

SAN FELIPE DEL RIO CISD



Skyward

Teacher Gradebook Manual

Assessment and Accountability Department

2016-2017

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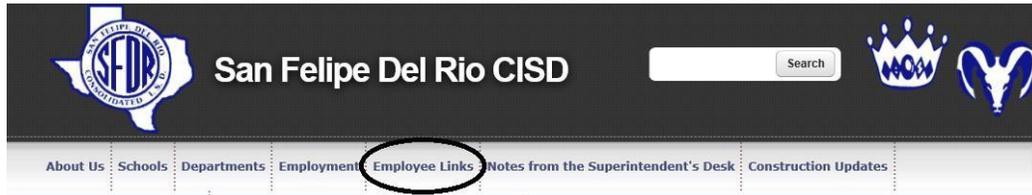
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Navigating to the Skyward Login Page

Open the SFDR CISD home page using your internet browser. <http://www.sfdr-cisd.org>

- Click on Employee Links



- Click on **Skyward – Gradebook Access**



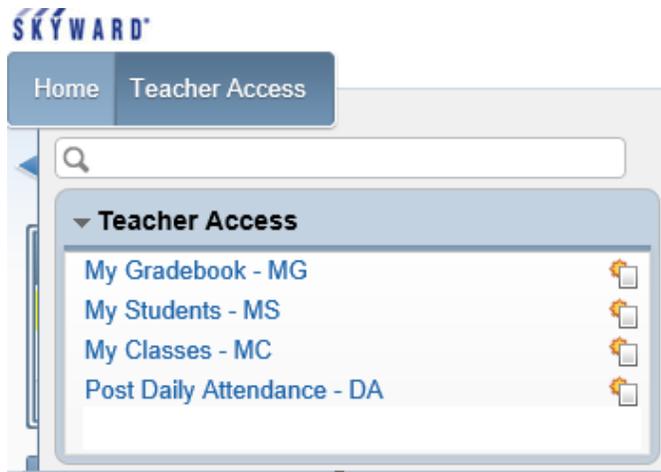
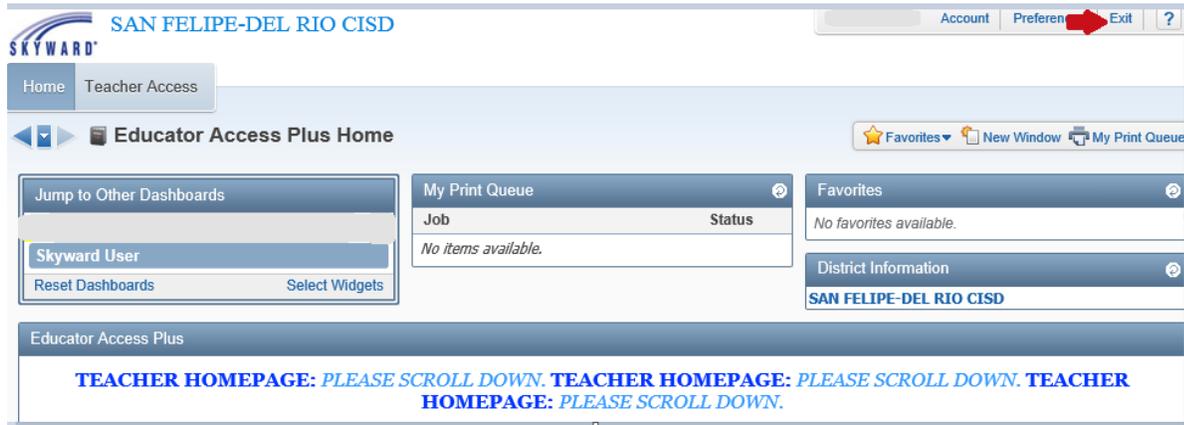
You will be taken to the Login screen of Skyward.

- User Name: Enter your district user name.
- Password: Enter password associated with your district user name.
- Click **Sign In**.



Gradebook Home Page

Once you have logged in, you will be taken to the Skyward homepage. When you are finished using Skyward, please log out by clicking the **Exit** button.



Taking Attendance

Menu Path: Teacher Access > Teacher Access > Post Daily Attendance

Taking Attendance by Name

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

*Note: The sections that do not meet “today” are grayed out.

Attendance for **Tuesday, May 22, 2012**

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

045 SPRING FOREST MIDDLE

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
MAT	M	3 - 4	2	AB	3831BB / 13	MATH 8	By Name By Seating Chart Assign Seats
MAT	M	3 - 4	3	AB	3831BB / 01	MATH 8	By Name By Seating Chart Assign Seats
MAT	M	3 - 4	4	AB	3621BB / 06	MATH 6 PRE AP	By Name By Seating Chart Assign Seats
MAT	M	3 - 4	5	AB	3621BB / 04	MATH 6 PRE AP	By Name By Seating Chart Assign Seats
MAT	M	3 - 4	6	AB	3631BB / 11	MATH 6	By Name By Seating Chart Assign Seats
O		1 - 4	7	AB	0116AB / 07	ACTIVITY 6	By Name By Seating Chart Assign Seats

Designate if the student is absent or tardy and click the **Save** button. If all students are present, click the **Save** button.

If the absent or tardy indicators display in Red, the values have not been saved. If the absence or tardy indicators display in Green, the values have been saved.

Take Attendance for **Tuesday, May 22, 2012**

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Absent	Tardy	Present	E	U	O	T	Tue 5/22	Mon 5/21	5
	A L	E		08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2						
	A	E	a	08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1	2		1			
	A	E	q	08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>							
	A	C		08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>				2			
	A	C		08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2	1		3			
	A	D		08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		1					
	A	F		08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		2		5			
	A L	C		08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1	1		2			
	A	C	da	08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	7	1		3			
	A	H		08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>							
	S	H		08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		1					
		H	e	08	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8	3		1			

If no students have been marked absent, a window will appear for you to confirm the attendance. Verify that no students are absent. Click the **Yes** button.

Confirm Perfect Attendance

An Absence has not been set for any students.
Click Yes to confirm 100% Attendance/Perfect Attendance.
Click No to return to Attendance entry.

Accessing Student Information

Menu Path: Teacher Access > Teacher Access > My Students

Double click the student whose information you want to view

First Name	Last Name	MI	Entity	Status	Gender	Grade
[blurred]	[blurred]		045	Active	Male	06
[blurred]	[blurred]		045	Active	Female	08
[blurred]	[blurred]		045	Active	Male	06
[blurred]	[blurred]	O	045	Active	Male	08
[blurred]	[blurred]	S	045	Active	Male	06
[blurred]	[blurred]	H	045	Active	Male	06
[blurred]	[blurred]	M	045	Active	Male	08
[blurred]	[blurred]	M	045	Active	Male	06
[blurred]	[blurred]	I	045	Active	Female	06
[blurred]	[blurred]	J	045	Active	Male	06

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

- Student Info
- Profile
- Class Summary
- Attendance (38)
- Schedule
- Add/Drops (18)
- Discipline (0)
- Student Portfolio
- Family Access History (16)
- Activities (0)
- Family Access Display
- Gradebook
- Message Center
- Calendar
- Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report Letter

Grade: 08
[Email Teachers](#)

Houston, TX 77079
 Primary Guardian: (832) 6[blurred]

Second Phone: [blurred]
 School Email: [blurred]@mysbsid.com
 Student Access Login: [blurred]

Alert Info: [blurred]
 Note: [blurred]

Third Phone: [blurred]
 Home Email: [blurred]
 Student Access Password: *****

Student Id: 991639
 Internal Id: 190820
 Status: Active

Birthday: 03/28/1998
 Age: 14
 Locker: F253
 Other Name: [blurred]

Language: ENGLISH
 Gender: Male
 Local Race: 4 - HISPANIC
 Federal Race: H 2 5 [?]

School Information

Entity: 045/SPRING FOREST M Advisor: Diane Kirkland
 School: SPRING FOREST MIDDLE diane.kirkland@springbranchisd.com
 Homeroom: Hr Teacher: Disc Officer:

Family 1

Mother: (832) 6[blurred]
 Active Sibling: Grade: 06 Entity: 045/SPRING FOREST MI
 Active Sibling: Grade: 02 Entity: 123/THORNWOOD EL

Emergency Contacts

No emergency contacts available for this student.

Subject Gradebooks

Menu Path: Teacher Access > Teacher Access > My Gradebook

Click the **Gradebook** link next to the class in which you want to access.

Current Year Classes | Prior Years Classes

Reports for All Classes ▾

Show All Classes

Posting Status ▾

Dept	Subject	Terms	Period	Days Meet	Class	Description	
MAT	M	3 - 4	2	AB	3831BB / 13	MATH 8	Gradebook
MAT	M	3 - 4	3	AB	3831BB / 01	MATH 8	Gradebook
MAT	M	3 - 4	4	AB	3621BB / 06	MATH 6 PRE AP	Gradebook
MAT	M	3 - 4	5	AB	3621BB / 04	MATH 6 PRE AP	Gradebook
MAT	M	3 - 4	6	AB	3631BB / 11	MATH 6	Gradebook
O		1 - 4	7	AB	0116AB / 07	ACTIVITY 6	Gradebook

Adding Assignments to the Gradebook

Hover your mouse over the **Assignments** link and click **Add Assignment**.

Main Screen

Other Access ▾ | **Assignments** ▾ | Attendance ▾ | Categories

- Add Assignment
- List Assignments

Click the Category drop down menu, and select the appropriate category from the list.

Per District Policy, grades are weighted based on the category.

For secondary campuses – Daily grades will be weighted as 60%. Assessment grades will be weighted as 40%.

For elementary campuses – Daily grades will be weighted as 60%, Assessment grades will be weighted as 25% and Summative grades will be weighted as 15%.

Add Assignment

Category: **ASSM - 25% - Assessments** ▾

Description: **DLY - 60% - Daily/Homework/Assig**

Detailed Description: **SUMM - 15% - Summative**

Assignment Group:

Enter the assignment title in the Description. Detailed Description and Assignment Group are optional.

Add Assignment

Category: DLY - 60% - Daily/Homework/Assig

Description: Fractions

Detailed Description:



Set the Assign Date to the date you are giving the assignment to the students. Set the Proposed Due Date to the date the assignment is due. This date must be in the current six-week grading period, and this will show as the due date in Family Access.

Assignment Group:

Entered Date: Thu, May 24 2012

Assign Date: May 24 2012 Thu, May 24 2012

Proposed Due Date: May 24 2012 Thu, May 24 2012

Actual Due Date: 01 2012

Assignment Group:

Entered Date: Thu, May 24 2012

Assign Date: May 24 2012 Thu, May 24 2012

Proposed Due Date: May 29 2012 Tue, May 29 2012

Actual Due Date: 01 2012

Max Score: 100 Post to Family Access



Actual Due Date: Use only if you need to give an extension on the due date of an assignment (school closure, hurricane, etc...)

Proposed Due Date: May 29 2012 Tue, May 29 2012

Actual Due Date: 01 2012

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Proposed Due Date: May 29 2012 Tue, May 29 2012

Actual Due Date: 01 2012

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score Sho

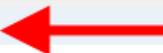


You may change the Weight Multiplier if you want the assignment to count more than once.

You may change Show Assignment Score As if you want to change how the assignment score displays in the gradebook.

Show Assignment Score As: Score

- Score
- Check
- Percent
- Grade Mark



Entity	Dept	Sbj	Term	Days Meet	Class
<input checked="" type="checkbox"/>	045	MAT	M	3 to 4	3831BB / 13
<input type="checkbox"/>	045	MAT	M	3 to 4	3831BB / 01
<input type="checkbox"/>	045	MAT	M	3 to 4	3621BB / 06

Add this same assignment to other grade books by checking those classes in the bottom portion of the screen.

Select the Classes where this Assignment should be added

Entity	Dept	Sbj	Terms	Prd	Days	Meet	Class	Description
<input checked="" type="checkbox"/>	045	MAT	M	3 to 4	2	AB	3831BB / 13	MATH 8
<input type="checkbox"/>	045	MAT	M	3 to 4	3	AB	3831BB / 01	MATH 8
<input type="checkbox"/>	045	MAT	M	3 to 4	4	AB	3621BB / 06	MATH 6 PRE AP
<input type="checkbox"/>	045	MAT	M	3 to 4	5	AB	3621BB / 04	MATH 6 PRE AP
<input type="checkbox"/>	045	MAT	M	3 to 4	6	AB	3631BB / 11	MATH 6
<input type="checkbox"/>	045		O	1 to 4	7	AB	0116AB / 07	ACTIVITY 6

Click **Save and Back** to return to the main gradebook screen. Click **Save and Add Another** to add another assignment. Click **Save and Score** to enter grades for this assignment.

Add Assignment

Category: **DLY - 60% - Daily/Homework/Assig**

Description: Chapter 1 Review

Detailed Description:

Assignment Group:

Entered Date: **Thu, May 24 2012**

Assign Date: May 24 2012 Thu, May 24 2012

Proposed Due Date: May 29 2012 Tue, May 29 2012

Save and Back

Save and Add Another

Save and Score

Undo

Back

Attach (0)

Options

Editing an Assignment

To make changes to an assignment after it has been entered:

Click the link for the assignment you wish to edit.

Categories	Grade	Marks	Posting	Reports	Chart
4TH	C12	Chapte W22-T 05/29 QS 100 0.00	Calcul W18-F 05/04 QS 100 83.78	Order W18-F 05/04 HD 100 85.71	Keys t W18-W 05/02 HD 100 93.18
81	S	*	*	100	100
78	S	*	75	100	100
76	S	*	89.5	100	100
82	S	*	86.5	100	100

Click the **Edit** button.

→ Add

→ Edit

Clone

Delete

Report

Chart

Score Entry

Assignment Display

Attach (0)

Make all desired changes. Remove the check for any classes that you do not want to receive these changes. Click the **Save** button.

➔

Edit Assignment

Category: HD - 15% - Homework/Daily

Description:

Detailed Description:

Assignment Group:

Entered Date: **Thu, May 24 2012**

Assign Date: May 24 2012 ➔ **Thu, May 24 2012**

Proposed Due Date: May 29 2012 ➔ **Tue, May 29 2012**

Actual Due Date: 01 2012

Max Score: Post to Family Access

Weight Multiplier: Post to Student Access

Show Assignment Score As: Score Show Comments

Select the Classes where this Assignment should be added

Entity	Dept	Sbj	Terms	Prd	Days	Meet	Class	Description
<input checked="" type="checkbox"/>	045	MAT	M	3 to 4	2	AB	3831BB / 13	MATH 8
<input type="checkbox"/>	045	MAT	M	3 to 4	3	AB	3831BB / 01	MATH 8
<input type="checkbox"/>	045	MAT	M	3 to 4	4	AB	3621BB / 06	MATH 6 PRE AP
<input type="checkbox"/>	045	MAT	M	3 to 4	5	AB	3621BB / 04	MATH 6 PRE AP
<input type="checkbox"/>	045	MAT	M	3 to 4	6	AB	3631BB / 11	MATH 6
<input type="checkbox"/>	045		O	1 to 4	7	AB	0116AB / 07	ACTIVITY 6

Deleting an Assignment

To remove an assignment from your gradebook:

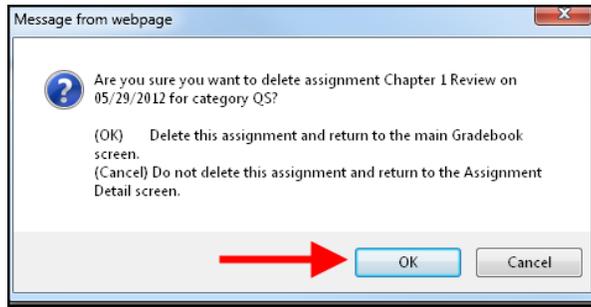
Click the link for the assignment you wish to delete.

Categories	Grade	Marks	Posting	Reports	Chart
4TH	C12	Chapte W22-T 05/29 QS 100 0.00	Calcul W18-F 05/04 QS 100 83.78	Order W18-F 05/04 HD 100 85.71	Keys t W18-W 05/02 HD 100 93.18
81	S	*	*	100	100
78	S	*	75	100	100
76	S	*	89.5	100	100

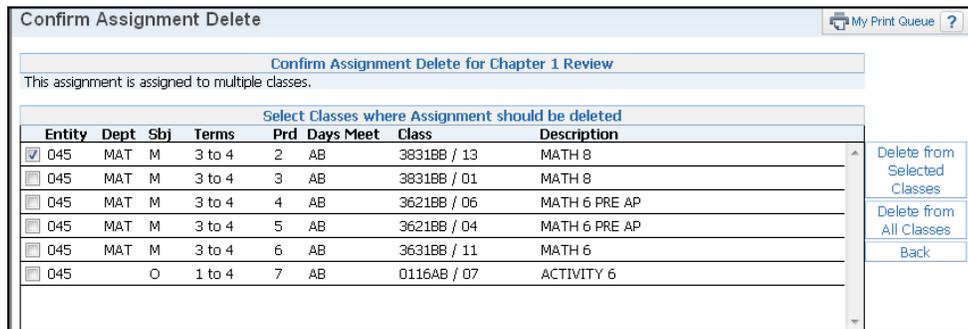
Click the **Delete** button.

-
-
-
-
-
-
-
-
-

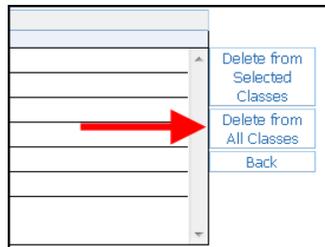
Click **OK** on this message:



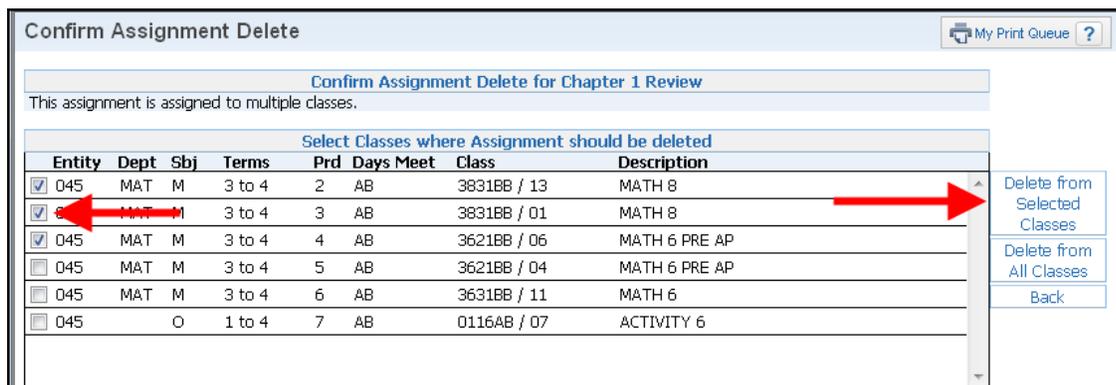
If the assignment has been added to multiple classes, you will see this screen:



If you would like to remove the assignment from **all** classes, click **Delete from all Classes**.



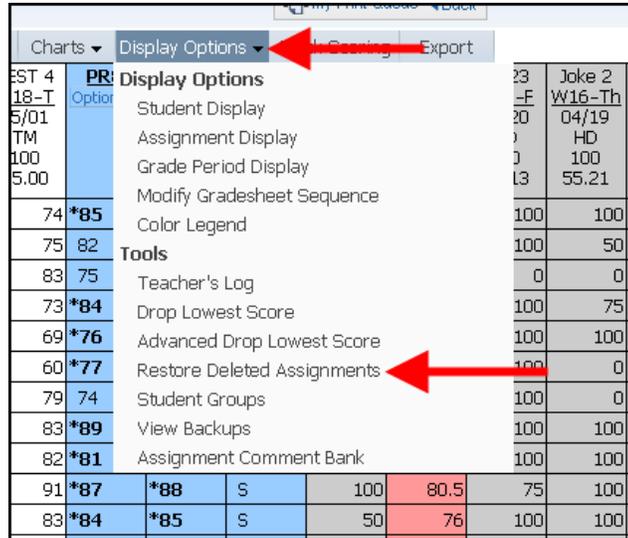
If you would like to remove the assignment from **some** classes, place a check next to those classes. Click **Delete from Selected Classes**.



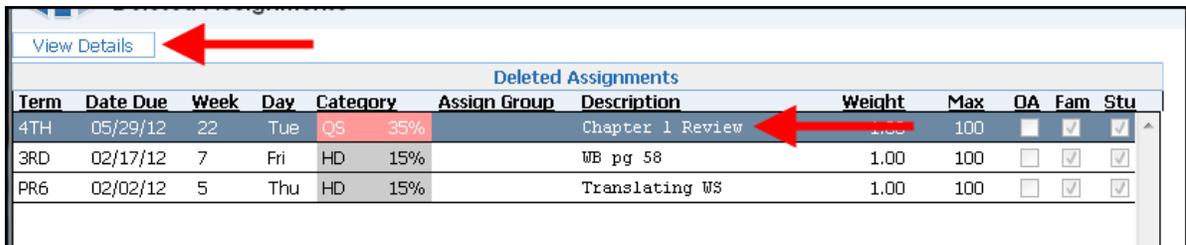
Restoring a Deleted Assignment

To restore a deleted assignment:

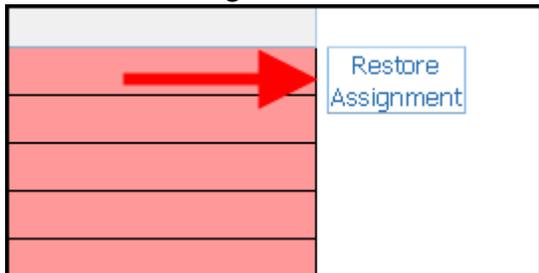
Hover your mouse over **Display Options** and choose **Restore Deleted Assignments**.



Click on the assignment you would like to restore. Click **View Details**.



Click **Restore Assignment**.



*Note: If you deleted an assignment from multiple classes and you wish to restore the assignment to multiple classes, you will have to go into each of those classes individually and restore the assignment.

Cloning

Cloning Assignments from Your Current Gradebook

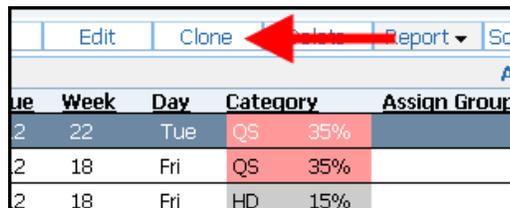
Hover your mouse over **Assignments**, and choose **List Assignments**.



Select the assignment you would like to clone.

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
05/29/12	22	Tue	QS 35%		Chapter 1 Review	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/04/12	18	Fri	QS 35%		Calculator Quiz	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/04/12	18	Fri	HD 15%		Order of Ops Crosswo	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/02/12	18	Wed	HD 15%		Keys to Know WS	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/01/12	18	Tue	TM 50%		TEST 4-2	1.00	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04/25/12	17	Wed	HD 15%		Solving Equations Pa	1.00	300	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click the **Clone** button.



Make all desired changes and click **Save**.

Clone Assignment
Save

Category: QS - 354 - Quizzes/Small Proj

Description: Chapter 2 Review

Detailed Description:

Assignment Group:

Entered Date: Thu, May 24 2012

Assign Date: May 24 2012

Proposed Due Date: May 29 2012

Actual Due Date: May 01 2012

Max Score: 100

Weight Multiplier: 1.00

Post to Family Access
 Post to Student Access

Show Assignment Score As: Score Show Comments

Select the Classes where this Assignment should be added

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	045	MAT	M	3 to 4	2	AB	3831BB / 13 MATH 8
<input type="checkbox"/>	045	MAT	M	3 to 4	3	AB	3831BB / 01 MATH 8
<input checked="" type="checkbox"/>	045	MAT	M	3 to 4	4	AB	3621BB / 06 MATH 6 PRE AP
<input type="checkbox"/>	045	MAT	M	3 to 4	5	AB	3621BB / 04 MATH 6 PRE AP
<input type="checkbox"/>	045	MAT	M	3 to 4	6	AB	3631BB / 11 MATH 6
<input type="checkbox"/>	045	O		1 to 4	7	AB	0116AB / 07 ACTIVITY 6

Adding Grades to an Assignment

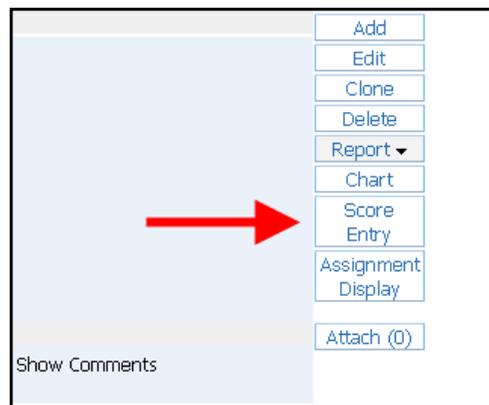
There are several ways to enter grades.

Score Entry Method

Click the link in the column for the grade you wish to enter.

Categories	Grade Marks	Posting	Reports	Chart	
4TH	C12	Chapte W22-T 05/29 QS 100 0.00	Calcul W18-F 05/04 QS 100 83.78	Order W18-F 05/04 HD 100 85.71	Keys t W18-W 05/02 HD 100 93.18
81	S	*	*	100	100
78	S	*	75	100	100
76	S	*	89.5	100	100
88	S	*	86.5	100	100

Click the **Score Entry** button. This will take you to a page that will allow you to enter grades for each student individually.



Click your mouse in a student's box under the **Score** column and enter the grade for that student.

Chapter 1 Review					
<input type="checkbox"/> Post to Family Access <input checked="" type="checkbox"/> Post to Student Access		Week 22 - Tuesday - 05/29/2012 Category: QS - 35% Max Score: 100		Save Undo Back	
19 un-scored students: Mark un-scored as 0 and Missing					
Students	Score	Special Code	No Count	Missing	Comment
Change blank comments to:					
1	90		<input type="checkbox"/>	<input type="checkbox"/>	
2	80		<input type="checkbox"/>	<input type="checkbox"/>	
3	78		<input type="checkbox"/>	<input type="checkbox"/>	
4	50		<input type="checkbox"/>	<input type="checkbox"/>	
5	0		<input type="checkbox"/>	<input type="checkbox"/>	
6	100		<input type="checkbox"/>	<input type="checkbox"/>	

You may enter a special code for a student in the **Special Code** column.

*Note: A list of available special codes is located in the top right corner of the Score Entry screen.

Chapter 1 Review					
<input type="checkbox"/> Post to Family Access <input checked="" type="checkbox"/> Post to Student Access		Week 22 - Tuesday - 05/29/2012 Category: QS - 35% Max Score: 100		Save Undo Back	
18 un-scored students: Mark un-scored as 0 and Missing					
Students	Score	Special Code	No Count	Missing	Comment
Change blank comments to:					
1	90		<input type="checkbox"/>	<input type="checkbox"/>	
2	80		<input type="checkbox"/>	<input type="checkbox"/>	
3	78		<input type="checkbox"/>	<input type="checkbox"/>	
4	50	I	<input type="checkbox"/>	<input type="checkbox"/>	
5	0	L	<input type="checkbox"/>	<input type="checkbox"/>	
6	100		<input type="checkbox"/>	<input type="checkbox"/>	
7	*		<input type="checkbox"/>	<input type="checkbox"/>	
8	*		<input type="checkbox"/>	<input type="checkbox"/>	
9	*		<input type="checkbox"/>	<input type="checkbox"/>	
10	*		<input type="checkbox"/>	<input type="checkbox"/>	
11	*		<input type="checkbox"/>	<input type="checkbox"/>	
12	*		<input type="checkbox"/>	<input type="checkbox"/>	
13	*		<input type="checkbox"/>	<input type="checkbox"/>	
14	*		<input type="checkbox"/>	<input type="checkbox"/>	

Mass Assign Options

Assign All Scores to: 100 out of 100

Overwrite scores

Adjust All Scores by: [] points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

Apply

Special Codes

Code	Description
*AD	Automated Drop Score
I	Incomplete
L	Late
M	Modified
R	Retake
X	Exempt

Place a check in the **No Count** box for any student you do not want this assignment affecting his/her average.

Chapter 1 Review					
<input checked="" type="checkbox"/> Post to Family Access <input checked="" type="checkbox"/> Post to Student Access		Week 22 - Tuesday - 05/29/2012 Category: QS - 35% Max Score: 100		Save Undo Back	
17 un-scored students: Mark un-scored as 0 and Missing					
Students	Score	Special Code	No Count	Missing	Comment
Change blank comments to:					
1	90		<input type="checkbox"/>	<input type="checkbox"/>	
2	80		<input type="checkbox"/>	<input type="checkbox"/>	
3	78		<input type="checkbox"/>	<input type="checkbox"/>	
4	50	I	<input type="checkbox"/>	<input type="checkbox"/>	
5	0	L	<input type="checkbox"/>	<input type="checkbox"/>	
6	100		<input type="checkbox"/>	<input type="checkbox"/>	
7	*		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	*		<input type="checkbox"/>	<input type="checkbox"/>	
9	*		<input type="checkbox"/>	<input type="checkbox"/>	
10	*		<input type="checkbox"/>	<input type="checkbox"/>	

Place a check in the **Missing** box for any student you would like to identify as “missing” this assignment.

Chapter 1 Review						
<input checked="" type="checkbox"/> Post to Family Access <input checked="" type="checkbox"/> Post to Student Access		Week 22 - Tuesday - 05/29/2012		Category: QS - 35% Max Score: 100		
18 un-scored students: Mark un-scored as 0 and Missing						
Students	Score	Special Code	No Count	Missing	Comment	
Change blank comments to: <input type="text"/>						
1	90		<input type="checkbox"/>	<input type="checkbox"/>		
2	80		<input type="checkbox"/>	<input type="checkbox"/>		
3	78		<input type="checkbox"/>	<input type="checkbox"/>		
4	50	I	<input type="checkbox"/>	<input type="checkbox"/>		
5	0	L	<input type="checkbox"/>	<input type="checkbox"/>		
6	100		<input type="checkbox"/>	<input type="checkbox"/>		
7	*		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8	*		<input type="checkbox"/>	<input type="checkbox"/>		
9	*		<input type="checkbox"/>	<input type="checkbox"/>		
10	*		<input type="checkbox"/>	<input type="checkbox"/>		

If you wish, you may enter a comment for any student pertaining to this assignment.

No Count	Missing	Comment
Change blank comments to: <input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Good Job
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Click **Mark un-scored as 0 and Missing** to give a grade of “0” to all student without scores on this assignment and to mark them as “Missing.”

Chapter 1 Review			
Week 22 - Tuesday - 05/29/2012		Category: QS - 35% Max Score: 100	
18 un-scored students: Mark un-scored as 0 and Missing			
Special Code	No Count	Missing	Comment
Change blank comments to: <input type="text"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	

When you are finished entering grades for this assignment, click **Save**.

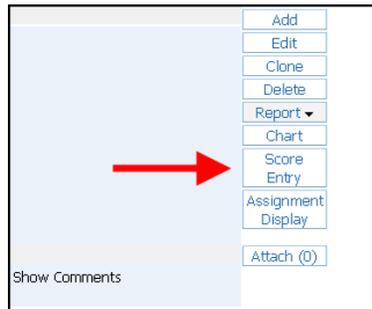
<input type="button" value="Save"/>	<input type="button" value="Undo"/>	<input type="button" value="Back"/>
<input type="checkbox"/> Assign to: <input type="checkbox"/> Assign by: <input type="checkbox"/> Remove: <input type="checkbox"/> Set		

Mass Assign Scores

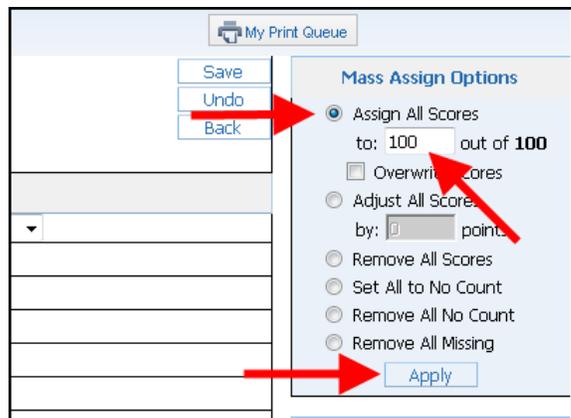
To give all students the same grade on an assignment, click the link in the column for the grade you wish to enter.

4TH	C12	Chapte W22-T 05/29 TM 100 0.00	Chapte W22-T 05/29 QS 100 66.33	Calcul W18-F 05/04 QS 100 83.78	Order W18-F 05/04 HD 100 85.71	Keys W18- 05/0 HD 100 93.1
82	S	*	90	*	100	
78	S	*	80	75	100	
76	S	*	78	89.5	100	

Click the **Score Entry** button.



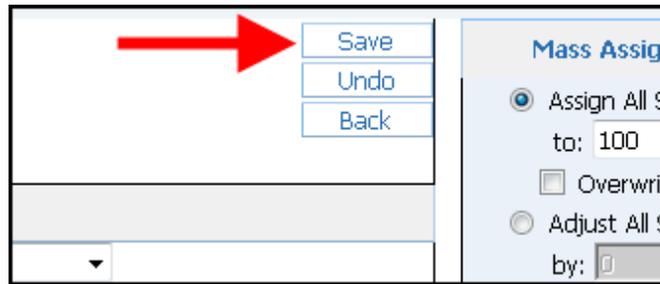
Click the **Assign All Scores** button. Enter the score you would like to give all students, and click **Apply**.



If you need to change a student's grade on the assignment, click your mouse in a student's box under the **Score** column, remove the grade currently in the box, and type in the new grade for that student.

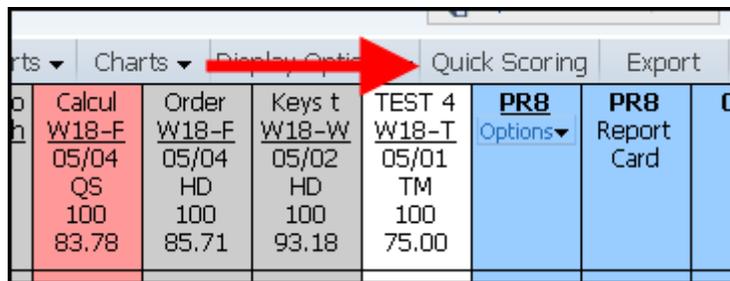
Students	Score	Special Code	No Count
1	100		<input type="checkbox"/>
2	80		<input type="checkbox"/>
3	100		<input type="checkbox"/>
4	100		<input type="checkbox"/>
5	100		<input type="checkbox"/>
6	100		<input type="checkbox"/>

When finished, click **Save**.



Quick Scoring Method

Click the **Quick Scoring** tab.

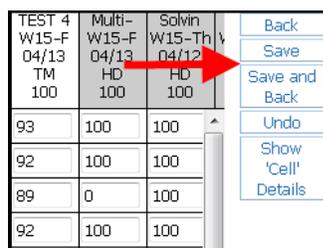


You can enter a grade for any student and any assignment.

*Tip: The tab key will move you across the page. The enter key will move you down the page.

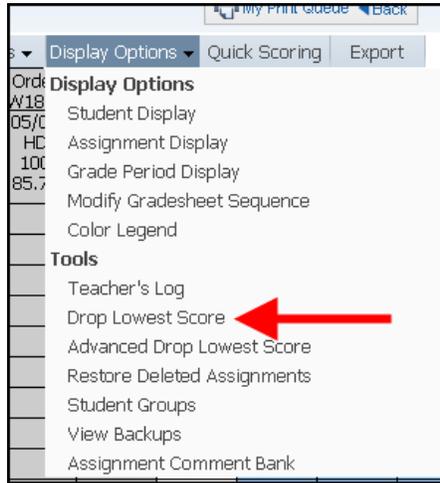
Students	Term Grade 4TH	Chapte W22-T 05/29 TM 100	Chapte W22-T 05/29 QS 100	Homewo W21-Th 05/24 HD 100	Calcul W18-F 05/04 QS 100	Order W18-F 05/04 HD 100	Keys t W18-W 05/02 HD 100	TEST 4 W18-T 05/01 TM 100	Solvin W17-W 04/25 HD 300	Quiz 4 W16-F 04/20 QS 100	pg 23 W16-F 04/20 HD 100	Joke 2 W16-Th 04/19 HD 100	Prac A W16-W 04/18 HD 100	Multi- W16-T 04/17 HD 100	TEST 4 W15-F 04/13 TM 100	Multi- W15-F 04/13 HD 100	Solvin W15-Th 04/12 HD 100
1	85 84.84%	100	90	85	*	100	100	74	100	73	100	100	100	100	93	100	100
2	77 77.37%	80	80	76	100	100	100	75	100	82	100	50	0	50	92	100	100
3	78 78.39%	100	78	*	89.5	100	100	83	100	79	0	0	100	0	89	0	100
4	82 82.46%	100	50	*	96.5	100	100	73	100	72	100	75	100	50	92	100	100
5	75 75.08%	100	0	*	91.5	100	100	69	100	69	100	100	100	50	76	100	100
6	81 81.47%	100	100	*	86	100	100	60	100	87	100	0	100	100	75	100	100
7	75 75.14%	100	*	*	76	*	25	79	75	74	100	0	0	0	86	0	100
8	89 89.38%	100	*	*	93	100	100	83	100	85.5	100	100	100	100	92	100	100

When finished, click **Save** to save changes and remain on this screen, or click **Save and Back** to save changes and return to the main gradebook screen.



[Drop Lowest Score](#)

From inside the gradebook, hover your mouse over **Display Options** and choose **Drop Lowest Score**.



Click **Drop Lowest Score** for the appropriate grading period.

Drop Lowest Score Process

Step 1: Select a grade period to run the Drop Lowest Score Process.

The Drop Lowest Score Process will drop the assignment score that most negatively affects the student's overall grade.

Grade Period	Date Range	Process Option
PR5 - Progress Report 5	01/04/12 - 01/24/12	Drop Lowest Score
PR6 - Progress Report 6	01/04/12 - 02/14/12	Drop Lowest Score
3RD - Term 3	01/04/12 - 03/09/12	Drop Lowest Score
PR7 - Progress Report 7	03/19/12 - 04/05/12	Drop Lowest Score
PR8 - Progress Report 8	03/19/12 - 04/26/12	Drop Lowest Score
4TH - Term 4	03/19/12 - 05/31/12	Drop Lowest Score (highlighted with a red arrow)

Uncheck any students you do not want included in the drop. Click **Next**.

Drop Lowest Score Process

Grade Period: **4TH - Term 4** Date Range: **03/19/12 - 05/31/12** (highlighted with a red arrow)

Step 2: Review list of students included in the process. To exclude a student from the process uncheck the corresponding box.

3831BB / 13 Prd:2 MATH 8 Students enrolled			
Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>	B [REDACTED]	[REDACTED]	2016
<input checked="" type="checkbox"/>	B [REDACTED]	K	2016
<input checked="" type="checkbox"/>	B [REDACTED]	T	2016
<input type="checkbox"/>	C [REDACTED]		2016
<input checked="" type="checkbox"/>	C [REDACTED]	S	2016
<input checked="" type="checkbox"/>	D [REDACTED]	J	2016
<input checked="" type="checkbox"/>	F [REDACTED]		2016
<input checked="" type="checkbox"/>	G [REDACTED]	G	2016
<input checked="" type="checkbox"/>	G [REDACTED]	F	2016
<input checked="" type="checkbox"/>	H [REDACTED]		2016

(A red arrow points to the 'Next' button in the top right corner.)

Uncheck any categories or assignments you do not want included in the drop. Click **Next**.

Drop Lowest Score Process

Grade Period: **4TH - Term 4** Date Range: **03/19/12 - 05/31/12**

Step 3: Review Categories and Assignments included in the process.
To exclude an assignment or category from the process uncheck the corresponding box.

Categories & Assignments				
	Due Date	Description	Weight	Max
<input checked="" type="checkbox"/>		Homework/Daily		
<input checked="" type="checkbox"/>	03/19/12	Essay - Math Over Spring Break	1.00	100.00
<input checked="" type="checkbox"/>	03/21/12	Sequence Practice WS	1.00	100.00
<input checked="" type="checkbox"/>	03/22/12	Pyth. Th. and Dilations WS	1.00	100.00
<input type="checkbox"/>	03/23/12	Probability & Statistics WS	1.00	100.00
<input checked="" type="checkbox"/>	03/26/12	Interpreting Data Practice WS	1.00	100.00
<input checked="" type="checkbox"/>	03/30/12	Principles of Algebra WS	1.00	100.00
<input checked="" type="checkbox"/>	04/02/12	pg 5/17 WS	1.00	100.00
<input checked="" type="checkbox"/>	04/03/12	WB pg 7 & 8	1.00	100.00
<input checked="" type="checkbox"/>	04/04/12	WB pg 83	1.00	100.00

If any Special Codes were added to this assignment, you will have the option to exclude them from being dropped.

Drop Lowest Score Process

Grade Period: **4TH - Term 4** Date Range: **03/19/12 - 05/31/12**

Step 4: Review list of Special Codes included in the process.
To exclude an assignment from the process that is marked with this code, uncheck the corresponding box.

Special Codes			
Code	Description	No Count	Missing
<input checked="" type="checkbox"/>	I Incomplete	<input type="checkbox"/>	<input type="checkbox"/>

Click **Process Drops**.

Drop Lowest Score Process

Grade Period: **6TH - Term 6** Date Range: **04/16/12 - 06/14/12**

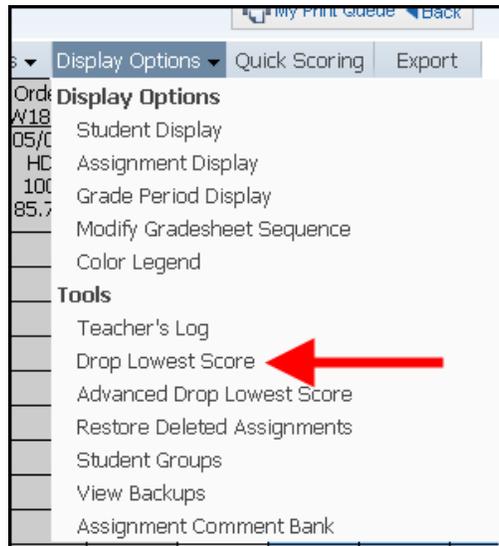
Final Step: Review assignment scores that will be dropped for each student.
Click the "Process Drops" button to automatically place a "**AD" in the Special Code and mark score as No Count.
To exclude a student's assignment from the process uncheck the corresponding box.

These are the scores that will now be set to dropped with this process.

Due	Special
-----	---------

Undo Drop Lowest Score

From inside the gradebook, hover your mouse over **Display Options** and choose **Drop Lowest Score**.



Click **Undo Drop Lowest Score** for the appropriate grading period.

Drop Lowest Score Process

Step 1: Select a grade period to run the Drop Lowest Score Process.

The Drop Lowest Score Process will drop the assignment score that most negatively affects the student's overall grade.

Grade Period	Date Range	Process Options
PR4 - Progress Report 4	01/04/12 - 01/24/12	Drop Lowest Score
4TH - Term 4	01/04/12 - 02/17/12	Drop Lowest Score
PR5 - Progress Report 5	02/21/12 - 03/09/12	Drop Lowest Score
5TH - Term 5	02/21/12 - 04/13/12	Drop Lowest Score
PR6 - Progress Report 6	04/16/12 - 05/04/12	Undo Drop Lowest Score
6TH - Term 6	04/16/12 - 06/14/12	Undo Drop Lowest Score
SM2 - Term 6	01/04/12 - 06/14/12	Undo Drop Lowest Score

A red arrow points to the 'Undo Drop Lowest Score' link for the '6TH - Term 6' row.

Uncheck any students whose lowest score should remain dropped. Click **Process Undrops**.

Grade Period: **6TH - Term 6** Date Range: **04/16/12 - 06/14/12** [Process Undrops](#) (highlighted with a red arrow)

Final Step: Review assignment scores that will be 'undropped' for each student. Click the "Process Undrops" button to automatically remove the "**AD" from the Special Code and unmark the score from No Count. To exclude a student's assignment from the process uncheck the corresponding box.

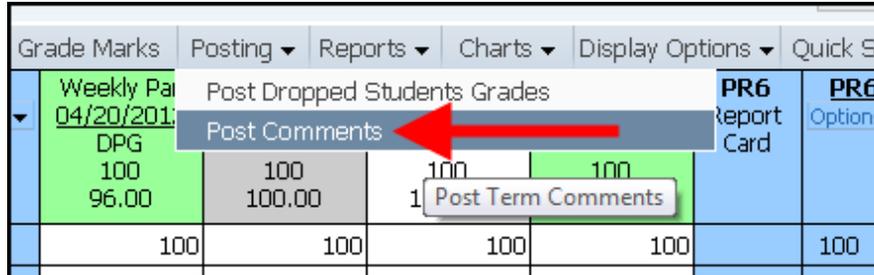
These scores have been previously dropped. They will now become 'undropped' with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
<input checked="" type="checkbox"/>	06/04	AGN	Test	*AD	1.00	100.00	90.00	90.00	90
<input checked="" type="checkbox"/>	04/27	TM	May Broadcast	*AD	1.00	100.00	80.00	80.00	80
<input type="checkbox"/>	04/27	TM	May Broadcast	*AD	1.00	100.00	100.00	100.00	100
<input checked="" type="checkbox"/>	06/04	AGN	Test	*AD	1.00	100.00	70.00	70.00	70
<input checked="" type="checkbox"/>	04/27	TM	May Broadcast	*AD	1.00	100.00	100.00	100.00	100
<input checked="" type="checkbox"/>	04/27	TM	May Broadcast	*AD	1.00	100.00	100.00	100.00	100
<input checked="" type="checkbox"/>	04/20	WW	May Project progress	*AD	1.00	100.00	80.00	80.00	80

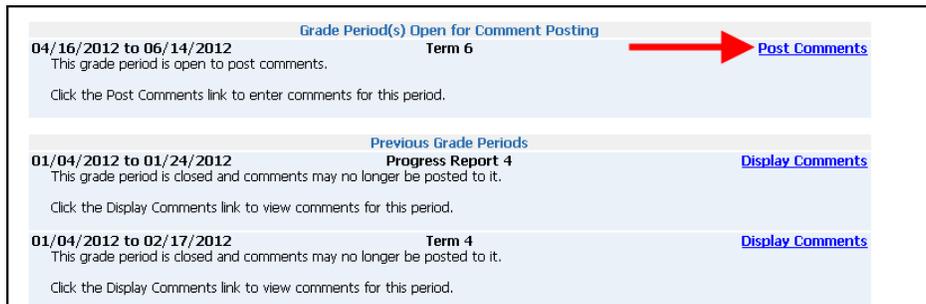
A red arrow points to the 'Process Undrops' button, and another red arrow points to the checkbox in the first row of the table.

Entering Comments

Hover your mouse over the **Posting** tab, and choose **Post Comments**.



Click the **Post Comments** link.



Entering Comments for Each Student Individually

Click your mouse in a student’s comment box, and type in a comment code for that student.

*Tip: To see a list of comment codes and their meanings, click the **View Comment Codes** link.*

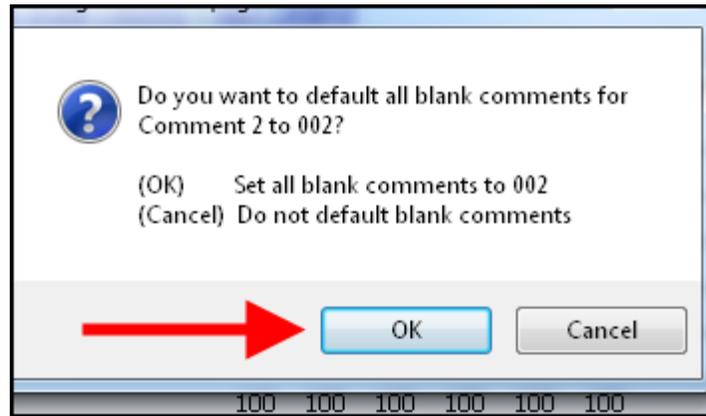


Giving All Students the Same Comment

Click the **Default blank comments to** dropdown menu and select the comment code that you want all students to receive.

6TH	EX2	SM2	C1	C2	C3
Default blank comments to:			001	001	
00	98		001	001	
00	92		002	002	
00	100			003	
00	110			004	
00	95			005	
00	96			006	
				007	
				008	
				009	

Click **OK** on this message.



Click the **Save** button.

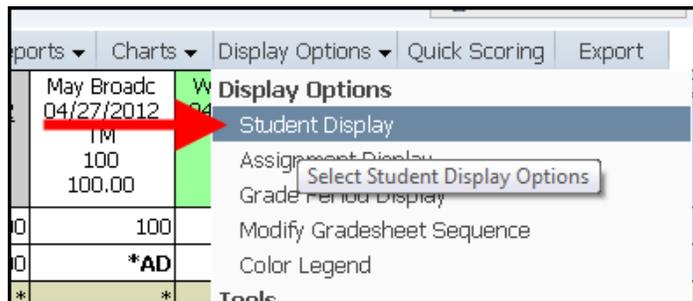
C1	C2	C3
	002	
001	002	
	002	
	002	

*Note: Codes will be highlighted in Red until the Save button is clicked. Once the codes have been saved, the codes will be highlighted in Green.

Display Options

Student Display Options

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

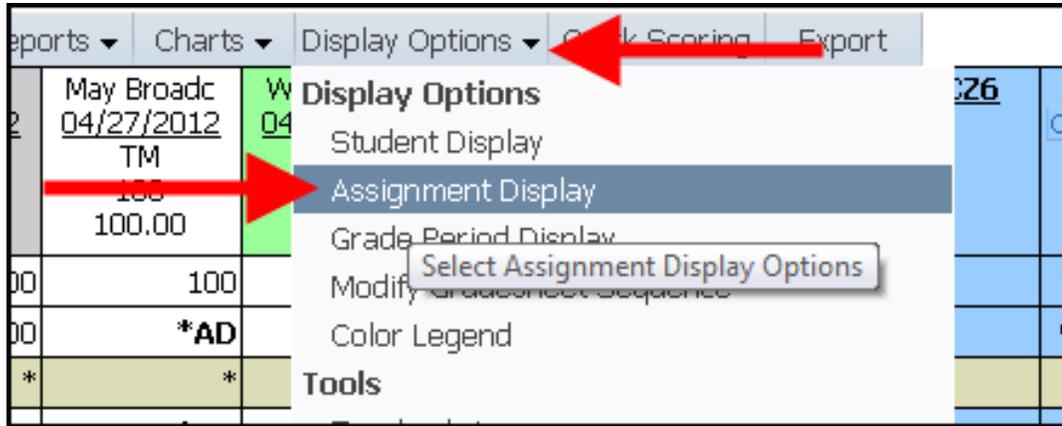


Make your selections for Name Display, Display Options and Sorting Options. Click **Save**.

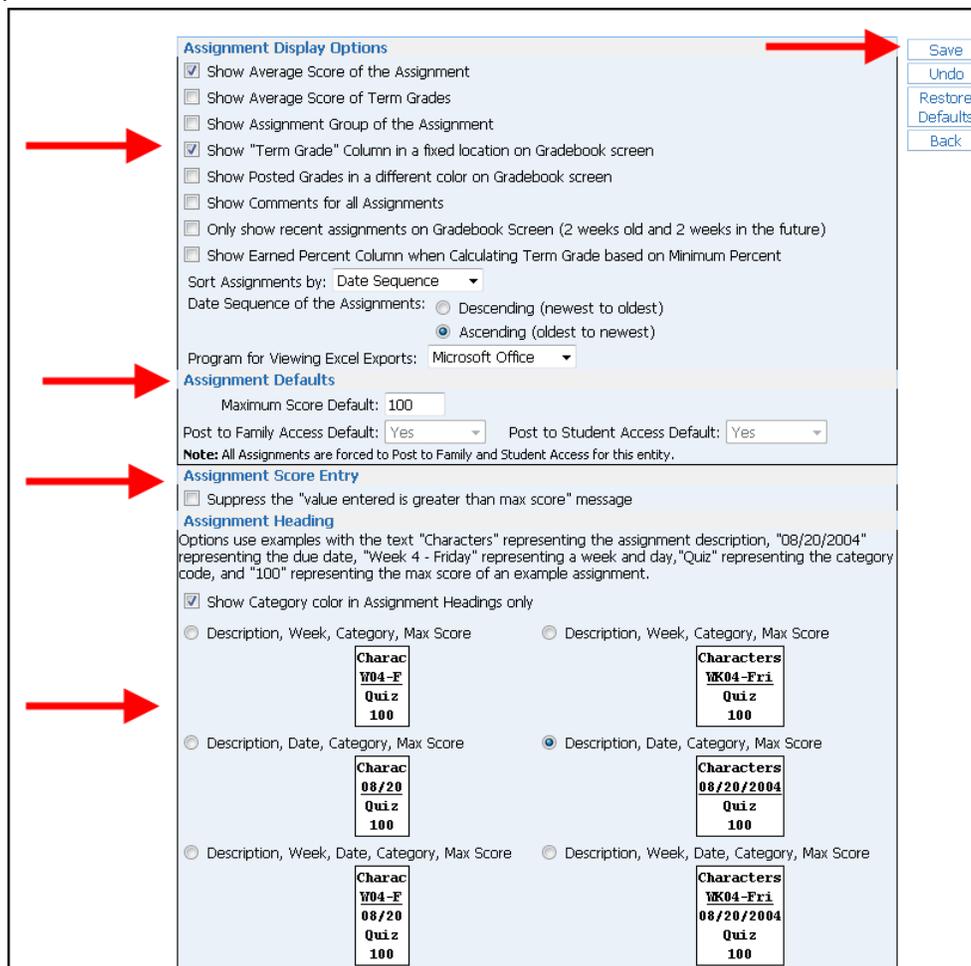


Assignment Display Options

Hover your mouse over **Display Options**, and choose **Assignment Display**.

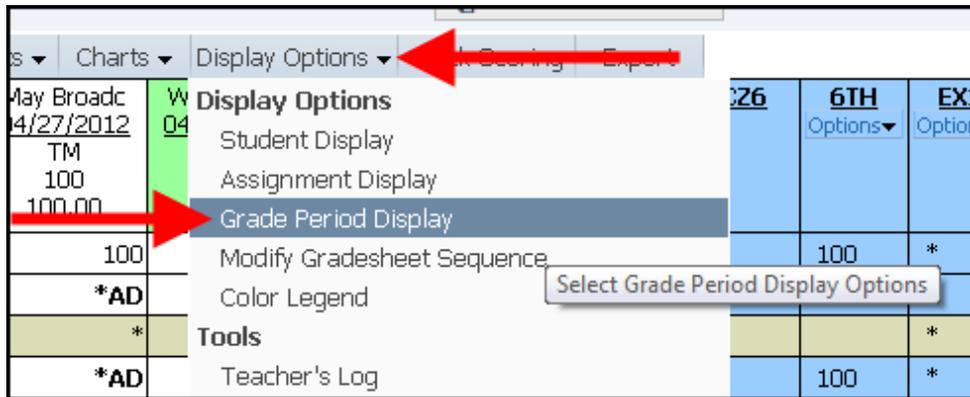


Change the options on this page to select how you want your assignments to display in your grade book. Click **Save**.



Grade Period Display

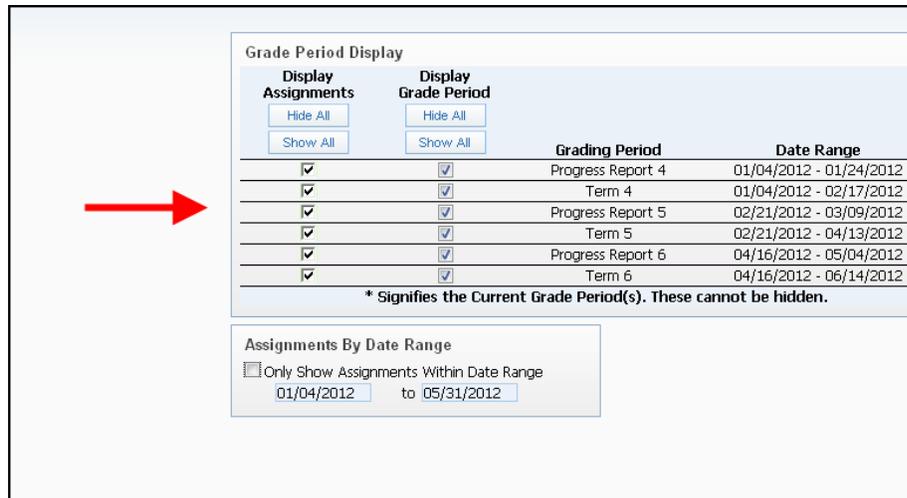
Hover your mouse over **Display Options**, and choose **Grade Period Display**.



Uncheck any assignment grades or term grades that you do not want to display.

*Note: You cannot display Assignment Grades for a term without displaying the corresponding Term Grade.

*Note: The current term Assignment Grades and Term Grade will always display.



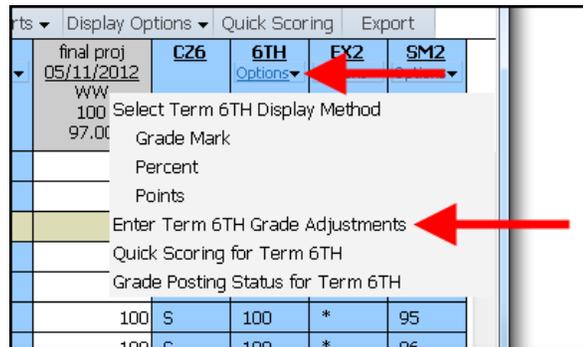
Click **Save**.



Grade Adjustments

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

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



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

Students	Calculated Grade	Calculated Percent	Adjustment Grade	Adjustment Amount	Adjustment Cmt
1	100	100.01			
2	90	89.99	95	4.51	
3					
4	19	19.17	50		
5	100	100.01			
6	100	99.99			

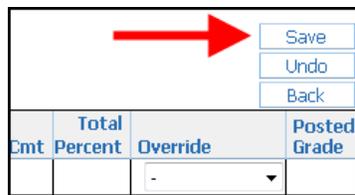
Or, In the **Adjustment** column, click your mouse in the **Amount** box for a student, and enter the number of points by which you would like to *increase* that student’s grade.

Students	Calculated Grade	Calculated Percent	Adjustment Grade	Adjustment Amount	Adjustment Cmt	Total Percent
1	100	100.01				
2	90	89.99	95	4.51		94.50
3						
4	19	19.17	50	30.33		49.50
5	100	100.01				
6	100	99.99				
7	100	100.01				
8	100	99.99				
9	76	75.72		2		
10	97	96.68				
11	100	100.01				

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

Students	Calculated Grade Percent		Adjustment			Total	Override	Posted Grade
	Grade	Percent	Grade	Amount	Cmt	Percent		
1	100	100.01					-	
2	90	89.99	95	4.51		94.50	-	
3							-	
4	19	19.17	50	30.33		49.50	-	
5	50	50.02					-	
6	100	99.99					Incomplete NG Medical	
7	100	100.01					-	
8	100	99.99					-	

When finished, click **Save**.



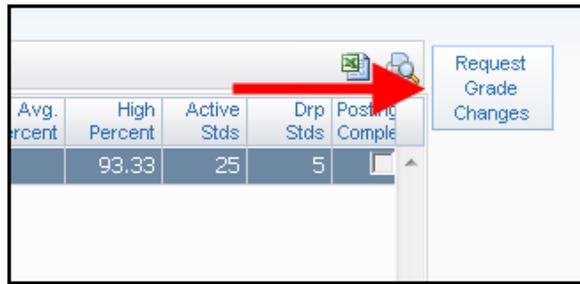
Grade Change Request

Once a grading period has closed, you cannot change an assignment grade without asking for approval. Once you ask for approval, your gradebook for that student will be opened for two hours in order for you to change the student’s grade. This process must be done after transferring grades for a closed grading period (Transfer Options 1-4)

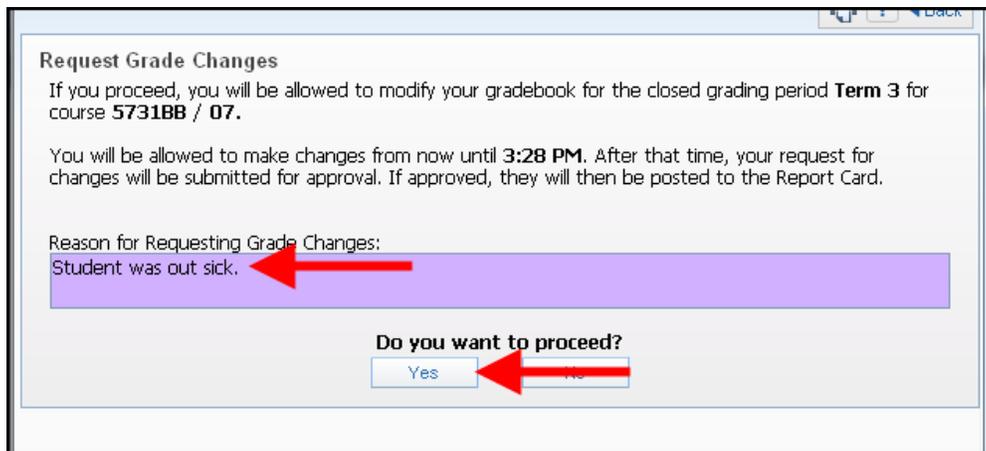
Hover your mouse over the **Options** button in the column heading of the reporting period, and choose **Grade Posting Status for Term**.

Attendance	Categories	Grade Marks	Posting	Reports
Prin 12-T	3RD Options	C29 Test C W10-M	Review W09-F 03/02	Pop qu W09-Th 03/01
03/20				Carpet W09-W 02/29
DQ				DQ
100				100
90.56				70.71
80	74			80
*	60			0
*	70	S	*	*

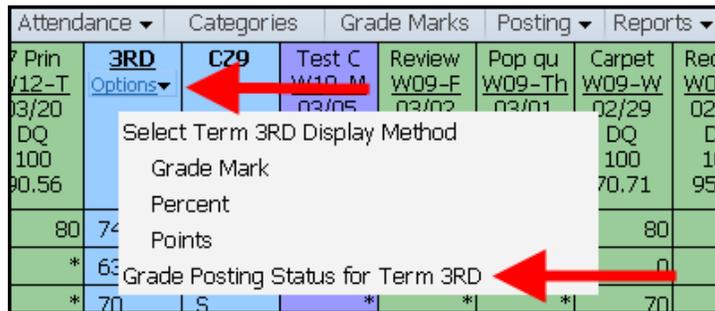
Click **Request Grade Changes**.



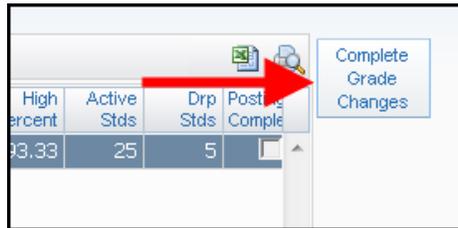
In the **Reason for Requesting Grade Changes** box, type the reason you are requesting a grade change. Click **Yes**.



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



Click **Complete Grade Changes**.



Click **Yes**.



Displaying Student Grades Individually

Click on a student's name.

Students				90.35
1		12	D	7675.78% 100
2		12		8180.85% 100
3		11		9090.47% 100
4		11		9595.32% 100
5		12	ian	5857.86% 25
6		12		6261.98% 100
7		12		7271.54% 65

Individual grades for the student will be displayed.

Assignments													Scores		
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score	Grade	Spec Code	No Count	Miss		
Progress Report 4	01/06	Fri	WW		Weekly Lesson Plan	1.00	100	90.00	90	90		<input type="checkbox"/>	<input type="checkbox"/>		
Progress Report 4	01/13	Fri	WW		Weekly Plans	1.00	100	94.50	100	100		<input type="checkbox"/>	<input type="checkbox"/>		
Progress Report 4	01/19	Thu	EX		January Broadcast	1.00	100	97.00	100	100		<input type="checkbox"/>	<input type="checkbox"/>		
Progress Report 4	01/20	Fri	AGN		Announcements	1.00	100	99.00	100	100		<input type="checkbox"/>	<input type="checkbox"/>		
Midterm Grade: PR4									99.00	99					
Term 4	01/30	Mon	WW		Announcements	1.00	100	98.00	100	100		<input type="checkbox"/>	<input type="checkbox"/>		
Term 4	01/30	Mon	EX		Course Selection	1.00	100	96.00	90	90		<input type="checkbox"/>	<input type="checkbox"/>		
Term 4	02/03	Fri	WW		Weekly Plans	1.00	100	78.00	100	100		<input type="checkbox"/>	<input type="checkbox"/>		
Term 4	02/10	Fri	TM		February Broadcast	1.00	100	100.00	100	100		<input type="checkbox"/>	<input type="checkbox"/>		
Term 4	02/10	Fri	WW		weekly lesson plans	1.00	100	97.00	100	100		<input type="checkbox"/>	<input type="checkbox"/>		

New Students and Transferring Grades

When a student has been scheduled into your class after school has started, a “New” indicator will appear next to the student’s name.

Click the **New** button to see gradebook grades from other classes the student has attended.

6		11	[blurred]	[blurred]	98	97.77%	100	100
6		11	[blurred]	NEW	90	90.00%	90	90
7		12	[blurred]	[blurred]	100	99.71%	100	100
8		11	[blurred]	[blurred]	99	99.49%	90	100

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

New Student

[blurred] was added to this class on **Friday, September 9 2011**

Do not display NEW by this student's name.

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

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

Click **Transfer Matching Scores** for **Option #1**.

Transfer Scores

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

[blurred] dropped section 007 of this course with **6** graded assignments

Choose this option to automatically transfer 6 graded assignments from dropped section 007 to current section 009

[Transfer Matching Scores](#)

Click **Save**.

Transfer Scores

6 Matching Assignments Found for [blurred]

Assignments are matched if the following information is the same: Due Date, Category, Max Score and Weight. If all criteria are the same, the system will look at the Assignment Description. A disabled Assignment is in closed Grading Period and you can only transfer the score. For Assignment score changes a grade change request will need to be submitted. Click Save to transfer these scores to MT402A / 009 PRE CAL.

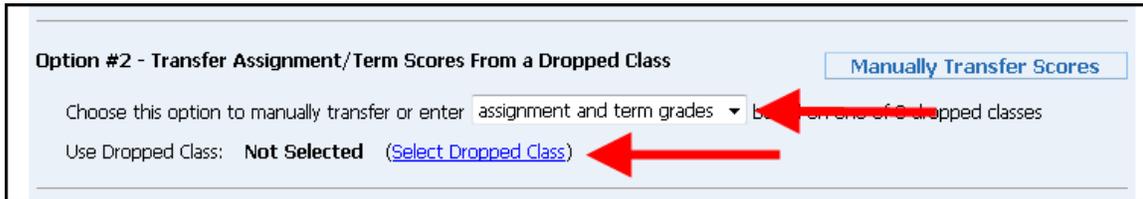
[Save](#)
[Back](#)

Matched Assignments							Scores				
Date Due	Week	Day	Category	Assign Group	Description	Weight Max	Student Score	Special Code	No Count	Missing	Comment
08/29/12	1	Wed	HP	10%	name in bo	1.00 100	100		<input type="checkbox"/>	<input type="checkbox"/>	
09/10/12	3	Mon	TEST	60%	Test Chapt	1.00 100	89		<input type="checkbox"/>	<input type="checkbox"/>	
09/19/12	4	Wed	QUIZ	30%	Quiz 2.2-2	1.00 100	83		<input type="checkbox"/>	<input type="checkbox"/>	
09/21/12	4	Fri	HP	10%	10 poly eq	1.00 100	100		<input type="checkbox"/>	<input type="checkbox"/>	
09/24/12	5	Mon	TEST	60%	Test 2.1-2	1.00 100	95		<input type="checkbox"/>	<input type="checkbox"/>	
10/02/12	6	Tue	QUIZ	30%	Quiz Wiki	1.00 100	100		<input type="checkbox"/>	<input type="checkbox"/>	

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

This option works with students who have transferred to a class from any other class on campus or another campus within the district.

Click the dropdown menu to choose whether to transfer both assignment grades and term grades or term grades only. Option to transfer both assignment and term grades requires for assignments to be the same – example: student is from the same classroom teacher but another section. Option for term grade is used when student transfers from another class or campus within the district.



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

Entity	Class	Description	Teacher	Drop Date
<input type="radio"/>	001 - MEMORIAL H S ADS11A / 009	11TH STUDY HALL	Craig, E	10/06/11
<input type="radio"/>	001 - MEMORIAL H S MT402A / 008	PRE CAL	Hodge, C	10/06/11
<input type="radio"/>	001 - MEMORIAL H S FL141A / 004	SPANISH IV PRE AP	Roman, M	09/09/11

Click **Manually Transfer Scores**.



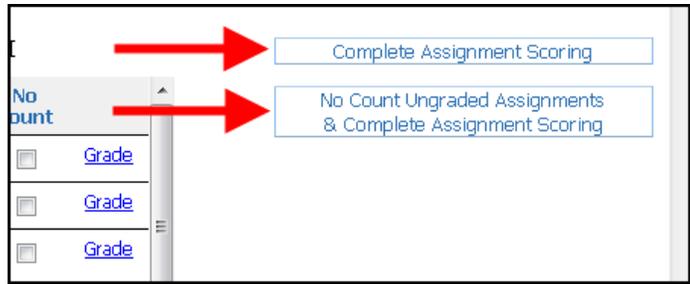
Click the **Grade** link for the assignment in your gradebook that you would like to transfer a grade to.

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
08/24/11	What is broadcasting?	Assignments	1.00	100	No	<input type="checkbox"/>	Grade
08/26/11	Weekly participation	Weekly Work	1.00	100	No	<input type="checkbox"/>	Grade
08/30/11	Using a video camcorder	Assignments	1.00	100	No	<input type="checkbox"/>	Grade

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

Date	Assignment	Category	Weight	Score	Code	Count	Missing	
08/24/11	1.1	Homework	1.00	100 / 100		No	No	Transfer
08/25/11	Quiz 1.1-1.2	Quizzes	1.00	92 / 100		No	No	Transfer
08/29/11	1.3 Day 2	Homework	1.00	100 / 100		No	No	Transfer
08/31/11	1.5	Homework	1.00	100 / 100		No	No	Transfer

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



You may adjust term grades if you wish.

*Note: This cannot be done until the term you are trying to adjust has ended.

Class MT402A / 00B (Dropped)				Enter Term Grades for Class EL312A / 001						
Term	Grade	Percent	Report Card	Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	91	90.60%	95	1ST	99	99.09%	95	0.00%	<input type="text"/>	<input type="text"/>
2ND			99	2ND	99	99.43%	99	0.00%	<input type="text"/>	<input type="text"/>
3RD			95	3RD	95	95.17%	95	0.00%	<input type="text"/>	<input type="text"/>

You may also enter an exam score.

EX1			100	EX1	100	100.00%	100	Exam Score:	<input type="text" value="100"/>	<input type="text"/>
SM1	91	90.60%	97	SM1	98	98.32%	97	0.00%	<input type="text"/>	<input type="text"/>

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



You may enter a semester grade.

SM1	91	90.60%	97	SM1	98	98.43%	97	0.00%	<input type="text"/>	<input type="text"/>
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Click **Save Semester Grade and Finish**.



Option #3 - Manually Enter Term Scores

This is the best option for students transferring from another campus or district. Click **Manually Enter Scores**.



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

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
PR1					<input type="text"/>	<input type="text"/> %
PR2					<input type="text"/>	<input type="text"/> %
1ST			90		<input type="text"/>	<input type="text"/> %
PR3	100	100.00%	100	0.00%	<input type="text"/>	<input type="text"/> %
PR4	98	98.00%	98	0.00%	<input type="text"/>	<input type="text"/> %
2ND	98	98.00%	98			

Click **Save Term Grades and Enter Semester Grades**.



Enter the semester grade and click **Save Term Grades and Finish**.



Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course.

This option works with students who have transferred from one section of a class to another section of the same class within the campus.

Click **Transfer Percent**.

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course

PR5: Current percent of **71.00** scored in 4831BB / D21
Current percent of **71.00** scored in 4831BB / 06

PR6: Current percent of **56.72** scored in 4831BB / D21
Current percent of **56.72** scored in 4831BB / 06

3RD: Current percent of **97.00** scored in 4831BB / D21
Current percent of **56.72** scored in 4831BB / 06

PR7: Current percent of **0.00** scored in 4831BB / D21
Current percent of **0.00** scored in 4831BB / 06

Click **Transfer Percents** to transfer the term grade percent from the dropped section with one click

Option #5 - Enter a Starting Grade Percentage for the Current Term.

This option will allow you to enter a term average for the current term. It is best to do this before entering any assignment grades for the current term for the new student.

Click **Enter a Starting Grade**..

Option #5 - Enter a Starting Grade Percentage for the Current Term

Enter a Starting Grade

Enter the term average that you would like the student to begin the current term with. Click **Apply Grade Percent**.

Set Starting Grade

Set Starting Grade for [Student Name]

The **Starting Grade Percent** will be applied to each current term assignment that was due before [Student Name]'s **Start Date**.

Starting Grade Percent:

Student Start Date: (Enrollment Date is 10/09/12)

Overwrite existing assignment scores

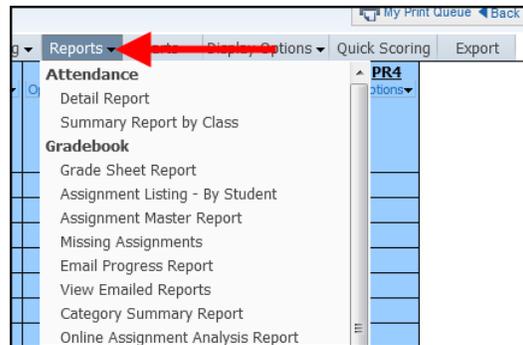
NOTE: Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter.
All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored.

Apply Grade Percent

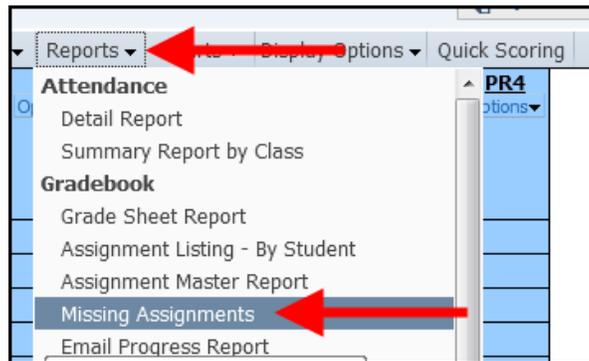
The steps for a Grade Change Request is required after grades are transferred from a closed grading in order for the transferred grades to post to the student's report card.

Reports

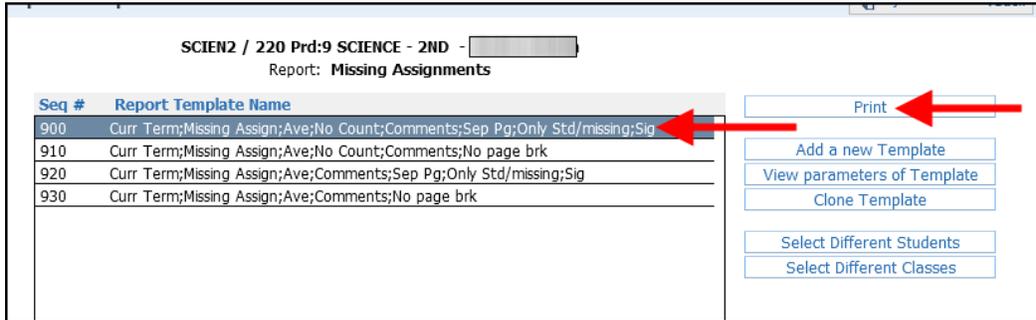
To access gradebook reports, hover your mouse over **Reports**, and you will see the list of reports available in Skyward.



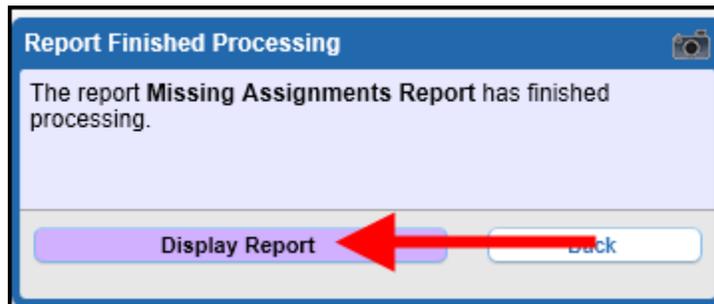
To print a report, hover your mouse over **Reports**, and choose the report you would like to view.



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

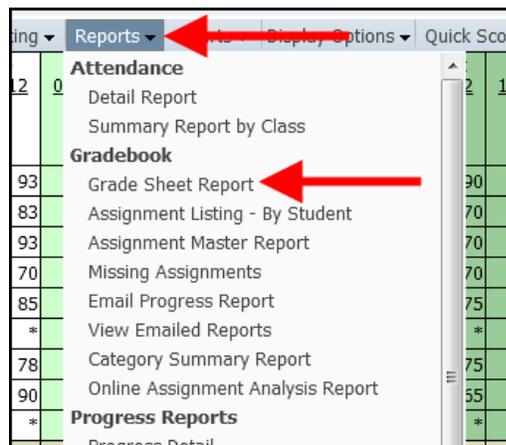


Click **Display Report** when this message box appears.



Printing a Blank Class Roster with Gridlines

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



Select one of the blank grade sheet report templates. Click **Print**.

Report: **Grade Sheet**

Seq #	Report Template Name
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Students

Select Different Classes

Opening a Report in Excel

To open a report in Excel, choose a report and report template as previously shown.

*Note: Not all reports have the option to open in Excel.

Click **Export to Excel**.

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

Click **Open**.

Cloning a Report Template

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

Seq #	Report Template Name
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Students

Select Different Classes

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

Clone Report Template **900 - Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig**.

Sequence #:

Report Template Name:

Save

Back

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

Select Parameters for Grade Sheet Report for SCIEN2 / 220 Prd:9 SCIENCE - 2ND

10 - My Template

Assignments

Display Grades and Assignments for Term
Current Term : 01/08/2013 - 03/08/2013

Display Grades and Assignments for Date Range
Start: Jan 28 2013 Mon, Jan 28 2013
End: Feb 18 2013 Mon, Feb 18 2013

Options

Student Options:

- Show Student Name
- Show Student ID

Sort Students:

- Use Gradebook Sort Order
- Random

Assignment Options:

- Show Assignments
- Show Max Score
- Show Average Score
- Show Absent Indicator

Assignment Legend Options:

- Show at Bottom of Each Page
- Show on Separate Page
- Don't Show at All

Term Options:

- Show Term Grade Marks
- Show Term Grade Percent

Special Code Options:

- Show All
- Show as Gradebook
- Show None

Other Display Options:

- Font Size: 10
- Show Signature Line

Number of Assignments per Page: 15 Number of Students per Page: 30

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Save

Undo

Back

Adding a New Report Template

Select a report type as previously described.

Click **Add a new Template**.

Seq #	Report Template Name
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Students

Select Different Classes

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

Add a new Report Template for the Grade Sheet Report.

Sequence #:

Report Template Name:

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

Select Parameters for Grade Sheet Report for SCIEN2 / 220 Prd:9 SCIENCE - 2ND

10 - My Template

Assignments

Display Grades and Assignments for Term
 Current Term : 01/08/2013 - 03/08/2013

Display Grades and Assignments for Date Range
 Start: Jan 28 2013 **Mon, Jan 28 2013**
 End: Feb 18 2013 **Mon, Feb 18 2013**

Options

Student Options: <input checked="" type="checkbox"/> Show Student Name <input type="checkbox"/> Show Student ID	Assignment Options: <input checked="" type="checkbox"/> Show Assignments <input checked="" type="checkbox"/> Show Max Score <input checked="" type="checkbox"/> Show Average Score <input type="checkbox"/> Show Absent Indicator	Term Options: <input checked="" type="checkbox"/> Show Term Grade Marks <input checked="" type="checkbox"/> Show Term Grade Percent
Sort Students: <input checked="" type="radio"/> Use Gradebook Sort Order <input type="radio"/> Random	Assignment Legend Options: <input type="radio"/> Show at Bottom of Each Page <input checked="" type="radio"/> Show on Separate Page <input type="radio"/> Don't Show at All	Special Code Options: <input type="radio"/> Show All <input checked="" type="radio"/> Show as Gradebook <input type="radio"/> Show None
		Other Display Options: Font Size 10 <input checked="" type="checkbox"/> Show Signature Line

Number of Assignments per Page: 15 Number of Students per Page: 30

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4: