

QUICK REFERENCE GUIDE

Setting Up Your Gradebook

To Set Display Options from Main Screen (using the Display Options button)

- Change name order & display, display student ID, dropped students, grade level

CHOOSE STUDENT DISPLAY

- Change assignment heading & order, suppress "max score" message

CHOOSE ASSIGNMENT DISPLAY

To Change score method (using Categories button)

- Choose Change Score Method
- Choose Total points or weighted categories

To Set Assignment Categories & Weights (using Categories button)

- To eliminate or add categories, choose Edit. Select or deselect as needed
- To set weights, enter desire %

NOTE: Make sure you are selecting all applicable classes at bottom

To Add Assignments (using Assignments button)

- Choose List Assignments, then choose Add & input parameters
Note: Make sure you are selecting all applicable classes at bottom
- Option to post to parent/student is chosen automatically. If you don't want to post to parent/student access, you can uncheck boxes for each assignment.

To Perform other Assignment functions (using the Assignments button)

- Change parameters on assignments already entered
- #### **CHOOSE LIST ASSIGNMENTS, THEN CHOOSE EDIT**

To Enter Grades (using Quick Scoring button)

- Enter grades, select Save and Back
- Can convert all unscored assignments to zero, using the Mark Unscored as Zero and missing button

To Enter Grades (using Score Entry button)

- Enter grades, add comments or special codes, select Save and Back
- Can convert all unscored assignments to zero, using the Mark Unscored as Zero and missing button

To Edit Individual Student Grades (from Main screen)

- To mark assignments as no count/missing, change/enter scores
Select Desired Student from Class List, Choose Edit Current/Other Terms
NOTE: From here you can access the student profile by clicking on their name you can access other students from the pull down menu.
 - ❖ Default is no count/missing. Displayed as an asterick (*). Not included in student grade calculation.

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Posting Grades & Athletic Eligibility

To Post Grades from Skyward Gradebook (using the Post Grades button)

- To post Athletic Eligibility choose appropriate grading period from the pull down, click Post grades.
- To post current term grades (Progress, Quarter, Semester) choose Post Grades
*NOTE: Post Grades will only be available while a grade bucket is open!
Enter comments as needed.*

To Change Grades after they have been posted (using Home Page)

- To change a students grade (for example, a B to an A or to I/default) for quarter grade, select My Classes, select class, choose Report Card Posting, change any grade that needs to be changed. Choose Save.

NOTE: Grades can only be changed while a grade bucket is open!

Do not repost from Gradebook. If you do you will need to make the individual change again.

To Post Grades if you do not use Skyward Gradebook (using Home Page)

- To post Athletic Eligibility choose My Classes, select class, choose Athletic Eligibility Posting. Enter appropriate grade for each student. Choose Save.
- To post term grades (Progress, Quarter, Semester) choose My Classes, select class, choose Report Card Posting. Enter appropriate grade and comments.
NOTE: Posting of grades/comments will only be available while a grade bucket is open!

Things to Remember

If you are posting grades, the long tan box that shows the current grading period is actually a drop down. If you hover over it, you can access other grading periods.

At the beginning/end of a quarter grading period, you might run into the following problems:

- Once a quarter has ended, and you are still adding assignments, you must backdate those assignments so that they are within the previous quarter's date range. If you do not, they will show up on the new quarter.
- Once a quarter has ended, your grade book display will default to the current term. If you choose Quick Scoring, it will only show those assignments for the current term. To Quick Score for the previous term, choose Options under the previous term, and choose Quick Scoring for that term.

If you have to edit or delete an assignment, you must do this for **each** of the classes that have that assignment.

<http://skyweb.district187.org>

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Reports

You can access reports from all of the following pages:

- Click on My Classes and select Reports
- Click on Gradebook and select Reports for All Classes
- Select a class in the Gradebook and choose the Reports button
- Select a student within a class and choose the Reports button

Individual Student Grade Sheet

- To print a grade sheet with assignments, scores, and other information, choose the Progress Detail report.
- Select Add a New Template and name the template and click save
- Choose the applicable options
 - ❖ Grade Term
 - ❖ Display Attendance Totals
 - ❖ Display Grades for Previous Terms
 - ❖ Display Category Totals
 - ❖ Do Not Print assignments marked as no count
 - ❖ Do Not Print ungraded assignments
 - ❖ Earned and Possible Points Percent Earned
 - ❖ Grade Mark
 - ❖ Ascending or Descending Sequence
 - ❖ Display Signature Line

Teacher Gradebook

- To print a copy of all assignments and grades for all students in a class, choose the Grade Sheet Report
- Select Add a New Template and name the template and click Save
- Choose the applicable options
 - ❖ Display Grades and Assignments for Term (S2)
 - ❖ Show Student Name
 - ❖ Show Assignments
 - ❖ Show Max Score
 - ❖ Show Term Grade Marks
 - ❖ Show Term Grade Percent
 - ❖ Use Gradebook Sort Order
 - ❖ Show at Bottom of Each Page
 - ❖ Show None
 - ❖ Default Font Size is 10 (Can change-changes # of Students/assignments)
 - ❖ Press Save (to print menu)

Excel Export Option

- Exports class list to an excel file
 - ❖ Textbooks
 - ❖ Own Attendance by quarter
 - ❖ Templates available at <http://www.district87.org/staff/goerlitzd>

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Reports-Continued

Roster with Parent Contact Information

- To print a roster with parent contact information, choose Class Roster Report
- Select Add a New Template and name the template and click Save
- Choose the applicable options
 - ❖ Grade Term
 - ❖ Name Display
 - ❖ Grade
 - ❖ Phone Number
 - ❖ Mailing Address
 - ❖ Primary Guardian
 - ❖ Email

Emailing Reports to Parents

- To send an email version of a progress detail report to a student's guardian, choose Email Progress Reports
- Select Add a New Template and name the template and click Save
- Choose desired options from template menu and click Save
- Select Create Emails
- A List of Students and parents' emails will show; select desired students
- Choose "Next" to go to setup screen
 - ❖ Send preview to self OR
 - ❖ Send copy to self and parents
 - ❖ Enter message text (for ALL students)

Click "Process Emails"; Moves to Print Queue; Can print delivery status for documentation

Note: If you have a parent email address that is not in the system please contact the office.

Creating Seating Charts

- From Post Daily Attendance, click Assign Seats
- Choose number of rows (horizontal) and seats (vertical) to conform to classroom; click Refresh
- Can clear seats to empty seating chart
- You can select students and fill seat or swap seats with another student
- Auto assign (first/last name or random) HIT PROCESS
- Click
- Save

Printing Seating Charts

- Go to Post Attendance Screen
- Choose By Seating Chart
- Click Printer Friendly version
- Opens in new window; click on print icon or select File-Print

<http://skyweb.district87.org>