

SKYWARD GRADEBOOK Q & A

1. Question: Can teachers change report options - pick and choose the information they want?

Answer: In the teachers gradebook, in Reports (in every report), the option is available to add a new template. They can then give the template a name, SAVE and select the options for which they want that are available for that report.

That is the only area for which they can select what they want. There isn't a way for teachers to create their own report. Also, please note that when the teacher makes the template, it is their template, and other teachers will not be able to see it.

2. Question: How do teachers post class and/or individual comments on a progress report?

Answer: Teachers can post class comments by selecting the Progress Detail Report (910 template) clone it, give it a name, and view parameters of template and they can post a class comment there. Also with this new report, any comments that are made by the teacher for the individual student for an assignment would print in the list of assignments.

3. Question: If a student withdraws, how can we see their grades?

Answer: Go to the class where your student was. You can see from the first screen shot, the word "Students". Click on this button and then click on "Dropped Students" under the Display Options section.

The image shows two screenshots from the Skyward Gradebook interface. The left screenshot shows a navigation menu with 'Other Access', 'Classes', and 'Assignments' buttons. Below these, a red button labeled 'Students' is circled in blue. To the right of this button, the text 'No Atnd Entry Today' is visible. The right screenshot shows a 'Display Options' menu with the following settings:

Display Options
<input type="checkbox"/> Student ID
<input checked="" type="checkbox"/> Dropped Students
<input checked="" type="checkbox"/> Student Grade Level

Below the 'Display Options' section is the 'Sorting Options' section:

Sorting Options
<input type="radio"/> Sort By First Name Last Name
<input checked="" type="radio"/> Sort By Last Name First Name
<input type="radio"/> Sort By Student's Assigned Seat
<input type="radio"/> Sort By Student's Grade located in "Te
<input type="radio"/> Sort By Gradesheet Sequence (Modi

4. Question: How do I mark an "Incomplete" grade?

Answer: Go to the six weeks column and click on Options and select Enter Term Grade Adjustments. On the override column, select Incomplete.

The screenshot shows a software interface for grade management. On the left, a dropdown menu is open for the '4TH' column, listing options: 'Grade Mark', 'Percent', 'Points', 'Enter Term 4TH Grade Adjustments', and 'Quick Scoring for Term 4TH'. The 'Enter Term 4TH Grade Adjustments' option is highlighted. Below the menu, a table displays student scores for various tests. On the right, a separate table is shown with columns: 'Total Percent', 'Override for Medical or Incomplete', and 'Posted Grade'. The 'Override for Medical or Incomplete' column has a dropdown menu with 'I Incomplete' selected. Below this, there are three rows, each with a '-' in the 'Total Percent' column and a dropdown menu in the 'Override for Medical or Incomplete' column.

Total Percent	Override for Medical or Incomplete	Posted Grade
	I Incomplete	
-		
-		
-		

5. Question: I want to print grades from a previous six weeks. Right now I can only get it to print the current six weeks grades. How do I change this?

Answer: Go to Reports, Grade Sheet Reports, Add a new Template, Give it a name (ex. 4th Six Weeks Grade Report). The very first option lets you choose what six weeks you want to print (right now it says Current Term). Click on the drop down arrow and select 4th. Make any other changes you want to make. Click Save. You can now print your gradebook for your records. This report will be available for all of your other classes as well.

6. Question: How can I add citizenship classes to all students without typing each grade in?

Answer: To make entering citizenship easier, click on the CZ2 category. Then click on 'set default to.' It will give you numbers. Go all the way to the top where the blank is empty and blue. Click in the blue part. Then when a screen comes up, you can type in an A and click OK when the box comes up. You will have to do this for each class, but it's faster than typing it in. It will automatically make all the grades an 'A'. Then you will only have to change the ones that aren't 'A'.

7. Question: How can I change category weighting for each six weeks?

Answer: Here's how:

- Go into a class.
- Click on Categories.
- Click on Change Score Method
- Click the last circle – Base grades on percents assigned to categories by Grade Period
- Click Save
- Now you will see the following:

Use These Categories For My Other Classes

Categories Used								
Category	Category Description	1ST SIX WEEKS	2ND SIX WEEKS	3RD SIX WEEKS	4TH SIX WEEKS	5TH SIX WEEKS	6 th	
CLWK	DAILY WORK	25%	25%	25%	25%	25%		
MAJ	MAJOR TEST	25%	25%	25%	25%	25%		
PART	PARTICIPATION	25%	25%	25%	25%	25%		
PROJ	PROJECT	25%	25%	25%	25%	25%		

- To change percentages for the 3rd six weeks only, click on Modify % and then make your changes. You can make category as well as percentage changes here.
- If you want to use these same weights for other classes, click on Use These Categories For My Other Classes, and choose the classes you want to apply the changes to.

8. Question: How do I add Extra Credit?

Answer: For an individual assignment - make sure to leave the grade points as a possible of 100 and then just type in 110 for the grade. That way the 10 extra points will be extra credit. To give an extra grade to