

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
 - 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

406021 / 06 Prd:2 ENG/LA 6 - POLLY BURKHEAD
Report: Grade Sheet

Seq	Description	Print
900	;Leg on Sep Pg;10 Font;Sig	Export to Excel
910	;Leg on Sep Pg;12 Font;Sig	Back
920	;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	Select Different Students
960	Curr Term;Blank Grade Sheet;10 Font	Select Different Classes
970	Curr Term;Blank Grade Sheet;12 Font	
980	Curr Term;Blank Grade Sheet;14 Font	

Choose a Grade Sheet Report that includes "Blank Grade Sheet" in the description.

- 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**)

Score Method
Grades based on percents assigned to Categories
Total Percent Allocated: 100% Change Score Method

Use These Categories For My Other Classes

Category	Category Description
FOR	FORMATIVE ASSIGNMENT
OTH	OTHER
SUM	SUMMATIVE ASSIGNMENT

Apply Category Setup to Other Classes
Select the Classes that you would like to apply the current category setup to. Future category group modifications will not be automatically applied to the selected classes.

Select Classes

	Prd	Class	Class Desc	Dept	Sbj	Terms	Days Me	Exception
<input checked="" type="checkbox"/>	1	406101/02	EXPLOR	LOC		1 to 6	MTWRF	
<input checked="" type="checkbox"/>	3	408021/09	ENG/LA 8	ENG		1 to 6	MTWRF	
<input checked="" type="checkbox"/>	4	408111/01	TECH ED	CT		1 to 6	MTWRF	
<input checked="" type="checkbox"/>	5	408111/02	TECH ED	CT		1 to 6	MTWRF	
<input checked="" type="checkbox"/>	6	407091/13	TEX HIS 7	SOC		1 to 6	MTWRF	
<input type="checkbox"/>	7	408121/01	FAM & CONS	CT		1 to 6	MTWRF	

Save Back

- 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

Comment Entry

Grading Period: 08/25/08 to 10/03/08 1st Six Weeks

Save Back

[View Comment Codes](#)

Grad Yr	First Name	Last Name	Alerts	1ST	C1	C2	C3
Default blank comments to:							
2015	JAVIER	ALVAREZ					
2015	ALEXIS	KAELLY					
2015	TANNER	DEAN					
2015	COLTON	V					
2015	MARIAH	LYNN					
2015	JOSE	ALEXIS					
2015	EMERALD	MARIE					
2015	WINNIE	MICHAELA					
2015	EMMANUEL	JACIEL					

Post comments here.

- 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 (1st, 2nd, 3rd, 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
 - 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.

The screenshot shows the 'Add Assignment' form with the following details:

- Category: FOR - 33% - FORMATIVE ASSIGNMENT
- Description: Extra Credit Assignment
- Assignment Group: (empty)
- Entered Date: Thu, Nov 13 2008
- Assign Date: Nov 13 2008
- Proposed Due Date: Nov 13 2008
- Actual Due Date: Nov 01 2008
- Max Score: 0 (indicated by a red arrow)
- Weight Multiplier: 1.00
- Post to Family Access:
- Post to Student Access:

- 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.
- 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	
<input type="radio"/> First Last	Full	Separated	Anthony A Anderson
<input type="radio"/> First Last	Full	Grouped	Anthony A Anderson
<input type="radio"/> First Last	Short	Separated	Antho Ander
<input type="radio"/> Last, First	Full	Separated	Anderson Anthony A
<input type="radio"/> Last, First	Full	Grouped	Anderson, Anthony A
<input checked="" type="radio"/> Last, First	Short	Separated	Ander Antho
<input type="radio"/> Suppress	Name	Completely	No Name Appears

Display Options

Student ID

Dropped Students

Student Grade Level

Sorting Options

Sort By First Name Last Name

Sort By Last Name First Name

Sort By Student's Assigned Seat

Sort By Student's Grade located in "Term Grade" Column

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.*