

Skyward

Need more help??



1. Click the question mark in the top right of the screen.

2. Then click Sky Doc-

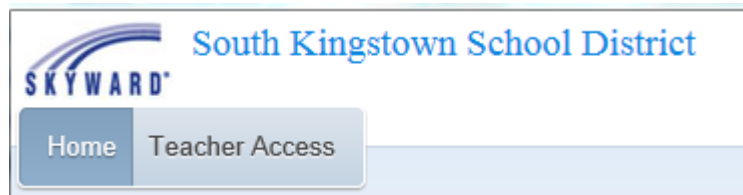
3. Then click Skyward Documentation

Skyward

1. Educator Access Plus
2. Password with special character (@#\$\$%^&*)
3. Teacher Access
4. Click on boxes – creates arrows – can move boxes to customize home page.
5. Widgets – can select/add/delete
6. **NEVER** use **RED X** button on large screen to get out of screen. Use back button/save back button on Skyward screens.



7. If you want to leave Skyward don't use **X** red button on webpage, instead use **EXIT** on Skyward screen. *(This will alleviate logging in twice on different webpages.)*
8. Click on **TEACHER ACCESS TAB**– Top



9. Drop down has Gradebook, Students etc.



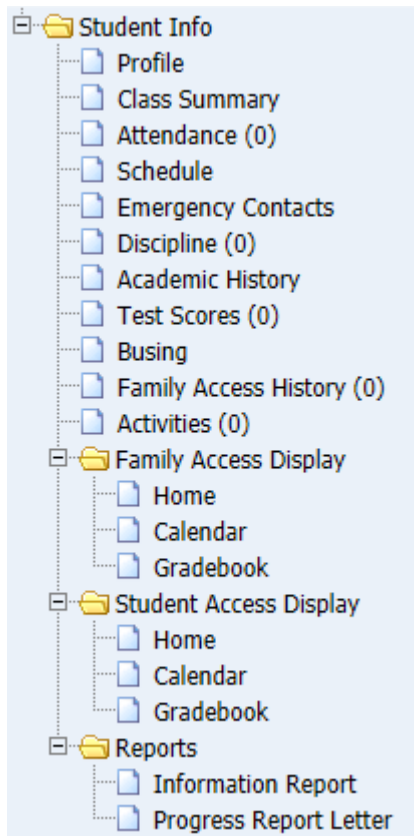
10. **Post Daily Attendance** – Need to click **SAVE** button to actually send attendance to main office. Even if everyone is present you still need to click **SAVE** – Can make changes for a student that was first marked absent, can change to tardy. Re-hit **SAVE** and will be sent down to main office.
- If it's **RED** – You need to hit **SAVE** to change it to **GREEN**. Anything that isn't saved will be indicated in **RED**.
 - You can click **SHOW ATTENDANCE FOR ALL PERIODS** – and see who is out on your rosters.
 - Print class roster – in **VIEW CLASS SUMMARY**
 - ****TAKE CLASS ATTENDANCE FOR EVERY CLASS****** (Looking into adding comments for time stamp for tardy students?) Make sure to click **SAVE**
11. **ATTENDANCE BY SEATING CHART** – Works just the same- has drop down menu for present etc.
- In rosters you can find **ALERTS** such as allergies etc. Look at **KEY LEGEND** for more information.
 - In rosters **STUDENT INDICATORS** might list such thing as IEP, 504 etc.
12. **SEATING CHARTS – ASSIGN SEATS** – You can either **SELECT** then **SWAP** or **CLEAR SEATING CHARTS** (It's okay – you can clear it.) and then **SELECT** and **FILL SEAT**.

[BACK](#)

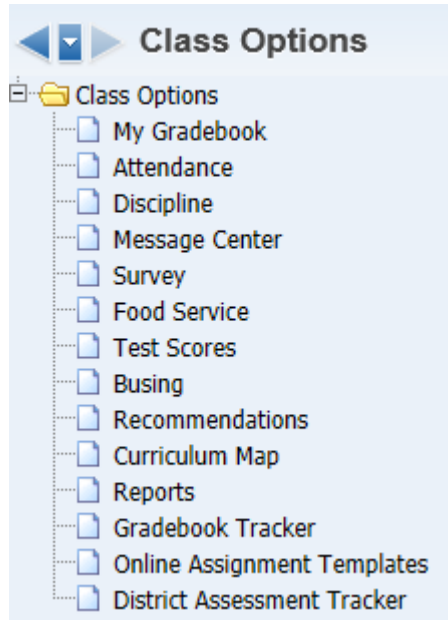
Auto Assign Seats:

<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>
<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>
<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>
<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>
<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>	<input type="button" value="Fill Seat"/>

- TO CREATE SEATING CHART GROUPS** – Increase the number of rows & seats and then strategically place the students in groups. Leave blank spaces to indicate groups etc.
 - PRINT SEATING CHARTS** – (**PRINTER FRIENDLY**) – After saving hit **BACK**, click class **BY SEATING CHART**, and then click **PRINTER FRIENDLY LISTING**.
13. **MY STUDENTS** – Lists ALL of YOUR students, not broken into any rosters. You can increase list with **BLUE ARROWS** |< < > >| at the bottom or increase the amount of students shown – **10,20, 2000** etc. You can also view by locating by last name – click **ABC**. Then you can click on any letter to view those students with those last names. (Can teams be added on this??)
14. **GET INFORMATION ON STUDENT – STUDENT PROFILE** - Click specific student and hit **SELECT**. You can then access his/her student profile.

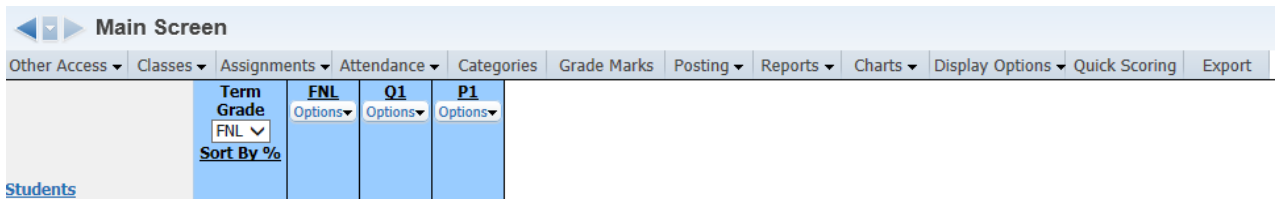


- a. **STUDENT SCHEDULE** – You can find a student schedule by clicking on the tab schedule on the left. (Look at period and on what days. For example during period 1 the student has SS first period on days etc etc etc.)
 - b. **ACADEMIC HISTORY** – You can see classes students have and had in the past.
 - c. **TEST SCORES** – (Will open new Window) – This will show ***DISTRICT & STATEWIDE TESTS.***
15. **FAMILY ACCESS** – In family access the teacher can see timestamps of access. These timestamps are separated by user ID (mom, dad, student etc.)
16. **MY CLASSES** (*Drop down in Teacher Access*) – Has all of your classes. Click on CLASS OPTIONS. After clicking you can see the following options:

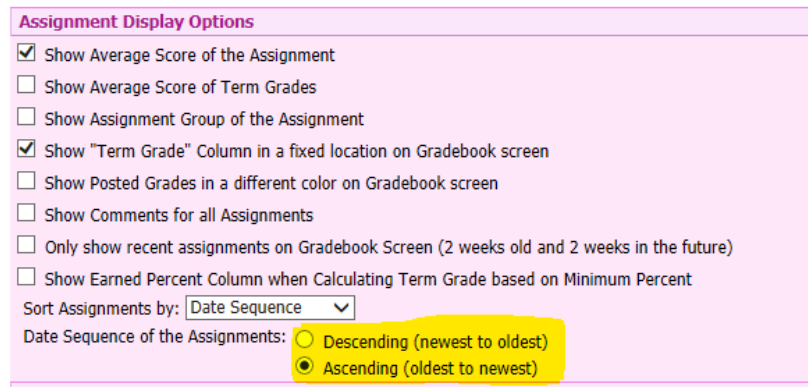


a.

- b. **MY GRADEBOOK** - allows you to look at the following options: **THIS SCREEN IS THE EASIEST TO ACCESS EVERYTHING. THERE IS NO NEED TO GO INTO THE OTHER AREAS.**



- i. You can alter the display by clicking **DISPLAY OPTIONS**, **ASSIGNMENT DISPLAY** and change from **DESCENDING** to **ASCENDING** . (This change will change ALL classes.)



- ii. If you click on the **M** or **F** for each student it will take you to the **STUDENT's PROFILE** page. (If you hit back button it will take you back to Gradebook screen.)

- iii. You can change the view of student names by clicking **DISPLAY OPTIONS** then **STUDENT DISPLAY**
- iv. To move from one gradebook to another just click **CLASSES**.
- v. **CATEGORIES** – This is how you will set up how your gradebook will calculate. **(AFTER THE FIRST GRADING PERIOD YOU CANNOT CHANGE IT FOR THE REMAINDER OF THE YEAR!)** ***There may be a way to change per grading period...finding out.***

****WHAT CATEGORIES SHOULD BE ADDED FOR EACH DEPARTMENT AT BRMS??****

1. You first need to decide if it's points or percentages.
 - a. Click CHANGE SCORE METHOD
 - b. Change to what you want. If it's percentages then you need to add percentages to weigh your categories.

Category Maintenance ★ Favorites ▾ | 📄 New Window | 🖨️ My Print Queue | ⬅️ Back

Score Method
Grades based on total points [Change Score Method](#)

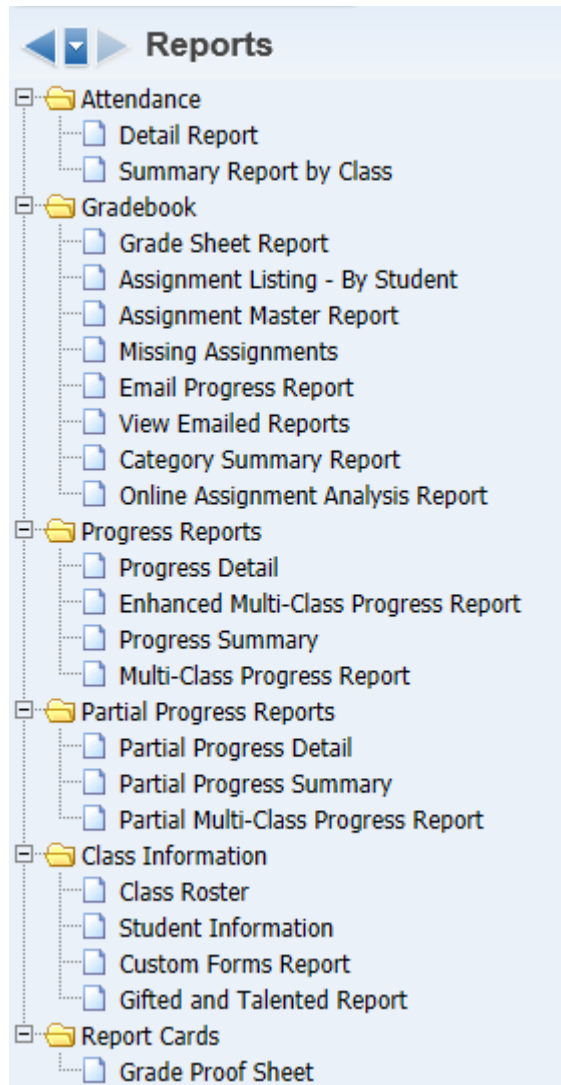
NOTE: Once a grading period has closed in this Gradebook, you will not be able to modify your Score Method. Please make sure to change your Score Method, if needed, prior to a grading period closing.

[Use These Categories For My Other Classes](#)

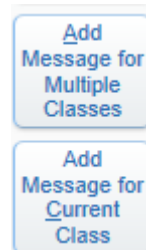
Categories Used 📄 | 🔍 | [Add/Edit Categories](#)

Category ▲	Category Description
HWK	Homework
QUIZ	Quizzes
TEST	Test

- c. **CURRICULUM MAP** - is currently not set up. (Guidance's responsibility?)
- d. **REPORTS** – Has progress reports, report cards etc.



- e.
- f. **MESSAGE CENTER** – (Create a message – communication between Teacher Skyward and Parent system)
1. ****ONCE YOU CREATE ONE YOU CANNOT DELETE IT!!!!****
 2. *(If a parent posts a message it is being posted to a specific teacher.)* ****You can double check to see what parents actually see by going through the FAMILY ACCESS page.****
- ii. Can you choose **“ADD MESSAGE FOR MULTIPLE CLASSES”** OR **“ADD MESSAGE FOR CURRENT CLASS”**



iii. **MESSAGE SUMMARY (Subject) & MESSAGE DETAIL** (More descriptive details) - You can also attach a file.

iv. **POSTING OPTIONS**

1. Will default to the current date. You can change it to a future date.
2. Will also default to **PARENT & STUDENT ACCESS**. You can change it to post to either or.
3. Can click **ALLOW STUDENTS TO RESPOND** – if you want responses from students.

v. **EMAILING OPTIONS** – Default nothing is checked. If you want to send it as an email you first have to check the first box “Send as Email...” then you go and click other options below. ****If you use this option you CANNOT recall it! Also, If you made a typo you cannot fix it.****

- a. You can email to students and/or guardians.
- b. Can send to **all** guardians etc.

vi. **POST TO ALL STUDENTS** –

1. This button is to only show that all the students listed are checked. It does **NOT** mean you are pulling **ALL** students.

vii. **SAVE** – Once you hit the SAVE button (**which also SENDS it**) it will refresh and the message will come up in the message center. If you’d like you can go through family access and see what it looks like on the family’s end.

viii. **RECALL** – You can recall the message, but it will not delete. (This will only help if parents haven’t viewed the message yet.) After a recall you cannot edit who it is sent to, but you can edit the details.

g. **GRADEBOOK TRACKER** – Breakdown of assignments etc.

Gradebook Tracker - Entity 114 / Data as of: 08/19/14 - 12:01 AM

Course ▲	Sec	Last Name	First	Middle	Period Range
▼ 7577	05				TERM

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

► Assignment Scores By Grade Mark
No gradebook data found.

▼ Prior Year Gradebooks
No prior gradebooks were found for 7577 / 05

h. **ASSIGNMENT MAINTENANCE** –

- i. Goes into Family Access IMMEDIATELY – So if it’s a pop quiz do not enter until the day of etc.
- ii. You don’t necessarily need to add “Detailed Description”, but down the road you may forget what Worksheet 1 is etc. So it’s helpful to give some details.
- iii. You can attach work here for Family Access or for teachers to reprint if student is missing this assignment.
- iv. There is **no copyright infringement** since it is a password protected website. So workbook assignments etc. can be scanned and put into SKYWARD.
- v. **ASSIGNMENT GROUP** – Some teachers find this helpful, some don’t. If you plug this code in then you could group all of your assignments by code instead of date. A “sorting” code.

Home Teacher Access

Assignment Maintenance

Add Assignment

Category: HWK - Homework

Description:

Detailed Description:

Assignment Group:

Entered Date: Tue, Aug 19 2014

Assign Date: Sep 02 2014 → Tue, Sep 2 2014

Proposed Due Date: Sep 02 2014 → Tue, Sep 2 2014

Actual Due Date: 01 2014

Max Score: 100

Weight Multiplier: 1.00

Post to Family Access

Post to Student Access

Warning: Not a School Day

Display Options

Show Score As: Score Show Comments

Class Options ?

Entity	Dept	Sbj	Terms	Prd	Days	Meet	Class	Description
<input type="checkbox"/>	114	LC	1 - 4	0			1234567890 099002 / 06	Advisory Ruby
<input type="checkbox"/>	114	NA	1 - 4	2	5	0	00003 / 06	Advisory Fri Rubies
<input checked="" type="checkbox"/>	114	ENG	1 - 1	3	1		7577 / 01	Writing
<input type="checkbox"/>	114	ENG	1 - 1	3	9		7577 / 05	Writing
<input type="checkbox"/>	114	ENG	1 - 1	3	3		7577 / 09	Writing
<input type="checkbox"/>	114	ENG	1 - 1	3	5	7	7577 / 13	Writing
<input type="checkbox"/>	114	ENG	1 - 1	3	6		7577 / 15	Writing

Save and Back

Save and Add Another

Save and Score

Undo

Back

Attach (0)

Options

- vii. **ASSIGN DATE** – Will default to today’s date.
- viii. **POST TO FAMILY/STUDENT ACCESS** – This should be checked so that it’s calculated on the family side.

Max Score: 100

Weight Multiplier: 1.00

Post to Family Access

Post to Student Access

- viii. In the gradebook if an assignment isn’t scored it will be viewed as an * on the Family Access side.

ix. **SHOW SCORE AS** – Choose how you want the score to read. Options are:

1. Unweighted
2. Check
3. Percent
4. Grade Mark

Display Options

Show Score As: Show Comments

x. **SCORING** - After you create an assignment you can then click, “Save & Score” or “Score”.



1. **NO COUNT** = Exempt
2. Parent and Students CAN see Comments
3. In the gradebook if an assignment isn't scored it will be viewed as an * on the Family Access side.
4. **BOLD Asterisk is EXEMPT**, a regular asterisk is an unscored piece.
5. To avoid complication and pop ups, to have extra points credit an extra assignment in the gradebook called, “Extra Points” and add them there.


xi. **POST COMMENTS – PROGRESS REPORTS & QUARTER REPORTS**

Upcoming Grade Periods		
09/02/2014 to 10/13/2014	Progress Report 1	Display Class
This grade period is not yet open for posting comments.		
Click the Display Class link to view this period		
09/02/2014 to 11/07/2014	Quarter 1	Display Class
This grade period is not yet open for posting comments.		
Click the Display Class link to view this period		

1. There will be “canned” comments already there for you to choose

from. You can look at comment codes by clicking the hyperlink **“VIEW COMMENT CODES”**. (It might be helpful to print out the codes.)

View Comment Codes Hide Grade Columns Alert Legend
Grad Yr First Name Last Name

2. Click  to add comments for each student.
3. You can default the entire class to have the same comments by

Grad Yr	First Name	Last Name	Alerts	P1	C1	C2
Default blank comments to:					▼	▼

clicking DEFAULT BLANK COMMENTS TO:

xii. GRADE ADJUSTMENTS (OVERRIDE) -

1. When looking at all of your assignments click on Q1 (or whatever quarter you are looking at) and click the drop down menu titled OPTIONS.

P1	Q1	FNL
Options▼	Options▼	Options▼

2. Then click **ENTER TERM Q1 GRADE ADJUSTMENTS**
3. When adjusting the grade add the added points in NOT the new grade. So if the score is 85 and you want the student to have a 90, do not type in 90, just type in 5. (If you type in 90 the student’s overall grade may calculate over 100%.)

Calculated Grade Percent	Adjustment Grade	Adjustment Amount	Total Percent	Override Cmt
	<input type="text"/>	<input type="text"/>		- ▼
	<input type="text"/>	<input type="text"/>		- ▼
	<input type="text"/>	<input type="text"/>		- ▼

xiii. GRADE POSTING STATUS FOR Q__ -

1. Right click on Q__ options to get to GRADE POSTING STATUS.
2. You can see the posting date/hour range
3. You can also view any missing pieces.
4. Once midnight on the day hits then the grade window closes and grade can no longer be entered.

Secondary Grade Post Status Favorites New Window My Print Queue Back

Posting will be open from 12:01 AM on 11/05/14 until 11:59 PM on 11/10/14

Secondary Grade Posting Status for Quarter 1 (09/02/14 - 11/07/14)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent
03	7577 / 01	Writing			19		

1. Click **OPTIONS**
2. Click Setup FNL Grade Calculations

Grade Calculations

Final FNL Options Save Undo Back

View Final Score as:

Final FNL Calculation Options

Weighted Term Grades

Cumulated Assignment Scores for All Terms

- When calculating by cumulated scores, term adjustments will not be factored into Final FNL grades.

Calculation Option Setup

Cumulative Date Range

Start Date: Tue, Sep 2 2014
End Date: Fri, Nov 7 2014

Formula

	Grade	Percent
Cumulative Assignment Score:	<input type="text" value="100"/>	
Final FNL:	<input type="text" value="100"/>	

xv. DISPLAY OPTIONS –

1. **STUDENT DISPLAY** – Can alter how names appear on your gradebook.

Student Display

Name Display

First Last *(Full Name, Separated)*

First Last *(Full Name, Grouped)*

First Last *(Short Name, Separated)*

Last, First *(Full Name, Separated)*

Last, First *(Full Name, Grouped)*

Last, First *(Short Name, Separated)*

Suppress *(Name hidden completely)*

Display the student's Other Name (when available) instead of the First Name and Middle Initial

Display Options

Student ID

Dropped Students

Student Grade Level

Student's School

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](#))

- a. If you click **DISPLAY THE STUDENT'S OTHER NAME** then a nickname would appear if given to district as alternate name.

Display the student's Other Name (when available) instead of the First Name and Middle Initial

2. ASSIGNMENT DISPLAY –

- a. If you click **SHOW COMMENTS** – this will be edited on all assignments
- b. If you added assignments and they are not showing on the main screen there is a possibility that the option, "Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future)" may be clicked.
- c. **SETTING DEFAULT SCORE** –
- i. Change number to score of choice.

Assignment Defaults

Maximum Score Default:

Post to Family Access Default: Post to Student Access Default:

- d. **CATEGORY COLORS** – You can change the category colors to the entire column or only in the headings.

Assignment Heading

Options use examples with the text "Characters" representing the assignment description, "08/20/2004" representing the due date, "Week 4 - Friday" representing a week and day, "Quiz" representing the category code, and "100" representing the max score of an example assignment.

Show Category color in Assignment Headings only

Grade Period Display

Display Assignments	Display Grade Period	Grading Period	Date Range
<input type="checkbox"/> Hide All <input type="checkbox"/> Show All	<input type="checkbox"/> Hide All <input type="checkbox"/> Show All	Progress Report 1	09/02/2014 - 10/13/2014
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter 1	09/02/2014 - 11/07/2014

*** Signifies the Current Grade Period(s). These cannot be hidden.**

Assignments By Date Range

Only Show Assignments Within Date Range

09/02/2014 to 11/07/2014

3. **GRADE PERIOD DISPLAY** – Here you can hide other quarters etc.

- a. ****DO NOT CLICK ASSIGNMENTS BY DATE RANGE**** - This will duplicate assignments and create complications.

Assignments By Date Range

Only Show Assignments Within Date Range

09/02/2014 to 11/07/2014

4. **TEACHER'S LOG** – *(Will lawyers be able to subpoena this?)*

- a. Click on **STUDENT**
- b. Click **ADD NEW LOG ENTRY**

Teacher's Log Favorites New Window My Print Queue Back

Students Add New Log Entry

Student	P1 Grad
---------	---------

o

ould be useful to keep documentation on parent contact.**

Teacher Log Entry Maintenance ? Back

Teacher Log Entry for [REDACTED] Save

Grading Period: Progress Report 1 (09/02/2014 - 10/13/2014)

Summary:

Detail:

Maximum characters: 500, Remaining characters: 500

Post to Family Access:

Post to Student Access:

T

Drop Lowest Score Process

Step 1: Select a grade bucket 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 Bucket	Date Range	Process Option
P1 - Mid Term 1	09/02/14 - 10/13/14	Drop Lowest Score
Q1 - Term 1	09/02/14 - 11/07/14	Drop Lowest Score

SCORE –

6. STUDENT GROUPS –

Student Groups

Group 1 Description: <input style="width: 95%;" type="text"/>	Group 6 Description: <input style="width: 95%;" type="text"/>
Group 2 Description: <input style="width: 95%;" type="text"/>	Group 7 Description: <input style="width: 95%;" type="text"/>
Group 3 Description: <input style="width: 95%;" type="text"/>	Group 8 Description: <input style="width: 95%;" type="text"/>
Group 4 Description: <input style="width: 95%;" type="text"/>	Group 9 Description: <input style="width: 95%;" type="text"/>
Group 5 Description: <input style="width: 95%;" type="text"/>	Group 10 Description: <input style="width: 95%;" type="text"/>

Save
Undo
Back

- a. This is useful because when you go back to the gradebook you can see students based on groups. You can also view assignments and give assignments to a particular group **BUT** they need to stay in those specific groups all year.

7. VIEW BACKUPS – Takes a screen shot of your gradebook main screen on a specific day assigned by admin.

8. COMMENT BANK – Should delete some comments when going over 30 or so comments.

Assignment Comment Bank	
Comment	Date Last Used

Add

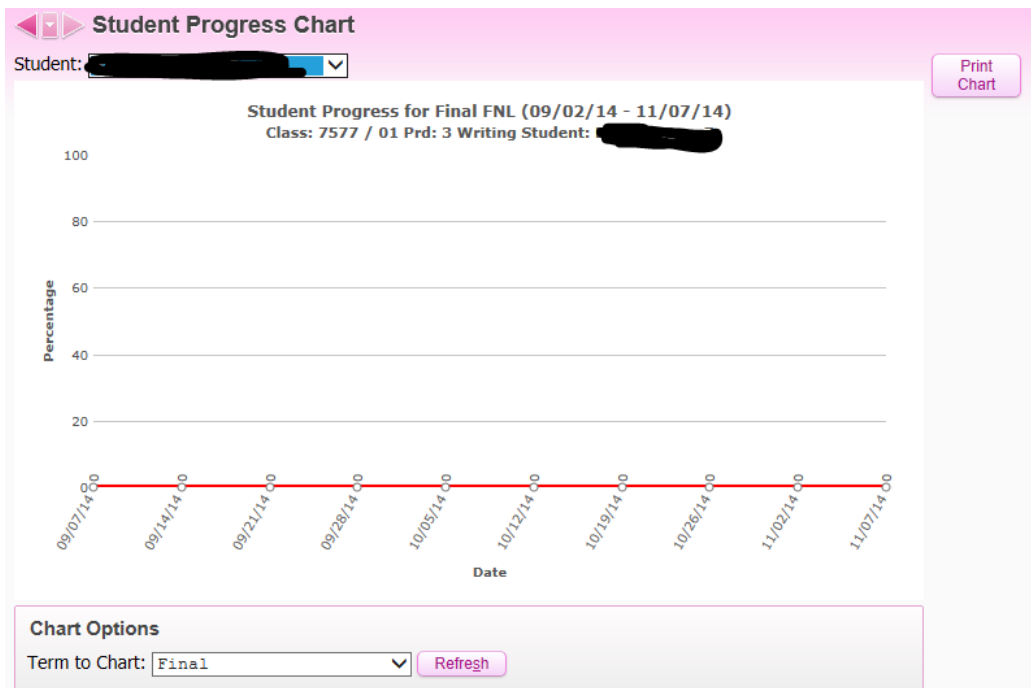
Edit

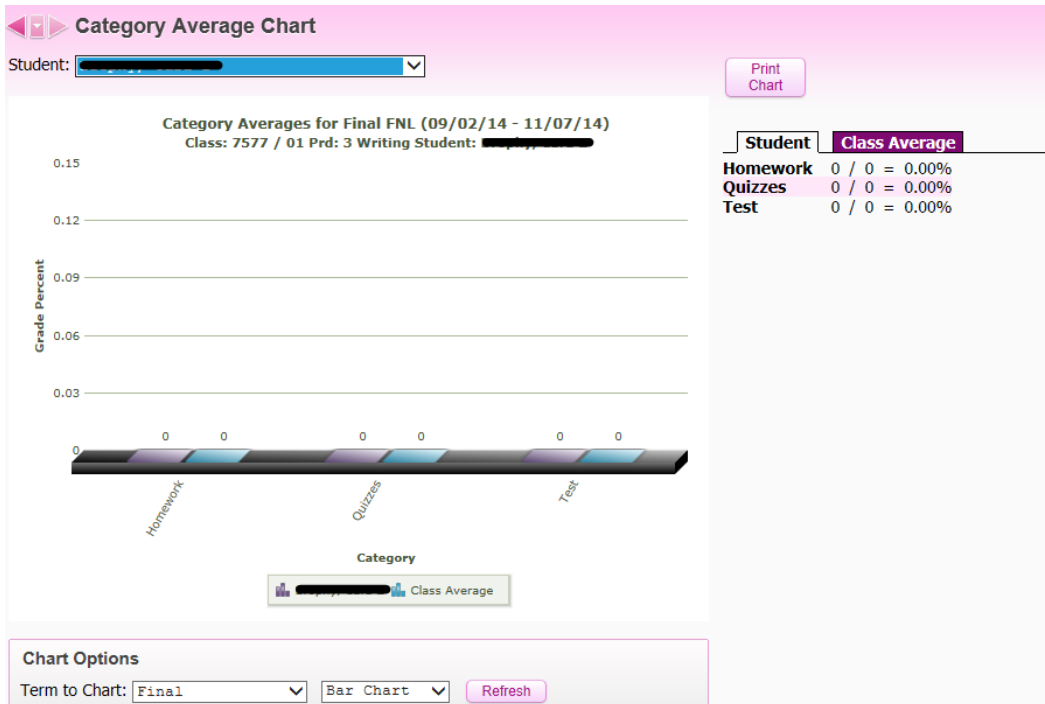
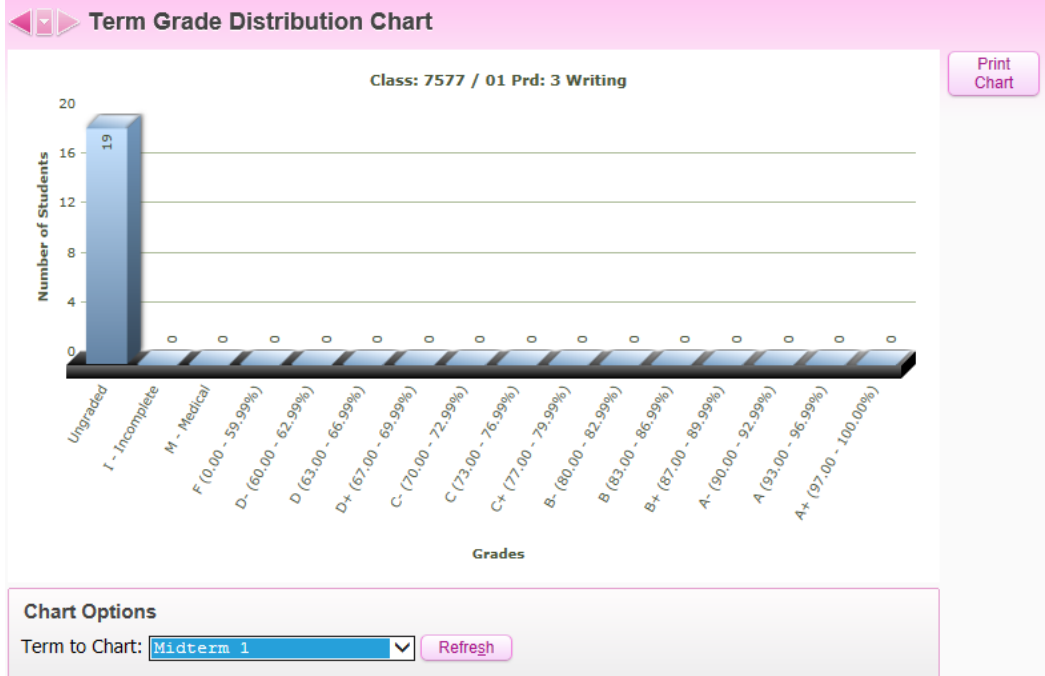
Delete

Delete Multiple Comments

xvi. Charts –

1. Information put into charts. Great visual!





xvii. REPORTS –

1. Click **CLASS ROSTER**
 - a. **ADD** a new **TEMPLATE**

7577 / 01 Prd:3 Writing - Vanessa Stebenne
Report: Class Roster

Seq #	Report Template Name
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Classes

- b. Title it.
- c. Then click the roster information you want.

Select Parameters for Class Roster Report for 7577 / 01 Prd:3 Writing

10 - Birthdays
Class Roster Report Options: 57 chars - Portrait Report

Students
Display Students enrolled for Term: Current Term : 09/02/2014 - 10/13/2014 Save

Options

Name Display:
 Last, First MI
 First Middle Last
 Last First Middle
 First MI Last

ID Display:
 Student ID
 Internal ID
 Name Key
 None

Sort by: Last Name

Display Information

<input type="checkbox"/> Grade	<input type="checkbox"/> Grad Year	<input type="checkbox"/> Birth Date	<input type="checkbox"/> Advisor
<input type="checkbox"/> Phone Number	<input type="checkbox"/> Second Phone	<input type="checkbox"/> Third Phone	<input type="checkbox"/> Email
<input type="checkbox"/> Gender	<input type="checkbox"/> Current Cumulative GPA	<input type="checkbox"/> Home Address	<input type="checkbox"/> Mailing Address
	<input type="checkbox"/> Print Student Picture		<input type="checkbox"/> Student Indicators

Family Information

<input type="checkbox"/> Primary Guardian	<input type="checkbox"/> Phone 2	<input type="checkbox"/> Phone 3	<input type="checkbox"/> Email
<input type="checkbox"/> All Guardians	<input type="checkbox"/> Phone 1	<input type="checkbox"/> Phone 2	<input type="checkbox"/> Phone 3
	<input type="checkbox"/> Email	<input type="checkbox"/> Home Address	<input type="checkbox"/> Mailing Address

Undo
Back

- d. To run report you must hit **PRINT, VIEW & DISPLAY REPORT**

xviii. ATTENDANCE ROSTER SHEETS -

1. GRADE SHEET REPORT
2. Choose a report

7577 / 01 Prd:3 Writing - Vanessa Stebenne
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

3. Click PRINT
4. Click VIEW

My Print Queue

Print Queue for Vanessa Stebenne

Date	Time	Report Description
08/19/2014 Tue	2:42 PM	Grade Sheet Report
08/19/2014 Tue	2:42 PM	Grade Sheet Report
08/19/2014 Tue	2:40 PM	Grade Sheet Report
08/19/2014 Tue	2:33 PM	Class Roster Report (Excel)

View
Delete
Convert to Excel
View Status
Back

5. OPEN
6. DISPLAY REPORT

My Print Queue

Print Queue for Vanessa Stebenne

Date	Time	Report Description
08/19/2014 Tue	2:44 PM	Grade Sheet Report
08/19/2014 Tue	2:42 PM	Grade Sheet Report
08/19/2014 Tue	2:42 PM	Grade Sheet Report
08/19/2014 Tue	2:40 PM	Grade Sheet Report
08/19/2014 Tue	2:33 PM	Class Roster Report (Excel)

View
Delete
Convert to Excel
View Status
Back

Report Finished Processing

The report Grade Sheet Report has finished processing.

Display Report Back

5 records displayed

Need more help??

Click the question mark in the top right of the screen.



Then click Sky Doc-Skyward Documentation