Skyward Grading Quick Reference Guide

Classes
1. Login to the system. Select Gradebook – upper left.
2. Select the class you want to work with.

Class/Student Display Options
1. Students will be listed on left & right side of screen.
2. Click the Options tab & select Student Display.
3. Choose how you wish to see the student's names.
4. Click Save when done.
5. Select Assignment Display. Choose how you want your columns to look. Click Save when finished.
6. Select Grade Period Display and whether you want to see all terms or just the current one. Save.

Category Setup
1. Click the Categories button. Select Edit.
2. Select the Score Method, use total points or percentages (total should be 100%).
3. Select the categories you wish to use.
4. At the bottom of the screen will be a list of classes the changes will affect. If you have different classes, you will need to do the same selections for that (those) class(es) separately.
5. When all changes have been made, click OK.

Adding Assignments
1. From the class display screen click the Assignments button. Click Add.
2. Select one of the categories.
3. Complete the description, date assigned, proposed due date, and assign a maximum score.
4. Click the appropriate box if you want to post the assignment information to Family and/or Student Access.
5. A list of your additional classes (if applicable) appears on the screen. Check the box to the left of any class(es) that will be using the same assignment.
6. Click Save.
7. Click Main Screen.

Score Entry for Different Grades
1. Click on Assignment & click on the assignment you wish to add grades.
2. Click on Score Entry button on the right.
3. Click in the first cell and type in the student's score. Continue to add all scores.
4. An * means that the grade WILL NOT COUNT and is excused.
5. Add any comments that you wish. Save when finished.

Changing or Editing Grades
1. Click on a single student's name on the main screen (or place cursor right on top of the asterisk to edit the score).
2. Click Edit Scores in the upper right corner.

Dropping the Lowest Score
1. Click Options and Tools from the Menu at the left.
2. Choose Advanced Drop Lowest Score. This will give you more choices.

Cloning Assignments/Use Assignments Button
1. Click the Assignments button.
2. Click on the assignment to highlight. Select other classes where you want this assignment
3. Click Clone

Deleting an Assignment
1. On main screen, click the heading of column of grades you wish to delete.
2. Click Delete button at the right.
3. Confirm OK.

Deleting an Assignment Through Assignment Tab
1. Click on the Assignment tab and then click on assignment you want to delete.
2. Click Delete button to the right and confirm.

Entering a Comment Through an Individual Score Cell
1. Click on the student you want to add a comment to and then select the assignment the comment will be added to.
2. Click Edit Scores in upper right corner.
3. Write your new comment in the Scores area on the right side.
4. Click Save.

Entering a Comment Using the Assignments Button
1. Click the Assignments button and select the assignment.
2. The comment area will allow you to enter individual comments for each student.
3. When all comments have been entered, click Save.

Mark Score as No Count
Allows you to take a student's score and not have it count towards the student's grade in the class.
1. Locate the score for the student that will not count towards the grade and click the No Count square.
2. This grade will not calculate with the others.
3. Click Save when finished.

Options tab
1. Student Display allows you to customize the way your student list will appear.
2. Assignment Display will allow you to customize the way the individual assignments appear in the column header.
3. Grade Period Display allows you to customize the number of grading periods you want to view on the Main Screen. You can also see this display when you choose Assignments and Assignment Display.
4. Drop Lowest Score allows you to drop score for the grading period. You can protect those scores you do not want to include. Continue to click Next until you

Mass Assign Scores through an Assignment

1. Click on the Assignment tab and the assignment you want to add a grade.
2. Click Mass Assign Score.
3. Enter the score that is assigned to all students. This will enter the same score for each student. You can then change just a few scores.
4. Click OK.

Entering Grades from the Main Gradebook Screen

1. Select the class you want to work with.
2. Locate the assignment column in which you want to enter grades and click the heading assignment title.
3. Click Score Entry. Enter the student's grade and press the enter key.

**An asterisk indicates that a grade has not yet been entered.

Reports Tab

1. Click the Reports tab on the Main Screen.
2. Choose the type of report you want to print. You can print a blank sheet from the right side of the screen.
3. Label the Header if you want to show school and class period.

Posting Grades Tab

1. At the end of each marking period, you will be posting your grades. These will become part of the student's permanent record.
2. Click the Post Grades tab.
3. Only those grades you have entered into your gradebook will be used to calculate the marking period letter grade. The letter grade may NOT be edited. Any changes in a student's letter grade must be reflected by changes made to the marking period grades for that student.
4. Click Display Class on the right side of the screen.
5. Enter any report card comments by number. You may also wish to enter any "free form" comments. (No spell check is included in Skyward Gradebook.)

Entering Comments Through an Assignment

1. Click on the Assignment tab OR click on the *asterisk in the cell.
2. Click on assignment and choose Score Entry.
3. When finished with comments, click Save in upper right.

Access Information for a Single Student in Your Class

1. Click the "little person" icon to the left of the student name on the main screen.
2. You will find all of the information you may want:
   - Student profile
   - Student schedule
   - Student attendance
   - Student discipline
   - Academic history (previous grades)
   - Standardized test scores

Seating Charts

1. Click the Attendance tab.
2. You have multiple choices:
   - Alphabetical list view
   - Show pictures (if they are in the database)
   - Alert legend which tells you what the color coding means by the student's name
   - Printer friendly listing
3. Assigning seats: Click the appropriate number of rows and columns (just like your classroom).
4. Click Select Student and then click Fill Seat where you would like to relocate this student.
5. Clear Seats will allow you to work from a blank seating chart. Click and drag your mouse to place the students where you wish.
6. Click Undo if you make a mistake.
7. Click Save when finished.

are finished. This dropping can be reversed if you desire.
5. Advanced Drop Lowest Score allows you to drop more than one score. This can be reversed, also.

Taking Attendance

1. On the Main Screen of the class, click on the date just to the right of the name of the first student.
2. On the following screen you will see the students listed in either Alphabetical List View OR the Seating Chart View. Mark Absent or Tardy Students.
3. Click Save in the upper right corner.

Discipline – Written Referrals (if used at your school)

1. Click Home Page.
2. Select Student Search-By Entity under the Administrative Access folder.
3. Type the student's last name and click Search.
4. Highlight and select the student you want.
5. Under Student Info, select Discipline.
6. Using the scroll bar at the bottom of the screen, scroll all the way to the right hand side of the screen.
7. Click Add.
8. Enter the specifics of the referral, completing all boxes. All that is typed in the Comments section becomes part of the student's permanent record.
9. Click Save when finished.

Always go back to the Educator Access Page (Home Page) and click *Exit* in the upper right corner when finished.