## **Skyward Gradebook FAQ:**

- Email addresses
  - how will they be entered?
    - Parents will provide an email address when they sign up for Family Access.
    - Campus secretaries can also enter email addresses from the student AGR cards
  - o can teachers add/edit addresses?
    - Teachers will not be able to add/edit parent email addresses
- Blank Grade Sheet
  - Reports > Grade Sheet Report; choose one of the bottom three reports that include the words "Blank Grade Sheet" in the description; Click Print or Export to Excel

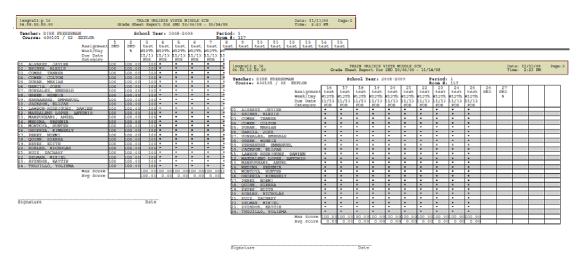
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900 910 920	that includes "Blank Grade	;Leg on Sep Pg;10 Font;Sig	Export to Excel
910	Sheet" in the description.	;Leg on Sep Pg;12 Font;Sig	Back
920		;Leg on Sep Pg;14 Font;Sig	
930	Curr Ten No ID;Assign;Legend-Sep Pg;10 F	ont;No sig	Add a new Template
940	Curr Term, lo ID;Assign;Legend-Sep Pg;12 F	ont;No sig	View parameters of Template
950	Curr Term; ID;Assign;Legend-Sep Pg;14 F	ont;No sig	Clone Template
960	Curr Term;Blank Grade Sheet;10 Font		Cione l'emplate
970	Curr Term;Blank Grade Sheet;12 Font		Select Different Students
980	Curr Term;Blank Grade Sheet;14 Font		
			Select Different Classes

- Adding assignment into classes with different course numbers
  - You can add assignments into different courses only if you have the same categories and percentages set up. (Categories tab, click Use These Categories for My Other Classes, then select the classes, Save)

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Use These	Cate	egories For My O	ther C	lasses							
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Select the Classes that you would like to apply the current category setup to. Future category group								roup Save Back			
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- How can teachers see the current averages for the students' other subjects?
  - We will send you instructions on how to create a report to see the current averages.

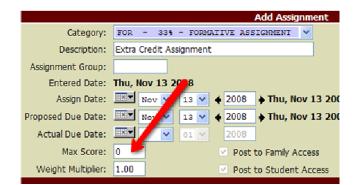
- Will the Grade Sheet Report show more than 20 assignments?
  - yes, depending on the font size you choose (one of the first three choices in the GradeSheet Report window), you will get up to 10-12 assignments on one page of your report. If you have more than this number of assignments, you will see an additional page that includes the other assignments. (Additional pages will print student names again) *Remember that the first page* of the pdf is a list of assignments.



- Comments???
  - Will the comments I add appear in Family Access?
    - When you are in the Score Entry screen, you can add comments about specific grades or a student's assignment. These comments will show up in Family Access.
    - You can enter your own comments here (ex: called parent around this grade, late work, student feeling sick, etc.)
  - What comments will show up on the Report Card? How do I enter them?
    - The only comments that can be used on a Report Card are the district comments.
    - Posting > Post Comments (will show you the grading periods that are available for comments, for previous grading periods, and future grading periods)
    - Click Post Comments button
    - You can see the list of comments by clicking the View Comment Codes link in the upper left corner (I've also attached a list of them to the email)
    - C1, C2, C3 stand for comment 1, comment 2, comment 3 enter the number the correlates with the comment

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	nt Codes First Name	Last Name	Alerts 1ST	C1		C2		<b>C3</b>	
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2015	ALEXIS KAELLY	BRINER							
2015	TANNER DEAN	COMBS							
2015	COLTON V	COWEN			Post of	Post comments here.			
2015	MARIAH LYNN	DURAN			FUSL				
2015	JOSE ALEXIS	GARCIA							
2015	EMERALD MARIE	GONZALEZ							
2015	WINNIE MICHAELA	GREEN							
2015	EMMANUEL JACIEL	HERNANDEZ							

- UIL Progress Reports eligibility reports
  - Coaches will see a link that says My Activities (same place you see the My Gradebook link) that will allow them to monitor student athletes.
- Categories This is currently letting you total less than and greater than 100%. We're checking into this, but for now it's up to you to have your categories total 100%!
- Dropping Assignments
  - You can drop lowest scores follow the directions in the handout we posted. *Be aware that the gradebook will not drop an assignment unless it will actually benefit a student.*
- Will they always be able to print a progress report (from a previous grade period)?
  - Yes, you can go back to any grading period (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or PR1, PR2, PR3, etc.)
- How to enter conduct grades?
  - Elementary In your Citizenship class, enter a single assignment called Conduct; you must enter a numeric grade and it will convert to an E, S, N,or U
    - 90-100 E
    - 80-89 S
    - 70-79 N
    - 69 or below U
  - o Secondary we will send information about how to do this closer to report card time
- How long can I stay logged in?
  - You will be logged out of Skyward after 15 minutes of inactivity. This is a security feature!
  - Please get in the habit of logging out of Skyward when you are finished recording attendance or working in your gradebook.
  - Please also get in the habit of locking your computer workstation if you are not in the room!
     Ctrl + Alt + Delete on your keyboard, then hit the enter key or click "Lock Workstation". When you are ready to work again, enter your Novell password and it will let you back in exactly where you were before. This is the best way to protect yourself from others using the computer under your login!!!
- Can I log in from home?
  - You will receive an email with a link to Skyward Educator Access Plus that you can use from home. Please do not share this link with anyone other than Creekview/Comanche Springs teachers and administrators.
  - I would suggest that when you open it from home, you save it into your Internet favorites (or save a shortcut on your desktop) so you do not have to always reopen the email.
  - Once we are sure that all is secure (just like we did when we started using GradeSpeed), we will
    post a link on the campus and/or district webpage.



• How to give extra credit?

- Yeah! We love this one ... Add a new assignment, choose the category, name it Extra Credit (or whatever you want).
- Set the Max Score to 0.
- $\circ$  When you enter the grades, only enter the number of extra credit points the student earned.

## Way cool things ... (that we ran out of time to show you!) =(

How to reorder students

- Your students will appear in your gradebook in alphabetical order by last name. If you want to reorder them, you can. (Ex: if you want new students to be at the end of the list rather than mixed in alphabetically)
- Display Options > Student Display
- Click the Modify Gradesheet Sequence link, click on a student, and move up or down in the list. Save.

Name Display			Sample	Save					
O First Last	Full	Separated	Anthony A Anderson	Undo					
◯ First Last	Full	Grouped	Anthony A Anderson	Restore					
🔘 First Last	Short	Separated	Antho Ander	Defaults Back					
🔾 Last, First	Full	Separated	Anderson Anthony A	Duck					
🔾 Last, First	Full	Grouped	Anderson, Anthony A						
<ul> <li>Last, First</li> </ul>	Short	Separated	Ander Antho						
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🔲 Student ID									
Dropped Students									
Student Grade Level									
Sorting Options									
O Sort By First Name Last Name									
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O Sort By Student's	Grade located	Term Grade" Co	Numn						
O Sort By Gradesheet Sequence (Modify Gradesheet Sequence)									

Fancy-Schmancy Charts – we didn't show every group the charts (sorry!)

- Use the chart tab at the top of the Main Screen to see an animated chart of the term grade.
- Click on any assignment header, then click Chart button to see a super-cool breakdown of the scores for that particular assignment.

Still unanswered questions - don't worry, we're still trying to figure these out!

- Rather than selecting each class separately can there be a select all button when adding assignments?
- Blank Attendance Report
- Teachers want a report that includes the student names and the school dates across the top so they can keep a paper attendance (required by law) – We are working now to develop some reports that will work for this.