



**Teacher Gradebook
Quick Reference Guide**

Table of Contents

All Teachers

Contents

Logging In.....	3
Logging Out.....	3
Opening Your Gradebook	3
Taking Attendance.....	3
Adding Assignments	3
Editing Assignments.....	4
Deleting Assignments	4
Entering Scores	4
Score Entry Method.....	4
Mass Assign Scores	5
Quick Scoring Method	5
Restoring Deleted Assignments.....	5
Printing Reports.....	5
Class Roster with Blank Columns.....	6
Student Information (Name, DOB, etc.)	6
Other Report Tips:	6
Added Students Scenarios	6
Transfer of Grades - Scenario #1:	6
Transfer of Grades - Scenario #2:	7
Add/Dropped Students.....	7
Transfer of Grades - Scenario #3:	7

Logging In

1. Go to the District Portal Website at <http://portal.okee.k12.fl.us>
2. Enter network username and password
3. Click Skyward tab at the bottom. 4. Click Skyward Student Tile

Logging Out

1. Click Exit button (top right) Best Practice – DON'T CLOSE window by clicking X (close box) at top right. Use Exit!

Opening Your Gradebook

From Skyward Home Page:

1. Click Teacher Access (left side)
2. Click My Gradebook in the dropdown.
3. Click on the gradebook that you would like to view. (right side)

Taking Attendance

From Skyward Home Page:

1. Click Teacher Access (left side)
2. Click Post Daily Attendance (on left)
3. Click By Name link (on right)
4. Mark absences/tardies as needed
5. Click Save (top right)

Adding Assignments

From Gradebook main screen –

1. Hover over Assignments button
2. Click Add Assignment
3. Select appropriate category

4. Enter assignment title in Description
5. Proposed due date:
 - a. Needs to fall into appropriate term
 - b. Auto posts in Family Access
6. Weight Multiplier – can count the score more than one time
7. Show Assignment Score As – from the drop menu

Suggestion: Use Score

8. To Add Assignments to Other Classes – Click the appropriate check boxes
9. Choose your save option

Editing Assignments

1. Click the assignment header (title)
2. Click Edit
3. Make all desired changes to the assignment.
4. Click Save

Deleting Assignments

1. Click the assignment title
2. Click Delete button at the right
3. When prompted, click OK NOTE: If this assignment has been assigned to multiple classes, select the other classes you want to delete from and choose your delete option (right side)

Entering Scores

Score Entry Method

From Gradebook main screen –

1. Click the Assignment title
2. Click Score Entry (right) and enter scores - The * means grade won't count
3. Add comments if desired - All comments auto-post to Family Access!!!
4. Click Save (top right)

Mass Assign Scores

From Gradebook main screen –

1. Click on the Assignment title
2. Click Mass Assign Score (right)
3. Under Mass Assign Options (far right), enter the score assigned to all students
4. Click Apply
5. Change individual scores as needed
6. Click Save (top right)

Quick Scoring Method

From Gradebook main screen –

1. Click on the Quick Scoring tab
2. Enter scores for any assignment(s) in gradebook
3. Choose save option

Restoring Deleted Assignments

From Gradebook main screen –

1. Click Display Options
2. Click Restore Deleted Assignments
3. Double-click Assignment Title under Description
4. Click Restore Assignment (far right)

Printing Reports

Pre-Made Templates – “canned” reports from which you can choose

From Gradebook main screen –

1. Hover your mouse over the Report tab
2. Click the report you would like to run
3. Choose the template you would like to use
4. Click the Print button
5. Wait for report to finish processing

6. Click the Display Report button
7. The report will open in PDF format. You can now view/print the report.

Suggestions:

Class Roster with Blank Columns

- a. Choose Grade Sheet Report
- b. Click CurrTerm; Blank Grade Sheet (any font size)

Student Information (Name, DOB, etc.)

- a. Click Class Roster
- b. Choose the template with the information you want included

Other Report Tips:

1. How long will my report stay in the queue? Two days
2. Can I view the print queue again after closing the window? Yes - From any screen, click My Print Queue (top right) to view the list.
3. How do I open the report again? From the Print Queue, double-click the Report Description.
4. Can I export to Excel for editing? Yes, some reports allow an Export to Excel. After selecting the template you want to use for your report, click the Export to Excel button (if available) to open it in a spreadsheet.

Added Students Scenarios

Transfer of Grades - Scenario #1: Student has transferred from one class period to another class period of the same teacher (course number must be identical).

1. Click the New button to transfer grades from the student's previous class.
2. Use Option #1 – Auto-Transfer Scores from Dropped Section of this Course. Assignments are matched if the following information is the same: Assignment Description, Due Date, Category, Max Score and Weight.
3. Click Transfer Matching Scores for Option #1.
4. Click Save.
5. Grades will then be automatically entered for all assignments that match the gradebook from the student's previous class.
6. If you want to get rid of the "New" button, click the New button next to the student's name in the gradebook.
7. On the next screen, uncheck the box titled Do not display NEW by this student's name.

Transfer of Grades - Scenario #2: A student has transferred from a class on the campus to any other class on the same campus.

1. Click the New button to transfer grades from a dropped course.
2. Use Option #2 – Transfer Assignment/Term Scores From a Dropped Class.
3. Click the dropdown menu and choose Assignment and Term Grades.
4. Click Select Dropped Class.
5. Select the dropped course from which you would like to transfer grades.
6. Click Manually Transfer Scores. This will allow you to select the assignments you want to bring over.
7. You will see the list of assignments in your gradebook. To pull a grade from the previous teacher's Gradebook, click on Grade in the assignment line.
8. You will then see a list of graded assignments from the dropped course. Click Transfer for the grade from the dropped course that you would like to transfer to the assignment in your gradebook. Their assignment may have the same or different title.
9. Click Save.

There are two scenarios when completing the transfer of grades:

- a. Scenario 1: All grades are transferred and there are no ungraded assignments left to transfer. When you have finished transferring the grades needed from the previous teacher's grade book, click Complete Assignment Scoring.
 - b. Scenario 2: You have transferred all of the grades that you need and there are still ungraded assignments for that student. You will need to click the button labeled- No Count Ungraded Assignment & Complete Assignment Scoring. This will change all of the student's ungraded assignments in your gradebook to "No Count."
10. Click Main Screen to return to the gradebook spreadsheet screen.
 11. The grades that you transferred from the student's previous class are now in your gradebook.
 12. If you want to get rid of the student's "New" button, click the New button next to the student's name in the gradebook.
 13. On the next screen, uncheck the box titled Do not display NEW by this student's name.

Add/Dropped Students

Transfer of Grades - Scenario #3: A student has transferred to the campus from another district.

Teachers will enter the "transfer" average given by the student's previous campus for every assignment grade in the current term up to the point where the student enrolls in the class. This will allow the student to begin the course with the same average they left their old campus with.

If you want to get rid of the student's "New" button:

1. Click the New button next to the student's name in the grade book.
2. On the next screen, uncheck the box titled Do not display NEW by this student's name.