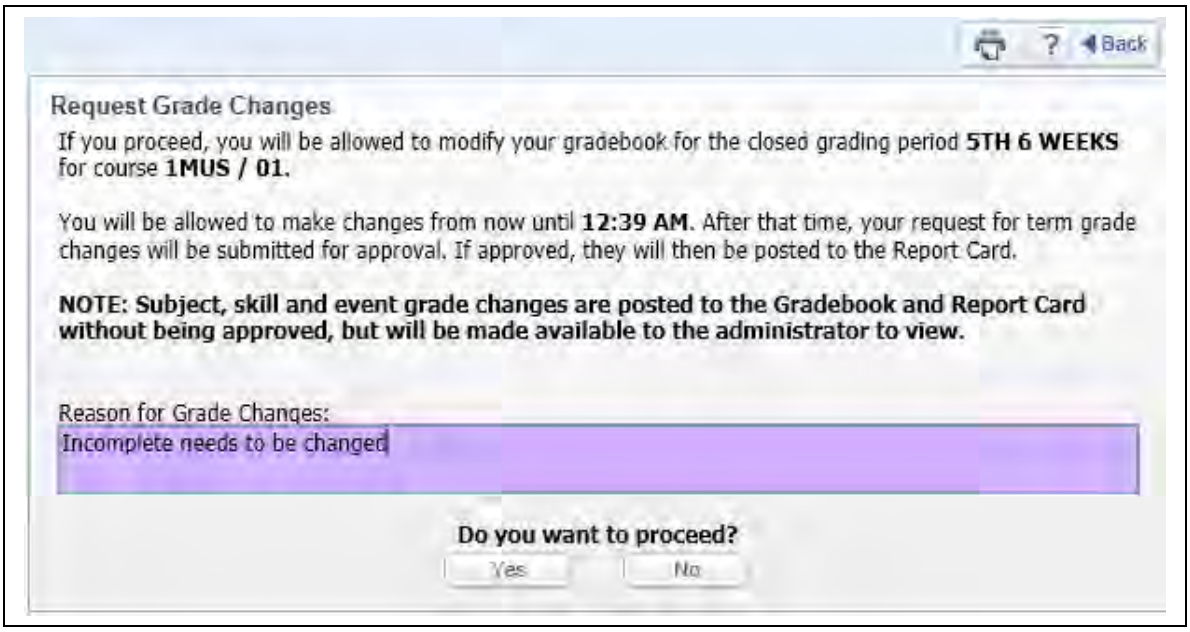
A Grade Change Request can also be made from the Gradebook Selection screen.



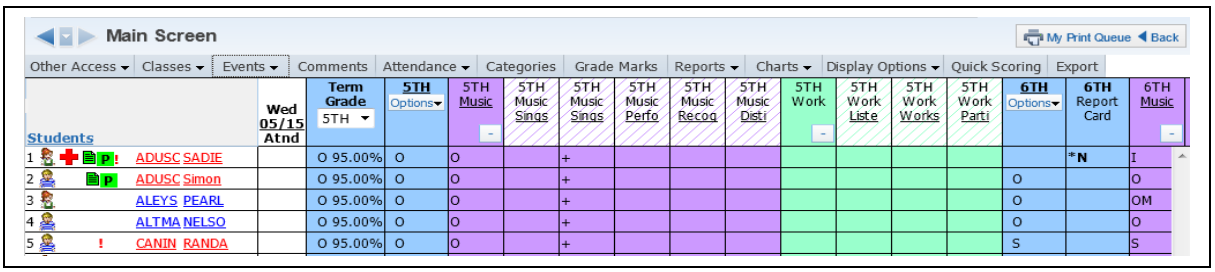
Select the Grading Period from the **Posting Status** drop-down menu under Previous Grading Periods.



Highlight the class and then click **Request Grade Changes.**



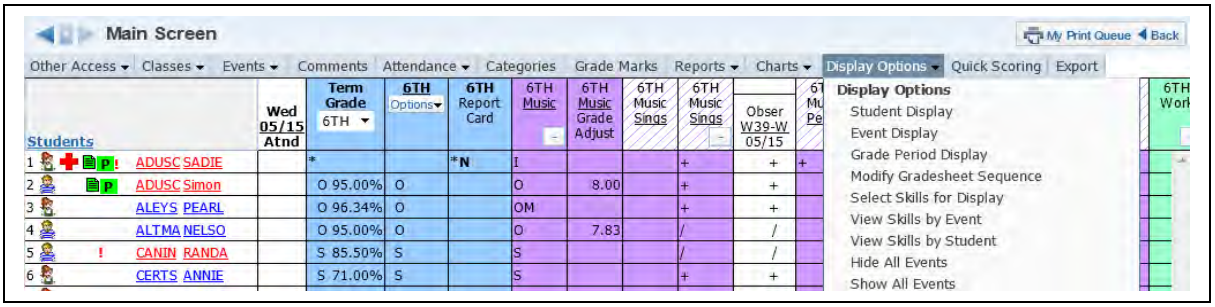
Enter the Reason for the Grade Change Request and click **Yes.** Just like when requesting the change from your Gradebook Main screen, you must enter a reason and you have only two hours to complete your changes before the Gradebook will be locked down again.



After you click **Yes**, you move directly into the Gradebook selected for the grade change request. You can then complete your changes and finish as described above.

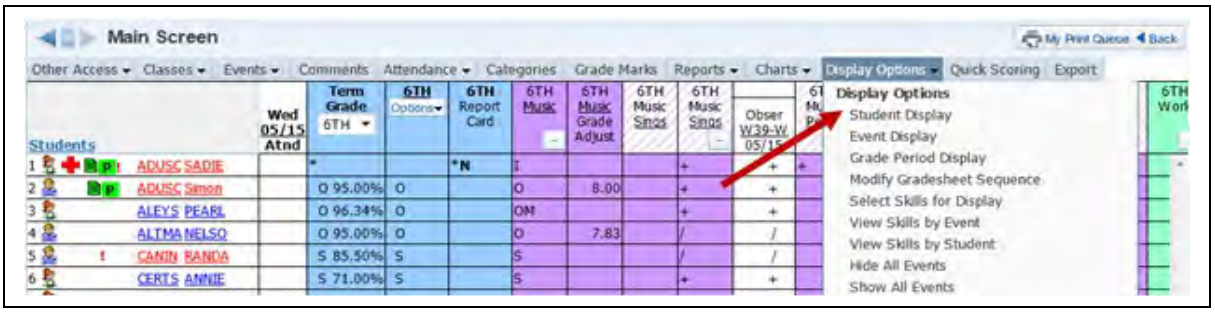
Display Options

Student Display
Event Display
Grade Period Display
Modify Grade Sheet Sequence
Select Skills for Display
View Skills by Event
View Events by Skill
View Skills by Student
Show/Hide All Events
Term Options When Set Up to Give a Term Grade



The Display Options allow you to customize the Gradebook.

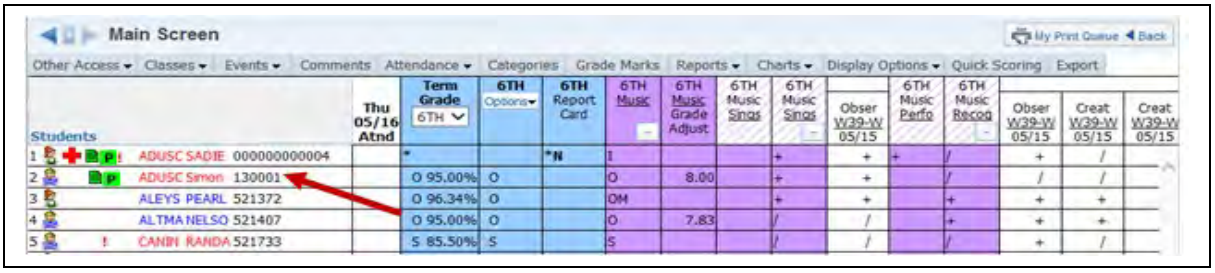
Student Display



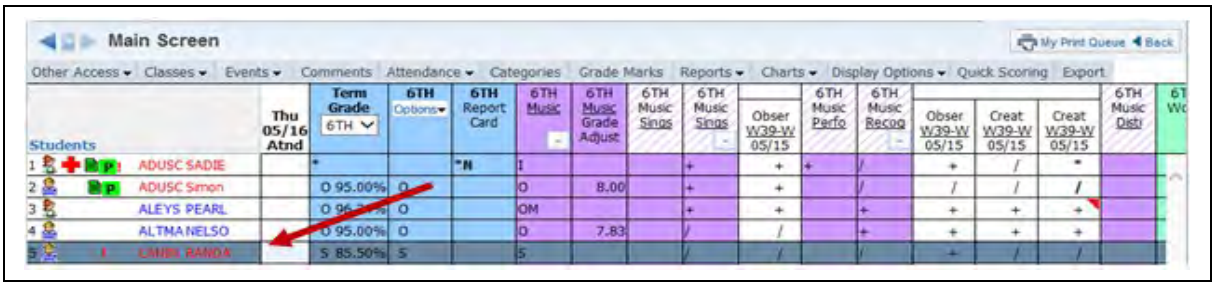
Student Display allows you to modify the display of student information on the Gradebook Main screen. Any changes made to the Student Display affect all of your Gradebooks, not just the one you are working in.

Name Display: Allows you to determine how the student's name will display in the Gradebook. A sample of how the name will display is on the right side of the Name Display area.

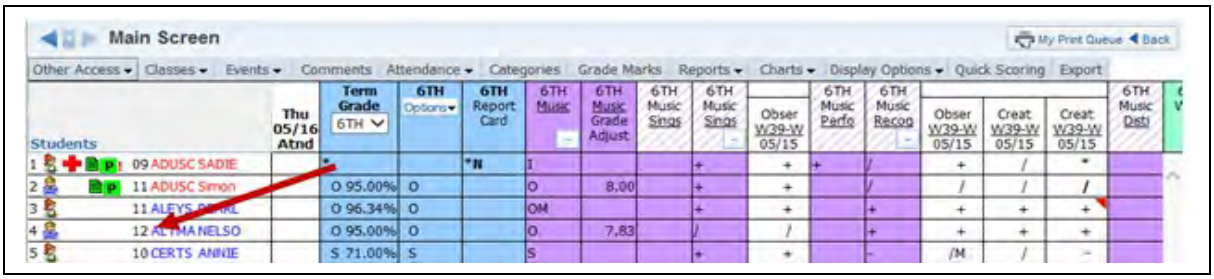
Student ID: Displays the student's ID number on the Gradebook Main screen.



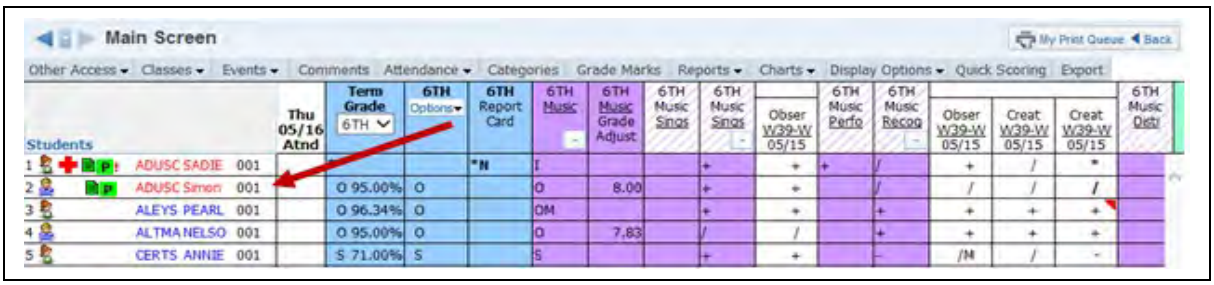
Dropped Students: Displays dropped student(s) in the Gradebook. The names will display with a colored background.



Student's Grade Level: Shows the grade level of students in the Gradebook.

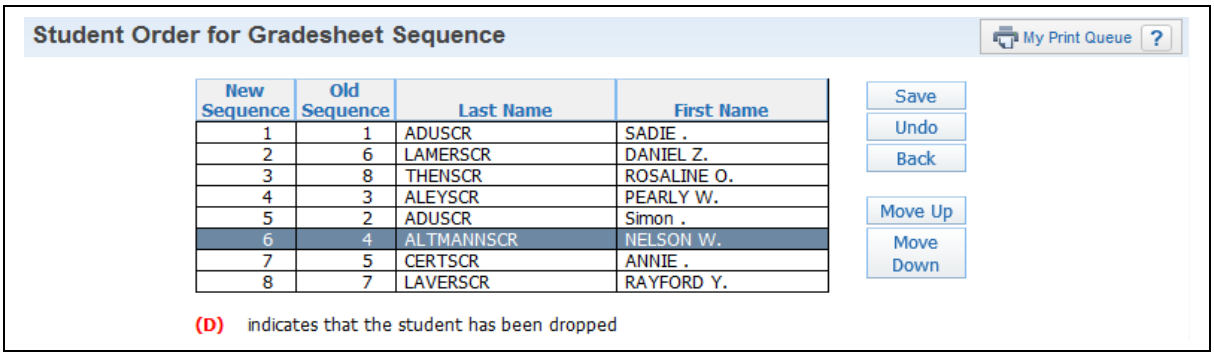


Student's School: Shows the school the student is attending.



Sorting Options: Allows you to determine how names are sorted in the Gradebook

- **Sort by First Name Last Name:** Sorts by first name and then last name
- **Sort by Last Name First Name:** Sorts by last name and then first name
- **Sort by Student's Assigned Seat:** You can create a seating chart in attendance. This option allows you to sort based on the seating chart. When sorting students in Gradebook, the process starts in the upper left corner of the seating chart and moves left to right.
- **Sort by Gradesheet Sequence:** Allows you to determine how the students will be organized in the Gradebook.



Student Order for Gradesheet Sequence

My Print Queue ?

New Sequence	Old Sequence	Last Name	First Name
1	1	ADUSCR	SADIE .
2	6	LAMERSCR	DANIEL Z.
3	8	THENSCR	ROSALINE O.
4	3	ALEYSCR	PEARLY W.
5	2	ADUSCR	Simon .
6	4	ALTMANNSCR	NELSON W.
7	5	CERTSCR	ANNIE .
8	7	LAVERSCR	RAYFORD Y.

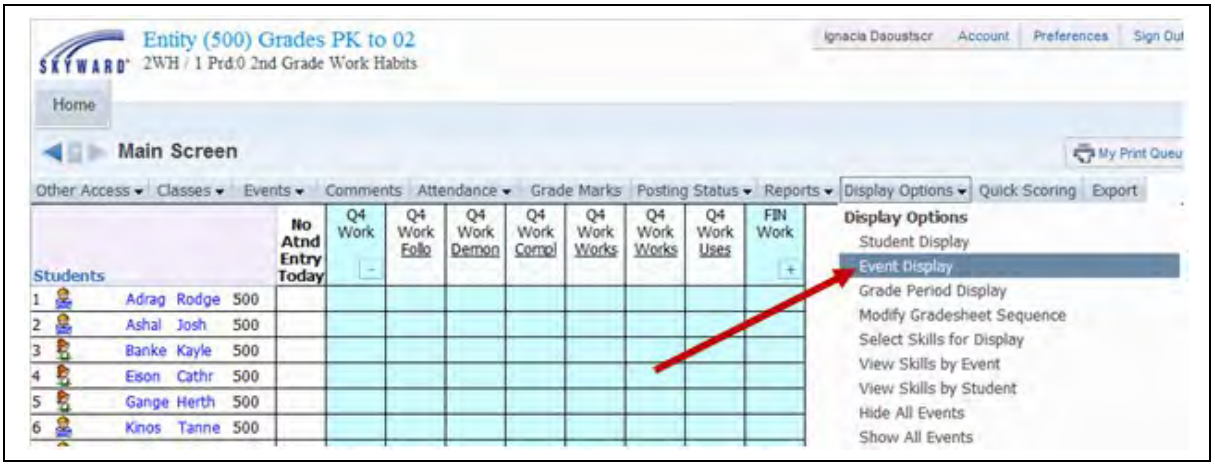
Save
Undo
Back
Move Up
Move Down

(D) indicates that the student has been dropped

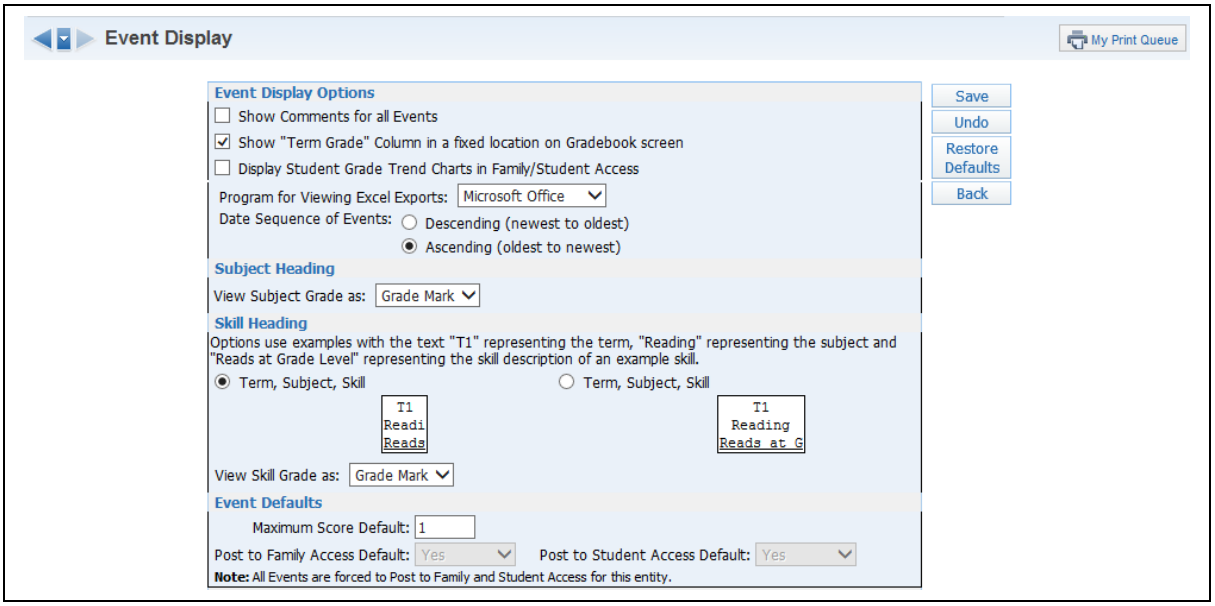
Modify Gradesheet Sequence allows you to determine the order of the students. Use the Move Up and Move Down buttons to place the students in the order you want.

Restore Defaults: Sets the options back to the Skyward defaults.

Event Display

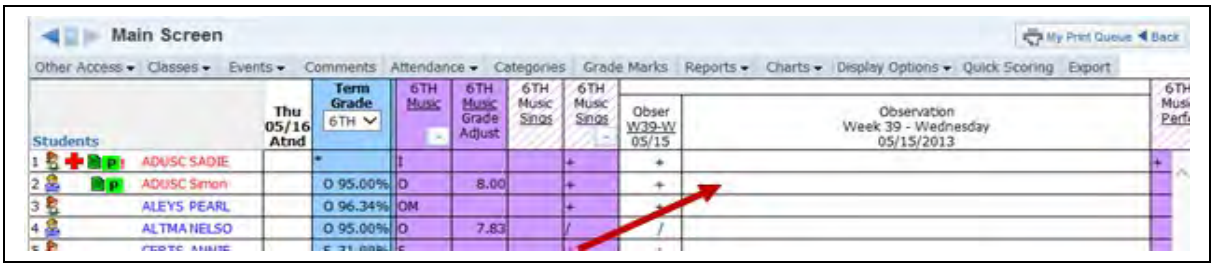


Event Display allows you to establish preferences for event detail information on the Gradebook Main screen and event score settings. Changes made in this area will modify all your Gradebooks to reflect these settings.

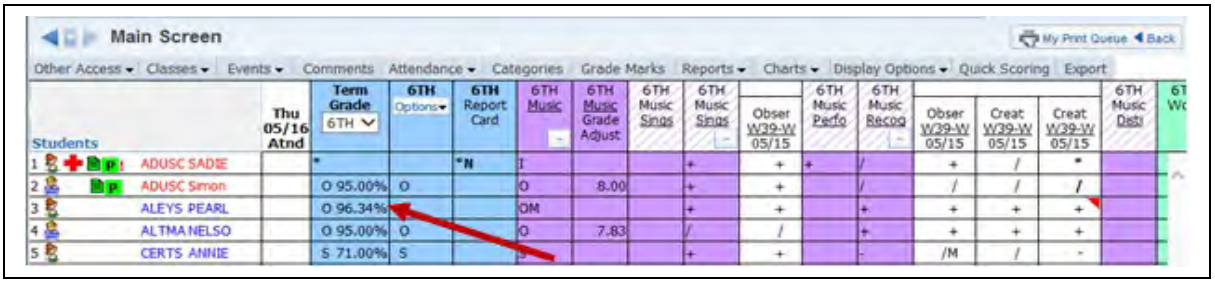


Event Display Options

Show Comments for all Events: Displays a field for the comments attached to the event. A column will display whether or not comments have been entered.



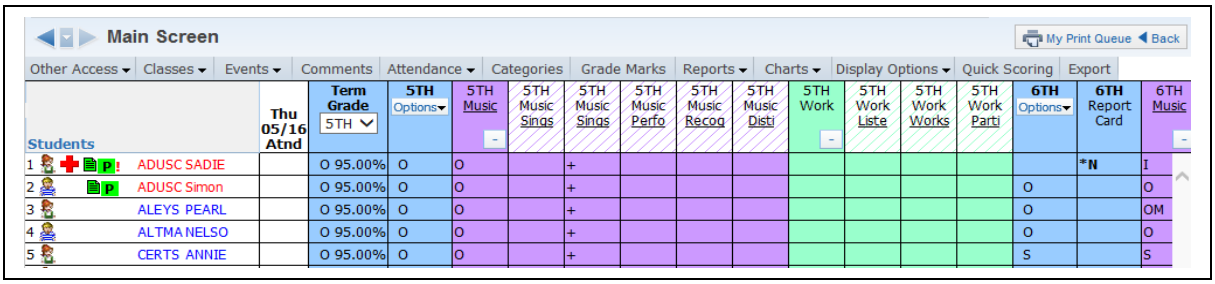
Show "Term Grade" Column in a fixed location on Gradebook screen: Displays a fixed grade column next to the student names on the Gradebook Main screen. This option displays only if the class produces an overrall term grade.



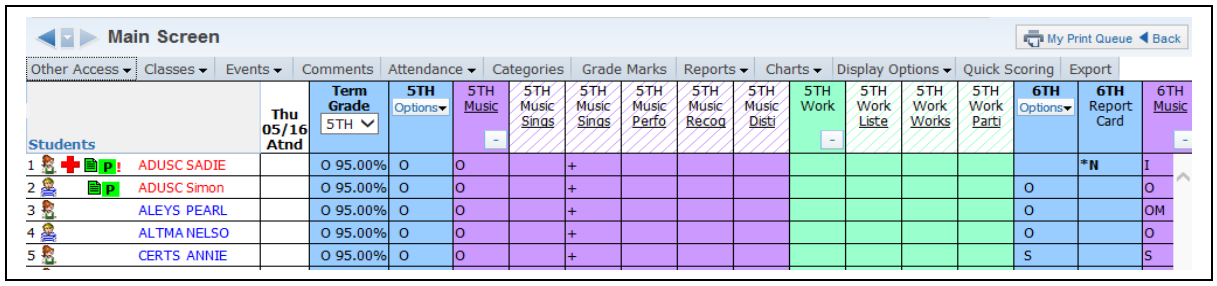
Display Student Grade Trend Charts in Family/Student Access: If this option is selected, families and students will be able to view the student's Grade Trend Chart in Family/Student Access. An icon of a bar graph will display next to the skill in Family/Student Access. This option will be available depending upon the district Gradebook setup.

Date Sequence of Events: Sorts the Gradebook Events based on the due date of the Event. You have two options when sorting: Descending or Ascending.

Descending: Newest Events are closer to the student names.

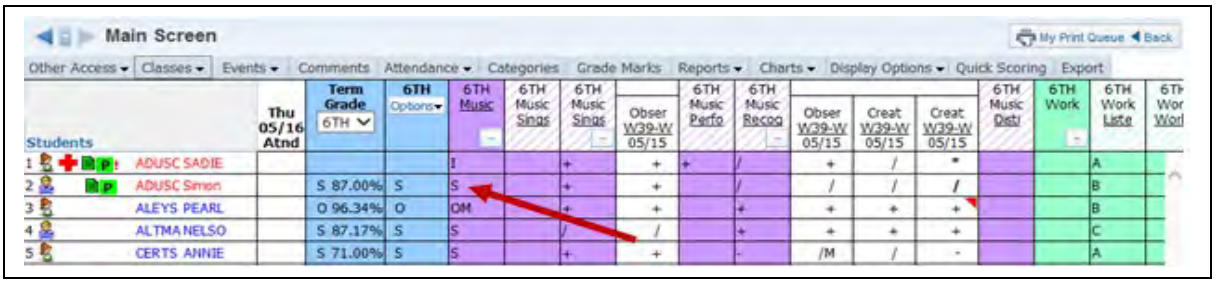


Ascending: Oldest Events are closer to the student names.

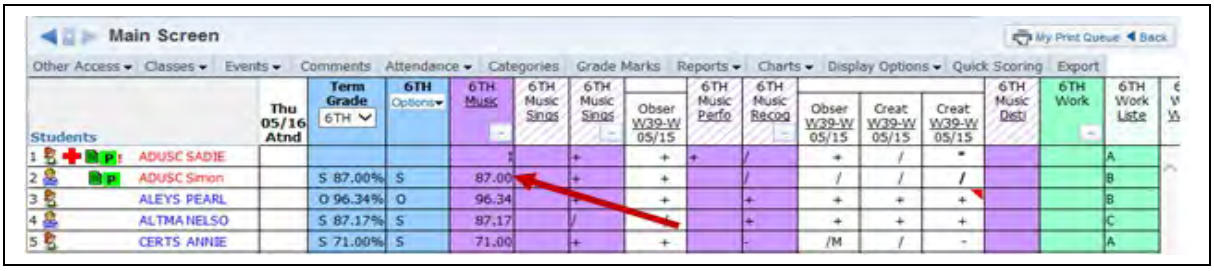


Subject Heading – The options you see availalbe will depend on the Gradebook setup for the district.

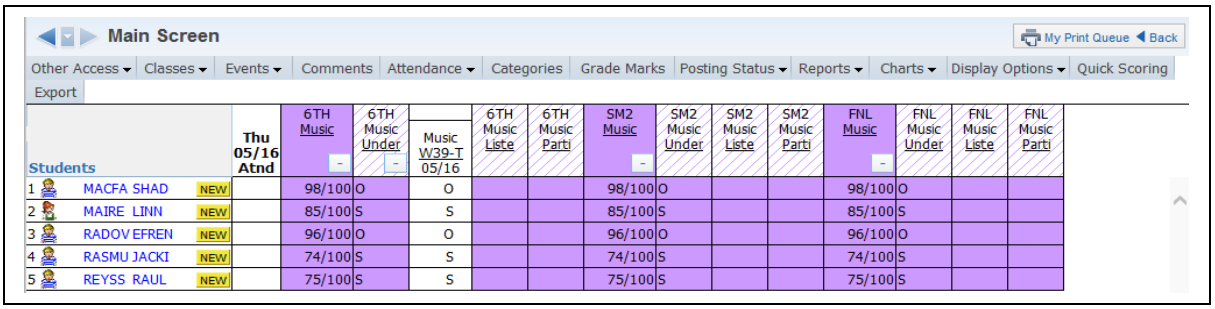
View Subject Grade as Grade Mark: This option shows the subject grade as the grade mark.



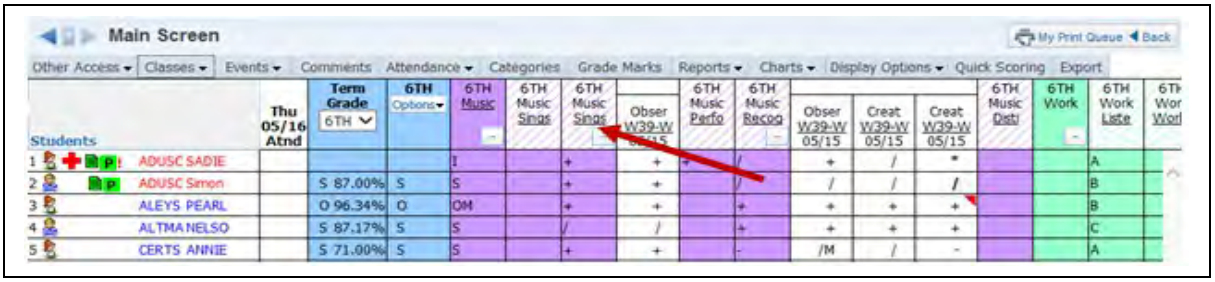
View Subject Grade as Percent: This option shows the subject grade as a percentage.



View Subject Grade as Points: This option shows the subject grade as points earned/points possible.

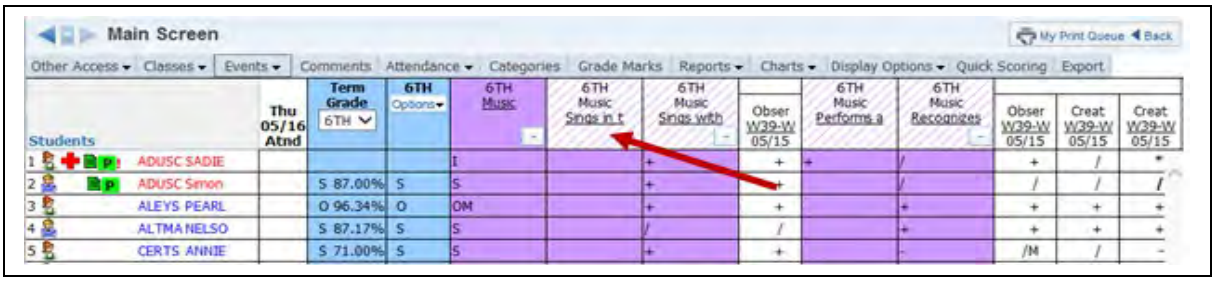


Skill Heading
Term, Subject , Skill Condensed View



Sample above of the condensed view of the Subject/Skill on the Gradebook Main screen.

Term, Subject, Skill Expanded View



Sample above of the expanded view of the Subject/Skills on the Gradebook Main screen.

Event Defaults

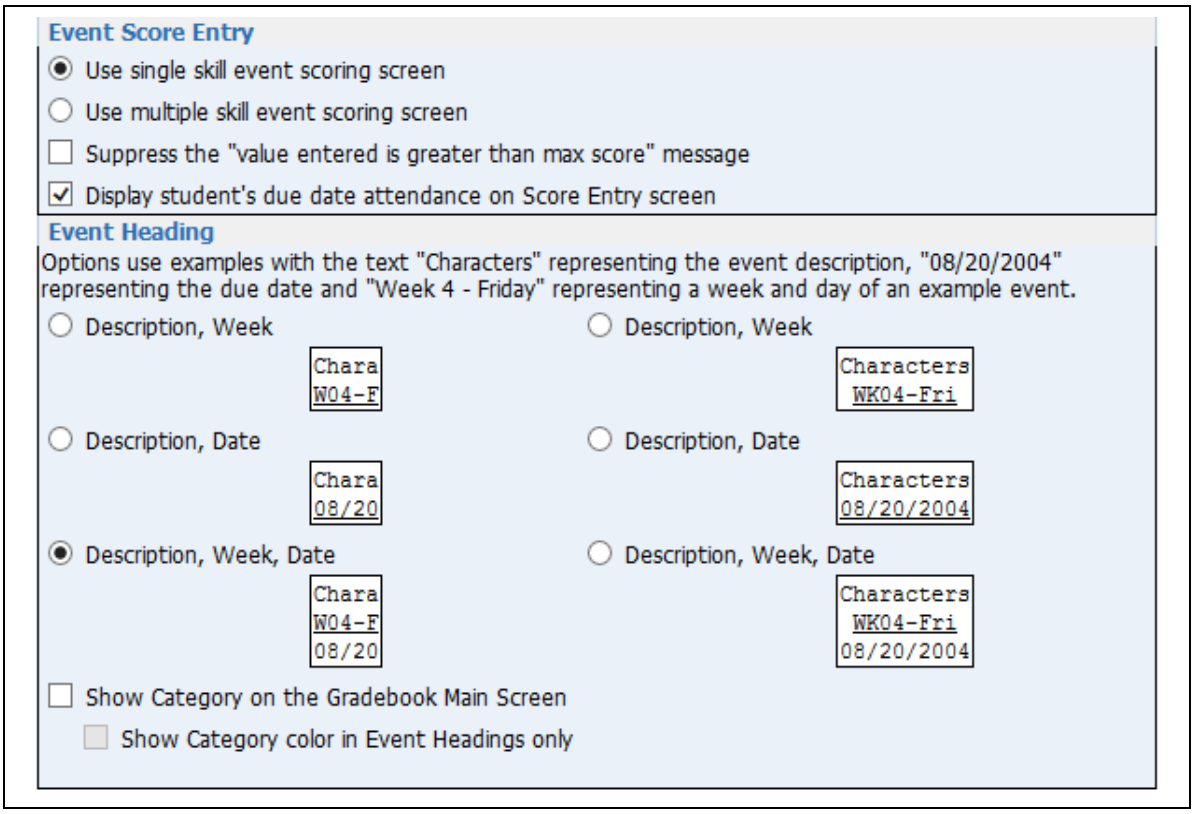
Maximum Score Default: Enter the value that represents your most common event value. The value entered will be used to fill in the value automatically for the maximum score possible when creating new events. You will be able to change the value for events where the default does not apply.

Post to Family and Student Access Default: Allows you to select the value that will be defaulted when adding a new event. This option is available only if the entity has chosen to not force all events to display in Family and Student Access.

Last Saved: Defaults Post to Family/Student Access to the value that was saved when the last event was created.

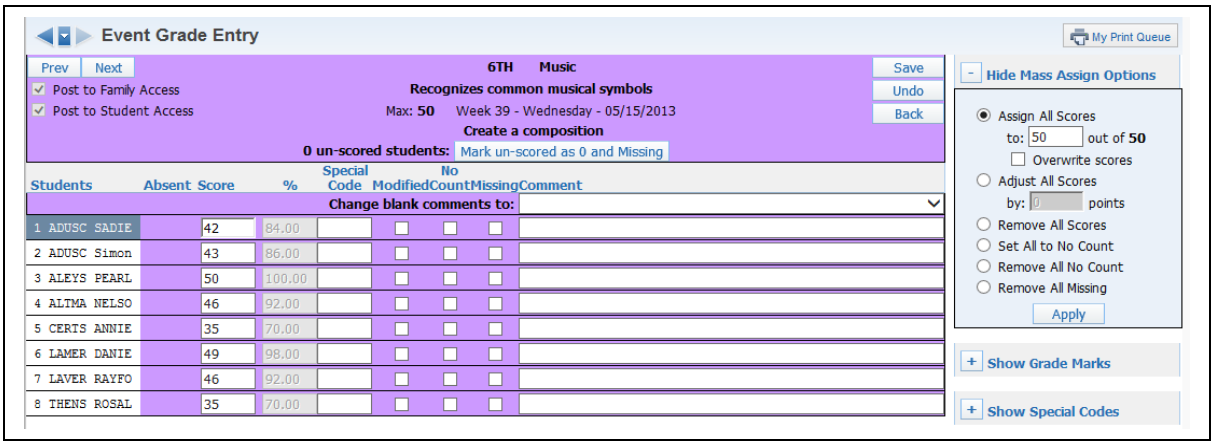
Yes: Defaults to having Post to Family/Student Access selected each time a new event is created.

No: Defaults to box not being checked for Post to Family/Student Access each time a new event is created.



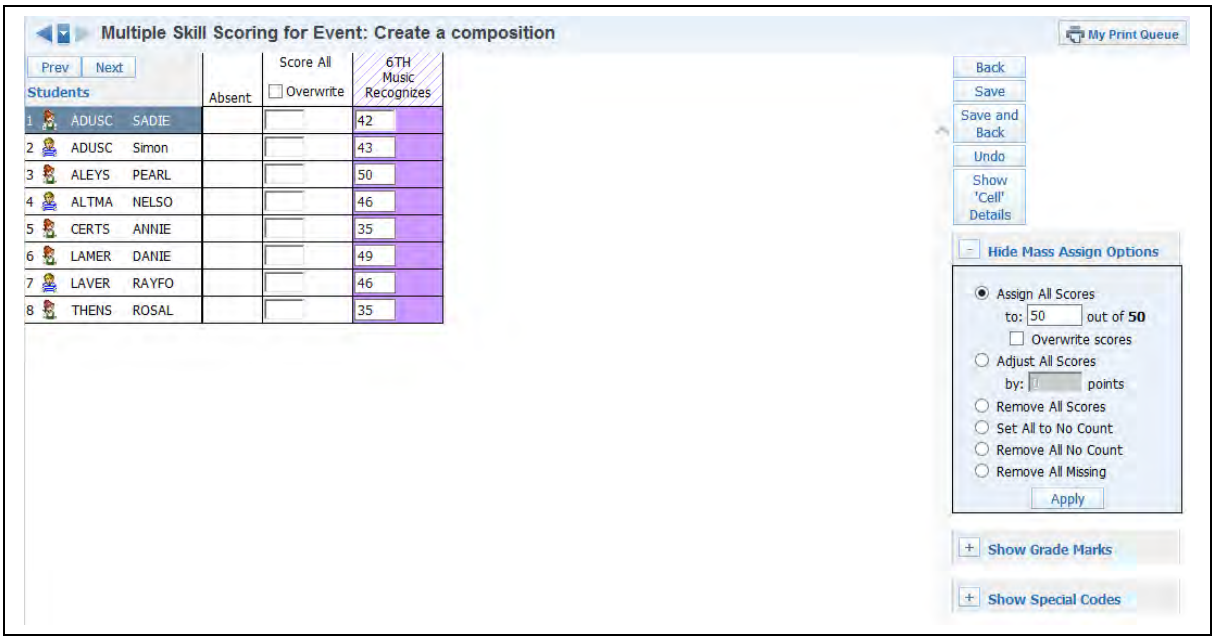
Event Score Entry

Use single skill event scoring screen: If this option is selected, it will display the single event score entry screen when you click Score Entry for events attached to a single skill.



The sample above displays the Single Skill Event Scoring Screen.

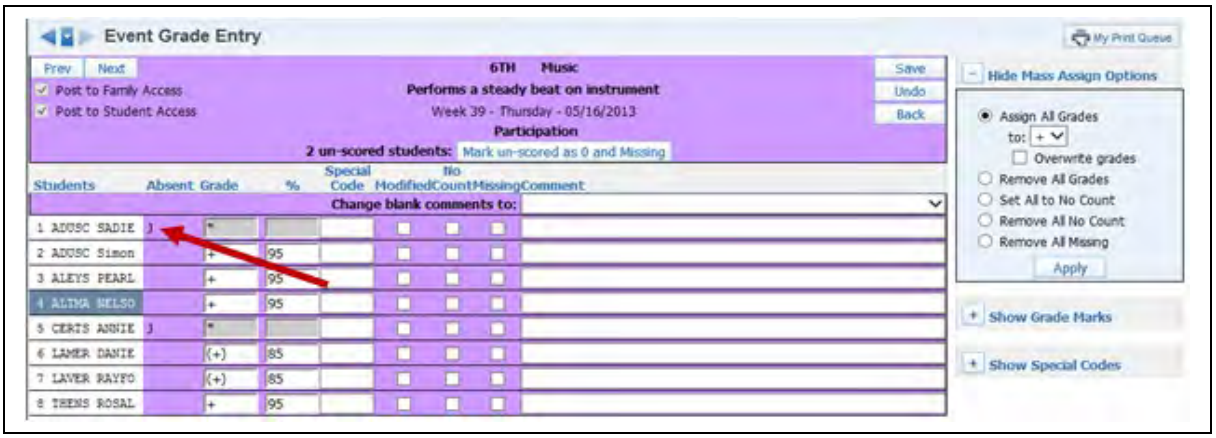
Use multiple skill event scoring screen: If this option is selected, it will display the multiple event score entry screen when you click Score Entry for events attached to a single skill.



The sample above display the Multiple Skill Event Scoring Screen.

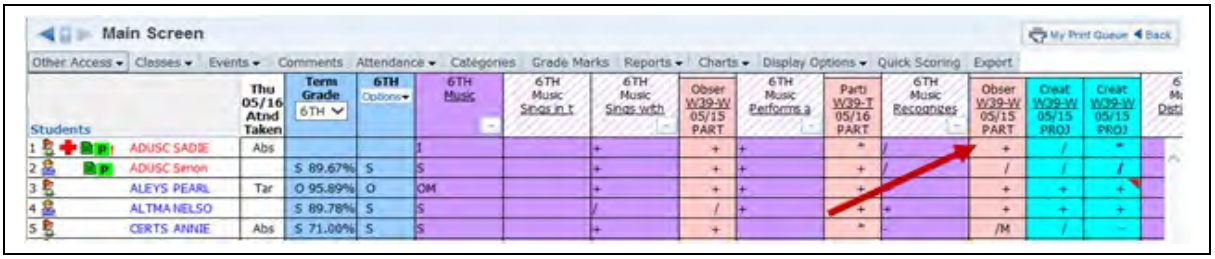
Suppress the "value entered is greater than max score" message: A warning message displays if an event's maximum score is exceeded during student score entry. This message does not prevent you from entering values that exceed the maximum score; it merely provides notification to prevent potential data entry error. This option disables the alert message.

Display student's due date attendance on Score Entry screen: Indicates whether the student was in attendance on the date the assignment was due.

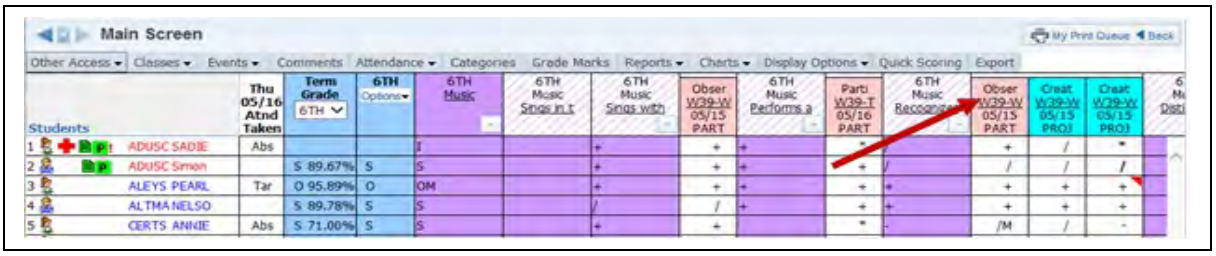


Event Heading: Determines the size and event information that displays in the Event Header on the Gradebook Main screen. A small event display allows for more events to be viewed at one time without scrolling. A larger display provides a clearer description.

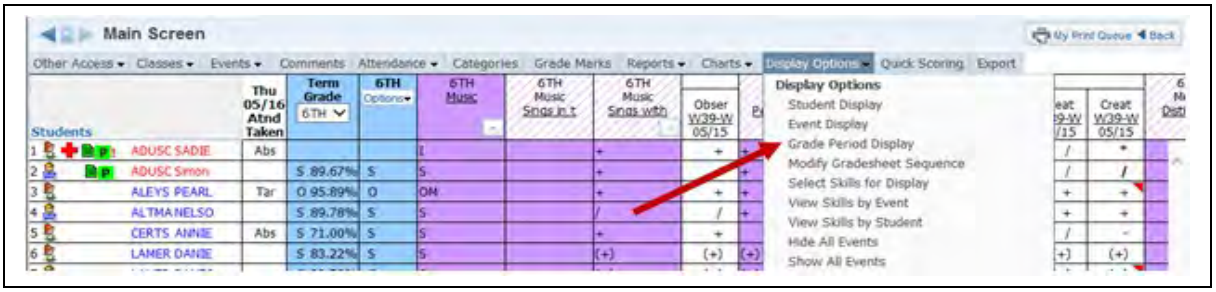
Show Category Color on the Gradebook Main screen: Allows to you display your event in the color assigned to the category. This option is available only if you are using categories in the Gradebook.



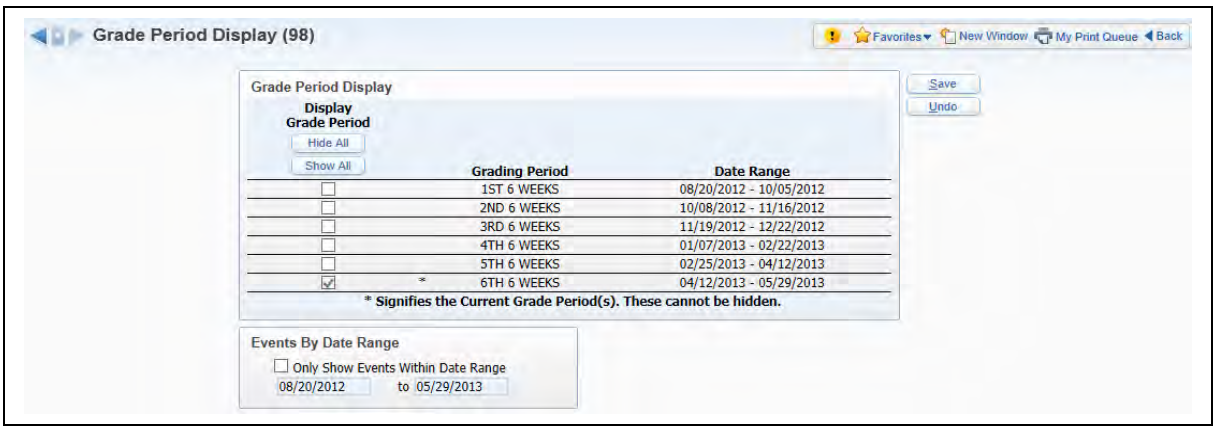
Show Category Color in Event Headings only: Displays the category color in the Event Header only instead of throughout the event column. This option will be available only if you select the option to Show Category Color on the Gradebook Main screen.



Grade Period Display



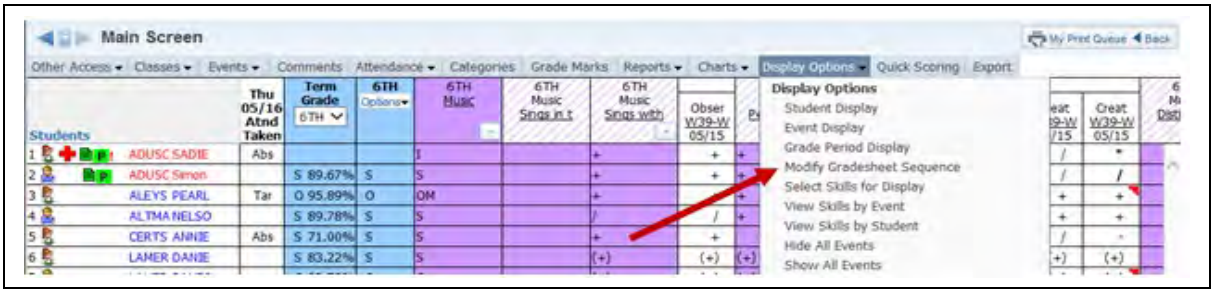
The Grade Period display allows you to determine the grading periods that will display in the Gradebook. You must go into each individual Gradebook to determine the grading periods that display.



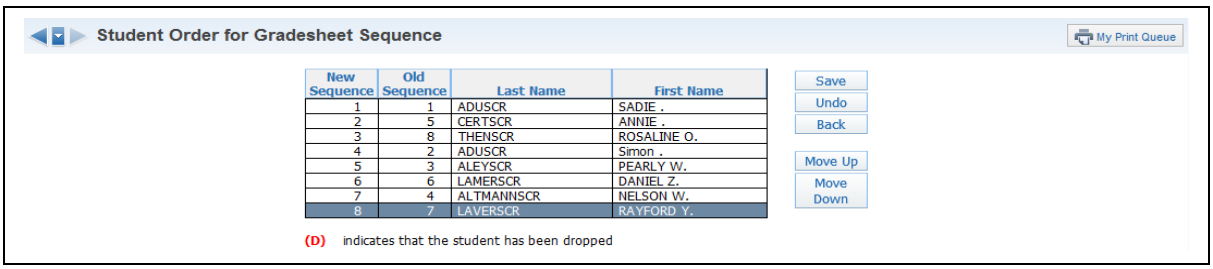
Display Grade Period: Allows you to determine whether the grading period will display in the Gradebook; you cannot hide the current grading period.

Events By Date Range: Allows you to display events based on a date range.

Modify Gradesheet Sequence



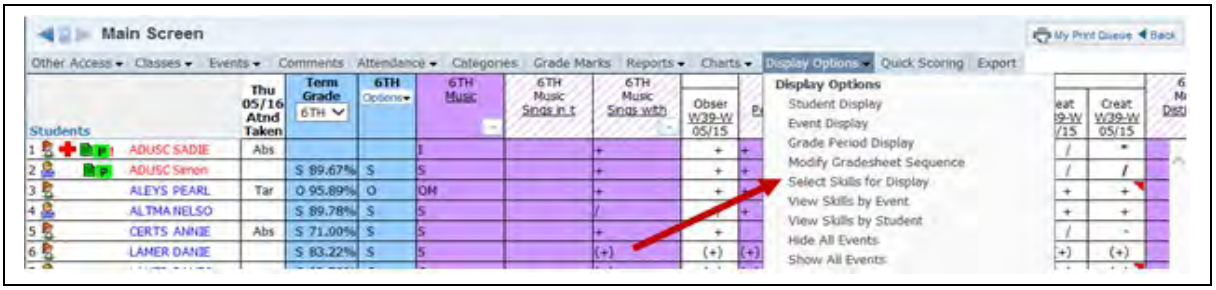
Modify Gradesheet Sequence allows you to modify the order of student's names on the Gradebook Main screen, if you are sorting based on the Gradesheet Sequence.



New Sequence	Old Sequence	Last Name	First Name
1	1	ADUSCR	SADIE .
2	5	CERTSCR	ANNIE .
3	8	THENSCR	ROSALINE O.
4	2	ADUSCR	Simon .
5	3	ALEYSCR	PEARLY W.
6	6	LAMERSCR	DANIEL Z.
7	4	ALTMANNSCR	NELSON W.
8	7	LAVERSCR	RAYFORD Y.

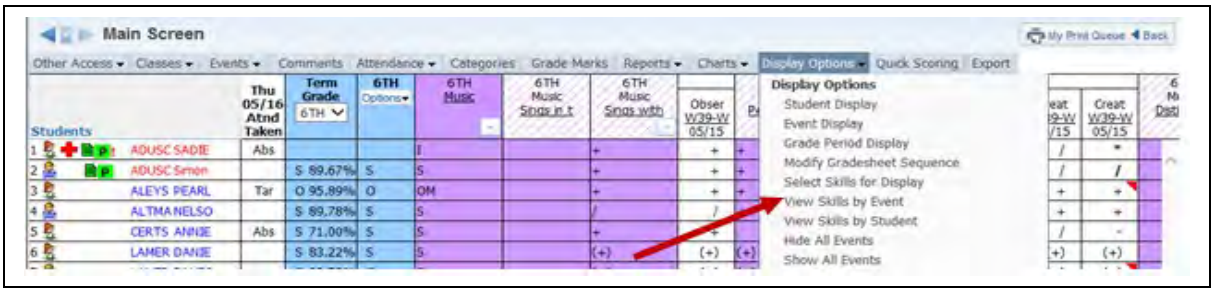
This same option is also found in the Student Display Options.

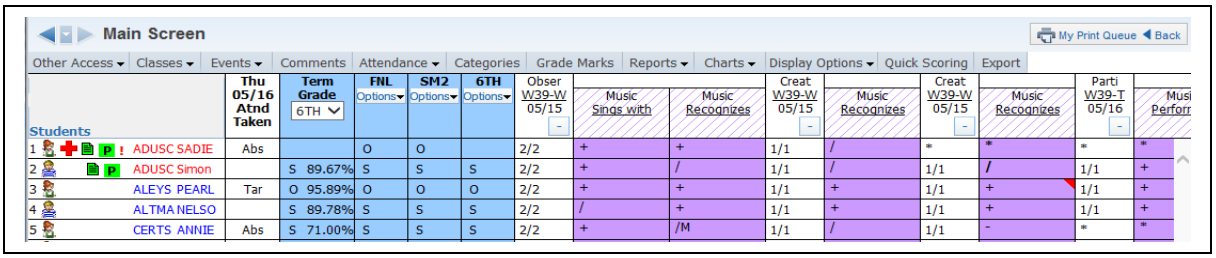
Select Skills for Display



This option allows you to select which skills will display on the main screen.

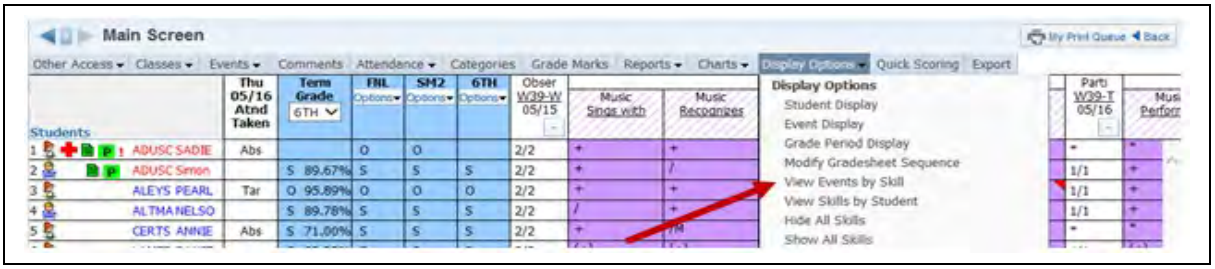
View Skills by Event

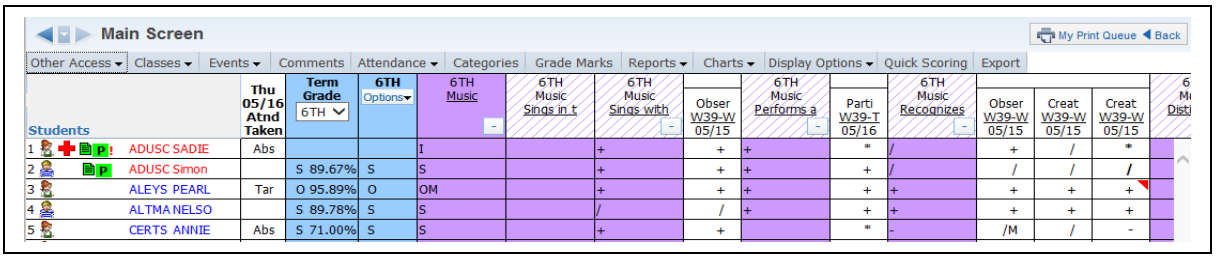




This option allows you to view the skills by the events that were created for them. Only skills with events will display

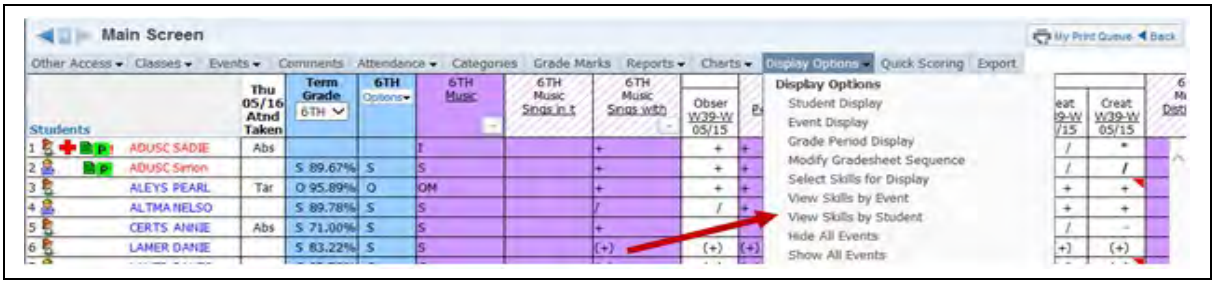
View Events by Skill

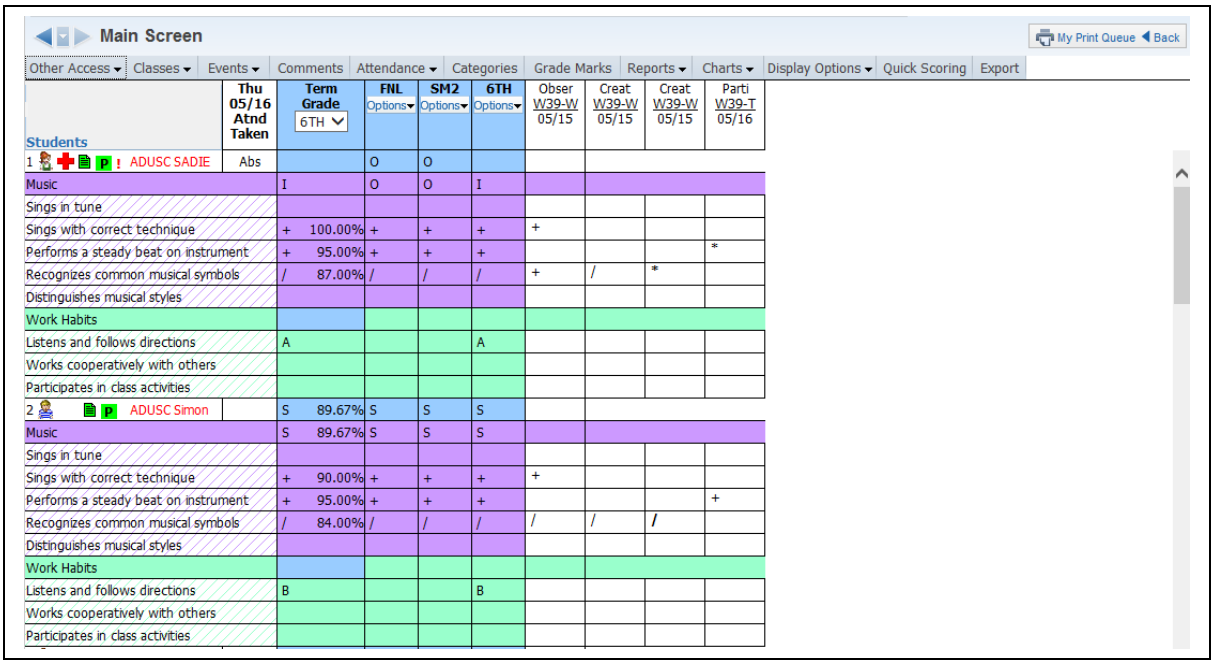




View Events by Skill is the default display for the Gradebook. All subjects and skills display on the Gradebook Main Screen.

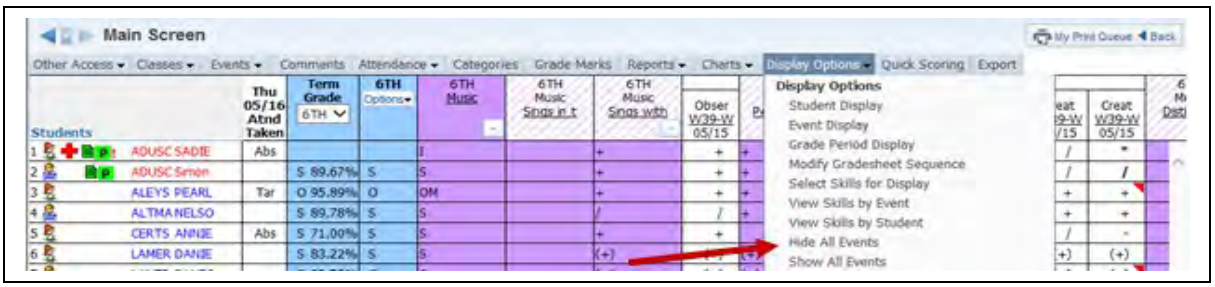
View Skills By Student



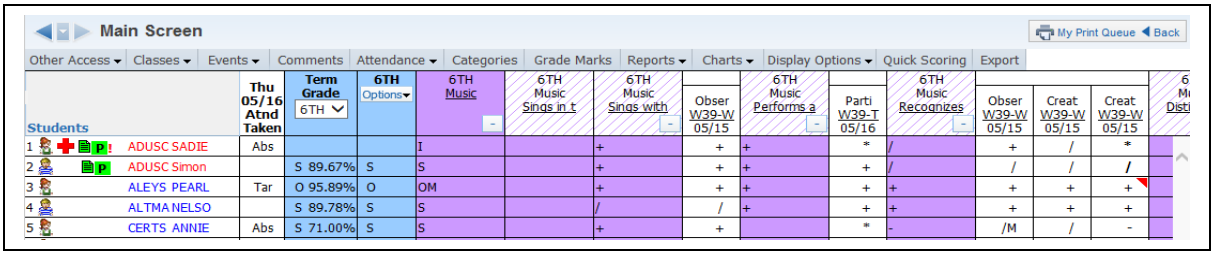


This option rotates the Gradebook Main screen. The subjects and skills will display beneath the student's name. This view of the Gradebook works well for verifying report card grades.

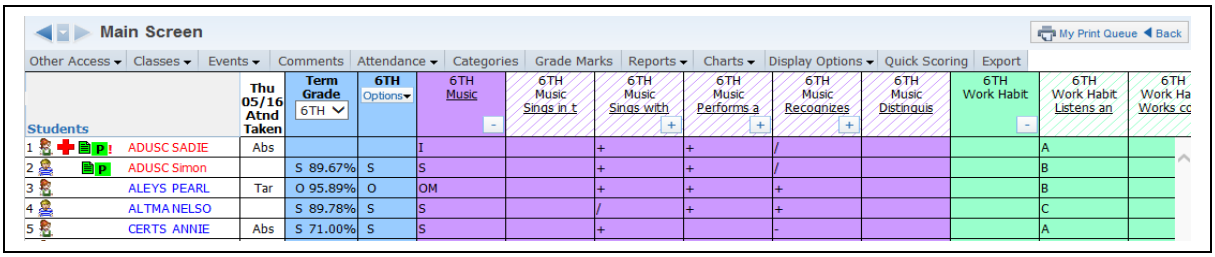
Show/Hide all Events



These two options either show all of the events created or hide all of the events.

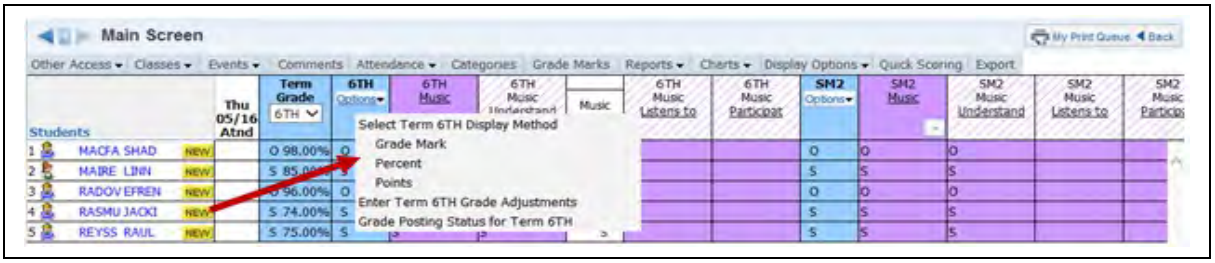


This is an example with **Show All Events** selected.



This is an example with **Hide All Events** selected. You can click on the + sign in the skill header to display the skill's events.

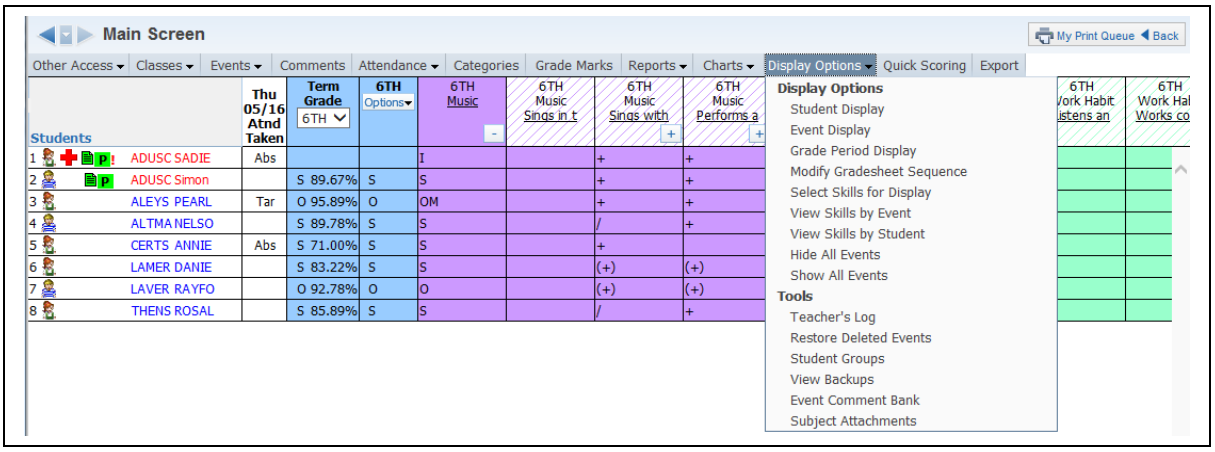
Term Grade Option Display Methods



The Term Display option allows you to choose how the overall term grades display on the Gradebook Main screen. The options you see listed will vary depending upon the district Gradebook setup.

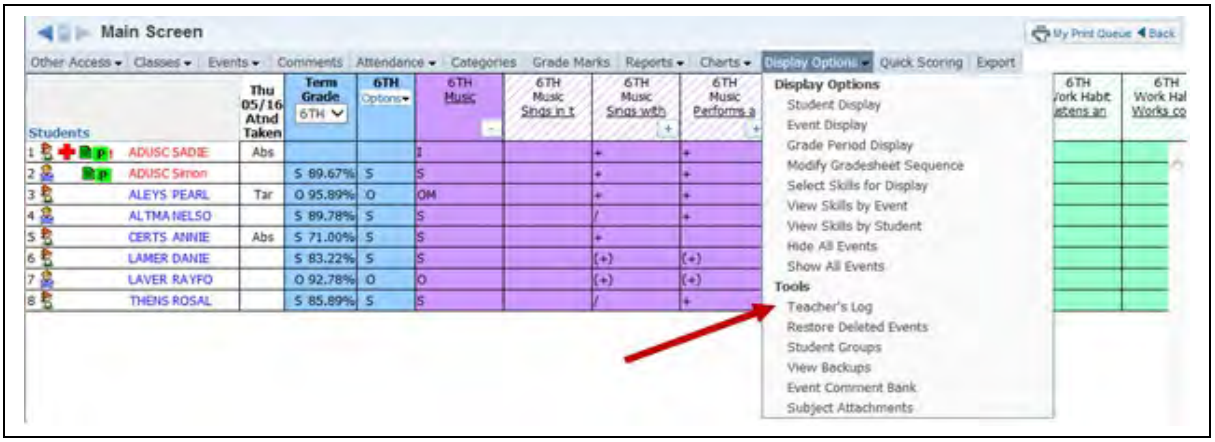
Tools

Teacher's Log
Restore Deleted Events
Clone Scores for Cloned Events
Student Groups
View Backups
Event Comment Bank
Subject Attachments

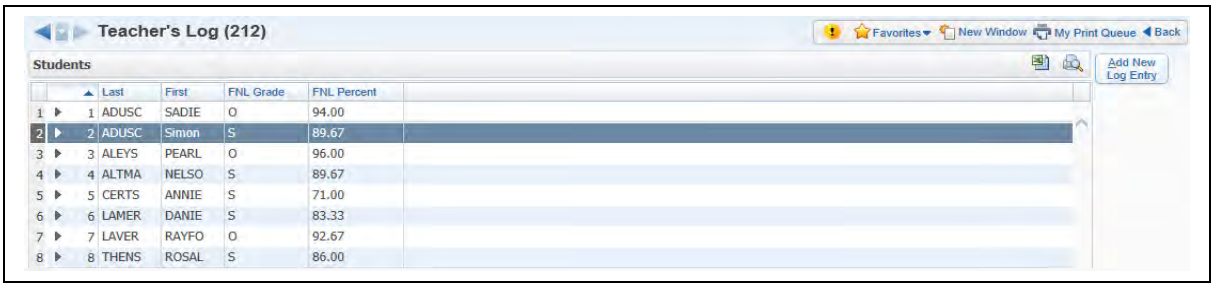


The Tools area provides additional functionality in the Gradebook.

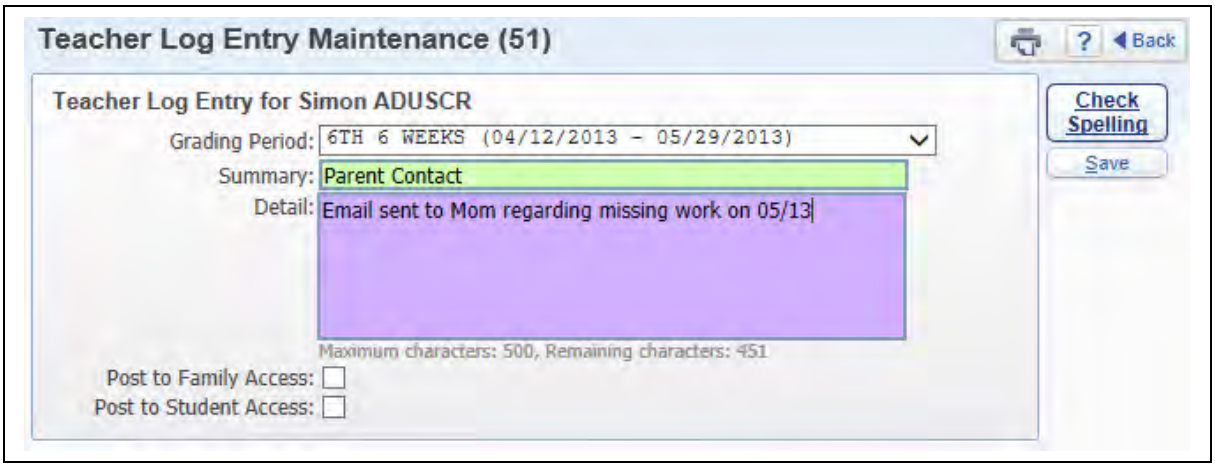
Teacher's Log



The Teacher's Log allows you to add a note or comment regarding the student. The teacher log entries can display in Family/Student Access and can also be printed on the Progress Report.



All students display in the Teacher's Log. You can add a new entry by highlighting the student and clicking the **Add New Log Entry** button.



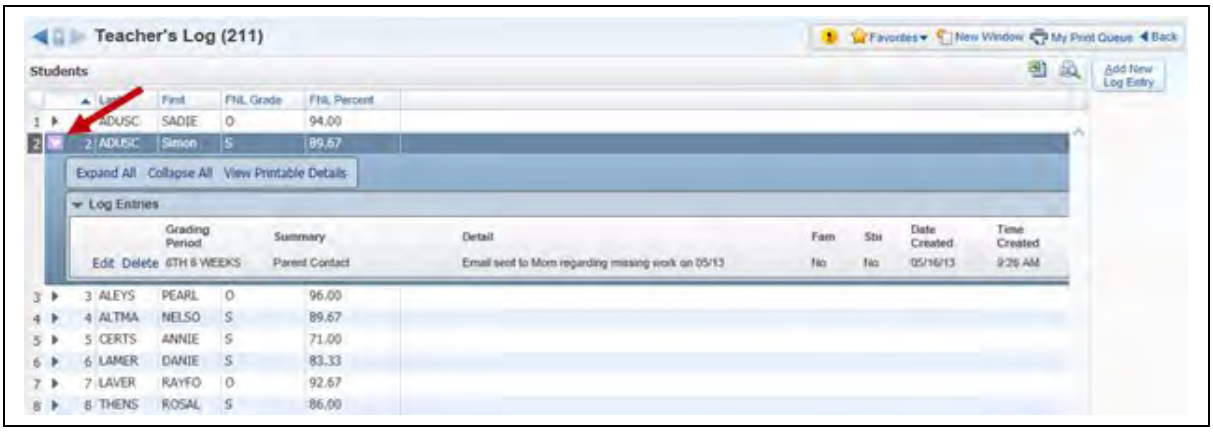
Grading Period: Select the Grading Period for the Teacher Log Entry. It defaulta to the current grading period.

Summary: Enter a brief description of the entry.

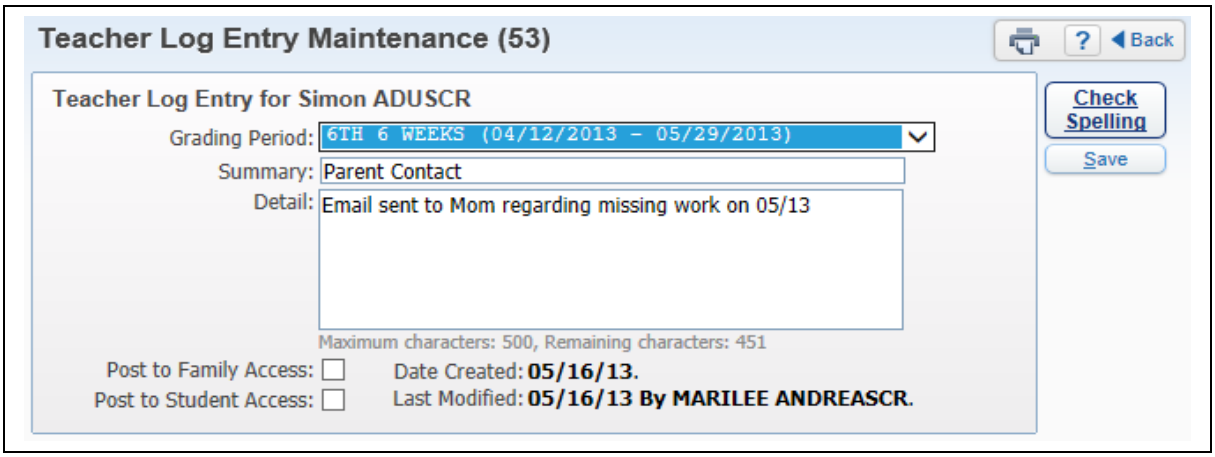
Detail: Add the entry text (maximum character limit is 500).

Post to Family/Student Access: Determines whether the Teacher Log Entry can be seen in Family/Student Access.

Edit/Delete of Teacher Log Entry

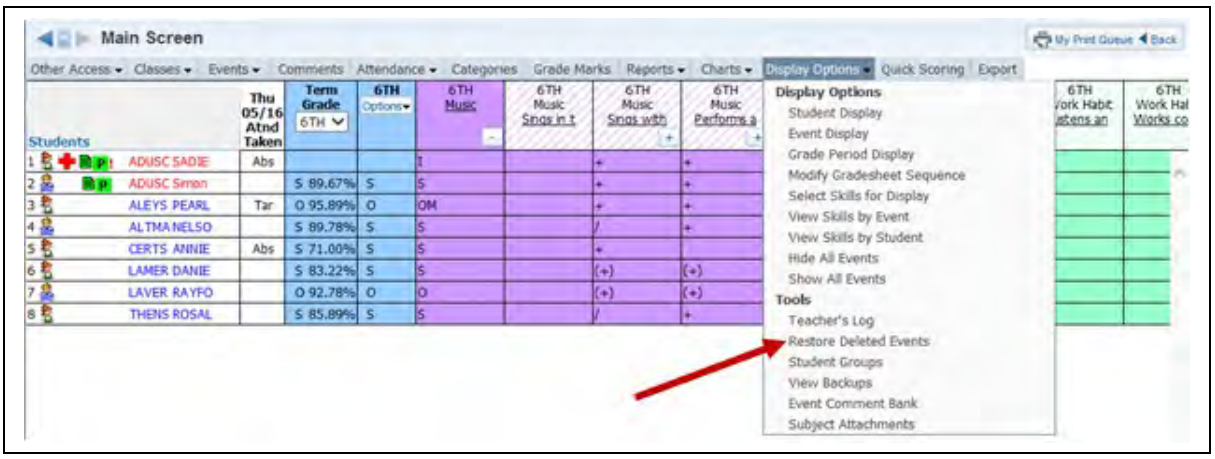


Click the arrow next to the student's name to view/edit/delete prior log entries.

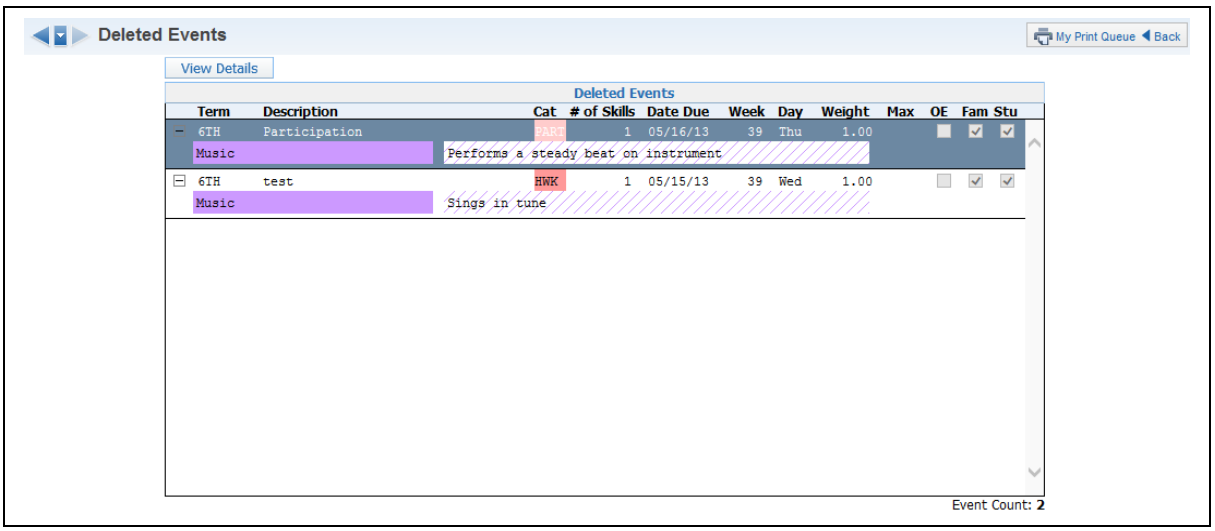


When you edit an entry, you see the date it was created as well the date last modified.

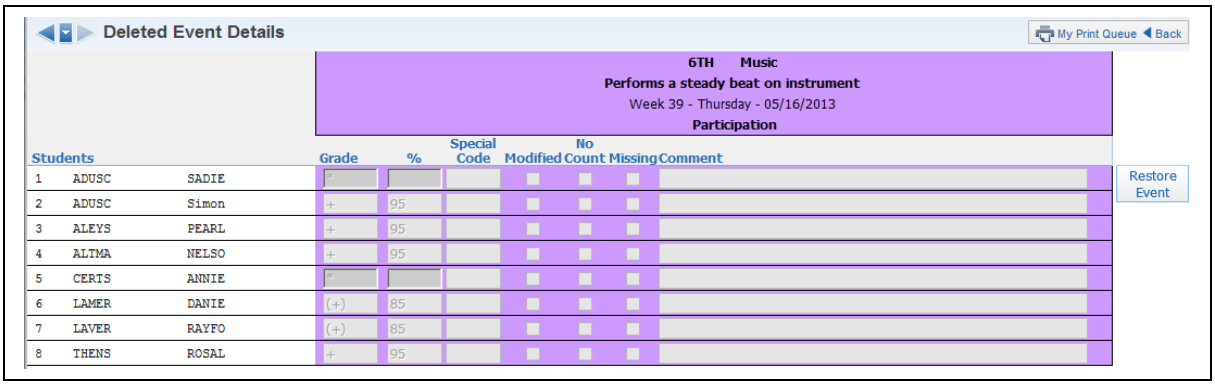
Restore Deleted Events



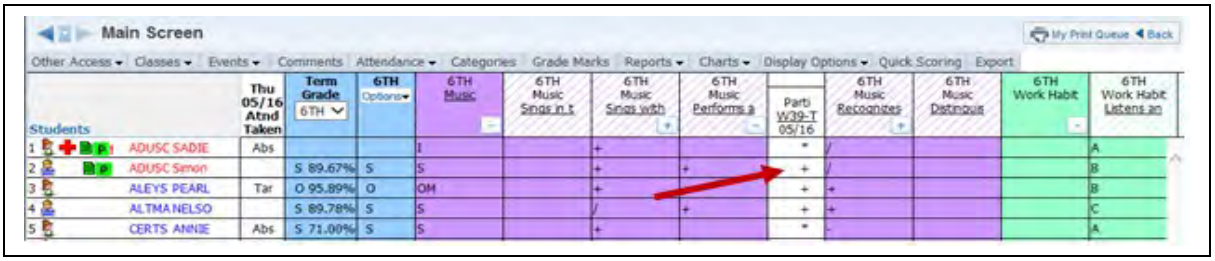
Restore Deleted Events allows you to view a listing of all deleted events for the selected class. You can restore the event(s) that were deleted intentionally or by mistake. Previously-entered student scores for the deleted event will also be restored.



The Deleted Events screen displays all previously-deleted events for the class. You can view the event scores by highlighting the event and clicking **View Details**.

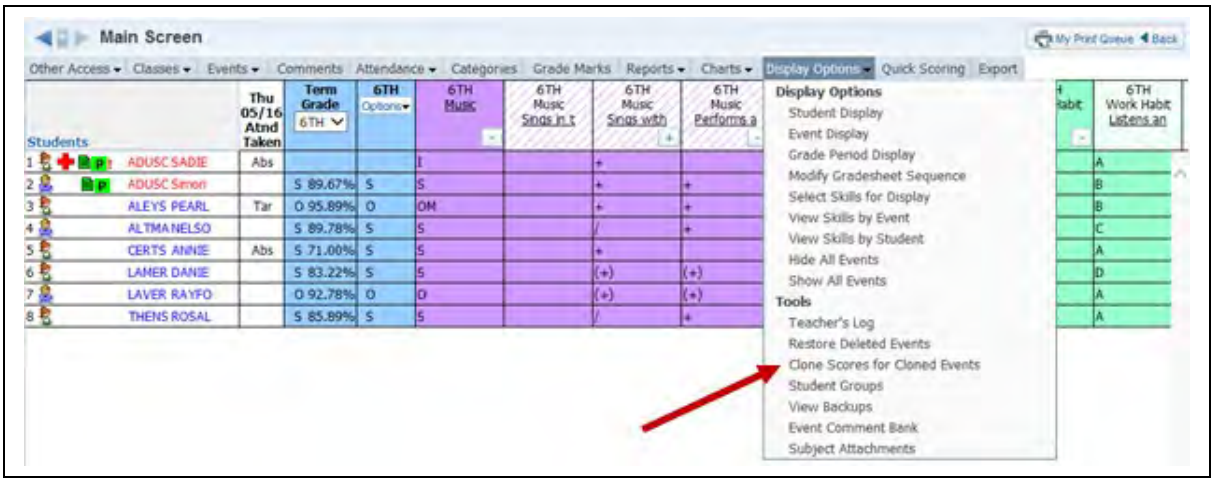


Review the selected event detail and scores. Click **Restore Event** to add the event and scores back into the Gradebook.

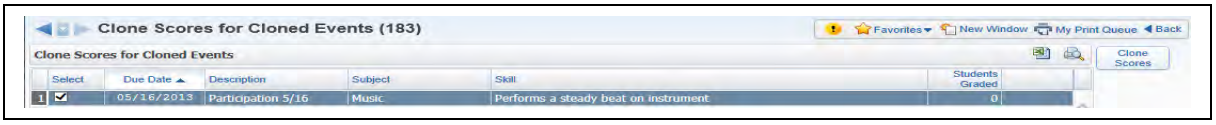


The event and scores have been restored to the Gradebook.

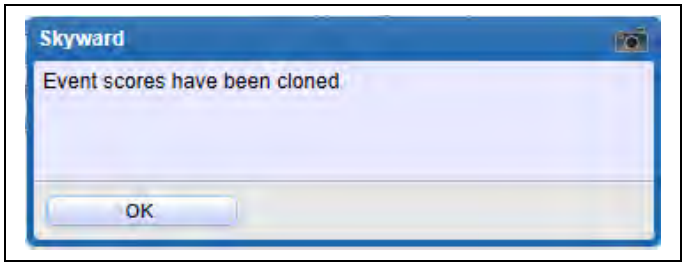
Clone Scores for Cloned Events



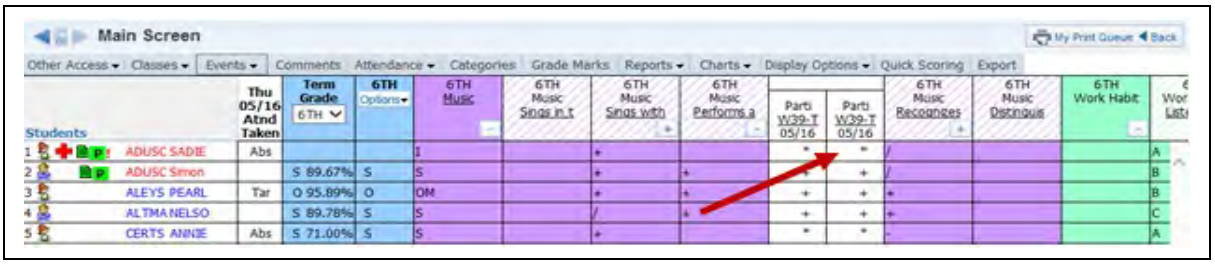
The Clone Scores for Cloned Events option allows the teacher to copy scores from events that were cloned without a grade.



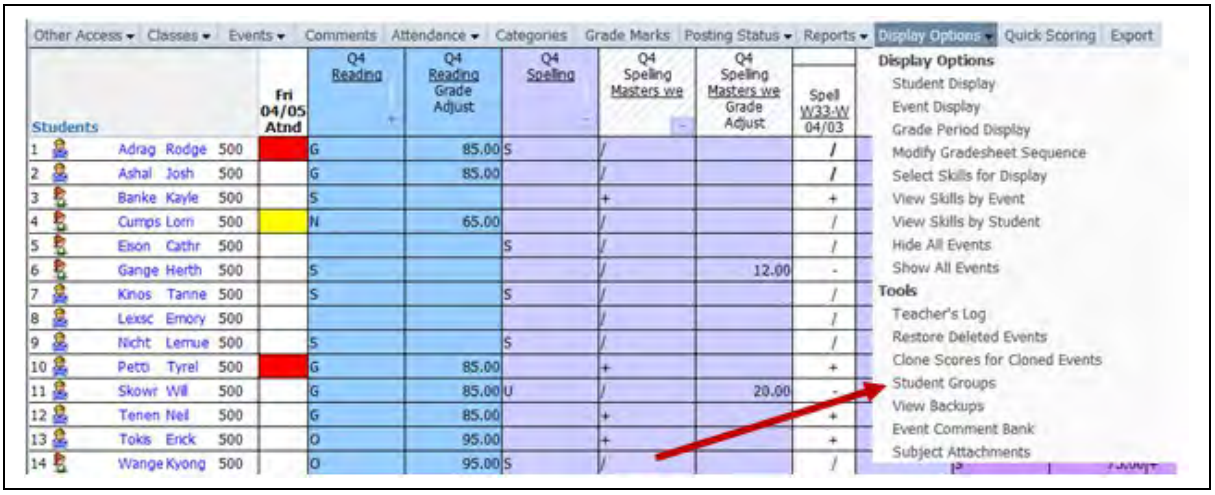
Check the box(es) if you would like to clone scores for certain cloned events. Click Clone Scores.



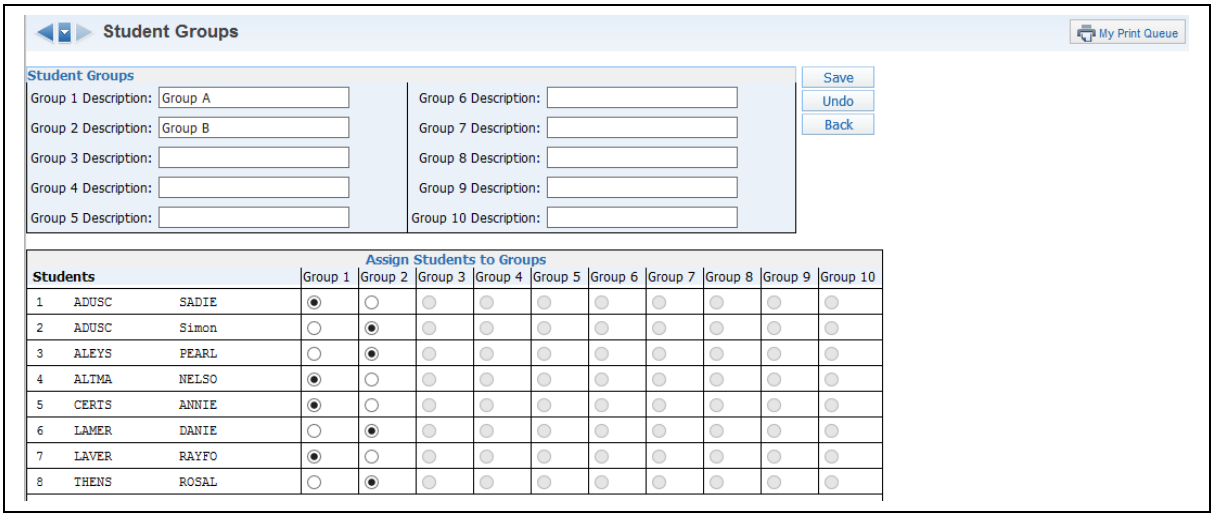
This notification appears. The scores have been cloned to the gradebook.



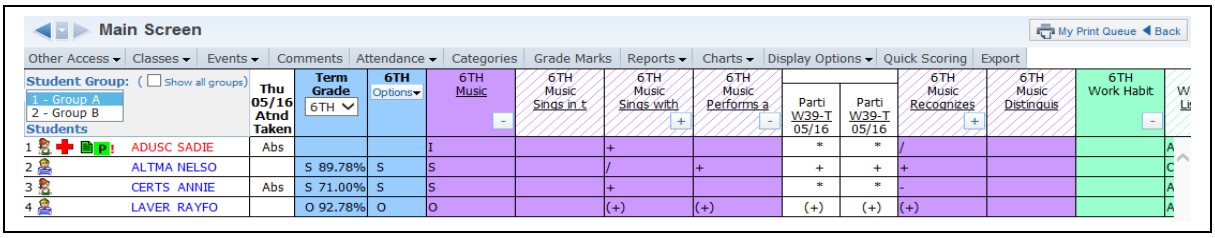
Student Groups



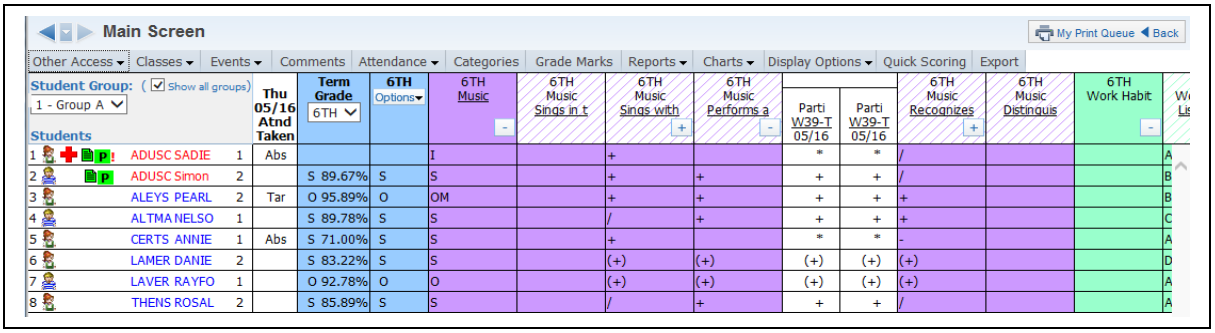
The Student Groups option allows you to place students in the class into a maximum of ten possible groups based upon separate learning and/or grading situations. Separate events can be created for each Student Group. This should not be used if students will be switching groups because it is hard to move students from one Student Group to another. You can move a student to a new Student Group only if all events match or all scores for events have been removed.



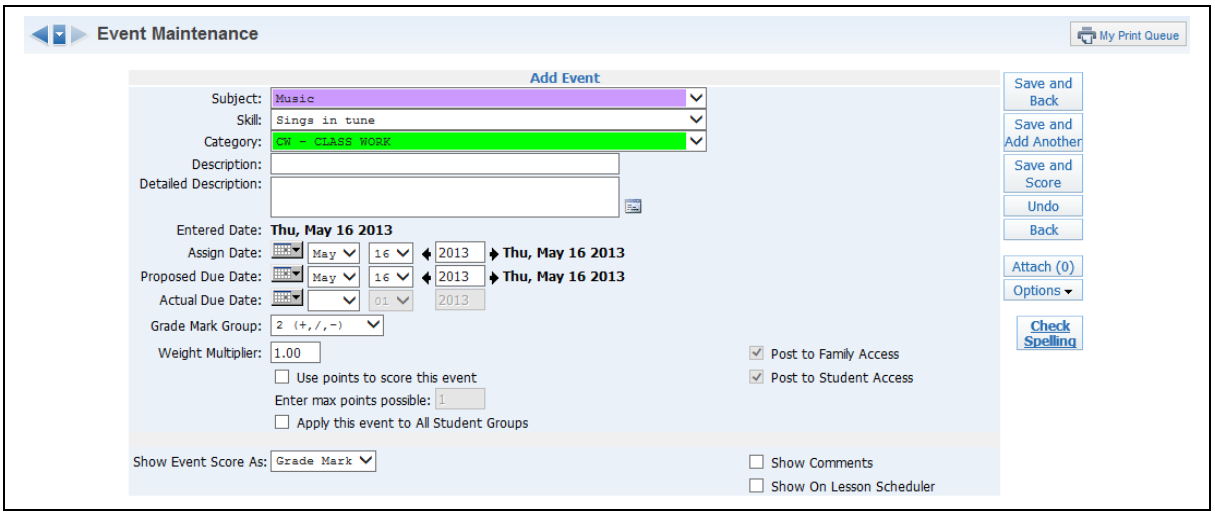
Step 1 – Enter the group names in the Group Descriptions.
Step 2 – Identify the group to which students belong to by selecting the appropriate radio button under the column heading for that group. After all students have been assigned a Student Group, click **Save**.



You are now operating two Gradebooks within a single Gradebook. The Gradebook Main screen will now display students based on their student group.



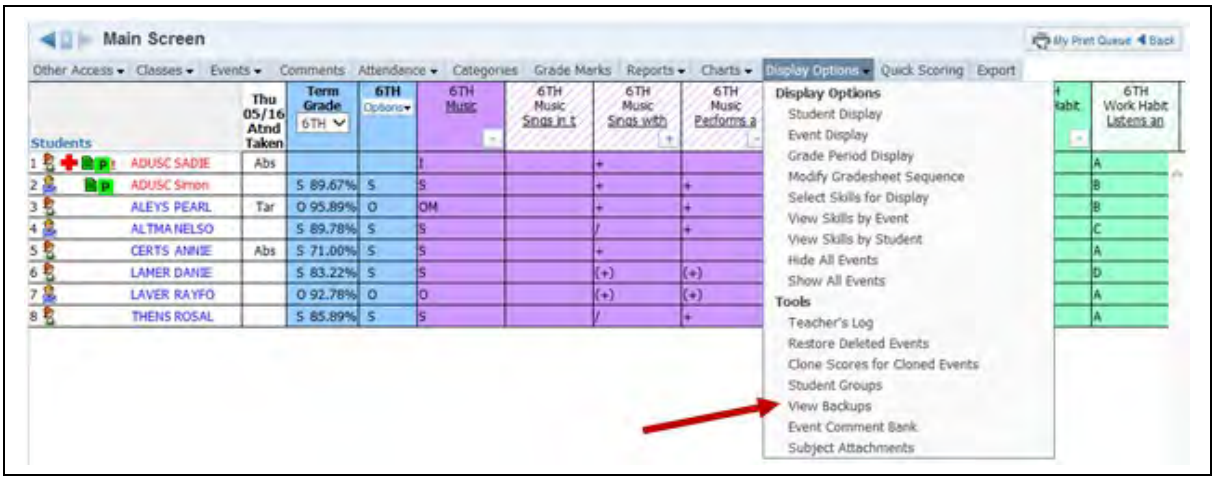
You can choose to **Show all groups** on the Gradebook Main screen. The number to the right of the student's name shows the student group number.



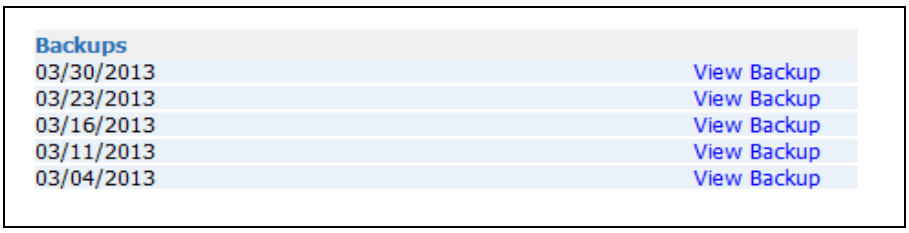
Events can be created for the specific student group that is currently being viewed in the Gradebook. These events will not appear for other groups on reports or in Family/Student Access.

After you set up student groups, a new option of **Apply this event to All Sudent Groups** appears on the Add Event screen.

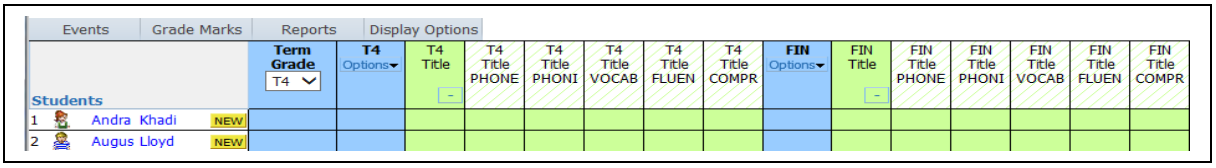
View Backups



View Backups allows you to view a snapshot of what the Gradebook looked like at a specific time. You cannot restore the Gradebook from this backup. Do not worry if you do not see a backup! Your Gradebooks are always backed up when the entire Skyward database is backed up.



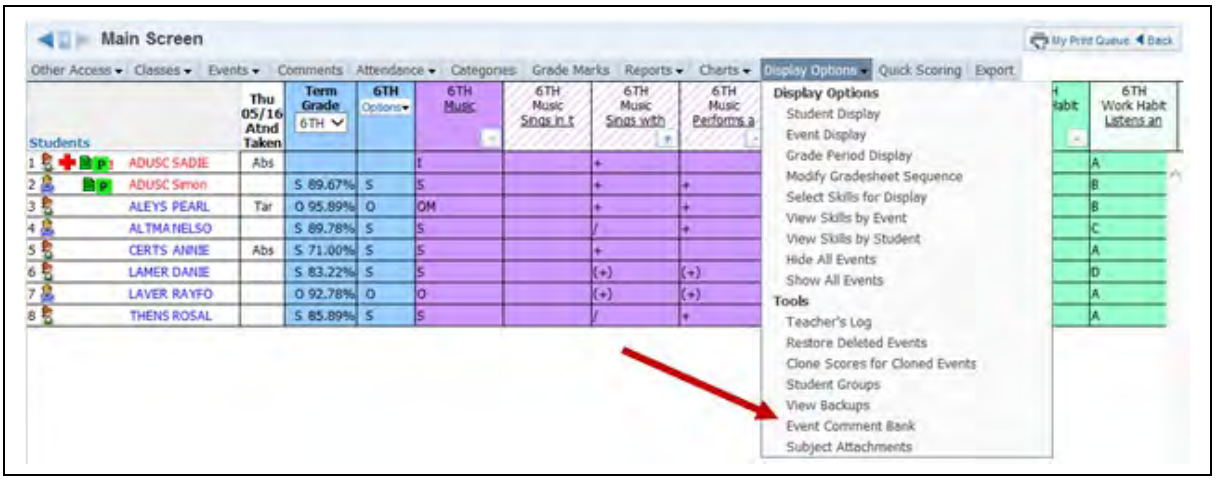
After selecting **View Backups**, you see a list of the Backups created and the date created. Click **View Backup** to see the Gradebook information at the time the Backup was created.



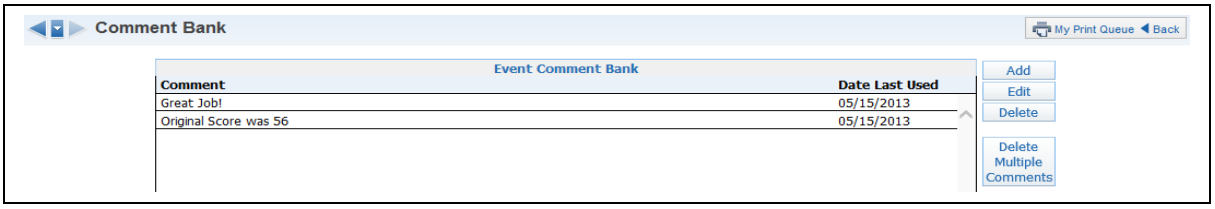
The screen displays a snapshot of what the Gradebook looked like as of that specific date. Events and grades would display, if entered.

- Events – Displays the List Event screen so you can view the events.
- Grade Marks – Displays a view-only screen of the Grade Marks being used in the Gradebook.
- Reports – The following reports are available: Grade Sheet Report, Progress Report, Event Listing, Skill/Event Listing, Event Master Report, Standards Report Card, Custom Report Card, Missing Events, Progress Detail Report and Online Event Analysis Report.
- Display Options – The following display options are available: Student Display, Event Display, Grade Period Display, Modify Gradesheet Sequence and Teacher's Log.

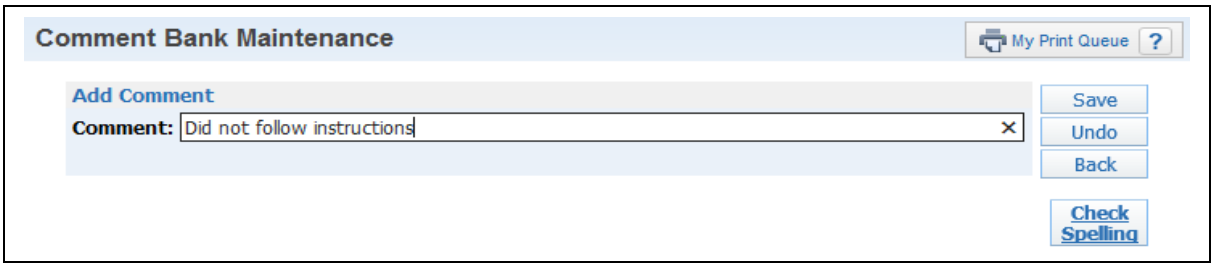
Event Comment Bank



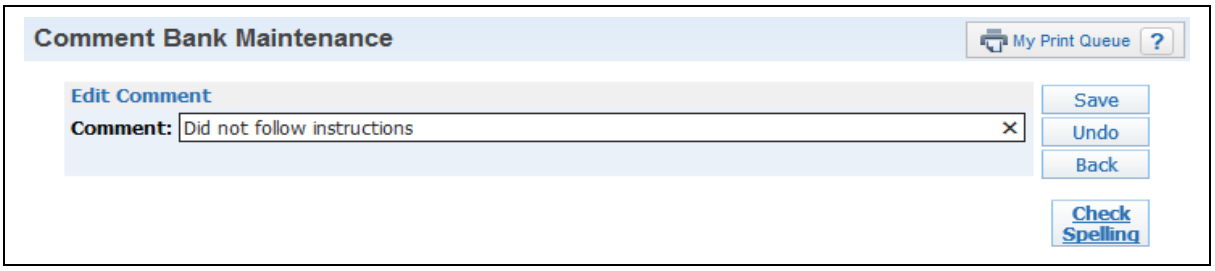
The Event Comment Bank displays and allows you to maintain the comments you attach to student events.



The Event Comment Bank displays the comments and the date each comment was last used.

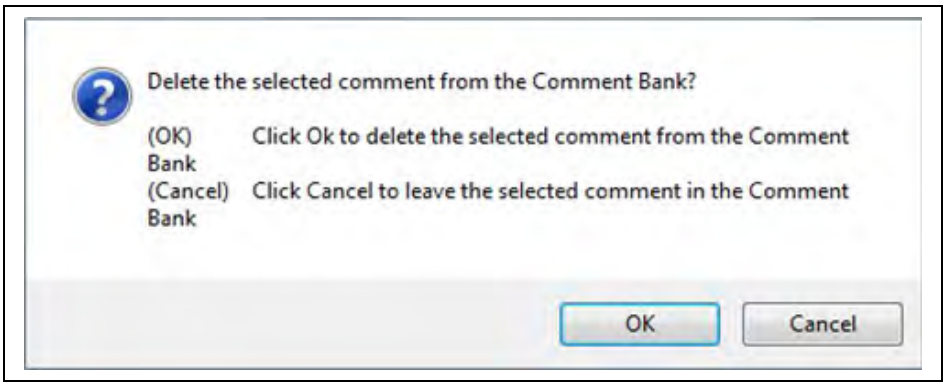


Add: Allows you to create a new comment that can be used when scoring an event.

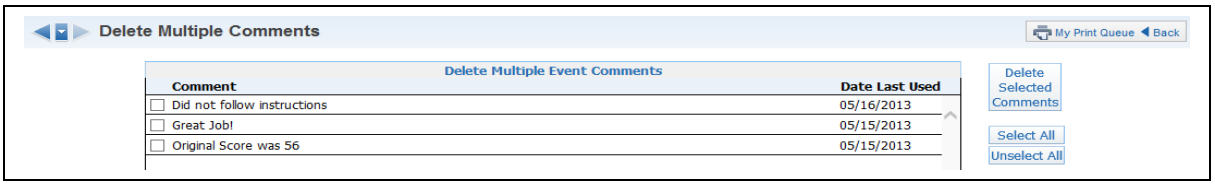


Edit: Allows you to make modifications to an existing comment. If you edit a comment, this will not change any existing comments attached to an event.

Delete: Removes a comment from the Event Comment Bank. Highlight the comment and click **Delete**. You receive the following pop-up message:

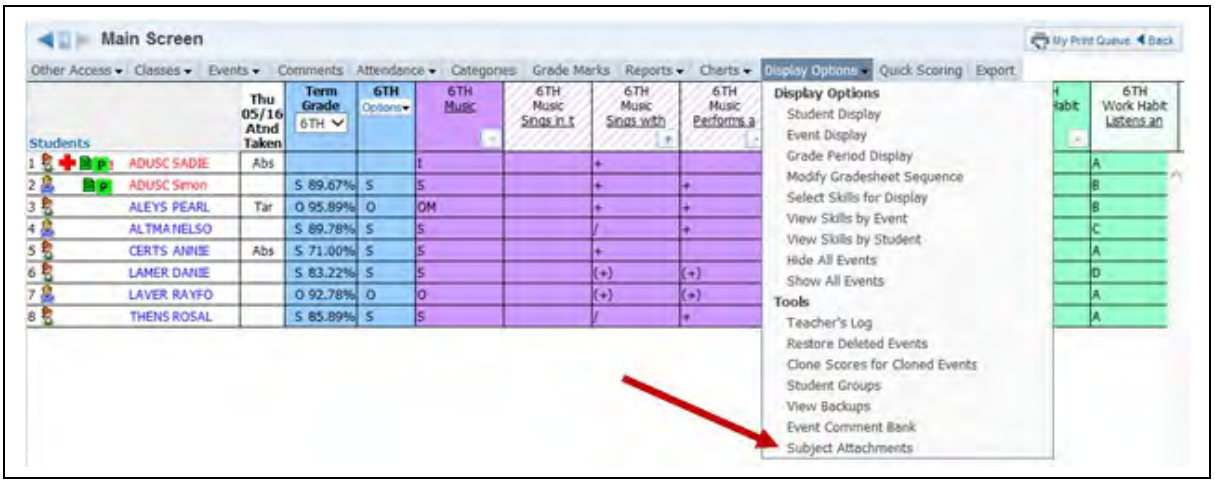


Click **OK** to remove the comment from the Comment Bank. By selecting Cancel, you keep the comment in the Comment Bank.
If you delete a comment from the comment bank, this will not delete the comment from a student's event. Deleting the comment simply means it will not be available for selection when entering future event comments.

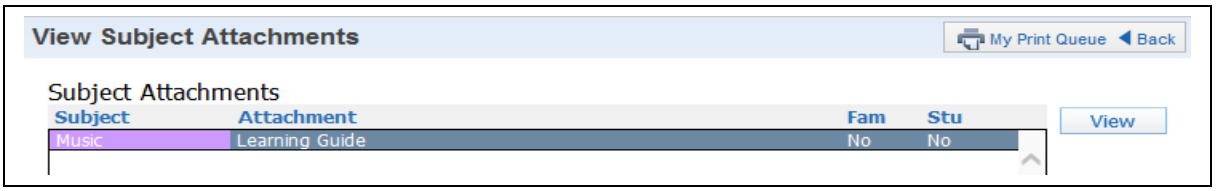


Delete Multiple Comments: Allows you to remove multiple comments from the Event Comment Bank.

Subject Attachments



The Subject Attachments option is a feature you can use to see any documents attached to different subjects set up by administrators.



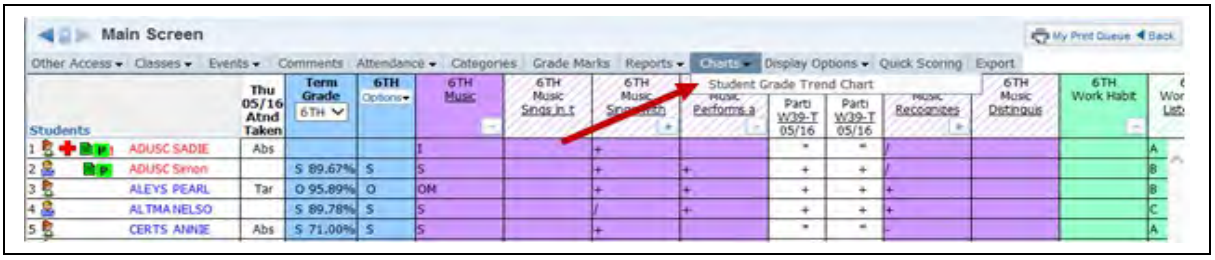
The attachments shown here are set up under the Academic Area for the subject by school administration. The Fam and Stu columns indicate whether this attachment is available in Family or Student Access. If you select View on the right side of the page, the system displays the selected attached document.

Charts

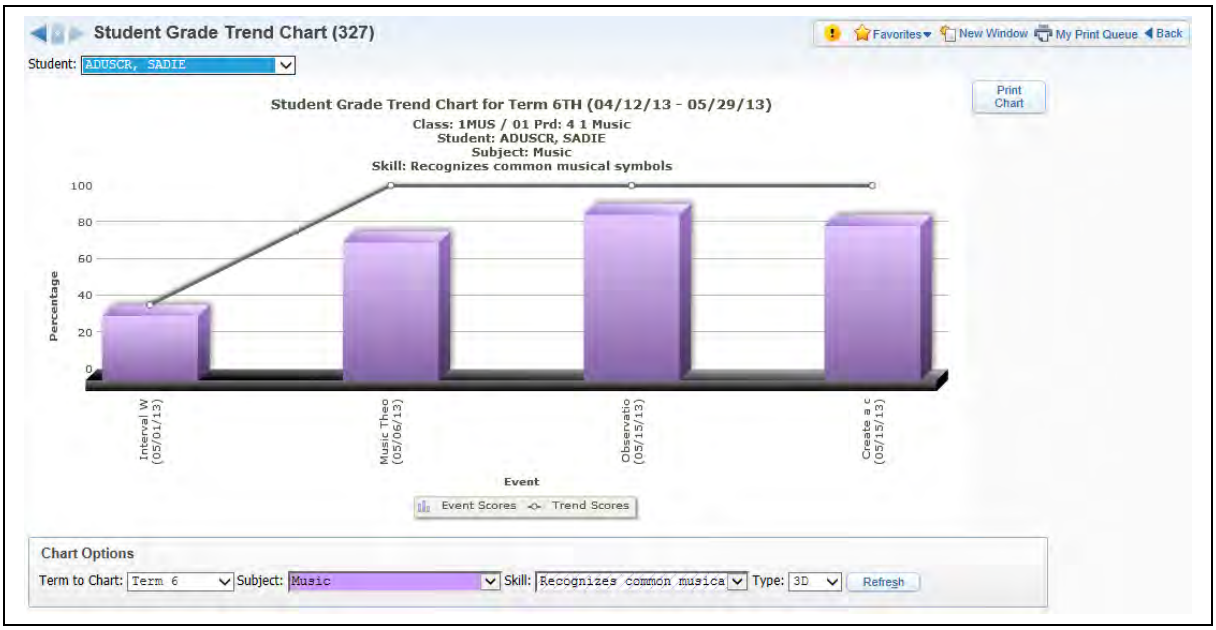
Student Grade Trend Chart

Student Grade Trend Chart

The Charts tab can be used when you want to graph student grade trends. Availability of this option is determined by the district Gradebook setup.



From the Gradebook Main screen, hover over the Charts tab. Click **Student Grade Trend Chart.**

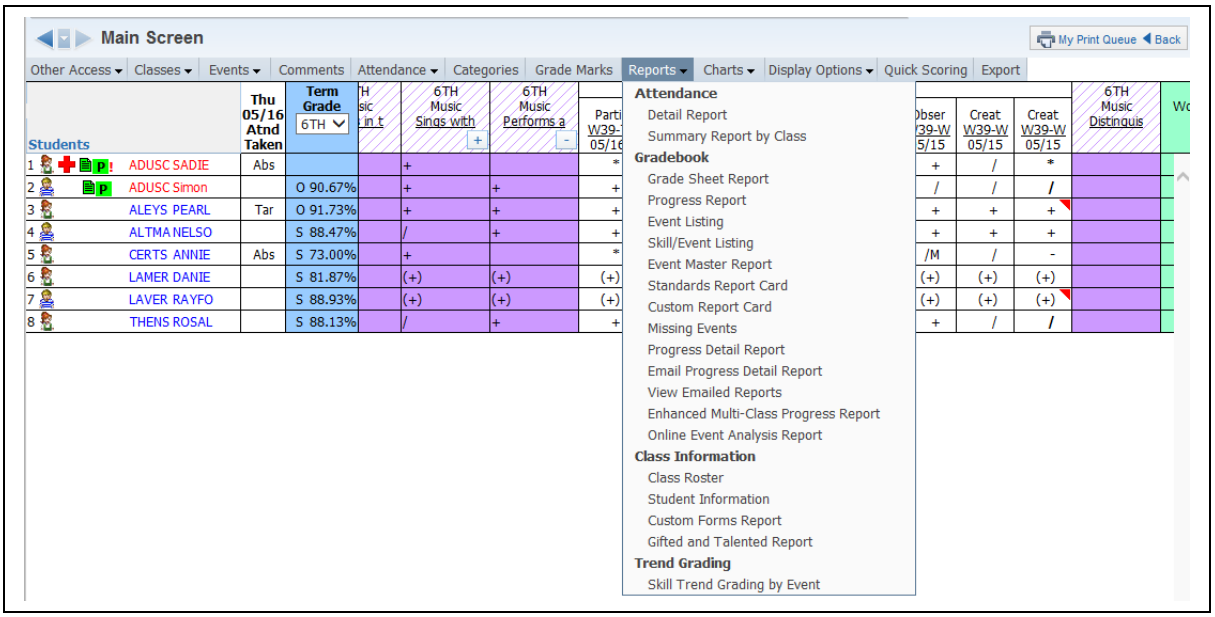


This is a sample Student Grade Trend Chart. This screen uses a bar graph to show the event scores in relation to the trend scores. The Chart Options allow you to determine the subject and skill information that will display.

Reports

Attendance
Detail Report
Summary Report by Class
Gradebook
Grade Sheet Report
Progress Report
Event Listing
Skill/Event Listing
Event Master Report
Standards Report Card
Custom Report Card
Missing Events
Progress Detail Report
Email Progress Report
View Emailed Reports
Enhanced Multi-Class Progress Report
Class Information
Class Roster
Student Information
Custom Forms Report
Gifted and Talented Report
Trend Grading
Skill Trend Grading by Event

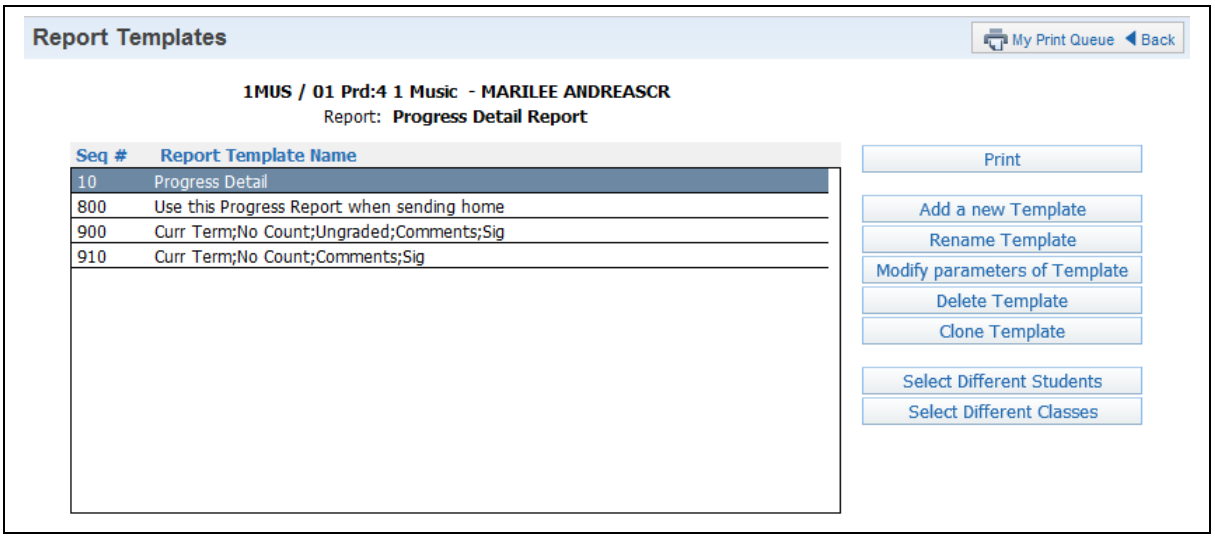
General Report Information



Gradebook Reports can be accessed in the following locations:

- Report tab in the Gradebook
- Individual Student Selection (clicking the name in the Gradebook)
- Reports for All Classes on the My Gradebook screen
- Reports in My Classes

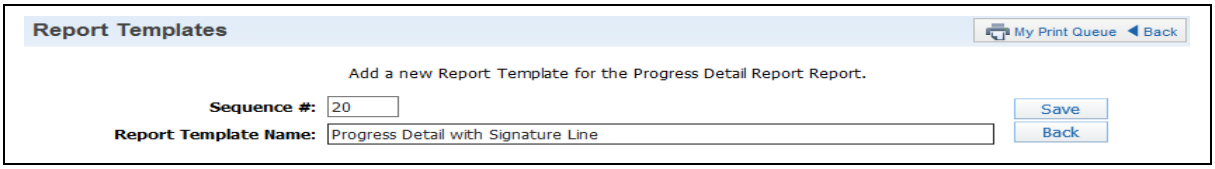
Any report that you generate will display on the screen first and then you can choose to send it to the printer. All of the reports are generated from a template. Many reports have a Skyward default template, but you also have the capability to create your own template for the report.



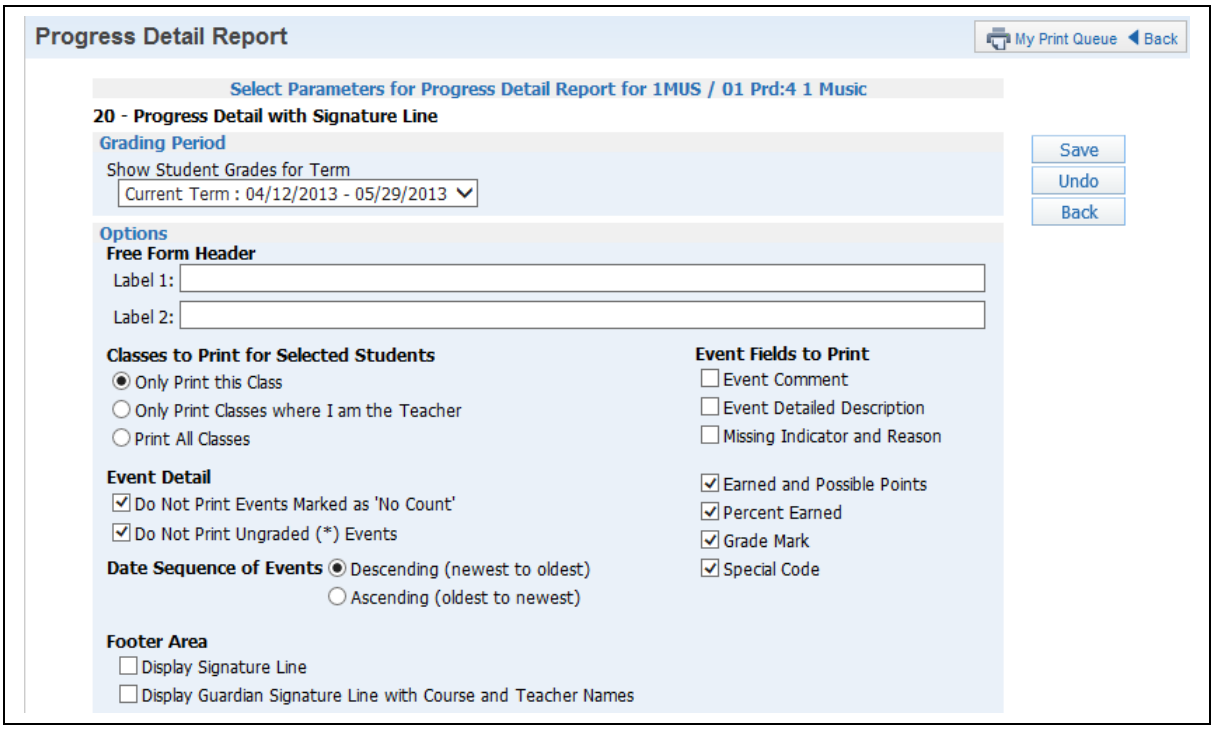
This is the screen you see after selecting a report. Each of the items you see listed is a separate template and has a unique sequence number. Sequence numbers beginning with 900 are Skyward-created templates, and no modification can be made to the template. Reports with a sequence number of 800 are templates created by administrators for the entity. Any report template beginning with 10 is a template you have created.

Print: Prints the information for the selected template. **Print** generatea information for the entire class.

Add a new Template: Allows you to select the information you want on the report.



After clicking **Add a new Template**, you need to enter the **Report Template Name**. This name will not print on the report itself. After you enter the report name, click **Save**.



You can then select options specifying the information on the report. We will cover all of the options for each specific report in this guide.

If you create a template in one Gradebook, that template will be available in all of your Gradebooks.

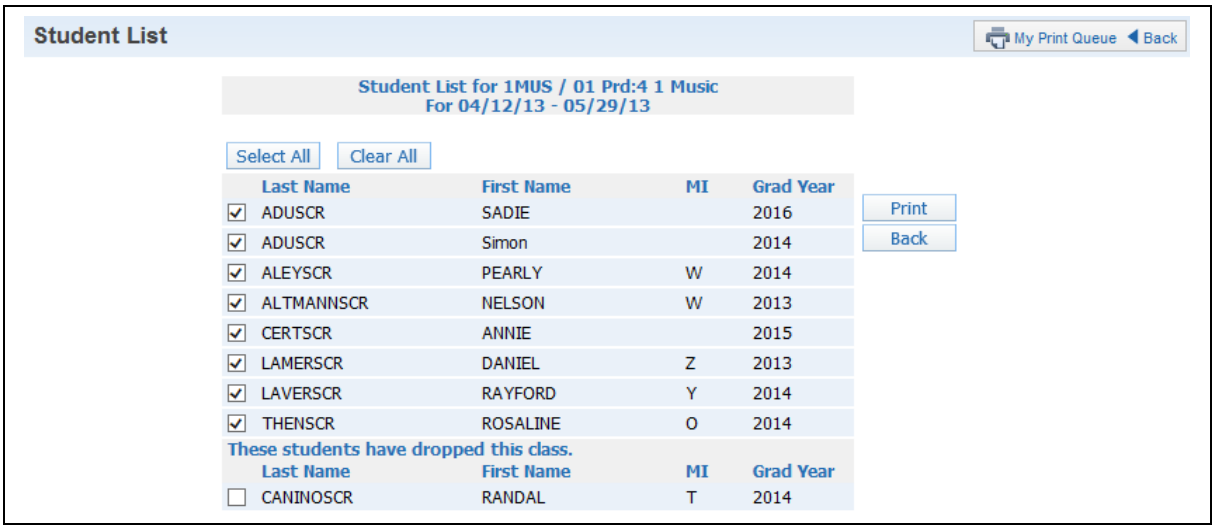
Rename Template: Allows you to modify the template's name. This option is available only for templates you create.

View Parameters of Template: Allows you to view what options have been selected for the template. This option is available only for 800 and 900 sequence templates.

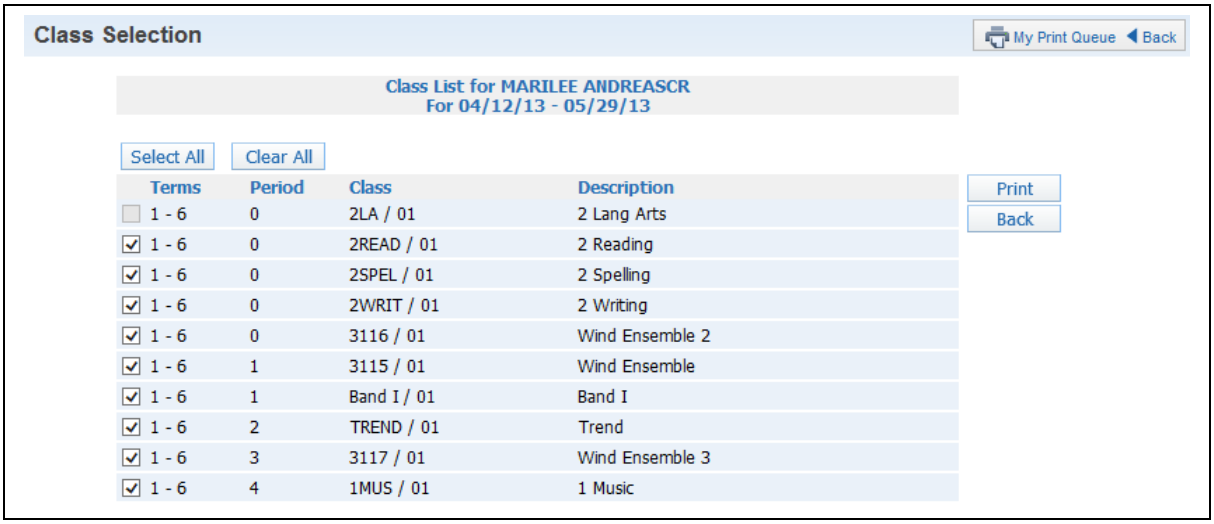
Modify Parameters of Template: Allows you to edit a template you created.

Clone Template: Allows you to clone a template to make it your own.

Delete Template: Allows you to remove a template. This option is available only for templates you create.



Select Different Students: Allows you to select the students who will print on the report. You have the capability to print the report for dropped students.

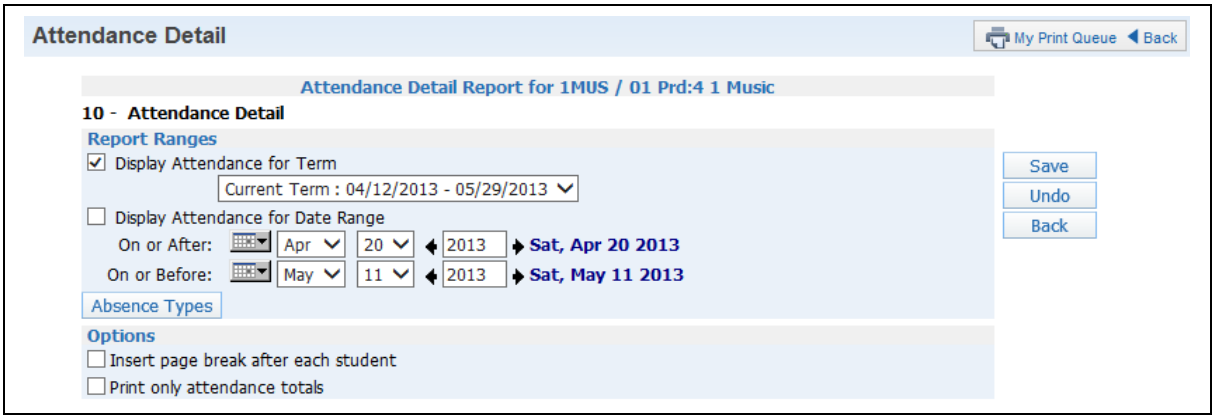


Select Different Classes: Allows to you generate the report for multiple classes

Attendance Reports

Detail Report

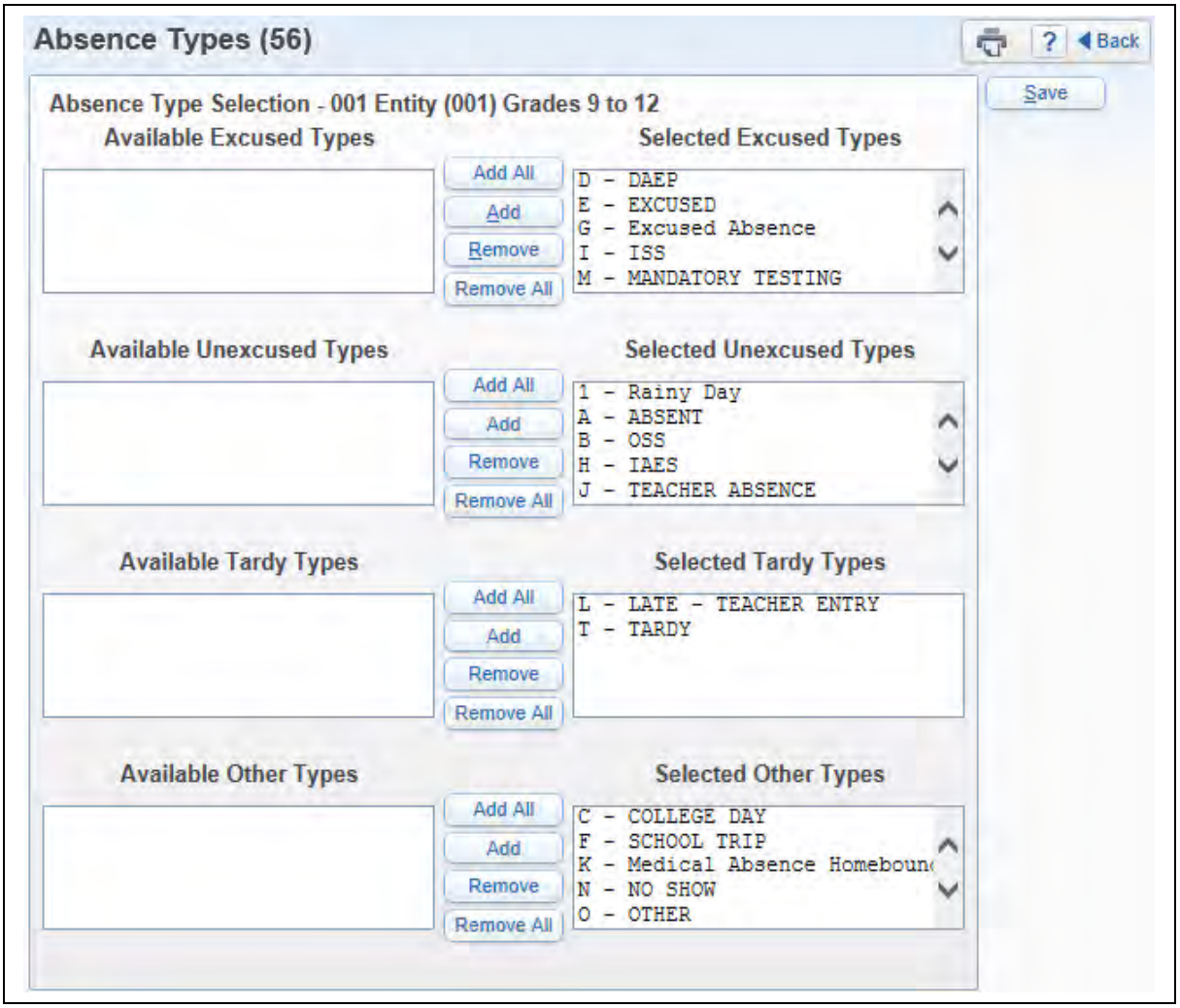
The Detail Report for attendance displays the days and periods that student was not in attendance. It also shows the breakdown for the absence categories of Excused, Unexcused, Tardy and Other.



Report Ranges: Choose to diplay attendance information for either a specific term or date range.

- **Display Attendance for Term:** Select the term for which you want to print attendance.
- **Display Attendance for Date Range:** Enter the specific date range for the attendance.

Absence Types: Verify the absence types you want to print on the report. The default selection is All absence types.

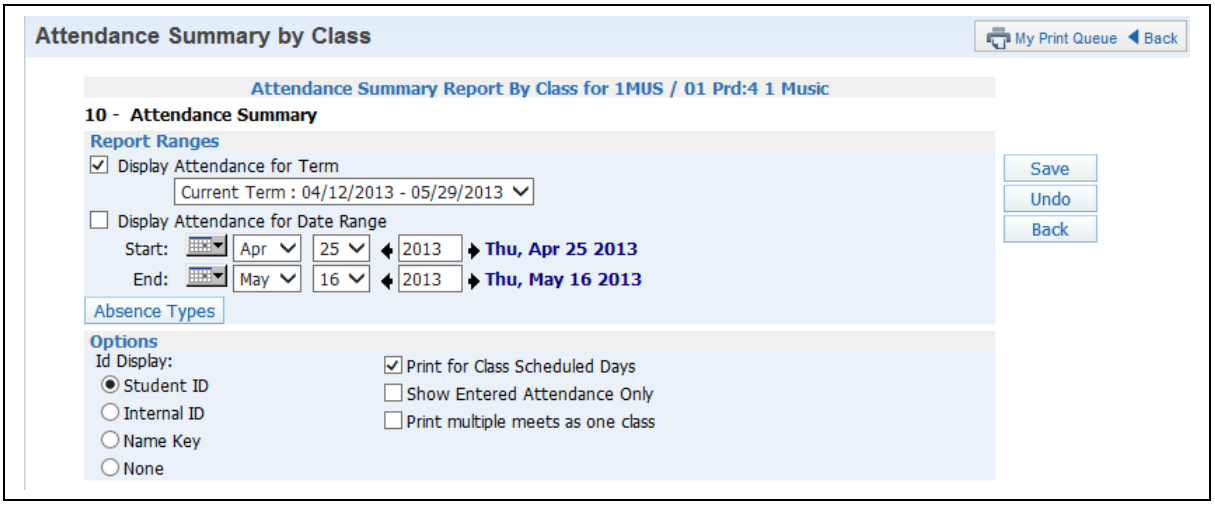


Options

- **Insert page break after each student:** This option provides a report for each student on a separate page.
- **Print only attendance totals:** This option shows only the number of times the student has each absence category of Excused, Unexcused, Tardy and Other.

Summary Report by Class

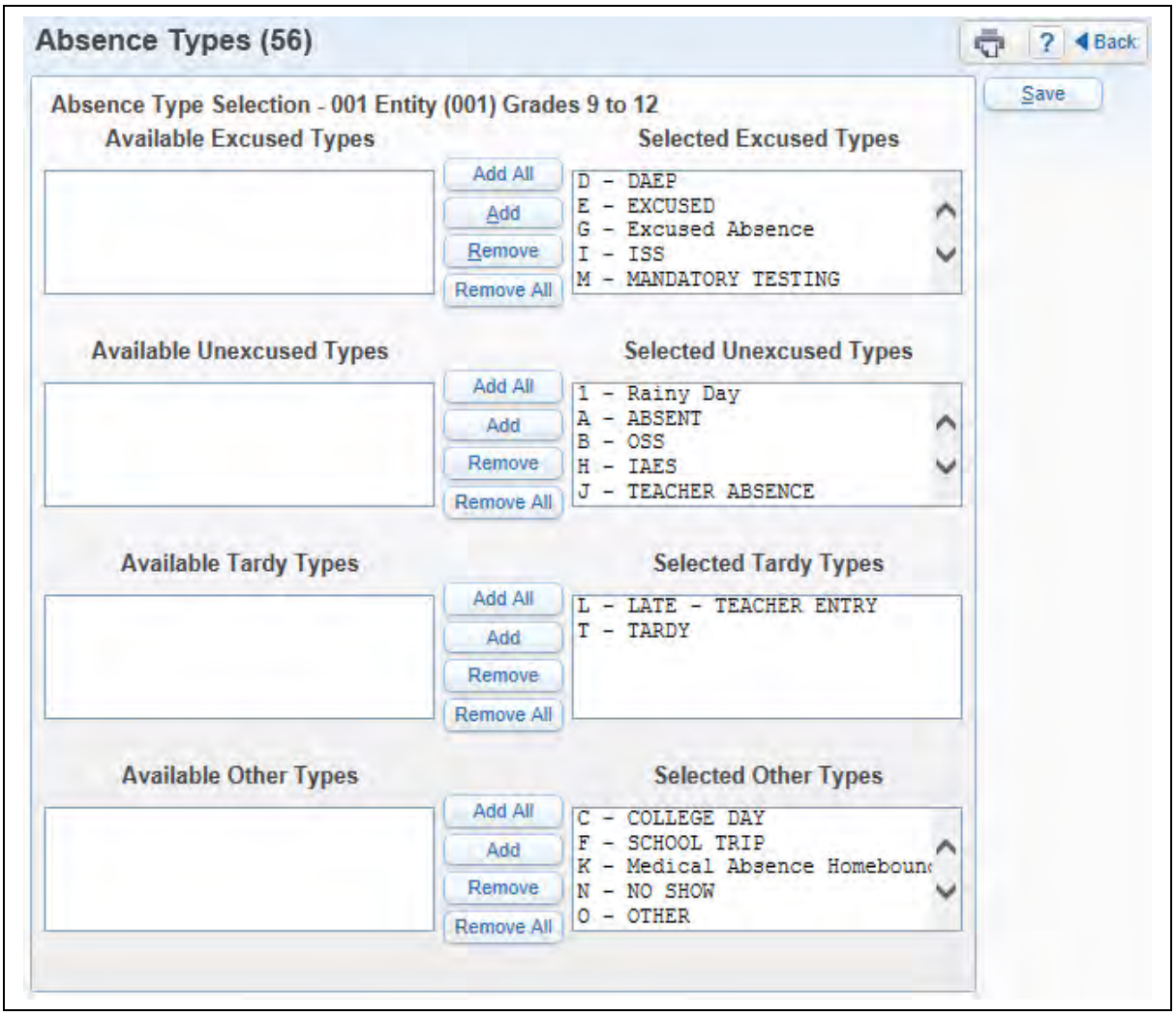
The Summary Report by Class shows an attendance breakdown by weeks for students in your class.



Report Ranges: Choose to display attendance information for either a specific term or a date range.

- **Display Attendance for Term:** Select the term for which you want to print attendance.
- **Display Attendance for Date Range:** Enter the specific date range for the attendance.

Absence Types: Verify the absence types you want to print on the report. The default selection is All absence types.



Options

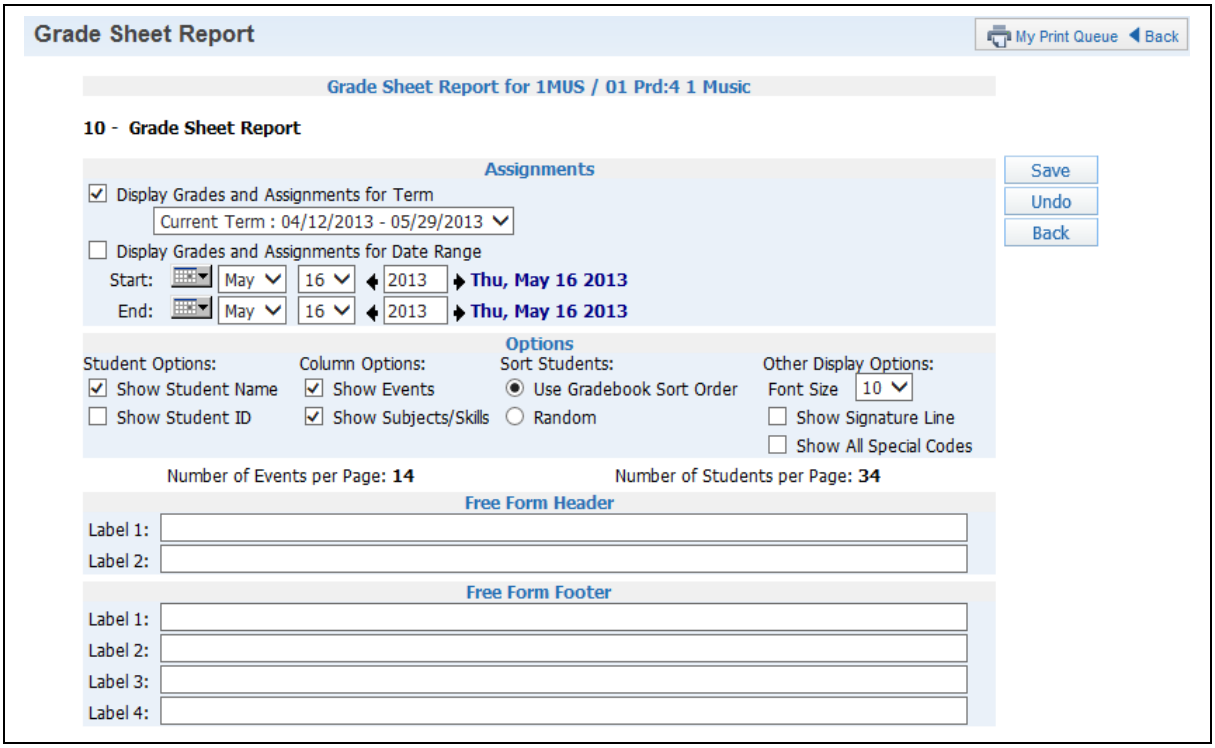
- **ID Display:**
  Student ID – ID set up by the district.
  Internal ID – ID that is given to the student by the programming automatically.
  Name Key – Every person entered into the database has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print for Class Scheduled Days** – Attendance displays for only the days the class is scheduled to meet.
- **Show Entered Attendance Only** – If you wish to display a + sign in the attendance columns when a student was present, leave this option unchecked. If you want to see indicators on the report only if the student has absence or tardy information entered, check Show Entered Attendance Only.

- **Print multiple meets as one class** – Multiple meets would be a class meeting for multiple class periods. (Example – Class meeting 1st and 2nd periods of the day would be a class that has multiple meets)

Gradebook Reports

Grade Sheet Report

The Grade Sheet Report prints a spreadsheet-like display of events, subject/skills, and scores along with a Subject/Skill/Events Legend. This report can be used as a hard copy of the Gradebook. The report can also be run as a blank grid with the student's name displaying in the left-hand column of the report. The blank grade sheet report can be generated using Skyward Templates 930, 940, and 950.



Assignments: Choose to display assignment information for either a specific term or adate range.

- **Display Grades and Assignments for Term:** Select the term for which you want to print grade information.
- **Display Grades and Assignments for Date Range:** Enter the specific date range for the grade information.

Student Options: Choose whether you want the student's name and/or student ID to display on the report

- **Show Student Name**
- **Show Student ID**

Column Options: Select events, subjects/skills, or both to display on the report.

- **Show Events**
- **Show Subjects/Skills**

Sort Students: Choose whether you want the students to display in random order or in the order displayed in the Gradebook. If you intend on posting this report in a public location and

need to maintain grade confidentiality, select to sort students in random sort order while showing only the student ID.

- **Use Gradebook Sort Order**
- **Random**

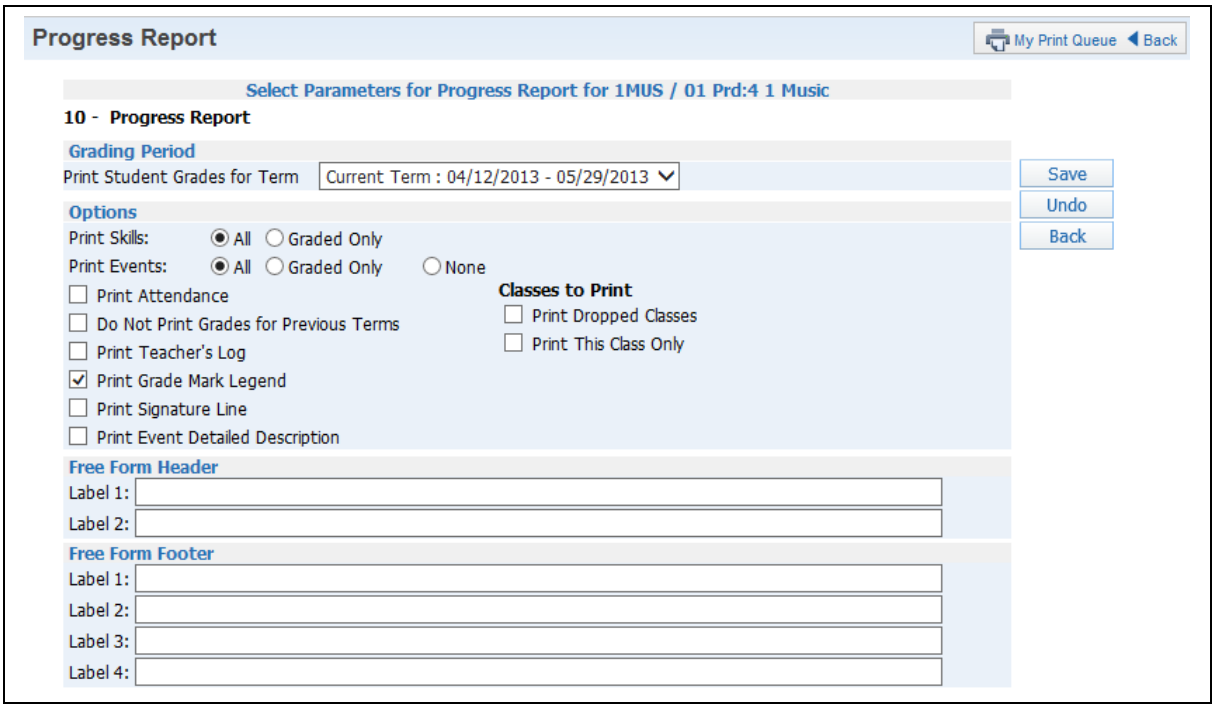
Other Display Options:

- **Font Size** – Select from the drop-down menu to change the print size to either 10, 12 or 14 pt.
- **Show Signature Line** – Adds a space to the report to allow for a signature.
- **Show All Special Codes** – If the Student has a special code for the event, it will display that code on the report.

Free-Form Header/Footer: Provides space to allow the entry of additional information as needed to the report.

Progress Report

The Progress Report is an individualized report that can show a student's current subject, skills and/or event grades. The report can be sent home with students during progress time, at midterm, or any time throughout a term to give parents an idea how the student is performing in his/her classes.



Grading Period: Select a Grading Period for the report to display.

Print Skills:

- **All** – Select this to print both graded and non-graded skills.
- **Graded Only** – Select this to print on the report only skills with grades.

Print Events:

- **All –** Select this to print both graded and non-graded events on the report.
- **Graded Only –** Select this to display only events with scores in the gradebook.
- **None –** Select this if you do not want events to print on the report.

Print Attendance: Select this to print the student's attendance records on the report.

Do Not Print Grades for Previous Terms: Allows you to suppress past grades from previous terms from displaying. With this option selected, only the grades within the term selected for the report will print.

Print Teacher's Log: Allows you to print the teacher's log on the report.

Print Grade Mark Legend: Select this option to print a legend showing the grade marks used for the course.

Print Event Detailed Description: Allows detailed description of events to be displayed on the report.

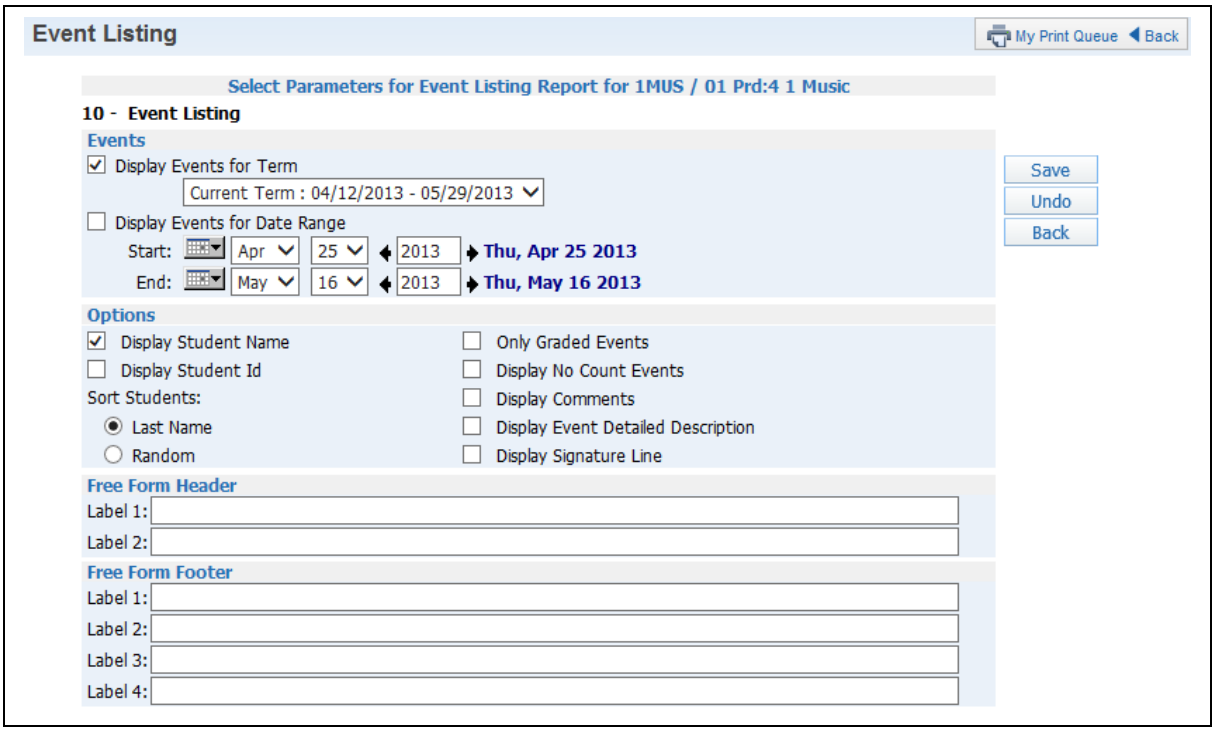
Classes to Print:

- **Print Dropped Classes** – Select this to print a student's dropped classes.
- **Print This Class Only** – The report prints for multiple classes by default. Select this option if you want to print information for only the course listed at the top of the template

Free-Form Header/Footer: Provides space for entry of additional information as needed.

Event Listing

The Event Listing Report displays the events created for the class and the subject/skills to which the events relate. The report also shows the event grades for the student.



Events: Choose to display event information for either a specific term or a date range.

- **Display Grades and Events for Term:** Select the term for which you want to print event/grade information.
- **Display Grades and Events for Date Range:** Enter the specific date range for the event/grade information.

Student Options: Choose whether to include the student's name and/or student ID on the report

- **Show Student Name**
- **Show Student ID**

Sort Students: Choose whether you want the students to display in random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, choose to sort students in random sort order while showing only the student ID.

- **Use Gradebook Sort Order**
- **Random**

Only Graded Events: Select this to display only graded events on the report.

Display No Count Events: This option includes events marked as no count.

Display Comments: Display the student's event comments on the report.

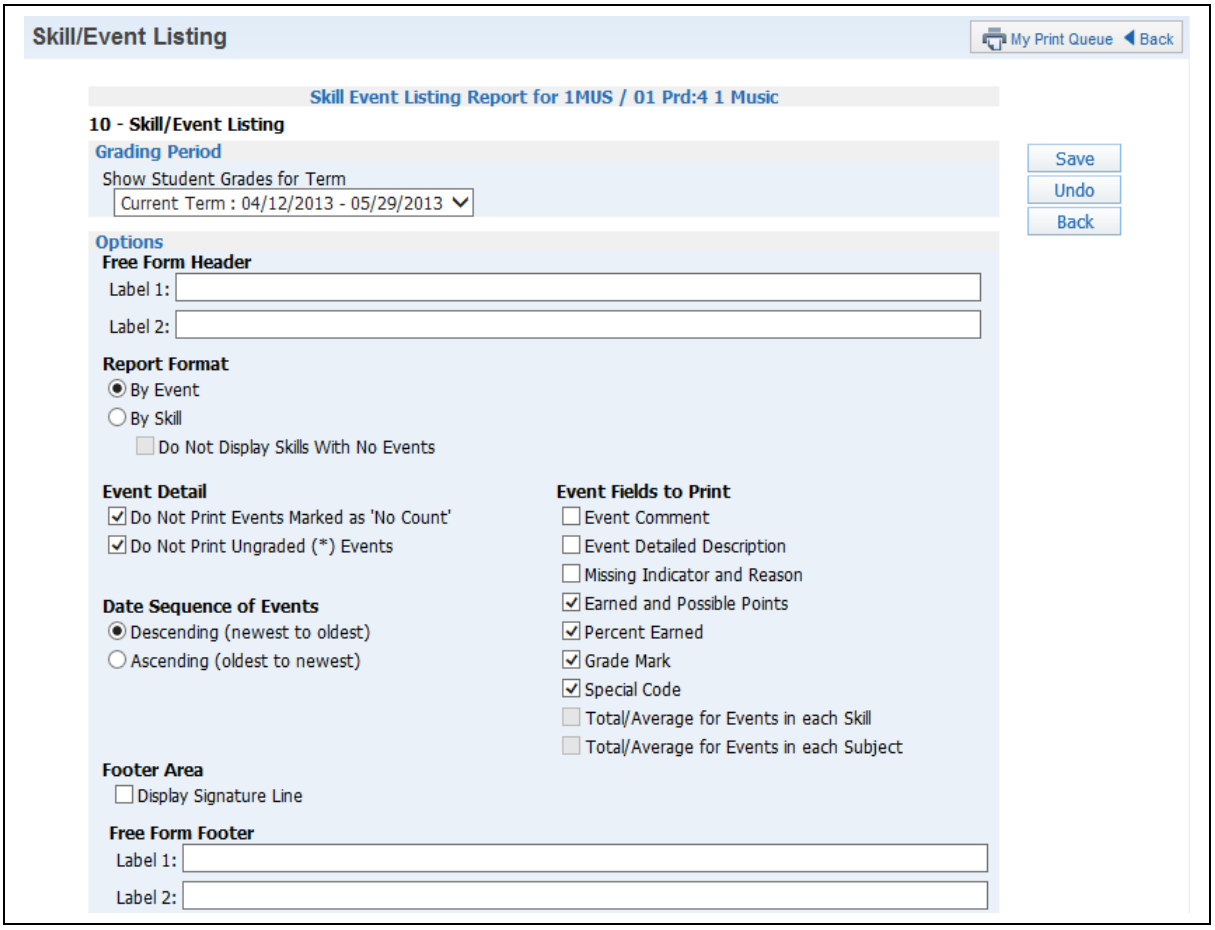
Display Event Detailed Description: Detailed descriptions of the events will be printed on the report.

Display Signature Line: Add a space to the report to allow for a signature.

Free-Form Header/Footer: Allows entry of additional information as needed on the report.

Skill/Event Listing

The Skill/Event Listing report prints the events and skills for a class. You also have the capability to print the skill grades on the report.



Grading Period: Select the Grading Period for the report to display.

Report Format:

- **By Event –** Select this option to list information by Event with subject information listed below.
- **By Skill –** Select this option to sort events by Skill.
    - **Do Not Display Skill With No Events –** Select this to not print Skills that do not have an Event.

Event Detail:

- **Do Not Print Events Marked as 'No Count' –** The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events –** Events for the student that have not yet been graded will not display on the report.

Date Sequence of Events: Determines how you want the events sorted.

- **Descending**
- **Ascending**

Event Fields to Print:

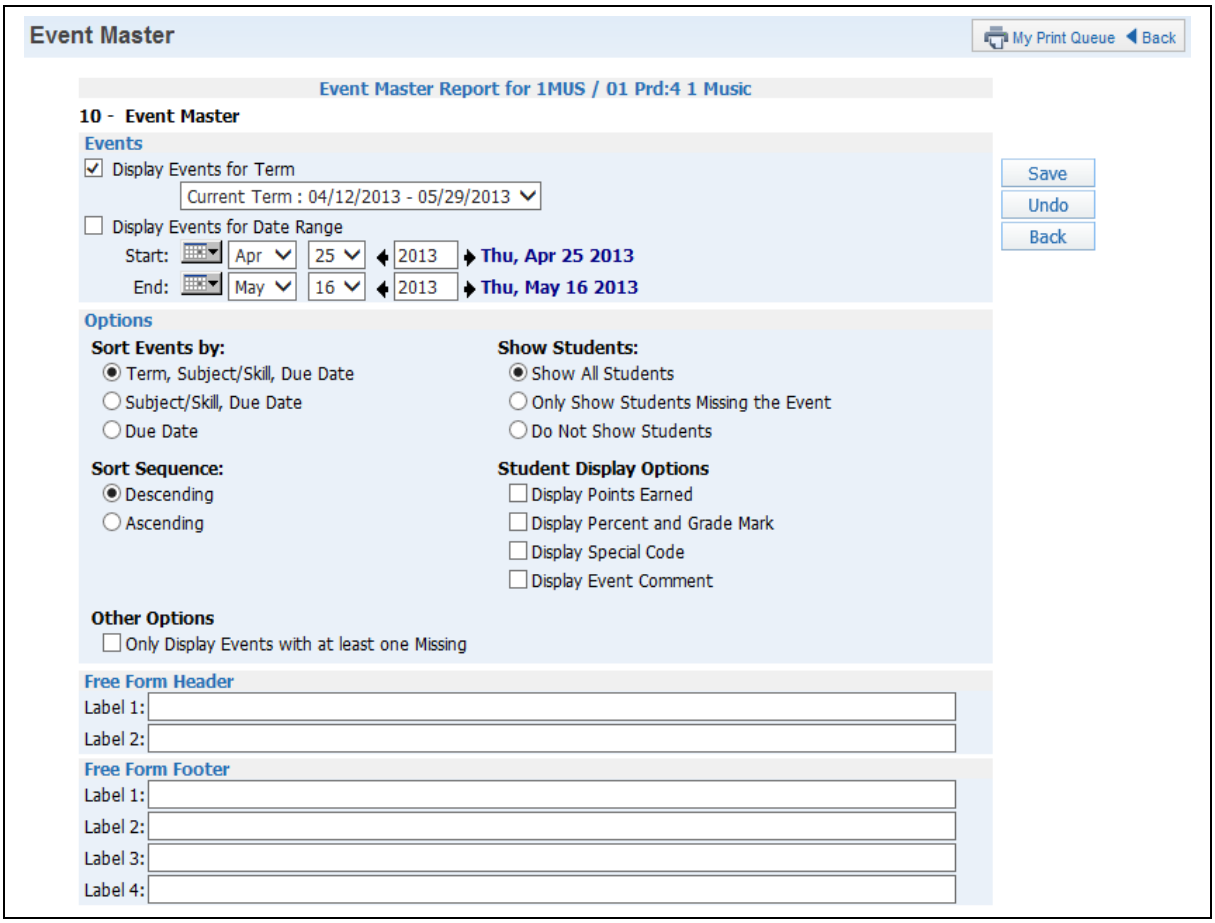
- **Event Comment –** Display the student's event comments on the report.
- **Event Detailed Description –** Print detailed descriptions of the events on the report.
- **Missing Indicator and Reason –** Indicate that an event is marked as missing. If the event is not graded, the option to Do Not Print Ungraded (*) Events must also be selected.
- **Earned and Possible Points –** Display the points the student scored on an event and the maximum points value for the event.
- **Percent Earned –** Display the percentage earned by the student for the event.
- **Grade Mark –** Display the grade mark received for the event.
- **Special Code –** Print any special codes assigned to the event.
- **Total/Average for Events in each Skill –** Display the average the class received for the events for each skill.
- **Total/Average for Events in each Subject –** Display the average that the class received for the events for each subject.

Footer Area:

- **Display Signature Line –** Add a space to the report to allow for a signature.
- **Free-Form Header/Footer:** Allow entry of additional information as needed for the report.

Event Master Report

The Event Master Report lists all of the events that have been created for the class with various sort options. The report does not print by student but by event.



Events: Choose to display event information for either a specific term or a date range.

- **Display Events for Term:** Select the term for which you want to print event information.
- **Display Events for Date Range:** Enter the specific date range for the event information.

Sort Events by:

- **Term, Subject/Skill, Due Date –** Select this sort if you would like to view the report by term, then subject/skill, and then by due date.
- **Subject/Skill, Due Date –** Select this sort if you would like to view the report by subject/skill and then by due date.
- **Due Date –** This sorts the events by due date.

Sort Sequence: Determine how you want the events sorted.

- **Descending**
- **Ascending**

Show Students:

- **Show All Students –** Select this to display all students in the class.
- **Only Show Students Missing the Event –** Select this if you want to print only the students who have an event marked as missing.
- **Do Not Show Students –** Select this to not print students on the report.

Student Display Option:

- **Display Points Earned –** Select this option to print the students' scores for the event.
- **Display Percent and Grade Mark –** Select this to print the students' event percents and grade marks on the report.
- **Display Special Code –** Print any special code the students may have received for an event.
- **Display Event Comment –** Print the event comments on the report.

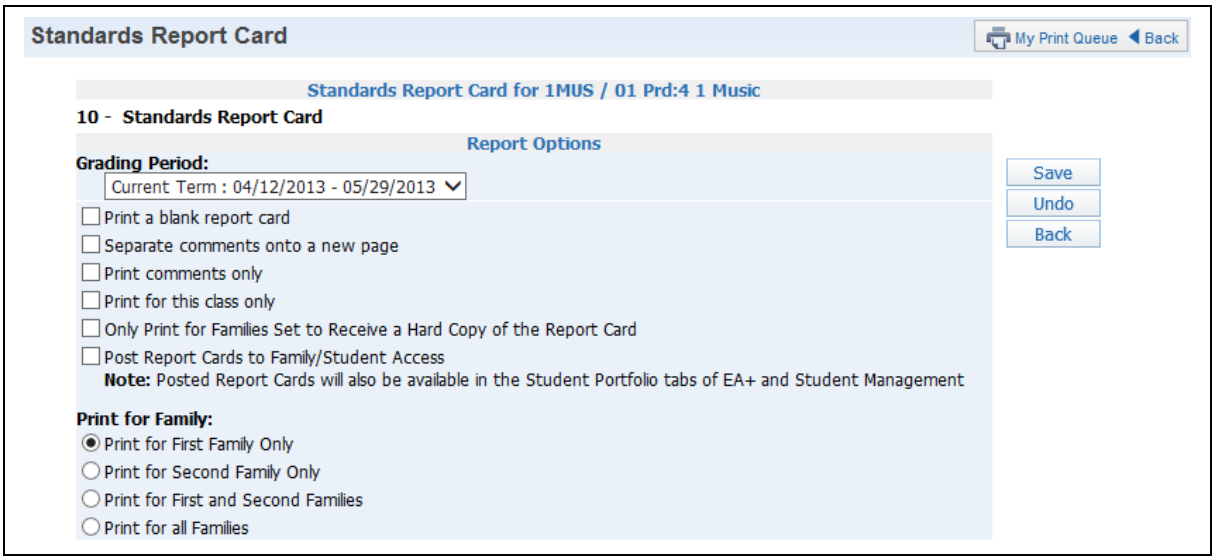
Other Options:

- **Only Display Events with at least one Missing –** Select this option to print only events that have a student marked as missing for the event.

Free-Form Header/Footer: Provides space to allow entry of additional information as needed on the report.

Standards Report Card

The Standards Report Card allows teachers to print a report card for students. The Standards Report Card prints grade information for all classes attached to the student.



Grading Period: Select an option as a range for the report card. The report card will print all grading periods completed up to the term selected.

Print a blank report card: Select this option to not print the student's grades, comments, or attendance. The report card will still display the subjects/skills for the classes.

Separate comments onto a new page: Select this option to print the comments posted for the term on a separate page.

Print comments only: The report card will print only comments. When this option is selected, the report will not display subjects/skills.

Print for this class only: Only the current class will print on the report card.

Only Print for Families Set to Receive Hard Copy of the Report Card: This option prints report cards for only the students where families have selected to receive a paper copy.

Post Report Cards to Family/Student Access: When this option is selected, the report cards will be viewable in Family/Student Access for students and parents. This option should be selected only when the report card has been finalized and is ready for display.

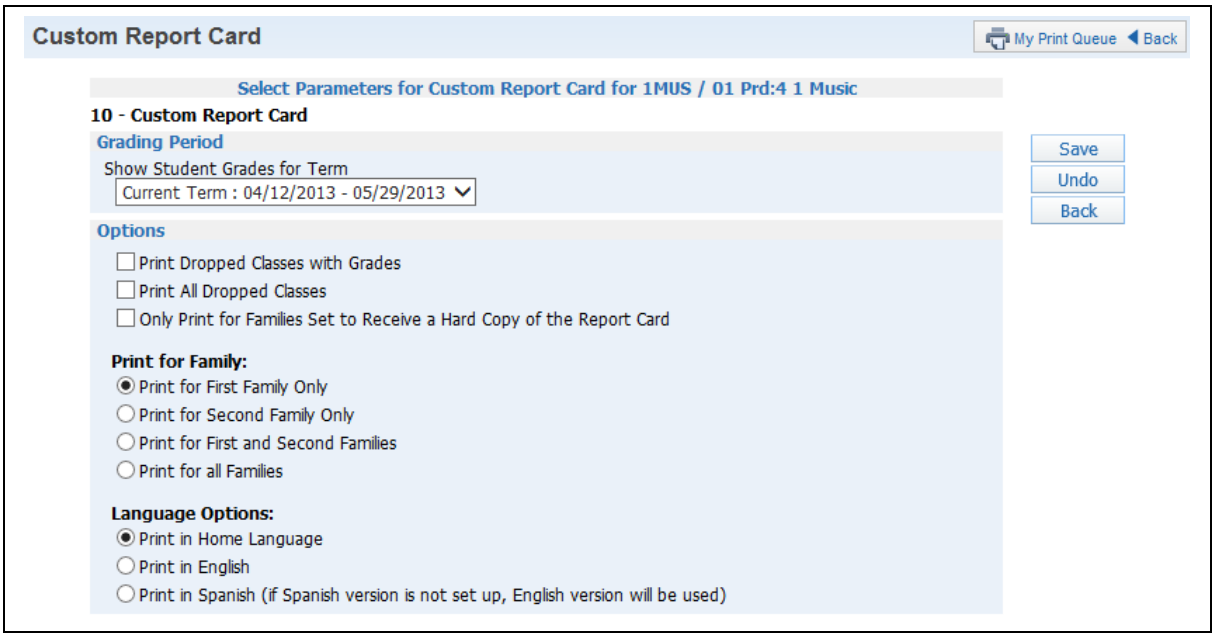
- **Overwrite Existing Report Cards to Family/Student Access for the selected Date Range –** Select this option to overwrite any previous report cards that were posted to Family/Student Access for the range selected.

Print for First Family Only:

- **Print for First Family Only –** Allows you to print a hard copy for only the student's primary family.
- **Print for Second Family Only –** Allows you to print a hard copy for only the student's second family.
- **Print for First and Second Families –** Allows you to print a hard copy for the 1st and 2nd family attached to the student.
- **Print for all Families –** Allows you to print a hard copy for all families attached to the student.

Custom Report Card

Custom Report Card allows teachers to print a report card that was set up and configured by the district.



Grading Period: Select a Grading Period to provide a range for the report card.

Options:

- **Print Dropped Classes with Grades –** Select this option to print the student's dropped classes only if there were grades attached.
- **Print All Dropped Classes –** Print all of the student's dropped classes regardless of there were grades assigned to the class.
- **Only Print For Families Set to Receive a Hard Copy of the Report –** Print only for families attached to the student that are marked to receive a hard copy.

Print for Family:

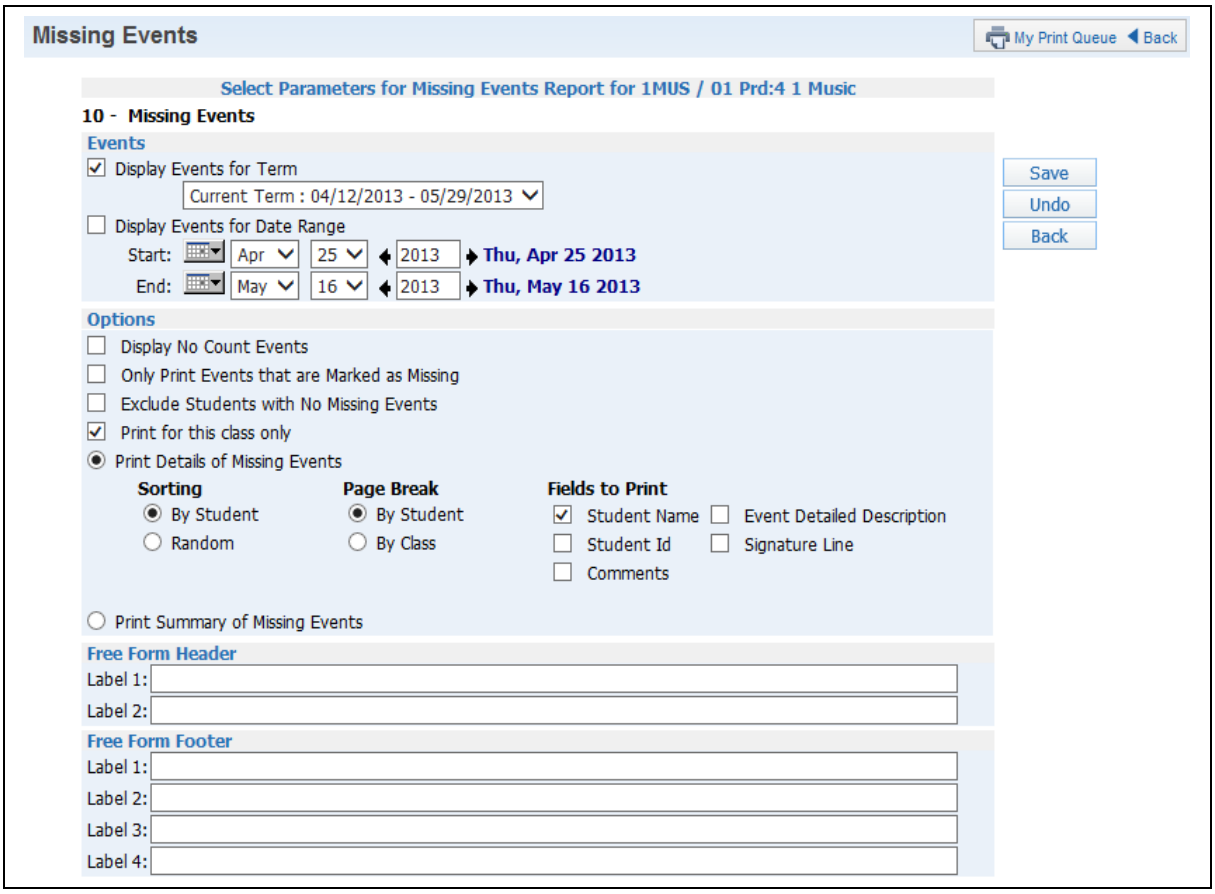
- **Print for First Family Only –** Prints a hard copy for the student's primary family.
- **Print for Second Family Only –** Prints a hard copy for the student's second family.
- **Print for First and Second Families –** Prints a hard copy for the 1st and 2nd family attached to the student.
- **Print for all Families –** Prints a hard copy for all families attached to the student.

Language Options:

- **Print in Home Language –** Prints the report card in either English or Spanish as determined by the student's assigned home language. The Spanish translation must be set up by an administrator in order to print.
- **Print in English –** Prints the report cards in English.
- **Print in Spanish (If Spanish version is not set up, English version will be used) –** Prints the Spanish version of the report card. The Spanish translation must be set up by an administrator in order to print.

Missing Events

The Missing Events report prints all events that are missing for a student. It can display missing events for all of the student's classes.



Events: Choose to display event information for either a specific term or date range.

- **Display Events for Term:** Select the term for which you want to print event information.
- **Display Events for Date Range:** Enter the specific date range for the grade information.

Options:

- **Display No Count Events –** Include Events marked as no count on the report.
- **Only Print Events that are Marked as Missing –** Include only events flagged as Missing on the report.
- **Exclude Students with no Missing Events –** Exclude students from the report if they do not have an event that is marked as missing.
- **Print for this class only –** Display the list of missing events for this class only. If not checked, prints the missing events in all classes.
- **Print Details of Missing Events –** Displays information for each missing event per student.

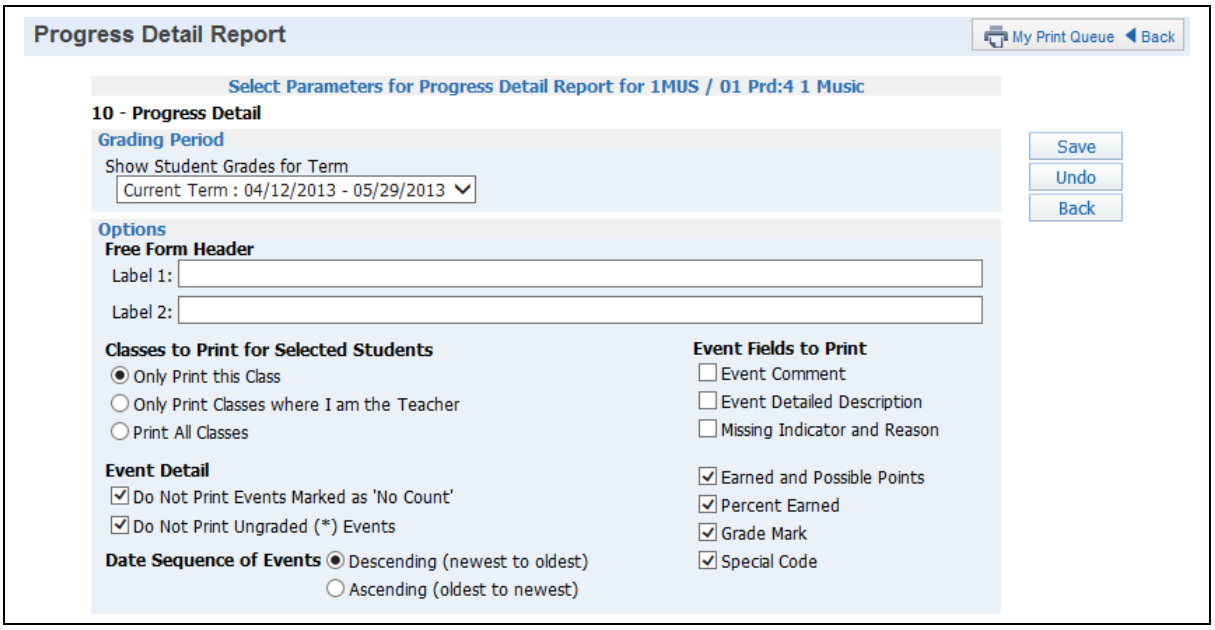
- **Sorting:** Choose to sort either by student or in random order. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort student in random sort order while showing only the student ID.
- **Page Break:** Choose this to create a new page by student or Class.
- **Fields to Print:**
  Student Name
  Student ID
  Comments – If selected, the assignment comments display for the student.
  Event Detailed Description - If selected, both the description and detailed description will display for an event.
  Signature Line - Adds a space to the report to allow for a signature.
- **Print Summary of Missing Events –** Shows only the missing assignment count by student.

Sorting: Select to sort by student, by class or by teacher.
Fields to Print:
Print Missing Event Count – Displays the total number of missing assignments.
Print Missing Event Class – If this option is selected, the student displays once for each class they are enrolled in.

Free-Form Header/Footer: This area allows you to enter any messages that you want printed for the entire class.

Progress Detail Report

The Progress Detail Report shows the subject, skill and events grades for an individual student. You have the option to select a specific date range or reporting by Term.



Grading Period: Select a Grading Period for the range the report will display. Select specific Dates to print the report for a date range.

Free-Form Header: Enter header labels if appropriate.

Classes to Print for Selected Students:

- **Only Print this Class –** Prints only the class from the gradebook you are currently in.
- **Only Print Classes where I am the Teacher –** Prints only the classes the student is enrolled in where you are the teacher.
- **Print All Classes –** Prints all classes in which the student is enrolled.

Event Fields to Print:

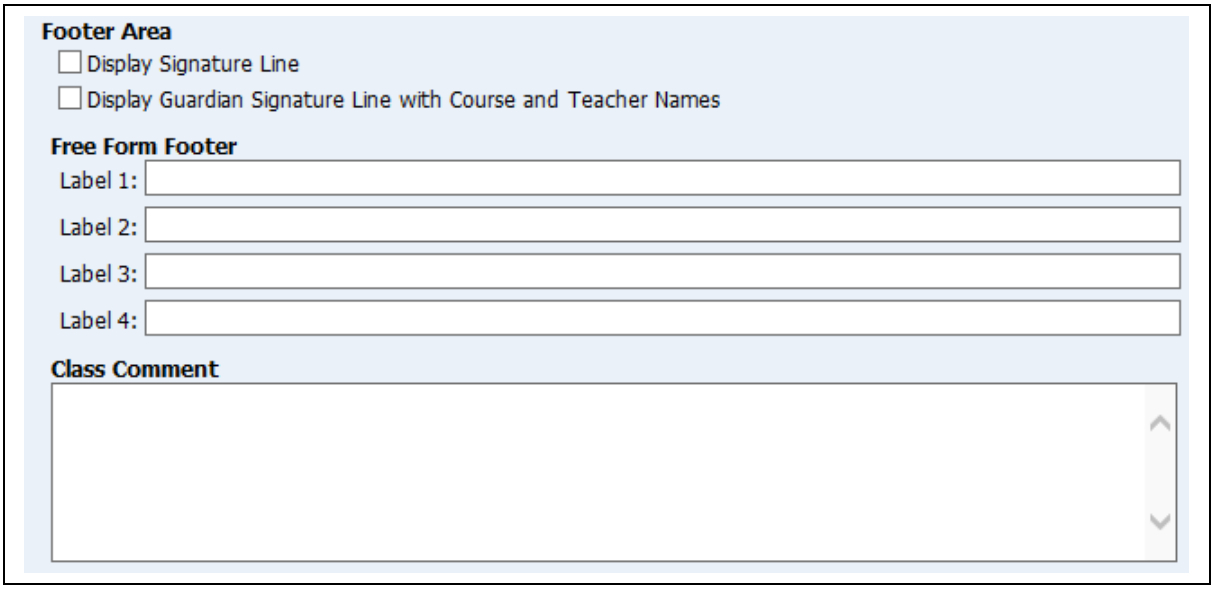
- **Event Comment –** Prints event comments for the student.
- **Event Detailed Description –** Prints both the event description and detailed description.
- **Missing Indicator and Reason –** Indicates that an event is marked as missing. If the event is not graded, the option Do Not Print Ungraded (*) Events must also be selected.
- **Earned and Possible Points –** Displays the points the student scored on an event and shows the maximum point value for the event.
- **Percent Earned –** Displays the percentage earned for the event by the student.
- **Grade Mark –** Displays the grade mark received for the event.
- **Special Code –** If the student has a special code, it will display on the report.

Event Detail:

- **Do Not Print Events Marked as 'No Count' –** Events marked as No Count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events –** Events for the student that have not yet been graded will not display on the report.

Sort Sequence: Determine how you want the events sorted.

- **Descending**
- **Ascending**



Footer Area:

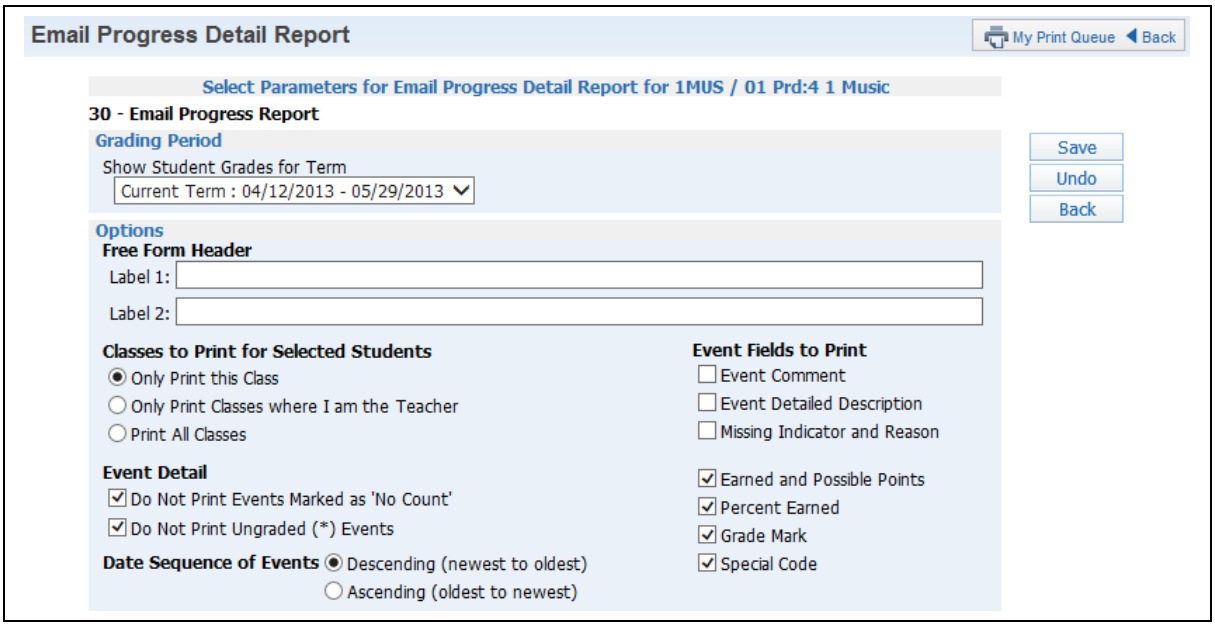
- **Display Signature Line –** Adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names –** You can select either this option or **Display Signature Line**. This option prints a signature line with the label **Guardian Signature**. It also prints the course information and teacher name.

Free-Form Footer: This area allows you to enter any messages that you want printed for the entire class.

Class Comment: This area allows you to enter free-form comments for the entire class.

Email Progress Report

The Email Progress Report is a report/process that generates emails to guardians and students that include the Progress Detail report for the student. Students/Guardians without email addresses can have a report printed.



Grading Period: Select a Grading Period for the range the report will include. You can print by term or select specific dates for a date range.

Free-Form Header: Allows for information entered in this space to print at the top of each report.

Classes to Print for Selected Students:

- **Only Print this Class –** Select this option to print only the current class.
- **Only Print Classes I am the Teacher –** Select this option to print only the classes the student is enrolled in where you are the teacher.
- **Print All Classes –** Select this option to print all classes in which the student is enrolled.

Event Fields to Print:

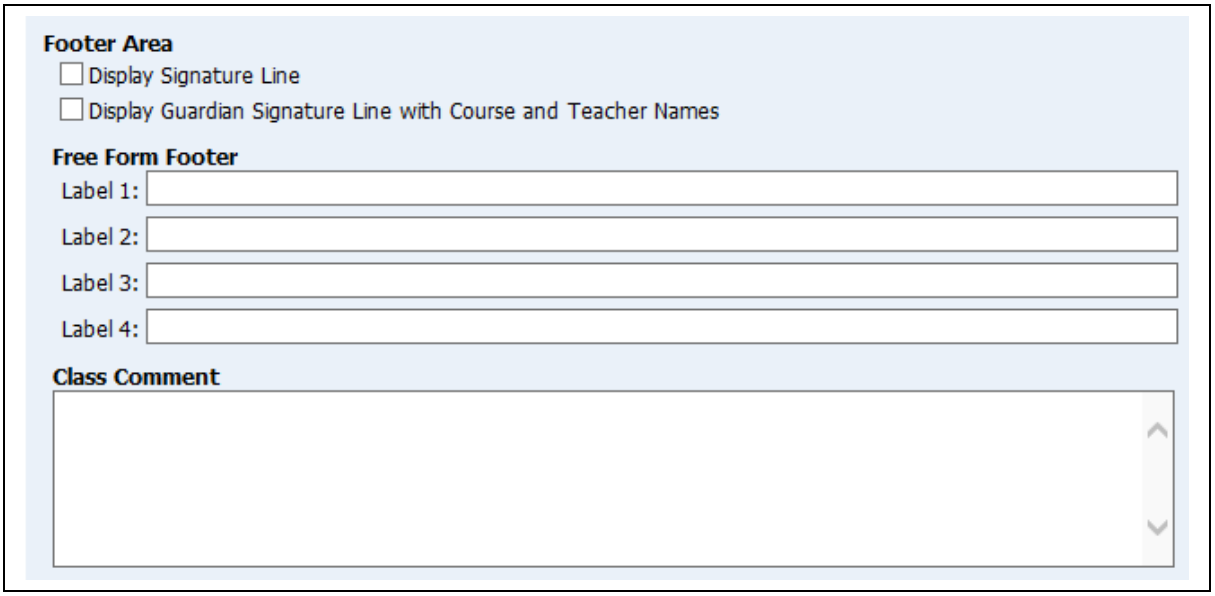
- **Event Comments –** Prints the event comments for the student.
- **Event Detailed Description –** Prints both the event description and detailed description.
- **Missing Indicator and Reason –** Identifies an event as marked as missing. If the event is not graded. the option Do Not Print Ungraded (*) Events must also be selected.
- **Earned and Possible Points –** Displays the points the student scored on an event and the maximum point value for the event.
- **Percent Earned –** Displays the percentage earned for the event by the student.
- **Grade Mark –** Displays the grade mark received for the event.
- **Special Code –** If the student has a special code, it will display on the report.

Event Detail:

- **Do Not Print Events Marked as 'No Count' –** Events marked as No Count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events –** Events for the student that have not yet been graded will not display on the report.

Sort Sequence: Determine how you want the events sorted.

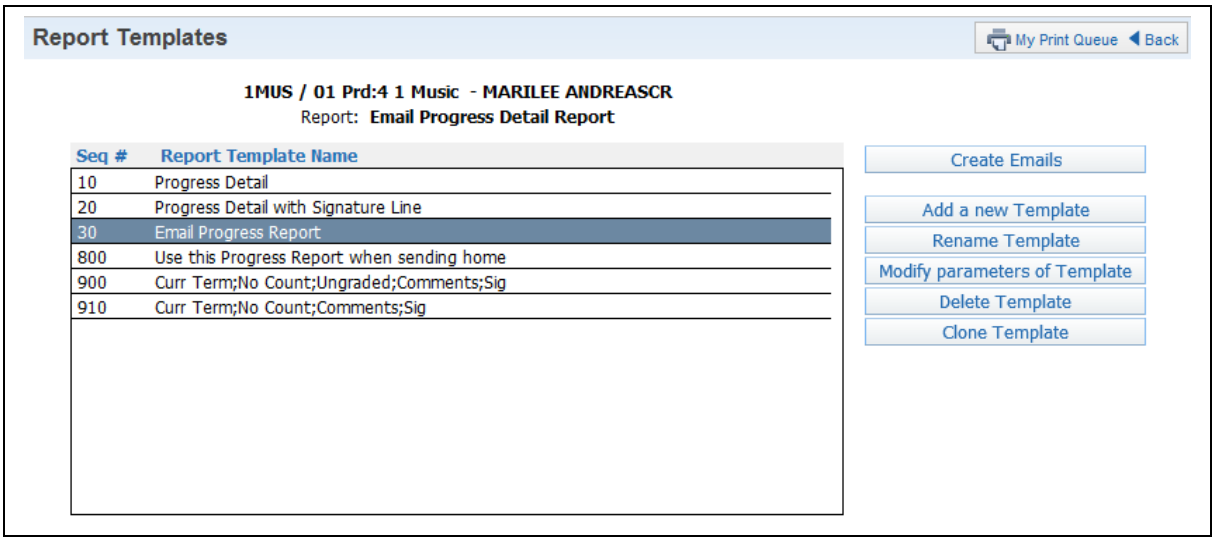
- **Descending**
- **Ascending**



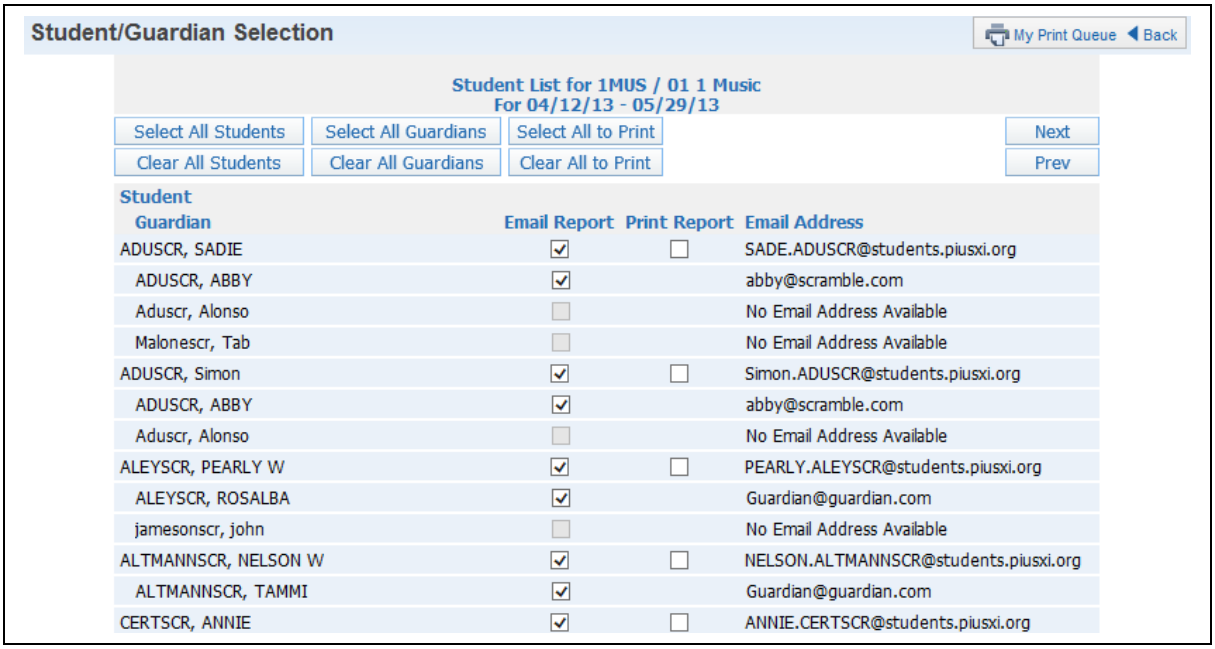
Footer Area:

- **Display Signature Line –** Adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names –** You can select either this option or **Display Signature Line**. This option prints a signature line with the label **Guardian Signature**. It also prints the course information and teacher name.

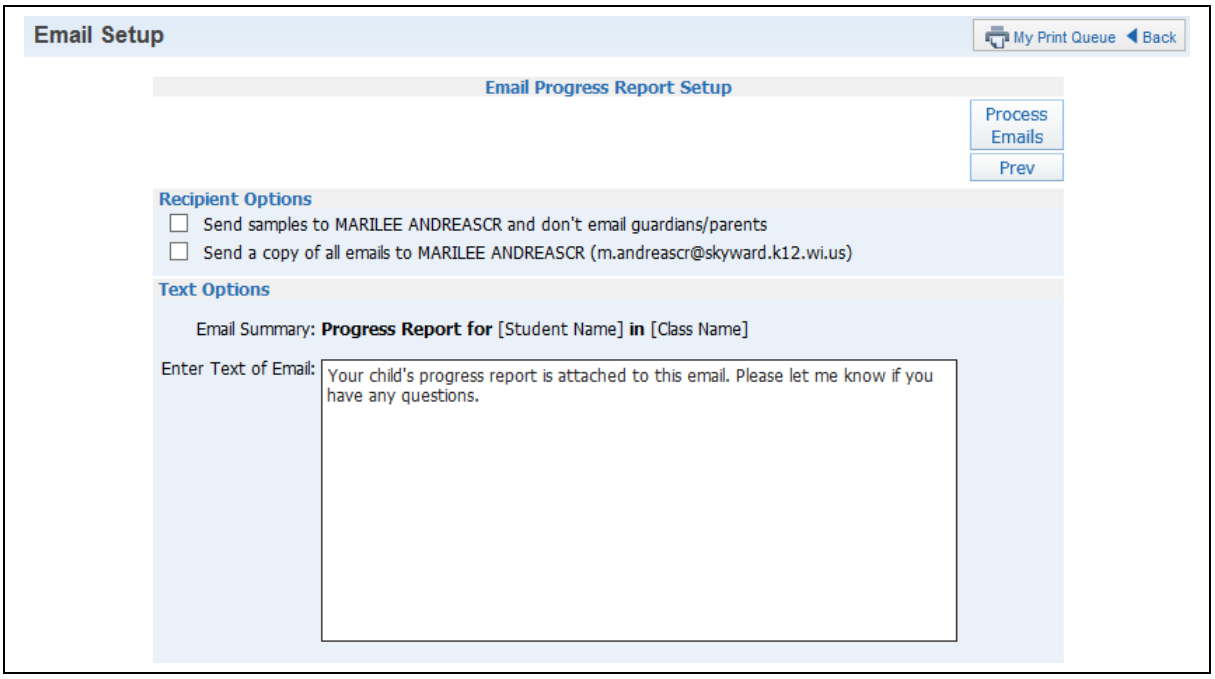
Free-Form Footer/Class Comment – Allows for information entered in this space to print at the bottom of each report.



After saving the Email Progress Report template, click **Create Emails**.



The Student List displays all students and guardians scheduled to receive emails based on the ranges selected. Individuals wihout an email address will not be available for email selection. After verifying the scheduled recipients, click the **Next** button.



Recipient Options

- **Send samples to (yourself) and don't email guardians/parents –** This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself) –** This option allows you to send yourself a copy of every email generated by this process.

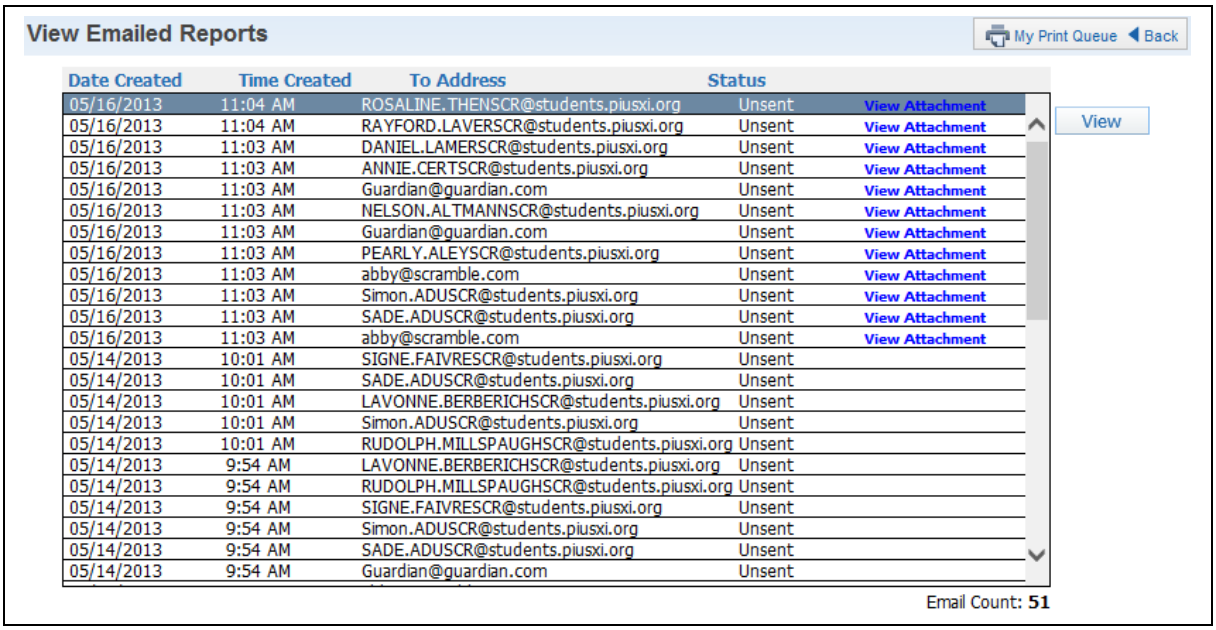
Text Options

- **Enter Text of Email** – Allows you to enter any text you would like included in the email body.

After verifying the Recipient and Text Options, click the **Process Email** button. The progress reports and emails run in the Print Queue. When finished, you receive the progress reports for those parents/students without an email address plus a report showing the error messages or email status.

View Emailed Reports

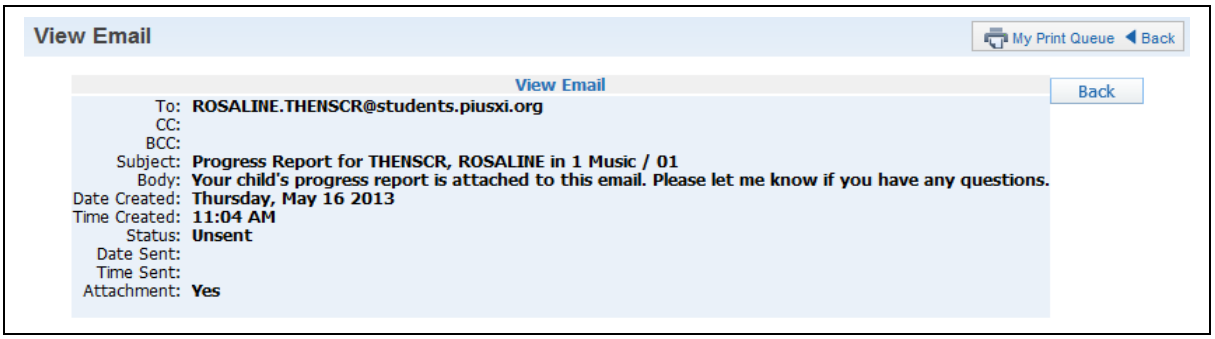
View Emailed Reports allow you to check the delivery status of the emailed progress reports and view attachments to the emails.



Date Created	Time Created	To Address	Status	
05/16/2013	11:04 AM	ROSALINE.THENSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:04 AM	RAYFORD.LAVERSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	DANIEL.LAMERSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	ANNIE.CERTSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	Guardian@guardian.com	Unsent	View Attachment
05/16/2013	11:03 AM	NELSON.ALTMANNSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	Guardian@guardian.com	Unsent	View Attachment
05/16/2013	11:03 AM	PEARLY.ALEYSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	abby@scramble.com	Unsent	View Attachment
05/16/2013	11:03 AM	Simon.ADUSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	SADE.ADUSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	abby@scramble.com	Unsent	View Attachment
05/14/2013	10:01 AM	SIGNE.FAIVRESCR@students.piusxi.org	Unsent	
05/14/2013	10:01 AM	SADE.ADUSCR@students.piusxi.org	Unsent	
05/14/2013	10:01 AM	LAVONNE.BERBERICHSCR@students.piusxi.org	Unsent	
05/14/2013	10:01 AM	Simon.ADUSCR@students.piusxi.org	Unsent	
05/14/2013	10:01 AM	RUDOLPH.MILLSPAUGHSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	LAVONNE.BERBERICHSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	RUDOLPH.MILLSPAUGHSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	SIGNE.FAIVRESCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	Simon.ADUSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	SADE.ADUSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	Guardian@guardian.com	Unsent	

Each emailed Progress Report is displayed in this list. The Status indicates whether the email was sent or there was an error involved.

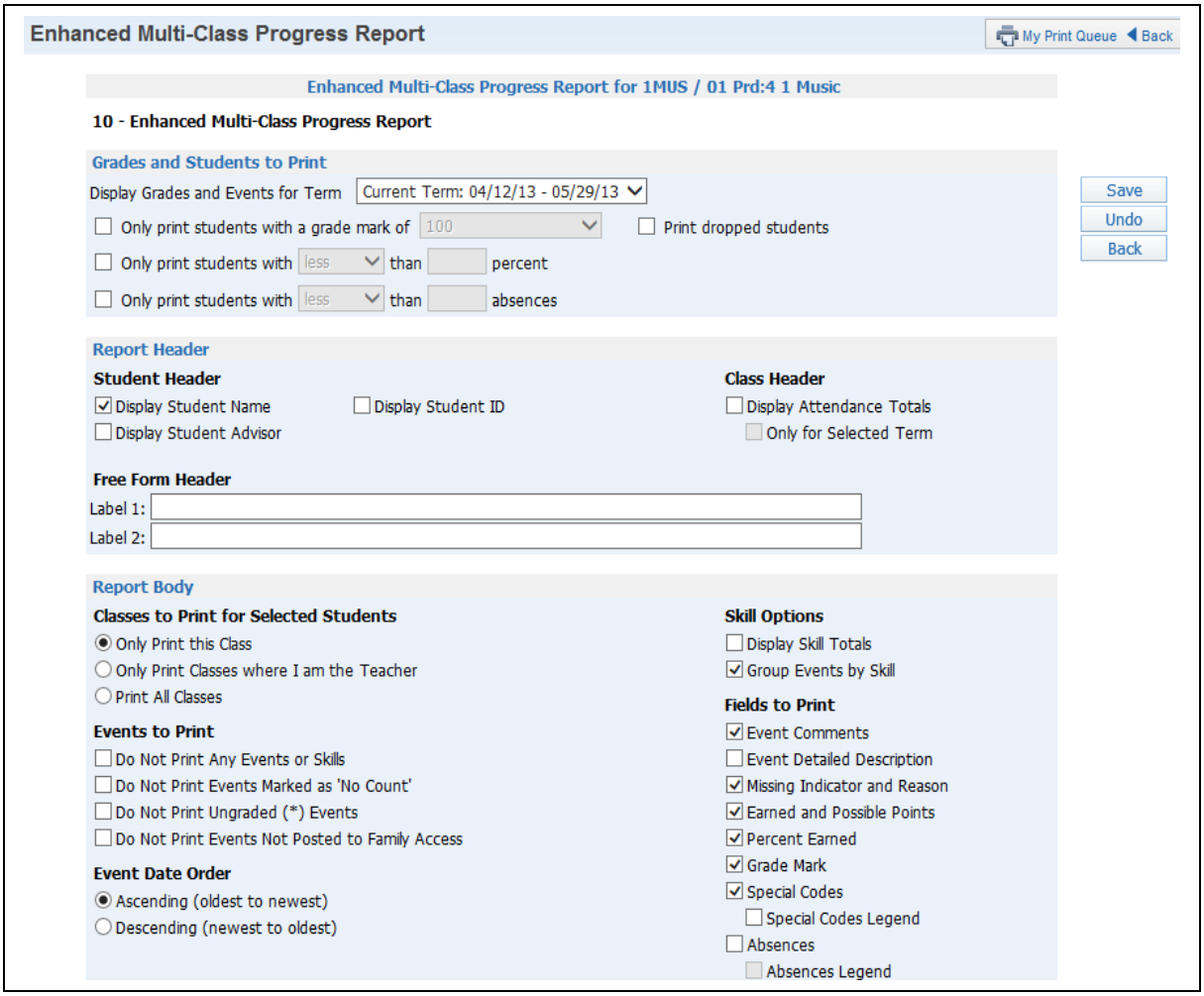
View Attachment – Allows you to see a copy of the progress report attached to the email.



This is a sample of the information you see when you click the **View** button.

Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for a selected class or for all the classes the student has in his/her schedule.



Grades and Students to Print

- **Display Grades and Events for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of:** Allows you to print the progress report only for students receiving the selected grade.
- **Only print students with less/greater than ____ percent:** Allows you to print the progress report only for students receiving less/greater than the selected percentage.
- **Only print students with less/greater than ____ absences:** Allows you to print the progress report only for students receiving less/greater than the selected number of absences.
- **Print dropped students –** Allows you to include students who have dropped the class.

Student Header: Select the student information to print on the report.

- **Display Student Name**

- **Display Student Advisor**
- **Display Student ID**

Class Header: Choose whether attendance information should display on the report.

- **Display Attendance Totals -** This option prints a single line with summary attendance totals.
- **Only for Selected Term –** This option will be available only if you select **Display Attendance Totals**. Only the attendance totals for the selected grading period will display with this option selected.

Free-Form Header: Allows for information entered in this space to print at the top of each report.

Classes to Print for Selected Students: Select the classes that will print on the report.

- **Only Print this Class –** Includes only the current class on the report.
- **Only Print Classes where I am the Teacher –** Displays all the classes the student has where you are the teacher.
- **Print All Classes –** Displays every class the student has.

Events to Print

- **Do Not Print Any Events or Skills** – Excludes events information and skills from displaying on the report.
- **Do Not Print Events Marked as 'No Count' —**– Excludes events marked as No Count from displaying on the report.
- **Do Not Print Ungraded (*) Events —**– Excludes events not graded from displaying on the report.
- **Do Not Print events Not Posted to Family Access –** Excludes events from displaying that are not selected to display in Family Access. This option may be grayed out because the entity requires all events to display in Family/Student Access.

Event Date Order: Select how the assignments will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**

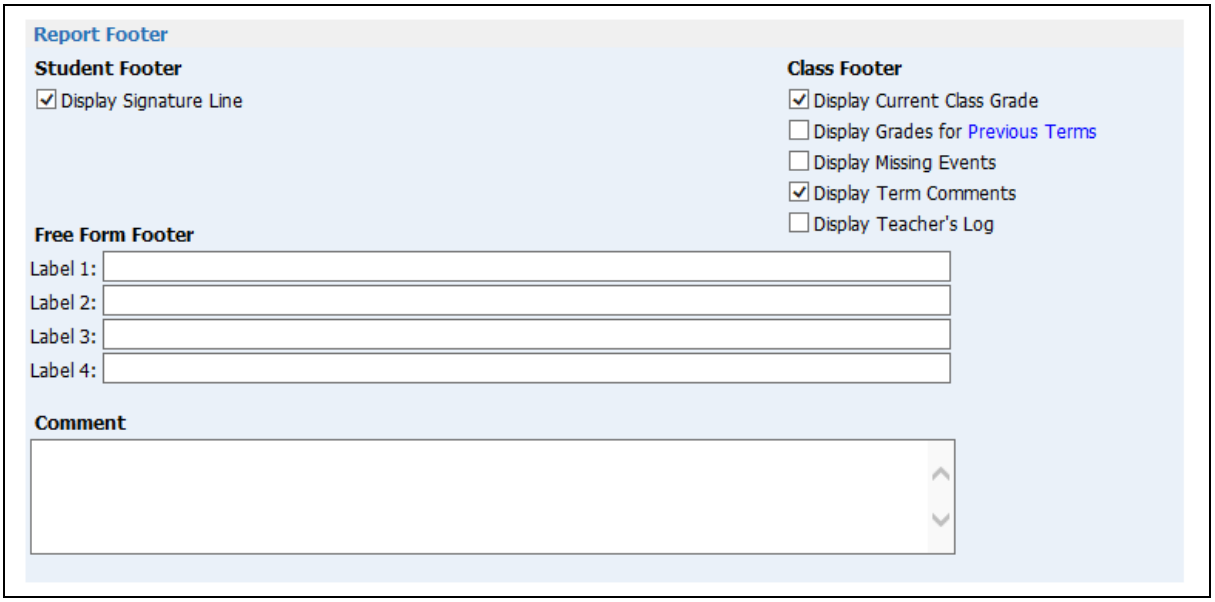
Skill Options:

- **Display Skill Totals –** Shows how the student performed in each of the skills set up in the Gradebook and displays how the grade is calculated.
- **Group Events by Skill –** Sorts the events by skill instead of by date.

Fields to Print:

- **Event Comments –** Prints any event comments for the student.
- **Event Detailed Description –** Prints both the event description and detailed description.
- **Missing Indicator and Reason –** Indicates that an event is marked as missing. If the event is not graded, the option Do Not Print Ungraded (*) Events must also be selected.
- **Earned and Possible Points –** Displays the points the student scored on an event and the maximum point value for the event.
- **Percent Earned –** Displays the percentage earned by the student for the event.

- **Grade Mark –** Displays the grade mark received for the event.
- **Special Code –** If the student has a special code, displays it on the report.
- **Special Codes Legend –** Prints a legend showing the meaning of special codes.
- **Absences -** Displays a column on the report indicating whether the student was not in attendance the day the assignment was due.
- **Absence Legend –** Prints a legend showing the meaning of Absence Codes.



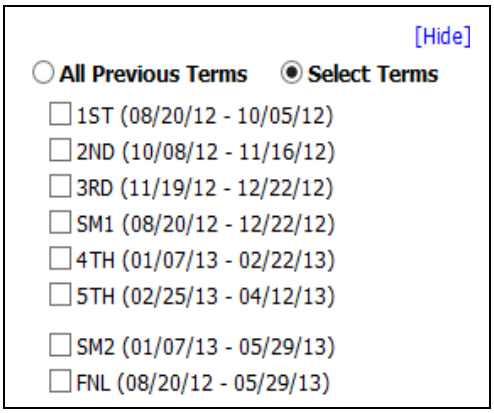
Student Footer

- **Display Signature Line –** Adds a space for parents/guardians to acknowledge receipt of the report.

Class Footer

- **Display Current Class Grade –** Displays the grade currently being earned by the student.

- **Display Grades for Previous Terms –** Allows you to determine the previous term grades that print. Click **Previous Terms** to display the selections.



  You can select either **All Previous Terms** or **Select Terms**.
  All Previous Terms – Includes grades for all prior terms.
  Select Terms – Select the prior term grades you want to print.
- **Display List of Missing Events** – Prints a separate listing of assignments that are either marked as missing or are unscored and past the due date.
- **Display Term Comments** – Prints the report card grade comments.
- **Display Teacher's Log –** Prints the entries created in the Teacher's Log.

Free-Form Footer/Class Comment – Allows for the information entered in this space to print at the bottom of each report.

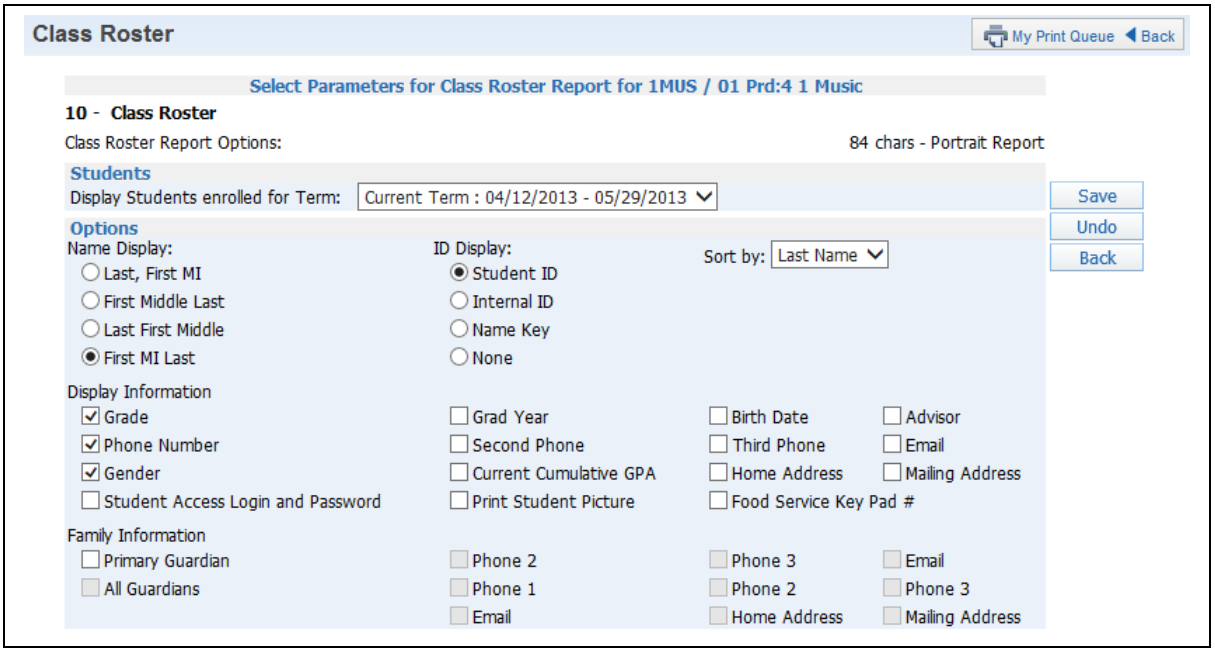
Online Event Analysis Report

The Online Event Analysis Report displays the online events created and assigned to students. It also prints students' answers to the event questions to provide further date for analyzing the results. The Online Event Analysis Report will be covered more in depth in the Online Event section of this guide.

Class Information

Class Roster

The Class Roster Report provides a listing of all the students in your class with selected information. Not all of the options on the screen can be selected to print on the report; there is a character maximum of 122.



Students

- **Display Students enrolled for Term:** Select the term to display enrolled students for that term.

Name Display: Choose how you would like names to print on the report.

- **Last, First, MI**
- **First, Middle, Last**
- **Last, First, Middle**
- **First, MI, Last**

ID Display: Select the ID you want to print on the report

- **Student ID** – ID set up by the district.
- **Internal ID** – ID that is either given to the student automatically by the software.
- **Name Key** – Every person entered into the database has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **None**

Sort By: Allows you to determine the order the names will display on the report.

- **Last Name**
- **First Name**

Display Information: Select the Demographic Information you want displayed on the report.

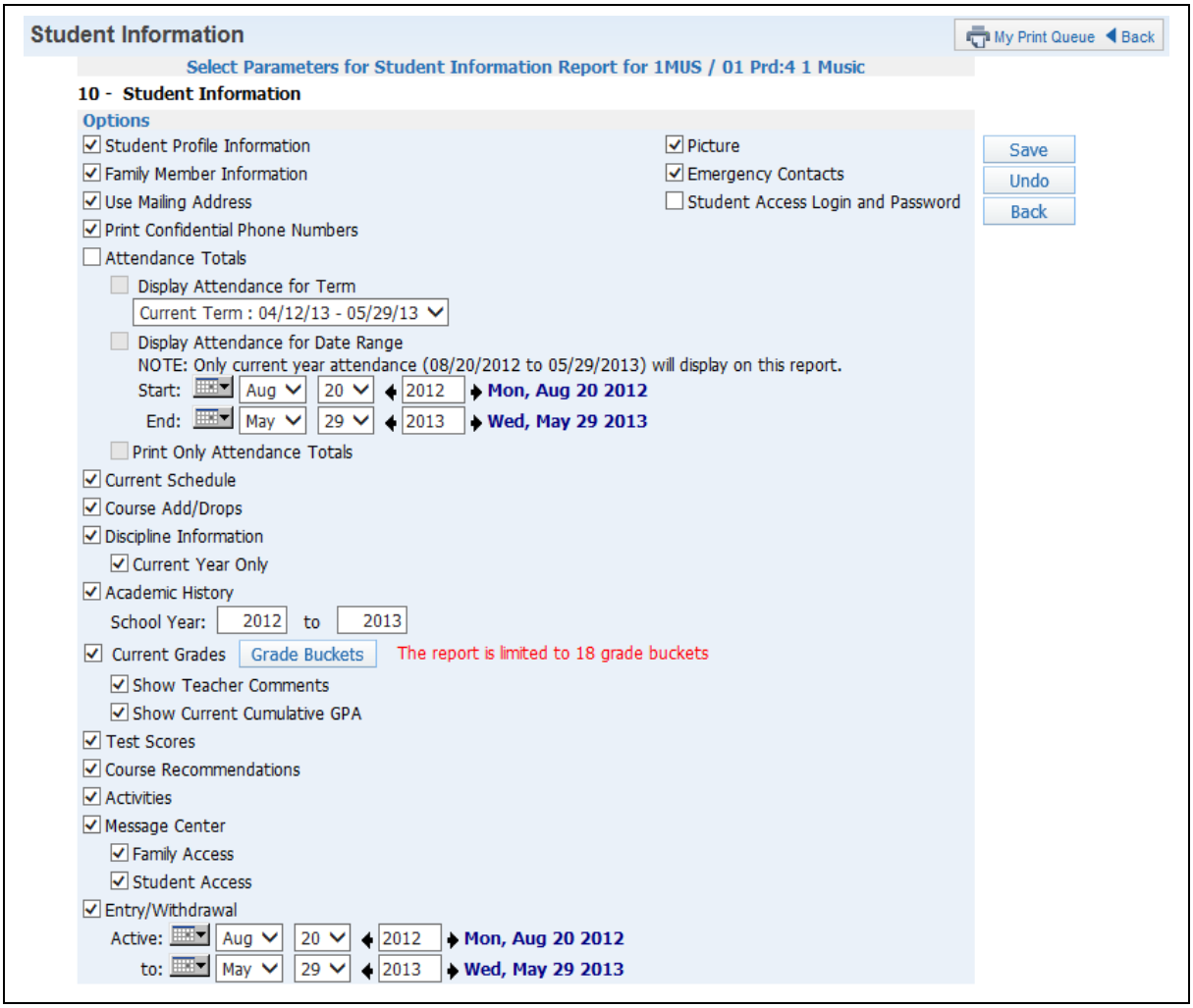
- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** -The Password will print only if the student hasn't changed his/her password from the district-defined password.
- **Grad Year**
- **Second Phone** - This is the student's second phone number, not the family's.
- **Current Cumulative GPA**
- **Print Student Picture**
- **Birth Date**
- **Third Phone** - This is the student's third phone number, not the family's.
- **Home Address**
- **Food Service Key Pad#** - Availability of this number is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

Family Information: Select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

- **Primary Guardian**
- **Phone 2**
- **Phone 3**
- **Email**
- **All Guardians**
- **Phone 1**
- **Phone 2**
- **Phone 3**
- **Email**
- **Home Address**
- **Mailing Address**

Student Information

The Student Information Report allows you to print a variety of student information. The information available to print depends on your security access to information in My Students.



Options: Select the information you would like to print on the report.

- **Student Profile Information –** Prints demographic information, such as birth date, address, and phone number plus alert information.
- **Family Member Information –** Displays Family Information, such as guardian names, phone numbers and sibling names.
- **Use Mailing Address –** Displays the student's mailing address
- **Print Confidential Phone Numbers –** Determines whether phone numbers flagged as confidential will print.
- **Attendance Totals –** Displays attendance information for the student. You can select either **Display Attendance for Term** or **Display Attendance for Date Range**.

  Display Attendance for Term – Allows you to select the term for which attendance will print.

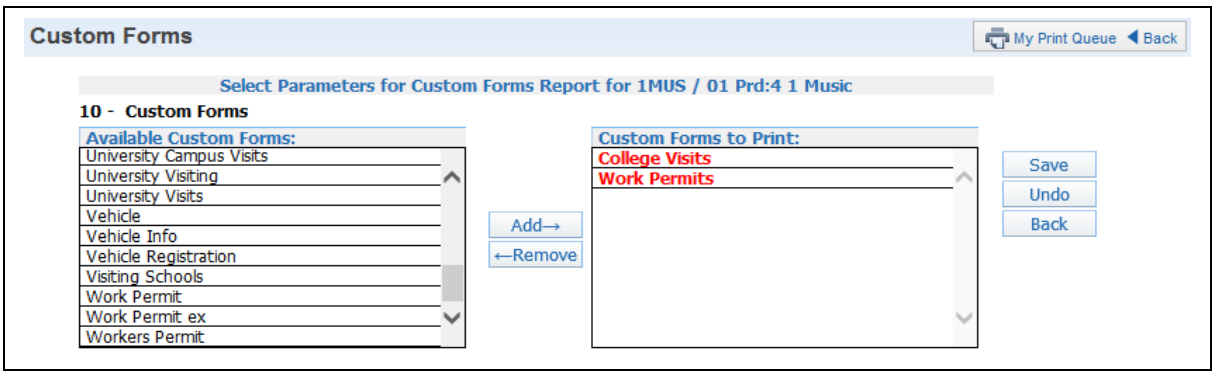
  Display Attendance for a Date Range – Allows you to select the specific dates for which attendance will print on the report.

Print Only Attendance Totals – Prints attendance totals only rather than the days and periods.

- **Current Schedule –** Displays the student's current year schedule.
- **Course Add/Drop –** Shows the date when courses were added and dropped.
- **Discipline Information –** Displays the student's discipline offenses and action records.
  Current Year Only – If this option is selected, only current year offenses and actions display.
- **Academic History –** Shows courses and grades for prior year(s).
  School Year – Allows you to determine the school year(s) of Academic History to be printed.
- **Current Grades** – Displays current grades for all the student's courses.
  Grade Buckets – Allows you to select the specific grades that display.
  Show Teacher Comments – Displays the report card comments
  Show Current Cumulative GPA – Displays the student's cumulative GPA value.
- **Test Scores –** Shows scores entered for standardized tests.
- **Course Recommendations –** Displays any course recommendations entered for the student.
- **Activities –** Allows you to view the activities in which the student is involved.
- **Message Center –** Displays any messages that have been generated. You can select to display Family Access and/or Student Access messages.
  Family Access
  Student Access
- **Entry/Withdrawal –** Shows entry/withdrawal records for the student based within the dates specified.
  Active to and from dates
- **Picture –** If a picture exists for the student in Skyward, displays the picture on the report.
- **Emergency Contacts –** Displays emergency contacts for the student.
- **Student Access Login and Password –** Allows you to view the student's login and password for Student Access. If the student has changed his/her password from the one generated by the district, you see only ********** on the report.

Custom Forms Report

The Custom Forms Report allows you to print information entered on Customs Forms. Custom Forms are set up by the district and allow information not currently being tracked in Skyward to be entered on the form.

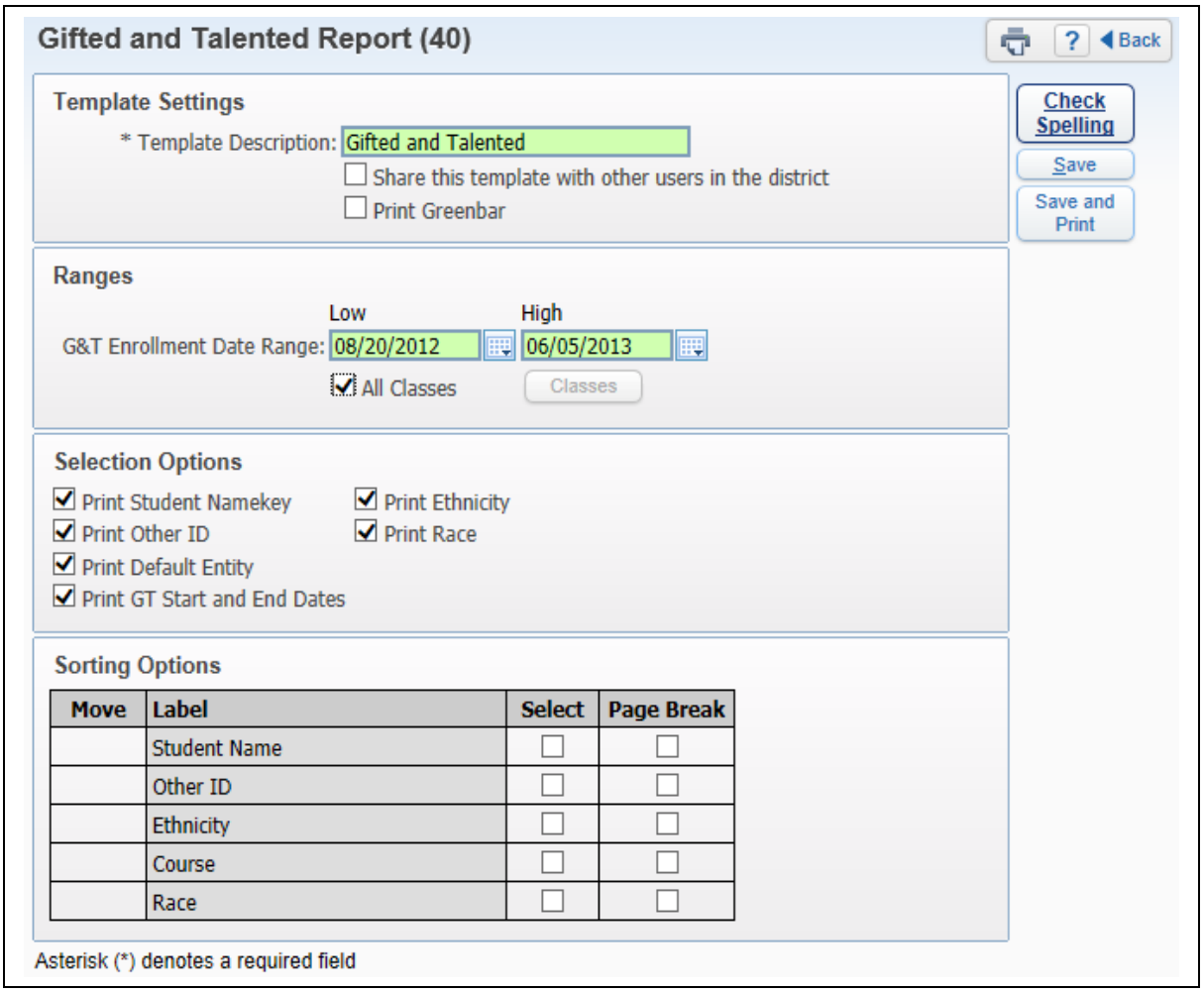


Available Custom Forms: Displays all of the custom forms available for you to select. The forms you see in this list are based on how the district set up the forms.

Custom Forms to Print: Use Add to move the forms you want into this box. You can select multiple forms to print.

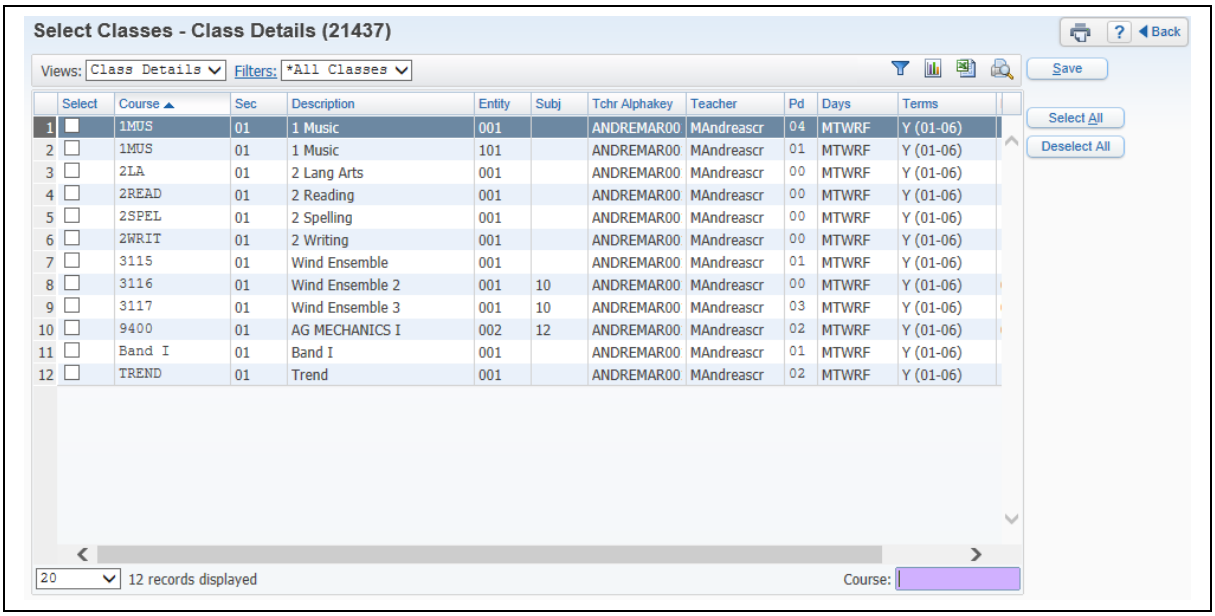
Gifted and Talented Report

The Gifted and Talented Report display the student's gifted and talented information.



Ranges: Allow you to determine the date range for Gifted and Talented Records.

- **All Classes –** Allows you to select the classes for which Gifted and Talented information will display. To select the individual classes, uncheck **All Classes** and click the **Classes** button.



	Select	Course	Sec	Description	Entity	Subj	Tchr Alphakey	Teacher	Pd	Days	Terms
1	☐	1MUS	01	1 Music	001		ANDREMAR00	MAndreascr	04	MTWRF	Y (01-06)
2	☐	1MUS	01	1 Music	101		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
3	☐	2LA	01	2 Lang Arts	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
4	☐	2READ	01	2 Reading	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
5	☐	2SPEL	01	2 Spelling	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
6	☐	2WRIT	01	2 Writing	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
7	☐	3115	01	Wind Ensemble	001		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
8	☐	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
9	☐	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAndreascr	03	MTWRF	Y (01-06)
10	☐	9400	01	AG MECHANICS I	002	12	ANDREMAR00	MAndreascr	02	MTWRF	Y (01-06)
11	☐	Band I	01	Band I	001		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
12	☐	TREND	01	Trend	001		ANDREMAR00	MAndreascr	02	MTWRF	Y (01-06)

This is a sample of what you see when you click the **Classes** button. It allows you to select individual classes. If you do not see any classes listed, be sure you check the date range for the report.

- **Print Student Namekey -** Every person entered into the Skyward database has a Name Key. It consists of the first 5 letter of the last name, first 3 letter of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print Other ID -** ID set up by the district
- **Print Default Entity –** Displays the student's default entity or the entity where the student spends a majority of his/her time.
- **Print GT Start and End Date –** Shows the start and end date of the Gifted and Talented record.
- **Print Ethnicity –** Displays the student's ethnicity.
- **Print Race –** Shows the student's race
- **Sorting –** This option allows you to sort the report based on Student Name, Other ID, Ethnicity, Course and Race. You are also able to page break by your selected sort.

Trend Grading

Skill Trend Grading by Event

Skill Trend Grading by Event is not a true report but a view of the skill trend grade calculated based on scored events.

Skill Trend Grading by Event

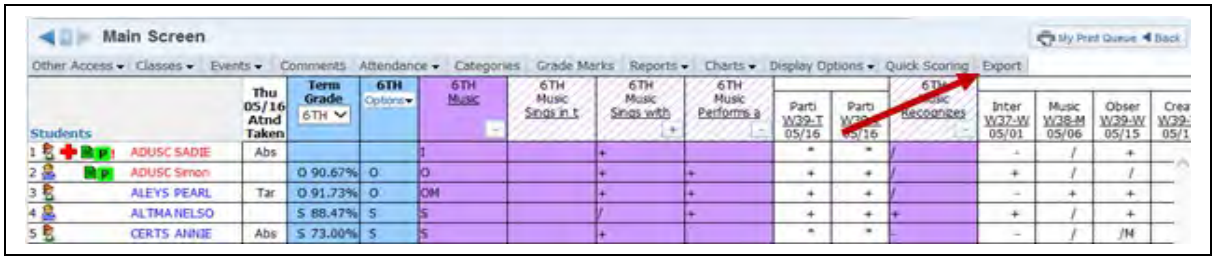
My Print Queue Back

Students	Trend Grade	Parti W39-T 05/16	Parti W39-T 05/16	Creat W39-W 05/15	Creat W39-W 05/15	Obser W39-W 05/15	Music W38-M 05/06	Inter W37-W 05/01
1 ADUSC SADIE								
Music								
Sings in tune								
Sings with correct technique	+ 100.00					100.00		
Performs a steady beat on instrument		*	*					
Recognizes common musical symbols	+ 100.00			*	84.00	90.00	75.00	35.00
Distinguishes musical styles								
Work Habits								
Listens and follows directions								
Works cooperatively with others								
Participates in class activities								
2 ADUSC Simon								
Music								
Sings in tune								
Sings with correct technique	+ 90.00					90.00		
Performs a steady beat on instrument	+ 95.00	95.00	95.00					
Recognizes common musical symbols	/ 81.04			**87.00**	86.00	82.00	85.00	95.00
Distinguishes musical styles								
Work Habits								
Listens and follows directions								
Works cooperatively with others								
Participates in class activities								

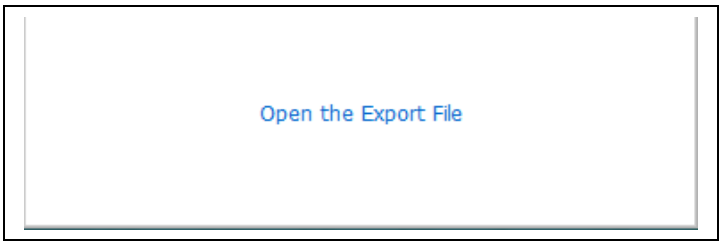
The report lists the students' name first and then breaks down the **Subject by Skill**. **Events** scores are listed in Descending order. The **Trend Grade** calculation is based on a linear fit of all the students' event grades. More recent event grades tend to have more impact on the student's trend grade than older grades.

Exporting to Excel

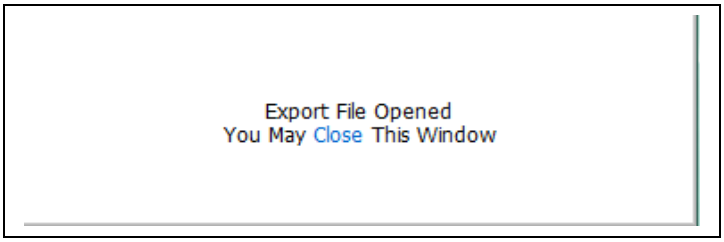
Export to Excel allows you to create an Excel file of all information displayed on the Gradebook Main screen.



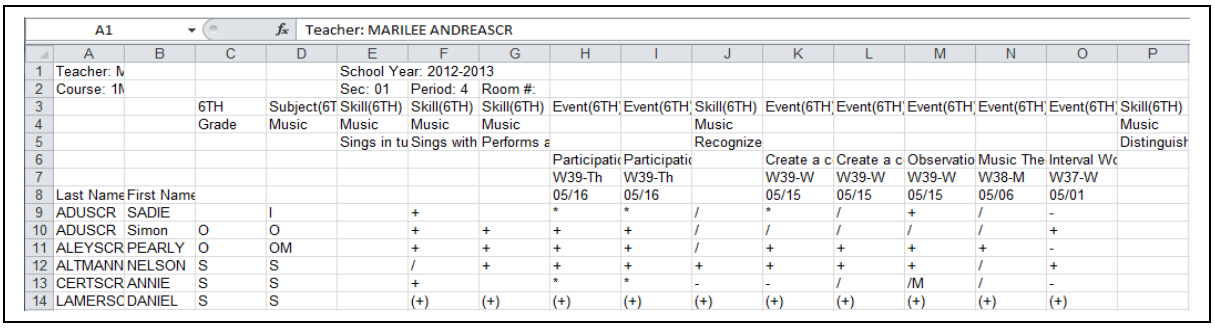
Click the **Export** tab in the Gradebook.



Once **Export** is selected, a box appears. Click **Open the Export File**.



The export file loads, and you can click **Close.**



Clicking the Export button will export everything on the screen, including any information that is hidden to the left or right that you would only need to scroll to see.

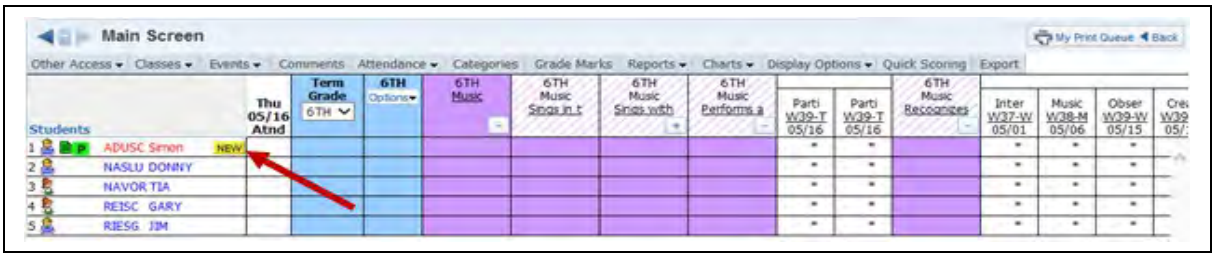
Miscellaneous

NEW button

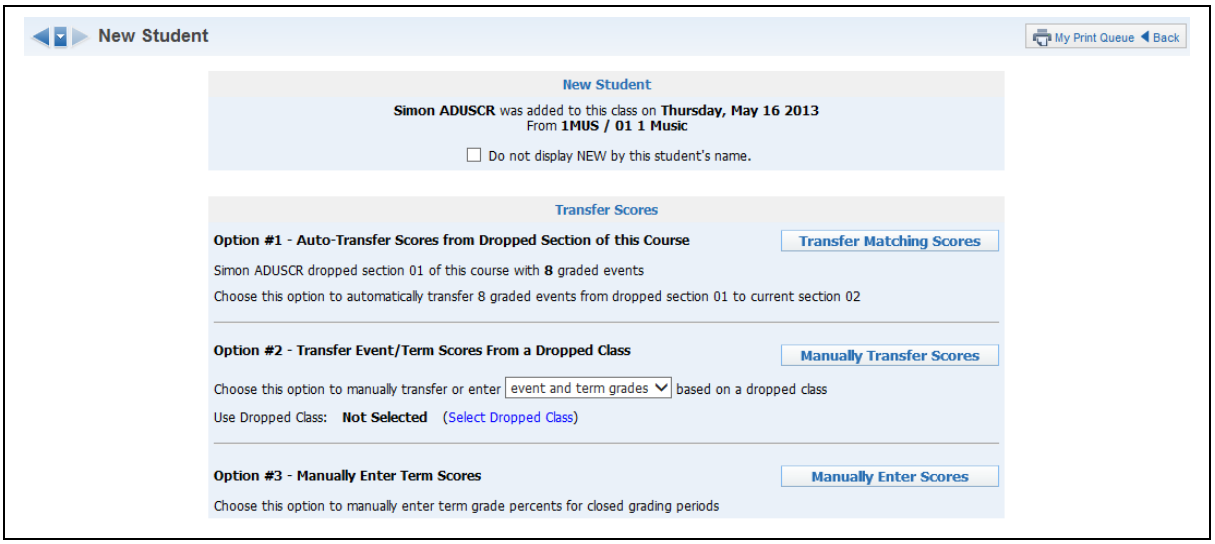
Student Indicators
Online Events
Online Events Analysis Report
Student Results Report

NEW Button

The NEW Button appears when a new student enters your class. This button gives you three different options for entering event scores and grades from the prior class, depending upon the scheduling of the student.



Click **NEW** next to the student's name. This allows you to transfer grades and event information.

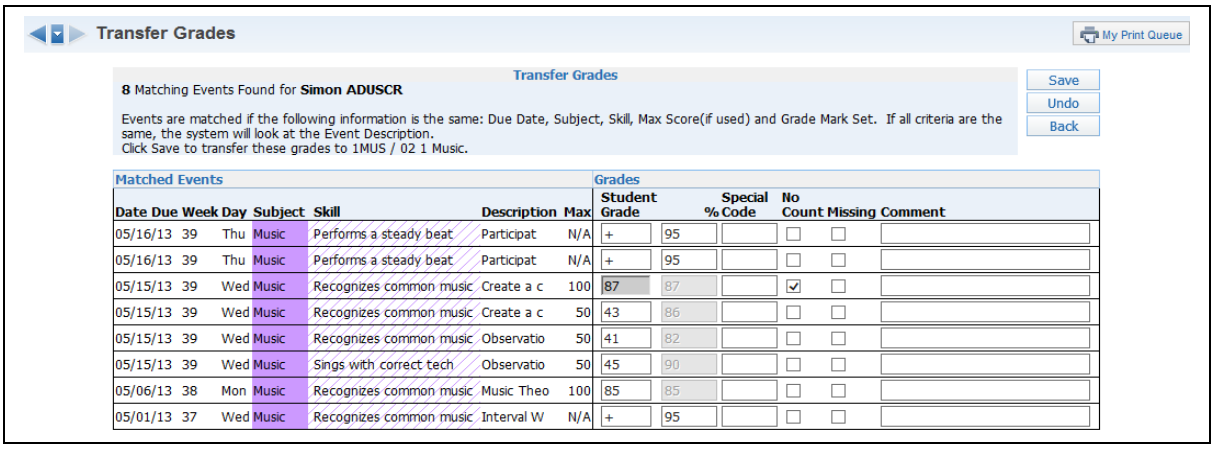


Do not display NEW by this student's name: If you wish to remove the NEW button next the student's name on the Gradebook Main screen, you can simply click the box.

Each of the three options for scores will be explained in detail below.

Option #1 – Auto-Transfer Scores from Dropped Section

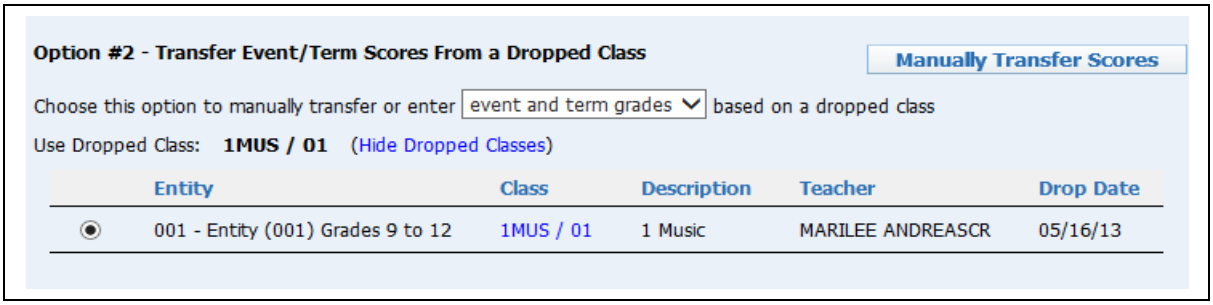
Auto-Transfer Scores from Dropped Section allows you to transfer event scores and grades. This option will be available only when the new student is transferred from another section of the same course with the same graded events. To transfer graded events from the dropped section automatically, select the **Transfer Matching Scores** button.



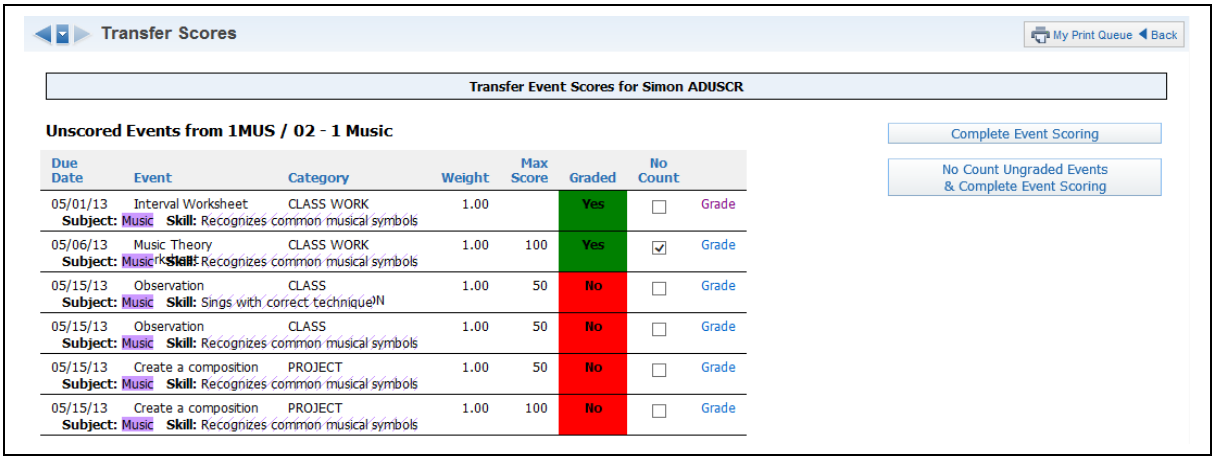
The **Transfer Grades** area shows how many events have been found to match because the following information is the same: Due Date, Subject, Skill, Max Score and Grade Marks. If all criteria are the same, the system will look at the Event Description. You will also be able to see the student's score, whether there is a Special Code or any comments, and whether the event is marked as No Count or Missing. Click **Save** to transfer these scores to the new section.

Option #2 – Transfer Event/Term Scores from another Class

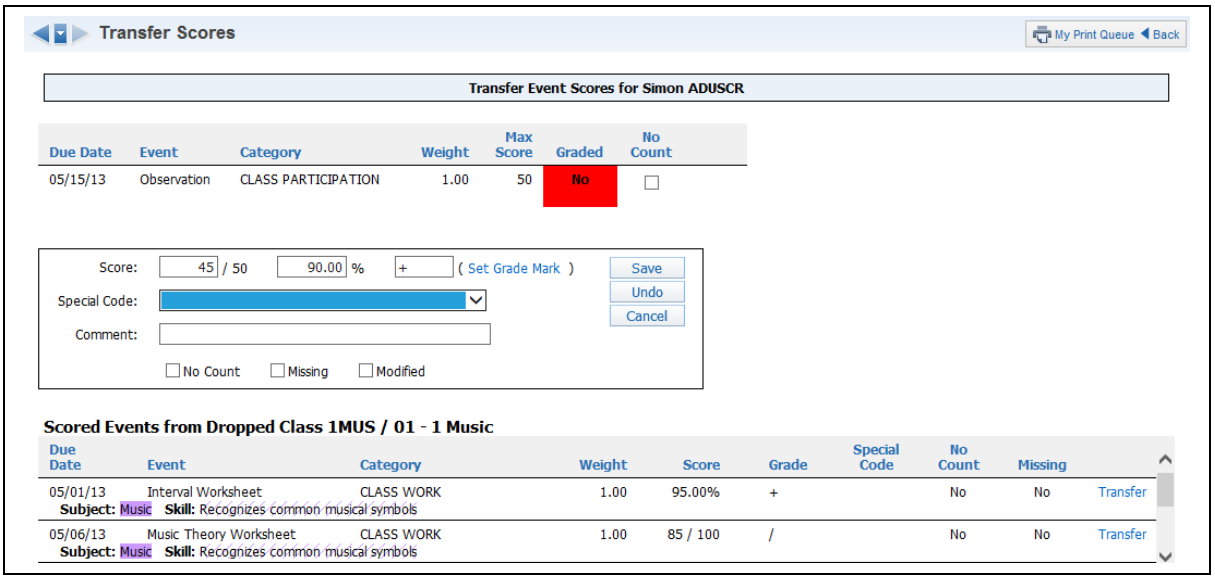
Transfer Event/Term Scores from a dropped class allows you to transfer events and term grades from a dropped class. This will be available when a student is added into a course and has previously-dropped classes.



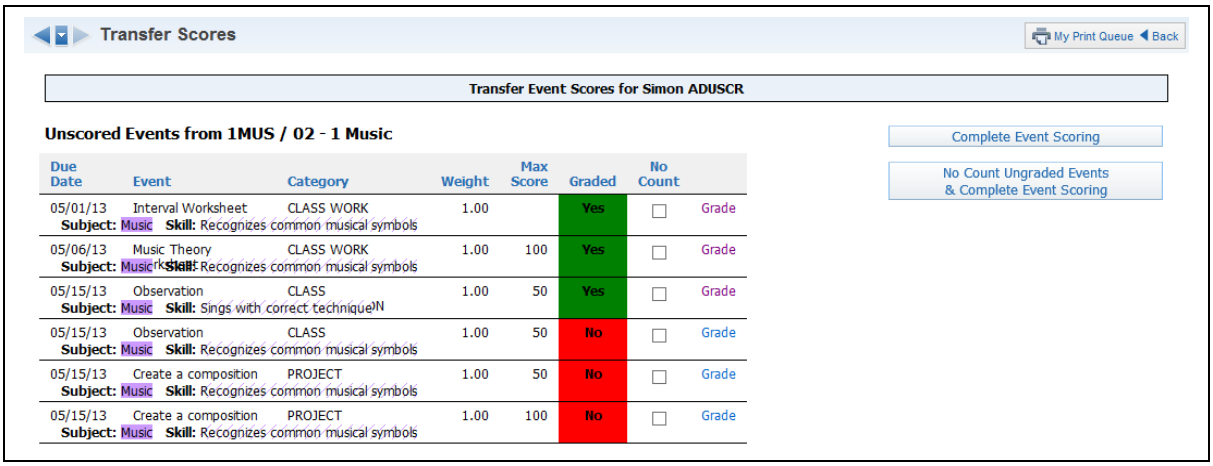
You can use the drop-down menu to transfer scores manually to either **event and term grades** or **term grades only.** Then select a class from which you want to transfer grades. When the option and the class are selected, click the **Manually Transfer Scores** button.



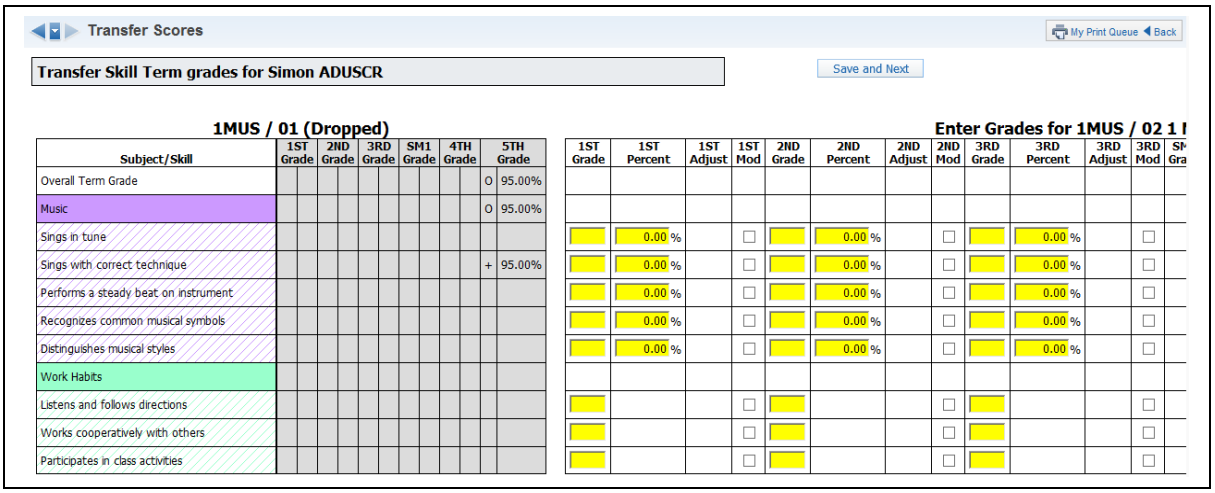
Each Event in the new class is displayed. Click **No Count** or **Grade** to grade each event. In the screen shot above, notice that No Count has been selected for the first event. To grade an event, click **Grade**.



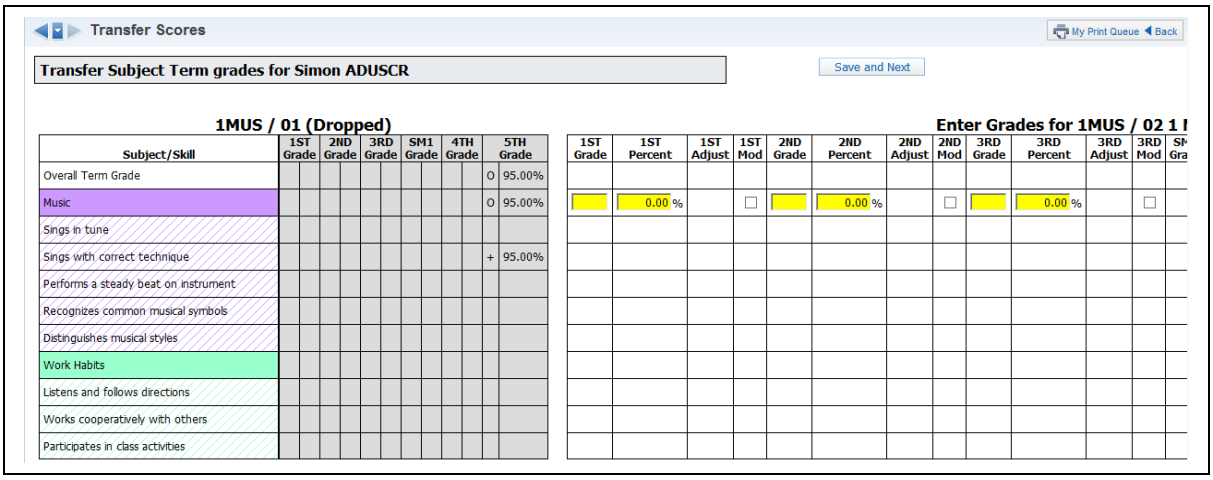
This screen opens. You can enter an event grade manually. Events from the dropped class are displayed under the Scored Events from Dropped Class area. Select **Transfer** next to an event to copy it from the dropped class into the new event.



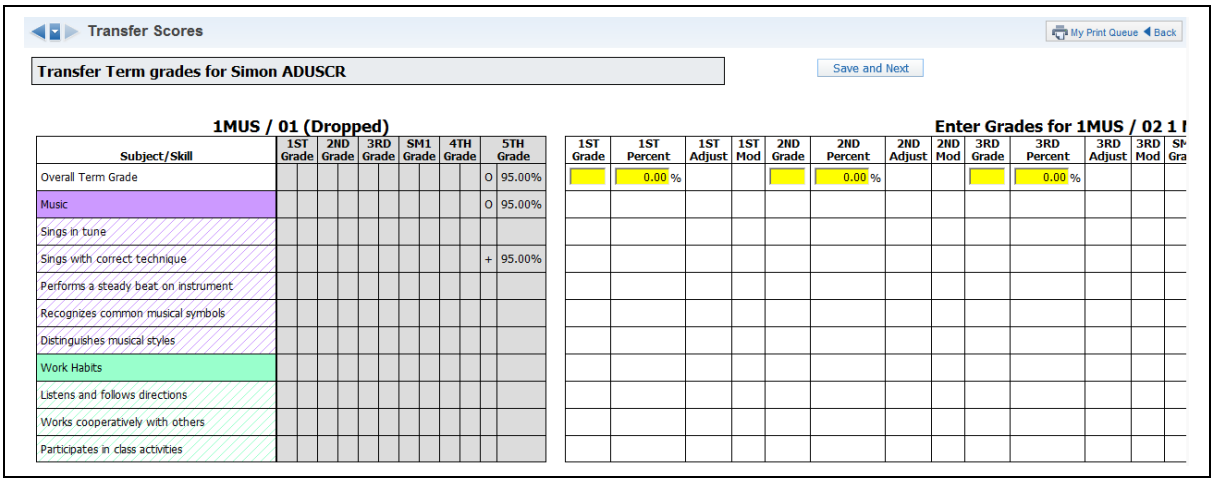
When finished grading the new events, select the **Complete Event Scoring** button or **No Count Ungraded Events & Complete Event Scoring**. No Count Ungraded Events & Complete Event Scoring would be used to mark all ungraded events as No Count.



Transfer Skill Term Grades allows you to enter a new grade for the term on the right side of the screen. The left side of the screen will show the subject and skill grades from the prior terms. When finished entering the skill grades click the **Save and Next** button.

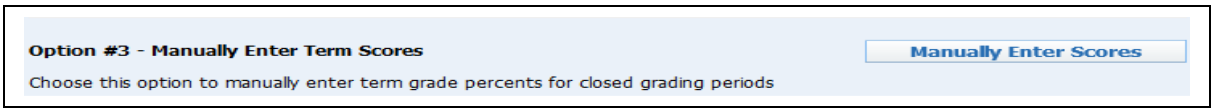


This screen allows you to enter a new grade for the subject on the right side of the screen. When finished entering the subject grades, click **Save and Finish**. You will see **Save and Next** if you are giving an overall term grade for the class.

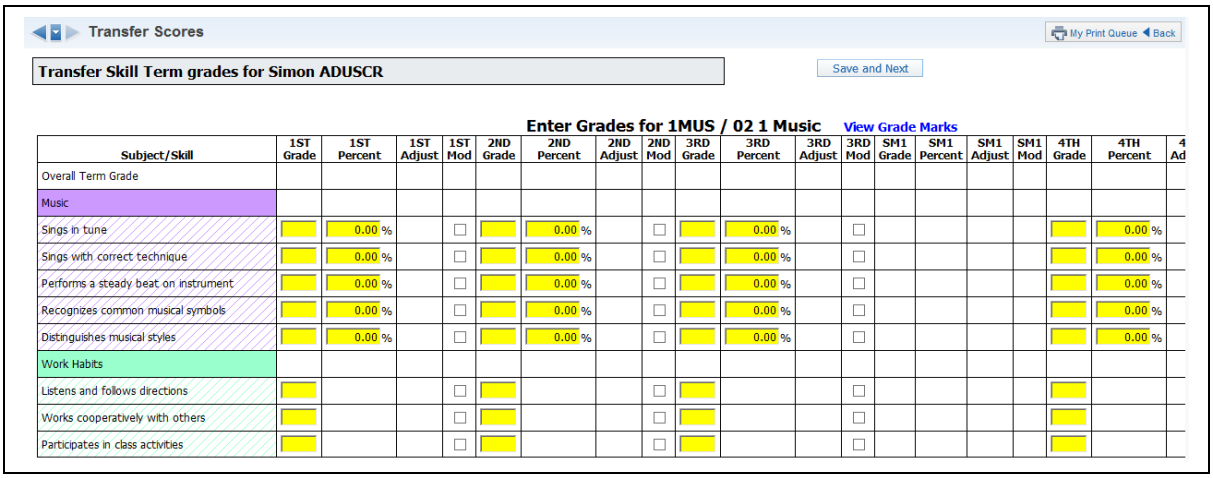


You will click on **Save and Next** to enter in the semester and/or final grades, if given. After completing the entry of the term/semester/final overall grades, you will select **Save and Finish**.

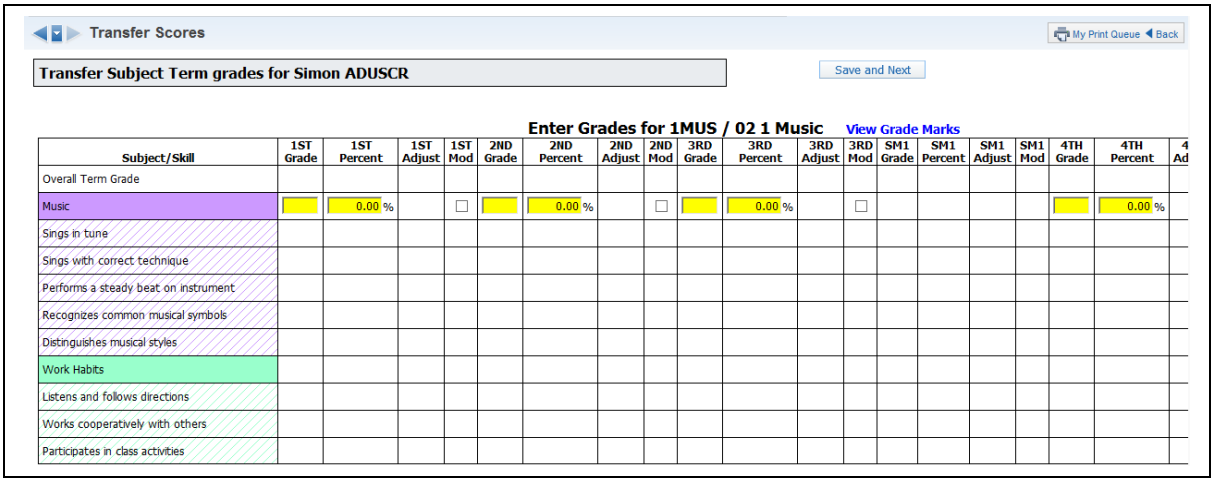
Option #3 – Manually Enter Term Scores



Manually Enter Term Scores allows you to enter term grades for previously-closed grading periods. This option will be available when a new student has been added to the course and does not have any dropped classes available.



Enter the term skill grades for the student. You can enter either the grade mark or the grade percentage. When all of the term skill grades have been entered, click **Save and Next**.



Enter the term subject grades for the student. The subject grade will be calculated based on the Gradebook setup and previously-entered skill grades. You can adjust the calculated grades as necessary. Once the term subject grades have been entered, click the **Save and Finish** button. If you are giving an overall term grade for the class, you will select **Save and Next** to enter the term grades.

Transfer Scores

My Print Queue Back

Transfer Term grades for Simon ADUSCR

Save and Next

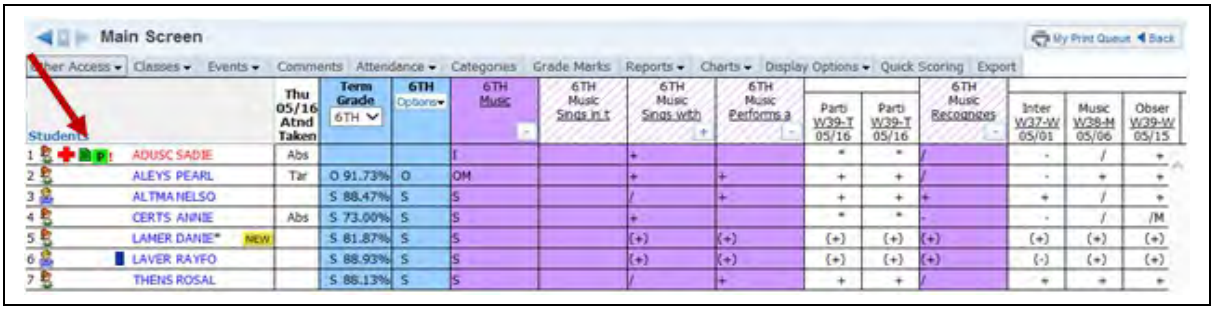
Enter Grades for 1MUS / 02 1 Music View Grade Marks

Subject/Skill	1ST Grade	1ST Percent	1ST Adjust	1ST Mod	2ND Grade	2ND Percent	2ND Adjust	2ND Mod	3RD Grade	3RD Percent	3RD Adjust	3RD Mod	SM1 Grade	SM1 Percent	SM1 Adjust	SM1 Mod	4TH Grade	4TH Percent	4 Ad
Overall Term Grade		0.00 %				0.00 %				0.00 %								0.00 %	
Music																			
Sings in tune																			
Sings with correct technique																			
Performs a steady beat on instrument																			
Recognizes common musical symbols																			
Distinguishes musical styles																			
Work Habits																			
Listens and follows directions																			
Works cooperatively with others																			
Participates in class activities																			

You will click on **Save and Next** to enter in the semester and/or final grades, if given. After completing the entry of the term/semester/final overall grades, you will select **Save and Finish**.

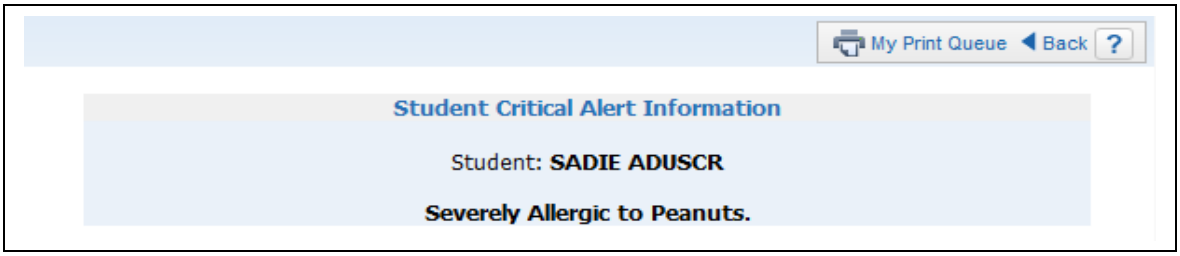
Student Indicators

Student Indicators allow you to view specific information about a student such as health-related issues or special education information.

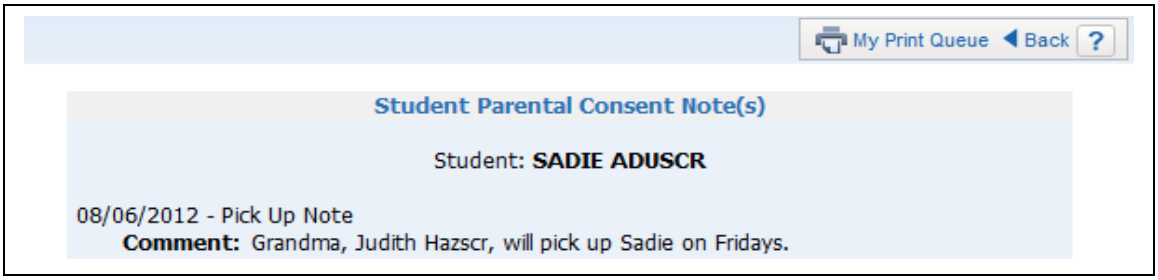


The Student Indicators display on the Gradebook Main screen. You can click the indicator to view additional information about the issue. Availability of specific indicators will depend upon the Gradebook Setup by the district and security access.

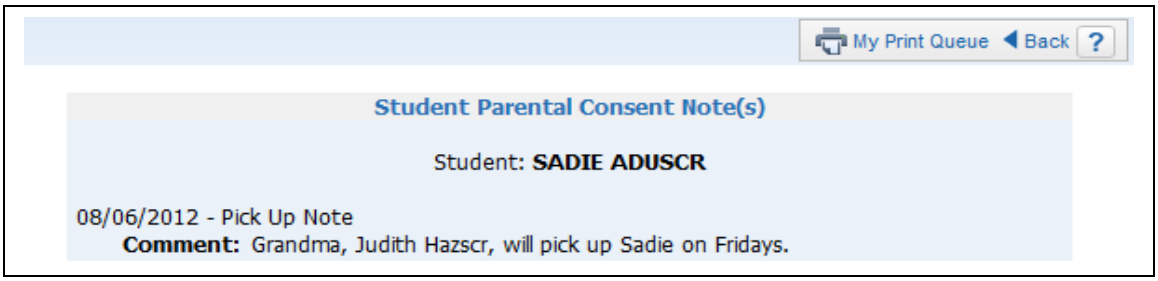
! and/or **(Red Name):** Student has critical alert information.



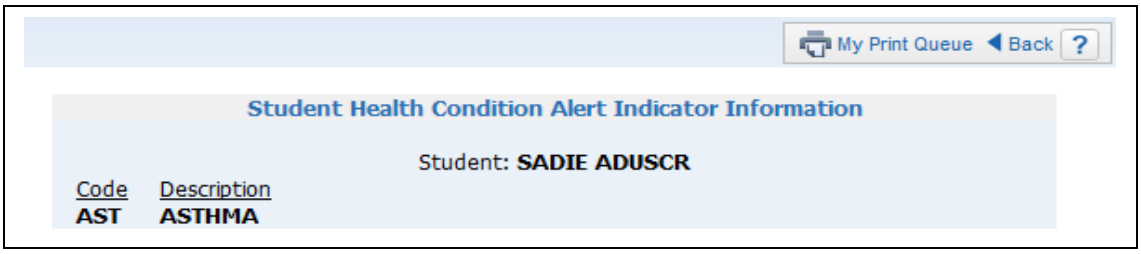
Green Note Icon: Displays if a student has a Parental Consent note.



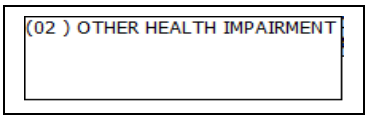
Purple Box: Displays if a student has a Parental Consent note. The color of the box and character in the box will change depending upon the indicator set up by the entity.



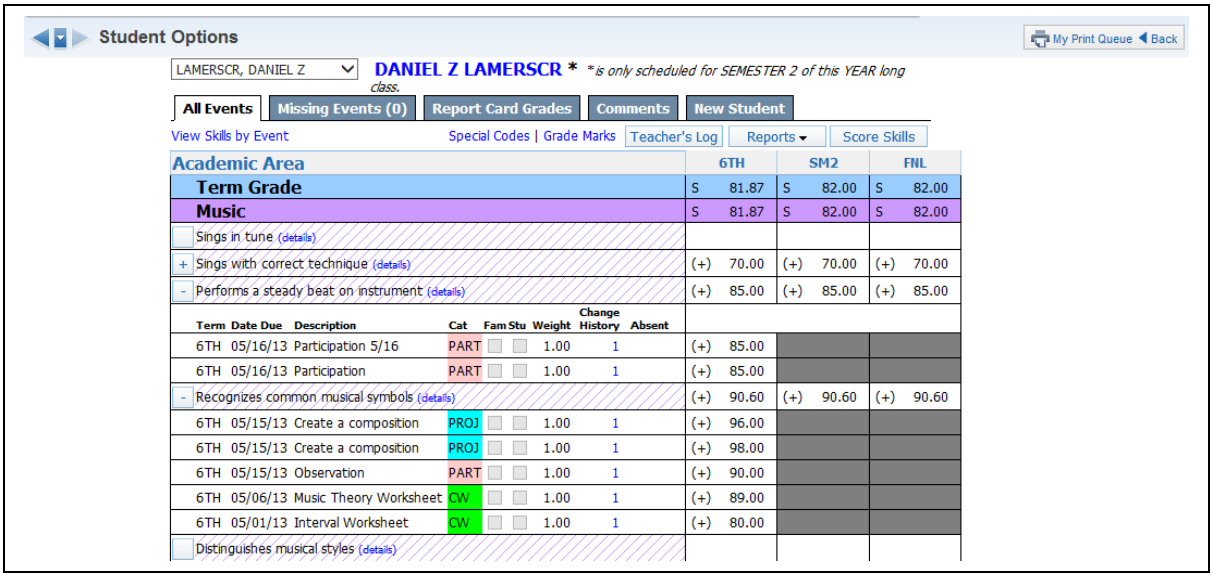
Red Cross: Displays if a student has a health condition.



Blue Alert Box: Displays if a student has a current IEP record.

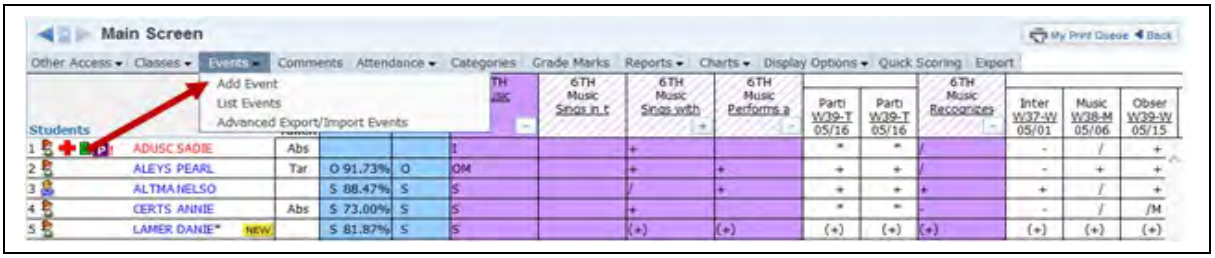


*** after student's name:** Displays when a student is enrolled for only a portion of the class. If you click the student's name on the Gradebook Main screen, you can see the portion of the class in which the student is enrolled.

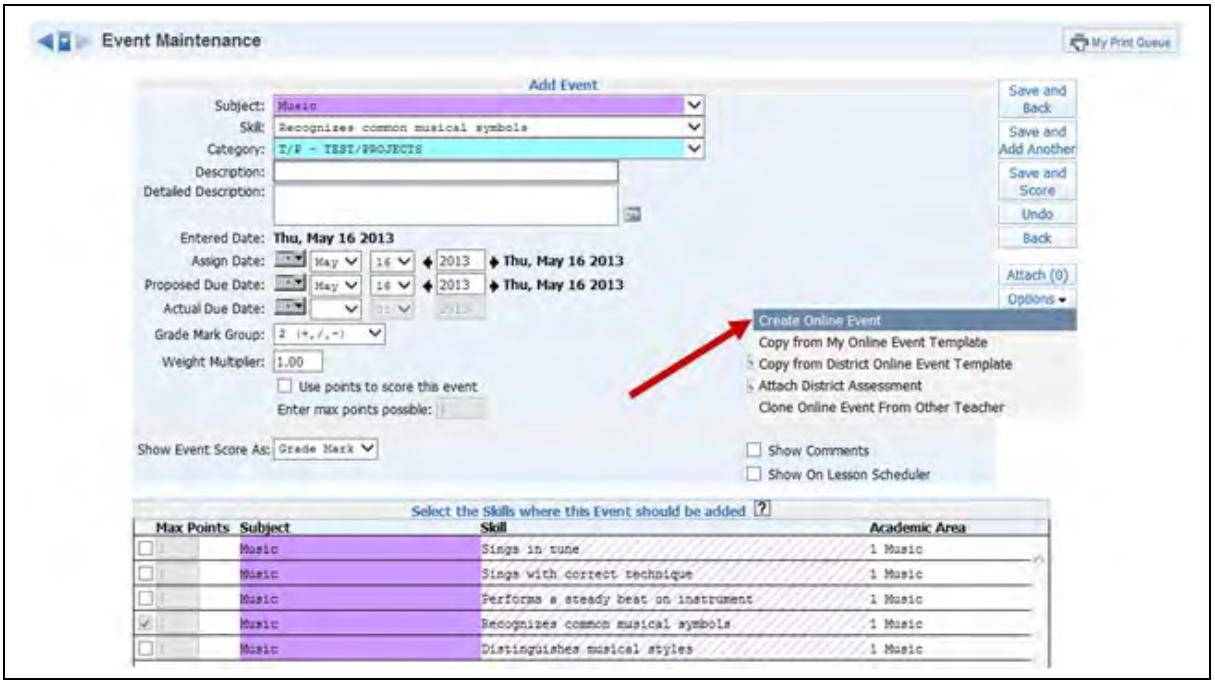


Online Events

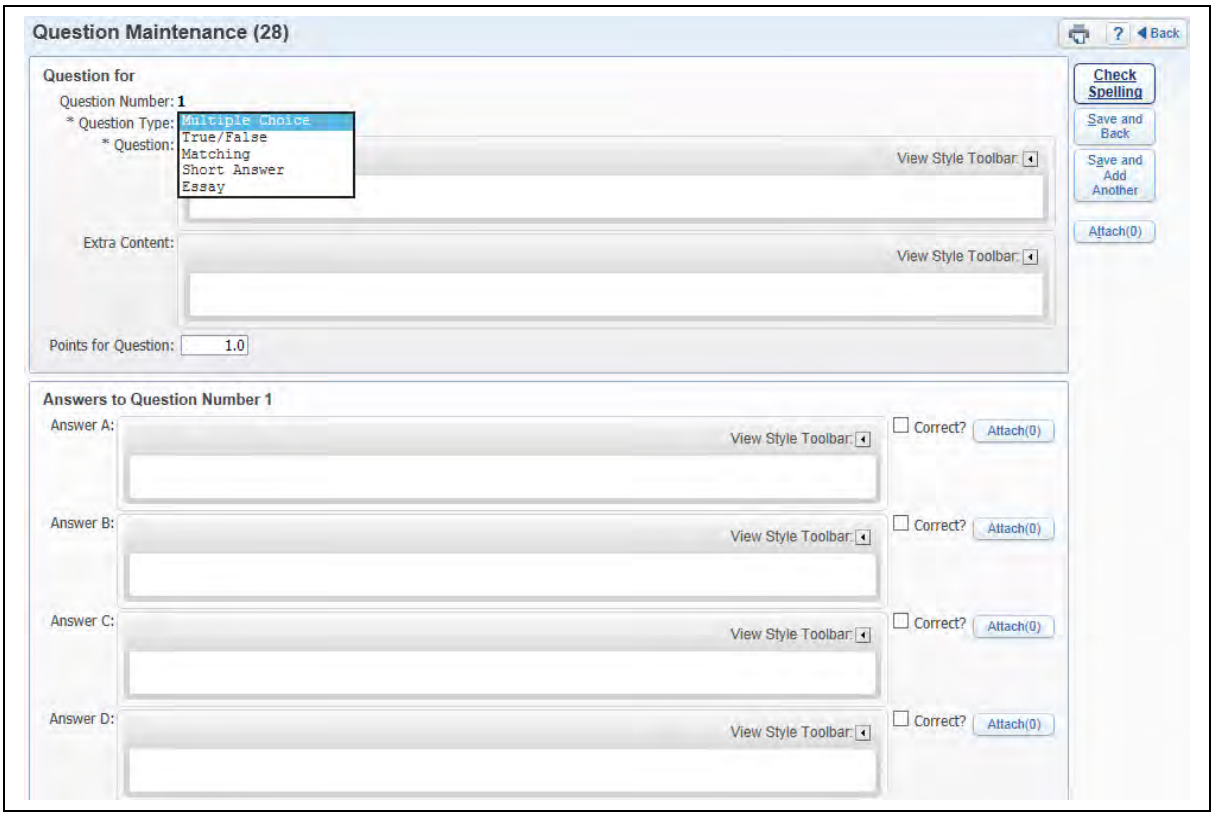
The Online Events feature allows you to create an event or assessment for students to complete through Student Access.



On the Gradebook Main screen under the **Events** tab, click **Add Event**.



Select **Create Online Event** from the Options drop-down menu.



***Name**: This field pulls from the description entered for the event.

Description: Allows you to enter information related to the event. The description will display in Student Access. The description could be used for directions regarding the event/assessment.

Default Points per Question: Allows you to enter the point value used for each question. You will have the capability to modify the point value later when creating a question.

Randomize Questions: This option allows the questions to display in a random order for completion in Student Access.

Override Multiple Choice/Matching Answer Lettering: This option allows you to select different letters to be used for multiple choice questions. If this option is selected, you can click Select Letters to determine the letters to be used. You can select only 10 letters.

Use Alternate Lettering for Even Numbered Questions: This option is available only when you select Override Multiple Choice/Matching Answer Lettering. It allows you to select a different set of letters for even numbered questions. You can select the letters to be used by clicking Select Letters.

Do not Make Available in Student Access Online Events: This option allows you to determine when the event displays in Student Access. You should uncheck this option when the event is ready for display in Student Access.

***Start/Stop Date and Time:** This option will be available only when Do Not Make Available in Student Access Online Events is not selected. It allows you to determine the amount of time the online event can be accessed in Student Access.

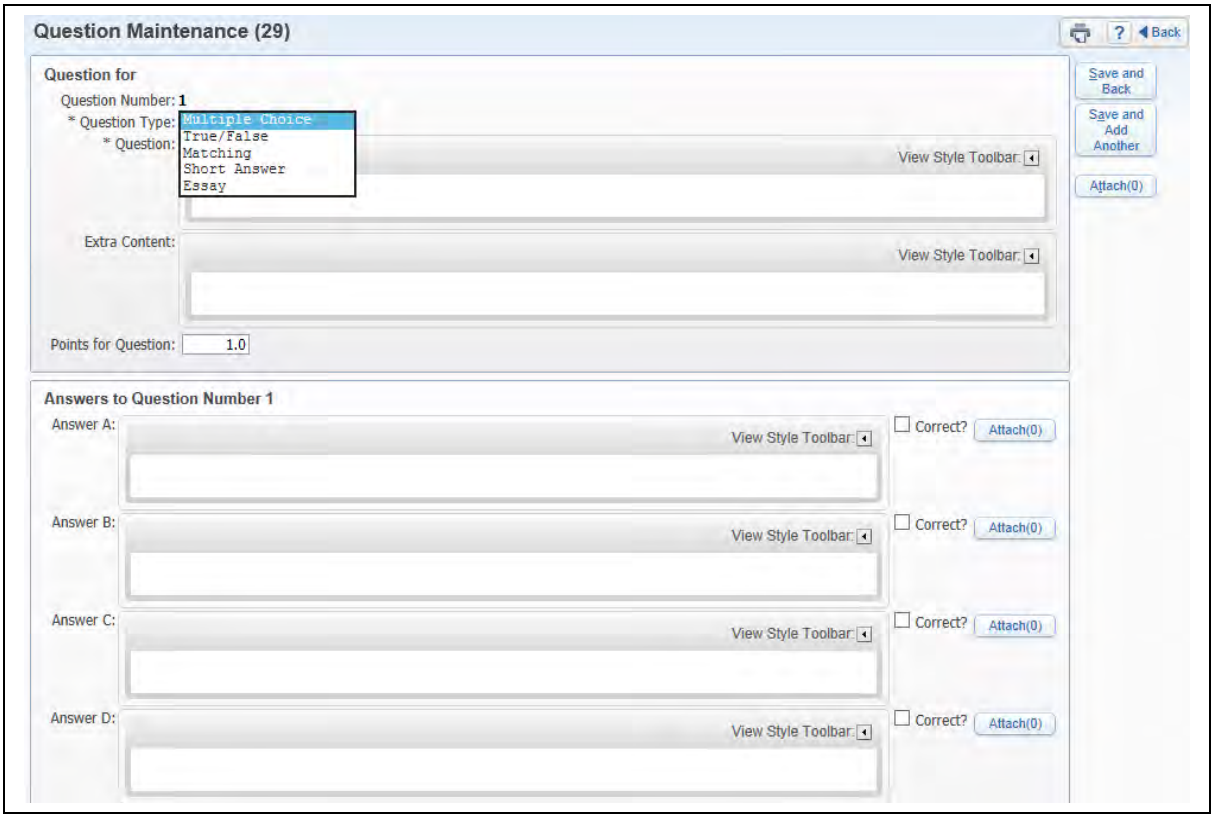
Questions per Page: Allows you to determine the number of questions that display on a page.

Do Not Show Results Until: Allows you to determine when the results of the online event will display.

Auto-Score and Post to Gradebook: If this option is selected, the online event will be scored automatically and the score entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

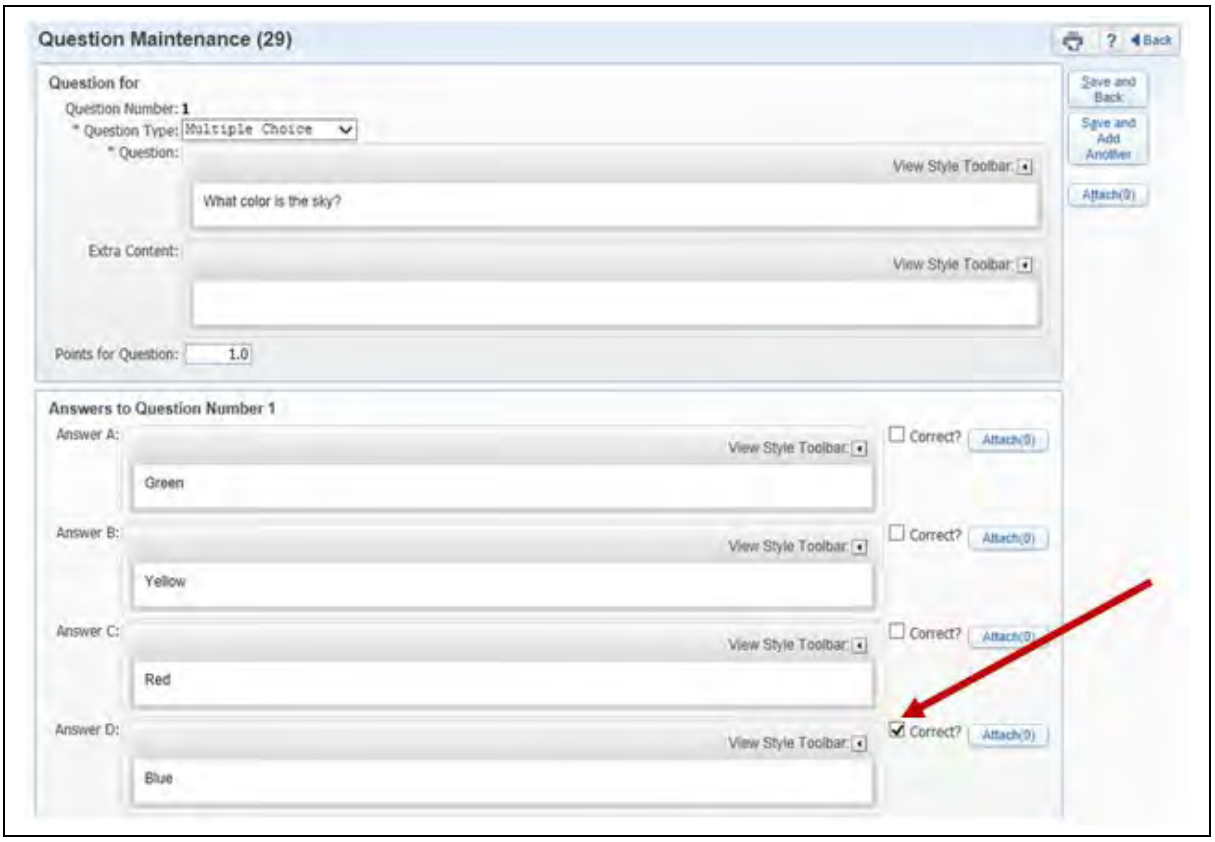
Show Correct Answers: Allows correct answers to display in Student Access for the online event.

After selecting the options for the Online Event, click **Save and Add Questions.**



You can select the type of question you want to use. If you chose the Auto-Score option, the Short Answer and Essay options will not be available.

Sample of Multiple Choice

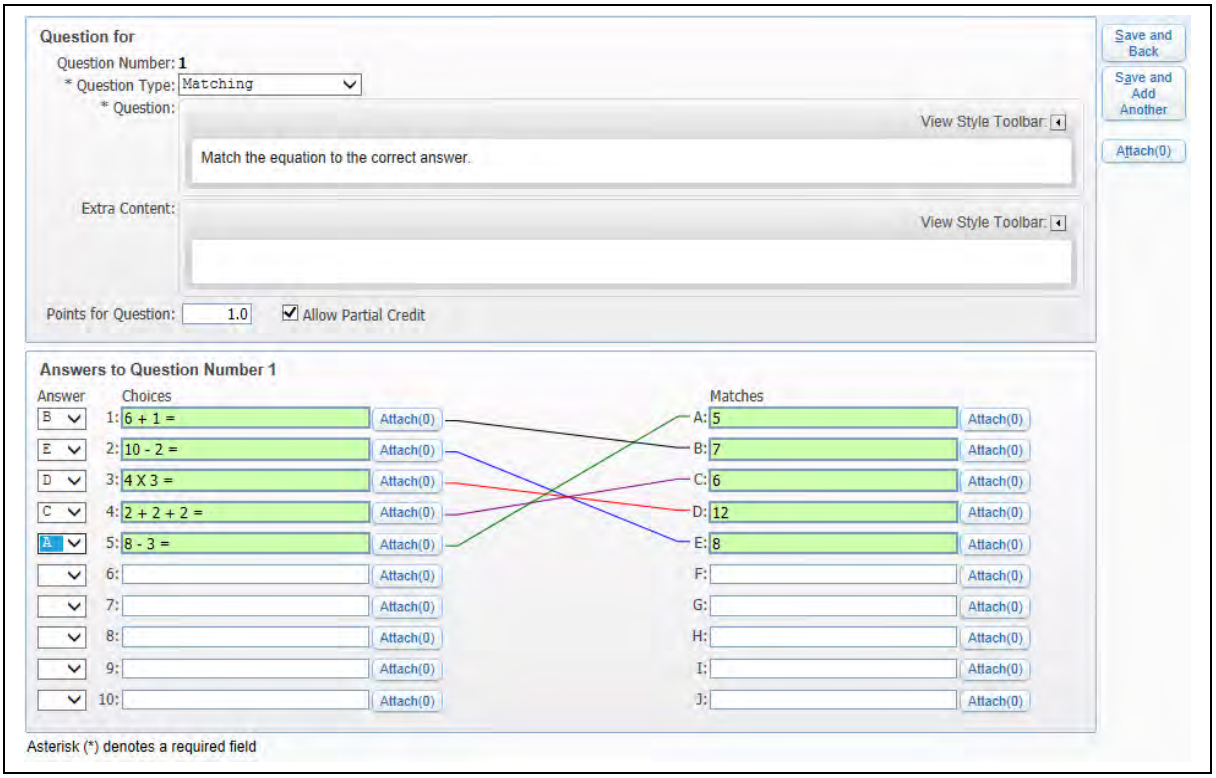


After you choose the question type, enter the question you want to ask. In the lower area, enter the possible answers for Multiple Choice. You may have the option to use attachments for questions and answers depending upon the setup of the Gradebook by the district.

Sample of True/False

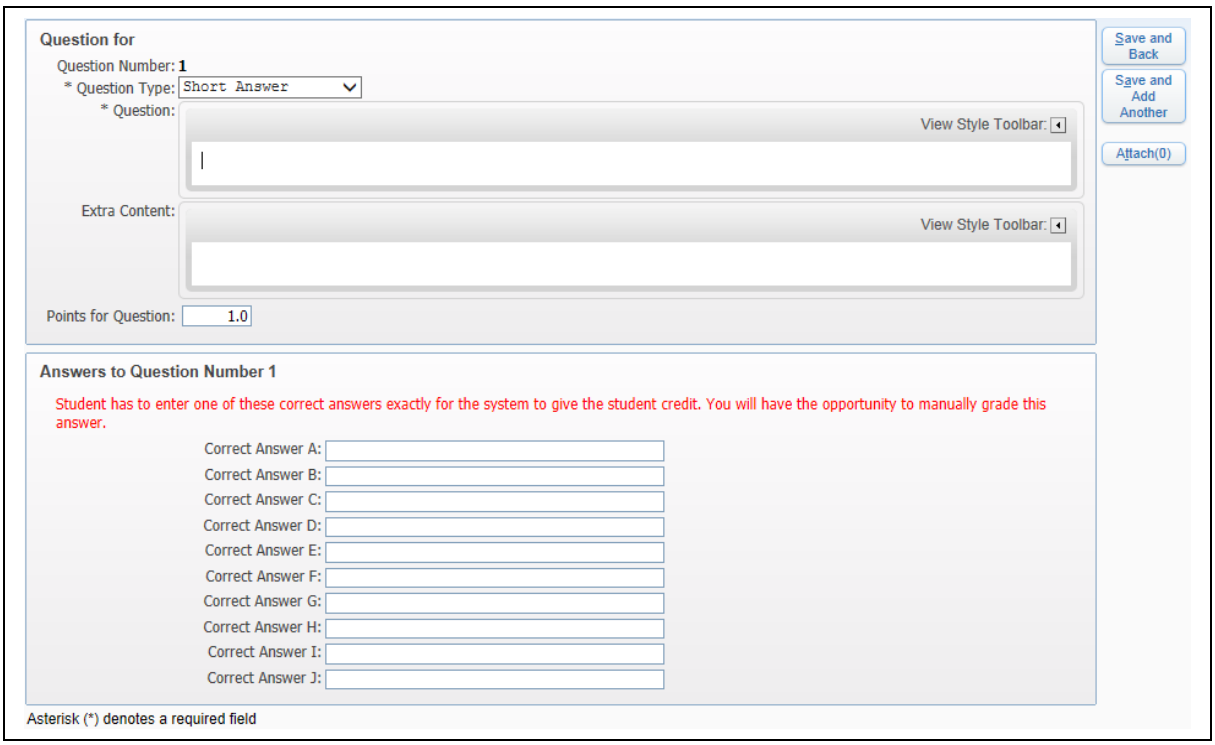
Enter the question and select the answer of True or False.

Sample of Matching



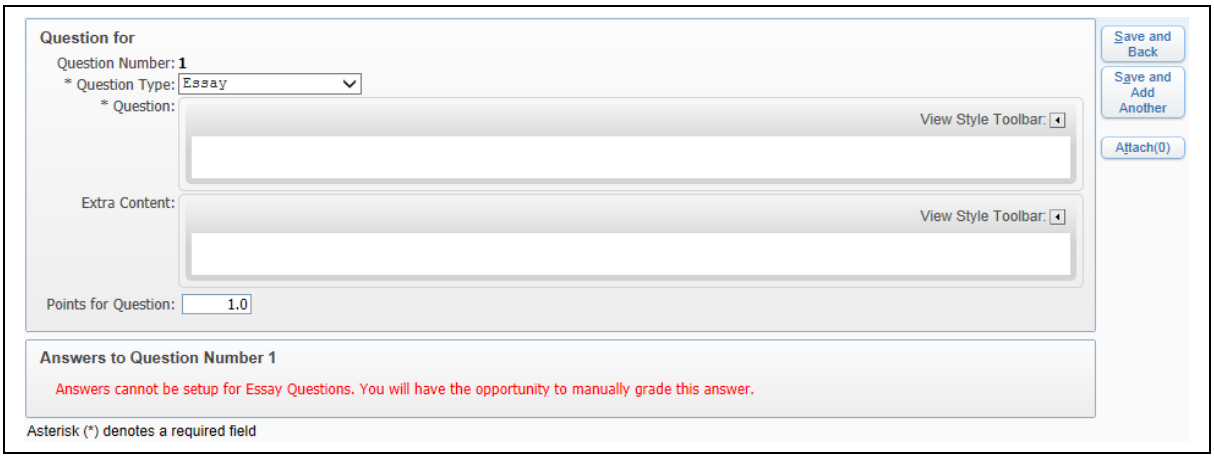
For Matching questions, you enter a Question. Then list Choices, Matches and an Answer specify each match.

Sample of Short Answer



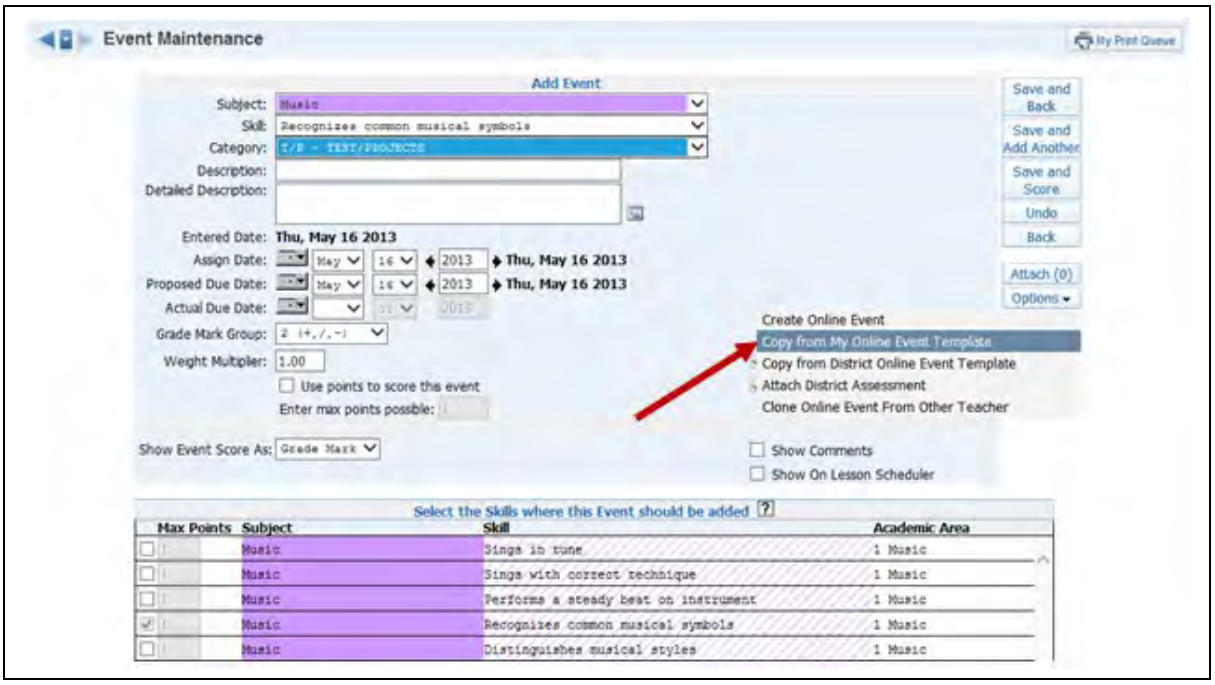
Enter the question and specify one or more correct answers that will give the student credit automatically. You will be able to score the question manually as well.

Sample of Essay

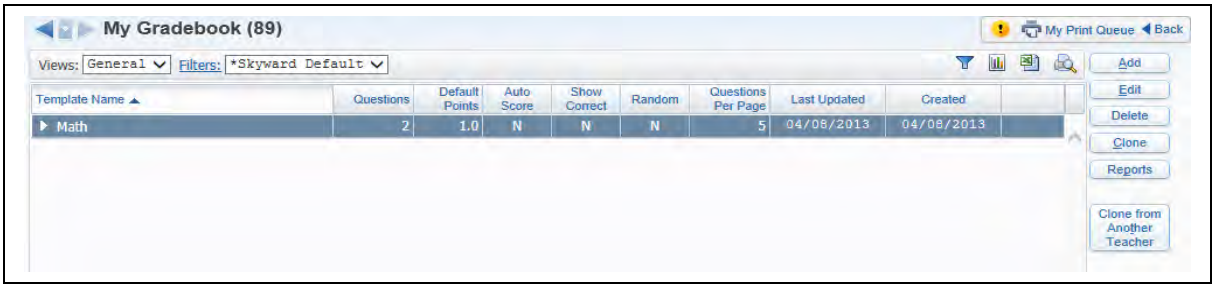


Enter in the Essay question. Answers cannot be set up for Essay questions. You need to score Essay questions manually.

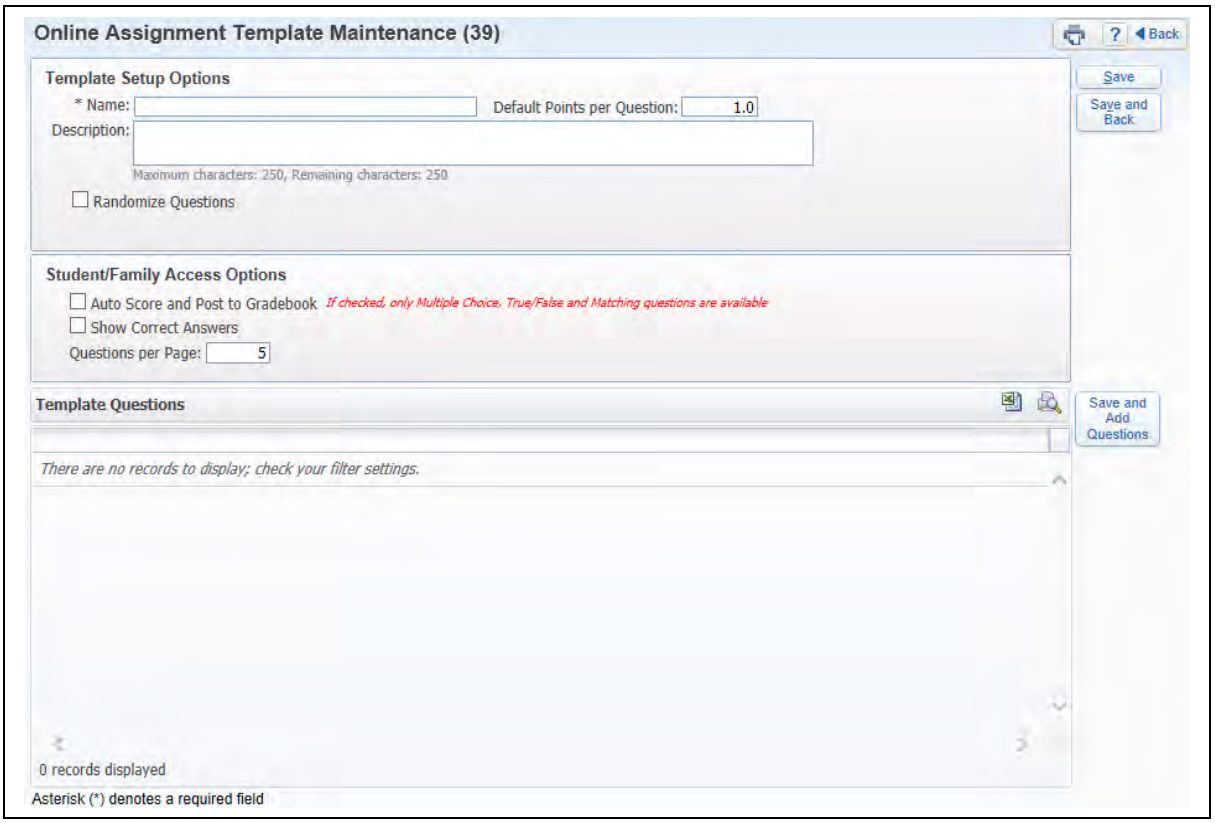
Copy from my Online Event Template



Copy from my Online Event Template allows you to select an existing template you created previously. These Online Event Templates are created by going to the **Other Access** tab and selecting **Online Event Templates.** The benefit of using Online Event Templates is that templates are available in subsequent school years. Also, you can clone the template and make modifications to the questions.



Click **Add** to create a new Online Event Template.



***Name**: This field pulls from the description entered for the event.

Description: Allows you to enter more information about the event. The description will display in Student Access. The description could be used for directions regarding the event/assessment.

Default Points per Question: Allows you to enter a point value to be used for each question. You have the capability to modify the point value when creating a question.

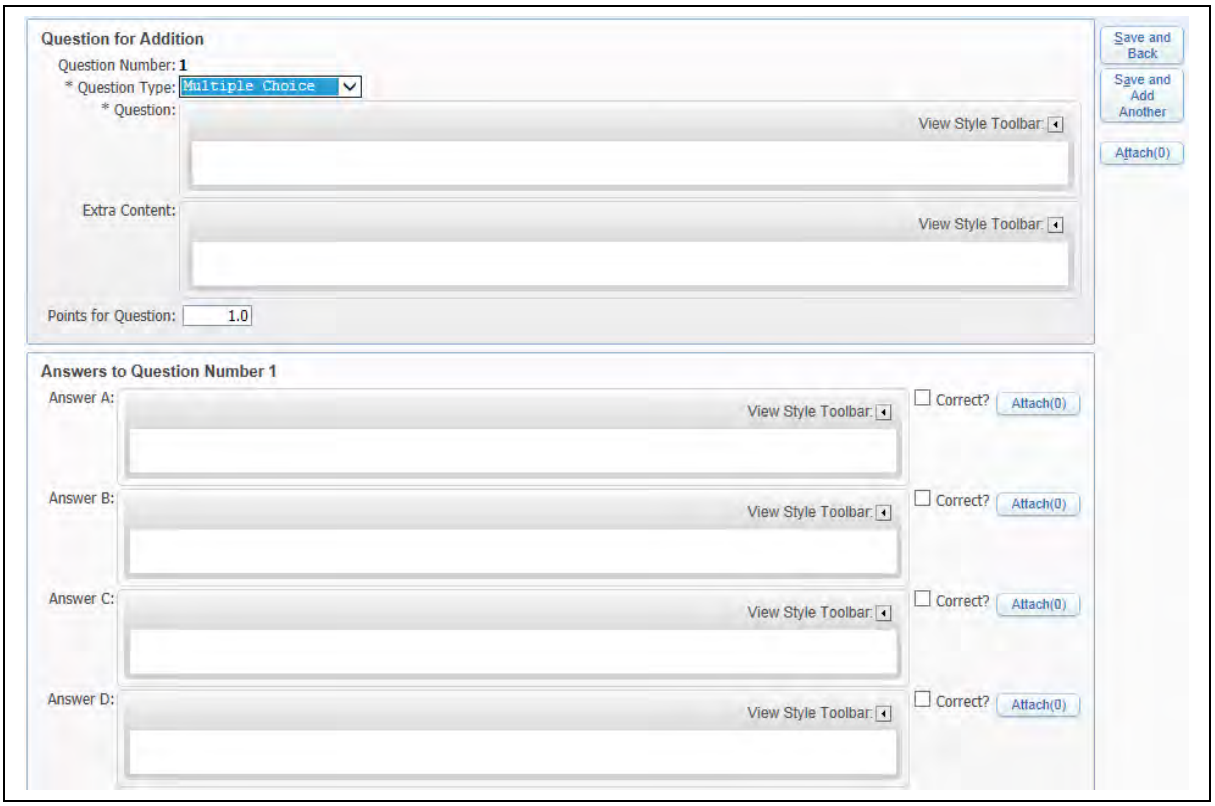
Randomize Questions: Allows questions to display in random order when completed in Student Access.

Auto-Score and Post to Gradebook: If this option is selected, the online event will be scored automatically and the score will be entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

Show Correct Answers: Allows for correct answers to display in Student Access for the online event.

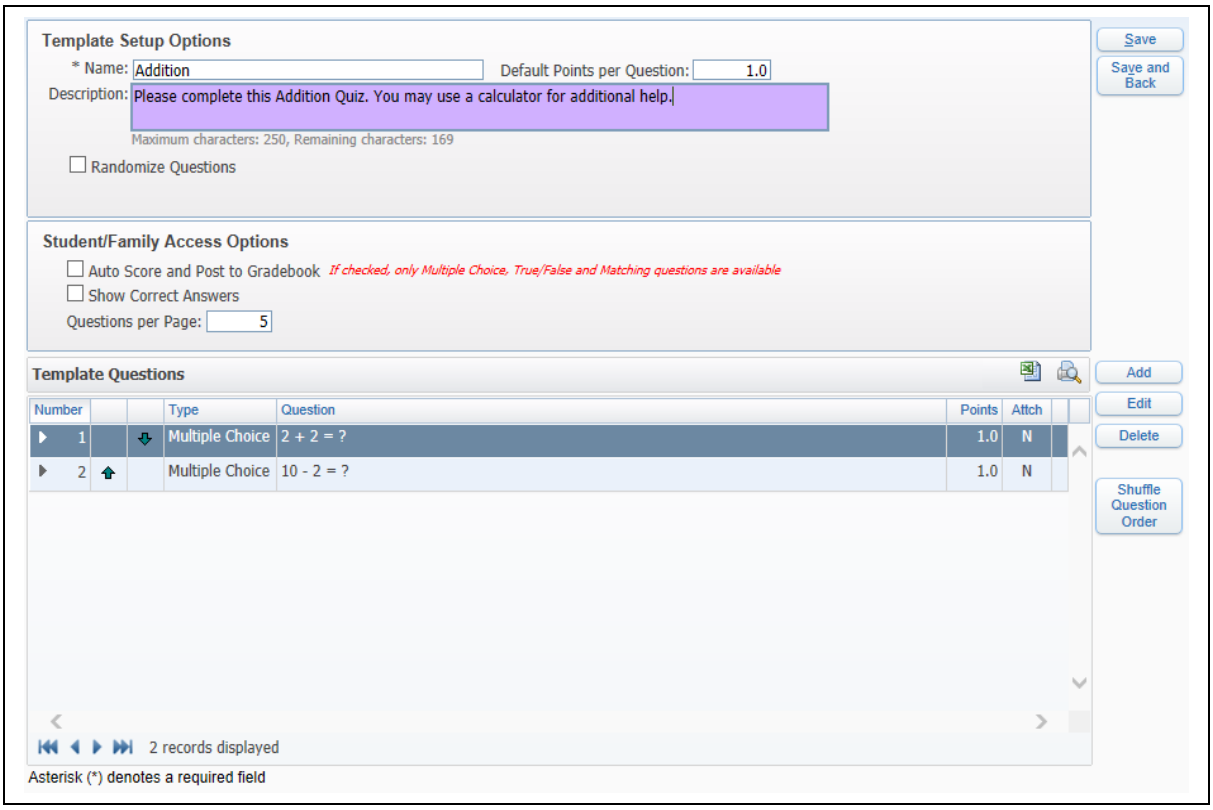
Questions per Page: Allows you to determine the number of questions that display on a page.

After selecting the options for the Online Event, you click **Save and Add Questions.**



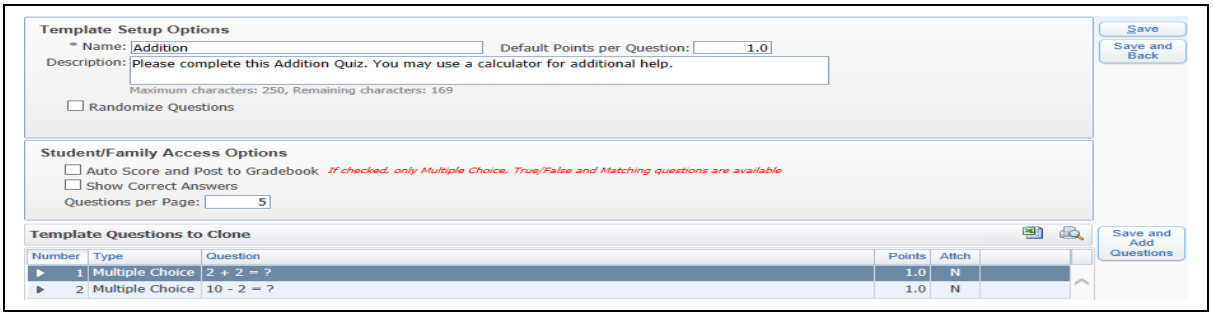
You can then create your questions and answers according to the Question Type selected. After you have completed entering your questions, click **Save and Back.**

Additional Functionality



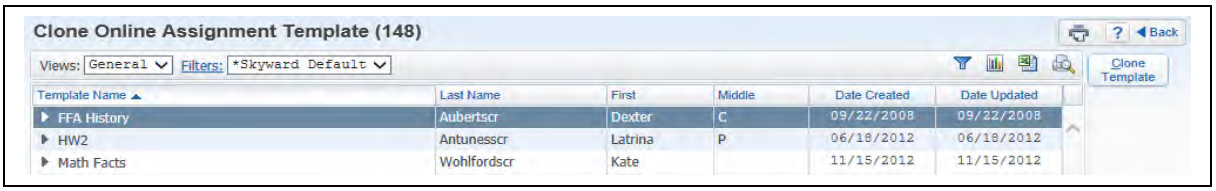
Edit: Allows you to make modifications to an existing Online Event Template.

Delete: Removes an Online Event Template.



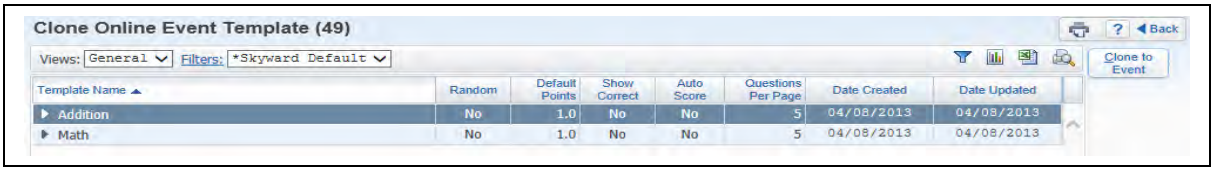
Clone: Allows you to make a copy of an existing Online Event Template. You can then make modifications to the template. All fields can be modified when cloning a template. You will need to modify the name of the template to save the new template.

Reports: Allows you to generate a report of online event information. You can find additional information regarding these reports later in this section of this guide.

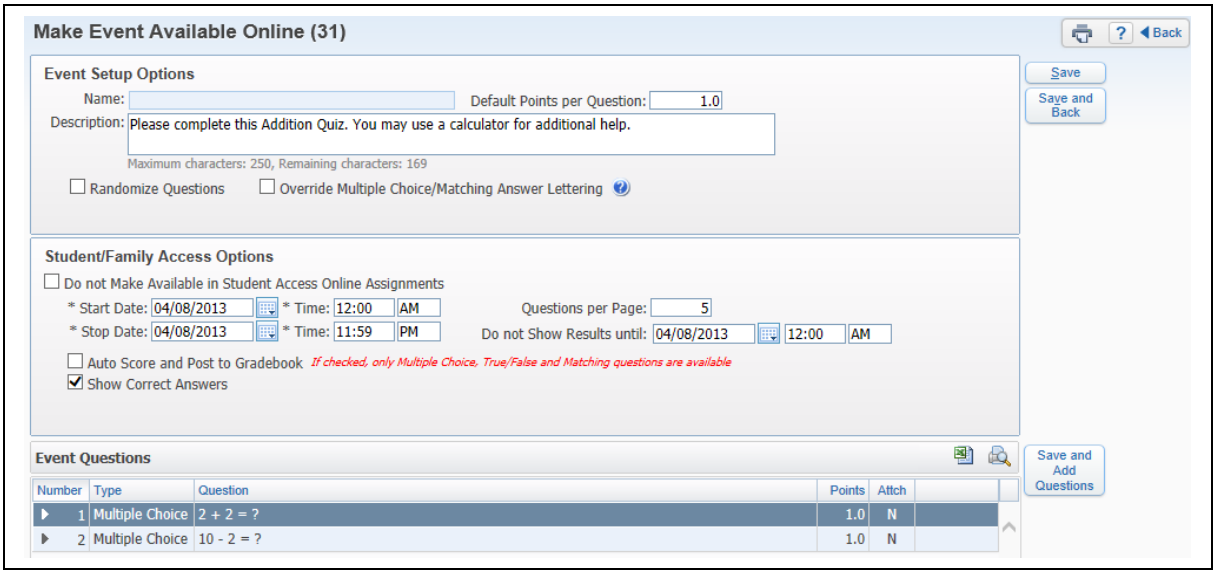


Clone from Another Teacher: Allows you to copy an online event template from another teacher. Availability of this option will depend upon the Gradebook setup for the district.

After the template has been created, you can create an event and select to **Copy from My Online Event**.

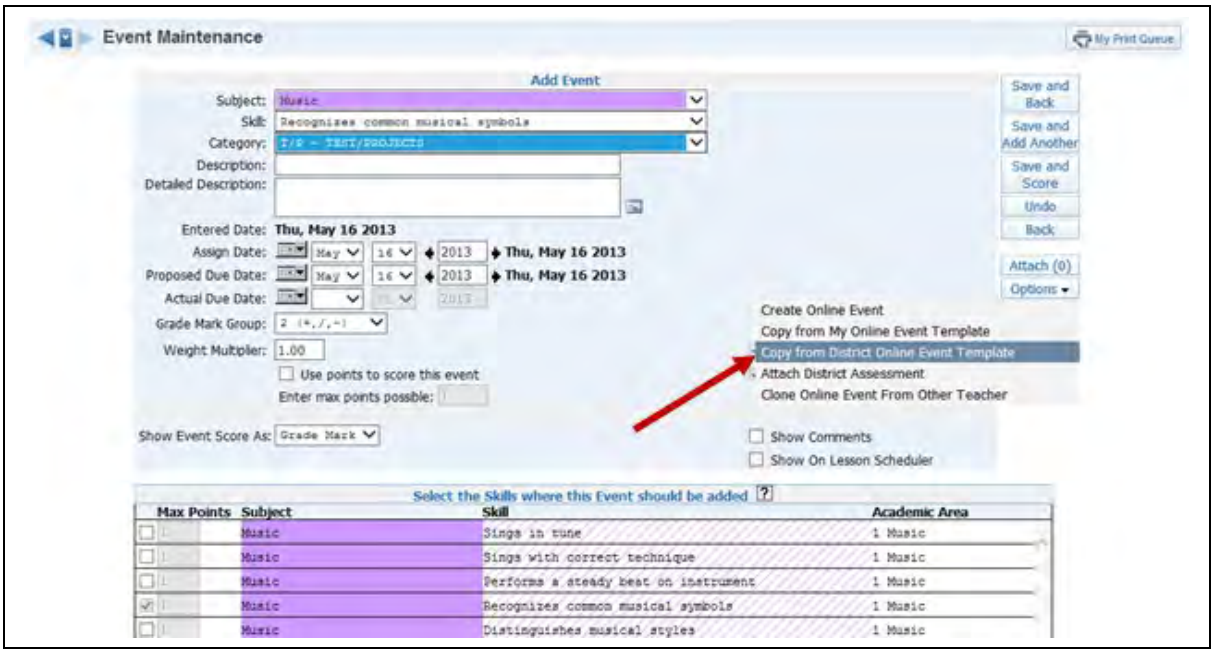


Highlight the Event Template and click **Clone to Event**.

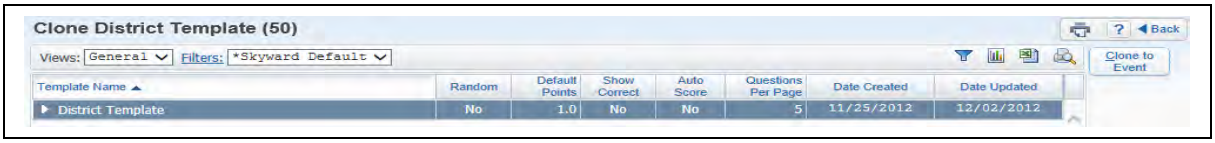


You can verify the Event Setup Options and the Student/Family Access Options for the online event. Additional questions for the online event can be added. If you add a question on this screen, it will not be added to your original online event template. After verifying the setup of the online event, select **Save and Back**. **Save and Back** returns you to the **Add Event** screen.

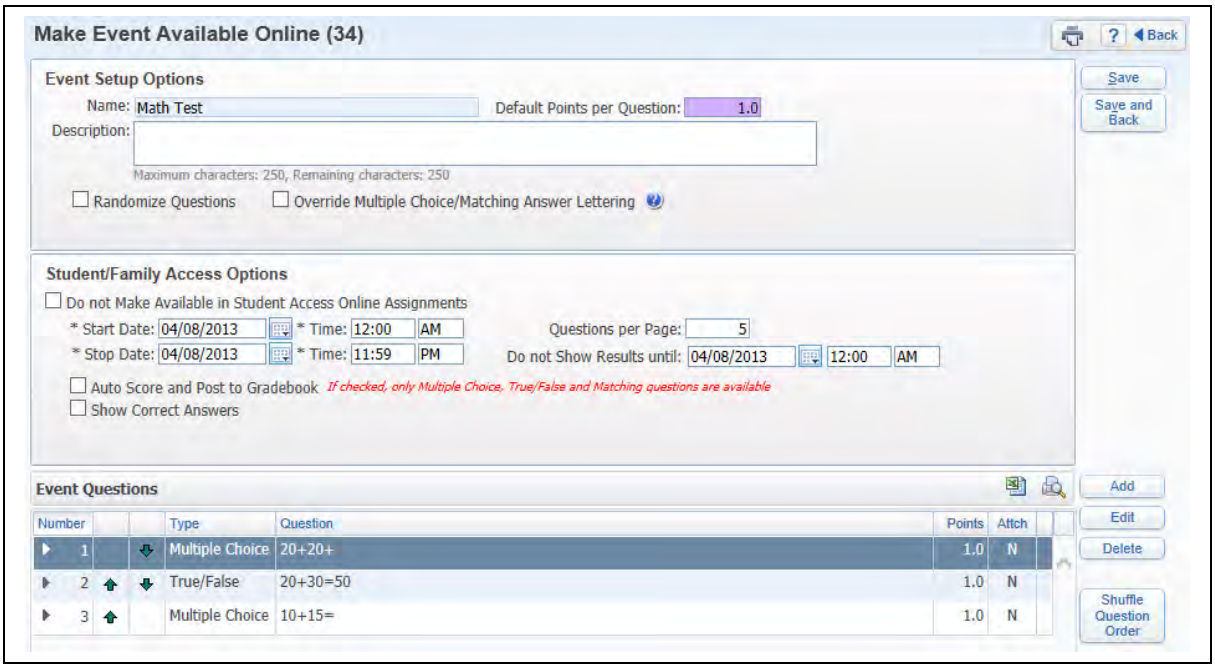
Copy from District Online Event Template



Copy from District Online Event Template allows you to use a district-defined event template when setting up an online event in the Gradebook.

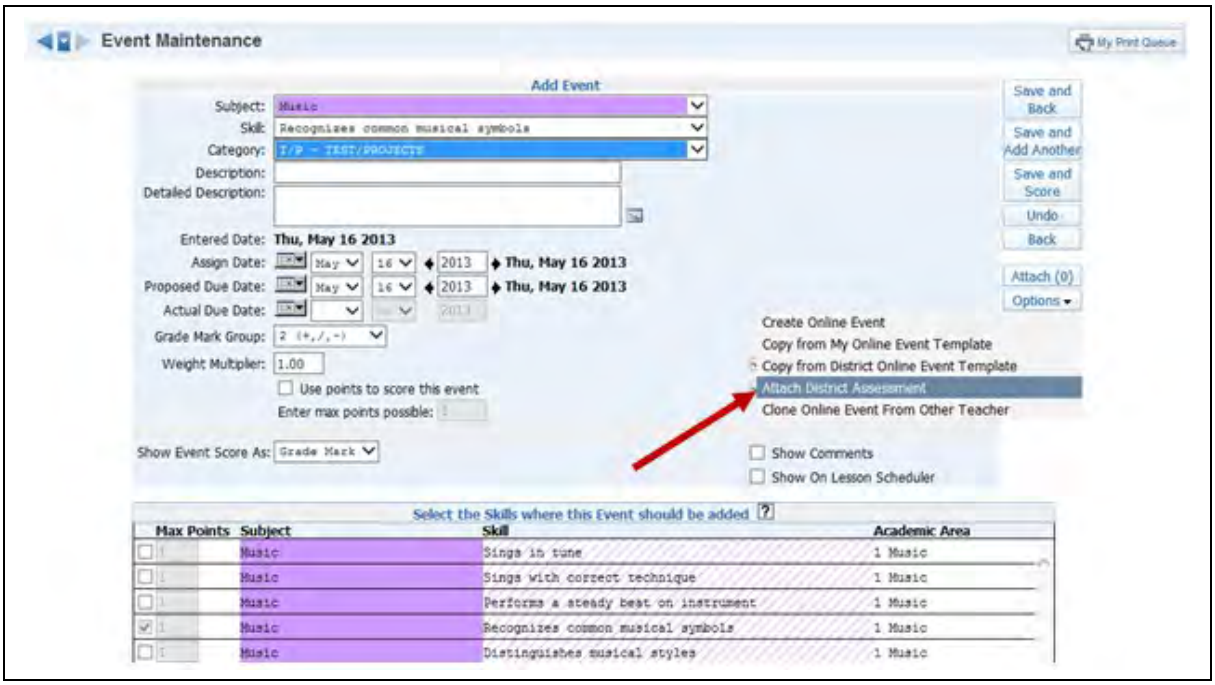


These templates are set up administratively and any district template created will display in your list. Highlight the template you want to use and click **Clone to Event**.

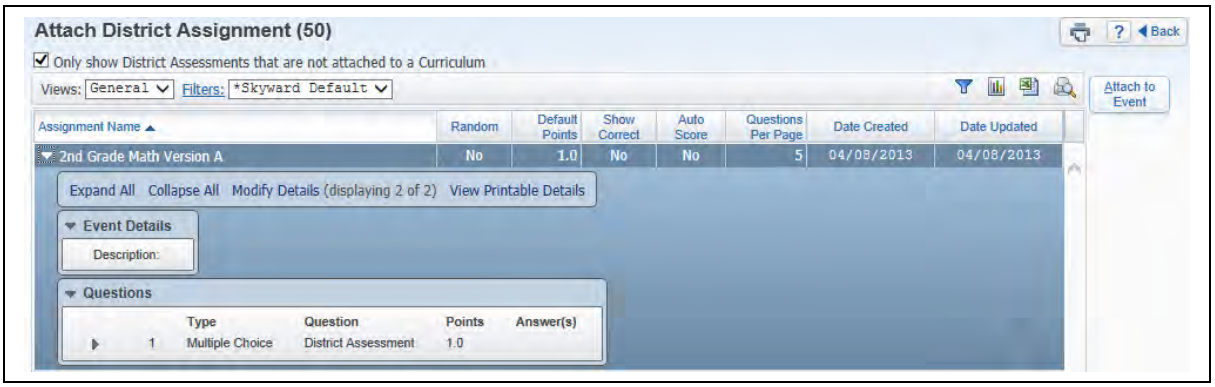


You can verify the Event Setup Options and the Student/Family Access Options for the online event. Additional questions for the online event can be added. You have the capability to remove questions from the template. If you add a question on this screen, it will not be added to your original online event template. After verifying the setup of the online event, select **Save and Back**. **Save and Back** returns you to the **Add Event** screen.

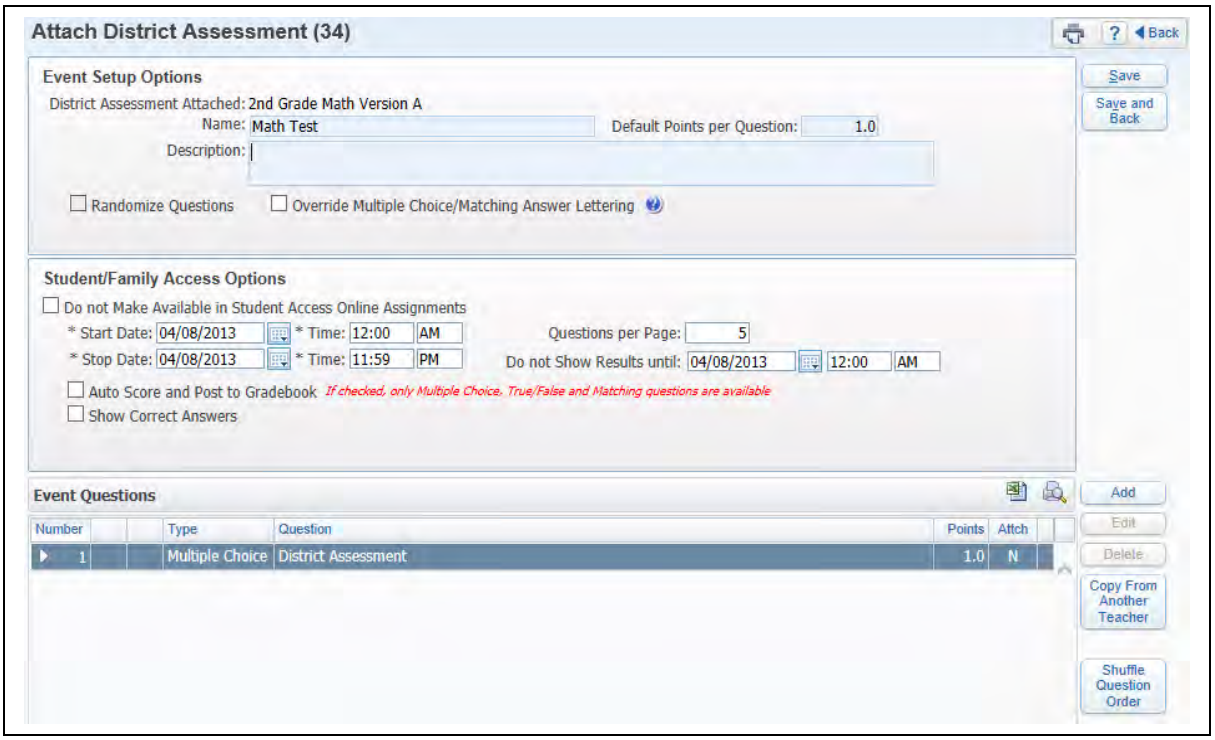
Attach District Assessment



Attach District Assessment allows you to use a district-created assessment for an online event.

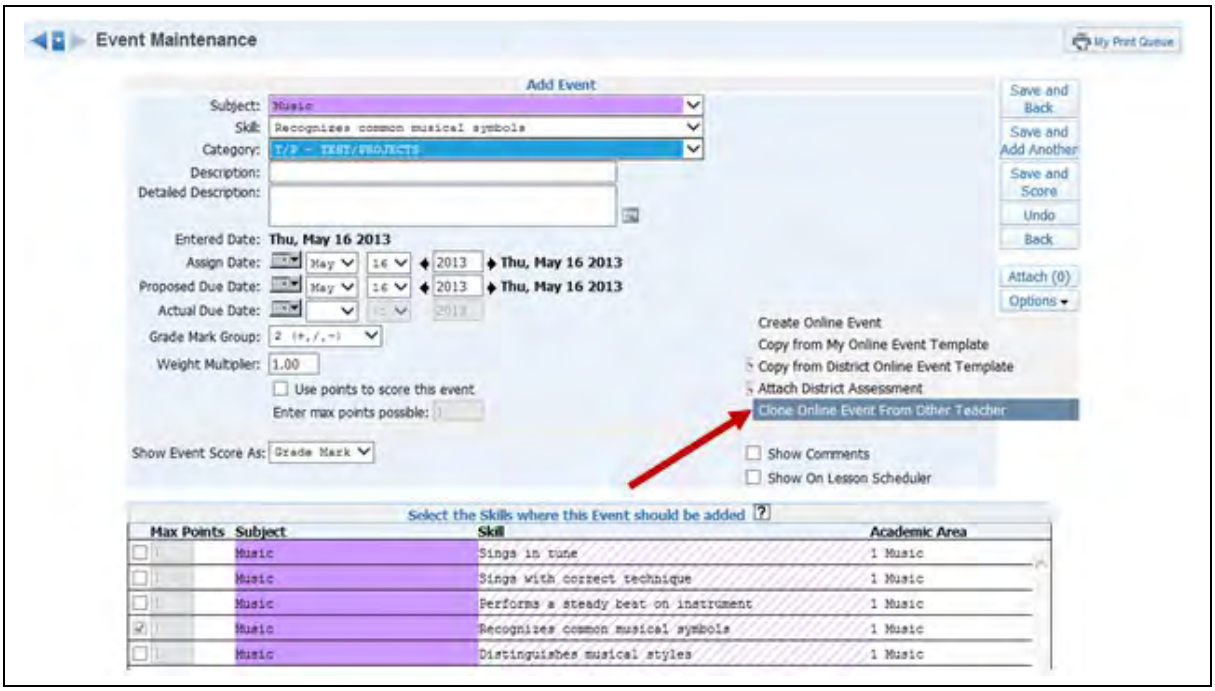


The District Assessments you see displayed are the assessments attached to the class by administrators. Highlight the assessment you want to use and select **Attach to Event**.



You can verify the Event Setup Options and the Student/Family Access Options for the online event. Additional questions for the online event can be added. You do not have the capability to remove questions the district created. You will be able to delete questions that you created. **Copy From Another Teacher** allows you to clone questions another teacher created for this district assessment. After verifying the setup of the online event, select **Save and Back**. **Save and Back** returns you to the **Add Event** screen.

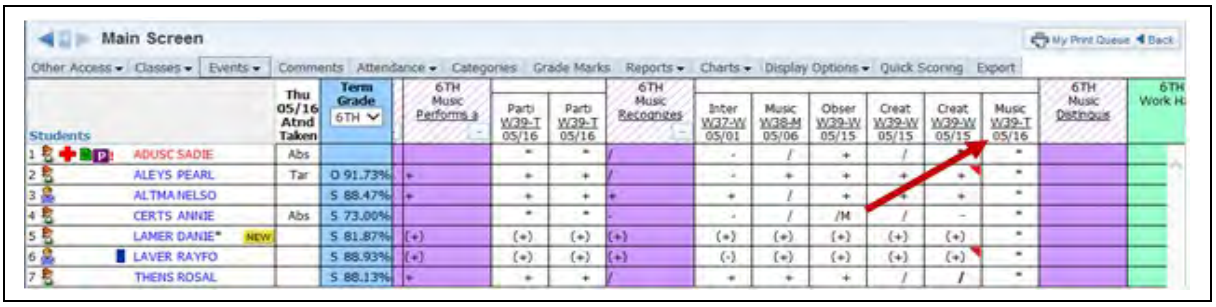
Clone Online Event from Other Teacher



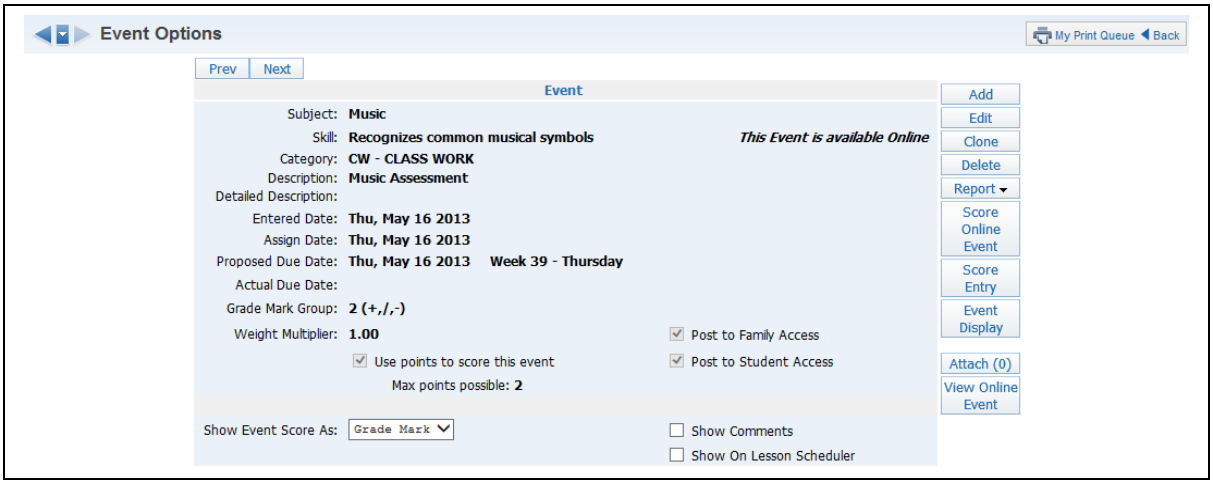
Clone Online Event from Other Teacher allows you to copy another teacher's online event. Availability of Clone Online Event From Other Teacher depends upon the district Gradebook setup.

The online events that display were created by using the **Create Online Event** option to add an event. You have the capability to clone online events from a prior year by selecting a different school year in the drop-down menu.

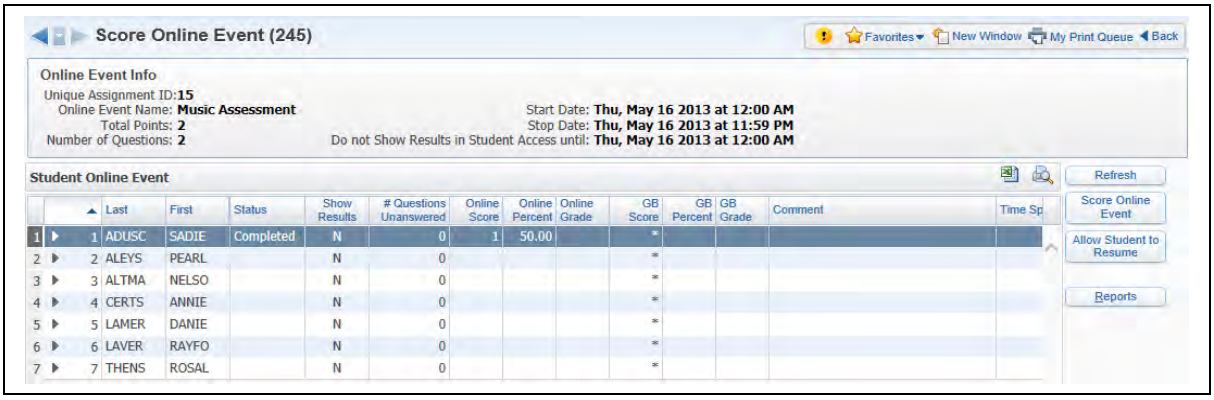
Scoring an Online Event



Click the **Event Header** on the Gradebook Main screen.



Then click **Score Online Event.**



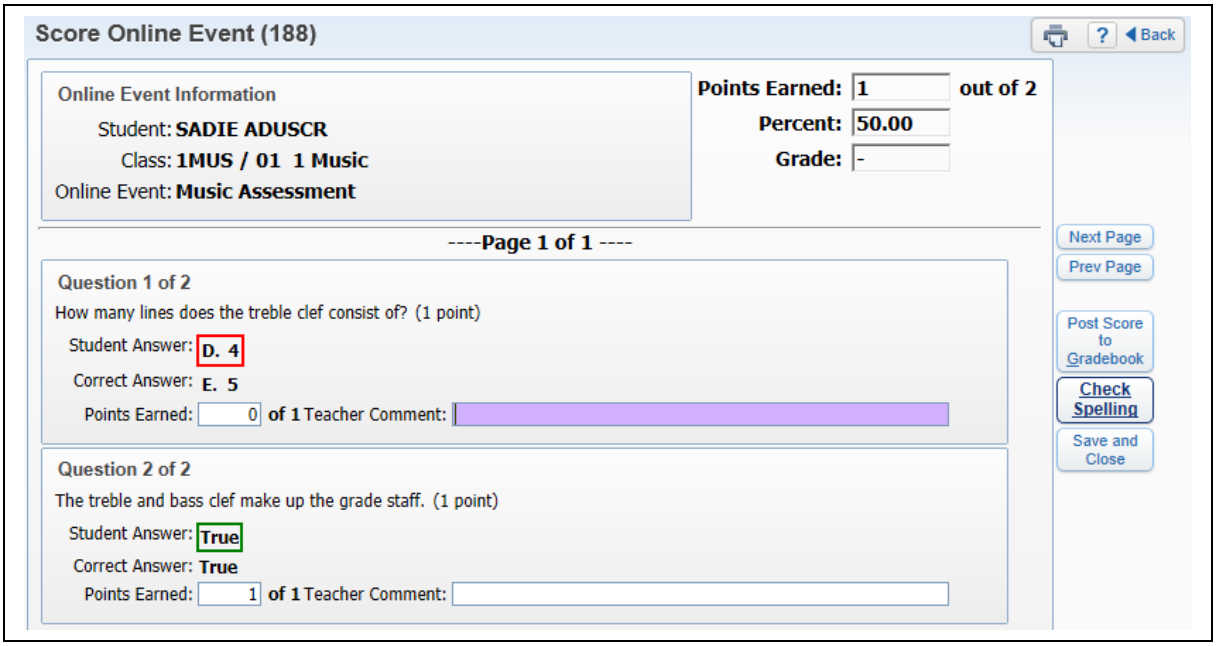
Online Event Info: Displays how the online event was set up.

Student Online Event Information:

- **Status –** Displays the student's status for the online event. You see either In Progress or Completed.
- **Show Results –** Indicates whether results for this online event will display in Student Access.

- **# Questions Unanswered –** Displays the number of questions the student did not answer.
- **Online Score –** Displays the number of points the student earned through answers that were auto-scored.
- **GB Percent, Grade and Comment –** Displays the Gradebook information related to this event.
- **Time Spent –** Allows you to see how much time the student spent on this online event.

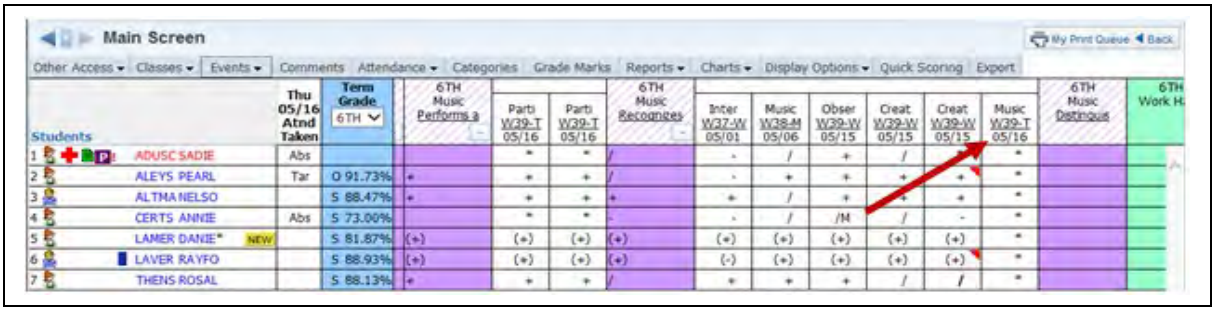
Score Online Event



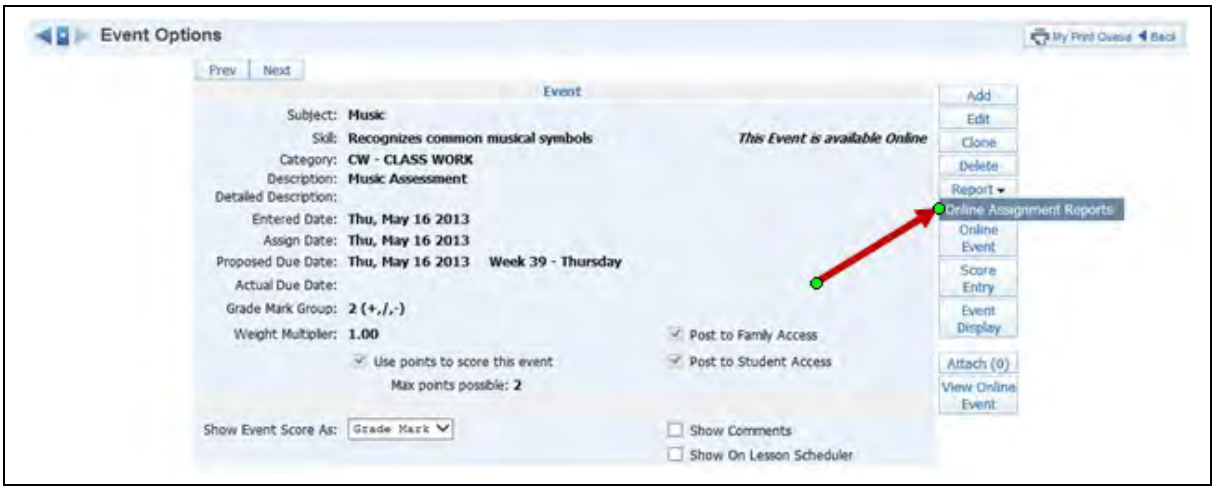
Score Online Event allows you to score the event or make adjustments to the points students earned for auto-scored questions. After scoring the event, click **Post Score to Gradebook**. If you set up the online event to auto-score and post grades to Gradebook, you do not need to complete this step unless you need to adjust a student's score manually.

Allows Students to Resume: You can select this option if you need a student to go back into the online event in Student Access. After selecting this option, the student's status Changes to In Progress.

Online Event Reports

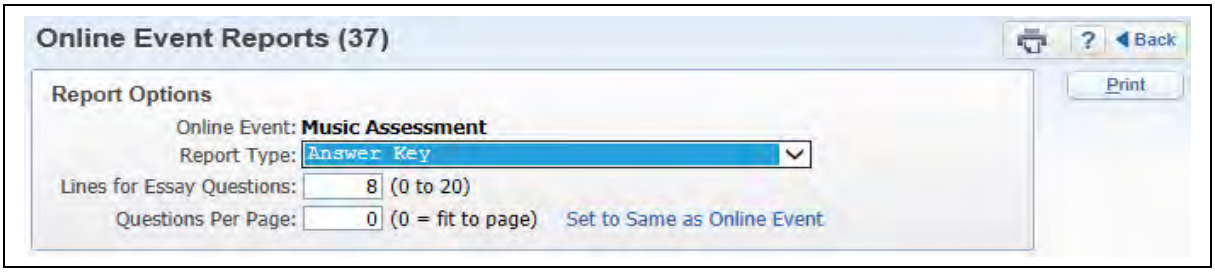


Click the **Event Header** on the Gradebook Main screen.



Select **Online Assignment Reports** from the **Reports** drop-down menu.

Answer Key



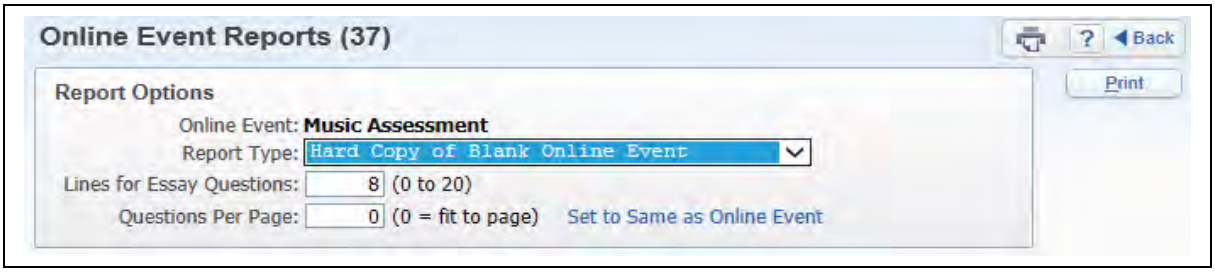
Answer Key provides you with a listing of the questions included in the online event and the answers for the questions.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.

Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Event: If you select this option, Questions Per Page will reflect how the online event was set up.

Hard Copy of Blank Online Event



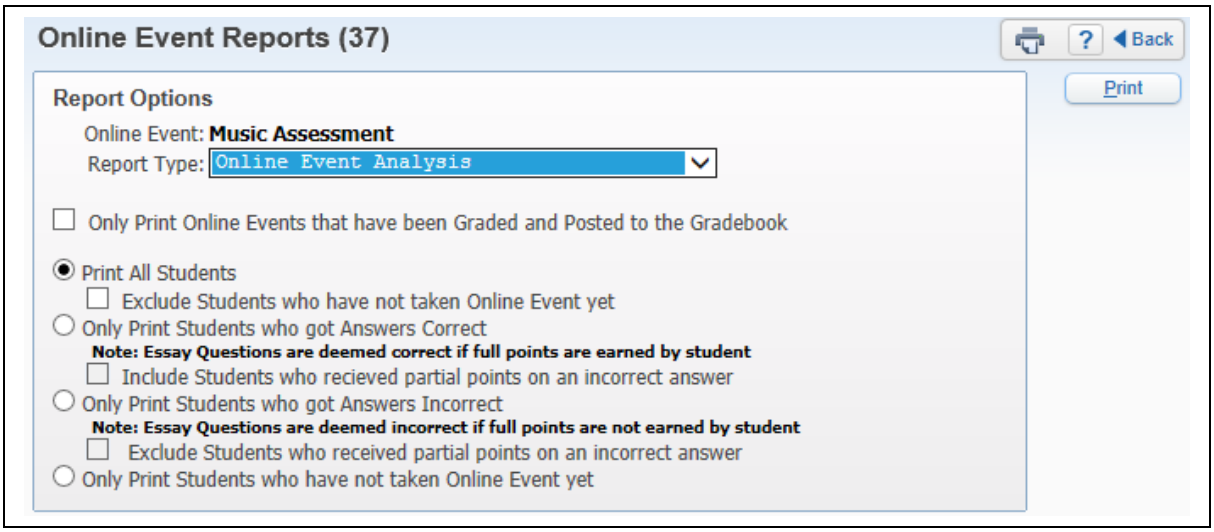
Hard Copy of Blank Online Event displays each question included in the online event. This report would be used if a student wasn't able to complete the online event through Student Access; it lists all of the questions and allows the student to answer them.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.

Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Event: If you select this option, the Questions Per Page will reflect how the online event was set up.

Online Event Analysis



The Online Event Analysis Report allows you to see which students got correct/incorrect answers to the questions in the Online Event. It also shows you which students have not taken the Online Event.

Only Print Online Events that have been Graded and Posted to the Gradebook: Prints online event information only for online events graded and posted to the Gradebook.

Print All Students: Prints analysis information for all students.

Exclude Students who have not taken Online Event yet: Excludes students who have not completed the event. If this option is not selected, the report shows the students and Not Taken on the report.

Only Print Students who got Answers Correct: Displays only the names of students who answered the questions correctly.

Include Students who received partial points on an incorrect answer: Includes students who earned partial credit for an incorrect answer.

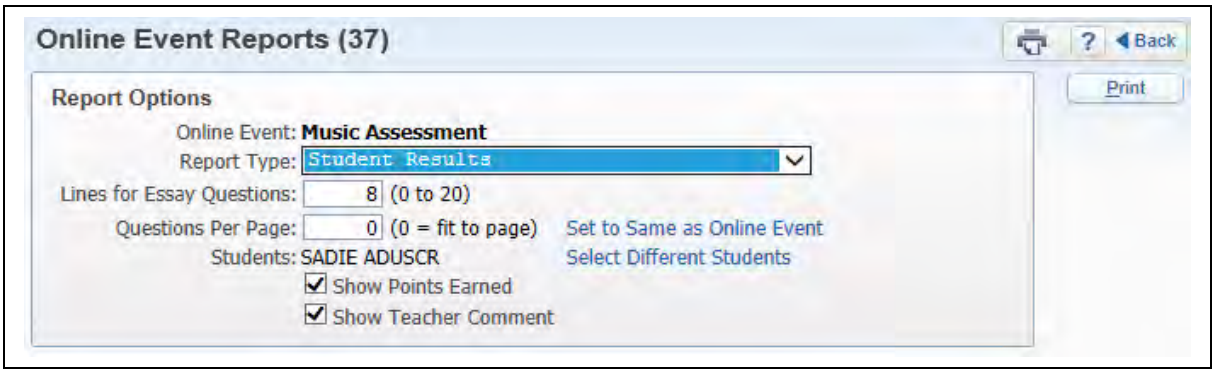
Only Print Students who got Answers Incorrect: Displays only the names of students who answered the questions incorrectly.

Exclude Students who received partial points on an incorrect answer: Excludes students who earned partial credit for an incorrect answer.

Only Print Students who have not taken Online Event: Displays a list of students who have not completed the online event. This option will not be available if you selected Only Print Online Events that have been Graded and Posted to the Gradebook.

You can also find the Online Event Analysis Report under the **Reports** tab on the Gradebook Main screen.

Student Results Report



The Student Results Report shows how the student answered the online assignment questions. It can also show the points the student earned per question.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.
Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Event: If you select this option, the Questions Per Page will reflect how the online event was set up.

Select Different Students: Allows you to choose any student that has completed the online assignment.

Show Points Earned: Displays the number of points earned per question by the student.

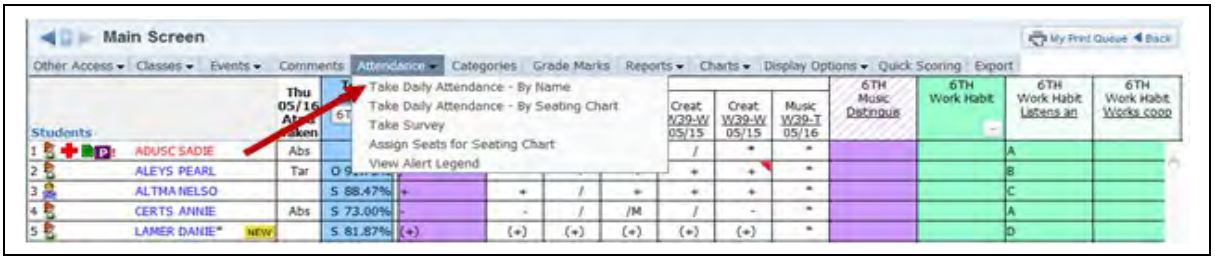
Show Teacher Comment: If you entered a comment related to a questions in the online assignment, should it display on this report?

Attendance

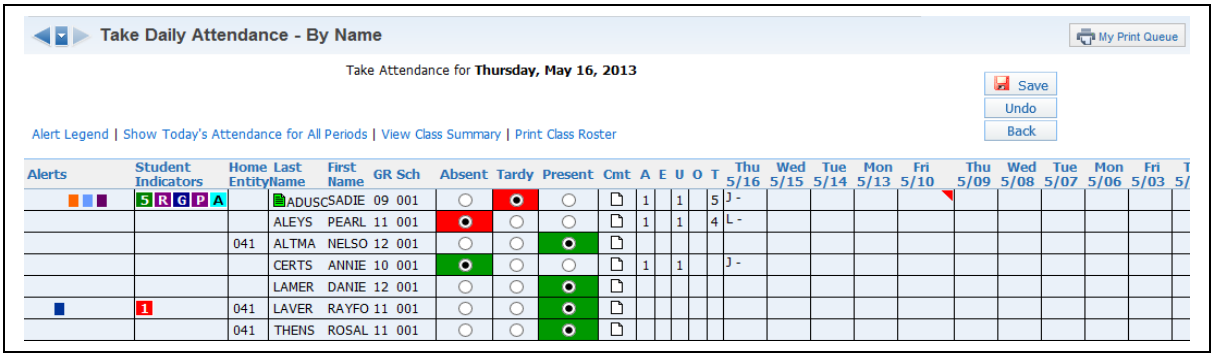
Take Daily Attendance-By Name
Take Daily Attendance-By Seating Chart
Take Survey
Assign Seats for Seating Chart
View Alert Legend

You can take attendance through the Gradebook using either **Take Daily Attendance-By Name** or **Take Daily Attendance-By Seating Chart**. You can also take attendance by going to **Post Daily Attendance** from the Gradebook Home page.

Take Daily Attendance – By Name

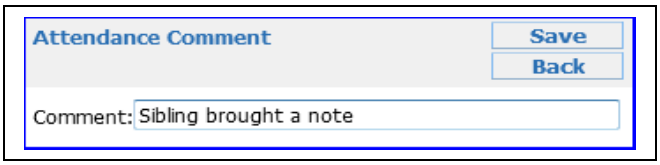


Select **Take Daily Attendance - By Name** from the **Attendance** tab.



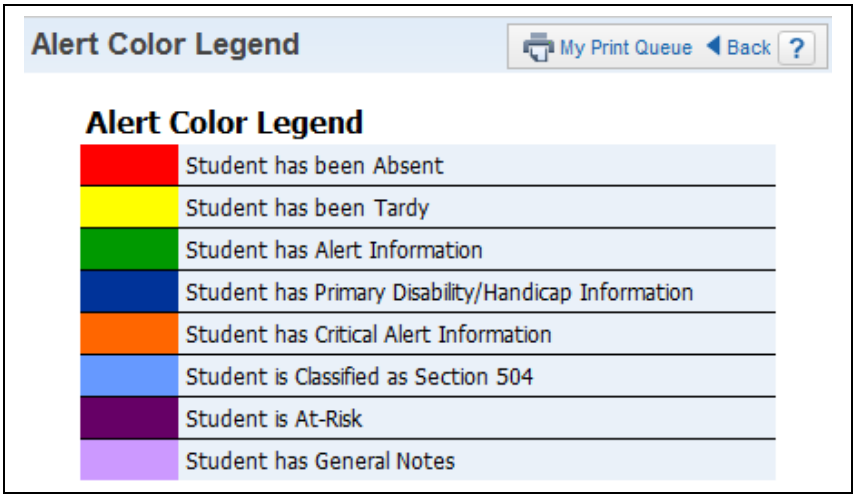
All students default to Present. Select either Absent or Tardy, as appropriate, for a student. The third option of Excused has been set up by the entity, so something like that may or may not be available to you. The entity can determine the label and the attendance that can be tracked using the third option.

Cmt: Allows you to enter an attendance comment (maximum length of 30 characters). Availability of this option depends upon the attendance setup for the district.

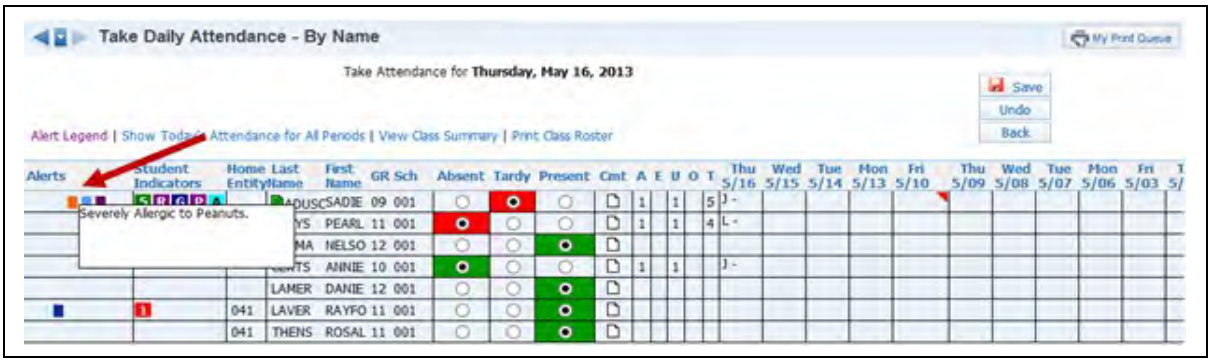


Counts: The counts that display depend upon the attendance setup for the entity. The values reflect the number of times the student missed your class.

Alert Legend

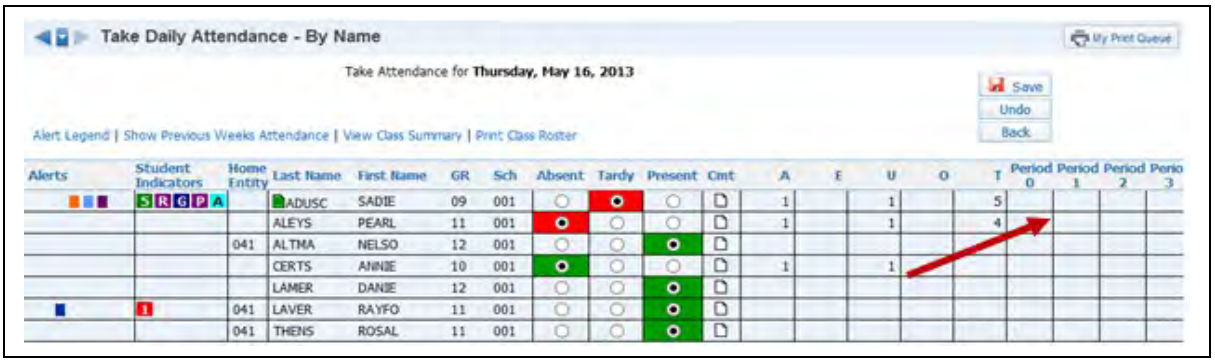


The Alert Color legend shows you the meaning of the different colors next to students' names. The Alerts available depend upon the attendance setup for the district.



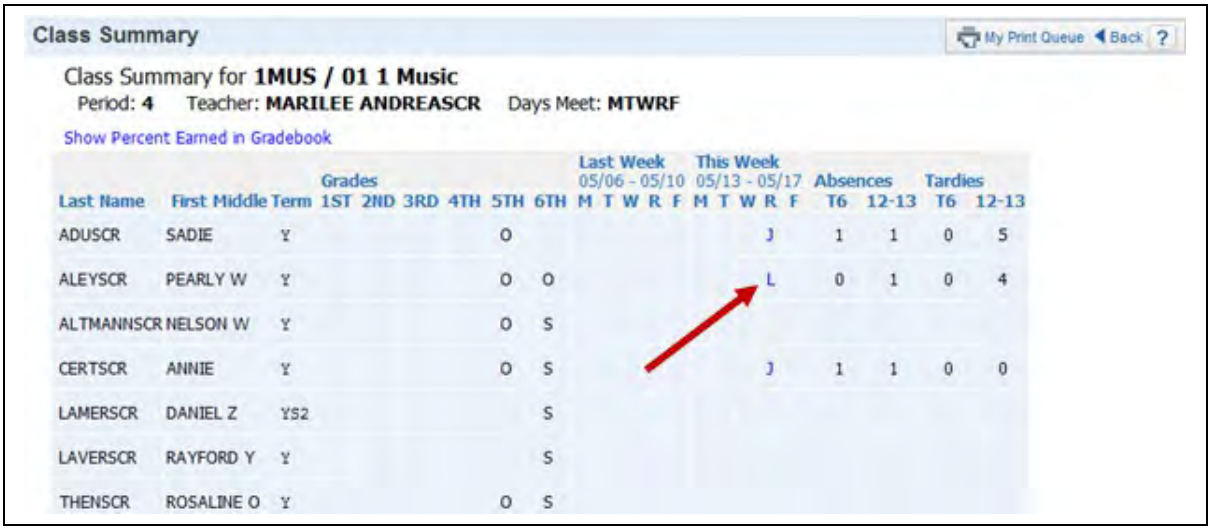
You can click the Alert box to see additional information related to the alert.

Show Today's Attendance for All Periods



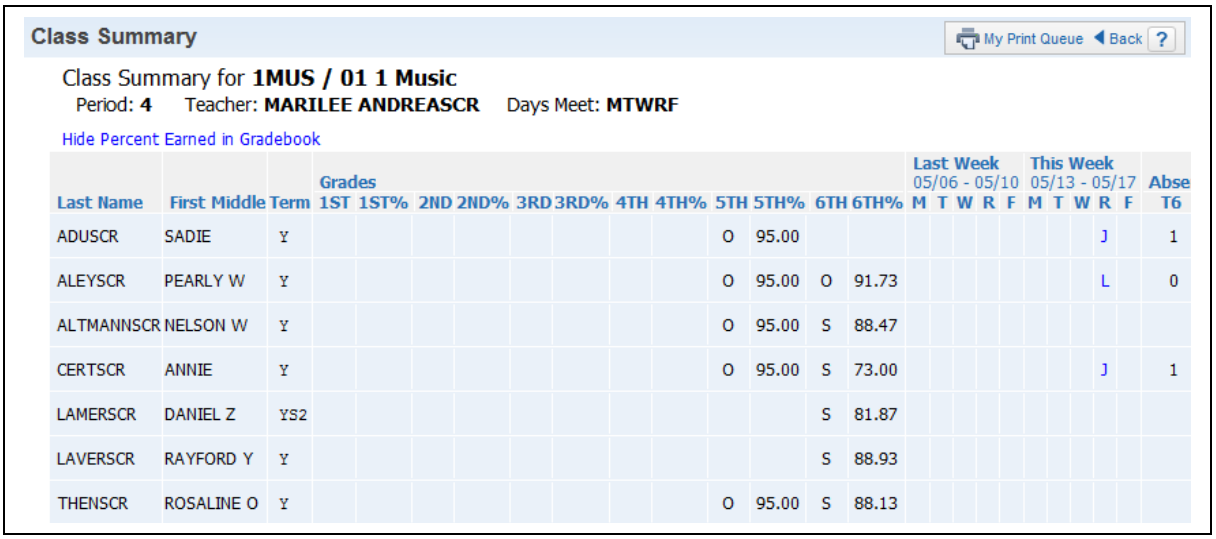
This option shows the students' attendance for the entire day by periods.

View Class Summary

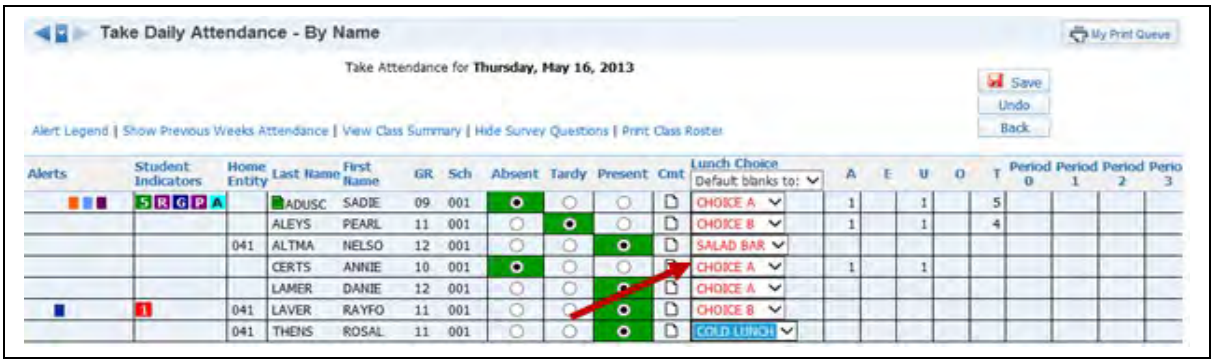


This shows you a summary of attendance and grade information for your class. It includes all students with their grades, tardies and absences. When you click the blue lettering under the week for attendance, it shows the Attendance Detail attached to the letter.

Show Percent Earned in Gradebook- Clicking this option in the Class Summary shows the percent attached to the letter grade for the student.



Show Survey Questions

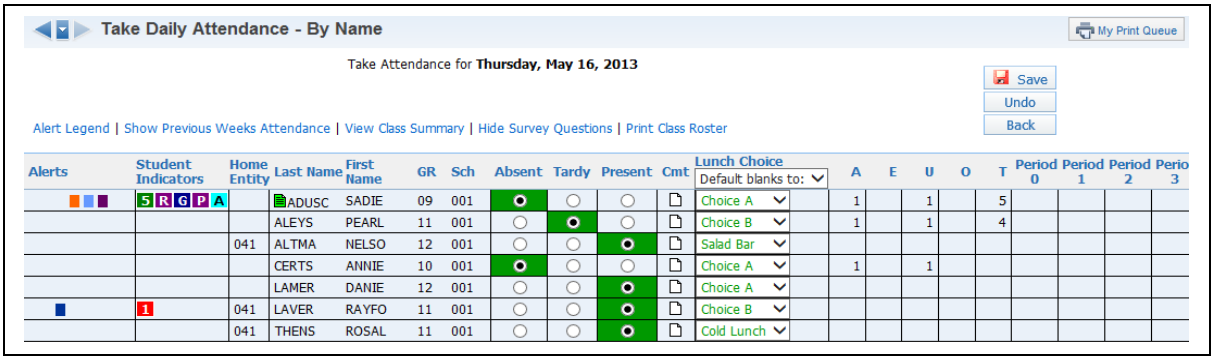


Clicking this option shows any survey questions set up for the class. Survey questions are set up administratively by the entity. They can be set up to ask for a Class Total or allow you select Individual Answers by student.

Print Class Roster

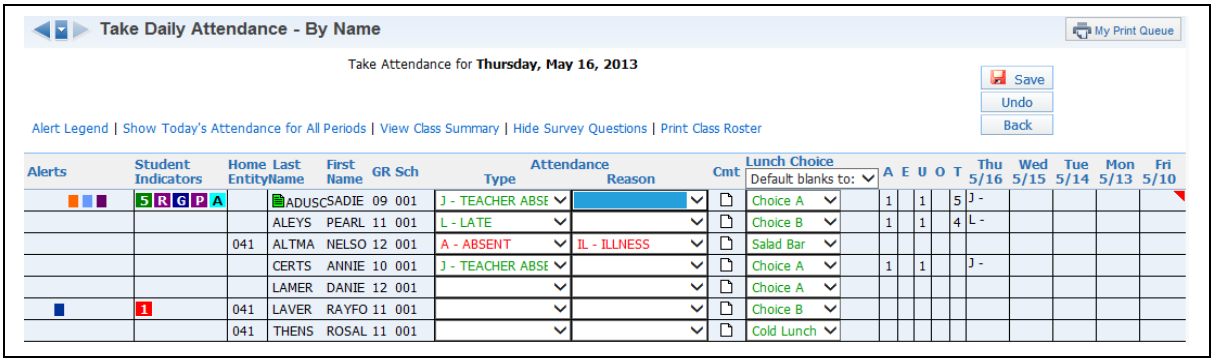
Print Class Roster allows you to generate a Class Roster Report. You can find additional information regarding the Class Roster Report in the Reports Section of this guide.

After you have entered attendance for the class, click **Save.**



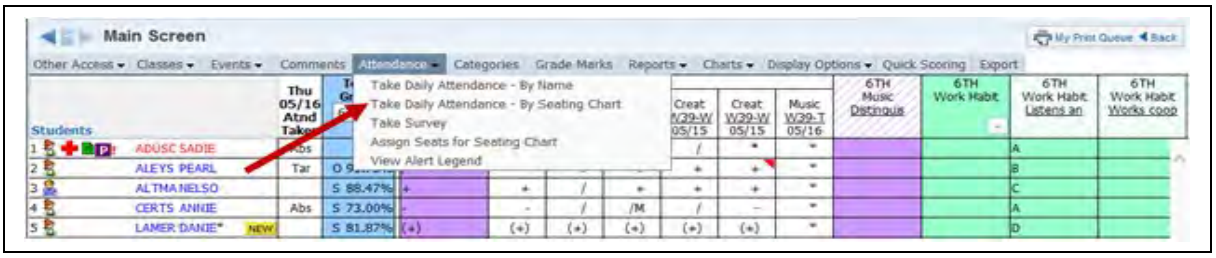
The attendance is saved and displays in green. Any subsequent changes will display in red until they are saved.

Selecting Absence Type and Reason (optional setting)

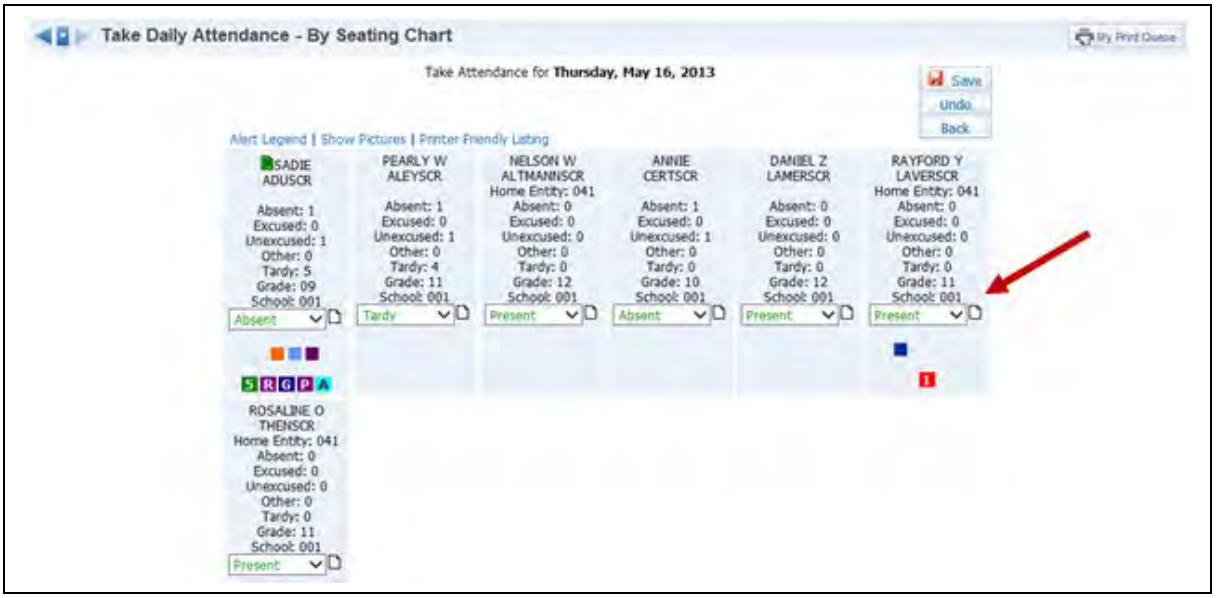


You can choose various Types and various Reasons to reflect why the student wasn't in attendance. If the student is present, simply leave the fields blank. The capability to enter Absence Types and Reasons will depend upon the attendance setup for the entity. After you have entered attendance for the class, click **Save.**

Attendance - By Seating Chart



Select **Take Daily Attendance - By Seating Chart** from the **Attendance** tab.



All students default to Present. Select either Absent or Tardy as appropriate for a student. The third option of Excused has been set up by the entity. The entity can determine the label and attendance that can be tracked in the third option.

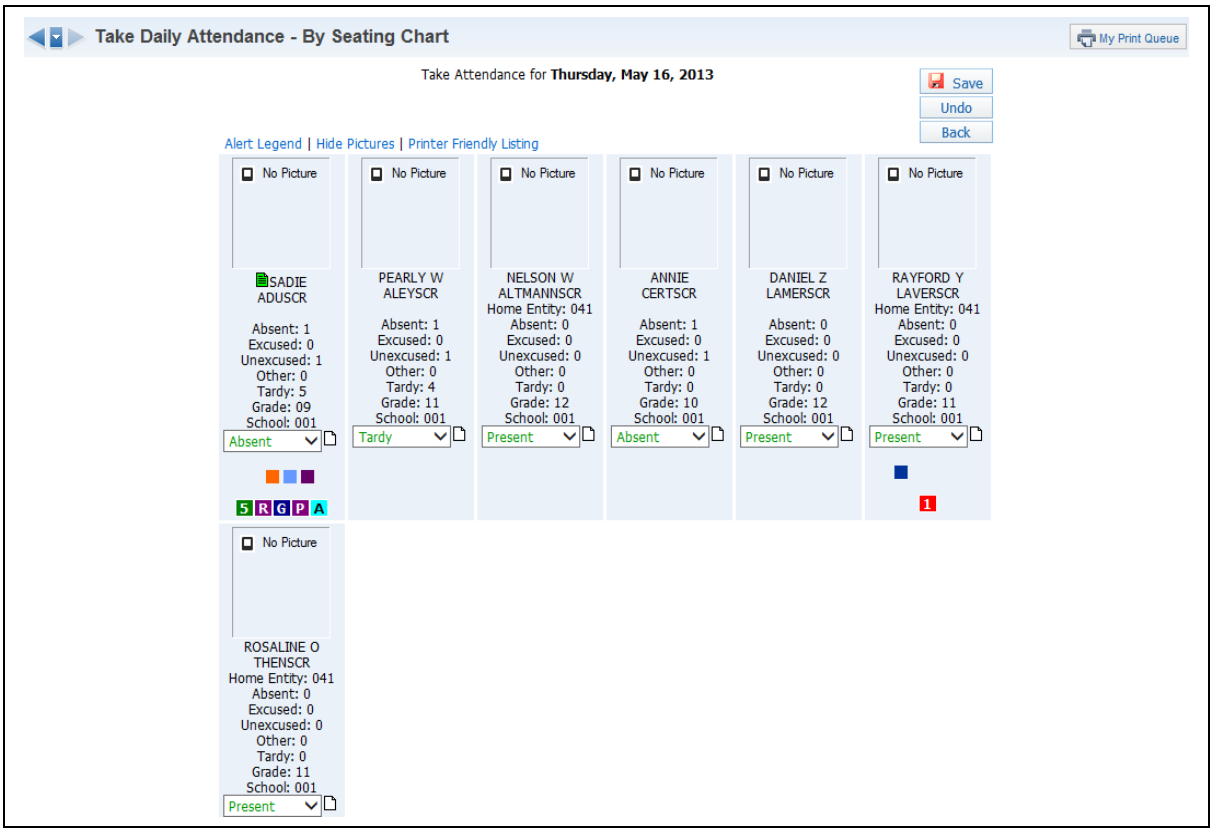
You can click the paper icon next to the attendance to enter an attendance comment. The comment is an optional setting determined by the attendance setup for the entity.

The attendance will display in red until you select **Save**. After saving, attendance displays in green.

Alert Legend: Shows what the alerts mean, as we saw in Attendance - By Name.

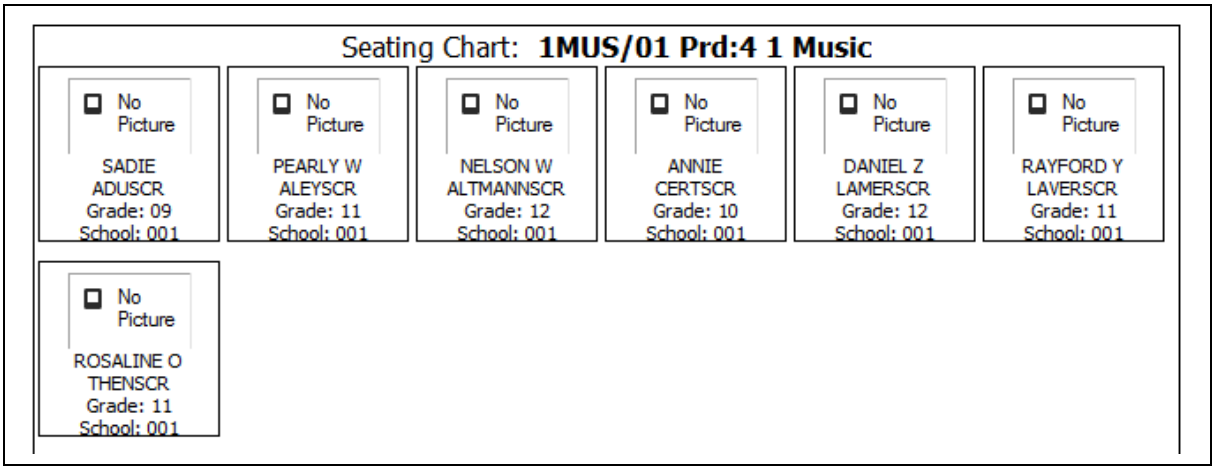
Show Survey Questions: Allows you to display any survey questions on the attendance screen. See this feature under Attendance – By Name for more information.

Show Pictures



This feature shows the students' pictures if the district has loaded the pictures in the database.

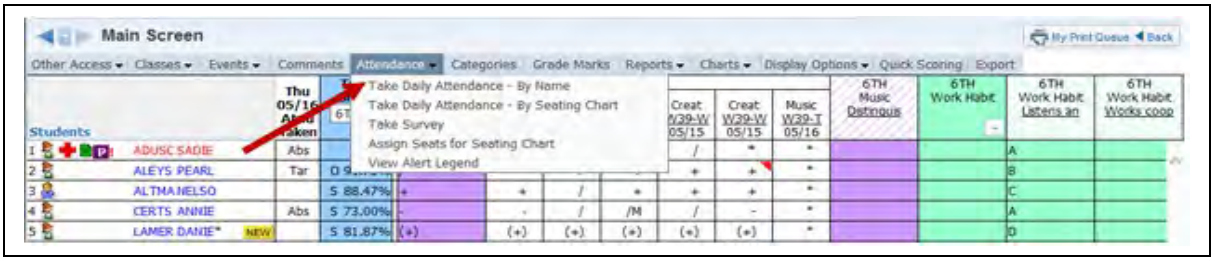
Printer-Friendly Listing



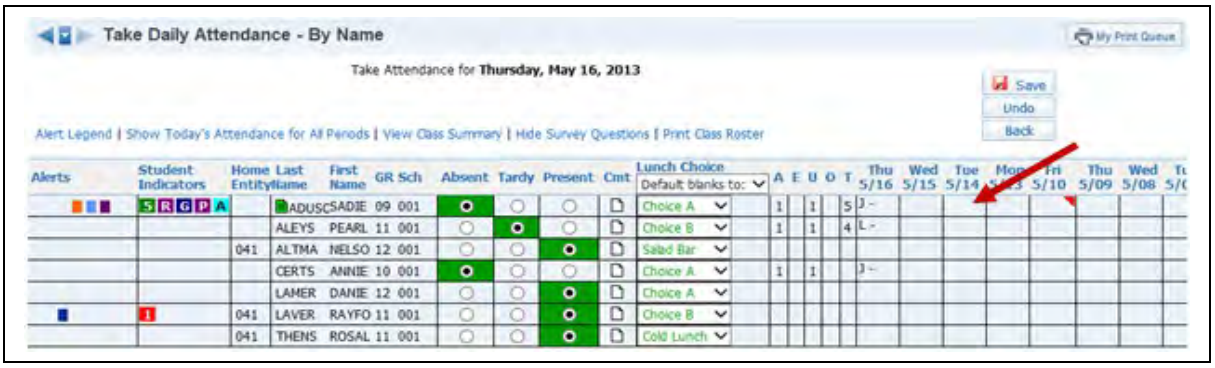
This option allows you to print a copy of your seating chart. If you display the pictures on the seating chart, the Printer-Friendly Listing can also print the pictures.

Modification of Prior Day(s) Attendance

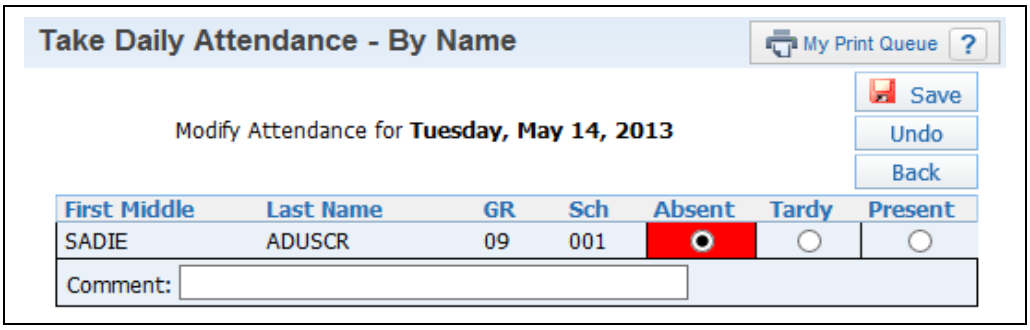
You may have the capability to modify a prior day's attendance, depending upon the setup of attendance for the entity.



Click **Take Daily Attendance - By Name** under the **Attendance** tab.

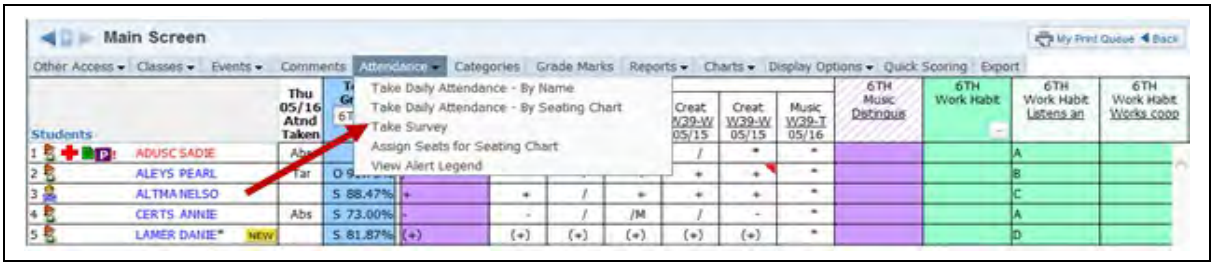


Display a previous week's attendance. Then click the date cell for the student whose attendance you want to modify. The number of days for which you can update attendance will depend upon the attendance setup for the entity.

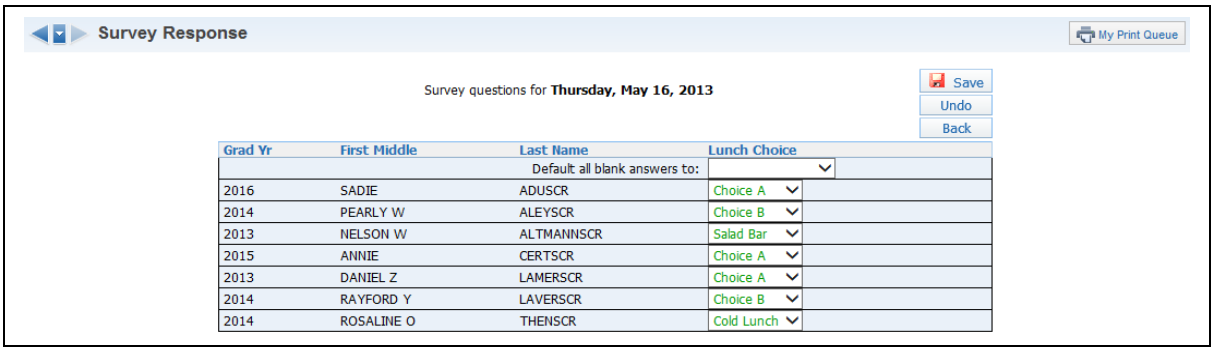


Update the attendance for the student and click **Save**.

Attendance - Take Survey

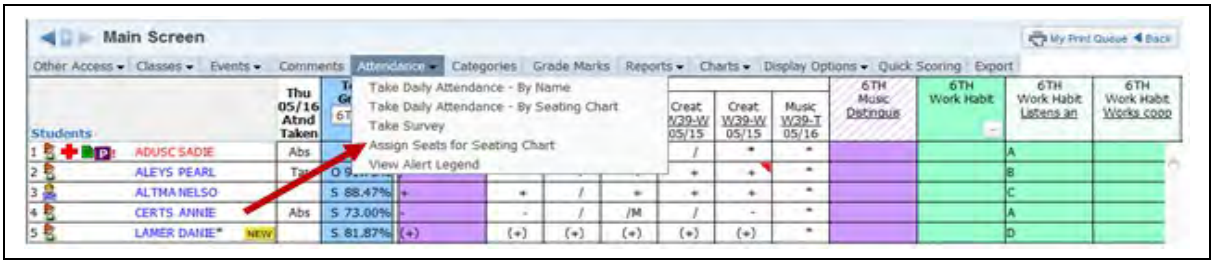


Select **Take Survey** under the **Attendance** tab.

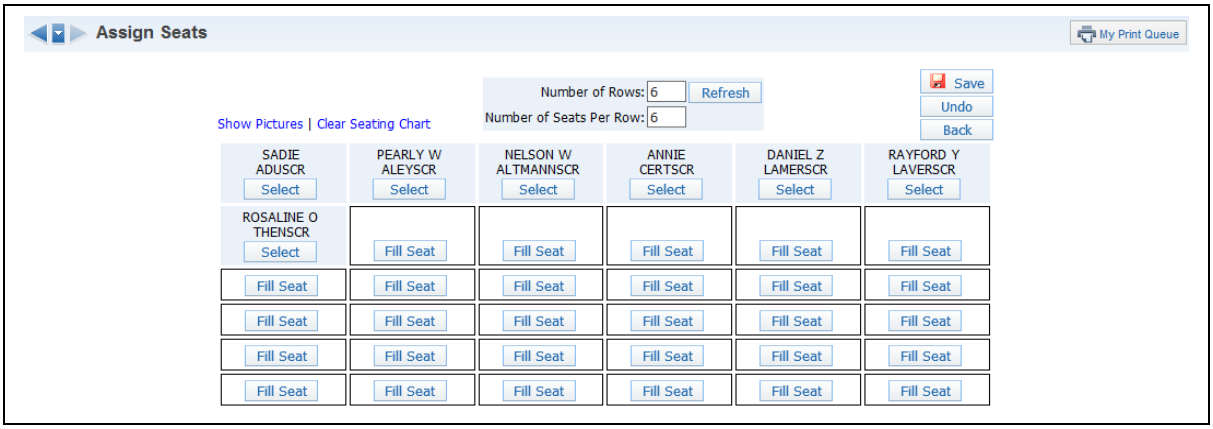


The screen displays the question. Enter your answer or answers and then click **Save**. Survey questions are set up administratively by the entity. They can be set up to ask for a Class Total or allow you select Individual Answers by student.

Attendance - Assign Seats for Seating Chart



Select **Assign Seats for Seating Chart** under the **Attendance** tab.

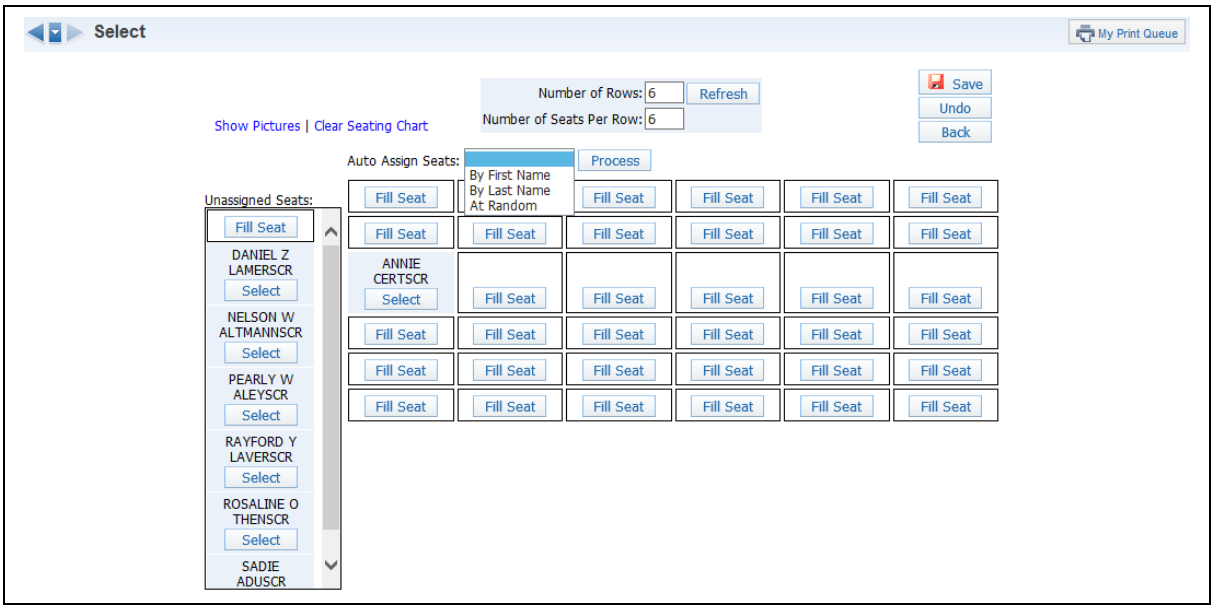


The screen displays a chart. You can select a student and assign him or her to a specific seat.

Number of Rows/ Number of Seats Per Row: You can set these values to whatever dimensions you need for your class.

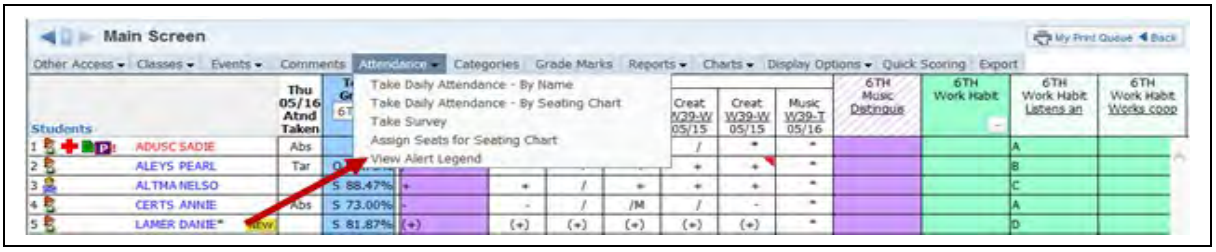
Show pictures: Displays the student pictures in the seating chart.

Clear Seating: Clears the seating chart and allows you to start from scratch. Students will appear in a list on the side.

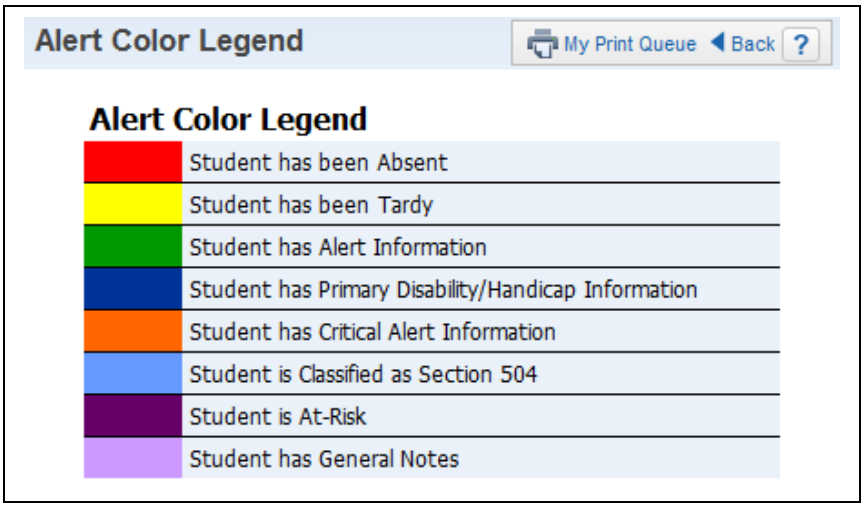


Auto-Assign Seats: Assigns students to seats in first name order, last name order or at random.

Alert Legend



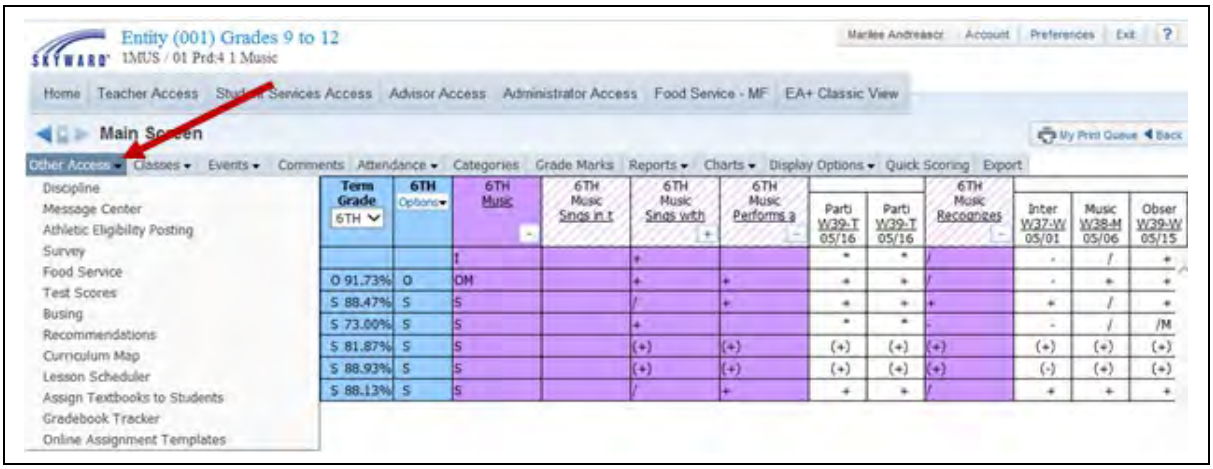
This option displays a legend showing the meaning of each color used in alerts.



Other Access Tab

Discipline
Message Center
Athletic Eligibility Posting
Survey
Food Service
Test Scores
Busing
Recommendations
Curriculum Map
Lesson Scheduler
Assign Textbooks to Students
Gradebook Tracker
Online Assignment Templates

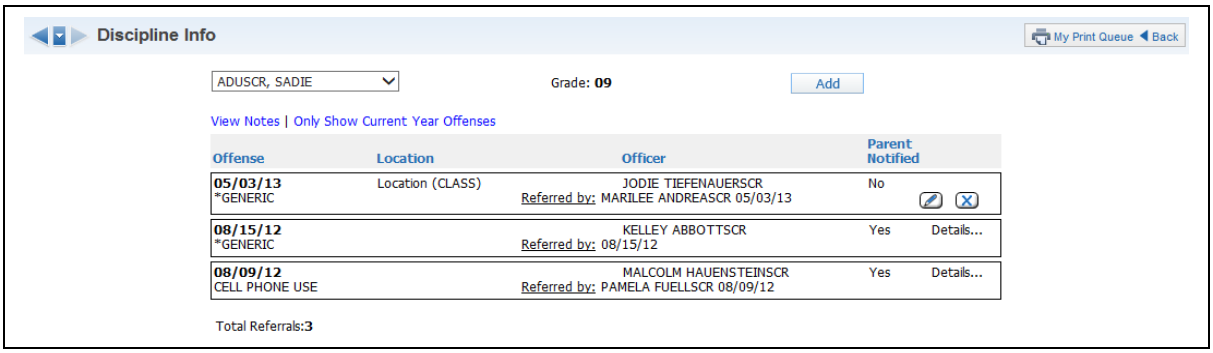
This tab allows quick access to options that are also found under My Classes. This Access tab saves time by avoiding the need to return to the Educator Access Plus Homepage. Use this feature when you are already on the Gradebook Main screen.



Select the **Other Access** tab. Click one of the available options. Options that you see may vary depending on school and district security configurations.

Discipline

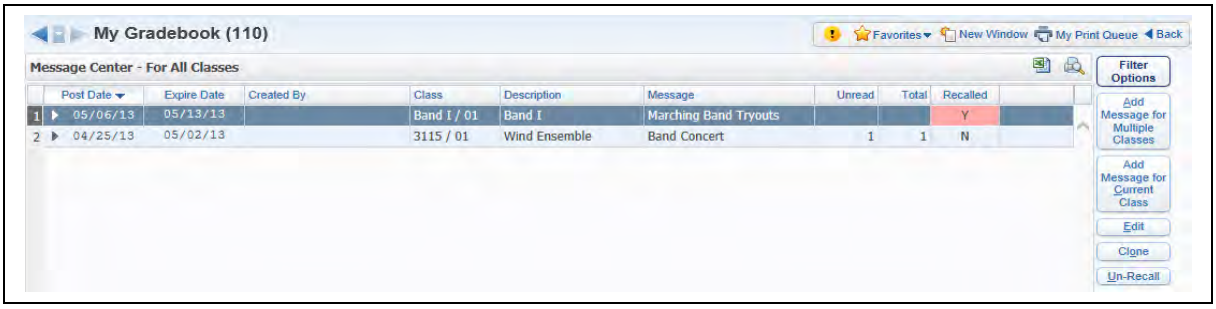
Allows you to view Discipline records and enter referrals by class, depending upon security access.



Highlight the student and click **Select** to view a student's Discipline record. To view general Discipline notes, click the **View notes** link. Click the **Offense** to open a new window of Discipline information related to the Offense. Click **Add** to enter a new Discipline referral for a student.

Message Center

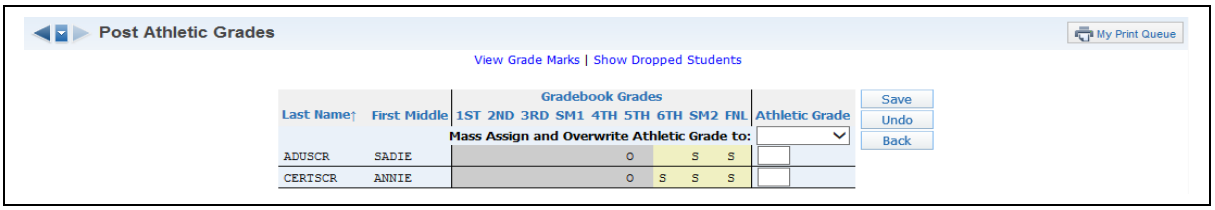
Allows you to maintain messages to display in Family/Student Access.



This is an easy way to communicate with a group of students or parents without sending home a written note. You can also use this as a tool to provide copies of a course syllabus or other documents through Student and Family Access. If you would like to add a message to more than one class, select **Add Message for Multiple Classes**. If you would like to add the message to the current class only, select **Add Message for Current Class**.

Athletic Eligibility Posting

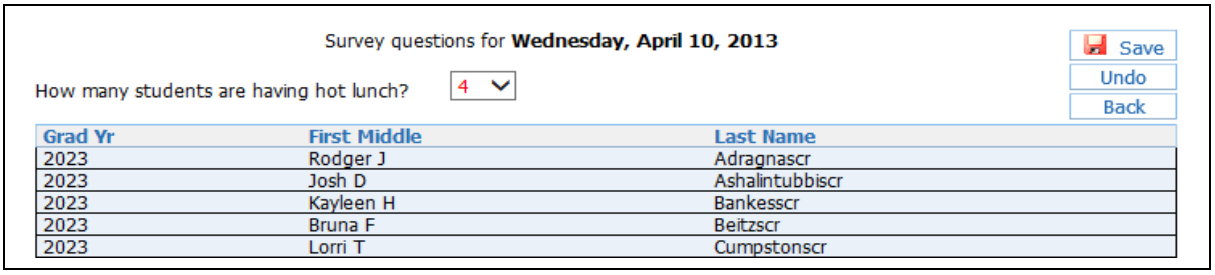
Allows you to view and or post athletic eligibility grades.



This option allows you to post grades specifically for students participating in athletics or other activities. This option enables schools to quickly identify students who are not meeting minimum eligibility requirements for participation in extra-curricular activities. This is used at periodic intervals as defined by school administration.

Survey

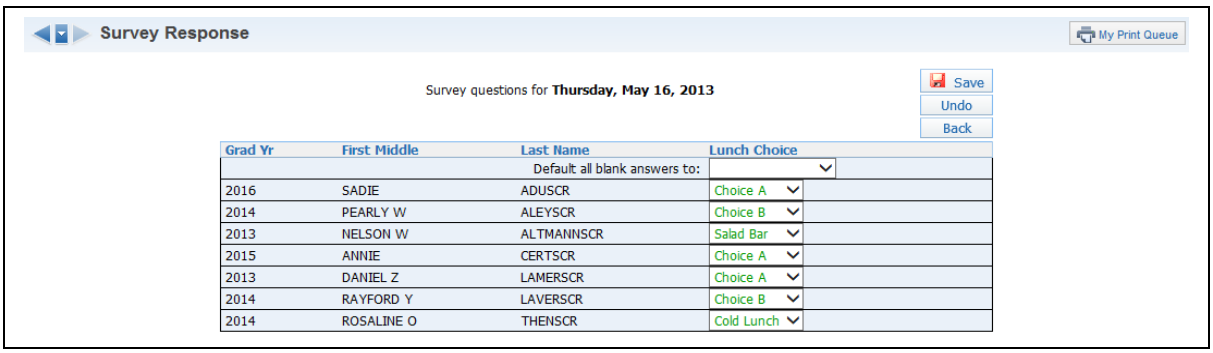
Allows you to enter survey information created by administrators for the entity.



The survey is a time-saving tool for recording student responses to survey questions. Example: Schools often find the class survey to be an effective tool for recording and reporting hot lunch or milk count estimates taken during the first period of the day.

Food Service

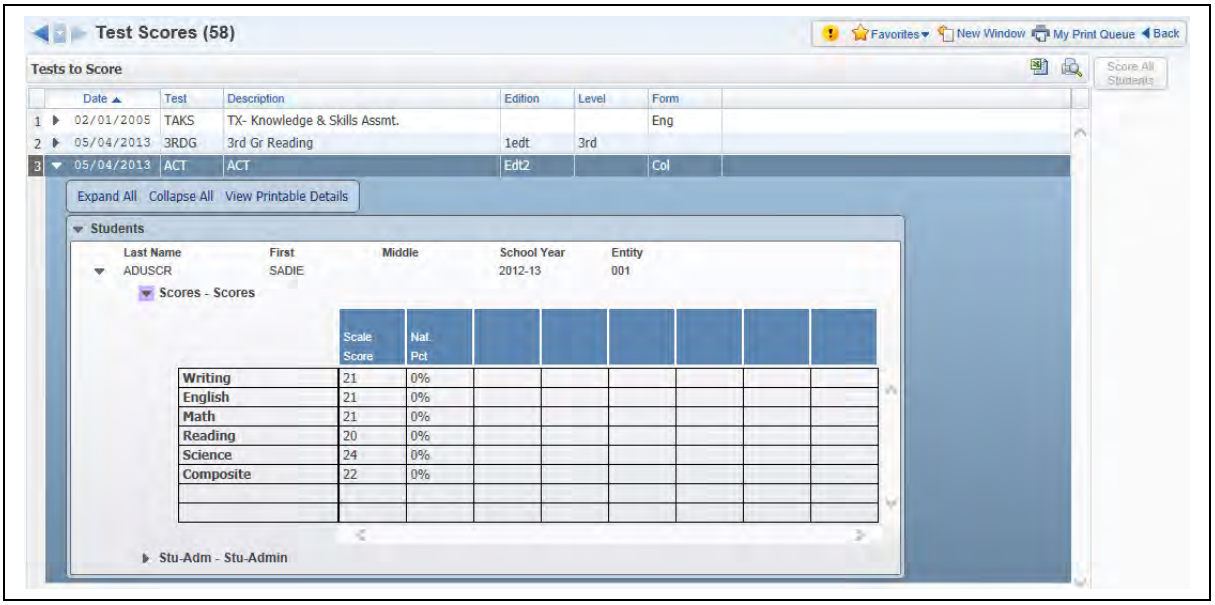
Allows you to enter food service purchases.



The Food Service option allows you to enter food service purchases in the classroom. If you enter food service purchases, this will affect students' lunch balance in the Food Service module.

Test Scores

Allows you to view and/or enter test score information for students.



Test Scores show the student's level of success on the listed standardized testing. Typically, test scores are provided by a third-party testing agency and imported into the student records database. You can enter scores manually on tests set up by school administration.

The School Administration will set up access as needed. You would use this access option to view performance historically on standardized tests or to enter district-mandated standardized testing where scores are recorded at the classroom level rather than provided by a third-party test agency.

Busing

Gives you the capability to view Busing Information for students.

ADUSCR, SADIE

Grade: **09**

Transportation Information

Start Date	End Date	Transported	Transportation Category	Miles	Bus
08/24/2012	05/28/2013	Yes		5.00	

Bus Stops

Bus Route	Bus Stop
55 - Liberty St. and Seaview Ave (To School 06:00A-08:30A)	1.00 - Campbell Road

Bus Numbers

AM Bus Number	**55**	PM Bus Number	**20**

Pick Up Address

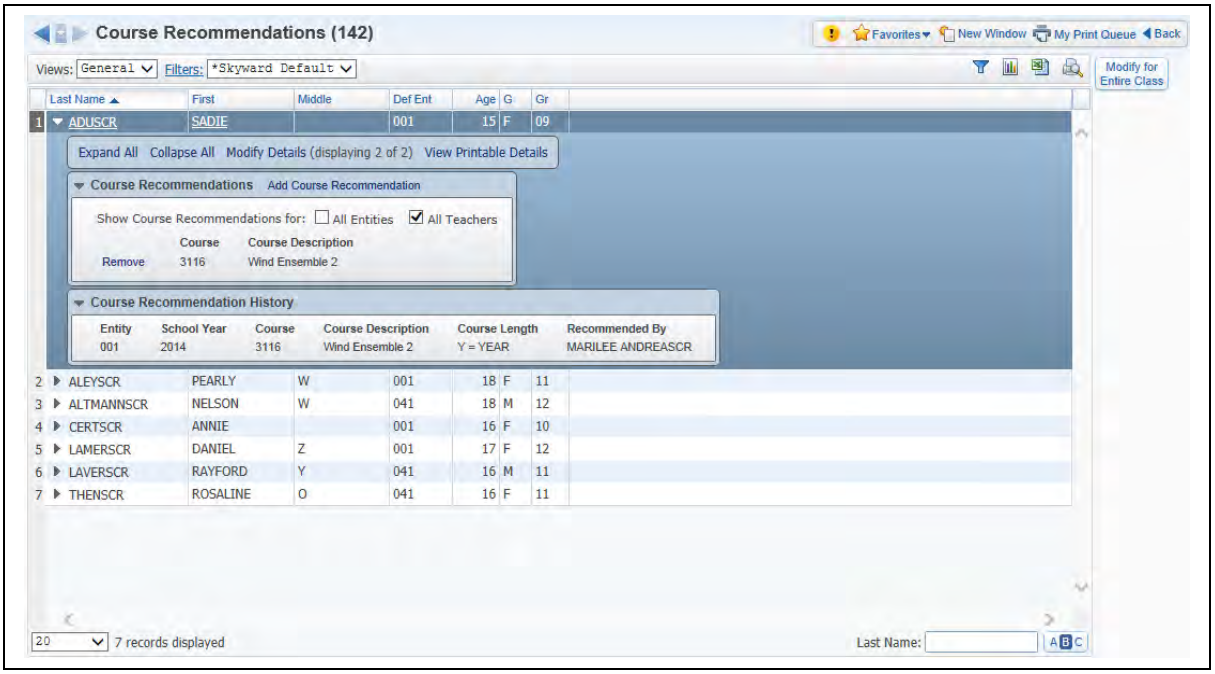
Address:	**1254**	**E**	**MAPLE ST**
SUD:		P.O. Box:	
Address 2:			
City:	**AUSTIN, TX**	Zip Code:	**55555**

Drop Off Address

Address:	**1254**	**E**	**MAPLE ST**
SUD:		P.O. Box:	
Address 2:			
City:	**AUSTIN, TX**	Zip Code:	**55555**

Recommendations

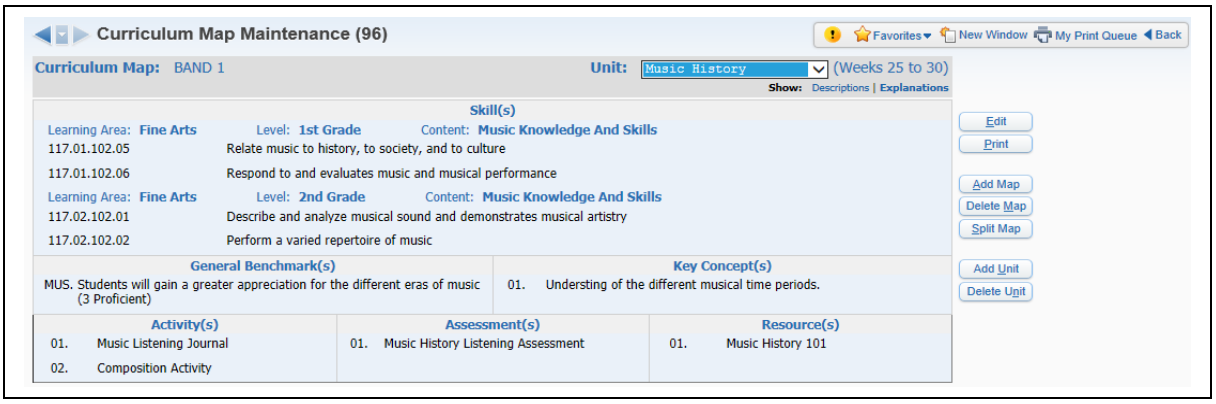
Allows you to view and/or select course recommendations for students for future scheduling.



In order for course recommendations to be utilized, school administration must set up the Curriculum Master. The Course Recommendation feature allows you to suggest specific coursework for students who are enrolled in your current classes. For example, an English teacher might recommend Journalism for a student who displays great writing skills.

Curriculum Map

Allows you to view and add Curriculum Maps for courses if the district has purchased the Curriculum Mapping module.



The curriculum map allows you to view and add curriculum map units, depending upon the setup of Curriculum Mapping.

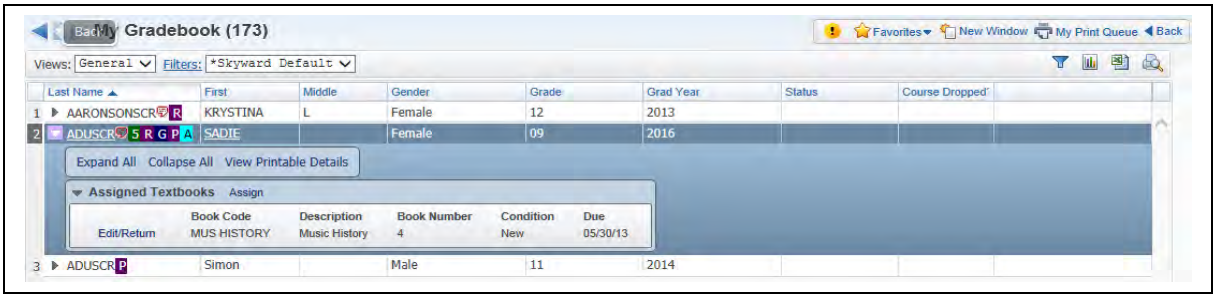
Lesson Scheduler

Allows you to view and create Lesson Plans.

If your school district has purchased this module, you will be able to use My Lesson Scheduler to organize the day-to-day educational plan for a class. The lesson scheduler shows the Daily Lessons and you can click the **+** icon to add a daily lesson for a specific date and time.

Assign Textbooks to Students

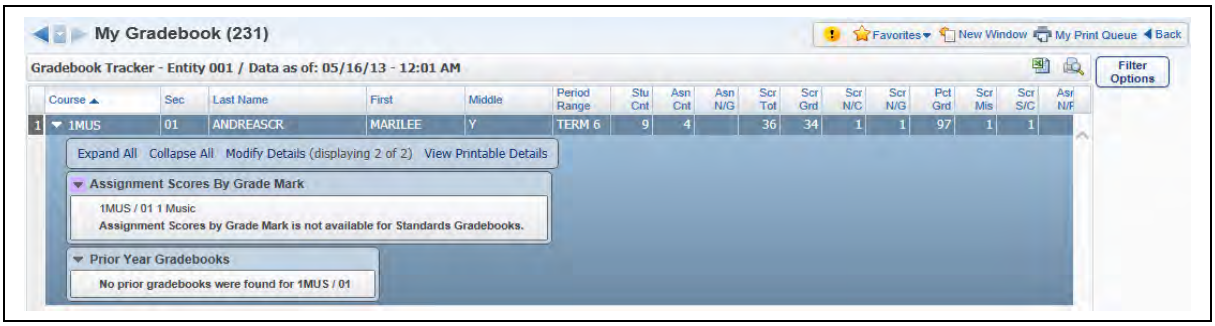
Allows you to view and/or modify student textbook assignments



Assign Textbooks to Students allows you to manage textbooks that have been assigned to students for the class if the district has purchased the Textbook Tracking module. You can also return books, track when a book is returned, determine whether any late fee applies, indicate whether the book has been damaged, or indicate whether the book is lost. To assign a textbook to a student, click the **Assign** link.

Gradebook Tracker

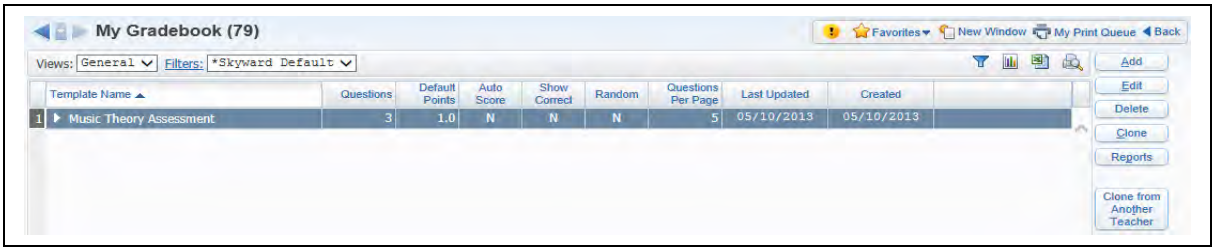
Allows you to view Gradebook information for the class.



Gradebook Tracker is a way for a teacher to view statistical information for the class. The Gradebook tracker also lets you view the grade information breakdown for the class. When you expand the record, you will be able to view **Assignment Scores by Grade Mark** and **Prior Year Gradebooks**.

Online Assignment Templates

Allows you to create an assignment template for students to complete via Student Access.

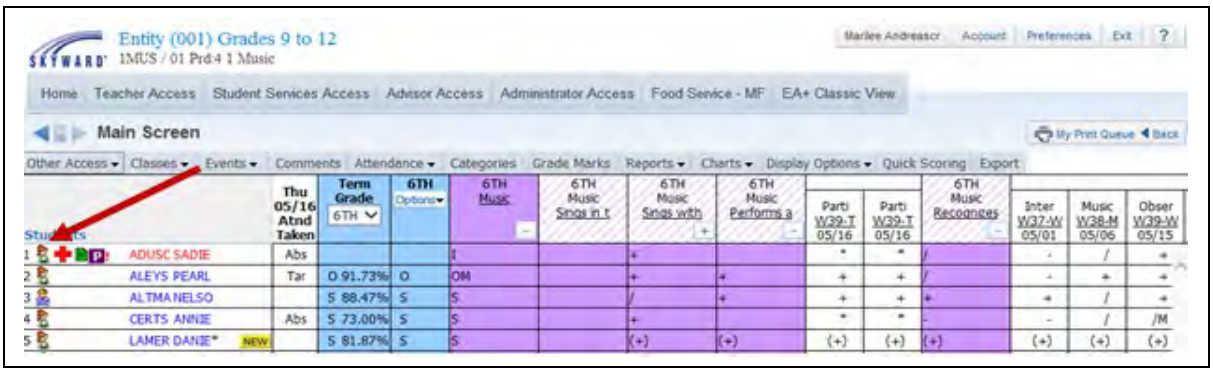


An online assignment template allows you to create an assignment for students. The assignment will be added to the Gradebook and be available for the student to complete online in Student Access. You can more information about Online Assignment Templates in the Miscellaneous section of this guide.

Student Icon

- Profile
- Class Summary
- Attendance
- Schedule
- Add/Drops
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Test Scores
- Busing
- Student Portfolio
- Recommendations
- Family Access History
- Activities
- Family Access Display
- Gradebook
- Message Center
- Calendar
- Reports
- Information Report
- Progress Report
- Standards Report Card

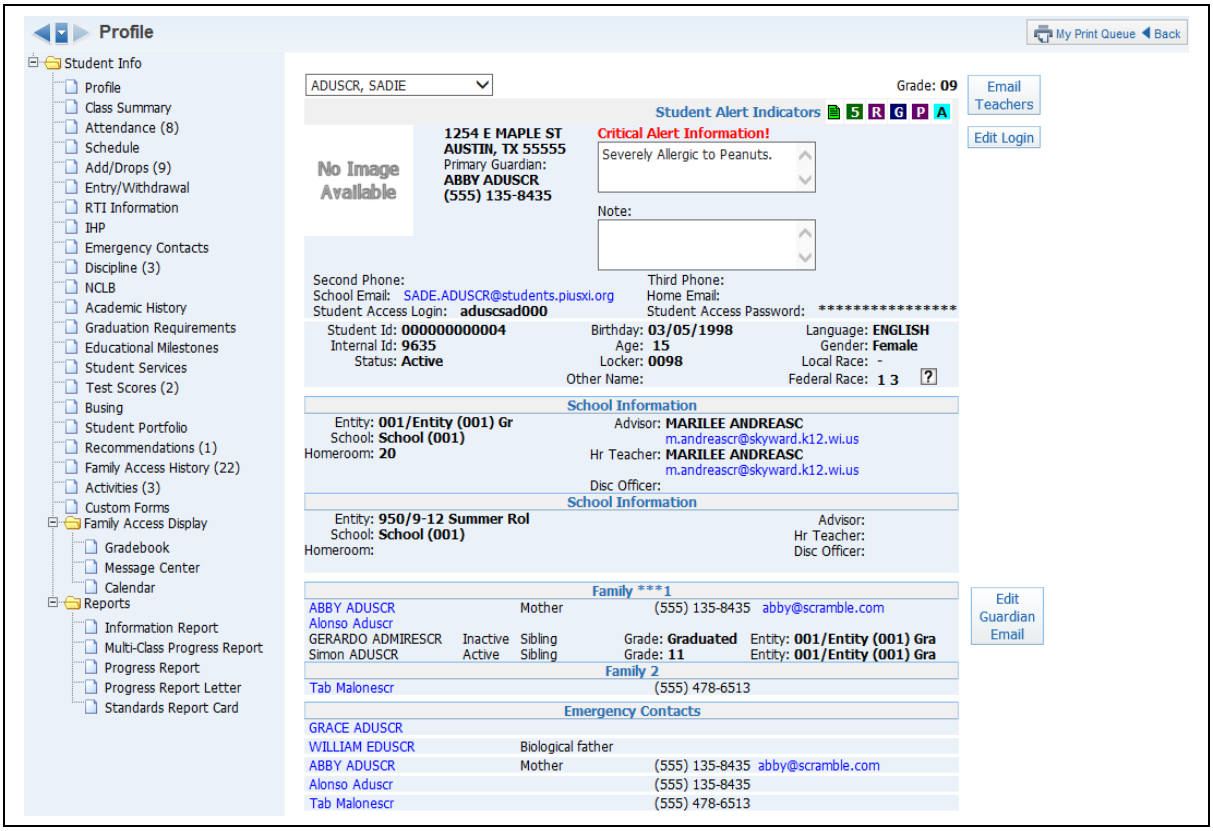
The Student Icon allows you to view information for a specific student.



Click the **Student Icon** (picture of the boy or girl) in your Gradebook .

Student Profile

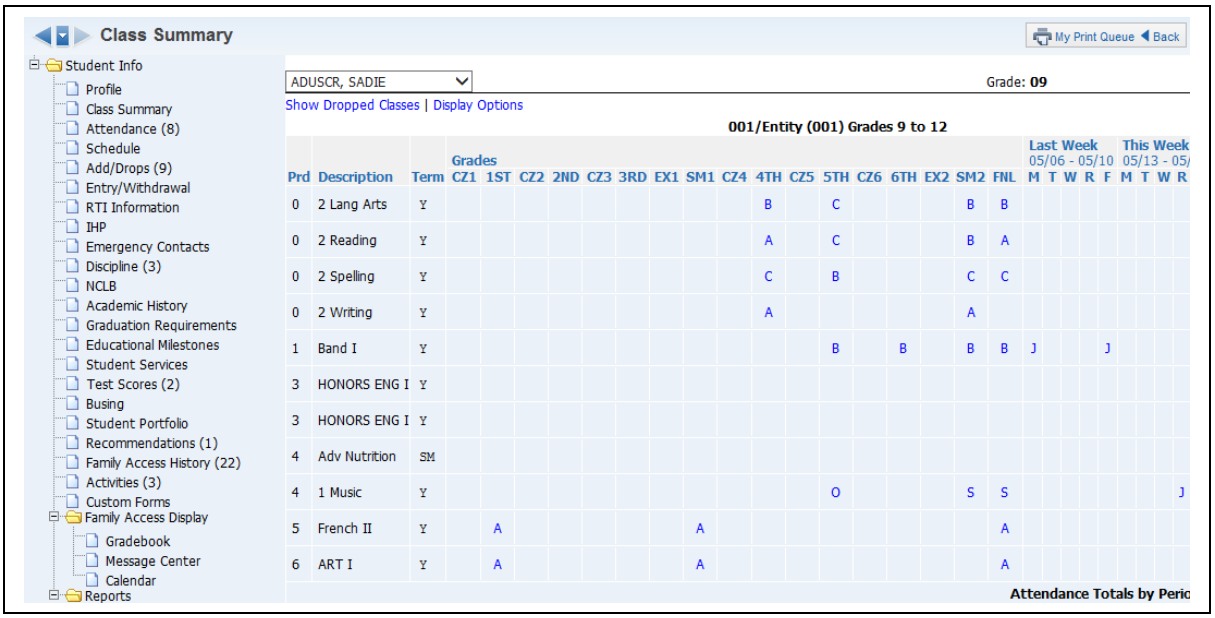
This page provides basic information the selected student including: Address, Phone number, Guardians, Family, and Emergency Contacts.



The Profile screen also allows you to email the student, the student's teachers and the student's guardian. Click the student or parent email address to create an email. Also, you are able to click the parent or emergency contact name to display additional information for that person.

Once you are in the **Student Icon** area, you can use the student drop-down menu to select other students in the class.

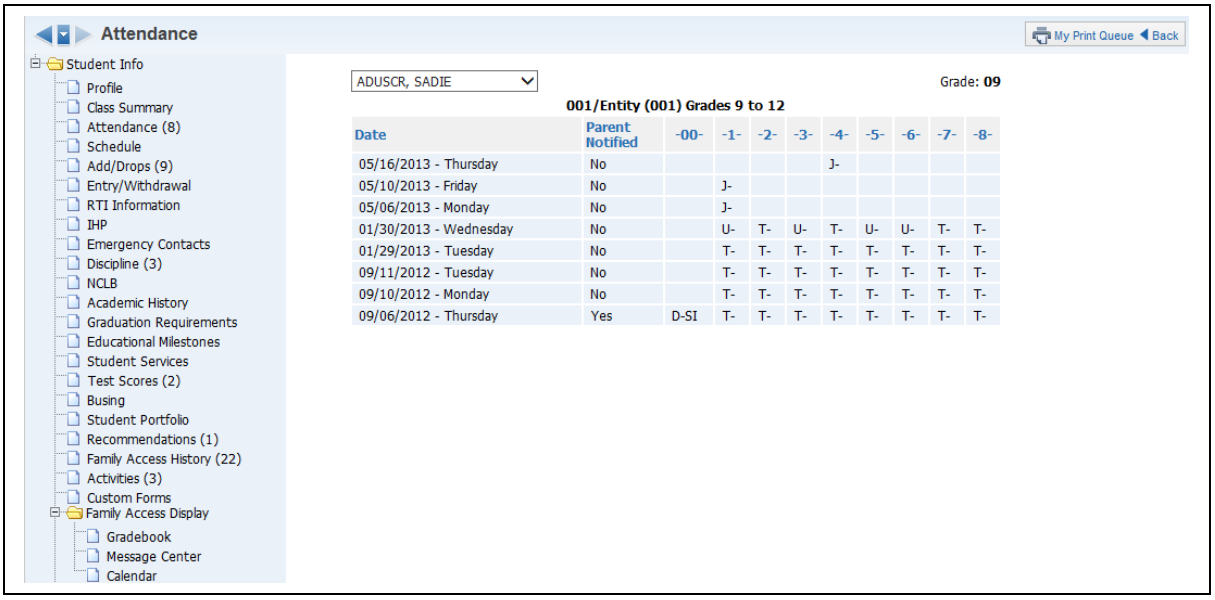
Class Summary



Prd	Description	Term	Grades CZ1	1ST	CZ2	2ND	CZ3	3RD	EX1	SM1	CZ4	4TH	CZ5	5TH	CZ6	6TH	EX2	SM2	FNL	Last Week M	T	W	R	F	This Week M	T	W	R
0	2 Lang Arts	Y										B		C				B	B									
0	2 Reading	Y										A		C				B	A									
0	2 Spelling	Y										C		B				C	C									
0	2 Writing	Y										A						A										
1	Band I	Y												B		B		B	B	J				J				
3	HONORS ENG I	Y																										
3	HONORS ENG I	Y																										
4	Adv Nutrition	SM																										
4	1 Music	Y												O				S	S									J
5	French II	Y		A						A									A									
6	ART I	Y		A						A									A									

Class Summary shows the classes that the student is in. You can see the student's current and past grades for the class as well as attendance for the current and past week.

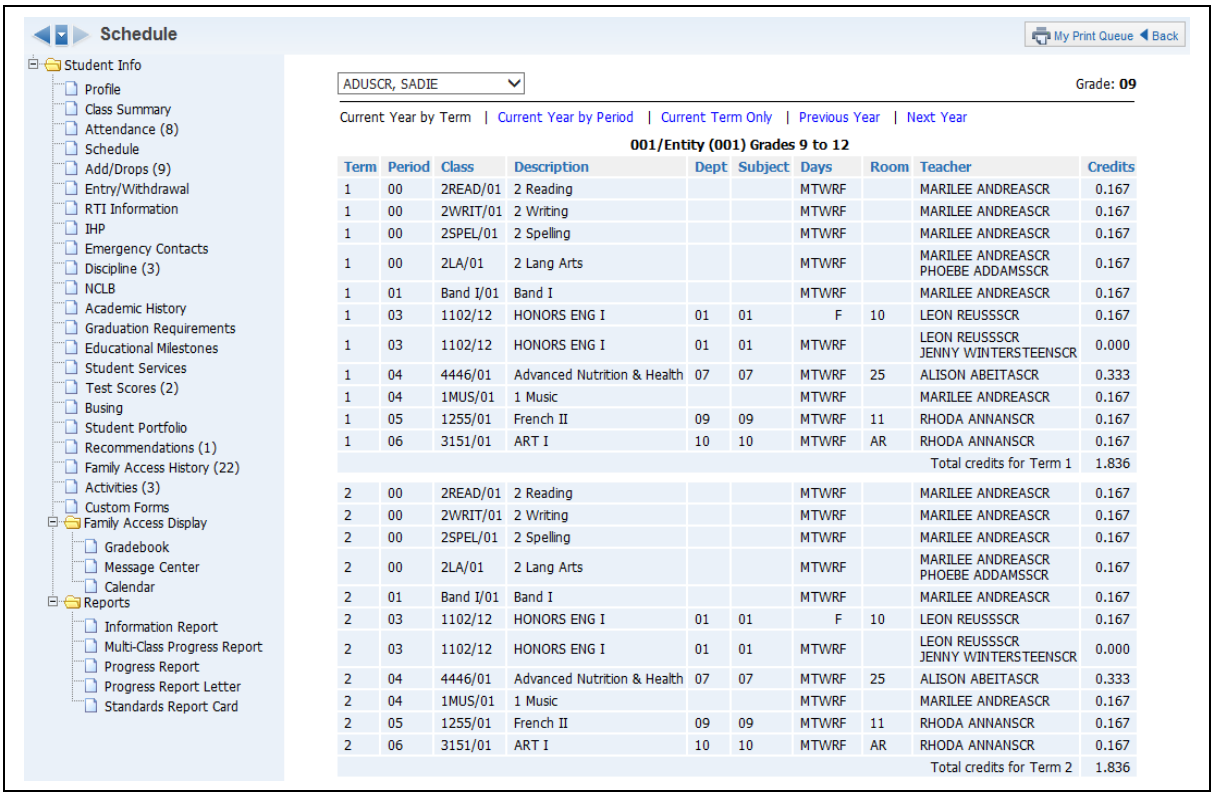
Attendance



Date	Parent Notified	-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
05/16/2013 - Thursday	No					J-				
05/10/2013 - Friday	No		J-							
05/06/2013 - Monday	No		J-							
01/30/2013 - Wednesday	No		U-	T-	U-	T-	U-	U-	T-	T-
01/29/2013 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/11/2012 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/10/2012 - Monday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/06/2012 - Thursday	Yes	D-SI	T-	T-	T-	T-	T-	T-	T-	T-

This shows the dates and times the student has been not present in school. You can also see whether the parent has been notified.

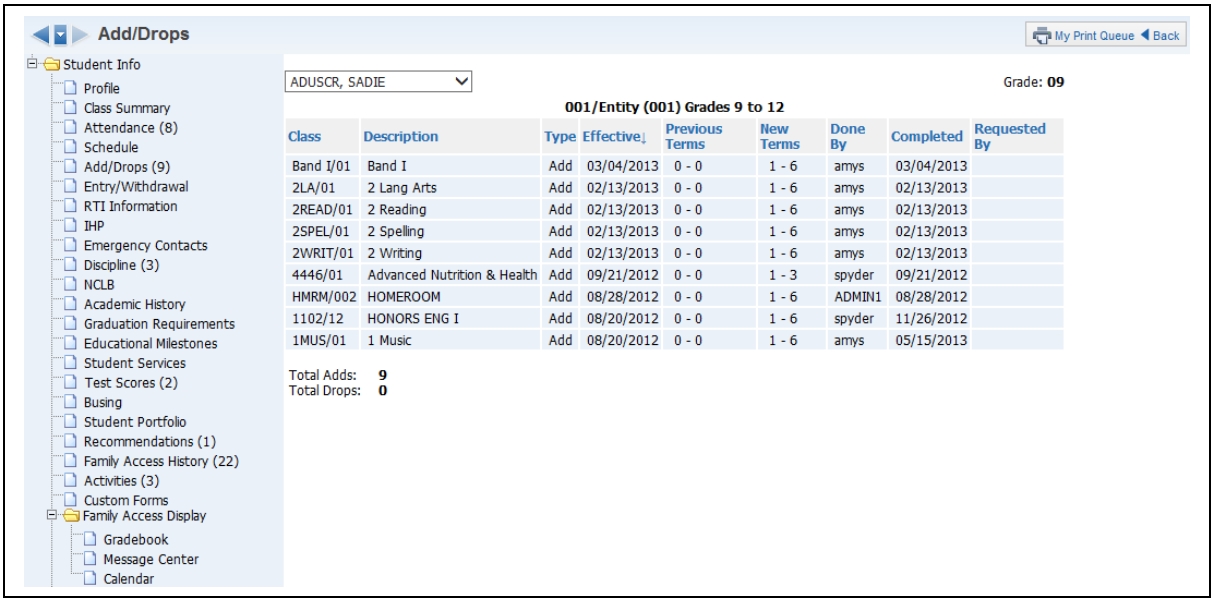
Schedule



Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
1	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
1	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
1	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR PHOEBE ADDAMSSCR	0.167
1	01	Band I/01	Band I			MTWRF		MARILEE ANDREASCR	0.167
1	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
1	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
1	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
1	04	1MUS/01	1 Music			MTWRF		MARILEE ANDREASCR	0.167
1	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
1	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
								Total credits for Term 1	1.836
2	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
2	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
2	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
2	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR PHOEBE ADDAMSSCR	0.167
2	01	Band I/01	Band I			MTWRF		MARILEE ANDREASCR	0.167
2	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
2	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
2	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
2	04	1MUS/01	1 Music			MTWRF		MARILEE ANDREASCR	0.167
2	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
2	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
								Total credits for Term 2	1.836

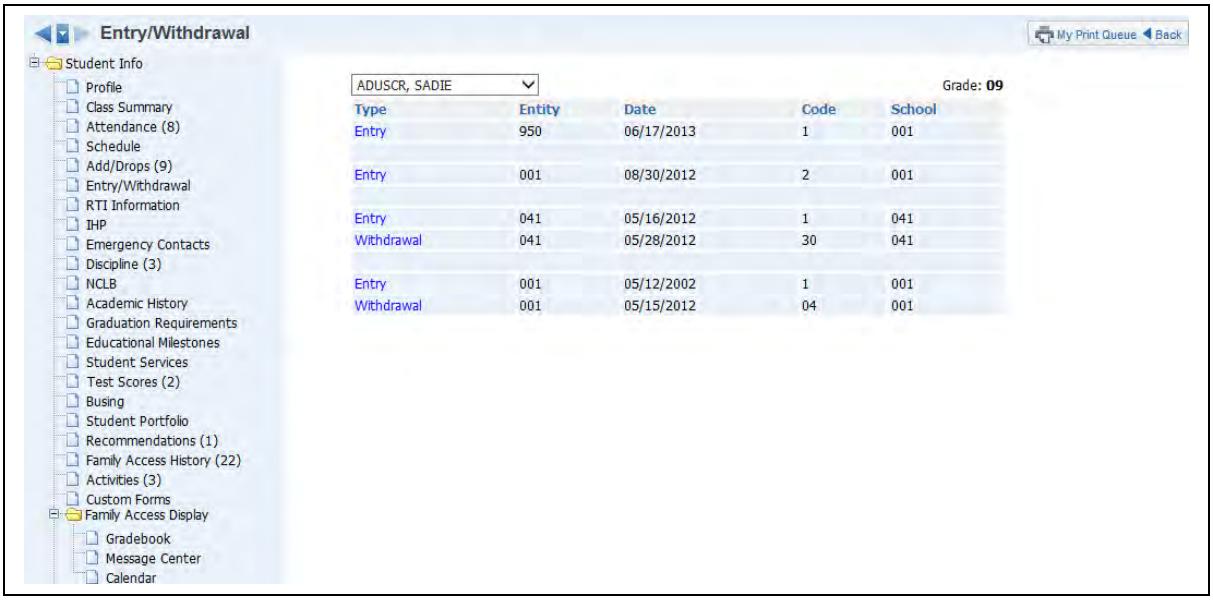
This shows the student's current, past and future schedule. The option to view the future schedule will depend upon security access established by the administration.

Add/Drops



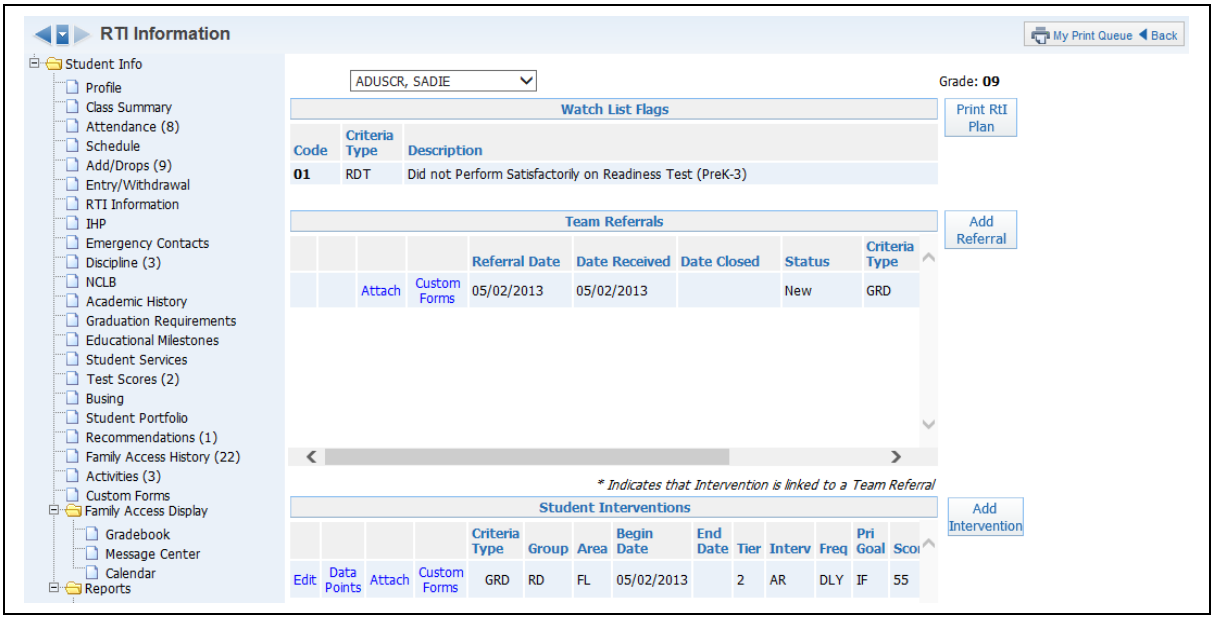
This shows you the student's adds/drops of classes for the current year. It shows the class, the date and who completed the scheduling modification.

Entry/Withdrawal



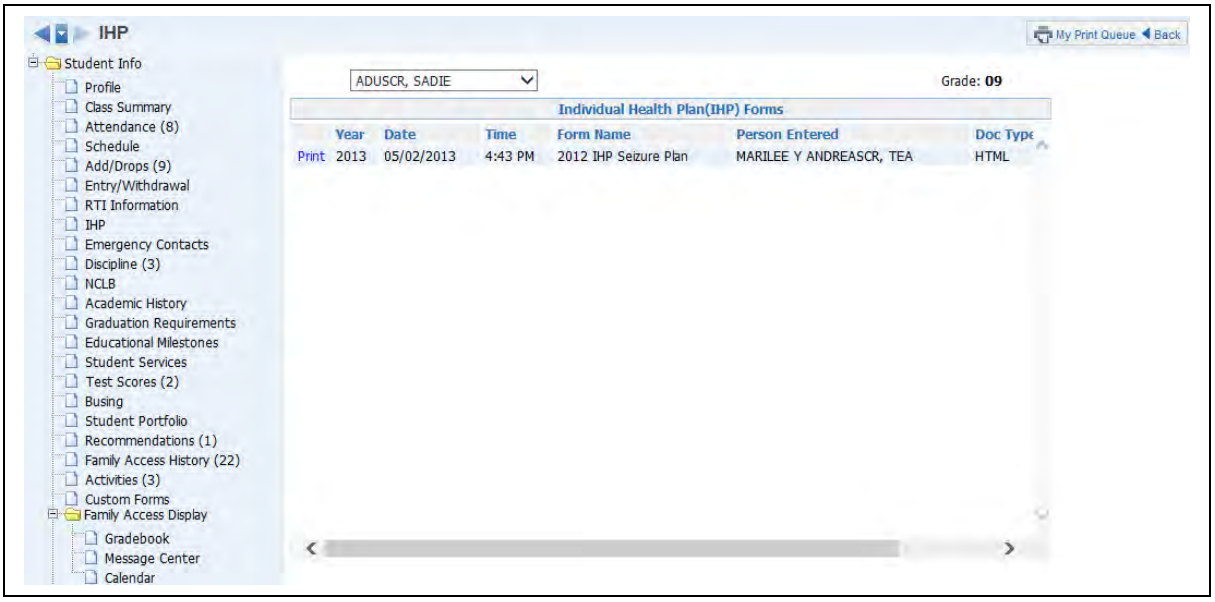
The Entry/Withdrawal screen shows you information about when the student withdrew and/or entered certain schools/entities.

RTI Information



The Response to Intervention page shows the student's interventions, referrals and associated watch lists. Response to Intervention is a separate module the district would need to purchase in order to set up RTI information.

IHP (Individual Health Plan)

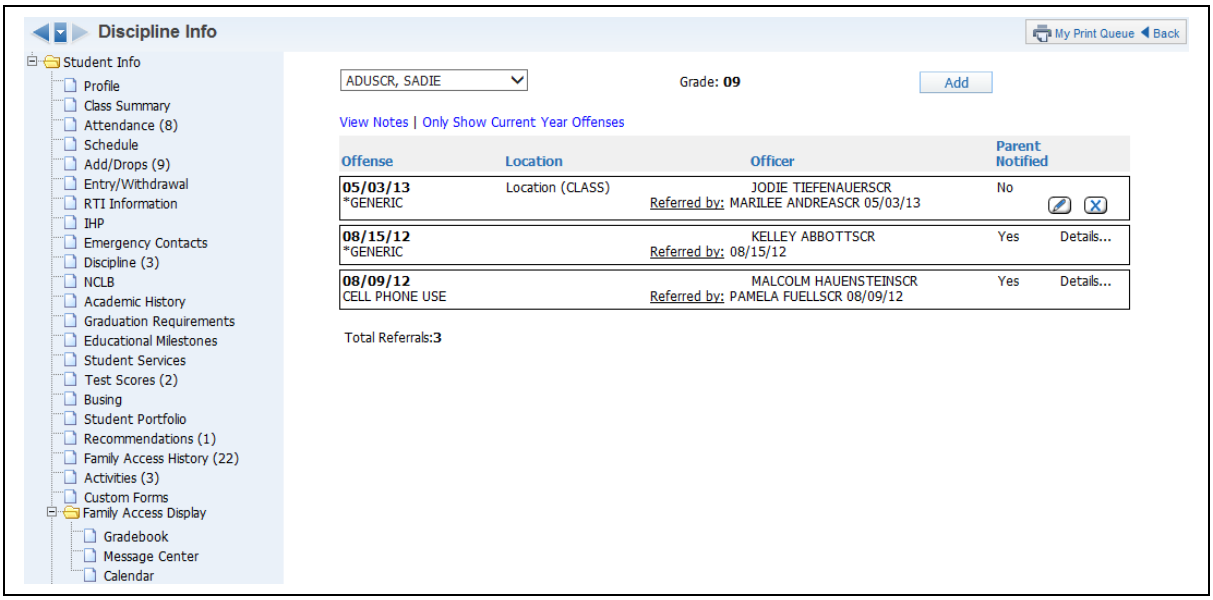


IHP shows the student's health plan (for example, an Asthma or Seizure Plan). You can view the IHP by clicking **Print**. The district must purchase the Health Records module in order to create IHP records for students.

Emergency Contacts

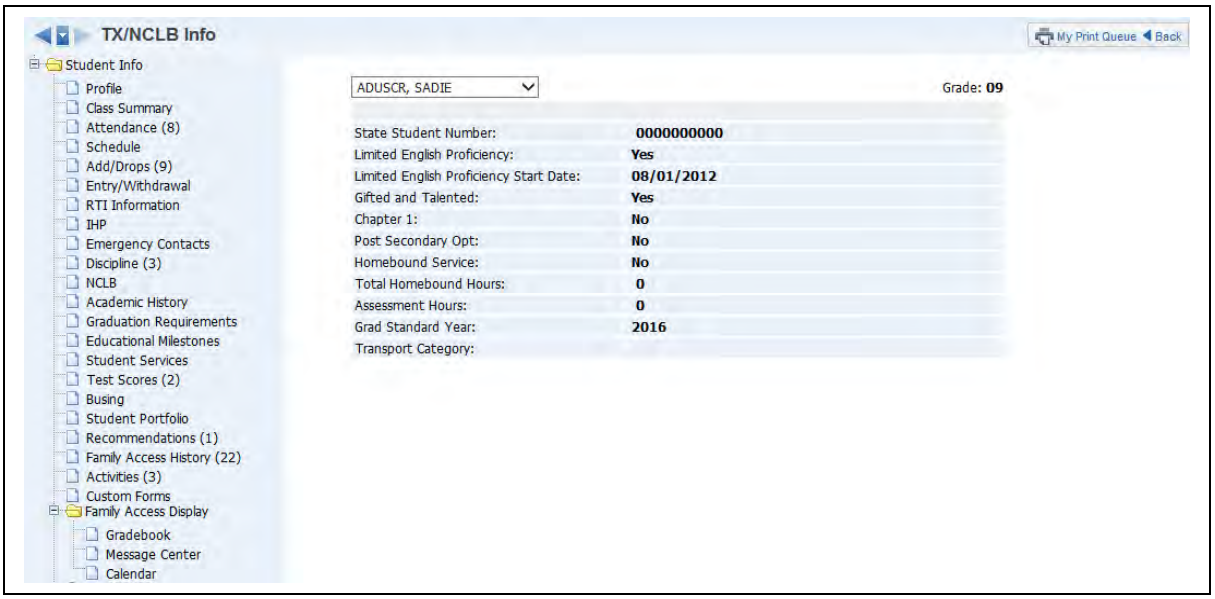
The Emergency Contact page shows the student's emergency contacts and the primary/secondary phone numbers attached to each contact.

Discipline



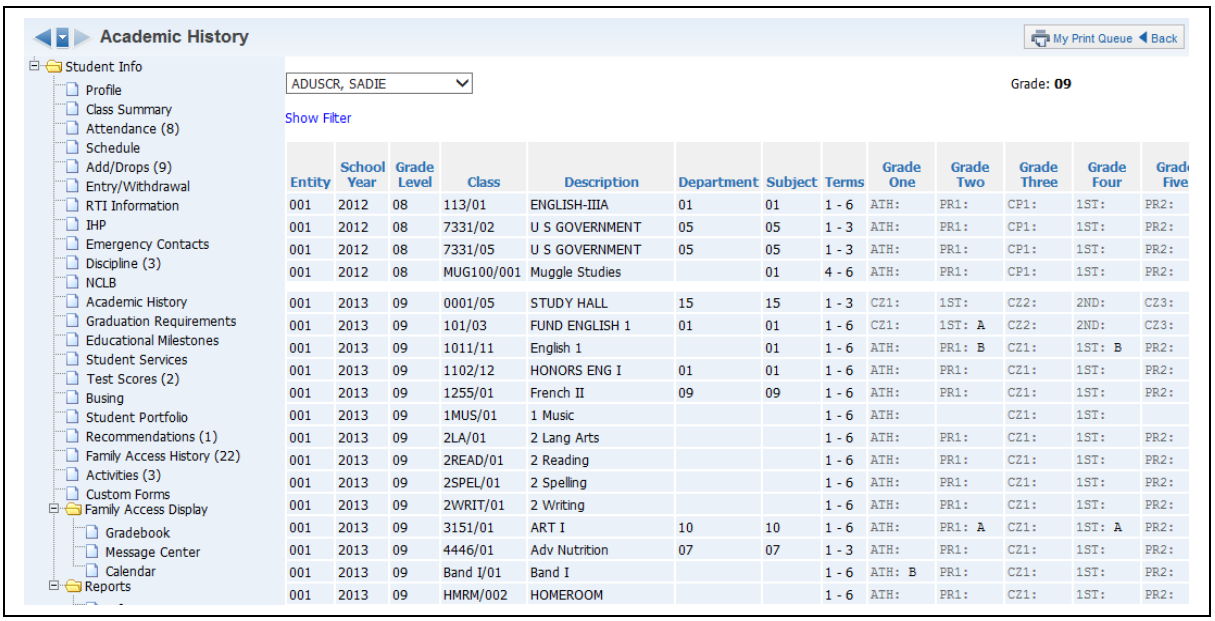
The Discipline page shows the Offense records attached to the student. You may have the capability to create a Discipline referral depending upon security access.

NCLB



The No Child Left Behind page shows selected state information collected on the student within the entity. This is used for state/ federal reporting purposes.

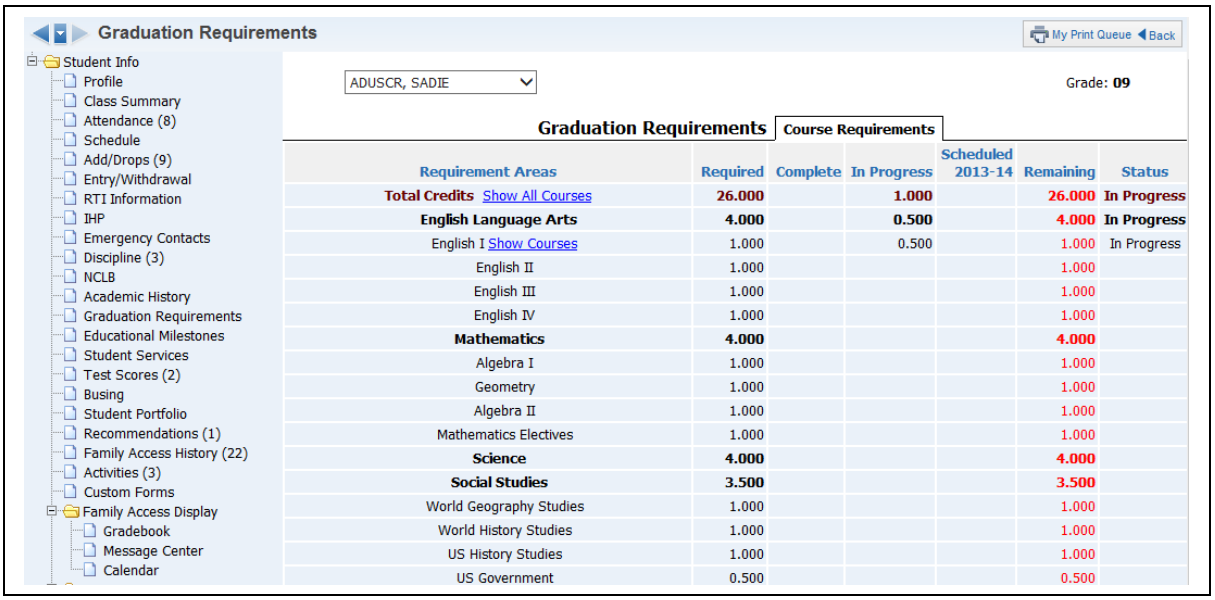
Academic History



Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	Grade Four	Grad Five
001	2012	08	113/01	ENGLISH-IIIA	01	01	1 - 6	ATH:	PR1:	CP1:	1ST:	PR2:
001	2012	08	7331/02	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1ST:	PR2:
001	2012	08	7331/05	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1ST:	PR2:
001	2012	08	MUG100/001	Muggle Studies		01	4 - 6	ATH:	PR1:	CP1:	1ST:	PR2:
001	2013	09	0001/05	STUDY HALL	15	15	1 - 3	CZ1:	1ST:	CZ2:	2ND:	CZ3:
001	2013	09	101/03	FUND ENGLISH 1	01	01	1 - 6	CZ1:	1ST: A	CZ2:	2ND:	CZ3:
001	2013	09	1011/11	English 1		01	1 - 6	ATH:	PR1: B	CZ1:	1ST: B	PR2:
001	2013	09	1102/12	HONORS ENG I	01	01	1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	1255/01	French II	09	09	1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	1MUS/01	1 Music			1 - 6	ATH:		CZ1:	1ST:	
001	2013	09	2LA/01	2 Lang Arts			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	2READ/01	2 Reading			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	2SPEL/01	2 Spelling			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	2WRIT/01	2 Writing			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	3151/01	ART I	10	10	1 - 6	ATH:	PR1: A	CZ1:	1ST: A	PR2:
001	2013	09	4446/01	Adv Nutrition	07	07	1 - 3	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	Band I/01	Band I			1 - 6	ATH: B	PR1:	CZ1:	1ST:	PR2:
001	2013	09	HMRM/002	HOMEROOM			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:

Academic History shows the student's subject and grade history from when the student entered the system. It show the student's grades, classes and school year.

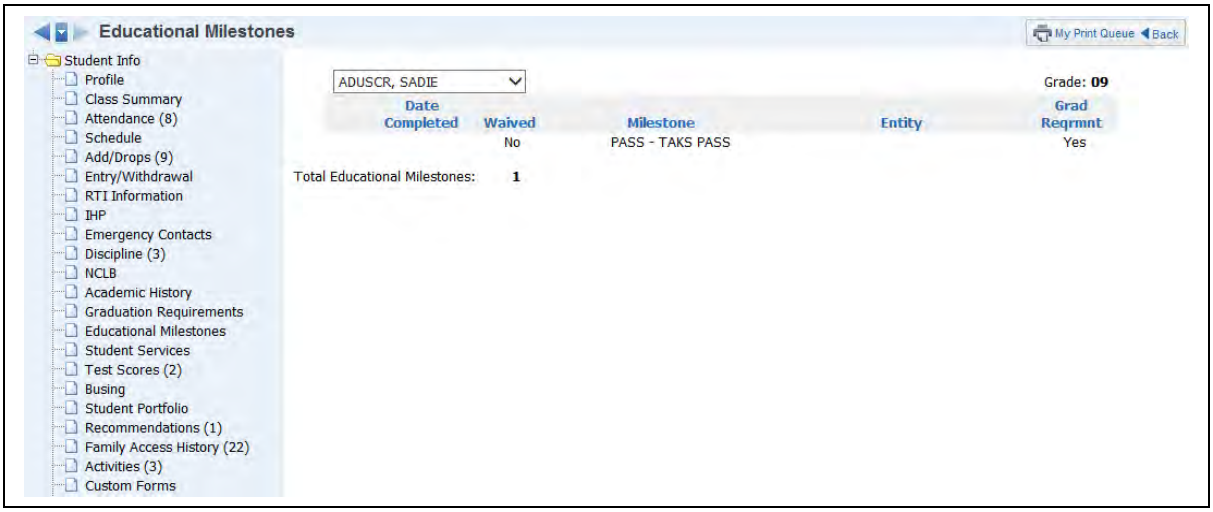
Graduation Requirements



Requirement Areas	Required	Complete	In Progress	Scheduled 2013-14	Remaining	Status
Total Credits Show All Courses	**26.000**		**1.000**		**26.000**	**In Progress**
English Language Arts	**4.000**		**0.500**		**4.000**	**In Progress**
English I Show Courses	1.000		0.500		1.000	In Progress
English II	1.000				1.000	
English III	1.000				1.000	
English IV	1.000				1.000	
Mathematics	**4.000**				**4.000**	
Algebra I	1.000				1.000	
Geometry	1.000				1.000	
Algebra II	1.000				1.000	
Mathematics Electives	1.000				1.000	
Science	**4.000**				**4.000**	
Social Studies	**3.500**				**3.500**	
World Geography Studies	1.000				1.000	
World History Studies	1.000				1.000	
US History Studies	1.000				1.000	
US Government	0.500				0.500	

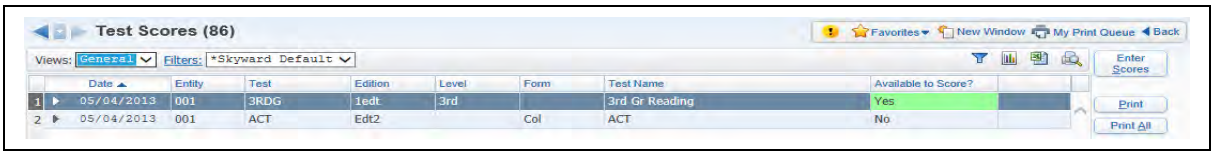
Graduation Requirements show the student's progress earning credits and how many are remaining before the student can graduate. You see this option only if the district has purchased the Graduation Requirement module.

Education Milestones



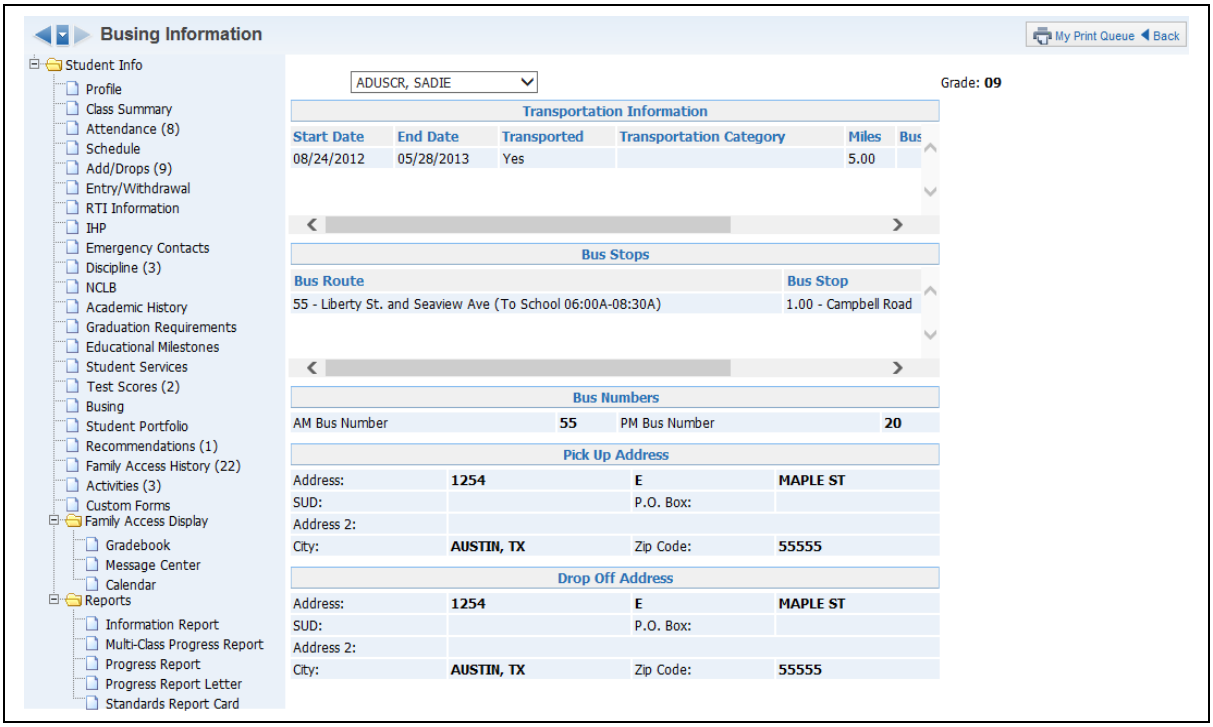
The Education Milestones area shows additional requirements the student must fulfill.

Test Scores



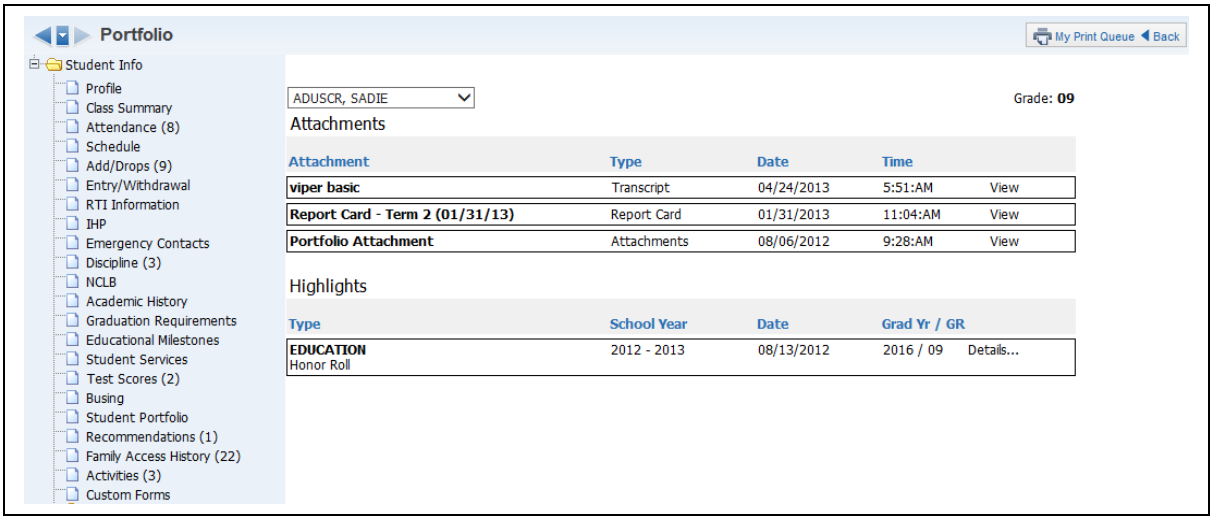
Test Scores is an area where you can view how students performed on standardized tests. Depending upon the setup of the test, you may have the capability to enter scores.

Busing



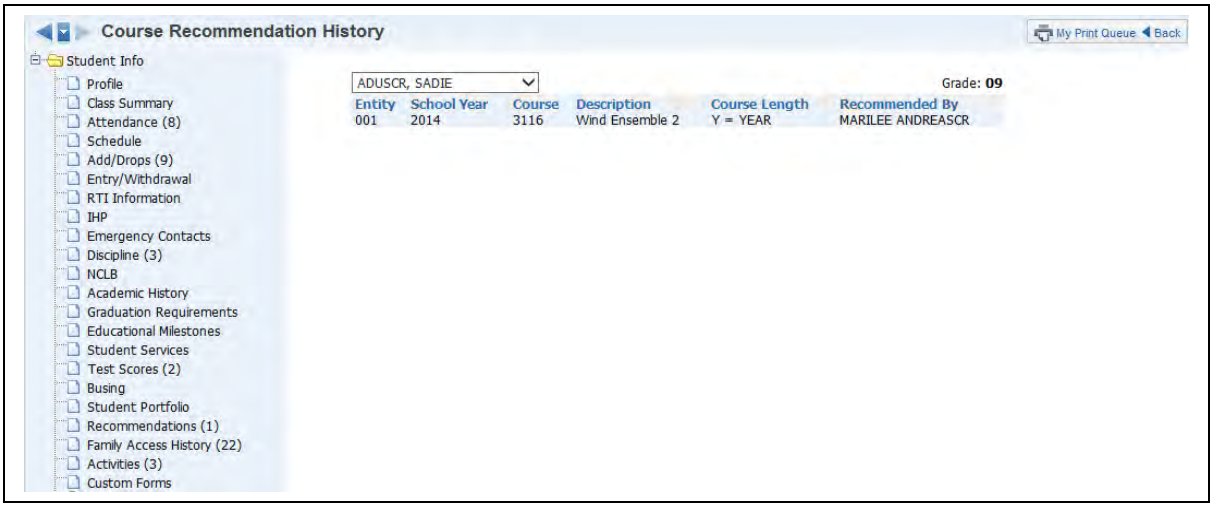
The Busing page shows all busing information attached to the student. It will include the bus numbers, route, bus stops, and other transportation information.

Student Portfolio



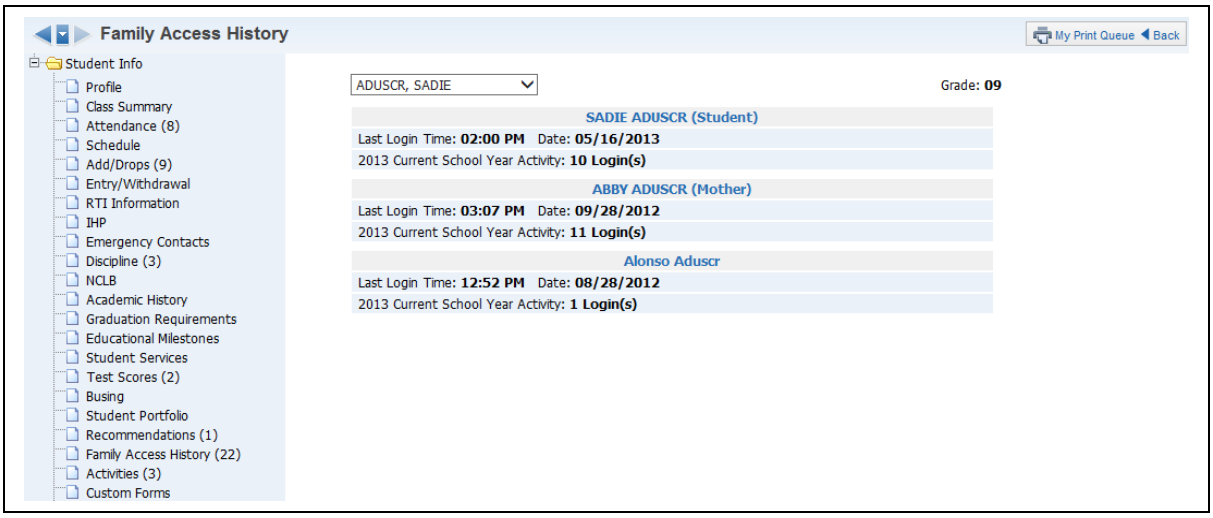
Student Portfolio gives you the capability to view attachments and highlights for the student.

Recommendations



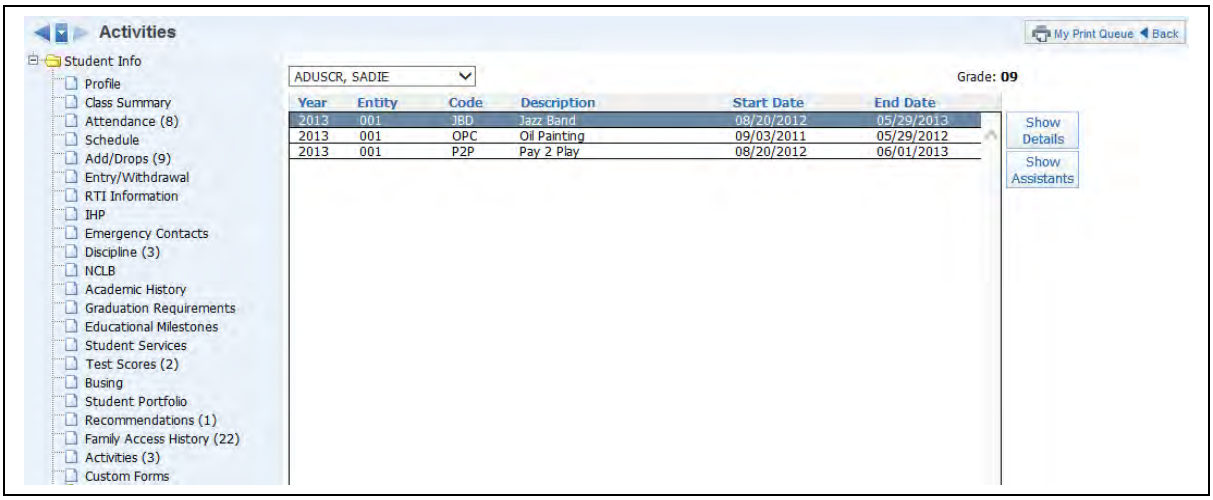
The Course Recommendations area allows you to view the course recommendation for the student.

Family Access History



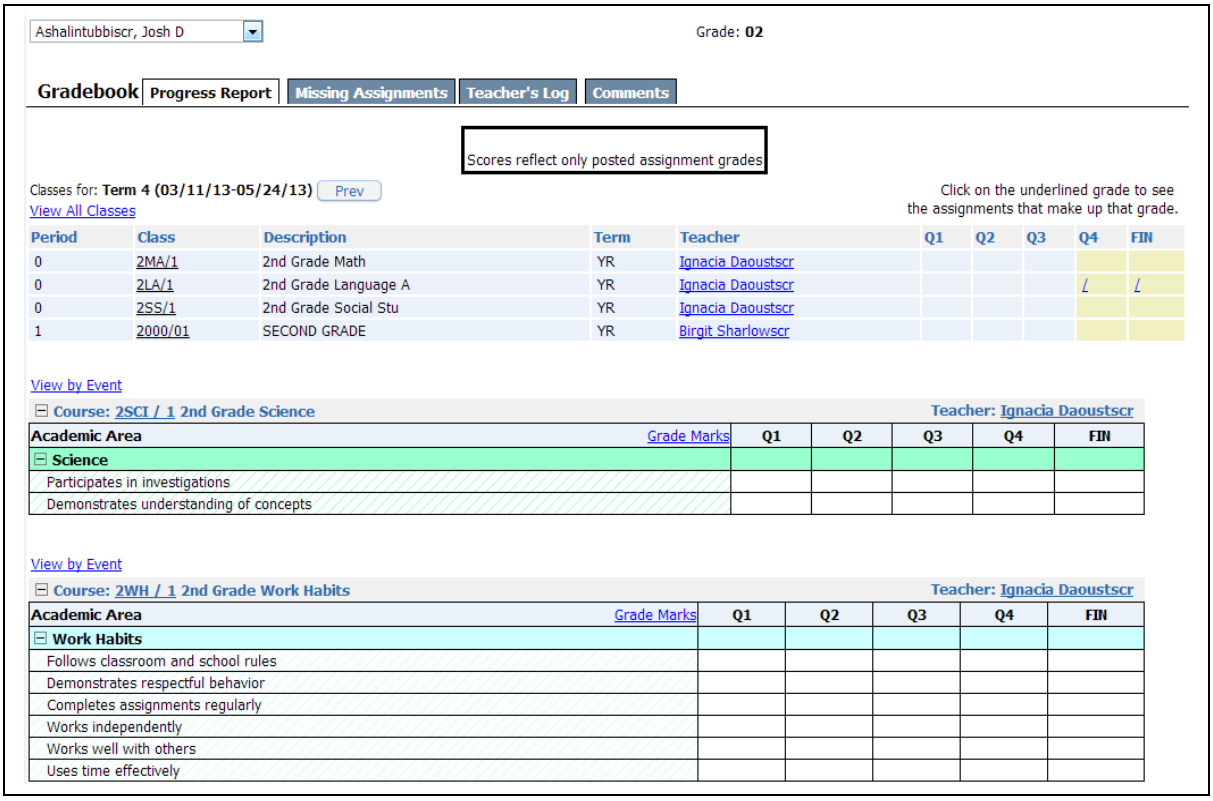
Family Access History allows you to see how many times the family and student have logged in to Family/Student access, as well as the last time they logged in.

Activities



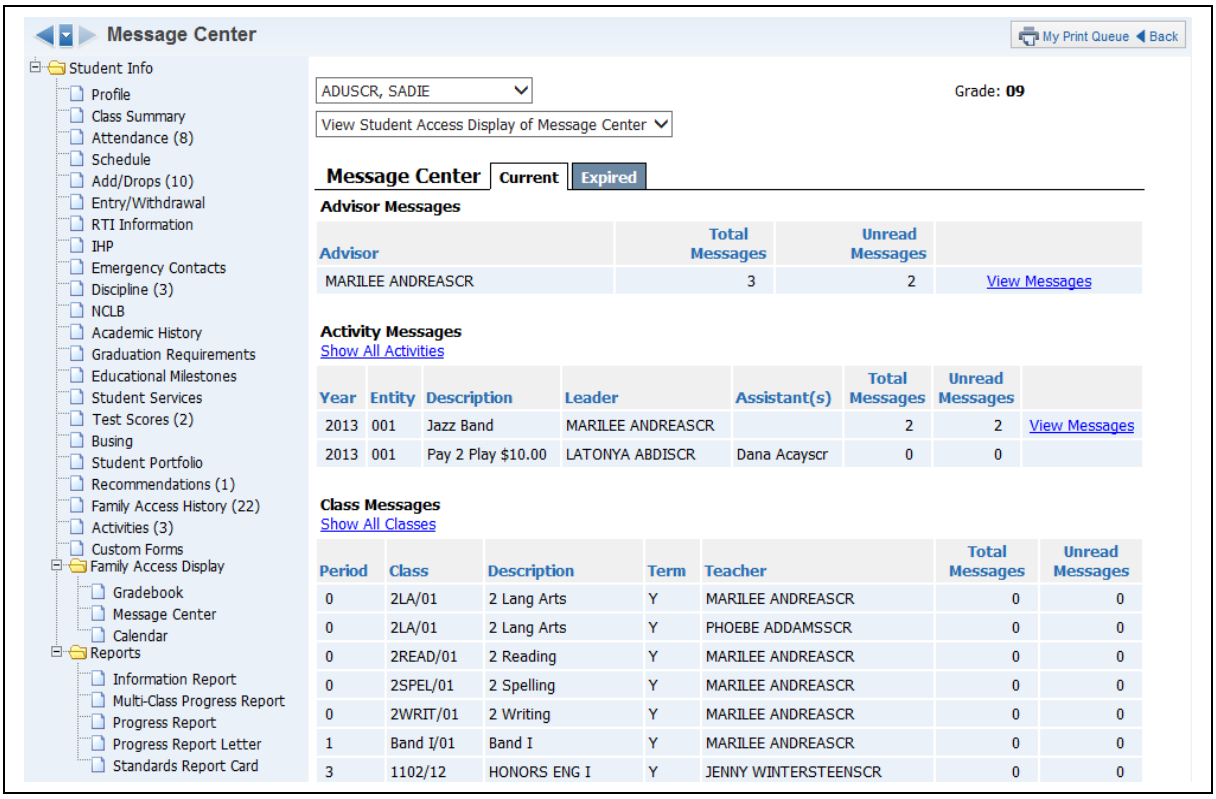
The Activities page show what activities the student is enrolled in.

Family Access Display
Gradebook



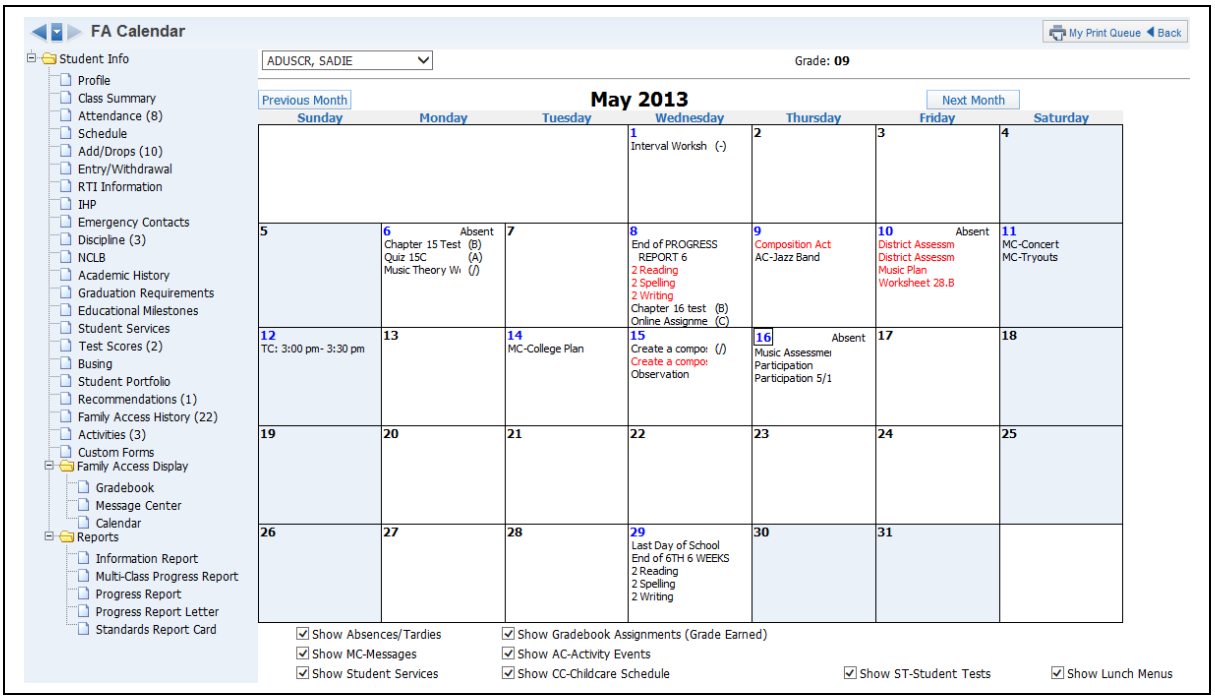
Family Access Display-Gradebook shows how the grade information looks in Family/Student Access. It shows the grades for every class in the student's schedule. You can also view Missing Assignments, the Teacher Log, GPA/Class Rank and Report Card Comments.

Message Center



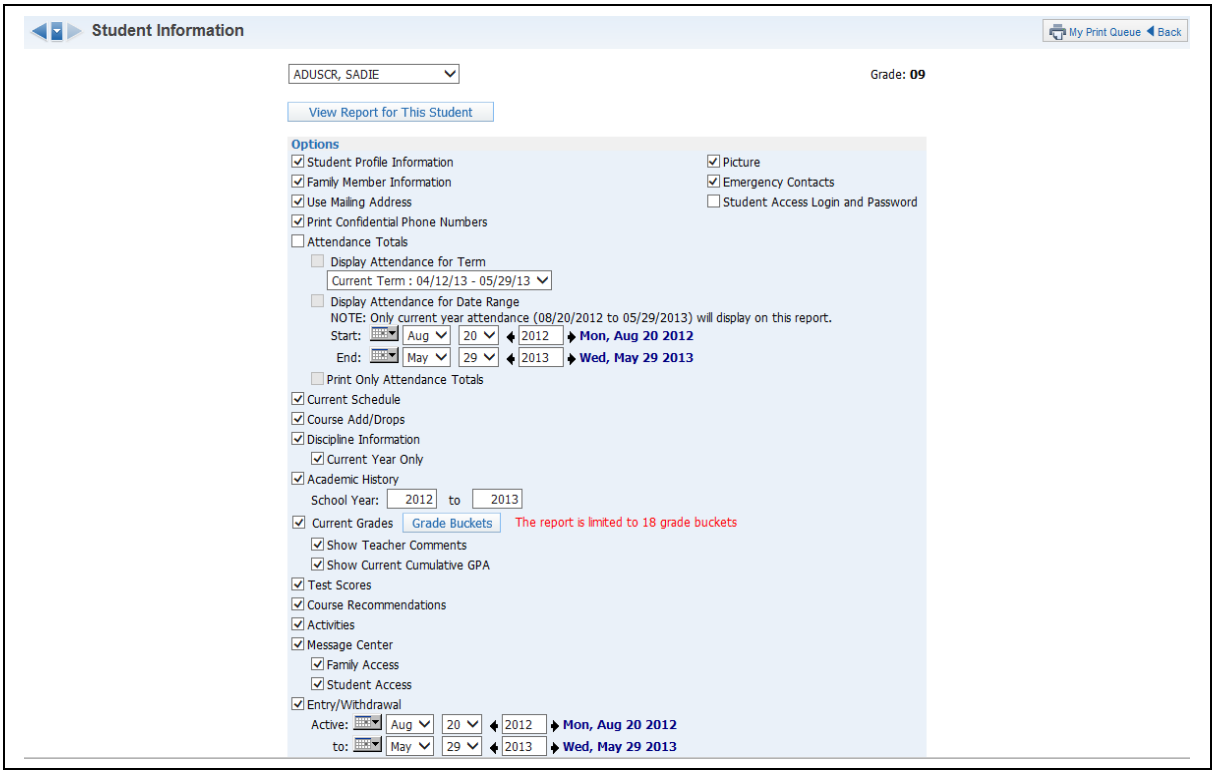
On the Message Center screen, you can see all the messages created. You can also see whether the message was read in Family/Student Access.

Calendar



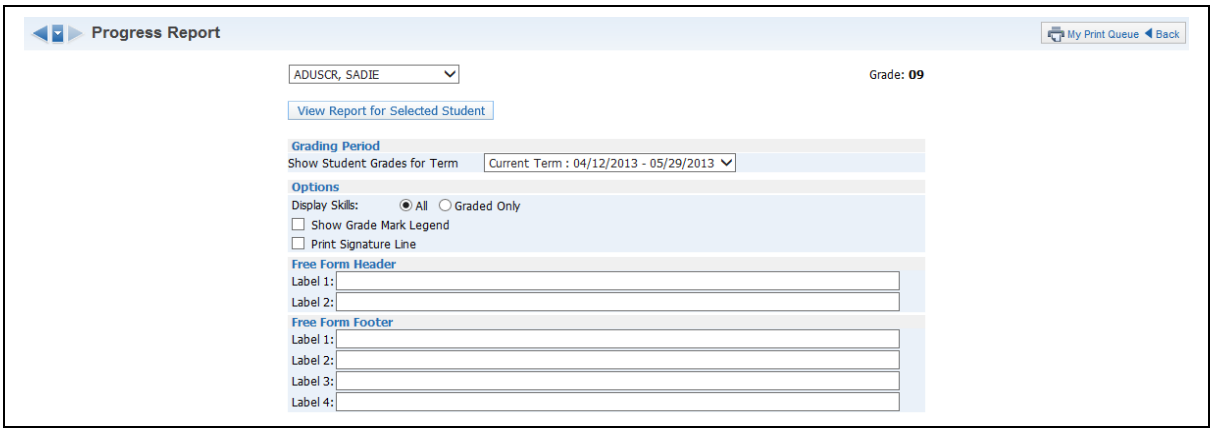
The Calendar screen gives the teacher a view of what the family and student can see when they look at the calendar in Family/Student Access.

Reports
Information Report



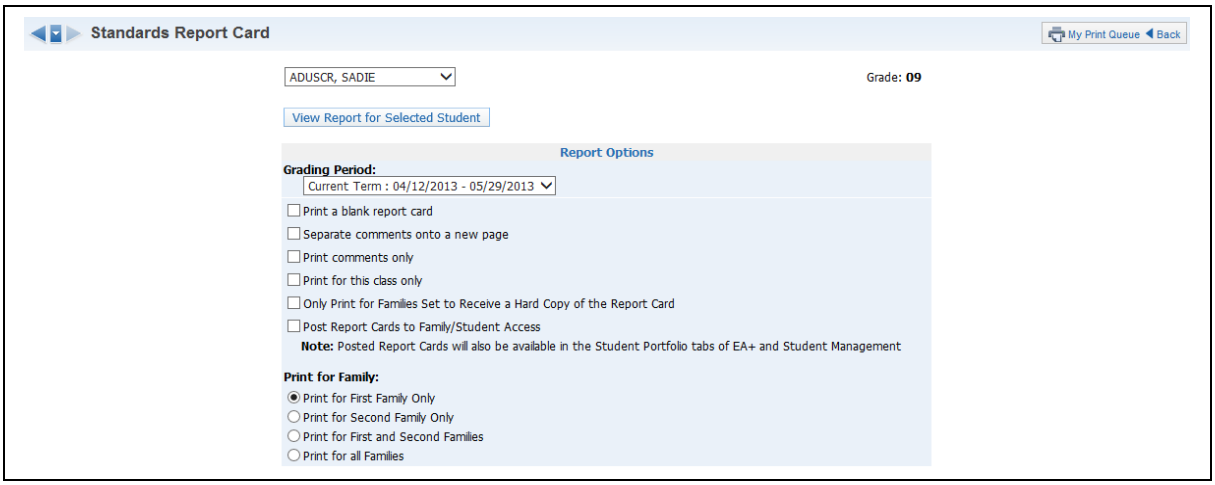
The Student Information Report allows you to print an assortment of student information. The information available will depend upon security access to information in My Students.

Progress Report



The Progress Report lists the grades earned for Subjects and Skills.

Standards Report Card



This page lets the teacher print a copy of the report card.