SAN FELIPE DEL RIO CISD

Skyward

Teacher Gradebook Manual

Assessment and Accountability Department

2016-2017

Table of Contents

Assessment & Accountability Dept   ext 4076   Skyward Gradebook
                                            DMAC
                                            GoSignMeUp (login & password)

email: assessment_accountability@sfdr-cisd.org

Technology Dept   ext 4357   Computer login/password
                                            Issues with computer and printer

Human Resources   ext 4055   Skyward Employee Access

Navigating to the Skyward Login Page

Open the SFDRCISD home page using your internet browser. http://www.sfdr-cisd.org

- Click on Employee Links
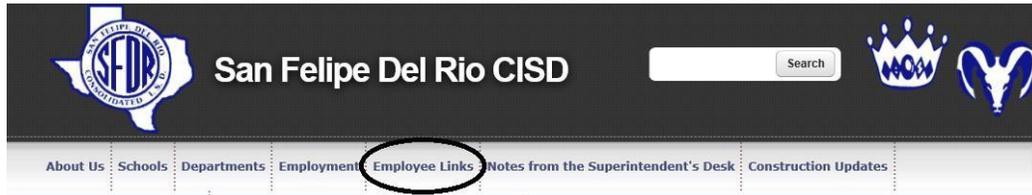
- Click on **Skyward – Gradebook Access**

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.
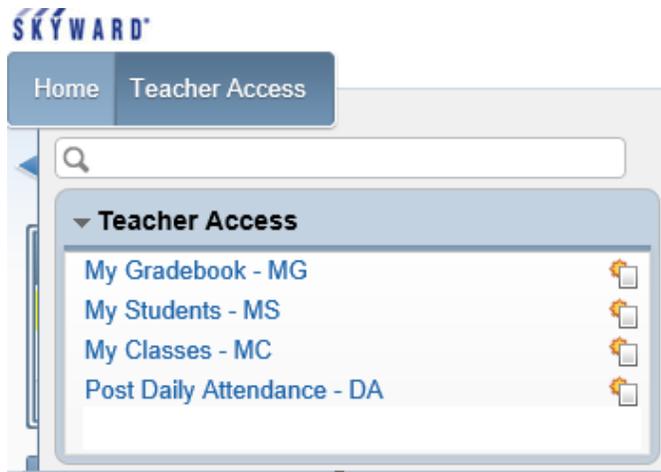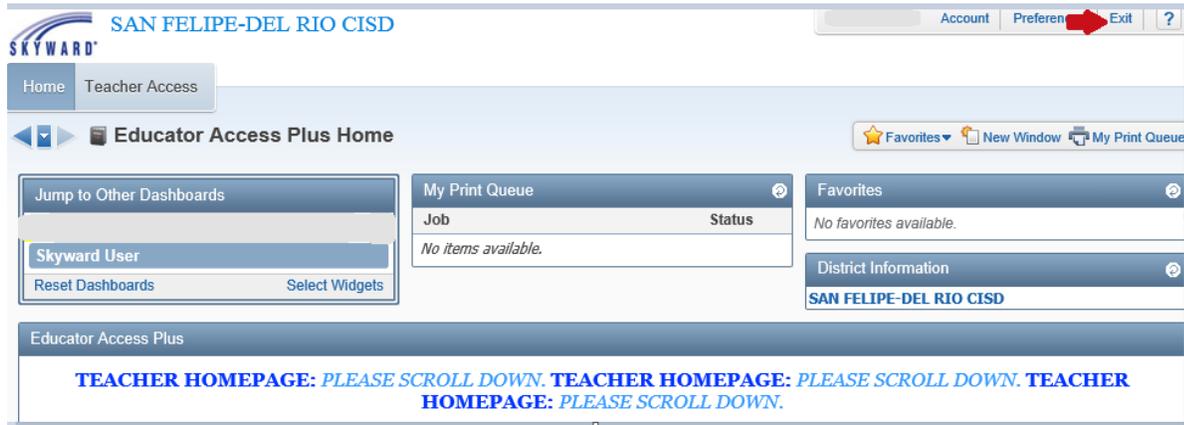
Taking Attendance

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.

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.

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.

Accessing Student Information

Menu Path: Teacher Access > Teacher Access > My Students

Double click the student whose information you want to view

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.

Subject Gradebooks

Menu Path: Teacher Access > Teacher Access > My Gradebook

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

Adding Assignments to the Gradebook

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

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%.

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

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.

Actual Due Date: Use only if you need to give an extension on the due date of an assignment (school closure, hurricane, etc…)
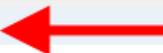
You may change the Weight Multiplier if you want the assignment to count more than once.

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

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

	Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
✓	045	MAT	M	3 to 4	2	AB	3831BB / 13	MATH 8
☐		MAT	M	3 to 4	3	AB	3831BB / 01	MATH 8
☐	045	MAT	M	3 to 4	4	AB	3621BB / 06	MATH 6 PRE AP
☐	045	MAT	M	3 to 4	5	AB	3621BB / 04	MATH 6 PRE AP
☐	045	MAT	M	3 to 4	6	AB	3631BB / 11	MATH 6
☐	045		O	1 to 4	7	AB	0116AB / 07	ACTIVITY 6

Select the Classes where this Assignment should be added

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.

Editing an Assignment

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

Click the link for the assignment you wish to edit.

Click the **Edit** button.

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

Deleting an Assignment

To remove an assignment from your gradebook:

Click the link for the assignment you wish to delete.

Click the **Delete** button.

Click **OK** on this message:
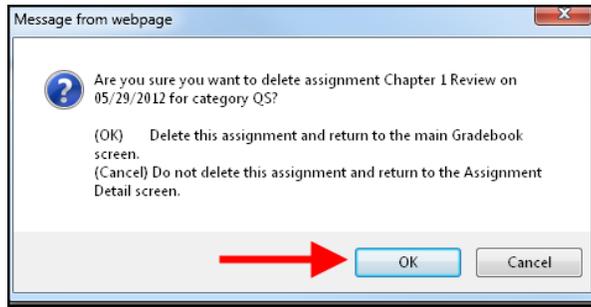
If the assignment has been added to multiple classes, you will see this screen:
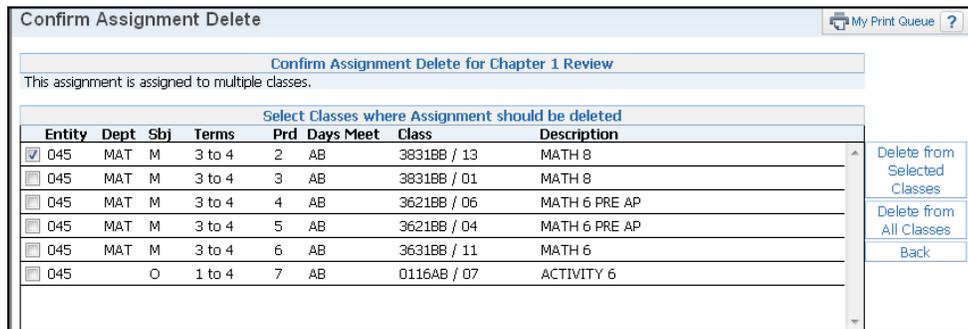
If you would like to remove the assignment from **all** classes, click **Delete from all Classes**.
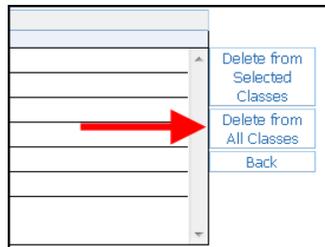
If you would like to remove the assignment from **some** classes, place a check next to those classes. Click **Delete from Selected Classes**.
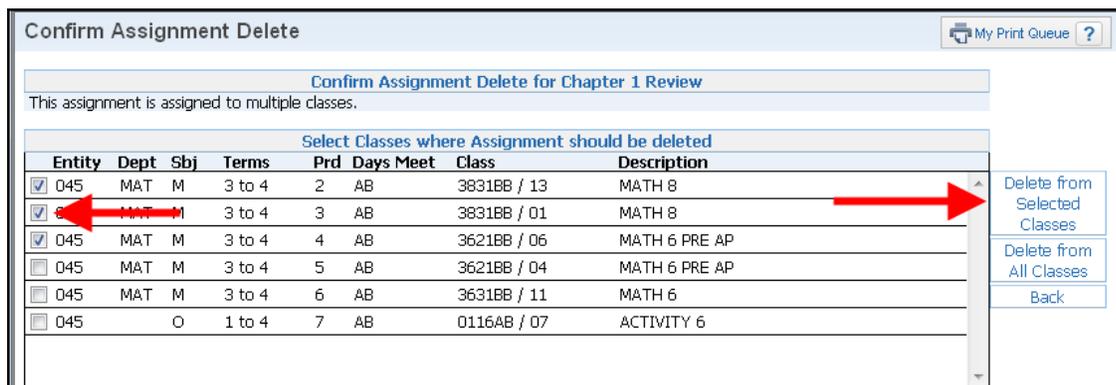
Restoring a Deleted Assignment

To restore a deleted assignment:

Hover your mouse over **Display Options** and choose **Restore Deleted Assignments**.
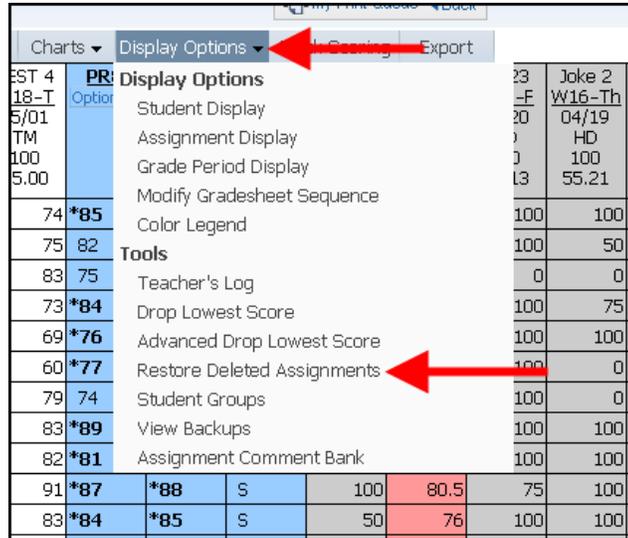
Click on the assignment you would like to restore. Click **View Details**.
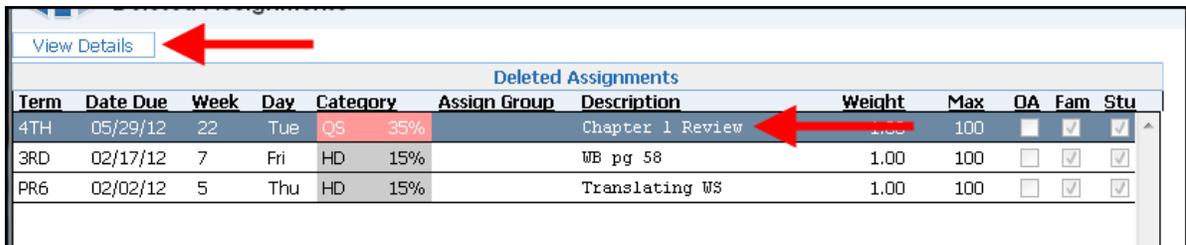
Click **Restore Assignment**.
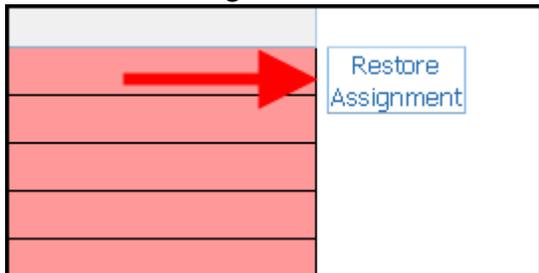
*Note: If you deleted an assignment from multiple classes and you wish to restore the assignment to multiple classes, you will have to go into each of those classes individually and restore the assignment.

Cloning

Cloning Assignments from Your Current Gradebook

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

Select the assignment you would like to clone.

Click the **Clone** button.

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

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.

Click the **Score Entry** button. This will take you to a page that will allow you to enter grades for each student individually.
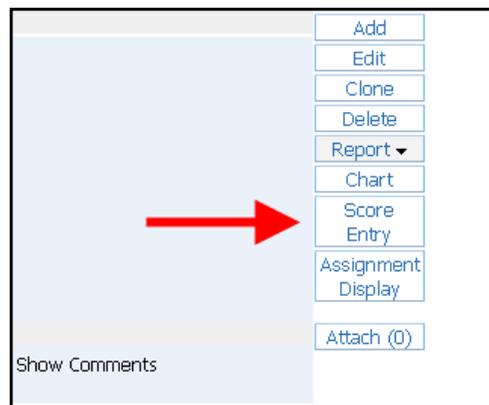
Click your mouse in a student's box under the **Score** column and enter the grade for that student.

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.

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

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

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

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."

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

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.

Click the **Score Entry** button.

Click the **Assign All Scores** button. Enter the score you would like to give all students, and click **Apply**.
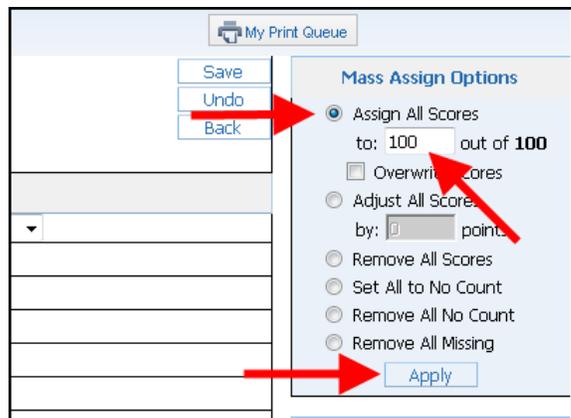
If you need to change a student's grade on the assignment, click your mouse in a student's box under the **Score** column, remove the grade currently in the box, and type in the new grade for that student.

When finished, click **Save**.
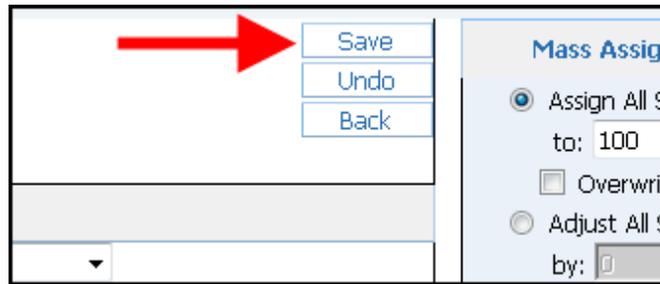
Quick Scoring Method

Click the **Quick Scoring** tab.
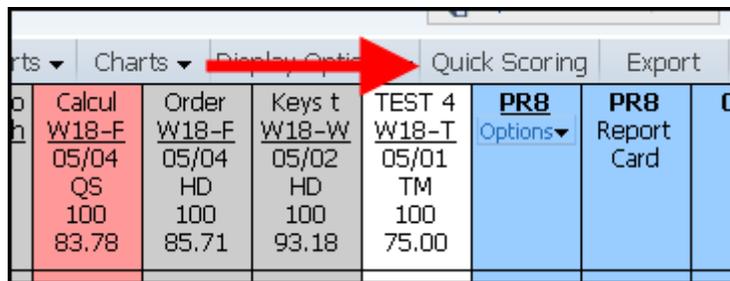
You can enter a grade for any student and any assignment.

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

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.
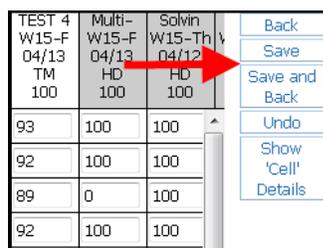
Drop Lowest Score

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

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

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

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

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

Click **Process Drops**.

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.

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

Entering Comments

Hover your mouse over the **Posting** tab, and choose **Post Comments**.
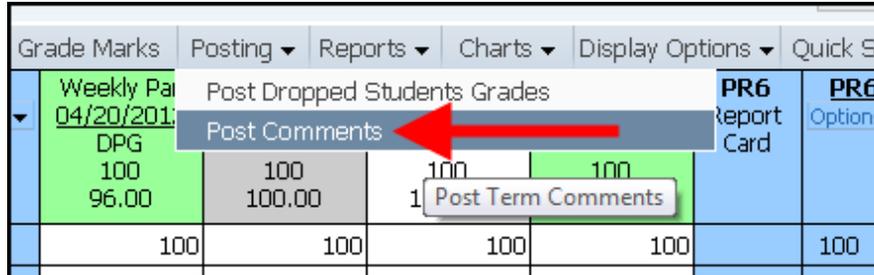
Click the **Post Comments** link.
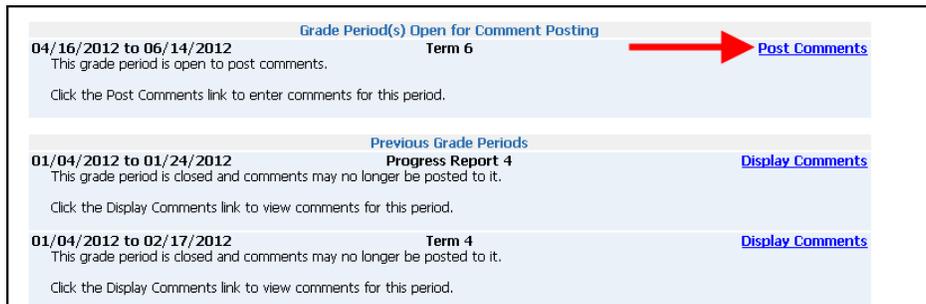
Entering Comments for Each Student Individually

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.

Click **OK** on this message.
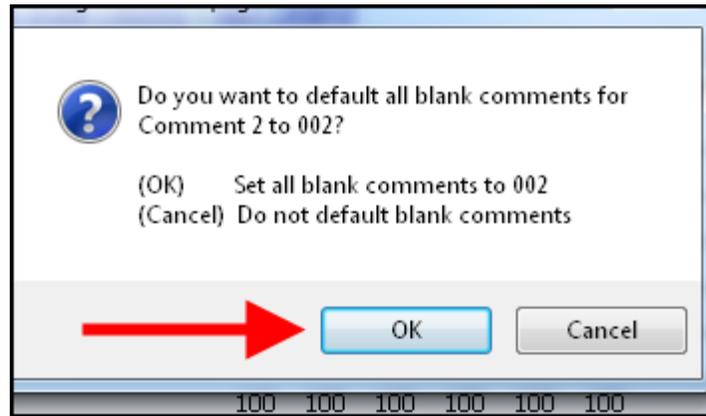
Click the **Save** button.

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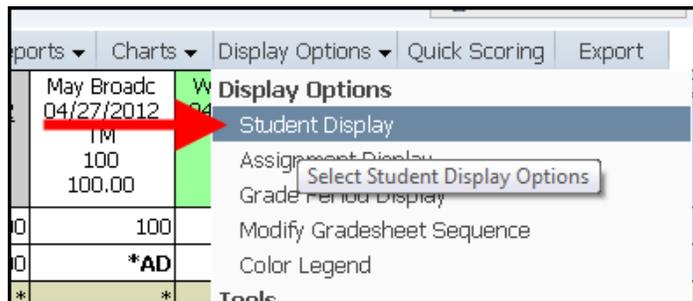
Make your selections for Name Display, Display Options and Sorting Options. Click **Save**.

Assignment Display Options

Hover your mouse over **Display Options**, and choose **Assignment Display**.
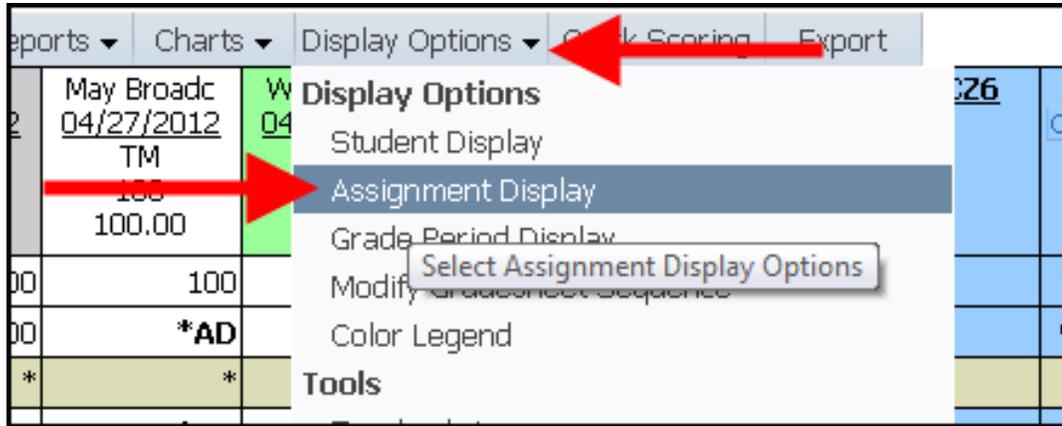
Change the options on this page to select how you want your assignments to display in your grade book. Click **Save**.
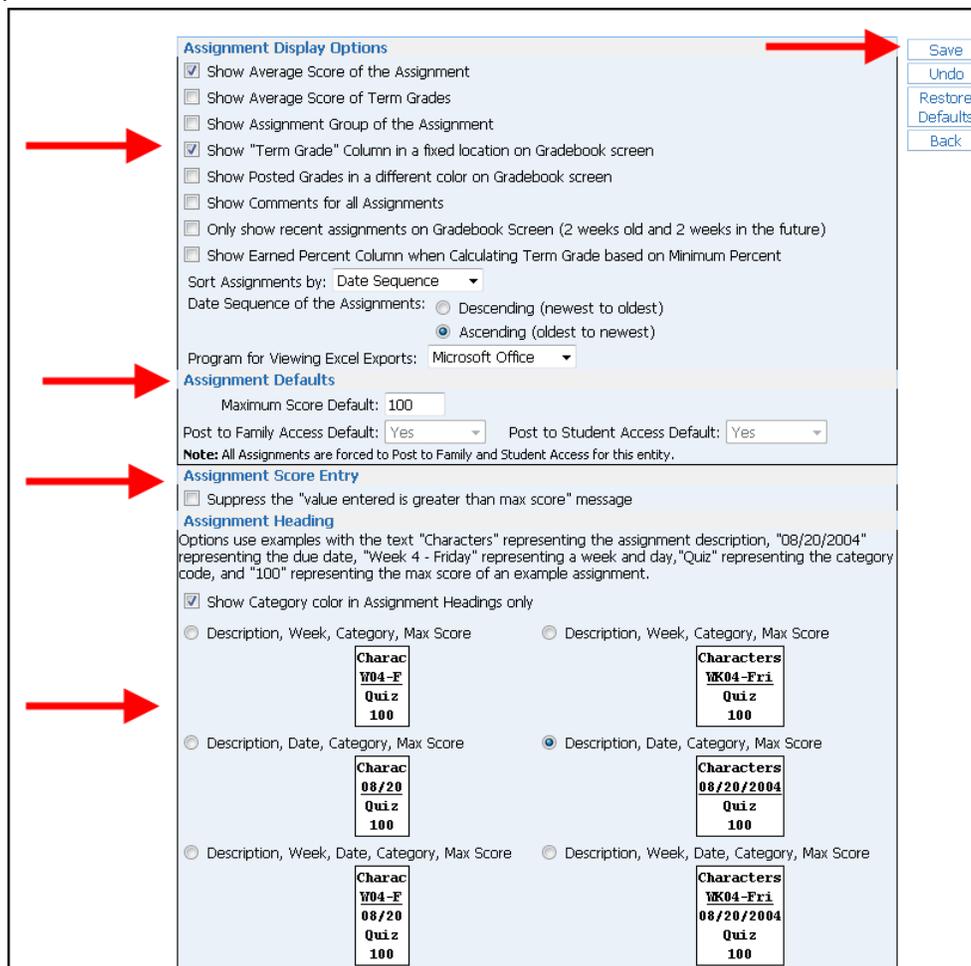
Grade Period Display

Hover your mouse over **Display Options**, and choose **Grade Period Display**.
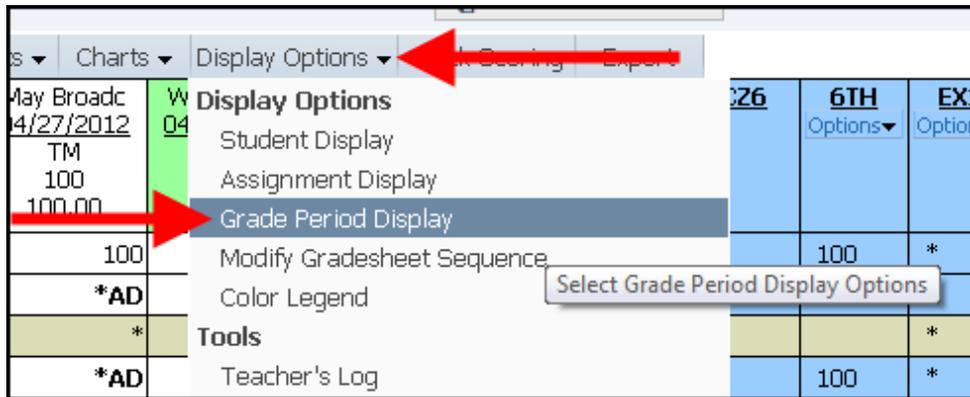
Uncheck any assignment grades or term grades that you do not want to display.

*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.
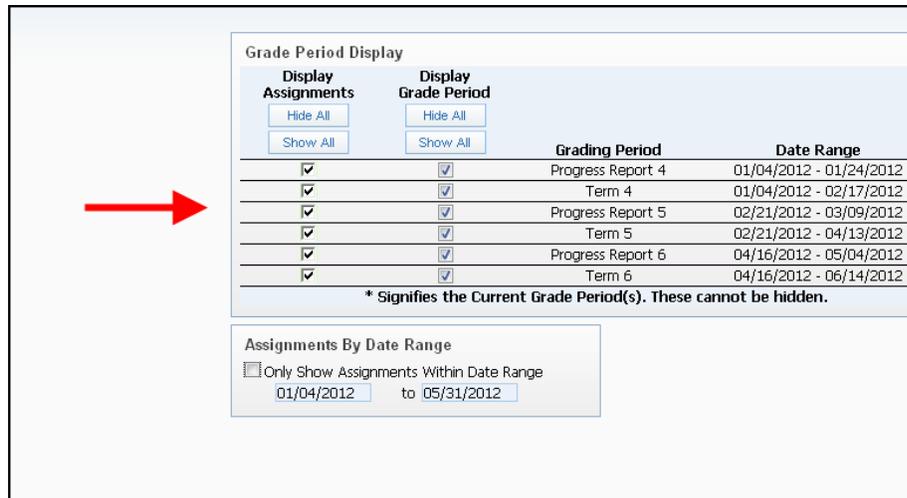
Click **Save**.

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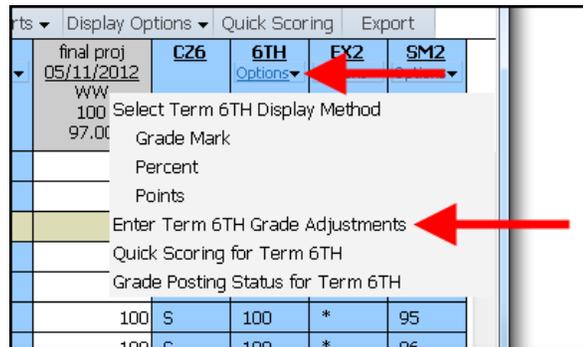
In the **Adjustment** column, click your mouse in the **Grade** box for a student, and enter the grade you would like to give that student.

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.

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**.

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**.

Click **Request Grade Changes**.
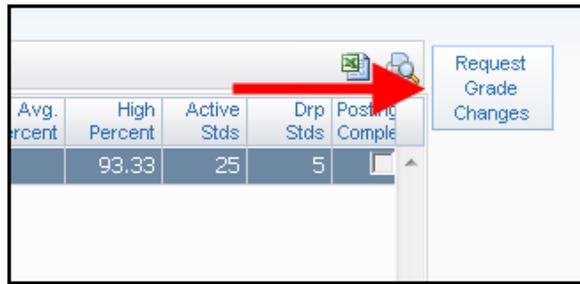
In the **Reason for Requesting Grade Changes** box, type the reason you are requesting a grade change. Click **Yes**.
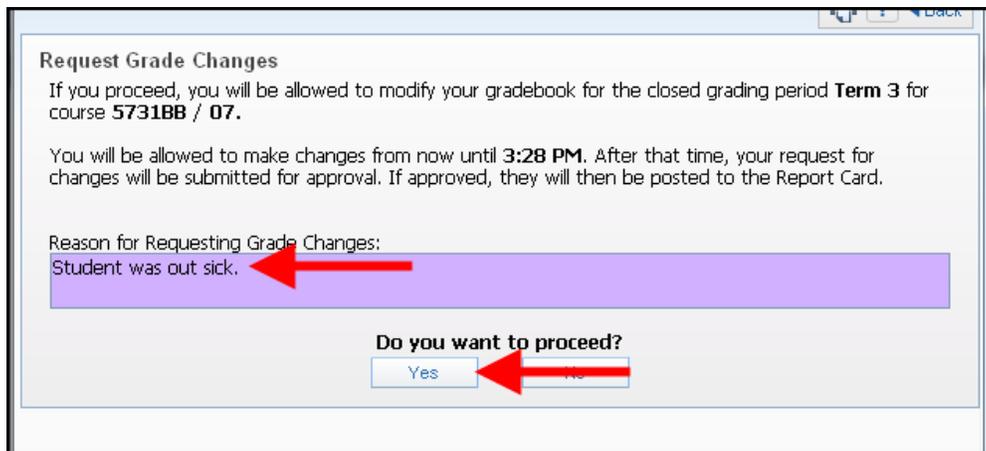
The reporting period is now open for grade changes. When finished, hover your mouse over the **Options** button in the column heading of the reporting period, and choose **Grade Posting Status for Term**.
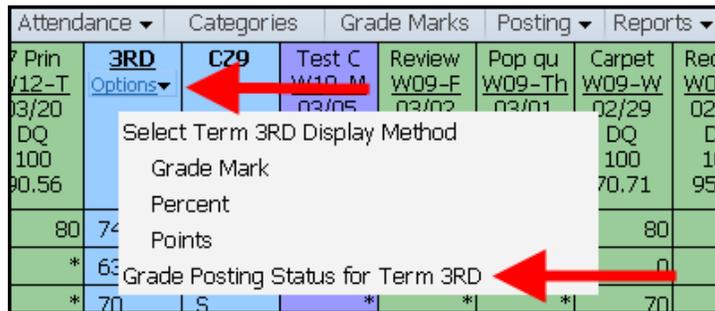
Click **Complete Grade Changes**.
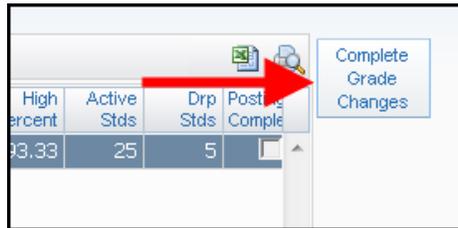
Click **Yes**.

Displaying Student Grades Individually

Click on a student's name.

Individual grades for the student will be displayed.

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		☐	☐
Progress Report 4	01/13	Fri	WW		Weekly Plans	1.00	100	94.50	100	100		☐	☐
Progress Report 4	01/19	Thu	EX		January Broadcast	1.00	100	97.00	100	100		☐	☐
Progress Report 4	01/20	Fri	AGN		Announcements	1.00	100	99.00	100	100		☐	☐
-			Midterm Grade:	PR4					99.00	99			
Term 4	01/30	Mon	WW		Announcements	1.00	100	98.00	100	100		☐	☐
Term 4	01/30	Mon	EX		Course Selection	1.00	100	96.00	90	90		☐	☐
Term 4	02/03	Fri	WW		Weekly Plans	1.00	100	78.00	100	100		☐	☐
Term 4	02/10	Fri	TM		February Broadcast	1.00	100	100.00	100	100		☐	☐
Term 4	02/10	Fri	WW		weekly lesson plans	1.00	100	97.00	100	100		☐	☐

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.

If you want to get rid of the New button, uncheck **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**.

Click **Save**.

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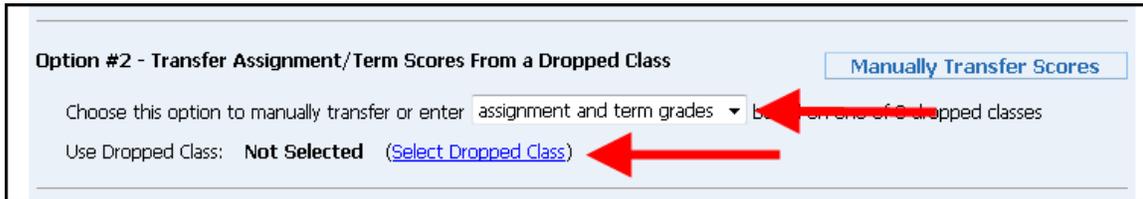
Select the dropped course from which you would like to transfer grades.

Click **Manually Transfer Scores**.

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

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

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."
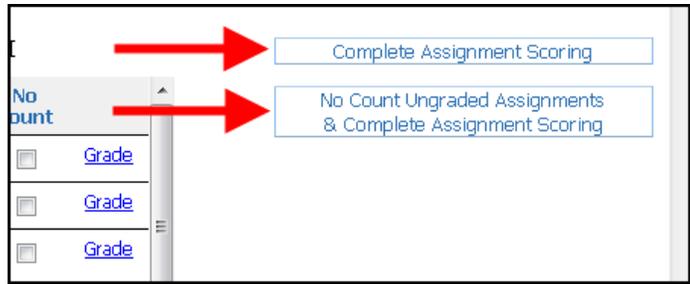
You may adjust term grades if you wish.

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

You may also enter an exam score.

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

You may enter a semester grade.

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					...	%
PR2					...	%
1ST			90		...	%
PR3	100	100.00%	100	0.00%	...	%
PR4	98	98.00%	98	0.00%	...	%
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 #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**..

Enter the term average that you would like the student to begin the current term with. Click **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.
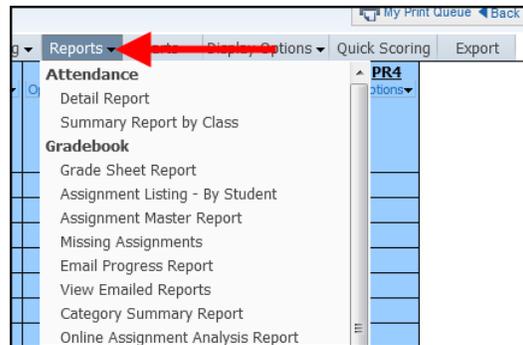
To print a report, hover your mouse over **Reports**, and choose the report you would like to view.
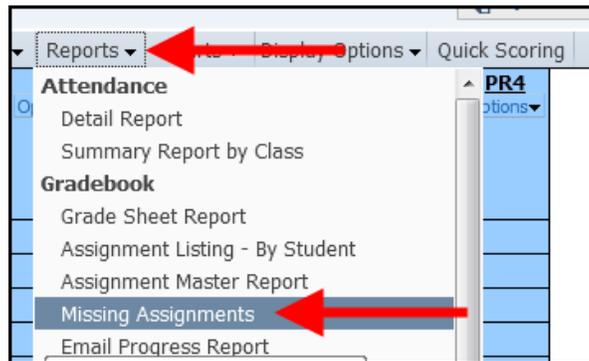
Choose one of the templates from the list, and click **Print.**
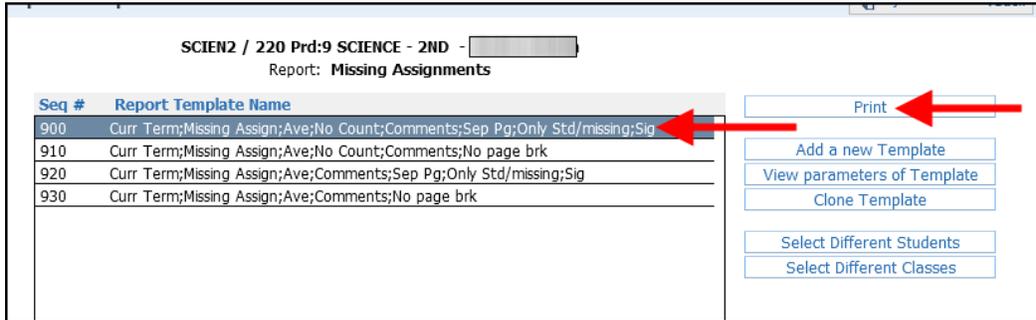
Click **Display Report** when this message box appears.
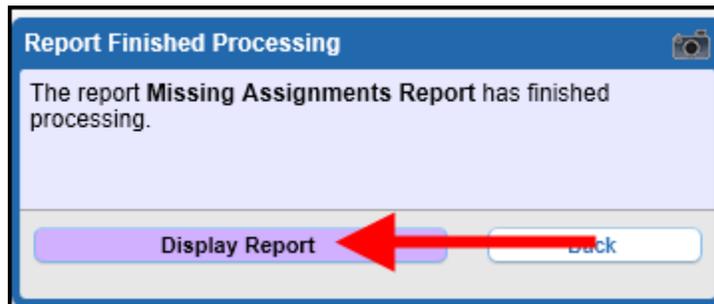
Printing a Blank Class Roster with Gridlines

To print a blank class roster with gridlines, choose the **Grade Sheet Report.**
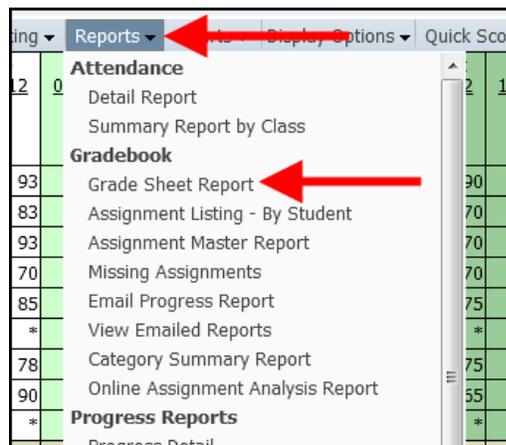
Select one of the blank grade sheet report templates. Click **Print**.

Report: **Grade Sheet**

Seq #	Report Template Name		Print
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig		Export to Excel
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		Add a new Template
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig		View parameters of Template
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig		Clone Template
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig		
960	Curr Term;Blank Grade Sheet;10 Font		Select Different Students
970	Curr Term;Blank Grade Sheet;12 Font		Select Different Classes
980	Curr Term;Blank Grade Sheet;14 Font		

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**.**

	Print
Font;Sig	Export to Excel
Font;Sig	
Font;Sig	Add a new Template
	View parameters of Template
	Clone Template
	Select Different Students
	Select Different Classes

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

Report Finished Processing

The report **Grade Sheet Report (Excel)** has finished processing.

Display Report   Back

Click **Open.**

File Download

Do you want to open or save this file?

Name: SKR48833L5G2B3Z0105474.xls
Type: Microsoft Excel Worksheet, 9.94KB
From: skywin.springbranchisd.com

Open   Save   Cancel

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;Si	Print
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig	Export to Excel
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig	Add a new Template
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig	View parameters of Template
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig	Clone Template
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig	
960	Curr Term;Blank Grade Sheet;10 Font	Select Different Students
970	Curr Term;Blank Grade Sheet;12 Font	Select Different Classes
980	Curr Term;Blank Grade Sheet;14 Font	

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 #: 10   Save
Report Template Name: My Template   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 ▾   Save
☐ Display Grades and Assignments for Date Range   Undo
     Start: ▦▾ Jan ▾ 28 ▾ ◄ 2013 ► Mon, Jan 28 2013   Back
     End: ▦▾ Feb ▾ 18 ▾ ◄ 2013 ► Mon, Feb 18 2013

Options
Student Options: Assignment Options: Term Options:
☑ Show Student Name   ☑ Show Assignments   ☑ Show Term Grade Marks
☐ Show Student ID   ☑ Show Max Score   ☑ Show Term Grade Percent
                              ☑ Show Average Score
Sort Students: ☐ Show Absent Indicator   Special Code Options:
◉ Use Gradebook Sort Order   ○ Show All
○ Random   Assignment Legend Options: ◉ Show as Gradebook
                              ○ Show at Bottom of Each Page ○ Show None
                              ◉ Show on Separate Page
                              ○ Don't Show at All   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:

41

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 #: 20
Report Template Name: My Template

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

Save
Undo
Back

Options
Student Options: Assignment Options: Term Options:
☑ Show Student Name   ☑ Show Assignments   ☑ Show Term Grade Marks
☐ Show Student ID   ☑ Show Max Score   ☑ Show Term Grade Percent
                          ☑ Show Average Score
Sort Students: ☐ Show Absent Indicator   Special Code Options:
◉ Use Gradebook Sort Order   ○ Show All
○ Random   Assignment Legend Options: ◉ Show as Gradebook
                          ○ Show at Bottom of Each Page ○ Show None
                          ◉ Show on Separate Page
                          ○ Don't Show at All   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: