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IHP
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Discipline
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Test Scores
Busing
Student Portfolio
Recommendations

Family Access History
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Gradebook
Message Center
Calendar
Reports
Information Report
Progress Report
Standards Report Card

How to Use This Guide

Accessing this Document

Click the main Teacher Guide link in SkyDoc.

Click the link for a specific area of the document.

Use the Help feature in the Skyward software to go directly to the section of the document related to the area you are in.

Navigation

From the main table of contents, click on the **Section Heading** to move to that area of the document.

Within each of the sections, click on the **Item Links** to drill down to the specific information you are looking for.

Conventions

The features and functionality described in this guide may vary depending upon your district/entity configuration.

****** Next to a field name indicates that a value must be entered in that field in order to save the current screen.

Overview

What Is Gradebook?

Gradebook is an online tool that allows you to track and record educational information about the students in your classes. You have the capability to maintain student grades and have the option to share them with parents and students through Family and Student Access. You may have differing functionality in Gradebook depending on the setup and security established by the district.

What Gradebook Does

- Reduces paperwork, leaving more time for you to teach.
- Allows you to enter, maintain, review and communicate student grades and progress information easily.
- Allows you to create and score events for students through the Gradebook.
- Makes student information available to you automatically.
- Allows you to view family, emergency and general information for your students through the Gradebook; allows you to view student attendance.
- Enhances communication between you, administrators, parents and students.

How Gradebook Works

- Gradebook setup is done at the district/entity level so the system is available and ready for you to use in the classroom.
- You are able to log in with a district-assigned user name and password.
- After opening My Gradebook, select the class you wish to work with.
- You can take attendance, create and score events, and run reports.

Login Screen

[Forgot Login/Password Link](#)

To access the Skyward Login screen, your district should supply you with the URL (address) to access it through a web browser.

District Link: The text that displays beneath the Skyward logo may be a link to another website, such as your district's home page.

Login ID: Enter the Login ID given to you by your district. Your ID may be any combination of alphanumeric and special characters and may include spaces. The Login ID is *not* case sensitive.

Password: If you were provided with a password with your Login ID, enter it exactly as it was given to you. The password may use alphanumeric and special character values, and *is* case sensitive. It is best to keep your password private. Upon logging in, you may be prompted to change your password right away. Individual districts define any special requirements for minimum character settings within a password.

Forgot your Login/Password?: This can be used to reset your password or retrieve your Login ID if you forget it. To use this option, you must know either your Login ID or the email address attached to your user account within Skyward. This option will be explained in more detail later in this guide.

Skyward Version Number: The series of numbers below the Forgot Password Link is used by Skyward Support to identify the version of the software your district is running.

Login Area: This area is used to select the part of the System you wish to log into. The options include: All Areas, Employee Access, Family/Student Access, or Secured Access. After selecting an area, you will be able to see only options that are part of the area you specified, with the exception of the All Areas option. Depending on the District Setup, you may be able to switch between the areas to which you have access. Your Gradebooks will be accessible from the All Areas or Secured Access areas.

Skyward, Inc.: The Skyward link at the bottom of the screen takes you to the Skyward.com home page.

Operating System/Browser Version: This area identifies the Operating System (such as Windows 7, Windows XP, OS X) and the Internet Browser and version number (such as Internet Explorer, Safari, Chrome) you are using to access your district's Skyward database. This can be helpful to Skyward Support when troubleshooting an issue with your software.

Sign In: Click this button to access the system after entering your Login ID and Password.

Using the Forgot Login/Password Link



The screenshot shows the 'Forgotten Login/Password Assistance' screen. At the top is the Skyward logo. Below it, the title 'Forgotten Login/Password Assistance' is displayed. A paragraph of text instructs the user to enter their email address or user name. Below this text is a reCAPTCHA challenge with the words 'meyword' and 'the'. A text input field contains 'meyword the'. Below the reCAPTCHA is a text input field for 'Email or User Name' with the value 'sample@skyawrd.com'. At the bottom are 'Submit' and 'Back' buttons.

When you click the Forgot Your Login/Password? link on the Login screen, a screen similar to this will pop up.

CAPTCHA: This feature is used to provide an extra level of security when requesting a Password Reset. Type the letters and/or numbers that appear in the box.

Email or User Name: Type either the email address that is attached to your account in Skyward or your Login ID.

Submit: Click this button and an email will be sent to the Email Address attached to your account, based on the email address or Login ID entered. There will be a link within that email to open a Reset Password screen as seen below.

Back: This button cancels the Forgot Your Login/Password? request and takes you back to the Login screen.

Forgotten Login/Password Assistance
Please enter a new password.

Name: **ANDREASCR, MARILEE**
Login: **amys**
New Password:
Confirm New Password: [Submit](#)

Minimum Password Length:
Number of Passwords Before Reuse:

Name Used As: **SECURITY USER**
EMPLOYER
EMERGENCY CONTACT
FOOD SERVICE CUSTOMER
FOOD SERVICE PAYOR
STAFF

This screen displays when you click the link in the email you received. If you forgot your Login ID, you can see it next to the Login field.

New Password: Enter the new password to be used with your account. The password must be different than the current one, and also must follow the requirements specified in Number of Special Characters Required (things like spaces and punctuation), Minimum Password Length, and Number of Passwords Before Reuse fields.

Confirm New Password: Re-enter your new password in this field. If this does not match the New Password field, you will be informed of that.

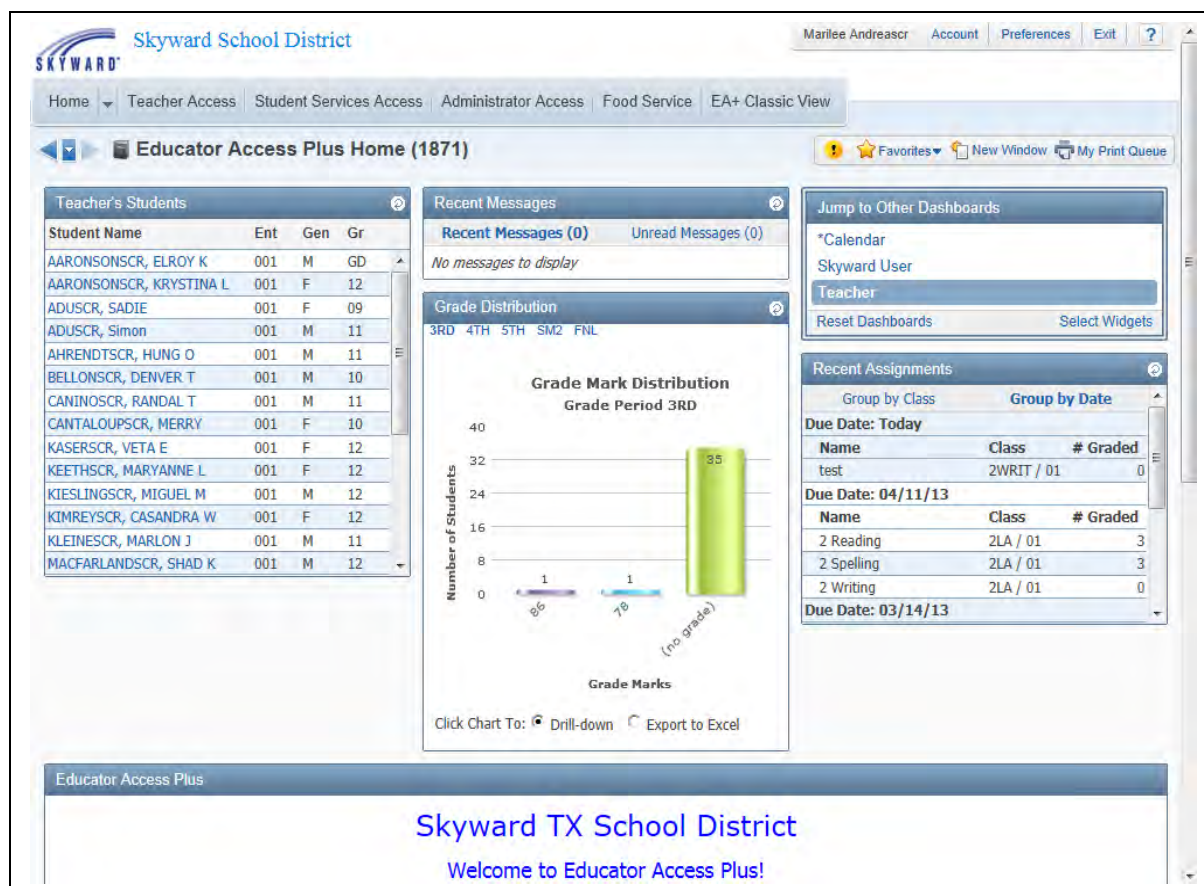
Name Used As: This area indicates any parts of the system in which the name connected to this Login ID is used. You may see Security User, Staff, or Guardian.

Submit: Click this button to save your password change. You return to the Login Screen where you can use the Login ID and Password you just confirmed.

Skyport Dashboard

Configuring Your Dashboard

Additional Options Available on the Dashboard



After you login to Skyward, this is always the first screen you will see. The SkyPort Dashboard allows you to navigate to the information you want to access for your students.

Configuring Your Dashboard

Select Widgets: Allows you to determine the information that displays on your Dashboard.

The screenshot shows the 'Dashboard Maintenance (419)' window with the 'Teacher' tab selected. The window is divided into three main sections for widget selection:

- Everyone's Widgets:** Includes items like Calendar Events, District Information, My Upcoming Meetings, RSS Feeds, Stephanie's Time Off Newsfeed, Task Manager, Weather, Daily Announcements Newsfeed, Lunch Menu Newsfeed, Notifications, School's Library Blog Newsfeed, Summertime Newsfeed, Vacation Newsfeed, and Web Favorites.
- Secured User Widgets:** Includes items like AP Invoices Awaiting My Approval, Budget Transfers Awaiting My Approval, Credit Card Activity Needs to be Submitted, Customer Access Requests, District IEP Manager Tracker, District News, District Print Queue Activity, Employee Pseudo Approval, Individual Case Manager Tracker, Journal Entries Awaiting My Approval, Last Five Logins, Open Database Transactions, Recent Programs, Skyward Twitter Feed, Task History, Unsent E-mails, Available Funds, Check Requests Awaiting My Approval, Credit Card Transactions Awaiting My Approval, District Case Manager Tracker, District Login History Graph, District Print Queue, E-mail Errors, Favorites, Individual IEP Manager Tracker, Jump To Other Systems, My Print Queue, Program Locator, SBAA PO's Awaiting My Approval, Student Locator, and Task Processes.
- Teacher Widgets:** Includes Grade Distribution, Recent Messages, Upcoming Assignments, Recent Assignments, and Teacher's Students.

Each widget has a checkbox and a star icon. A legend at the bottom indicates that a star icon indicates a widget marked as default by the district. On the right side of the window, there are buttons for Save, Add Dashboard, Rename Selected Dashboard, Delete Selected Dashboard, Reset Selected Dashboard, and Uncheck All Items.

The Widgets you see listed will depend upon the district setup. You will select the widgets you would like to utilize and click on **Save**.

Add Dashboard: Allows you to create additional dashboard views.

The screenshot shows the 'Add Dashboard' dialog box. It contains a text input field with the placeholder text 'Please enter the dashboard name:'. The text 'School Information' is entered into the field. Below the input field are two buttons: 'Save' and 'Back'.

You will need to enter the new dashboard name and click **Save**. After saving the dashboard name, you will then be able to select the widgets for your new dashboard.

Rename Selected Dashboard: Allows you to change the name of the dashboard.

Delete Selected Dashboard: Allows you to remove a dashboard.

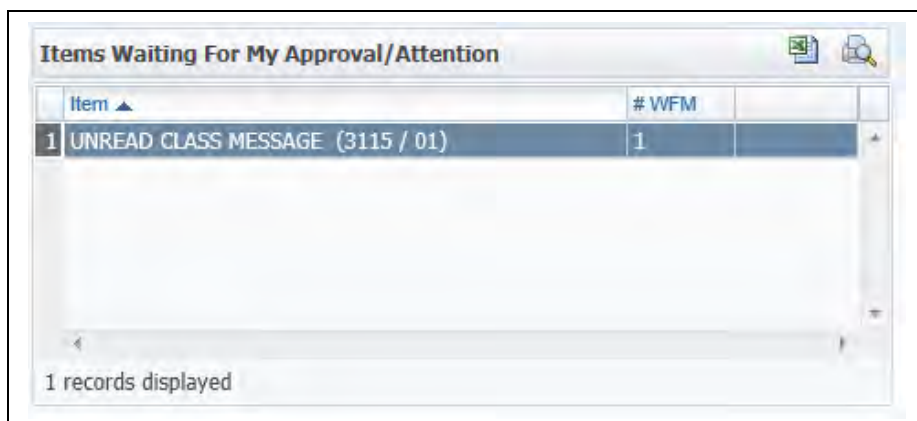
Reset Selected Dashboard: Allows you to reset the dashboard to the original defaulted widgets selected by the district.

Uncheck All Items: Deselects all of the widgets currently selected.

Additional Options Available on the Dashboard

Yellow Circle with ! (Alerts)

The Alert displays when a parent creates or responds to a Message Center message.



After clicking on the Yellow Circle Alert icon, you can click on the **Unread Class Message (3115/01)**.



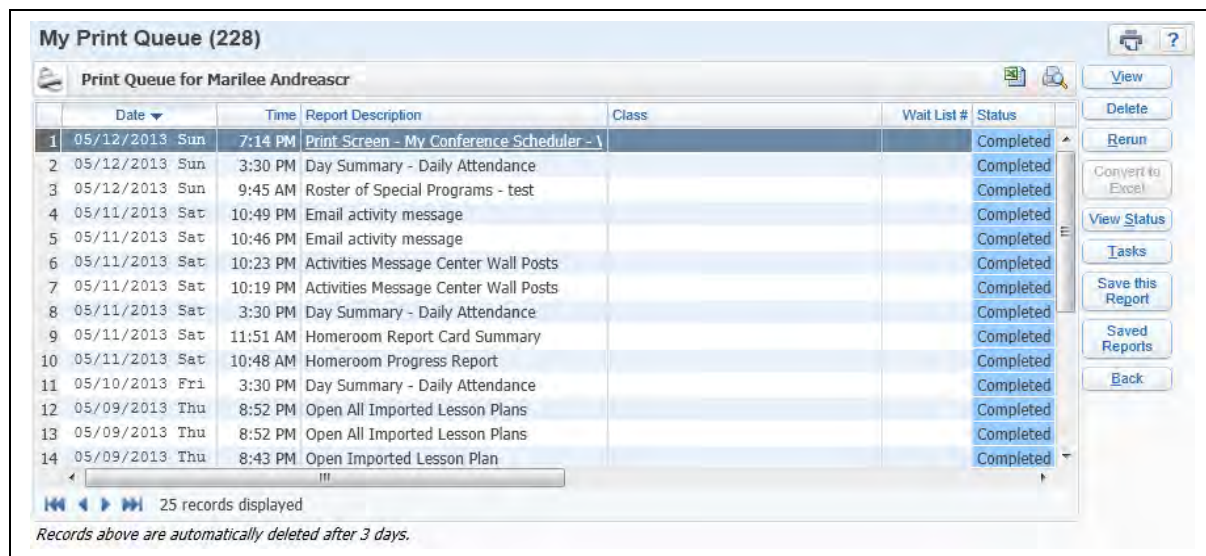
It will then take you the **Class Message** screen where you can read the message.

New Window

Allows you operate multiple windows. When you click on the **New Window**, another window will open and allow you to navigate to a different area of the software.

My Print Queue

Any process (report or utility) that you generate will run through your Print Queue. You can access the Print Queue from any screen as the button will always display in the upper right corner. Depending on the screen, the button may say 'My Print Queue,' but it could also just be the small printer icon as well. From this screen you can reopen the reports you previously ran, or review the status of a process run earlier. There is a district setting that controls how many days a report will remain available in your Print Queue, the number of days displays in the bottom left corner.



My Print Queue (228)

Print Queue for Marilee Andreascr

	Date	Time	Report Description	Class	Wait List #	Status
1	05/12/2013 Sun	7:14 PM	Print Screen - My Conference Scheduler - \			Completed
2	05/12/2013 Sun	3:30 PM	Day Summary - Daily Attendance			Completed
3	05/12/2013 Sun	9:45 AM	Roster of Special Programs - test			Completed
4	05/11/2013 Sat	10:49 PM	Email activity message			Completed
5	05/11/2013 Sat	10:46 PM	Email activity message			Completed
6	05/11/2013 Sat	10:23 PM	Activities Message Center Wall Posts			Completed
7	05/11/2013 Sat	10:19 PM	Activities Message Center Wall Posts			Completed
8	05/11/2013 Sat	3:30 PM	Day Summary - Daily Attendance			Completed
9	05/11/2013 Sat	11:51 AM	Homeroom Report Card Summary			Completed
10	05/11/2013 Sat	10:48 AM	Homeroom Progress Report			Completed
11	05/10/2013 Fri	3:30 PM	Day Summary - Daily Attendance			Completed
12	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
13	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
14	05/09/2013 Thu	8:43 PM	Open Imported Lesson Plan			Completed

25 records displayed

Records above are automatically deleted after 3 days.

Account

This option in the upper right corner can be selected to view the details of the account you are logged in as. You can view the login history of the account, change the account password from here (along with maintaining a separate Family Access Password if you are guardian as well), and maintain Browse Filters that take a long time to load.

Account Information (52)

 Back

Account Information

Name:

User Name:

Password Last Changed:

School Email:

Email:

Phone:

Address:

Family Access Wall Profile Picture

☒ Use Default icon

☐ Use Staff picture

☐ Select a custom picture

[Save](#)

[Change Password](#)

[Login History](#)

[Browse Filters](#)

[Complete your Skyward Training Evaluation](#)

Preferences

This button can be selected in the upper right hand corner and will allow you to setup options associated with your account. Changes here will not affect other users. Some of the things that can be done are changing your theme color from something other than Skyward Blue, turn on the ability to use the Check Spelling button and setup Accessibility Options to make the software easier to navigate.

User Preferences (33)




Miscellaneous Options

Theme Color:

☒ Blue
☐ Red
☐ Pink
☐ Green
☐ Purple
☐ Black

☒ Display **Check Spelling Button**
☒ Display **Open/Save Dialog** Before Displaying Reports
☒ Dim Background When Displaying Alerts
☐ Maximize Large Windows 
☐ Automatically Display Popup Browse Details On Mouseover
☒ Display Navigation Menu Paths 
☐ Disable Interface Animations 
☒ Display Browse Row Numbers 
☐ Enable Favorites Heads Up Display 
☐ Display Data Mining Favorites in General Favorites Menu

Favorites Shortcut Key: 

Spreadsheet Format:

Maximum EEL Results: (0 = Use District Setting)

Accessibility Options

☐ Show Icon Text 
☐ Use Larger Font Sizes 
☐ Use High Contrast Color Theme 
☐ Optimize for Screen Readers 
☐ Use Enhanced Keyboard Navigation 
☐ Display Tooltip for Element with Focus

Window Titles 

Entity

Description

Path

Menu ID

Release

Save

Reset

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Exit

You need to use this button when logging out of Skyward. It is best to use the navigation buttons (including the Sign Out) within the software to close windows instead of using the browser's close button (i.e the red X). This ensures that nothing on the current screen was setup/entered incorrectly or is missing if it was required.

Help (?)

You can use the Help icon (the "?" symbol) in the upper right corner to access Customer Access and SkyDoc. Customer Access, depending on how your district is setup could allow you to create a help ticket if something is not working as expected in the software. SkyDoc can be accessed to find Skyward's online documentation of the software.

Gradebook Selection Screen

Current/Prior Year Tab
Reports for All Classes
Posting Status

The screenshot shows the Skyward Educator Access Plus Dashboard. At the top, the user is logged in as Marilee Andreasc. The 'Teacher Access' menu is expanded, showing a list of options. A red arrow points to 'My Gradebook - MG'. The dashboard also displays a 'Grade Marks' chart area and a table of graded items.

Name	Class	# Graded
Worksheet 28.B	Band I / 01	0
Music Plan	Band I / 01	0
District Assessment	Band I / 01	0
District Assessment	Band I / 01	0
Due Date: 05/09/13		
Name	Class	# Graded
Composition Activity	Band I / 01	0

After logging into Skyward, you should see a screen similar to the one above. This is the Educator Access Plus Dashboard. To see your list of available Gradebooks, click **Teacher Access** and then select **My Gradebook**.

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
1	6	0	MTWRF	2LA / 01	2 Lang Arts		Secondary Gradebook
1	6	0	MTWRF	2READ / 01	2 Reading		Secondary Gradebook
1	6	0	MTWRF	2SPEL / 01	2 Spelling		Secondary Gradebook
1	6	0	MTWRF	2WRIT / 01	2 Writing		Secondary Gradebook
1	6	1	MTWRF	Band I / 01	Band I		Secondary Gradebook
1	6	2	MTWRF	TREND / 01	Trend		Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
1	6	4	MTWRF	1MUS / 01	1 Music		Standards Gradebook

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

This is the My Gradebook screen. From this screen, you are able to access all of your current classes' Gradebooks along with those from any past years during which you used the Skyward software. Classes will be grouped together based on the entity in which they are taught, so if you teach in multiple entities, your classes will be split into groups.

Current Year Classes: From this tab, you can see all Gradebooks for the courses you teach for the current school year.

Reports for All Classes: From this button, you can access reports that pull information from multiple classes at a time. The details of the reports will be covered in a later section of this guide.

Posting Status: From this button, you can quickly verify which student grades have been (or will be) sent to the office. You can also request grade changes for closed grading periods. The details of these options will be covered later in this guide.

Only Show Current Classes: You can use this link to hide classes that are not currently meeting (for example, hiding first semester courses during the second semester). This can help keep the screen cleaner and make it easier to find the class you are looking for.

Column Headings: All of the column headings above the list of Gradebooks can be used to sort records according to that field. By default, all Gradebooks are listed in order by the Period when they are taught. You could click on the Subject heading to group courses based on the subject codes attached.

Standards Gradebook: These links will take you into your Gradebook to maintain the data.

Prior Years Classes

Skyward School District

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

My Gradebook My Print Queue Back

Current Year Classes **Prior Years Classes**

102 Entity (102) Grades KG to 06

Year	Dept	Subject	Terms	Period	Days Meet	Class	Description	
2006	04	04	1 - 6	1	MTWRF	2SCI / 51	SCIENCE 2	View Secondary Gradebook
2006	01	01	1 - 6	2	MTWRF	2LANG / 52	LANGUAGE ART 2	View Secondary Gradebook
2006	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook
2006	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook
2007	01	01	1 - 6	1	MTWRF	2LANG / 51	LANGUAGE ART 2	View Secondary Gradebook
2007	01	01	1 - 6	1	MTWRF	2READ / 15	2READING	View Secondary Gradebook
2007	04	04	1 - 6	2	MTWRF	2SCI / 52	SCIENCE 2	View Secondary Gradebook
2007	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook
2007	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook
2008	01	01	1 - 6	1	MTWRF	2LANG / 51	LANGUAGE ART 2	View Standards Gradebook
2008	01	01	1 - 6	1	MTWRF	2READ / 15	2READING	View Secondary Gradebook
2008	04	04	1 - 6	2	MTWRF	2SCI / 52	SCIENCE 2	View Secondary Gradebook
2008	03	03	1 - 6	3	MTWRF	2MATH / 53	MATHEMATICS 2	View Secondary Gradebook
2008	05	05	1 - 6	4	MTWRF	2SOST / 54	SOCIAL STUDIES 2	View Secondary Gradebook

From this tab, you can see any Gradebooks from past school years. Any Gradebooks that were set up and used in previous years under your user account will display here. You can click the **View Standards Gradebook** link to get a standard view of the Gradebook at the end of that school year, but you will have no editing capabilities.

Main Screen My Print Queue Back

Events Grade Marks Reports Display Options **Historical Class from school year 2010**

			Q1 READING	Q1 READING Applies re	Drawi W07-T 09/29	Short W06-M 09/21	Short W05-M 09/14	Short W04-W 09/09	Vowel W03-M 08/31	Pract W02-T 08/27	Q1 READING Reads with	Quart W09-W 10/14	Q1 READING Understand
1	! Allbrookscr, Senaida A	525585	S+	+	+	+	+	+	+	+	+	+	+
2	Augustynscr, Rusty H	525687	S	+	+	+	+	+	+	X	+	+	+
3	Blattnerscr, Delma C	525784	S	+	+	+	+	/	+	+	/	/	/
4	Douttscr, Austin W	526288	S-	/	+	/	/	+	+	X	/	/	X
5	Elguezabalscr, Arturo L	526405	S+	+	+	+	+	+	+	+	+	+	+

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Gradebook Main Screen

[Class Information Link](#)
[Tabs](#)
[My Print Queue](#)
[Account Information](#)
[User Preferences](#)
[Sign Out](#)
[Help \(?\)](#)

The screenshot shows the Skyward School District Educator Access Plus Dashboard. The 'Teacher Access' menu is expanded, listing various tools. A red arrow points to 'My Gradebook - MG'. The dashboard also features a 'Grade Marks' chart and a table of graded items.

Name	Class	# Graded
Worksheet 28.8	Band 1 / 01	0
Music Plan	Band 1 / 01	0
District Assessment	Band 1 / 01	0
District Assessment	Band 1 / 01	0

Due Date: 05/09/13

Name	Class	# Graded
Composition Activity	Band 1 / 01	0

After logging into Skyward, you should see a screen similar to the one above. This is the Educator Access Plus Dashboard. To get to your list of available Gradebooks, click **Teacher Access** and then select **My Gradebooks**.

STANDARDS GRADEBOOK – TEACHER GUIDE

Skyward School District

Marlee Andreasch Account Preferences Exit ?

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

My Gradebook My Print Queue Back

Current Year Classes Prior Years Classes

Reports for All Classes Posting Status

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Secondary Gradebook
		1 - 6	0	MTWRF	2READ / 01	2 Reading	Secondary Gradebook
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Secondary Gradebook
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Secondary Gradebook
		1 - 6	1	MTWRF	Band 1 / 01	Band I	Secondary Gradebook
		1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
		1 - 6	4	MTWRF	1MUS / 01	1 Music	Standards Gradebook

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

This screen lists all the Gradebooks available to you. Click the **Standards Gradebook** link to the right of a class to open the Gradebook for the class.

This is the Gradebook Main screen. From this screen, you can see the students, the events and students grades for the class, and you can maintain the events and grades as well. The Gradebook can be set up, reports can be run, and attendance can be entered for the day. The details about all these tasks will be covered in upcoming sections of this guide.

From the Gradebook Main screen, you can also see the Subjects and Skills.

Subjects are the content areas you teach. The Subject columns in the Gradebook will display in color. Gradebooks can be set up with a single subject or multiple subjects, as displayed above.

Skills are the individual concepts on which students will be scored. They are identified by the colored diagonal lines on the Gradebook Main screen.

Any changes that need to be made for Subjects and Skills must be completed at the administration level.

Class Information link: You can click the Class Information link that appears beneath the Entity in the top left portion of the screen. In the example above, this is where you see **2LA / 1 Prd:0 2nd Grade Language Arts**. Clicking this link pulls up a screen that shows details about how the course, class/section, and meeting pattern are set up. Here is an example.

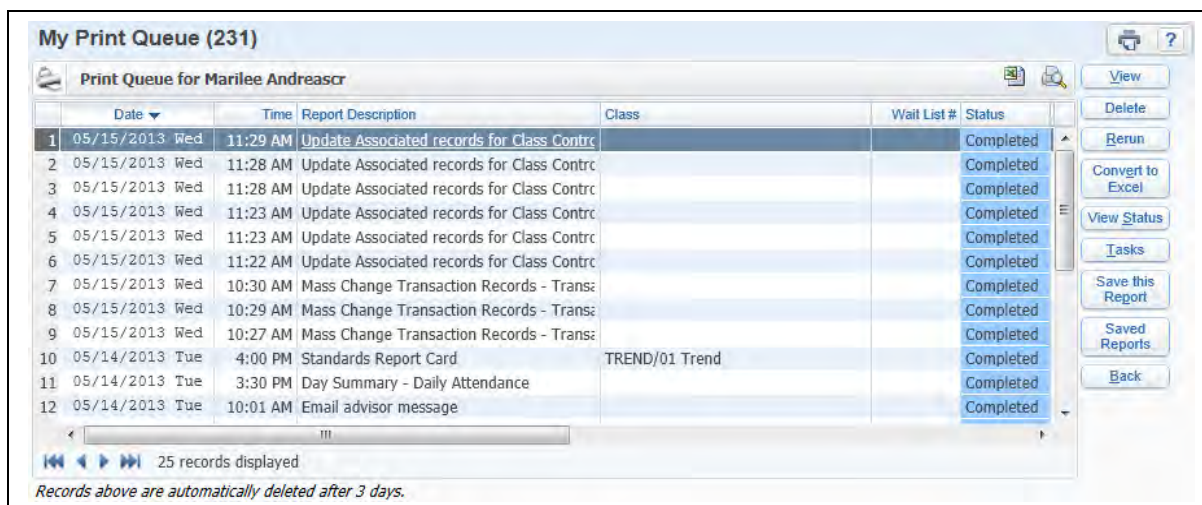
Class Information		View Teacher Scorecard
Teacher:	Marilee Andreasr	Email: m.andreasr@skyward.k12.wi.us
Entity:	001 Entity (001) Grades 9 to 12	
Academic Area:	1 Music	
Department:		
Subject:		
Schedule Terms:	1 - 6 09/01/2012 - 05/29/2013	
Days Meet:	MTWRF	
Period:	4	
Curriculum:		Time: 12:07am-12:08am
Course Status:	Active	Elective/Required: Required
Grade Set:	YEAR	Class Status: Active
Category:	Regular	Credits: 1.000
Room:		Fees: 0.00
Course Length:	Y=YEAR	Lunch Code:
Control Set Dates:	08/20/2012 - 05/29/2013	Control Set: YR=YEAR
Keep Attendance:	Yes	Keep Grades: Yes
Attendance Method:	Mixed	Grade Method: Mixed
Calendar:	001=Calendar (001)	Period Meet: Yes
Calendar Day:	05/15/2013 Found Count: 1	

Tabs: You can use the Tabs across the top of the Gradebook display to access other functionality within the Gradebook. Use of the tabs will be covered in detail in later sections of this guide.



My Print Queue: Any process (a report or a utility) that you initiate will run through your Print Queue. You can access the Print Queue from any screen since the button always displays in the upper right corner. Depending on the screen, the button may say My Print Queue, but you could see only the small printer icon.

From My Print Queue, as shown below, you can reopen reports you ran previously, or review the status of a process run earlier. There is a district setting that controls how many days a report will remain available in your Print Queue. This number of days displays in the bottom left corner.



Account Information: This button in the upper right corner of the Main screen can be selected to view details of the account you used to log in. You can review the login history of the account, change the account password (along with maintaining a separate Family Access Password if you are a guardian as well), and maintain Browse Filters that take a long time to load.

Account Information (42)

Account Information

Name:

User Name:

Password Last Changed:

School Email:

Email:

Phone:

Address:

Family Access Wall Profile Picture

☒ Use Default icon

☐ Use Staff picture

☐ Select a custom picture

[Complete your Skyward Training Evaluation](#)

[Save](#)

[Change Password](#)

[Login History](#)

[Browse Filters](#)

User Preferences: Select this button in the upper right hand corner of the Main screen to set up preferences for your account. Changes you make here will not affect other users. Some of the preferences you can set are: changing your theme color to something other than Skyward Blue, turning on the capability to use the Check Spelling button, and setting up Accessibility Options to make the software easier to navigate.

User Preferences (33)

Save
Reset

Miscellaneous Options

Theme Color:

☒ Blue	☐ Red	☐ Pink
☐ Green	☐ Purple	☐ Black

☒ Display **Check Spelling Button**
☒ Display **Open/Save Dialog** Before Displaying Reports
☒ Dim Background When Displaying Alerts
☐ Maximize Large Windows ?
☐ Automatically Display Popup Browse Details On Mouseover
☒ Display Navigation Menu Paths ?
☐ Disable Interface Animations ?
☒ Display Browse Row Numbers ?
☐ Enable Favorites Heads Up Display ?
☐ Display Data Mining Favorites in General Favorites Menu
 Favorites Shortcut Key: ?
 Spreadsheet Format:
 Maximum EEL Results: (0 = Use District Setting)

Accessibility Options

☐ Show Icon Text ?
☐ Use Larger Font Sizes ?
☐ Use High Contrast Color Theme ?
☐ Optimize for Screen Readers ?
☐ Use Enhanced Keyboard Navigation ?
☐ Display Tooltip for Element with Focus

Window Titles ?

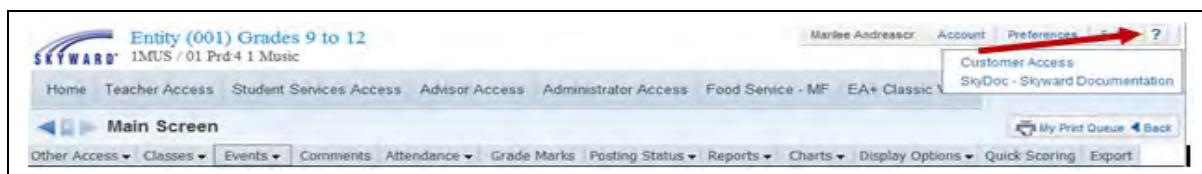
Entity
Description
Path
Menu ID
Release

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Sign Out: Use this button to log out of Skyward. It is best to use the navigation buttons (including Sign Out) within the software to close windows instead of using your browser's close button (the red X). This ensures that nothing on the current screen was set up/entered incorrectly or is missing if required.

Help (?): You can use the Help icon (the ? symbol) in the upper right corner to go to Customer Access and SkyDoc. Customer Access, depending on how your district is set up, could allow you to create a help ticket if something is not working as expected in the software. SkyDoc is Skyward's online documentation for the software.



Classes Tab

Entity (001) Grades 9 to 12
1MUS / 01 Prd:4 1 Music

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

Main Screen My Print Queue Back

Other Access Classes Events Comments Attendance Grade Marks Posting Status Reports Charts Display Options Quick Scoring Export

001 Entity (001) Grades 9 to 12								SM2 Music Perfo	SM2 Music Recog	SM2 Music Dist
Class	Description	Dept	Subject	Terms	Period	Days Meet	Gradebook			
2LA / 01	2 Lang Arts			1 - 6	0	MTWRF	Secondary			
2READ / 01	2 Reading			1 - 6	0	MTWRF	Secondary			
2SPEL / 01	2 Spelling			1 - 6	0	MTWRF	Secondary			
2WRIT / 01	2 Writing			1 - 6	0	MTWRF	Secondary			
3116 / 01	Wind Ensemble 2	10	10	1 - 6	0	MTWRF	Secondary			
3115 / 01	Wind Ensemble			1 - 6	1	MTWRF	Secondary			
Band 1 / 01	Band I			1 - 6	1	MTWRF	Secondary			
TREND / 01	Trend			1 - 6	2	MTWRF	Standards			
3117 / 01	Wind Ensemble 3	10	10	1 - 6	3	MTWRF	Standards			
1MUS / 01	1 Music			1 - 6	4	MTWRF	Standards			

002 Entity (002) Grades 7 to 12

Class	Description	Dept	Subject	Terms	Period	Days Meet	Gradebook
9400 / 01	AG MECHANICS I	12	12	1 - 6	2	MTWRF	Secondary

The Classes Tab is a tool for teachers to use if they have multiple classes and want to change to a different class Gradebook quickly. You can tell which Gradebook you are in by looking at the top of the screen.

Entity (001) Grades 9 to 12
1MUS / 01 Prd:4 1 Music

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

Main Screen My Print Queue Back

Other Access Classes Events Comments Attendance Grade Marks Posting Status Reports Charts Display Options Quick Scoring Export

001 Entity (001) Grades 9 to 12								SM2 Music Perfo	SM2 Music Recog	SM2 Music Dist
Class	Description	Dept	Subject	Terms	Period	Days Meet	Gradebook			
2LA / 01	2 Lang Arts			1 - 6	0	MTWRF	Secondary			
2READ / 01	2 Reading			1 - 6	0	MTWRF	Secondary			
2SPEL / 01	2 Spelling			1 - 6	0	MTWRF	Secondary			
2WRIT / 01	2 Writing			1 - 6	0	MTWRF	Secondary			
3116 / 01	Wind Ensemble 2	10	10	1 - 6	0	MTWRF	Secondary			
3115 / 01	Wind Ensemble			1 - 6	1	MTWRF	Secondary			
Band 1 / 01	Band I			1 - 6	1	MTWRF	Secondary			
TREND / 01	Trend			1 - 6	2	MTWRF	Standards			
3117 / 01	Wind Ensemble 3	10	10	1 - 6	3	MTWRF	Standards			
1MUS / 01	1 Music			1 - 6	4	MTWRF	Standards			

002 Entity (002) Grades 7 to 12

Class	Description	Dept	Subject	Terms	Period	Days Meet	Gradebook
9400 / 01	AG MECHANICS I	12	12	1 - 6	2	MTWRF	Secondary

Change classes by clicking the class you want to go to.

Entity (001) Grades 9 to 12
3117 / 01 Prd3 Wind Ensemble 3

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service - MF EA+ Classic View

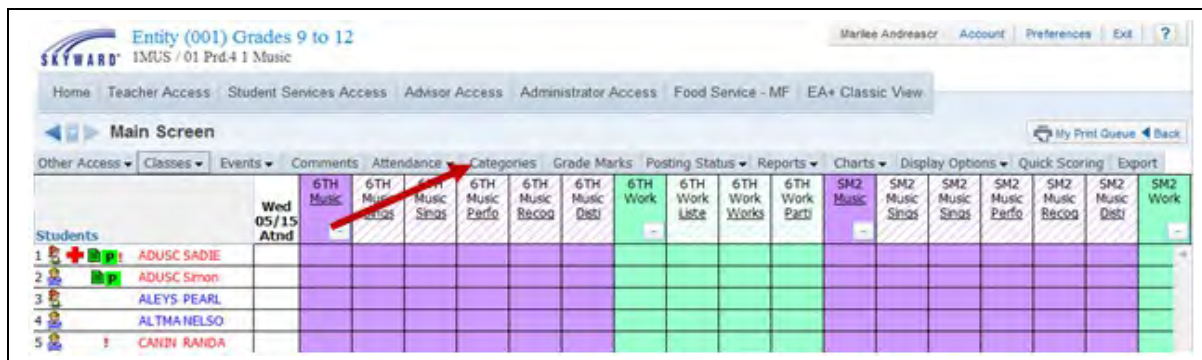
Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting Status ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

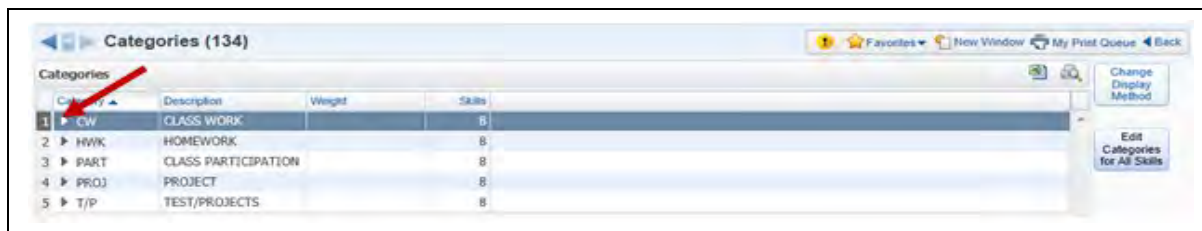
	Wed 05/15 Atnd	6TH Music	6TH Music Under	6TH Music Life	6TH Music Part	SM2 Music	SM2 Music Under	SM2 Music Life	SM2 Music Part	FNL Music	FNL Music Under	FNL Music Life	FNL Music Part
Students													
1. MACFA SHAD NEW													
2. MAIRE LINN NEW													

When you change classes, the Class Information at the top of the screen will change to the Gradebook you opened. The Classes Tab is a timesaving tool so you don't have to keep returning to the Gradebook Selection screen.

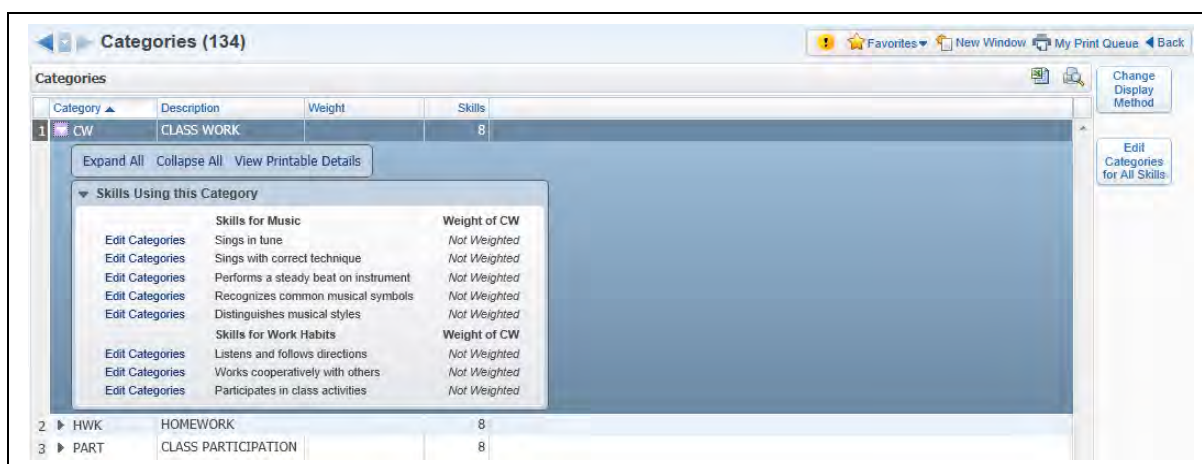
Categories Tab



Categories are an optional feature that can be used to assign Categories to Events. You see the Categories tab in the Gradebook only if administrators have selected and set up categories for this class.



After you click the **Categories** tab, you see the Category screen. The look of this screen will depend on the display method that has been selected. You can see the skills using the category by clicking on the arrow.



The category of “classwork” is being used by all of the skills listed. You can change the categories attached to a skill by selecting **Edit Categories**.

Category Grading

Skill: Sings with correct technique

Weighting: ☐ Use Category Weighting ☒ Use Total Points

Categories Selected: 5

Select Categories

Select All

Unselect All

Category	Description	Include
CW	CLASS WORK	☒
HWK	HOMEWORK	☒
PART	CLASS PARTICIPATION	☒
PROJ	PROJECT	☒
T/P	TEST/PROJECTS	☒

You can select the categories applied to the individual skill. After selecting the categories applied to the skill, click **Save**.

Change Display Method

Change Display Method

☒ Show Categories (skills listed beneath each category)

☐ Show Skills (categories listed beneath each skill)

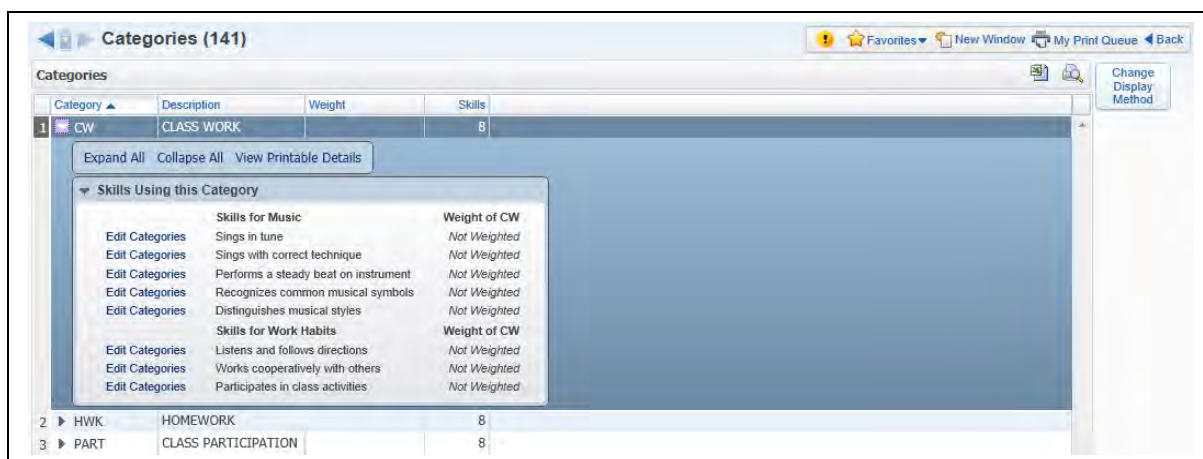
☐ Include skills that do not use categories

Apply

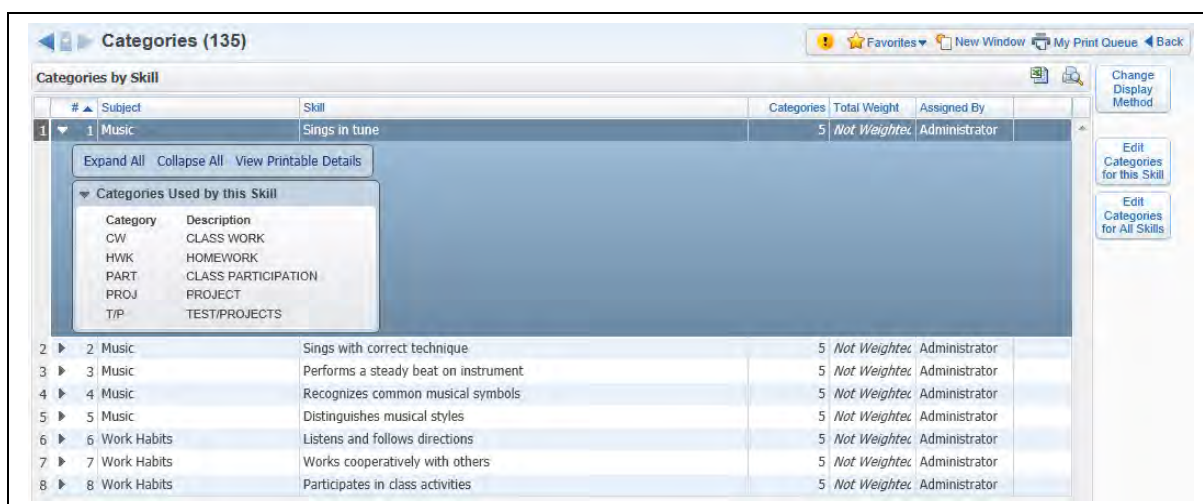
Back

Change Display Method allows you to determine whether categories or skills display on the Category Maintenance screen.

- **Show Categories (skill listed beneath each category):** Displays the Categories and, when expanded, each of the skills using the category.



- **Show Skills (categories listed beneath each skill):** Displays each of the skills and the categories attached to the skill.



Edit Categories for All Skills

This allows you to update the categories used for all skills at one time. This option is available only when you select to **Show Categories (skill listed beneath each category)**. Availability is also determined by the district Gradebook configuration.

Category Grading

Skill: All Skills with Categories

Weighting: ☐ Use Category Weighting ☒ Use Total Points

Categories Selected: 5

Select Categories

Select All

Unselect All

Category	Description	Include
CW	CLASS WORK	☒
HWK	HOMEWORK	☒
PART	CLASS PARTICIPATION	☒
PROJ	PROJECT	☒
T/P	TEST/PROJECTS	☒

Select the categories you would like to use in the Gradebook and click **Save**. The category of Homework cannot be unselected because it is currently attached to an event.

Edit Categories for this Skill

This option allows you to select the categories for the highlighted skill. This option is available only when you select **Show Skills (categories listed beneath each skill)**. Availability is also determined by the district Gradebook configuration.

Category Grading

Skill: Sings in tune

Weighting: ☐ Use Category Weighting ☒ Use Total Points

Categories Selected: 5

Select Categories

Select All

Unselect All

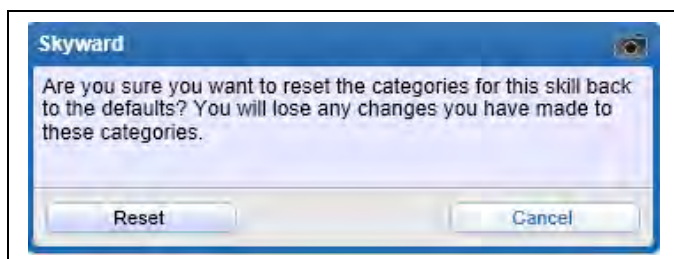
Category	Description	Include
CW	CLASS WORK	☒
HWK	HOMEWORK	☒
PART	CLASS PARTICIPATION	☒
PROJ	PROJECT	☒
T/P	TEST/PROJECTS	☒

Select the categories you want to use for this skill and click **Save**.

Subject	Skill	Categories	Total Weight	Assigned By
1 Music	Sings in tune	4	Not Weighted	Teacher
2 Music	Sings with correct technique	5	Not Weighted	Administrator
3 Music	Performs a steady beat on instrument	5	Not Weighted	Administrator
4 Music	Recognizes common musical symbols	5	Not Weighted	Administrator
5 Music	Distinguishes musical styles	5	Not Weighted	Administrator

After you click **Save**, the Assigned By field will reflect Teacher.

Reset to Default: Allows you to revert the categories for the skill to the setup when the gradebook was first accessed.



After clicking **Reset to Default**, you see this message. Click **Reset** to return the categories to the original setup. When you click **Reset**, the Assigned By field reverts back to Administrator.

Category Weighting

Category Weighting allows you to set a weight for the individual categories within a skill. The weight attached to each of the categories will then factor into the calculation of the skill grade. If you select to use Category Weighting, there is currently no way to view or report on how the categories are used in calculating the skill grade.



#	Subject	Skill	Categories	Total Weight	Assigned By
1	1 Music	Sings in tune	5	Not Weighted	Administrator
2	2 Music	Sings with correct technique	5	Not Weighted	Administrator
3	3 Music	Performs a steady beat on instrument	5	Not Weighted	Administrator
4	4 Music	Recognizes common musical symbols	5	Not Weighted	Administrator
5	5 Music	Distinguishes musical styles	5	Not Weighted	Administrator
6	6 Work Habits	Listens and follows directions	5	Not Weighted	Administrator
7	7 Work Habits	Works cooperatively with others	5	Not Weighted	Administrator
8	8 Work Habits	Participates in class activities	5	Not Weighted	Administrator

This is a sample of the Category Maintenance screen when category weighting has been enabled. The column **Total Weight** has been added to display whether category weighting will be used for a skill when selecting the display method of Show Skills.

Click **Edit Categories for this Skill** or **Edit Categories for All Skills**, depending upon the Display Method.

Category Grading

Skill: Sings with correct technique

Weighting: ☒ Use Category Weighting ☐ Use Total Points

Categories Selected: 5

Total Weight: 100.00 %

Select Categories

Select All

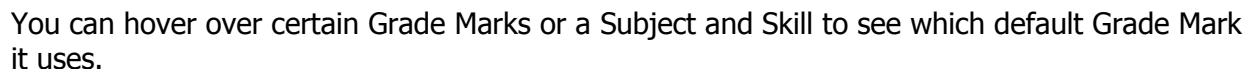
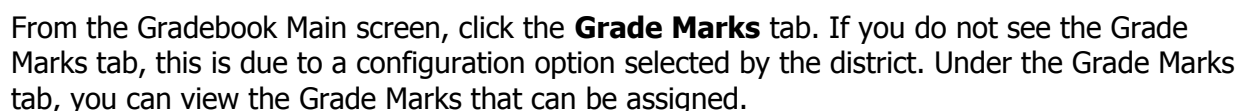
Unselect All

Category	Description	Current Percent	Include	Modified Percent
CW	CLASS WORK	0.00%	☒	20.00
HWK	HOMEWORK	0.00%	☒	20.00
PART	CLASS PARTICIPATION	0.00%	☒	20.00
PROJ	PROJECT	0.00%	☒	20.00
T/P	TEST/PROJECTS	0.00%	☒	20.00

You can then select **Use Category Weighting**. The option to change from Total Points to Category Weighting is available only during the first grading period. Once you complete the first grading period, the Weighting options will be grayed out and no modifications can be made.

Select Categories: Allows you to choose the categories and weighting to be used for the skill. Every selected Category should have a percentage assigned to it greater than zero.

After the categories have been selected and percentages assigned, click **Save**.



** Denotes Required Field to save screen.

Grade Marks

My Print Queue Back

Grade Marks

Hover over a grade mark group to see subjects/skills that use it

Mark	Description	Grade Value	Range	Default Value
O	Outstanding	100.00%	- 90.00%	95.00%
S	Satisfactory	89.99%	- 70.00%	80.00%
N	Needs Improve	69.99%	- 60.00%	65.00%
U	Unsatisfactory	59.99%	- 0.00%	30.00%

2 (+,/-)

Mark	Description	Grade Value	Range	Default Value
+	Strength	100.00%	- 90.00%	95.00%
/	Satisfactory	89.99%	- 70.00%	80.00%
-	Unsatisfactory	69.99%	- 0.00%	35.00%

3 (A,B,C,D,F)

Used for Subjective Grading?

Mark	Description
A	
B	
C	
D	
F	

4 ((+),(-))

Special Grade Mark Group

Select Students Select Subjects/Skills

Mark	Description	Grade Value	Range	Default Value
(+)	Credit	100.00%	- 60.00%	80.00%
(-)	No Credit	59.99%	- 0.00%	30.00%

Subjects and Skills

Hover over a subject/skill to see the grade mark group it uses

Subject/Skill	Grade Mark Group
Music	1 (O,S,N,U)
Sings in tune	2 (+,/-)
Sings with correct technique	2 (+,/-)
Performs a steady beat on instrument	2 (+,/-)
Recognizes common musical symbols	2 (+,/-)
Distinguishes musical styles	2 (+,/-)
Work Habits	
Listens and follows directions	3 (A,B,C,D,F)
Works cooperatively with others	3 (A,B,C,D,F)
Participates in class activities	3 (A,B,C,D,F)

The screen displayed above is an example of hovering over the Grade Marks to show the subject/skills using the Grade Marks.

Grade Marks

My Print Queue Back

Grade Marks

Hover over a grade mark group to see subjects/skills that use it

Mark	Description	Grade Value	Range	Default Value
O	Outstanding	100.00%	- 90.00%	95.00%
S	Satisfactory	89.99%	- 70.00%	80.00%
N	Needs Improve	69.99%	- 60.00%	65.00%
U	Unsatisfactory	59.99%	- 0.00%	30.00%

2 (+,/-)

Mark	Description	Grade Value	Range	Default Value
+	Strength	100.00%	- 90.00%	95.00%
/	Satisfactory	89.99%	- 70.00%	80.00%
-	Unsatisfactory	69.99%	- 0.00%	35.00%

3 (A,B,C,D,F)

Used for Subjective Grading?

Mark	Description
A	
B	
C	
D	
F	

Subjects and Skills

Hover over a subject/skill to see the grade mark group it uses

Subject/Skill	Grade Mark Group
Music	1 (O,S,N,U)
Sings in tune	2 (+,/-)
Sings with correct technique	2 (+,/-)
Performs a steady beat on instrument	2 (+,/-)
Recognizes common musical symbols	2 (+,/-)
Distinguishes musical styles	2 (+,/-)
Work Habits	
Listens and follows directions	3 (A,B,C,D,F)
Works cooperatively with others	3 (A,B,C,D,F)
Participates in class activities	3 (A,B,C,D,F)

The screen displayed above is an example of hovering over a skill to see the grade marks used for the skill.

Subjective Grading Grade Mark Group: Subjective Grading grades can be identified by the blue italicized “Used for Subjective Grading” label. You can see the number associated with this group (3) to the left of the grade marks. **Subjective Grading** does not use high/low values and is not included in calculations. You will not be able to create any events for a skill attached to a Subjective Grade Mark Group.

Grade Marks

Grade Marks

Hover over a grade mark group to see subjects/skills that use it

Mark	Description	Grade Value Range	Default Value
O	Outstanding	100.00% - 90.00%	95.00%
S	Satisfactory	89.99% - 70.00%	80.00%
N	Needs Improve	69.99% - 60.00%	65.00%
U	Unsatisfactory	59.99% - 0.00%	30.00%

2 (+, /, -)

Mark	Description	Grade Value Range	Default Value
+	Strength	100.00% - 90.00%	95.00%
/	Satisfactory	89.99% - 70.00%	80.00%
-	Unsatisfactory	69.99% - 0.00%	35.00%

3 (A,B,C,D,F)

Used for Subjective Grading [?]

Mark	Description
A	
B	
C	
D	
F	

4 ((+), (-))

Special Grade Mark Group

Select Students Select Subjects/Skills

Mark	Description	Grade Value Range	Default Value
(+)	Credit	100.00% - 60.00%	80.00%
(-)	No Credit	59.99% - 0.00%	30.00%

Subjects and Skills

Subjects and Skills

Hover over a subject/skill to see the grade mark group it uses

Subject/Skill	Grade Mark Group
Music	1 (O,S,N,U)
Sings in tune	2 (+, /, -)
Sings with correct technique	2 (+, /, -)
Performs a steady beat on instrument	2 (+, /, -)
Recognizes common musical symbols	2 (+, /, -)
Distinguishes musical styles	2 (+, /, -)
Work Habits	
Listens and follows directions	3 (A,B,C,D,F)
Works cooperatively with others	3 (A,B,C,D,F)
Participates in class activities	3 (A,B,C,D,F)

Special Grade Mark Groups: A Special Grade Mark Group can be identified by the blue italicized "Special Grade Mark Group" label. You can also see the number associated with the Special Grade Mark Group (4).

Grade Marks
Hover over a grade mark group to see subjects/skills that use it

Mark	Description	Grade Value Range	Default Value
O	Outstanding	100.00% - 90.00%	95.00%
S	Satisfactory	89.99% - 70.00%	80.00%
N	Needs Improve	69.99% - 60.00%	65.00%
U	Unsatisfactory	59.99% - 0.00%	30.00%

2 (+, -)			
Mark	Description	Grade Value Range	Default Value
+	Strength	100.00% - 90.00%	95.00%
f	Satisfactory	89.99% - 70.00%	80.00%
-	Unsatisfactory	69.99% - 0.00%	35.00%

3 (A, B, C, D, F)			
Used for Subjective Grading (?)			
Mark	Description		
A			
B			
C			
D			
F			

4 ((+), (-))			
Special Grade Mark Group			
Select Students Select Subjects/Skills			
Mark	Description	Grade Value Range	Default Value
(+)	Credit	100.00% - 60.00%	80.00%
(-)	No Credit	59.99% - 0.00%	30.00%

Subjects and Skills
Hover over a subject/skill to see the grade mark group it uses

Subject/Skill	Grade Mark Group
Music	1 (O, S, N, U)
Sings in tune	2 (+, -, f)
Sings with correct technique	2 (+, -, f)
Performs a steady beat on instrument	2 (+, -, f)
Recognizes common musical symbols	2 (+, -, f)
Distinguishes musical styles	2 (+, -, f)
Work Habits	
Listens and follows directions	3 (A, B, C, D, F)
Works cooperatively with others	3 (A, B, C, D, F)
Participates in class activities	3 (A, B, C, D, F)

Select Students: You can use this button to select the students you want to assign to this Special Grade Mark Group. Students who are assigned to a Special Grade Mark Group will be removed from their previous Grade Mark Group. Click **Save** after completing this screen.

Select Students for 4 ((+), (-))
Select students who should use the special grade mark group

Student
☐ ADUSCR, SADIE
☐ ADUSCR, Simon
☐ ALEYSR, PEARLY
☐ ALTMANNR, NELSON
☐ CANINOSR, RANDAL
☐ CERTSR, ANNIE
☒ LAMERSR, DANIEL
☒ LAVERSR, RAYFORD
☐ THENR, ROSALINE

Select Subject/Skills: You can use this button to select the different Subjects/Skills that you would like to use with this Special Grade Mark Group. Click **Save** after completing this screen.

Select Subjects/Skills for 4 ((+),(-))
Select subjects/skills to use the special grade mark group

Save
Back

Why are there subjects/skills that I can't select? ?

Subject/Skill	Grade Mark Group
☐ Music	1 (O,S,N,U)
☒ Sings in tune	2 (+,/-)
☒ Sings with correct technique	2 (+,/-)
☒ Performs a steady beat on instrument	2 (+,/-)
☒ Recognizes common musical symbols	2 (+,/-)
☒ Distinguishes musical styles	2 (+,/-)
Work Habits	
Listens and follows directions	3 (A,B,C,D,F)
Works cooperatively with others	3 (A,B,C,D,F)
Participates in class activities	3 (A,B,C,D,F)

Events

Add Event

List Events

Events in the Standards Gradebook are “assessments” for tracking student performance.

Add Event

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Events' tab is active, displaying a table with columns for 'Students', '6TH Music Recog', '6TH Music Dist', '6TH Work', '6TH Work Lase', '6TH Work Works', '6TH Work Part', 'SM2 Music', 'SM2 Music Score', 'SM2 Music Singe', 'SM2 Music Perfo', 'SM2 Music Recog', 'SM2 Music Dist', and 'SM2 Work'. A red arrow points to the 'Add Event' button in the top left corner of the grid.

Select **Add Event** from the Events tab.

The screenshot shows the 'Add Event' form in the Standards Gradebook software. The form is titled 'Event Maintenance' and has a navigation bar at the top with links: Home, Teacher Access, Student Services Access, Advisor Access, Administrator Access, Food Service - MF, and EA+ Classic View. The form itself is titled 'Add Event' and contains the following fields and options:

- Subject:** Music (dropdown menu)
- Skill:** Sings with correct technique (dropdown menu)
- Category:** PART - CLASS PARTICIPATION (dropdown menu)
- Description:** Observation (text field)
- Detailed Description:** Observation of Class (text field)
- Entered Date:** Wed, May 15 2013
- Assign Date:** May 15 2013 (calendar icon)
- Proposed Due Date:** May 15 2013 (calendar icon)
- Actual Due Date:** May 01 2013 (calendar icon)
- Grade Mark Group:** 2 (+, /, -) (dropdown menu)
- Weight Multiplier:** 1.00
- ☒ Post to Family Access
- ☒ Post to Student Access
- ☐ Use points to score this event
- ☐ Show Comments
- ☐ Show On Lesson Scheduler
- Enter max points possible:** 1
- Show Event Score As:** Grade Mark (dropdown menu)

Buttons on the right side of the form include: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), Options, and Check Spelling.

****Subject:** Select a subject from the drop-down menu. The subjects displaying are set up by the district administrator.

****Skill:** Select a skill from the drop-down menu. The skills that appear in this area depend on the subject selected.

Category: Select a category code from the drop-down menu. Note: The event category codes are maintained by the administration. The Category drop-down menu displays because of the district gradebook setup.

****Description:** Enter the description of the event (maximum of 30 characters).

Example: Spelling Test, Worksheet 1B

Detailed Description: Enter a detailed explanation of the event (maximum of 300 characters). The Detailed Description can be viewed within Family and Student Access. Click the icon to access a larger window for descriptive details.

Example: Spelling Test covering household objects

****Assign Date:** Enter the date the event was given to the students; it defaults to the current date.

****Proposed Due Date:** Enter the date you anticipate that the event will be due. You can enter future Assign and Proposed Dates; this allows the event to display as a future event in Family and Student Access.

Actual Due Date: Date entered for event receiving an extension. An example of when you would enter an Actual Due Date is when you had an inclement weather day or if you just did not get to that event on the proposed due date. The Actual Due Date will supersede the proposed due date.

Grade Mark Group: The Grade Mark Group assigned to this event appears here. The Grade Marks that appear here are what can be used for grading the event. Availability of a Grade Mark Group for an event will depend upon the district Gradebook setup.

****Weight Multiplier:** This typically remains at “1” unless you wish to adjust event value for varying difficulty in events. Availability of the Weight Multiplier option will depend upon the district Gradebook setup.

Example: Event has a maximum score of 100. If you change the Weight Multiplier field to .5, the event is given half the value and would have a maximum score of 50. By changing the Weight Multiplier to 2, the event maximum score would double to 200.

Use points to score this event: If flagged, you can enter the maximum value a student may receive for the event; extra credit should not be included in this number. The option to use points will depend on how the gradebook was set up by administrators. If you do not select to use points to score this event, you will subjectively score the students with a Grade Mark instead of numeric score. Depending upon the gradebook setup, you might not have a choice to use points. In this case, you will just see an option for **Enter Max Points Possible**.

Post to Family Access: Select this option to post the event information to Family Access. Any event that counts towards the student’s overall grade for the course should have the option selected to Post to Family Access because Family Access creates its own calculation based on the events posted to Family Access. If you are unable to deselect Post to Family Access, it is because entity administrators decided to have all events posted to Family Access automatically.

Post to Student Access: Select this option to post the event information to Student Access. Any event that counts towards the student’s overall grade for the course should have the option selected to Post to Student Access because Student Access creates its own calculation based on the events posted to Student Access. If you are unable to deselect Post to Student Access, it is because entity administrators chose to have all events posted to Student Access automatically.

Show Event Score As: Allows you to determine how the event will display on the Gradebook Main screen. Options include:

- Grade Mark – Displays the grade mark earned on the event
- Percent – Displays the student’s percentage for the event
- Score – Displays the student’s score for the event
- Check – Displays a check mark for any student who has a score for the event

The options you see will depend on the calculation criteria established for the Gradebook.

Show Comments: Allows you to display the free-form comment entered when scoring the event.

Show on Lesson Scheduler: Allows you to display the event on the Lesson Scheduler. This option will be available only if the Lesson Plan module has been purchased.

Select the Skills where this Event should be added ?				
Max Points	Subject	Skill	Academic Area	
☐ 1	Music	Sings in tune	1 Music	
☒ 1	Music	Sings with correct technique	1 Music	
☐ 1	Music	Performs a steady beat on instrument	1 Music	
☒ 1	Music	Recognizes common musical symbols	1 Music	
☐ 1	Music	Distinguishes musical styles	1 Music	
☐ 1	Music	Understands and applies concepts	Wind Ensemble	
☐ 1	Music	Listens to and follows directions	Wind Ensemble	
☐ - Indicates the selected Due Date is not in the Terms the Skill is graded for				

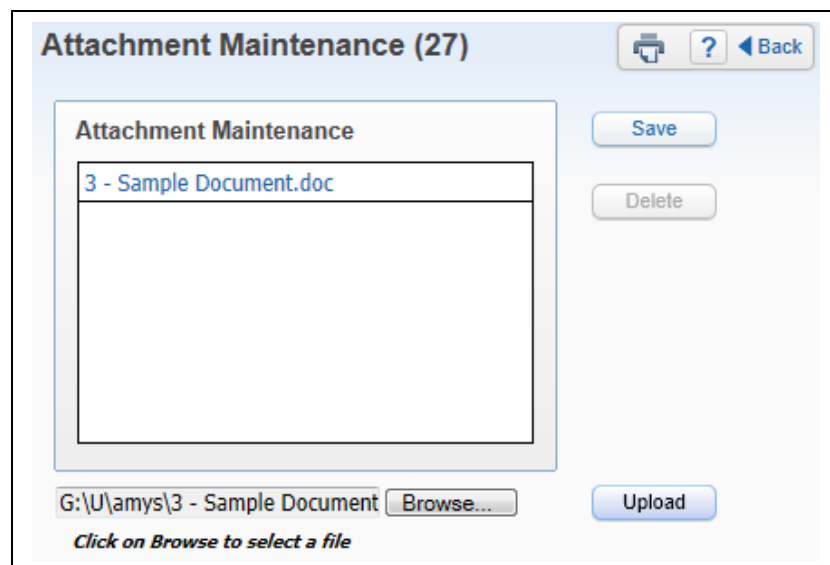
Select the Classes where this Event should be added ?								
Entity	Dpt	Sbj	Terms	Prd	Days Meet	Class	Description	Academic Area
☐	001		1 to 6	2	MTWRF	TREND / 01	Trend	Trend
☐	001	10	1 to 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Wind Ensemble
☒	001		1 to 6	4	MTWRF	1MUS / 01	1 Music	1 Music
☐ - Indicates a Class that does not contain the selected Assign and Due Dates								

****Select the Skills where this Event should be added:** Check the box to the left of any skill(s) that will be using the same event information. If a skill is grayed out, it indicates that the selected Due Date does not have that skill in that grading period. When selecting additional skills, you are allowed to enter separate point values for each skill.

Select the Classes where this Event should be added: Check the box to the left of any class(es) that will be using the same event information. If a class is grayed out, it is because the class does not contain the selected Assign and Due Dates. If you select a class or skill from a different Academic Area, make sure that you select a corresponding class or skill from the same Academic Area so the event can be added to the class. Capability to select additional classes will depend upon district Gradebook configuration.

Buttons found on the right side of the Add Event screen:

Attach: Allows you to attach a file to this event. This option can be an effective method of communicating worksheets and homework questions to absent students because the attachment displays in Family and Student Access. Availability of this option will depend upon the district Gradebook setup.



Options: Allows you to make this event an online event that can be completed through Student Access. This option will be discussed later in this guide under Miscellaneous Options.

Event Save Options:

Save and Back: This option saves the event and goes back to the Gradebook Main screen.

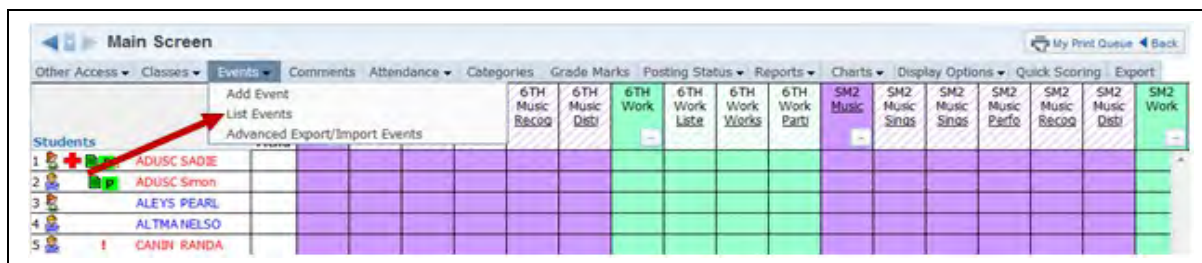
Save and Another: This option saves the current event and allows you to create another event.

Save and Score: Allows you to save the current event and then go directly to the score entry screen.

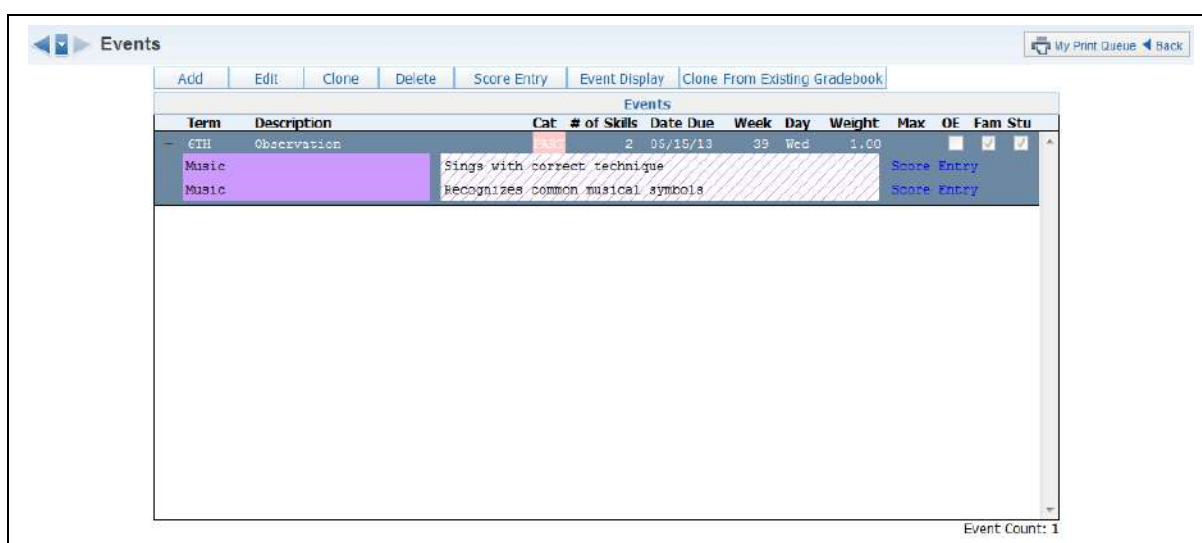
Undo: This will undo all current event entries and return to the Gradebook screen.

Back: This will return you to the Gradebook screen without saving any of the current event entries.

List Events



Select **List Events** from the Event Tab.



Add: Allows you to create a new event. You can find information about fields to complete when adding an event in the Add Event section of this guide.

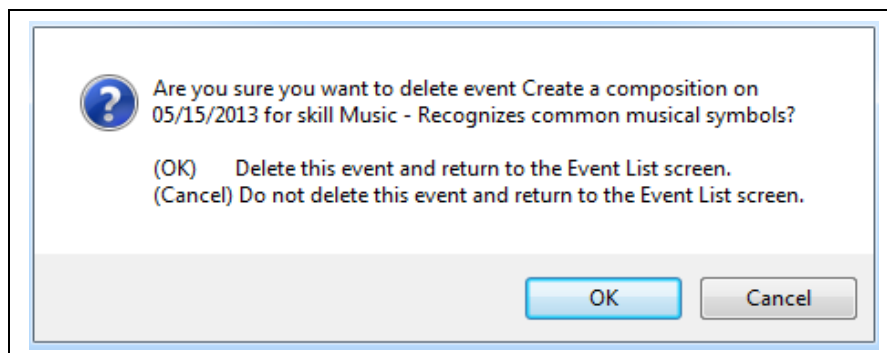
Edit: Allows you to make modifications to an existing event; all fields can be modified. If an event was added to multiple classes and you need to modify the event, it will be necessary to access each class and edit the event to make the change.

Clone: Allows you to copy an event within the same class or to another class.

Example: Weekly Spelling Test – You can clone this event from week to week and just modify the date.

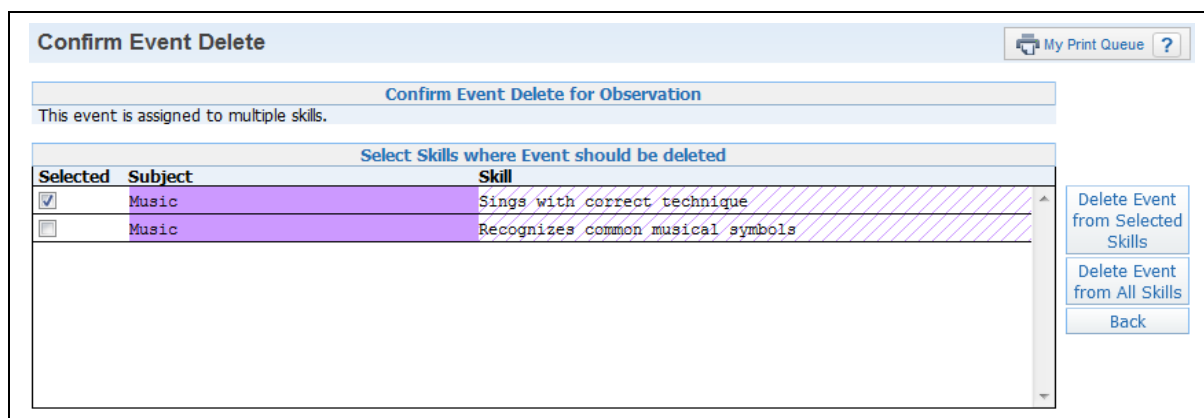
Delete: This allows you to delete an event and any student grades associated with the event. If an event is incorrectly/accidentally deleted, you can use the Restore Deleted Events tool under Display Options.

Deleting an Event attached to Single Skill



When you delete an event attached to a single skill, you see this message. Click **OK** to delete the event.

Deleting an Event attached to Multiple Skills



When you delete an event attached to multiple skills, you see the screen above.

Delete Event from Selected Skills: Allows you to choose specific skills from which the event will be deleted.

Delete Event from All Skills: Allows you to delete the event from all skills listed.

Event Display: Allows you to customize how events display on the Gradebook Main screen and provides options for managing event score settings. You can find more information regarding Event Display in the Display Options area of this guide.

Clone From Existing Gradebook: Allows you to copy one or more events from a current year or historical Gradebook of your own or copy an event from another teacher's Gradebook (depending upon the district configuration). When selecting this option, you must be in the Gradebook where you want the event created.

Clone from another Gradebook Process

Step 1: Select a Gradebook to clone events from or to select from other teacher's Gradebooks click "Select Different Teacher".

Next

Back

Select Different Teacher

Gradebooks										
Year	Entity	Class	Description	Dept	Subj	Prd	Terms	# Events		
☒	2013	001	1MUS / 01	1 Music			4	1 to 6	3	▲
☐	2013	001	3117 / 01	Wind Ensemble 3	10	10	3	1 to 6	2	
☐	2013	001	TREND / 01	Trend			2	1 to 6	4	
☐	2008	102	2LANG / 51	LANGUAGE ART 2	01	01	1	1 to 6	39	

Step 1 – Select the Gradebook with the events you want to clone. You can select from a prior year Gradebook, current year Gradebook or another teacher's Gradebook. You might not see the **Select Different Teacher** button due to the district's configuration setup. After selecting the Gradebook, click the **Next** button.

Course: **1MUS / 01 1 Music**

Teacher(s): **MARILEE ANDREASCR**

Step 2: Select Events to clone to your Gradebook

[Clone from another Gradebook Process](#)

[Next](#)

[Back](#)

[Check All](#)

[Uncheck All](#)

Events							
Term	Week	Day	Event Description	Subject	Skill	Max	Weight
☐	6TH	39	Wed	Observation	Music	Sings with correct tech	1.00
				Music	Recognizes common music		
☒	6TH	39	Wed	Create a composition	Music	Recognizes common music	1.00

Number of Events in current Gradebook: **3**

Number of Events selected to clone: **1**

Number of total Events after clone: **4**

Step 2 – Select the events you want to clone; all events are defaulted to selected. You can click the **Uncheck All** button to select individual events. You are able to clone an event only when you have the identical category assigned to your class. After selecting the events, click the **Next** button.

Course: **1MUS / 01 1 Music**

Teacher(s): **MARILEE ANDREASCR**

Step 3: Events selected to clone to your Gradebook

[Clone from another Gradebook Process](#)

[Finish](#)

[Prev](#)

[Back](#)

Events							
Date Due	Week	Event Description	Subject	Skill	Max	Weight	
Wed, May 15 2013	39	Create a composition	Music	Recognizes common mus		1.00	

Number of Events in current Gradebook: **3**

Number of Events selected to clone: **1**

Number of total Events after clone: **4**

Step 3 – You see the event(s) you selected in the previous step. This screen allows you to change the Due date of the event(s). After verifying the due dates of the event(s), click the **Finish** button.

Term	Description	Cat	# of Skills	Date Due	Week	Day	Weight	Max	OE	Fam	Stu
6TH	Create a composition	PROJ	1	05/15/13	39	Wed	1.00		☐	☒	☒
6TH	Music	Recognizes common musical symbols									
6TH	Create a composition	PROJ	1	05/15/13	39	Wed	1.00		☐	☒	☒
6TH	Music	Recognizes common musical symbols									
6TH	Observation	PART	2	05/15/13	39	Wed	1.00		☐	☒	☒

The event has now been cloned into the selected Gradebook.

Advanced Export/Import Events

Advanced Export/Import Events allows you to export a file of selected events. After scores have been entered into the csv file, you can then import the same events with scores back into the Gradebook. This option will be discussed later in this guide under Scoring Events.

Scoring Events

List Events

Event Header (Show Event Score History)

Score Cell Entry

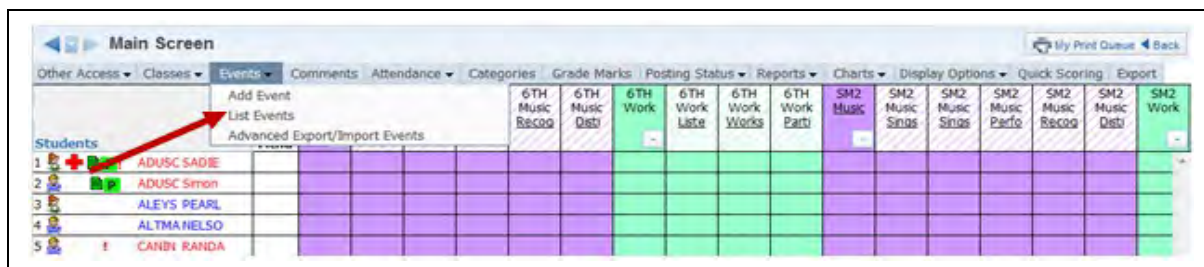
Quick Scoring

Advanced Export/Import Assignment Scores

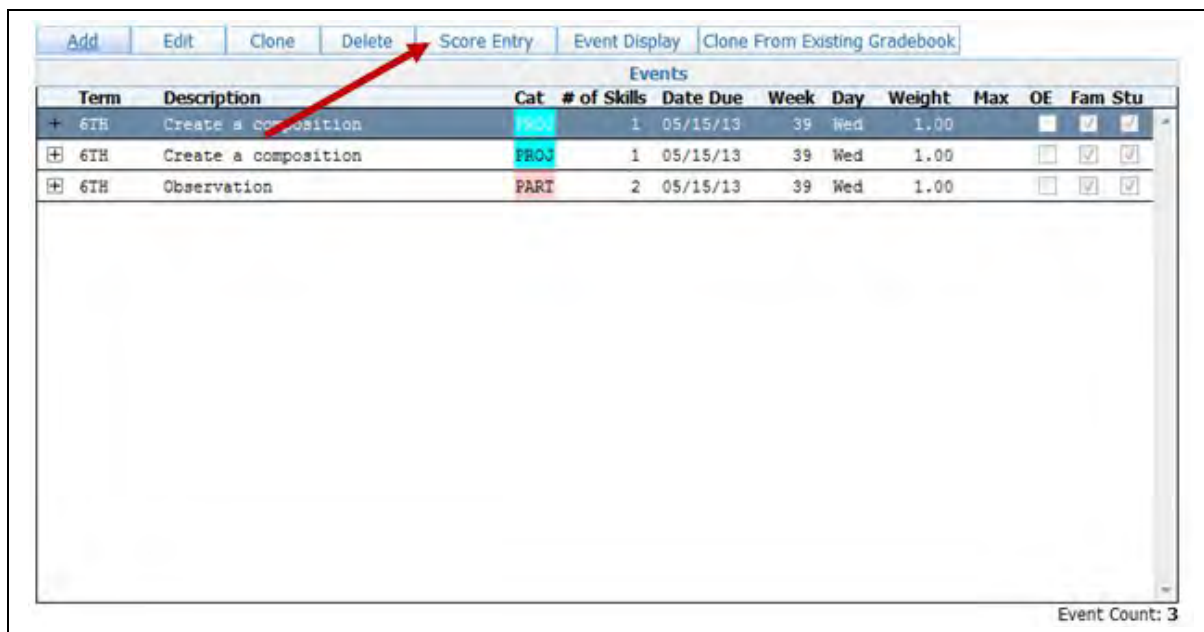
Mouse Over of bold Event scores

Why do events have red hash marks?

Scoring Event from List Events



Select **List Events** from the Events tab.



Highlight the Event you want to score and click the **Score Entry** button. When scoring events, there are two different score entry screens that may display depending on the setup of the event and the event display options selected.

Single Skill Event Score Entry

Event Grade Entry

6TH Music

Recognizes common musical symbols

Max: 100 Week 39 - Wednesday - 05/15/2013

Create a composition

0 un-scored students: Mark un-scored as 0 and Missing

Students	Absent	Score	%	Special Code	No Modified	No Count	Missing	Comment
1 ADUSC SADIE		*				☒		
2 ADUSC Simon		87	87					
3 ALEYS PEARL		98	98					
4 ALMA NELSO		85	85					
5 CANIN RANDA		87	87					
6 CERTS ANNIE		0	0				☒	
7 LAMER DANIE		96	96					
8 LAVER RAYFO		86	86					Original Score was 56
9 THENS ROSAL		74	74	LTE				

Change blank comments to:

Hide Mass Assign Options

Assign All Scores to: 100 out of 100

Adjust All Scores by: 0 points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

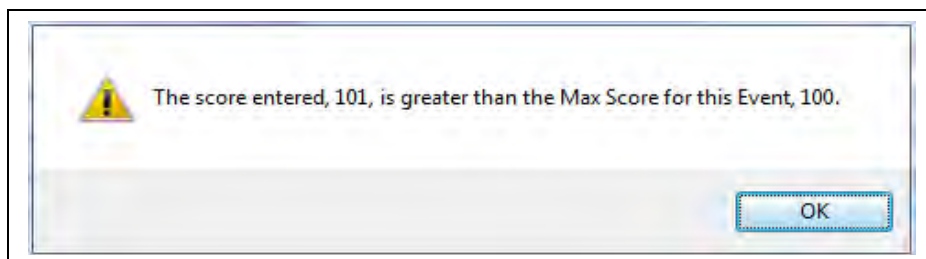
Apply

Show Grade Marks

Show Special Codes

You can navigate through the fields by using the Tab key to move across and the Enter key to move down. You can also use the arrow keys for field navigation on the screen.

Score: Enter the student's score for the event. If you do not enter a score for a student, it does not count for the student's grade. When entering scores, you can exceed the maximum score. If you exceed the maximum score, you will receive the following pop-up message:



This warning message is just to alert you that you have exceeded the maximum score for the event. After you click **OK**, the score will display in the score entry cell and be used in calculations. If you do not want this message to display, you can disable the message under Event Display found in the Display Options.

Special Code: These codes help you to determine why you gave the student that specific score. Special Codes are maintained at a district level by administration. You can find a list of Special Codes on the right side of the screen.

Modified: This option allows you to flag an event score to reflect a modification of the event. If this flag is used for an event, it will display the Grade Mark earned followed by "M" on the Gradebook Main screen, on Reports and in Family/Student Access. The availability of the option depends upon the district Gradebook setup.

No Count: You can use No Count if any student is exempt from the event. By using No Count, the event doesn't count for or against the student's grade.

Missing: You can use Missing to indicate that the event has not been turned in yet. By using Missing, the event doesn't count against the student's grade. For the grade to reflect the missing event, you would need to enter a score of zero.

The screenshot shows the '6TH Music' section of the Standards Gradebook. It includes a 'Recognizes common musical symbols' event with a maximum score of 100, scheduled for Week 39 on Wednesday, 05/15/2013. A red arrow points to the 'Mark un-scored as 0 and Missing' button, which is highlighted. Other buttons visible include 'Prev', 'Next', 'Post to Family Access', 'Post to Student Access', 'Save', 'Undo', 'Back', and 'Create a composition'. Below the buttons, a table header is partially visible with columns: Students, Absent, Score, %, Code, Modified, Count, Missing, Comment.

Mark unscored as 0 and missing: After you have completed the scoring of an event, you can use this option to flag all students (who have an * in the score cell) as Missing and enter a zero in the score cell.

Comment: You can enter a free-form comment to help remember why a score was given or to record a comment regarding the student's work on an event. Every time you save a comment, it is added to the Event Comment Bank found in the Display Options.

Mass Assign Options

Assign all Scores to: This option fills all students' score cells with the indicated score. If scores have been entered previously and you wish to replace those scores with the new value, select **Overwrite Scores**.

Adjust All Scores: This option modifies all student scores by the indicated amount. The adjustment will work for both positive and negative values.

Remove All Scores: Deletes the event score for all students.

Set All to No Count: Selects the **No Count** field for all students. This could be used if you created an event for tracking purposes (for example, a pre-test). You want to record the scores but not have them count towards the students' grades.

Remove All No Count: Removes the **No Count** field for all students.

Remove All Missing: Removes the **Missing** field for all students. If you no longer accept the event for a score, you can mass remove the Missing field for the event.

Multiple Skill Event Score Entry

You can use the Multiple Skill Event Score Entry screen to score events attached to single or multiple events.

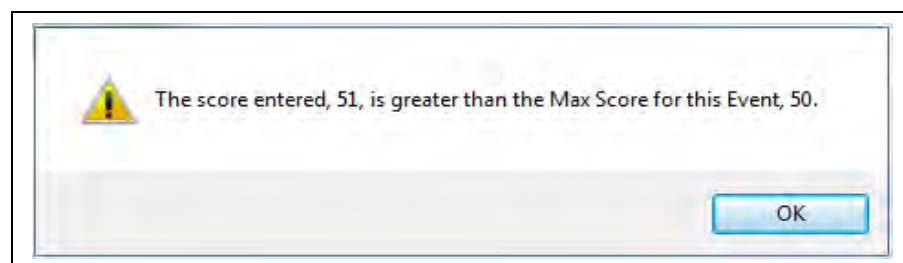
Students	Score All	6TH Music Sings	6TH Music Recog
1 ADUSC SADIE		50	40
2 ADUSC Simon		45	41
3 ALEYS PEARL		48	46
4 ALTMA NELSO		40	45
5 CANIN RANDA		42	47
6 CERTS ANNIE		46	40
7 LAMER DANIE		35	45
8 LAVER RAYFO		50	46
9 THENS ROSAL		42	46

Score Entry

You can navigate through the fields by using the Tab key to move across and the Enter key to move down. You can also use the arrow keys for field navigation on the screen.

Score All: When you fill in this column with a grade for a student it will carry throughout all of the skills in that row for that student. If you flag Overwrite, then the score given in that column will overwrite any previously-entered grades in that row.

Score: Enter the student's score for the event. If you do not enter a score for a student, it does not count in the student's grade. When entering the scores, you can exceed the maximum score. If you exceed the maximum score, you will receive the following pop-up message:



This warning message is just to alert you that you have exceeded the maximum score for the event. After you click **OK**, the score will display in the score entry cell and be used in the calculation. If you do not want this message to display, you can disable the message under Event Display found in the Display Options.

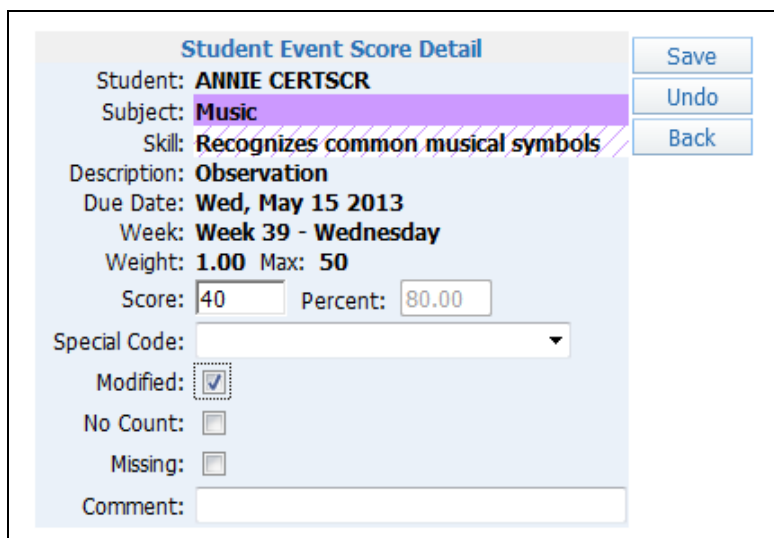
Buttons found on the right side of this screen:

Back: Takes you back to the List Events screen and does not save changes.

Save: Saves the work on this page and remains on this page.

Save and Back: Saves the work on this page and takes you back to the List Events page.

Undo: Undoes all current entries and stays on the current page.



Student Event Score Detail

Student: **ANNIE CERTSCR**

Subject: **Music**

Skill: **Recognizes common musical symbols**

Description: **Observation**

Due Date: **Wed, May 15 2013**

Week: **Week 39 - Wednesday**

Weight: **1.00** Max: **50**

Score: Percent:

Special Code:

Modified: ☒

No Count: ☐

Missing: ☐

Comment:

Buttons: Save, Undo, Back

Show 'Cell' Details: This screen displays the Student Event Score Detail. The event and student displayed depends on the cell you were in when you selected the option. This screen allows you to see details of the event as well as grading options that may not have been available on the previous screen. You can also display the Student Score Detail screen by double clicking on the score cell.

Mass Assign Options

Assign all Scores to: Fills all students' score cells with the indicated score. If scores have been previously entered and you wish to replace those scores with the new value, select **Overwrite Scores**.

Adjust All Scores: Modifies all student scores by the indicated amount. The adjustment will work for both positive and negative values.

Remove All Scores: Deletes the event score for all students.

Set All to No Count: Selects the **No Count** field for all students. This could be used if you created an event for tracking purposes (such as a pre-test). You want to record the scores but not have them count towards the students' grades.

Remove All No Count: Removes the **No Count** field for all students.

Remove All Missing: Removes the **Missing** field for all students. If you no longer accept the event for a score, you can mass remove the missing field for the event.

Score Entry Hyperlink in List Assignment

The screenshot shows the 'Events' tab in the Gradebook. The table lists events with columns: Term, Description, Cat, # of Skills, Date Due, Week, Day, Weight, Max, OE, Fam, and Stu. Two events are visible: '6TH Create a composition' and '6TH Observation'. The '6TH Observation' event has a description 'Music' and a 'Score Entry' hyperlink. A red arrow points to this hyperlink.

Term	Description	Cat	# of Skills	Date Due	Week	Day	Weight	Max	OE	Fam	Stu
6TH	Create a composition	PROJ	1	05/15/13	39	Wed	1.00	100	☐	☒	☒
6TH	Observation	PART	2	05/15/13	39	Wed	1.00	50	☐	☒	☒

Event Count: 3

Now select **Score Entry** in the List Events tab in Gradebook.

The screenshot shows the 'Event Grade Entry' window for the '6TH Music' event. The window displays a list of students with their scores and percentages. The 'Score Entry' button is highlighted in the top right corner.

Students	Absent	Score	%	Special Code	No Modified	Count	Missing	Comment
1 ADUSC SADIE		50	100.00		☐	☐	☐	
2 ADUSC Simon		45	90.00		☐	☐	☐	
3 ALEYS PEARL		48	96.00		☐	☐	☐	
4 ALMA NELSO		40	80.00		☐	☐	☐	
5 CANIN RANDA		42	84.00		☐	☐	☐	
6 CERTS ANNIE		46	92.00		☐	☐	☐	
7 LAMER DANIE		35	70.00		☐	☐	☐	
8 LAVER RAYFO		51	102.00		☐	☐	☐	
9 THENS ROSAL		42	84.00		☐	☐	☐	

Score Entry brings you into **Single Skill Event Score Entry**, even if the event is attached to multiple skills.

Scoring the Event from the Event Header

Students	Wed 05/15 Atnd	6TH Music Sing	6TH Music Sing	6TH Music Sing	Obsv W39-W 05/15	6TH Music Perfo	6TH Music Recog	Obsv W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15	6TH Music Dist	6TH Work	6TH Work Late	6TH Work Works	6TH Work Part	SM2 Music Sing	SM2 Music Sing	SM2 Music Sing	SM2 Music Sing
1. ADUSC SADJE	O	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
2. ADUSC Simon	S	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
3. ALEYS PEARL	O	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
4. ALMA NELSO	S	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
5. CANIN RANDA	S	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+

Click the **Event Header**.

Prev

Next

Event

Subject: Music

Skill: Recognizes common musical symbols

Category: PROJ - PROJECT

Description: Create a composition

Detailed Description: Create a composition in Music lab

Entered Date: Wed, May 15 2013

Assign Date: Wed, May 15 2013

Proposed Due Date: Wed, May 15 2013

Actual Due Date: Wed, May 15 2013 Week 39 - Wednesday

Grade Mark Group: 2 (+, /, -)

Weight Multiplier: 1.00

☐ Use points to score this event

☒ Post to Family Access
☒ Post to Student Access
☐ Show Comments
☐ Show On Lesson Scheduler

Show Event Score As: Grade Mark

Add

Edit

Clone

Delete

Score Entry

Event Display

Attach (0)

The options you see in the Event Header (Add, Edit, Clone, Delete, Score Entry, and Event Display) are the same options you find on the List Event screen. Click **Score Entry** to view the Score Entry screen. More information regarding these options can be found in the Event Section of this guide.

Prev		Next		6TH Music				Save	
☒ Post to Family Access				Recognizes common musical symbols				Undo	
☒ Post to Student Access				Week 39 - Wednesday - 05/15/2013				Back	
				Create a composition					
				9 un-scored students: Mark un-scored as 0 and Missing					
Students	Absent	Grade	%	Special Code	No Modified	Count	Missing	Comment	
Change blank comments to:									
1 ADUSC SADIE									
2 ADUSC Simon	*								
3 ALEYS PEARL	*								
4 ALIMA NELSO	*								
5 CANIN RANDA	*								
6 CERTS ANNIE	*								
7 LAMER DANIE	*								
8 LAVER RAYFO	*								
9 THENS ROSAL	*								

Hide Mass Assign Options

☒ Assign All Grades to: +

☐ Overwrite grades

☐ Remove All Grades

☐ Set All to No Count

☐ Remove All No Count

☐ Remove All Missing

After you select **Score** Entry, you see either the Single or Multiple Skill Event Scoring depending upon the Event Display Option selected. If you have questions about the score entry screen, please refer to the Single Skill Event Score Entry or Multiple Skill Event Score Entry sections of this guide.

Prev
Next

Event

Subject: **Music**

Skill: **Recognizes common musical symbols**

Category: **PROJ - PROJECT**

Description: **Create a composition**

Detailed Description: **Create a composition in Music lab**

Entered Date: **Wed, May 15 2013**

Assign Date: **Wed, May 15 2013**

Proposed Due Date: **Wed, May 15 2013**

Actual Due Date: **Wed, May 15 2013** **Week 39 - Wednesday**

Grade Mark Group: **2 (+, /, -)**

Weight Multiplier: **1.00**

☒ Use points to score this event

Max points possible: **100**

Show Event Score As: **Grade Mark** ▼

[Add](#)

[Edit](#)

[Clone](#)

[Delete](#)

[Score Entry](#)

[Event Display](#)

[Attach \(0\)](#)

☒ Post to Family Access

☒ Post to Student Access

☐ Show Comments

☐ Show On Lesson Scheduler

Score Entry History

Date	Time	Last Name	First Name	Changed By	Score	Grade	Spec Code	No	Count	Missing
05/15/13	3:40 PM	ADUSCR	SADIE	MARILEE ANDREASCR	*			☒		☐
05/15/13	3:40 PM	ADUSCR	Simon	MARILEE ANDREASCR	87	/		☐		☐
05/15/13	3:40 PM	ALEYSR	PEARLY	MARILEE ANDREASCR	98	+		☐		☐
05/15/13	3:40 PM	ALTMANNR	NELSON	MARILEE ANDREASCR	101	+		☐		☐
05/15/13	3:40 PM	CANINOSR	RANDAL	MARILEE ANDREASCR	87	/		☐		☐
05/15/13	3:40 PM	CERTSR	ANNIE	MARILEE ANDREASCR	0	-		☐		☒
05/15/13	3:40 PM	LAMERSR	DANIEL	MARILEE ANDREASCR	96	(+)		☐		☐
05/15/13	3:40 PM	LAVERSR	RAYFORD	MARILEE ANDREASCR	86	(+)		☐		☐
Comment: Original Score was 56										
05/15/13	3:40 PM	THENR	ROSALINE	MARILEE ANDREASCR	74	/	LTE	☐		☐

**Changes appear in red

If you click the Event Header for an event with scores entered, the screen displays the score entry history. Any information displayed in red means that the information has been added/modified.

Click on either the * or the number in the score cell.

The student's score cell that you click on the Gradebook Main screen is the cell you will see on the Score Entry screen. You see the Single or Multiple Skill Scoring for Event screen depending upon the Event Display Option selected. If you have questions on the score entry screen, please refer to the Single Skill Event Score Entry or Multiple Skill Event Score Entry sections of this guide.

Scoring Event from Quick Scoring

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Quick Scoring' menu item is highlighted with a red arrow. The interface includes tabs for Other Access, Classes, Events, Comments, Attendance, Categories, Grade Marks, Posting Status, Reports, Charts, Display Options, Quick Scoring, and Export. Below the tabs is a table with columns for various grading periods and a list of students.

Students	Wed 05/15 Atnd	6TH Music	6TH Music Sings	6TH Music Sings	Obser W39-W 05/15	6TH Music Perfo	6TH Music Recog	Obser W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15	6TH Music Dist	6TH Work	6TH Work List	6TH Work Works	6TH Work Parti	SM2 Music	SM2 Music Sings	SM2 Music Sings	SI M	PS
1 ADUSC SADIE	O	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
2 ADUSC Simon	S	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	
3 ALEYS PEARL	O	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	
4 ALTMA NELSO	S	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	
5 CANIN RANDA	S	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	

Select **Quick Scoring**.

The screenshot shows the 'Quick Scoring' interface, which is a detailed spreadsheet layout for entering scores. The interface includes a 'My Print Queue' button and a list of actions: Back, Save, Save and Back, Undo, Show 'Cell' Details. The table below shows the data for the students listed in the previous screenshot.

Students	6TH Music	6TH Music Sings	6TH Music Sings	Obser W39-W 05/15	6TH Music Perfo	6TH Music Recog	Obser W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15	6TH Music Dist	6TH Work	6TH Work List	6TH Work Works	6TH Work Parti
1 ADUSC SADIE	O	+	+	50	+	+	40	+	+	+	+	+	+	+
2 ADUSC Simon	S	+	+	45	+	+	41	+	87	+	+	+	+	+
3 ALEYS PEARL	O	+	+	48	+	+	46	+	98	+	+	+	+	+
4 ALTMA NELSO	S	+	+	40	+	+	45	+	101	+	+	+	+	+
5 CANIN RANDA	S	+	+	42	+	+	47	+	87	+	+	+	+	+
6 CERTS ANNIE	N	+	+	46	+	+	40	+	0	+	+	+	+	+
7 LAMER DANIE	S	+	(+)	35	+	(+)	45	+	96	+	+	+	+	+
8 LAVER RAYFO	O	+	(+)	51	+	(+)	48	+	86	+	+	+	+	+
9 THENS ROSAL	S	+	+	42	+	+	46	+	LTE	+	+	+	+	+

This method of score entry is similar to a spreadsheet layout. All event scores may be entered/updated for any grading period currently open for grade entry. You can navigate through the score cells by using the Tab key to move across, the Enter key to move down and the arrow keys. Cells highlighted in green are scores that were modified. The term cells are highlighted in green because the student's term percentage changed because of the scores entered/modified.

Double Click on the Score Cell or Show 'Cell' Details: Allows you to enter the Score, Special Code, No Count, Missing and Comment.

The screenshot shows a web-based form titled "Student Score Detail" with a "My Print Queue" button and a help icon. The form contains the following fields and options:

- Student:** Simon ADUSCR
- Subject:** Music
- Skill:** Recognizes common musical symbols
- Category:** PROJ
- Description:** Create a composition
- Due Date:** Wed, May 15 2013
- Week:** Week 39 - Wednesday
- Weight:** 1.00 Max: 100
- Score:** 87
- Percent:** 87.00
- Special Code:** (dropdown menu)
- Modified:** ☐
- No Count:** ☐
- Missing:** ☐
- Comment:** (text area)

On the right side of the form, there are four buttons: "Save", "Undo", "Back", and "Check Spelling".

Back: Does not save the score entered. You receive a message stating that scores will not be saved.

Save: Allows the scored entered to be saved; allows you to continue working in Quick Scoring.

Save and Back: Allows the scores entered to be saved and then returns you to the Gradebook Main screen.

Undo: Removes any scores entered.

Scoring Event through Single Student Scoring

Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting Status ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	Wed 05/15 Atnd	6TH Music Sing	6TH Music Sing	6TH Music Sing	Obser W39-W 05/15	6TH Music Perc	6TH Music Perc	Obser W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15	6TH Music Data	6TH Work	6TH Work Lab	6TH Work Work	6TH Work Work	SM2 Music Sing	SM2 Music Sing	SM2 Music Sing	SP
1 ADUSC SADIE		0	+	+	+	/	/	/	*	*						0	+	+	
2 ADUSC Simon		0	+	+	+	/	/	*	*	/						S	+	+	
3 ALEYS PEARL		0	+	+	+	+	+	+	+	+						0	+	+	
4 ALTHA NELSO		S	/	/	/	+	+	+	+	+						S	/	/	
5 CANIN RANDA		S	/	/	/	+	+	+	+	/						S	/	/	

Click the **Student's Name**.

Student Options

ADUSC, SADIE ▾ **SADIE ADUSCR !**

All Events | Missing Events (0) | Comments

View Skills by Event | Special Codes | Grade Marks | Teacher's Log | Reports ▾ | Score Skills

Academic Area		6TH	SM2	FNL
Music		0	90.00	0
Sings in tune (details)				
- Sings with correct technique (details)		+	100.00	+
Term	Date Due Description Cat Fam Stu Weight Change History Absent			
6TH	05/15/13 Observation PART 1.00 1	+	100.00	
Performs a steady beat on instrument (details)				
- Recognizes common musical symbols (details)		/	80.00	/
6TH	05/15/13 Create a composition PROJ 1.00 1	*		
6TH	05/15/13 Create a composition PROJ 1.00	*		
6TH	05/15/13 Observation PART 1.00 1	/	80.00	
Distinguishes musical styles (details)				
Work Habits				
Listens and follows directions (details)				
Works cooperatively with others (details)				
Participates in class activities (details)				

You could have up to four different tabs of information in the Single Student view, depending upon the setup of the gradebook at a district level.

All Events

The All Events tab displays all events for the grading periods displayed in the gradebook; this is a great tool for parent-teacher conferences.

View Skills by Event: Allows you to view just the skills attached to events.

Student Options ADUSCR, SADIE SADIE ADUSCR ! My Print Queue Back

All Events **Missing Events (0)** **Comments**

View Events by Skill Special Codes Grade Marks Teacher's Log Reports Score Skills

Academic Area								6TH	SM2	FNL			
Term	Date Due	Description	Cat	Fam Stu	Weight	Change History	Absent						
6TH	05/15/13	Observation	PART		1.00		1	2/2					
Music								O	90.00	O	90.00	O	90.00
Sings with correct technique (details)								+	100.00	+	100.00	+	100.00
Recognizes common musical symbols (details)								/	80.00	/	80.00	/	80.00
6TH	05/15/13	Create a composition	PROJ		1.00		1	*					
Music								O	90.00	O	90.00	O	90.00
Recognizes common musical symbols (details)								/	80.00	/	80.00	/	80.00
6TH	05/15/13	Create a composition	PROJ		1.00			*					
Music								O	90.00	O	90.00	O	90.00
Recognizes common musical symbols (details)								/	80.00	/	80.00	/	80.00

Special Codes: Displays a listing of the Special Codes that may be used in the Gradebook.

Special Codes My Print Queue Back ?

Special Code	Description	No Count	Missing
*AD	Automated Drop Score	Yes	No
LTE	Late, 50% cr	No	Yes
MS	Missing	No	Yes
NC	No Count	Yes	No
XT	Extra Time	Yes	Yes

Grade Marks: Displays a listing of the Grade Marks and Grade Mark Groups. You can see which Grade Mark Groups are attached to which Subjects and Skills by hovering over any of the information; the information that matches will light up.

Grade Marks
My Print Queue ◀ Back ?

Grade Marks
Hover over a grade mark group to see subjects/skills that use it

1 (O,S,N,U)				
Mark	Description	Grade Value	Range	Default Value
O	Outstanding	100.00%	- 90.00%	95.00%
S	Satisfactory	89.99%	- 70.00%	80.00%
N	Needs Improve	69.99%	- 60.00%	65.00%
U	Unsatisfactory	59.99%	- 0.00%	30.00%

2 (+,/, -)				
Mark	Description	Grade Value	Range	Default Value
+	Strength	100.00%	- 90.00%	95.00%
/	Satisfactory	89.99%	- 70.00%	80.00%
-	Unsatisfactory	69.99%	- 0.00%	35.00%

Subjects and Skills
Hover over a subject/skill to see the grade mark group it uses

Subject/Skill	Grade Mark Group
Music	1 (O,S,N,U)
Sings in tune	2 (+,/, -)
Sings with correct technique	2 (+,/, -)
Performs a steady beat on instrument	2 (+,/, -)
Recognizes common musical symbols	2 (+,/, -)
Distinguishes musical styles	2 (+,/, -)
Work Habits	
Listens and follows directions	3 (A,B,C,D,F)
Works cooperatively with others	3 (A,B,C,D,F)
Participates in class activities	3 (A,B,C,D,F)

Teacher's Log: Allows you to enter a note concerning the student. You can find more information regarding the Teacher's Log in the Tools area of this guide.

Teacher's Log (164)
Favorites ◿ New Window ◿ My Print Queue ◿ Back

ADUSCR, SADIE
SADIE ADUSCR

Teacher Log Entries
Add New Log Entry

Grade Period	Date Created	Summary	Form	Sta	Created By	Date Modified	Modified By	
1 6TH 6 WEEKS	05/15/2013	Contact to Parent	No	No	MARILEE ANDREAS	05/15/2013	MARILEE ANDREAS	Edit Log Entry Delete Log Entry

Reports: Allows you to generate an attendance, gradebook, progress report or partial progress report for the selected student. You can find more information regarding the available reports in the Reports section of this guide.

The screenshot shows the 'Student Options' interface for a student named SADIE ADUSCR. The 'Reports' dropdown menu is open, displaying various report options. A red arrow points to the 'Reports' dropdown button.

Student Options

ADUSCR, SADIE **SADIE ADUSCR**

All Events **Missing Events (0)** **Comments** **Teacher's Log** **Reports** **Score Skills**

View Skills by Event Special Codes | Grade Marks

Academic Area

Music

Term	Date Due	Description	Cat	Fam Sbs	Weight	History	About
6TH	05/15/13	Observation	PART		1.00	1	+
6TH	05/15/13	Create a composition	PROJ		1.00	1	*
6TH	05/15/13	Create a composition	PROJ		1.00	1	*
6TH	05/15/13	Observation	PART		1.00	1	/

Work Habits

Term	Date Due	Description	Cat	Fam Sbs	Weight	History	About
6TH	05/15/13	Observation	PART		1.00	1	/

Reports

- Attendance
 - Detail Report
- Gradebook
 - Grade Sheet Report
 - Progress Report
 - Event Listing
 - Skill/Event Listing
 - Event Master Report
 - Standards Report Card
 - Custom Report Card
 - Missing Events
 - Progress Detail Report
 - Email Progress Detail Report
 - View Emailed Reports
 - Enhanced Multi-Class Progress Report

Score Skills: Allows you to enter or adjust scores for the skills.

Student Options My Print Queue

SADIE ADUSCR 

Save
Undo
Back

Special Codes | Grade Marks

Academic Area									
6TH									
SH2									
FHL									
Music									
Grd % Mod									
Sings in tune (details)									
Skill Grade Adjustment									
Sings with correct technique (details)									
Skill Grade Adjustment									
Term Date Due Description Cat Fam Stu Weight History Absent									
6TH 05/15/13 Observation PART 1.00 1									
Performs a steady beat on instrument (details)									
Skill Grade Adjustment									
Recognizes common musical symbols (details)									
Skill Grade Adjustment									
6TH 05/15/13 Create a composition PROJ 1.00 1									
6TH 05/15/13 Create a composition PROJ 1.00									
6TH 05/15/13 Observation PART 1.00 1									
Distinguishes musical styles (details)									
Skill Grade Adjustment									
Work Habits									
Grd Mod Grd Mod Grd Mod									
Listens and follows directions (details)									
Works cooperatively with others (details)									
Participates in class activities (details)									

Scoring Events in All Events Screen

Student Options My Print Queue Back

ADUSCR, SADIE SADIE ADUSCR !

All Events Missing Events (0) Comments

View Skills by Event Special Codes | Grade Marks Teacher's Log Reports Score Skills

Academic Area										6TH	SH2	FHL			
Music										O	91.67	O	91.67	O	91.67
Sings in tune (details)															
Sings with correct technique (details)										+	100.00	+	100.00	+	100.00
Term	Date	Desc	Description	Cat	Fam	Sta	Weight	Change History	Absent						
6TH	05/15/13	Observation		PART			1.00	1		+	100.00				
Performs a steady beat on instrument (details)										+	95.00	+	95.00	+	95.00
Recognizes common musical symbols (details)										/	80.00	/	80.00	/	80.00
6TH	05/15/13	Create a composition		PROJ			1.00	1		*					
6TH	05/15/13	Create a composition		PROJ			1.00			*					
6TH	05/15/13	Observation		PART			1.00	1		/	80.00				
Distinguishes musical styles (details)															
Work Habits															
Listens and follows directions (details)															
Works cooperatively with others (details)															
Participates in class activities (details)															

You can score events in the All Events screen by clicking on the Grade Mark or the *.

Event Grade Entry My Print Queue

☒ Post to Family Access
☒ Post to Student Access

6TH Music
 Recognizes common musical symbols
 Max: 100 Week 39 - Wednesday - 05/15/2013
 Create a composition

0 un-scored students: [Mark un-scored as 0 and Missing](#)

☐ Hide Mass Assign Options

☒ Assign All Scores
 to: 100 out of 100
☐ Overwrite scores
☐ Adjust All Scores
 by: 0 points
☐ Remove All Scores
☐ Set All to No Count
☐ Remove All No Count
☐ Remove All Missing

Students	Absent	Score	%	Special Code	Modified	No Count	Missing	Comment
Change blank comments to:								
1 ADUSC SADIE		*				☒		
2 ADUSC SIMON		87	87.00					
3 ALEYS PEARL		98	98.00					
4 ALMA NELSO		101	101.00					
5 CARIN RANDA		87	87.00					
6 CERTS ANNIE		0	0.00			☒		
7 LAMER LAMIE		96	96.00					
8 LAVER RAYFO		86	86.00					Original Score was 56
9 TRENS ROSAL		74	74.00	LTE				

After you click on the Grade Mark or the *, you see the Score Entry screen. If you have any questions regarding the fields and options on the Score Entry screen, you can find more information earlier in this guide.

Score Change History: Allows you to view the score change history for an individual event for a student.

Student Options My Print Queue Back

ADUSCR, SADIE **SADIE ADUSCR I**

All Events Missing Events (0) Comments

View Skills by Event Special Codes | Grade Marks Teacher's Log Reports Score Skills

Academic Area		6TH	SM2	TBL			
Music		0	95.00	0			
Sings in tune (details)							
Sings with correct technique (details)		+	100.00	+			
Term	Date Due	Description	Cat	Fam Sta	Weight	Change History	Absent
6TH	05/15/13	Observation	PART		1.00	1	
		Performs a steady beat on instrument (details)				+	100.00
		Recognizes common musical symbols (details)				+	95.00
						+	95.00
						+	90.00
6TH	05/15/13	Create a composition	PROJ		1.00	1	
6TH	05/15/13	Create a composition	PROJ		1.00		
6TH	05/15/13	Observation	PART		1.00	2	
		Distinguishes musical styles (details)				+	90.00
Work Habits							
		Listens and follows directions (details)					
		Works cooperatively with others (details)					
		Participates in class activities (details)					

Click the number to the right of the event. The number signifies the number of score changes.

Assignment Score Changes My Print Queue Back ?

Event Score Change History for SADIE ADUSCR

Event: Observation
Subject: Music
Skill: Recognizes common musical symbols
Due Date: Wed, May 15 2013 Max Score: 50 Weight: 1.00

Date	Time	Changed By	Score	Grade	Spec Code	No Count	Missing
05/15/13	4:31 PM	MARILEE ANDREASCR	45	+		☐	☐
05/15/13	3:44 PM	MARILEE ANDREASCR	40	/		☐	☐

Score information displayed in red indicates changes.

Missing Event

The Missing Event tab displays any event that are flagged as missing. It may also show events that are unscored (*) and past the due date. This will depend on the district configuration for the Gradebook.

Student Options

ADUSCR, SADIE **SADIE ADUSCR !**

All Events Missing Events (1) Comments

View Skills by Event Special Codes | Grade Marks Teacher's Log Reports Score Skills Score Events

Academic Area		6TH	SM2	FNL		
Music		O 95.00	O 95.00	O 95.00		
Recognizes common musical symbols (details)		+ 90.00	+ 90.00	+ 90.00		
Term	Date Due	Description	Cat	Fam Stu Weight	Change History	Absent
6TH	05/15/13	Create a composition	PROJ		1.00	2

Score Events: Scores can be entered for missing events by clicking **Score Events**. Enter the score for the student and the Grade, Percent, and Missing checkmark will disappear.

Score Missing Events (210)

SADIE ADUSCR Special Codes | Grade Marks

Subject: Music

Skill: Recognizes common musical symbols

Date	Description	Cat	Term	Weight	Score	Grade %	Spec Code	Modified	No Count	Miss	Comment
05/15/13	Create a composition	PROJ	6TH 6 WEEKS	1.00	/100						

Check Spelling Save Back

Score Skills: On this screen you can enter either a grade or percentage for a skill and the other box will fill in automatically.

Student Options

SADIE ADUSCR !

Save Undo Back

Special Codes | Grade Marks

Academic Area		6TH	SM2	FNL		
Music		O 95.00	O 95.00	O 95.00		
		Grd % Mod	Grd % Mod	Grd % Mod		
Sings in tune (details)						
Skill Grade Adjustment						
Sings with correct technique (details)		+ 100.00	+ 100.00	+ 100.00		
Skill Grade Adjustment						
Term	Date Due	Description	Cat	Fam Stu Weight	Change History	Absent
6TH	05/15/13	Observation	PART		1.00	1
Performs a steady beat on instrument (details)		+ 95	+ 95.00	+ 95.00		
Skill Grade Adjustment						
Recognizes common musical symbols (details)		+ 90.00	+ 90.00	+ 90.00		
Skill Grade Adjustment						
6TH	05/15/13	Create a composition	PROJ		1.00	2
6TH	05/15/13	Create a composition	PROJ		1.00	
6TH	05/15/13	Observation	PART		1.00	2
Distinguishes musical styles (details)						
Skill Grade Adjustment						

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Skill Details: Allows you to see details about the skill and how grading will be calculated.

Skill Details							Back
Subject Description:	Music						
Skill Description:	Sings in tune						
Terms Graded:	1ST	2ND	3RD	4TH	5TH	6TH	
Skill Weight:	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	

Report Card Grades

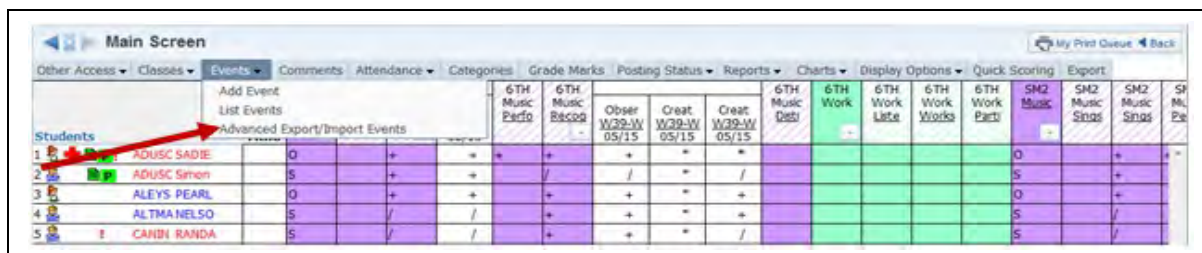
The Report Card Grades tab will display in the Single Student Display only when you are giving an overall term grade for the class. It will display the Gradebook Grades, Posted Grades and Posting History. More information regarding the Report Card Grades tab can be found in the Grades section of this guide.

Comments

The Comments Tab allows for the entry of report card comments. You can find information regarding the entry of comments on the Comment tab in the Getting Ready for Report Cards section of this guide.

Advanced Export/Import Events

Advanced Export/Import Events allows you export a csv file of selected event(s). After entering the scores for the event(s), you can then import the csv file back into the gradebook.



Select **Advanced Export/Import Events**.

Exporting Event(s)

The screenshot shows the 'Advanced Export/Import Events' screen. It includes a 'Select Events to Export' section with checkboxes for 'Show Graded Events' and 'Show Events Not Due Yet'. A table lists events with columns for Event, Subject, Skill, Category, Due Date, Date Assigned, and Points Possible. A 'Create File for Score Entry' button is present. Below the table is a 'Select a File to Import From' section with a text input field, a 'Browse...' button, and an 'Import Scores From File' button. A note states: 'Note: Exported files must remain in the csv format in order to successfully import scores. (Preview Export File Format)'.

Event	Subject	Skill	Category	Due Date	Date Assigned	Points Possible
☒ Create a composition	Music	Recognizes common	PROJ	05/15/13	05/15/13	

Step 1 - Select the event(s) you want to export by clicking the event(s).

Show Graded Events: Displays the events in which scores have been entered.

Show Events Not Due Yet: Displays events with a future due date.

Step 2 - Click the **Create File for Score Entry** button.

	A	B	C	D	E	F	G	H	I
1	Gradeboo	1MUS / 01	Gradeboo	27466					
2									
3	Event:	Create a c	Event Id:	144745					
4	Subject:	Music							
5	Skill:	Recognizes common musical symbols							
6	Category:	PROJ							
7	Due Date:	#####							
8	Id	Student		Grade	Special Co	Modified(	No Count(	Missing(X	Comment
9	9635	SADIE ADUSCR							
10	9795	Simon ADUSCR							
11	9445	PEARLY ALEYSR							
12	8259	NELSON ALTMANNSCR							
13	2867	RANDAL CANINOSCR							
14	9747	ANNIE CERTSCR							
15	9476	DANIEL LAMERSR							
16	4506	RAYFORD LAVERSCR							
17	2861	ROSALINE THENSCR							

This is a sample of the cvs export displaying the format for multiple events.

Importing Event(s)

The file must remain in the following format:

Export File Format Preview								Close
Gradebook:	[Gradebook Name]	Gradebook Id:	[Gradebook Id]					
Assignment:	[Assignment 1 Name]	Assignment Id:	[Assignment 1 Id]					
Category:	[Category Name]							
Due Date:	[Due Date]	Max Score:	[Max Score]					
Id	Student		Score	Special Code	No Count(X)	Missing(X)	Comment	
[Student 1 Id]	[Student 1 Name]		[Enter score]	[Spec. Code]	[X = Yes]	[X = Yes]	[Comment]	
[Student 2 Id]	[Student 2 Name]		[Enter score]	[Spec. Code]	[X = Yes]	[X = Yes]	[Comment]	
Assignment:	[Assignment 2 Name]	Assignment Id:	[Assignment 2 Id]					
Category:	[Category Name]							
Due Date:	[Due Date]	Max Score:	[Max Score]					
Id	Student		Score	Special Code	No Count(X)	Missing(X)	Comment	
[Student 1 Id]	[Student 1 Name]		[Enter score]	[Spec. Code]	[X = Yes]	[X = Yes]	[Comment]	
[Student 2 Id]	[Student 2 Name]		[Enter score]	[Spec. Code]	[X = Yes]	[X = Yes]	[Comment]	

Select a File to Import From
G:\NBK\U\PeterHe\2LA-1 (1).csv

Locate the csv file containing the score(s), and click **Import Scores from File**.

Imported Event Scores

Successfully Imported Event Scores

Create a composition
Subject: Music
Skill: Recognizes common musical symbols
Category: PROJ
Due Date: 5/15/2013 **Max Score:** 50

<u>Id</u>	<u>Student</u>	<u>Score</u>	<u>Special Code</u>	<u>Modified</u>	<u>No Count</u>	<u>Missing</u>	<u>Comment</u>
9635	SADIE ADUSCR	42					
9795	Simon ADUSCR	43					
9445	PEARLY ALEYSCR	50					
8259	NELSON ALTMANNSCR	46					
2867	RANDAL CANINOSCR	40					
9747	ANNIE CERTSCR	35					
9476	DANIEL LAMERSCR	49					
4506	RAYFORD LAVERSCR	46					
2861	ROSALINE THENSCR	35					

After the Import process is complete, this screen shows the events imported successfully.

Why Are Event Scores in Bold on the Gradebook Main Screen?

Main Screen		Other Access	Classes	Events	Comments	Attendance	Categories	Grade Marks	Posting Status	Reports	Charts	Display Options	Quick Scoring
Students	Wed 05/15 Atnd	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing
1	ADUSC SADIE	0	+	+	+	+	+	+	+	+	+	+	+
2	ADUSC SIMON	S	+	+	+	+	+	+	+	+	+	+	+
3	ALEYS PEARL	0	+	+	+	+	+	+	+	+	+	+	+
4	ALMA NELSO	S	+	+	+	+	+	+	+	+	+	+	+
5	CANIN BANDA	S	+	+	+	+	+	+	+	+	+	+	+

Event scores are in bold because the score is flagged either as Missing or No Count.

If you hover over the bold score, you receive a pop-up message showing why the score is in bold.

Why do Events Have a Red Hash Mark Displaying?

Main Screen		Other Access	Classes	Events	Comments	Attendance	Categories	Grade Marks	Posting Status	Reports	Charts	Display Options	Quick Scoring
Students	Wed 05/15 Atnd	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing
1	ADUSC SADIE	0	+	+	+	+	+	+	+	+	+	+	+
2	ADUSC SIMON	S	+	+	+	+	+	+	+	+	+	+	+
3	ALEYS PEARL	0	+	+	+	+	+	+	+	+	+	+	+
4	ALMA NELSO	S	+	+	+	+	+	+	+	+	+	+	+
5	CANIN BANDA	S	+	+	+	+	+	+	+	+	+	+	+

Events displaying with a red hash mark mean a comment has been entered.

Original Score was 36

If you click the red hash mark, you receive a pop-up message displaying the event comment.

Getting Ready for Report Cards

[Entry of Subject and Skills Grades](#)
[Post Comments by Class](#)
[Post Comments by Student](#)
[Grade Posting Status](#)

When getting ready for Report Cards, you need to verify the Subject and Skill Grades in each Gradebook. You also have the capability to enter comments for students.

Grade Adjustments

Grade Adjustments allow you to “bump” up or down a student’s grade for the class. Subject and Skill grades can always be modified. The capability to enter Grade Adjustments for Term Grades (grades in the blue column without a subject listed) is controlled by the entity, so you may not have the capability to enter a positive or negative adjustment to a student’s grade. Grade adjustments are a value added onto the student’s overall percentage, which causes the grade to be posted to fall within a new percentage range in the Grade Mark Group.

Adjusting Subject/Skill Grades

Main Screen		Other Access	Classes	Events	Comments	Attendance	Categories	Grade Marks	Posting Status	Reports	Charts	Display Options	Quick Scoring
Students	Wed 05/15 Atnd	6TH Music	6TH Music Sings	6TH Music Sings	6TH Music Sings	6TH Music Sings	6TH Music Sings	6TH Music Sings	6TH Music Sings	6TH Music Sings	6TH Music Sings	6TH Music Sings	6TH Music Sings
1 ADUSC SADIE	O												
2 ADUSC Simon	S												
3 ALEYS PEARL	O												
4 ALMA NELSO	S												
5 CANIN RANDA	S												

Click the cell where you would like to make the adjustment. You can also click the Subject or Skill heading to get to the Grade Adjustment screen.

Subject Grade Entry		Prev	Next	6TH Music	Save	Undo	Back	Grade Marks	1ST	2ND	3
Students	Calculated Grade %	Adjustment Grade	Amt	Cmt	Total Percent Mod Override	Sings 20%	Sings 20%	Perfo 20%	Recog 20%	Dist1 20%	
1 ADUSC SADIE	O 94.00										
2 ADUSC Simon	S 87.00	O	8.00		95.00						
3 ALEYS PEARL	O 96.34										
4 ALMA NELSO	S 87.17	O	7.83		95.00						
5 CANIN RANDA	S 85.50										

This is the Grade Adjustment Entry Screen. Here is where you can enter your desired Adjustments. When you are adjusting subject grades, it allows you to see the prior subject grades given and also each current individual skill grade.

- **Grade Column:** Allows you to enter the Grade you want the student to received
- **Amt Column:** Allows you to enter the number of percentage points you want the grade to be adjusted.

Skill Grade Entry My Print Queue

Prev Next 6TH Music Save Undo Grade Marks Back

Understands and applies concepts

Students Grade Override 1ST 2ND 3RD SM1 4TH 5TH

Mass Assign Options

☐ Overwrite grades

1 MACFA SHAD O S N Use 5TH grades - - - - -

2 MAIRE LINN - - - - -

3 RADOV EFREN - - - - -

4 RASMU JACKI - - - - -

5 REYSS RAUL - - - - -

In Mass Assign Options, select **Use XX grades**.

Do you want to default all blank grades to last term's value?

(OK) Set all blank grades to last term's value

(Cancel) Do not default blank grades

OK Cancel

After selecting **Use XX grades**, you receive a message to verify you want any blank grades to default to last term's values. Click **OK** to the message.

Skill Grade Entry My Print Queue

Prev Next 6TH Music Save Undo Grade Marks Back

Understands and applies concepts

Students Grade Override 1ST 2ND 3RD SM1 4TH 5TH

Mass Assign Options

☐ Overwrite grades Use 5TH -

1 MACFA SHAD O - - - - - O

2 MAIRE LINN S - - - - - S

3 RADOV EFREN O - - - - - O

4 RASMU JACKI N - - - - - N

5 REYSS RAUL S - - - - - S

After clicking **OK**, the Skill grades will populate with the grades from the prior term.

Student Options My Print Queue Back

ADUSCR, SADIE SADIE ADUSCR !

All Events | Missing Events (1) | Comments

View Skills by Event | Special Codes | Grade Marks | Teacher's Log | Reports | **Score Skills**

Academic Area

		6TH	SM2	FNL			
Music		I	O 94.00	O 94.00			
Sings in tune (details)							
Sings with correct technique (details)		+ 100.00	+ 100.00	+ 100.00			
Term Date Due Description Cat Fam Stu Weight History Absent							
6TH	05/15/13	Observation	PART	1.00 1	+ 100.00		
Performs a steady beat on instrument (details)		+ 95.00	+ 95.00	+ 95.00			
Recognizes common musical symbols (details)		/ 87.00	/ 87.00	/ 87.00			
6TH	05/15/13	Create a composition	PROJ	1.00 2	*		
6TH	05/15/13	Create a composition	PROJ	1.00 1	/ 84.00		
6TH	05/15/13	Observation	PART	1.00 2	+ 90.00		
Distinguishes musical styles (details)							
Work Habits							
Listens and follows directions (details)		A					
Works cooperatively with others (details)							
Participates in class activities (details)							

Click **Score Skills**.

Student Options My Print Queue

SADIE ADUSCR !

Save
Undo
Back

Special Codes | Grade Marks

Academic Area

		6TH			SM2			FNL		
		Grd	%	Mod	Grd	%	Mod	Grd	%	Mod
Music										
Sings in tune (details)										
Skill Grade Adjustment										
Sings with correct technique (details)		+ 100.00			+ 100.00			+ 100.00		
Skill Grade Adjustment										
Term Date Due Description Cat Fam Stu Weight History Absent										
6TH	05/15/13	Observation	PART	1.00 1	+ 100.00					
Performs a steady beat on instrument (details)		/ 80			+ 95.00			+ 95.00		
Skill Grade Adjustment										
Recognizes common musical symbols (details)		/ 87			/ 87.00			/ 87.00		
Skill Grade Adjustment										
6TH	05/15/13	Create a composition	PROJ	1.00 2	*					
6TH	05/15/13	Create a composition	PROJ	1.00 1	/ 84.00					
6TH	05/15/13	Observation	PART	1.00 2	+ 90.00					
Distinguishes musical styles (details)		+ 95								
Skill Grade Adjustment										

You can then go through all of the selected student's skills and enter grades for them. Then click the **Save** button to save the grades.

Post Comments for Entire Class

Main Screen		Other Access	Classes	Events	Comments	Attendance	Categories	Grade Marks	Posting Status	Reports	Charts	Display Options	Quick Scoring
Students		Wed 05/15	Atnd	6TH Music	6TH Music Grade Adjust	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing
1	ADUSC SADIE												
2	ADUSC SIMON												
3	ALEYS PEARL												
4	ALMA NELSO												
5	CANIN RANDA												

You can enter Comments for students for each Grading Period. The comments can then be pulled into a Report Card to be sent home. They can also be viewed by guardians in Family Access. To enter comments that will be posted, select the **Comments** tab and click **Post Comments**.

Comments

Comment Display Options

Do Not Display Comments for the Current Grade Period in:

- ☐ Student Access
- ☐ Family Access
- ☐ Gradebook Reports

Grade Period(s) Open for Comment Posting

04/12/2013 to 05/29/2013 6TH 6 WEEKS [Post Comments](#)

This grade period is open to post comments.

Click the Post Comments link to enter comments for this period.

Previous Grade Periods

08/20/2012 to 10/05/2012 1ST 6 WEEKS [Display Comments](#)

This grade period is closed and comments may no longer be posted to it.

Click the Display Comments link to view comments for this period.

10/08/2012 to 11/16/2012 2ND 6 WEEKS [Display Comments](#)

This grade period is closed and comments may no longer be posted to it.

Click the Display Comments link to view comments for this period.

11/19/2012 to 12/22/2012 3RD 6 WEEKS [Display Comments](#)

This grade period is closed and comments may no longer be posted to it.

Click the Display Comments link to view comments for this period.

01/07/2013 to 02/22/2013 4TH 6 WEEKS [Display Comments](#)

This grade period is closed and comments may no longer be posted to it.

Click the Display Comments link to view comments for this period.

02/25/2013 to 04/12/2013 5TH 6 WEEKS [Display Comments](#)

This grade period is closed and comments may no longer be posted to it.

Click the Display Comments link to view comments for this period.

Do Not Display Comment for the Current Grade Period: Allows you to determine when comments will display in Family/Student Access and on Reports. The availability of this option will depend upon the Gradebook configuration for the entity.

Click **Post Comments** to enter comments for the entire class.

Comment Entry My Print Queue

Grading Period: 04/12/13 to 05/29/13 6TH 6 WEEKS Save Back

[View Comment Codes](#) | [Show Grade Columns](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	C1	C2	C3	Freeform
Default blank comments to: 001 002							
2016	SADIE	ADUSCR		001	002		Sadie is doing a great job in music
Subject: Music							
2014	Simon	ADUSCR		001	002		
Subject: Music							
2014	PEARLY W	ALEYSR		001	002		
Subject: Music							
2013	NELSON W	ALTMANNSR		001	002		
Subject: Music							
2014	RANDAL T	CANINOSR		001	002		
Subject: Music							

You can enter hard-coded comments (C1-C6) and/or Free-Form Comments. The number of hard-coded comments available and free-form comment entry availability will depend upon the Gradebook setup for the entity. Also, the entity determines the character length of the free-form comments. Any comment displayed in red indicates that the comment has not been saved. Once the comment has been saved, it is ready to display on the report card.

View Comment Codes: Allows you to view the comment codes created by the entity.

Comment Codes	
Code	Description
01	Uses time wisely
02	Showing improvement
03	Great effort!
04	Low test scores
05	Missing / late assignments
06	Poor study habits
07	Behavior interferes w/learning
08	Does not shower
10	Does not participate
11	Excessive Absences
12	Did not complete make-up work

Show Dropped Students: Allows dropped students to display in the list of students for comment entry.

Show Grade Columns: Displays the columns for each grading period of the course; grades earned will also display. You have this option only if you are giving an overall term grade for the class.

Comment Entry
My Print Queue

Grading Period: 04/12/13 to 05/29/13 6TH 6 WEEKS
Save
Back

[View Comment Codes](#) | [Hide Grade Columns](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	1ST	2ND	3RD	SM1	4TH	5TH	6TH	SM2	FNL	C1	C2	C3	Freeform
Default blank comments to: 001 002																
2016	SADIE	ADUSCR											001	002		Sadie is doing :
	Subject: Music								I	O	O					
2014	Simon	ADUSCR											001	002		
	Subject: Music								O	S	S					
2014	PEARLY W	ALEYSR											001	002		
	Subject: Music								OM	O	O					
2013	NELSON W	ALTMANSCR											001	002		
	Subject: Music								O	S	S					
2014	RANDAL T	CANINOSCR											001	002		
	Subject: Music								S	S	S					

Hide Grade Columns: Removes the columns of grades from the display.

Alert Legend: Displays the color legend for the alert definitions.

Alert Color Legend	
	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student has General Notes

Student Options

SADIE ADUSCR

[Check Spelling](#) [Save](#) [Undo](#) [Back](#) [My Print Queue](#)

Comments for Current Grade Period
04/12/2013 to 05/29/2013

6TH 6 WEEKS

Comment 1: 001 - Pleasure to have in class. ▼

Comment 2: 002 - Active participant. ▼

Comment 3: ▼

Class Comment:

Sadie is doing a good job in music.

Music

6TH Grade: ☒ I

SM2 Grade: ☐ O

FNL Grade: ☐ O

Comment:

You can now enter Comment Codes and Free-Form Comments for the Current Grade Period for the single student.

Grade Posting Status

You can see the Grade Posting Status by going into My Gradebook and clicking the **Posting Status** tab. This area allows you to verify that each student has a report card grade and comment. It will also show you students with missing assignments and grade differences. You are able to request a grade change in this area. Details about this will be covered later in this guide.

The screenshot shows the 'My Gradebook' interface with the 'Posting Status' dropdown menu open. The menu is divided into two sections: 'Grading Periods Open for Posting' and 'Previous Grading Periods'. A red arrow points to the '6TH 6 WEEKS' option under the 'Grading Periods Open for Posting' section.

Current Year Classes

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts
		1 - 6	0	MTWRF	2READ / 01	2 Reading
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing
		1 - 6	1	MTWRF	Band I / 01	Band I
		1 - 6	2	MTWRF	TREND / 01	Trend
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3
		1 - 6	4	MTWRF	1MUS / 01	1 Music

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I

Combined Gradebooks

001 Entity (001) Grades 9 to 12

Combined Gradebook: Wind Ensemble / 01

Dept	Subject	Terms	Period	Days Meet	Class	Description
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble

Combine Multiple Classes into a Gradebook - Entity 001

Separate Classes from Combined Gradebook

Posting Status

001 - Standards Gradebook

Grading Periods Open for Posting

6TH 6 WEEKS

Previous Grading Periods

1ST 6 WEEKS

2ND 6 WEEKS

3RD 6 WEEKS

4TH 6 WEEKS

5TH 6 WEEKS

001 - Secondary Gradebook

Grading Periods Open for Posting

6TH 6 WEEKS

Previous Grading Periods

PROGRESS REPORT 1

1ST 6 WEEKS

PROGRESS REPORT 2

2ND 6 WEEKS

PROGRESS REPORT 3

3RD 6 WEEKS

PROGRESS REPORT 4

4TH 6 WEEKS

PROGRESS REPORT 5

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Standards Grade Post Status (499)

17 days left to post (open from 7:30 AM on 05/15/13 until 1:00 PM on 06/01/13)

Standards Grade Posting Status for 6TH 6 WEEKS (04/12/13 - 05/29/13)

Period	Class	Description	Missing Rpt Card Grades	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	# Term Grade Diff	Active Stds	Drp Stds	F C
1	02 TREND / 01	Trend	15		60		5	15	5		
2	03 3117 / 01	Wind Ensemble 3		15	40		5		5		
3	04 1MUS / 01	1 Music			150	2			9		

Expand All Collapse All View Printable Details

- Missing Report Card Grades
- Missing Subject Grades
- Missing Skill Grades
- Missing Events
- Missing Comments
- Term Grade Differences
- Term Grade Differences for Dropped Students

Mark All as Completed

Grade Posting Status shows when grades can be posted to the office for report cards. The posting end date is very important because it is the last time you are able to access the grade information for that grading period, unless you submit a Grade Change Request. It also displays additional information to determine whether grades for students are complete.

Missing Report Card Grades: Displays any student who does not have a report card grade posted for the class. You will see information in this screen only if you give an overall term grade for the class.

Missing Report Card Grades

Student	6TH	SM2	FNL
ADUSCR, SADIE	✓	✓	✓
ADUSCR, Simon	✓	✓	✓
ALEYSR, PEARLY	✓	✓	✓
ALTMANNR, NELSON	✓	✓	✓
CANINOSR, RANDAL	✓	✓	✓
CERTSR, ANNIE	✓	✓	✓
LAMERSR, DANIEL	✓	✓	✓
LAVERSR, RAYFORD	✓	✓	✓
THENR, ROSALINE	✓	✓	✓

✓ = missing grade

Missing Subject Grades: Displays any student who does not have a subject grade entered for the class.

Missing Subject Grades

Student	Subject	Subject Weight	6TH	SM2	FNL
MACFARLANDSR, SHAD	Music	0.00%	✓	✓	✓
MAIRESR, LINN	Music	0.00%	✓	✓	✓
RADOVICHSR, EFREN	Music	0.00%	✓	✓	✓
RASMUSSONSR, JACKIE	Music	0.00%	✓	✓	✓
REYSSR, RAUL	Music	0.00%	✓	✓	✓

✓ = missing grade

Missing Skill Grades: Displays any student who does not have a skill grade entered for the class.

Missing Skill Grades							
Student	Subject	Subject Weight	Skill	Skill Weight	6TH	SM2	FNL
ADUSCR, SADIE	Music	0.00%	Sings in tune	20.00%	✓	✓	✓
	Music	0.00%	Distinguishes musical styles	20.00%	✓	✓	✓
	Work Habits	0.00%	Listens and follows directions	0.00%		✓	✓
	Work Habits	0.00%	Works cooperatively with others	0.00%	✓	✓	✓
	Work Habits	0.00%	Participates in class activities	0.00%	✓	✓	✓
ADUSCR, Simon	Music	0.00%	Sings in tune	20.00%	✓	✓	✓
	Music	0.00%	Performs a steady beat on instrument	20.00%	✓	✓	✓
	Music	0.00%	Distinguishes musical styles	20.00%	✓	✓	✓
	Work Habits	0.00%	Listens and follows directions	0.00%		✓	✓
	Work Habits	0.00%	Works cooperatively with others	0.00%	✓	✓	✓
ALEYSCR, PEARLY	Work Habits	0.00%	Participates in class activities	0.00%	✓	✓	✓
	Music	0.00%	Sings in tune	20.00%	✓	✓	✓
	Music	0.00%	Performs a steady beat on instrument	20.00%	✓	✓	✓
	Music	0.00%	Distinguishes musical styles	20.00%	✓	✓	✓
	Work Habits	0.00%	Listens and follows directions	0.00%		✓	✓
	Work Habits	0.00%	Works cooperatively with others	0.00%	✓	✓	✓
	Work Habits	0.00%	Participates in class activities	0.00%	✓	✓	✓

Missing Events: Displays students with missing Events; includes events either marked as missing or unscored and past the due date.

Missing Events								
Student	Due Date	Subject	Skill	Event	Weight	Max Points	Grade	Score
ADUSCR, SADIE	05/15/13	Music	Recognizes common mu	Create a composition	1.00	100		
CERTSCR, ANNIE	05/15/13	Music	Recognizes common mu	Create a composition	1.00	100		0

Missing Comments: Displays students with no comments posted for the report card.

Missing Comments	
Students with No Comments Entered for 6TH 6 WEEKS	
MACFARLANDSCR, SHAD	
MAIRESCR, LINN	
RADOVICHSCR, EFREN	
RASMUSSONSCR, JACKIE	
REYSSCR, RAUL	

Term Grade Differences: Displays students with a grade difference. A grade difference occurs when the overall term grade in the Gradebook does not match the grade the office has for that term.

Term Grade Differences						
Student	Grade Column	GB Grade	Rpt. Card Grade	Date Posted	Time Posted	Posted By
Adragnascr, Rodger	FIN	+				
Wangerinscr, Kyong	Q4		+	04/05/13	11:01 AM	Ignacia Daoustscr
	FIN		/			

Term Grade Differences for Dropped Student: Displays grade differences for dropped students.

Term Grade Differences for Dropped Students							
Student	Drop Date	Grade Column	GB Grade	Rpt. Card Grade	Date Posted	Time Posted	Posted By
Nichterscr, Lemuel	04/05/2013	Q4	(S)	+	04/05/13	11:01 AM	Ignacia Daoustscr
		FIN	+				

Mark All as Complete: Allows you to flag every class as Complete. The office can then run a report to determine whether grades and comments are complete in order to run report cards.

You can also access **Grade Posting Status** on the Gradebook Main screen under the **Options** tab for any term column. Click **Posting Status for TermXX**. This tab appears **ONLY** if your school has this class set up to calculate an overall term grade.

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Options' tab is selected for the '6TH' term column. A dropdown menu is open, showing 'Posting Status for Term 6TH' as an option. A red arrow points to this option. The background table shows student data for the 6TH term, including names like ADUSC SADIE, ALEYS PEARL, and CANIN RANCA, with their respective grades and percentages.

The screenshot shows the 'Standards Grade Post Status (331)' screen. It displays a table with columns for Period, Class, Description, Missing Rpt Card Grades, Missing Subj Grades, Missing Skill Grades, Missing Events, Missing Comments, # Term Grade Diff, Active Stds, and Dr Stds. The table shows data for the 6TH 6 WEEKS term. The 'Description' column shows '1 Music' and the 'Missing Rpt Card Grades' column shows '1'. The 'Missing Skill Grades' column shows '150' and the 'Missing Events' column shows '2'. The '# Term Grade Diff' column shows '9' and the 'Active Stds' column shows '9'. The 'Dr Stds' column is empty. The table also includes a 'Mark All as Completed' button.

The information displayed for **Grade Posting Status** is exactly the same as displayed for the My Gradebook screen, except this displays only the individual class.

You can also access **Grade Posting Status** from the Gradebook Main screen under the **Posting Status** tab. This tab appears **ONLY** if your school has this class set up to **NOT** calculate term grades.

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Posting Status' tab is selected in the top navigation bar. A red arrow points to this tab. The background table shows student data for the 6TH term, including names like MACFA SHAD, MAIRE LINN, RADOV EFREN, RASMU JACKI, and REYSS RAUL, with their respective grades and percentages. The table also includes a 'Posting Status' dropdown menu with options for '6TH 6 WEEKS', '1ST 6 WEEKS', '2ND 6 WEEKS', '3RD 6 WEEKS', '4TH 6 WEEKS', and '5TH 6 WEEKS'.



Standards Grade Post Status (145)

17 days left to post (open from 7:30 AM on 05/15/13 until 1:00 PM on 06/01/13)

Standards Grade Posting Status for 6TH 6 WEEKS (04/12/13 - 05/29/13)

Period	Class	Description	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	Active Stds	Dtp Stds	Posting Complete	Last Post Date
1	03 3117 / 01	Wind Ensemble 3	15	40		5	5	5		

Expand All Collapse All View Printable Details

Missing Subject Grades

Missing Skill Grades

Missing Events

Missing Comments

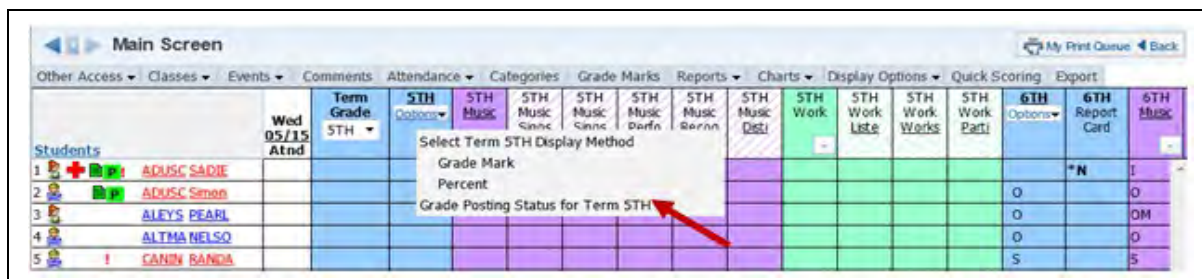
Mark All as Completed

The information displayed for **Posting Status** is exactly the same as the information displayed from the My Gradebook screen, except this displays only the individual class.

Request Grade Change Process

This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively.

Grade Change Request for Classes Using Term Grades



Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for XX**.



You see the class you requested and can then select **Request Grade Changes**.

Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the closed grading period **5TH 6 WEEKS** for course **1MUS / 01**.

You will be allowed to make changes from now until **12:22 AM**. After that time, your request for term grade changes will be submitted for approval. If approved, they will then be posted to the Report Card.

NOTE: Subject, skill and event grade changes are posted to the Gradebook and Report Card without being approved, but will be made available to the administrator to view.

Reason for Grade Changes:

Do you want to proceed?

Yes No

You must enter a reason for the grade change. Once this is done, click **Yes**. After this button is clicked, you have 2 hours to complete the changes for this class. You can make any necessary changes to the grading period selected. Only the grading period selected in the grade change request will allow you to make modifications.

After all changes have been made, complete the grade change request by selecting **Grade Posting Status for Term XX** in the term **Options** dropdown.

Then select **Complete Grade Changes**.

Click **Yes** to notify administrators that you have completed your grade change.

Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting Status ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring

Export

		Wed 05/15 Atnd	5TH Music	5TH Music Under	5TH Music Liste	5TH Music PartI	6TH Music	6TH Music Under	6TH Music Liste	FNL Music Under	FNL Music Liste	FNL Music PartI
Students												
1	MACFA SHAD NEW		O				O					
2	MAIRE LINN NEW		S				S					
3	RADOV EFREN NEW		O				O					
4	RASMU JACKI NEW		N				N					
5	REYSS RAUL NEW		S				S					

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.



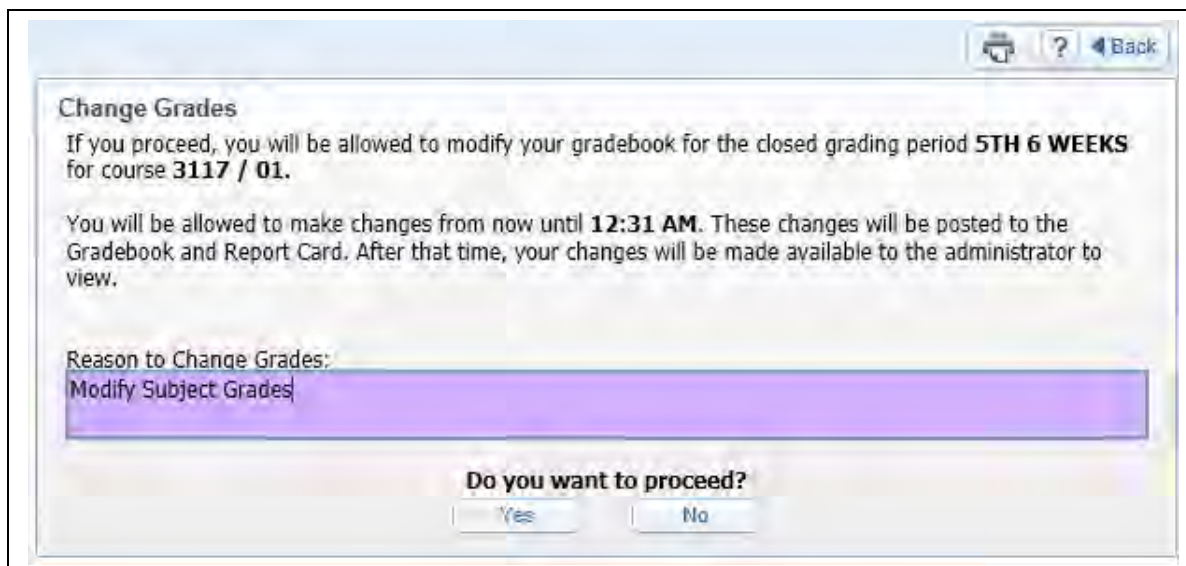
Standards Grade Post Status (146)

Posting was open from 7:30 AM on 04/11/13 until 8:00 AM on 04/14/13

Standards Grade Posting Status for 5TH 6 WEEKS (02/25/13 - 04/12/13)

Period	Class	Description	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	Active Stds	Dip Stds	Posting Complete	Last Post Date
1	03 3117 / 01	Wind Ensemble 3	5	10		5	5			

You can then select **Change Grades**.



Change Grades

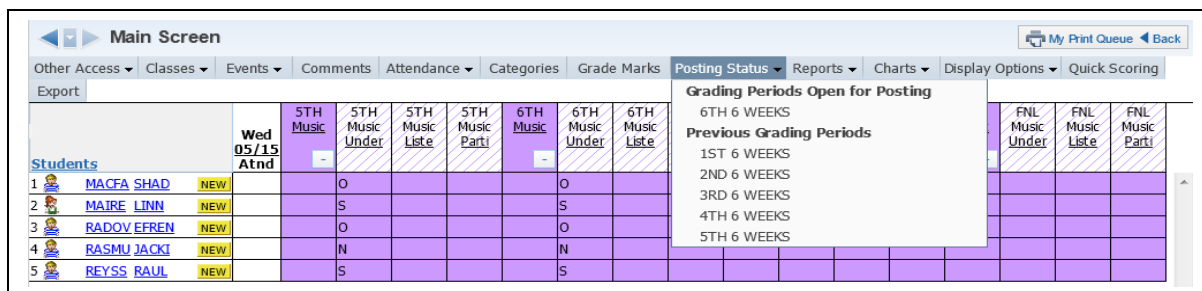
If you proceed, you will be allowed to modify your gradebook for the closed grading period **5TH 6 WEEKS** for course **3117 / 01**.

You will be allowed to make changes from now until **12:31 AM**. These changes will be posted to the Gradebook and Report Card. After that time, your changes will be made available to the administrator to view.

Reason to Change Grades:

Do you want to proceed?

You must enter a reason for the grade change. Once this is done, click **Yes**. You then have two hours to complete the changes for this class.



Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting Status ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring

Export

Students	Wed 05/15 Atnd	5TH Music	5TH Music Under	5TH Music List	5TH Music Part	6TH Music	6TH Music Under	6TH Music List	6TH Music Part	FNL Music Under	FNL Music List	FNL Music Part
1 MACFA SHAD NEW			O				O					
2 MAIRE LINN NEW			S				S					
3 RADOV EFREN NEW			O				O					
4 RASMU JACKI NEW			N				N					
5 REYSS RAUL NEW			S				S					

Grading Periods Open for Posting

6TH 6 WEEKS

Previous Grading Periods

1ST 6 WEEKS

2ND 6 WEEKS

3RD 6 WEEKS

4TH 6 WEEKS

5TH 6 WEEKS

After all changes have been made, complete the grade change request by selecting the Previous Grading Period in the **Posting Status** tab.

Standards Grade Post Status (147)

Posting was open from 7:30 AM on 04/11/13 until 8:00 AM on 04/14/13

Standards Grade Posting Status for 5TH 6 WEEKS (02/25/13 - 04/12/13)

Period	Class	Description	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	Active Stds	Dip Stds	Posting Complete	Last Post Date
1	03	3117 / 01	Wind Ensemble 3	5	10		5			

Complete Grade Changes

Select **Complete Grade Changes**.

Complete Grade Changes

If you proceed, the temporary window for changes to this gradebook will be closed.

Do you want to proceed?

Yes No

Click **Yes** to notify the administrative office that you have completed your grade change.

Request Grade Changes from Gradebook Selection Screen

A Grade Change Request can also be made from the Gradebook Selection screen.

My Gradebook

Current Year Classes Prior Years Classes

Reports for All Classes

Posting Status

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts
		1 - 6	0	MTWRF	2READ / 01	2 Reading
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing
		1 - 6	1	MTWRF	Band I / 01	Band I
		1 - 6	2	MTWRF	TREND / 01	Trend
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3
		1 - 6	4	MTWRF	1MUS / 01	1 Music

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I

Combined Gradebooks

001 Entity (001) Grades 9 to 12

Combined Gradebook: Wind Ensemble / 01

Dept	Subject	Terms	Period	Days Meet	Class	Description
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble

Combine Multiple Classes into a Gradebook - Entity 001

Separate Classes from Combin

001 - Standards Gradebook

Grading Periods Open for Posting

6TH 6 WEEKS

Previous Grading Periods

1ST 6 WEEKS

2ND 6 WEEKS

3RD 6 WEEKS

4TH 6 WEEKS

5TH 6 WEEKS

001 - Secondary Gradebook

Grading Periods Open for Posting

6TH 6 WEEKS

Previous Grading Periods

PROGRESS REPORT 1

1ST 6 WEEKS

PROGRESS REPORT 2

2ND 6 WEEKS

PROGRESS REPORT 3

3RD 6 WEEKS

PROGRESS REPORT 4

4TH 6 WEEKS

PROGRESS REPORT 5

Select the Grading Period from the **Posting Status** drop-down menu under Previous Grading Periods.

Standards Grade Post Status (475)

Posting was open from 7:30 AM on 04/11/13 until 8:00 AM on 04/14/13

Standards Grade Posting Status for 5TH 6 WEEKS (02/25/13 - 04/12/13)

Period	Class	Description	Missing Rpt Card Grades	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	# Term Grade Diff	Active Stds	Dr Std
1	02 TREND / 01	Trend	5	5	25		5		5	
2	03 3117 / 01	Wind Ensemble 3		5	10		5		5	
3	04 1MUS / 01	1 Music	9	2	65		9	7	9	

Request Grade Changes

Highlight the class and then click **Request Grade Changes**.

Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the closed grading period **5TH 6 WEEKS** for course **1MUS / 01**.

You will be allowed to make changes from now until **12:39 AM**. After that time, your request for term grade changes will be submitted for approval. If approved, they will then be posted to the Report Card.

NOTE: Subject, skill and event grade changes are posted to the Gradebook and Report Card without being approved, but will be made available to the administrator to view.

Reason for Grade Changes:

Incomplete needs to be changed

Do you want to proceed?

Yes No

Enter the Reason for the Grade Change Request and click **Yes**. Just like when requesting the change from your Gradebook Main screen, you must enter a reason and you have only two hours to complete your changes before the Gradebook will be locked down again.

Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments Attendance ▾ Categories Grade Marks Reports ▾ Charts ▾ Display Options ▾ Quick Scoring Export

	Term Grade	5TH Options	5TH Music	5TH Music Sing	5TH Music Sing	5TH Music Perfo	5TH Music Recog	5TH Music Dist	5TH Work	5TH Work List	5TH Work Works	5TH Work Part	6TH Options	6TH Report Card	6TH Music
Students	Wed 05/15 Atnd	5TH													
1	ADUSC SADIE	O 95.00%	O	O		+								*N	I
2	ADUSC Simon	O 95.00%	O	O		+							O		O
3	ALEYS PEARL	O 95.00%	O	O		+							O	OM	
4	ALMA NELSO	O 95.00%	O	O		+							O		O
5	CANIN RANDA	O 95.00%	O	O		+							S		S

After you click **Yes**, you move directly into the Gradebook selected for the grade change request. You can then complete your changes and finish as described above.

Display Options

- Student Display
- Event Display
- Grade Period Display
- Modify Grade Sheet Sequence
- Select Skills for Display
- View Skills by Event
- View Events by Skill
- View Skills by Student
- Show/Hide All Events
- Term Options When Set Up to Give a Term Grade

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Display Options' menu is open, showing a list of options: Student Display, Event Display, Grade Period Display, Modify Gradesheet Sequence, Select Skills for Display, View Skills by Event, View Skills by Student, Hide All Events, and Show All Events. The 'Student Display' option is highlighted. The background shows a table of student data with columns for Term Grade, 6TH Options, 6TH Report Card, 6TH Music, 6TH Music Grade Adjust, 6TH Music Singos, 6TH Music Singos, and 6TH Music Singos. The table lists students: ADUSC SADIE, ADUSC Simon, ALEYS PEARL, ALMA NELSO, CANIN RANDA, and CERTS ANNIE.

The Display Options allow you to customize the Gradebook.

Student Display

This screenshot is similar to the previous one, but with a red arrow pointing to the 'Student Display' option in the 'Display Options' menu. The background table of student data is also visible.

Student Display allows you to modify the display of student information on the Gradebook Main screen. Any changes made to the Student Display affect all of your Gradebooks, not just the one you are working in.

Student Order for Gradesheet Sequence

 My Print Queue ?

New Sequence	Old Sequence	Last Name	First Name
1	1	ADUSCR	SADIE .
2	6	LAMERSCR	DANIEL Z.
3	8	THENSCR	ROSALINE O.
4	3	ALEYSR	PEARLY W.
5	2	ADUSCR	Simon .
6	4	ALTMANNSCR	NELSON W.
7	5	CERTSCR	ANNIE .
8	7	LAVERSCR	RAYFORD Y.

Save

Undo

Back

Move Up

Move Down

(D) indicates that the student has been dropped

Modify Gradesheet Sequence allows you to determine the order of the students. Use the Move Up and Move Down buttons to place the students in the order you want.

Restore Defaults: Sets the options back to the Skyward defaults.

Event Display

The screenshot shows the Skyward Standards Gradebook Main Screen for Entity (500) Grades PK to 02. The 'Display Options' dropdown menu is open, and 'Event Display' is highlighted. A red arrow points to the 'Event Display' option.

Students	No Atnd Entry Today	Q4 Work	Q4 Work Follo	Q4 Work Demon	Q4 Work Comp	Q4 Work Works	Q4 Work Works	Q4 Work Uses	FIN Work
1 Adrag Rodge 500									
2 Ashal Josh 500									
3 Banke Kayle 500									
4 Eison Cathr 500									
5 Gange Herth 500									
6 Kinon Tanne 500									

Event Display allows you to establish preferences for event detail information on the Gradebook Main screen and event score settings. Changes made in this area will modify all your Gradebooks to reflect these settings.

The screenshot shows the Event Display configuration screen. The 'Event Display Options' section includes checkboxes for 'Show Comments for all Events', 'Show Term Grade', and 'Display Student Grade Trend Charts'. The 'Subject Heading' section shows 'View Subject Grade as: Grade Mark'. The 'Skill Heading' section shows 'Term, Subject, Skill' selected. The 'Event Defaults' section shows 'Maximum Score Default: 1', 'Post to Family Access Default: Yes', and 'Post to Student Access Default: Yes'.

Event Display Options

- ☐ Show Comments for all Events
- ☒ Show "Term Grade" Column in a fixed location on Gradebook screen
- ☐ Display Student Grade Trend Charts in Family/Student Access

Program for Viewing Excel Exports: Microsoft Office

Date Sequence of Events: ☐ Descending (newest to oldest) ☒ Ascending (oldest to newest)

Subject Heading

View Subject Grade as: Grade Mark

Skill Heading

Options use examples with the text "T1" representing the term, "Reading" representing the subject and "Reads at Grade Level" representing the skill description of an example skill.

☒ Term, Subject, Skill T1
Readi
Reads ☐ Term, Subject, Skill T1
Reading
Reads at G

View Skill Grade as: Grade Mark

Event Defaults

Maximum Score Default: 1

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

Note: All Events are forced to Post to Family and Student Access for this entity.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Event Display Options

Show Comments for all Events: Displays a field for the comments attached to the event. A column will display whether or not comments have been entered.

Main Screen														
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export														
		Thu 05/16 Atnd	Term Grade 6TH ▾	6TH Music	6TH Music Grade Adjust	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing
Students														
1	ADUSC SADIE													
2	ADUSC Simon		O 95.00%	O	8.00									
3	ALEYS PEARL		O 96.34%	OM										
4	ALMA NELSO		O 95.00%	O	7.83									
5	CERTS ANNIE		S 71.00%	S										

Show "Term Grade" Column in a fixed location on Gradebook screen: Displays a fixed grade column next to the student names on the Gradebook Main screen. This option displays only if the class produces an overall term grade.

Main Screen														
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export														
		Thu 05/16 Atnd	Term Grade 6TH ▾	6TH Music Options	6TH Music Report Card	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing	6TH Music Sing
Students														
1	ADUSC SADIE													
2	ADUSC Simon		O 95.00%	O										
3	ALEYS PEARL		O 96.34%	OM										
4	ALMA NELSO		O 95.00%	O										
5	CERTS ANNIE		S 71.00%	S										

Display Student Grade Trend Charts in Family/Student Access: If this option is selected, families and students will be able to view the student's Grade Trend Chart in Family/Student Access. An icon of a bar graph will display next to the skill in Family/Student Access. This option will be available depending upon the district Gradebook setup.

Date Sequence of Events: Sorts the Gradebook Events based on the due date of the Event. You have two options when sorting: Descending or Ascending.

Descending: Newest Events are closer to the student names.

Main Screen														
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export														
		Thu 05/16 Atnd	Term Grade 5TH ▾	5TH Music Options	5TH Music Sing	5TH Music Sing	5TH Music Sing	5TH Music Sing	5TH Music Sing	5TH Music Sing	5TH Music Sing	5TH Music Sing	5TH Music Sing	5TH Music Sing
Students														
1	ADUSC SADIE		O 95.00%	O										
2	ADUSC Simon		O 95.00%	O										
3	ALEYS PEARL		O 95.00%	O										
4	ALMA NELSO		O 95.00%	O										
5	CERTS ANNIE		O 95.00%	O										

View Subject Grade as Points: This option shows the subject grade as points earned/points possible.

Main Screen														
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting Status ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export														
Students	Thu 05/16 Atnd	6TH Music	6TH Music Under	Music W39-T 05/16	6TH Music Liste	6TH Music Part	SM2 Music	SM2 Music Under	SM2 Music Liste	SM2 Music Part	FNL Music	FNL Music Under	FNL Music Liste	FNL Music Part
1 MACFA SHAD	NEW	98/100 O		O			98/100 O				98/100 O			
2 MAIRE LINN	NEW	85/100 S		S			85/100 S				85/100 S			
3 RADOVEFREN	NEW	96/100 O		O			96/100 O				96/100 O			
4 RASMU JACKI	NEW	74/100 S		S			74/100 S				74/100 S			
5 REYSS RAUL	NEW	75/100 S		S			75/100 S				75/100 S			

Skill Heading

Term, Subject , Skill Condensed View

Main Screen														
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export														
Students	Thu 05/16 Atnd	Term Grade 6TH ▾	6TH Options ▾	6TH Music	6TH Music Sing	6TH Music Sing	Obser W39-W 05/15	6TH Music Perfo	6TH Music Recog	Obser W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15	6TH Music Dist	6TH Work List
1 ADUSC SADIE				I		+	+			+	/	*		A
2 ADUSC Simon		S 87.00%	S	S		+	+			/	/	/		B
3 ALEYS PEARL		O 96.34%	O	OM		+	+			+	+	+		B
4 ALTMA NELSO		S 87.17%	S	S		/	/			+	+	+		C
5 CERTS ANNIE		S 71.00%	S	S		+	+			/M	/	-		A

Sample above of the condensed view of the Subject/Skill on the Gradebook Main screen.

Term, Subject, Skill Expanded View

Main Screen														
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export														
Students	Thu 05/16 Atnd	Term Grade 6TH ▾	6TH Options ▾	6TH Music	6TH Music Sing in t	6TH Music Sing with	Obser W39-W 05/15	6TH Music Performs a	6TH Music Recognizes	Obser W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15		
1 ADUSC SADIE				I		+	+		/		/	/	*	
2 ADUSC Simon		S 87.00%	S	S		+	+		/		/	/		
3 ALEYS PEARL		O 96.34%	O	OM		+	+		+		+	+		
4 ALTMA NELSO		S 87.17%	S	S		/	/		+		+	+		
5 CERTS ANNIE		S 71.00%	S	S		+	+		-		/M	/	-	

Sample above of the expanded view of the Subject/Skills on the Gradebook Main screen.

Event Defaults

Maximum Score Default: Enter the value that represents your most common event value. The value entered will be used to fill in the value automatically for the maximum score possible when creating new events. You will be able to change the value for events where the default does not apply.

Post to Family and Student Access Default: Allows you to select the value that will be defaulted when adding a new event. This option is available only if the entity has chosen to not force all events to display in Family and Student Access.

Last Saved: Defaults Post to Family/Student Access to the value that was saved when the last event was created.

Yes: Defaults to having Post to Family/Student Access selected each time a new event is created.

No: Defaults to box not being checked for Post to Family/Student Access each time a new event is created.

Event Score Entry

☒ Use single skill event scoring screen
☐ Use multiple skill event scoring screen
☐ Suppress the "value entered is greater than max score" message
☒ Display student's due date attendance on Score Entry screen

Event Heading

Options use examples with the text "Characters" representing the event description, "08/20/2004" representing the due date and "Week 4 - Friday" representing a week and day of an example event.

☐ Description, Week
☐ Description, Week
☐ Description, Date
☐ Description, Date
☒ Description, Week, Date
☐ Description, Week, Date

☐ Show Category on the Gradebook Main Screen
☐ Show Category color in Event Headings only

Event Score Entry

Use single skill event scoring screen: If this option is selected, it will display the single event score entry screen when you click Score Entry for events attached to a single skill.

Event Grade Entry

Prev Next
 ✓ Post to Family Access
 ✓ Post to Student Access

6TH Music
 Recognizes common musical symbols
 Max: 50 Week 39 - Wednesday - 05/15/2013
 Create a composition

0 un-scored students: Mark un-scored as 0 and Missing

Students	Absent	Score	%	Special Code	No Modified	Count	Missing	Comment
1 ADUSC SADIE		42	84.00					
2 ADUSC Simon		43	86.00					
3 ALEYS PEARL		50	100.00					
4 ALIMA NELSO		46	92.00					
5 CERTS ANNIE		35	70.00					
6 LAMER DANIE		49	98.00					
7 LAVER RAYFO		46	92.00					
8 THENS ROSAL		35	70.00					

Change blank comments to:

☒ Assign All Scores to: 50 out of 50
☐ Overwrite scores
☐ Adjust All Scores by: 0 points
☐ Remove All Scores
☐ Set All to No Count
☐ Remove All No Count
☐ Remove All Missing

Save Undo Back
 Hide Mass Assign Options
 Apply
 Show Grade Marks
 Show Special Codes

The sample above displays the Single Skill Event Scoring Screen.

Use multiple skill event scoring screen: If this option is selected, it will display the multiple event score entry screen when you click Score Entry for events attached to a single skill.

Students	Absent	Score All	6TH Music Recognizes
1 ADUSC SADIE			42
2 ADUSC Simon			43
3 ALEYS PEARL			50
4 ALTMA NELSO			46
5 CERTS ANNIE			35
6 LAMER DANIE			49
7 LAVER RAYFO			46
8 THENS ROSAL			35

The sample above display the Multiple Skill Event Scoring Screen.

Suppress the “value entered is greater than max score” message: A warning message displays if an event’s maximum score is exceeded during student score entry. This message does not prevent you from entering values that exceed the maximum score; it merely provides notification to prevent potential data entry error. This option disables the alert message.

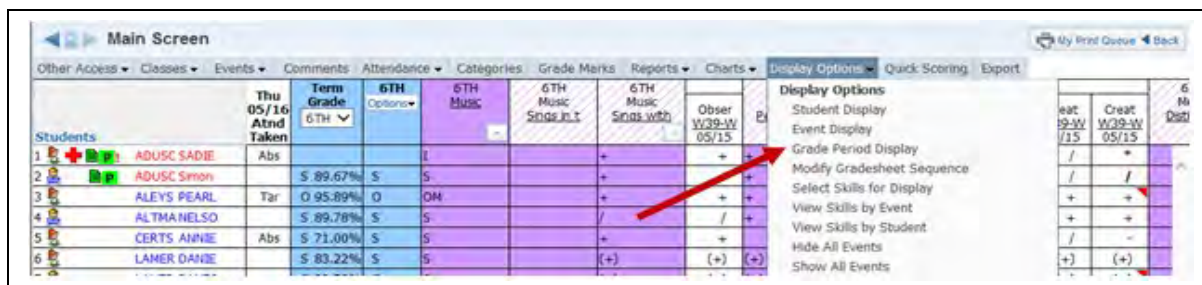
Display student’s due date attendance on Score Entry screen: Indicates whether the student was in attendance on the date the assignment was due.

Students	Absent	Grade	%	Special Code	Modified	Count	Missing	Comment
1 ADUSC SADIE		*						
2 ADUSC Simon		+	95					
3 ALEYS PEARL		+	95					
4 ALTMA NELSO		+	95					
5 CERTS ANNIE		*						
6 LAMER DANIE		(+)	85					
7 LAVER RAYFO		(+)	85					
8 THENS ROSAL		+	95					

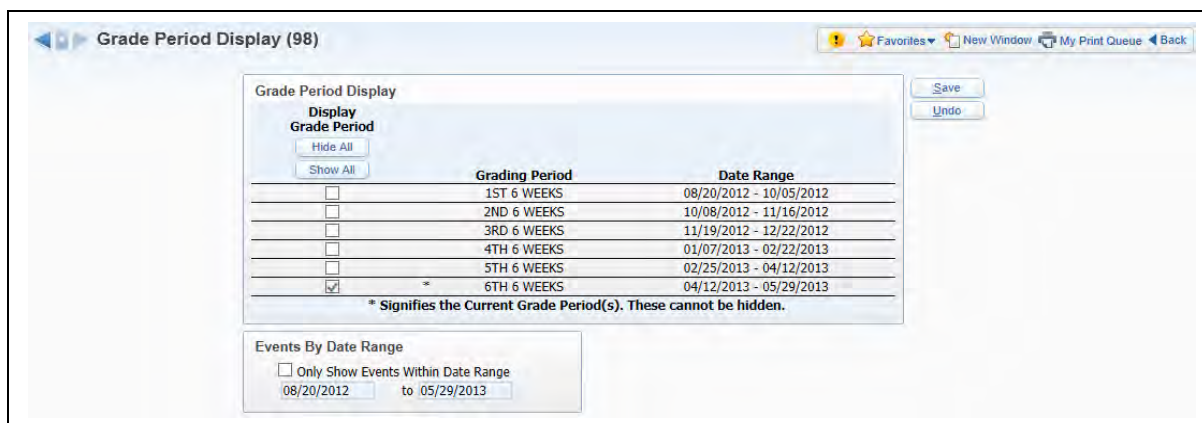
Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Grade Period Display



The Grade Period display allows you to determine the grading periods that will display in the Gradebook. You must go into each individual Gradebook to determine the grading periods that display.



Display Grade Period: Allows you to determine whether the grading period will display in the Gradebook; you cannot hide the current grading period.

Events By Date Range: Allows you to display events based on a date range.

Modify Gradesheet Sequence

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Display Options' menu is open, and the 'Modify Gradesheet Sequence' option is highlighted with a red arrow. The menu also includes options like 'Student Display', 'Event Display', 'Grade Period Display', 'Select Skills for Display', 'View Skills by Event', 'View Skills by Student', 'Hide All Events', and 'Show All Events'.

Modify Gradesheet Sequence allows you to modify the order of student's names on the Gradebook Main screen, if you are sorting based on the Gradesheet Sequence.

The screenshot shows the 'Student Order for Gradesheet Sequence' dialog box. It contains a table with the following data:

New Sequence	Old Sequence	Last Name	First Name
1	1	ADUSCR	SADIE .
2	5	CERTSCR	ANNIE .
3	8	THENSCR	ROSALINE O.
4	2	ADUSCR	Simon .
5	3	ALEYSR	PEARLY W.
6	6	LAMERSR	DANIEL Z.
7	4	ALTMANSR	NELSON W.
8	7	LAMERSR	RAYFORD V.

Buttons on the right include 'Save', 'Undo', 'Back', 'Move Up', 'Move Down', and 'Print Queue'. A note at the bottom states: '(D) indicates that the student has been dropped'.

This same option is also found in the Student Display Options.

Select Skills for Display

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Display Options' menu is open, and a red arrow points to the 'Select Skills for Display' option. The menu includes options like 'Student Display', 'Event Display', 'Grade Period Display', 'Modify Gradesheet Sequence', 'Select Skills for Display', 'View Skills by Event', 'View Skills by Student', 'Hide All Events', and 'Show All Events'.

The 'Select Skills for Display' dialog box is shown. It has a 'Save' button and a 'Back' button. Below the buttons, there are checkboxes for 'Select All', 'Unselect All', and 'Select Only Skills with Events'. A checkbox for 'Always Display Skills with Events' is also present. The main area lists skills under the 'Music' category, each with a checkbox and a '# of Events' column.

Music	# of Events
☒ Sings in tune	0
☒ Sings with correct technique	1
☒ Performs a steady beat on instrument	1
☒ Recognizes common musical symbols	3
☒ Distinguishes musical styles	0

This option allows you to select which skills will display on the main screen.

View Skills by Event

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Display Options' menu is open, and a red arrow points to the 'View Skills by Event' option. The menu includes options like 'Student Display', 'Event Display', 'Grade Period Display', 'Modify Gradesheet Sequence', 'Select Skills for Display', 'View Skills by Event', 'View Skills by Student', 'Hide All Events', and 'Show All Events'.

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'View Skills by Event' view is active, displaying a table of student performance data. The table includes columns for 'Students', 'Thu 05/16 Atnd Taken', 'Term Grade', 'FNL Options', 'SM2 Options', '6TH Options', 'Obser W39-W 05/15', 'Music Sings with', 'Music Recognizes', 'Great W39-W 05/15', 'Music Recognizes', 'Parti W39-T 05/16', and 'Mus Perform'.

Students	Thu 05/16 Atnd Taken	Term Grade	FNL Options	SM2 Options	6TH Options	Obser W39-W 05/15	Music Sings with	Music Recognizes	Great W39-W 05/15	Music Recognizes	Parti W39-T 05/16	Musi Perform
1 ADUSC SADIE	Abs	S 89.67%	S	S	S	2/2	+	+	1/1	/	*	*
2 ADUSC Simon		S 89.67%	S	S	S	2/2	+	/	1/1	/	1/1	+
3 ALEYS PEARL	Tar	O 95.89%	O	O	O	2/2	+	+	1/1	+	1/1	+
4 ALTMA NELSO		S 89.78%	S	S	S	2/2	/	+	1/1	+	1/1	+
5 CERTS ANNIE	Abs	S 71.00%	S	S	S	2/2	+	/M	1/1	/	1/1	*

This option allows you to view the skills by the events that were created for them. Only skills with events will display

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

View Events by Skill

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Display Options' menu is open, and 'View Events by Skill' is highlighted with a red arrow. The menu options include: Student Display, Event Display, Grade Period Display, Modify Gradesheet Sequence, View Events by Skill, View Skills by Student, Hide All Skills, and Show All Skills. The background table shows student data for ADUSC SADIE, ADUSC Simon, ALEYS PEARL, ALMA NELSO, and CERTS ANNIE.

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Display Options' menu is open, and 'View Skills By Student' is highlighted with a red arrow. The menu options include: Student Display, Event Display, Grade Period Display, Modify Gradesheet Sequence, View Events by Skill, View Skills by Student, Hide All Skills, and Show All Skills. The background table shows student data for ADUSC SADIE, ADUSC Simon, ALEYS PEARL, ALMA NELSO, and CERTS ANNIE.

View Events by Skill is the default display for the Gradebook. All subjects and skills display on the Gradebook Main Screen.

View Skills By Student

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Display Options' menu is open, and 'View Skills By Student' is highlighted with a red arrow. The menu options include: Student Display, Event Display, Grade Period Display, Modify Gradesheet Sequence, Select Skills for Display, View Skills by Event, View Skills by Student, Hide All Events, and Show All Events. The background table shows student data for ADUSC SADIE, ADUSC Simon, ALEYS PEARL, ALMA NELSO, CERTS ANNIE, and LAMER DANIE.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Main Screen											
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export											
Students	Thu 05/16 Atnd Taken	Term Grade 6TH ▾	FNL Options ▾	SM2 Options ▾	6TH Options ▾	Obser W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15	Parti W39-T 05/16		
1  ADUSC SADIE	Abs		O	O							
Music		I	O	O	I						
Sings in tune											
Sings with correct technique		+ 100.00%	+	+	+	+					
Performs a steady beat on instrument		+ 95.00%	+	+	+				*		
Recognizes common musical symbols		/ 87.00%	/	/	/	+	/	*			
Distinguishes musical styles											
Work Habits											
Listens and follows directions		A			A						
Works cooperatively with others											
Participates in class activities											
2  ADUSC Simon		S 89.67%	S	S	S						
Music		S 89.67%	S	S	S						
Sings in tune											
Sings with correct technique		+ 90.00%	+	+	+	+					
Performs a steady beat on instrument		+ 95.00%	+	+	+				+		
Recognizes common musical symbols		/ 84.00%	/	/	/	/	/	/			
Distinguishes musical styles											
Work Habits											
Listens and follows directions		B			B						
Works cooperatively with others											
Participates in class activities											

This option rotates the Gradebook Main screen. The subjects and skills will display beneath the student's name. This view of the Gradebook works well for verifying report card grades.

Show/Hide all Events

Main Screen											
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export											
Students	Thu 05/16 Atnd Taken	Term Grade 6TH ▾	6TH Options ▾	6TH Music	6TH Music Sings in t	6TH Music Sings with	Obser W39-W 05/15	Parti W39-T 05/16	6TH Music Performs a	6TH Music Recognizes	6TH Music Dist
1  ADUSC SADIE	Abs		I			+	+				
2  ADUSC Simon	Tar	S 89.67%	S	S		+	+				
3  ALEYS PEARL		O 95.89%	O	OM		+	+				
4  ALTMAN NELSO		S 89.78%	S	S		/	/				
5  CERTS ANNIE	Abs	S 71.00%	S	S			+				
6  LAMER DANIE		S 83.22%	S			(+)					

Display Options
☐ Student Display
☐ Event Display
☐ Grade Period Display
☐ Modify Gradesheet Sequence
☐ Select Skills for Display
☐ View Skills by Event
☐ View Skills by Student
☒ Hide All Events
☐ Show All Events

These two options either show all of the events created or hide all of the events.

Main Screen											
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export											
Students	Thu 05/16 Atnd Taken	Term Grade 6TH ▾	6TH Options ▾	6TH Music	6TH Music Sings in t	6TH Music Sings with	Obser W39-W 05/15	Parti W39-T 05/16	6TH Music Performs a	6TH Music Recognizes	6TH Music Dist
1  ADUSC SADIE	Abs		I			+	+				
2  ADUSC Simon		S 89.67%	S	S		+	+				
3  ALEYS PEARL	Tar	O 95.89%	O	OM		+	+				
4  ALTMAN NELSO		S 89.78%	S	S		/	/				
5  CERTS ANNIE	Abs	S 71.00%	S	S		+	+				

This is an example with **Show All Events** selected.

Functionality described here may vary in availability depending upon your district/entity configuration.

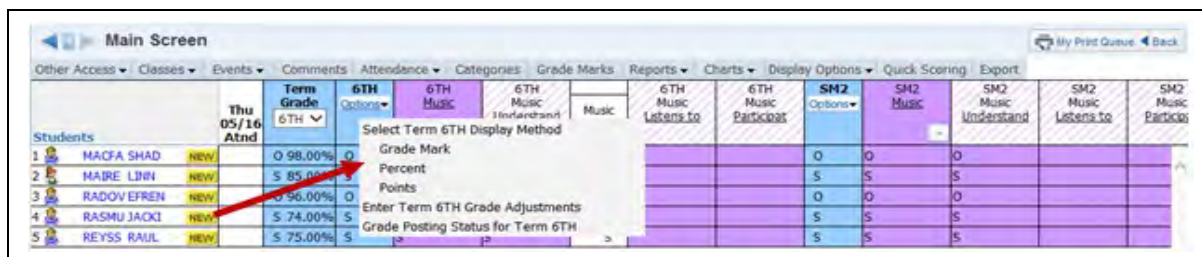
** Denotes Required Field to save screen.

STANDARDS GRADEBOOK – TEACHER GUIDE

Main Screen													
Other Access ▾ Classes ▾ Events ▾ Comments Attendance ▾ Categories Grade Marks Reports ▾ Charts ▾ Display Options ▾ Quick Scoring Export													
Students	Thu 05/16 Atnd Taken	Term Grade 6TH ▾	6TH Options ▾	6TH Music ▾	6TH Music Sings in t	6TH Music Sings with	6TH Music Performs a	6TH Music Recognizes	6TH Music Distinguis	6TH Work Habit	6TH Work Habit Listens an	6TH Work Ha Works co	
1 ADUSC SADIE	Abs			I		+	+	/			A		
2 ADUSC Simon		S 89.67%	S	S		+	+	/			B		
3 ALEYS PEARL	Tar	O 95.89%	O	OM		+	+	+			B		
4 ALTMA NELSO		S 89.78%	S	S		/	+	+			C		
5 CERTS ANNIE	Abs	S 71.00%	S	S		+		-			A		

This is an example with **Hide All Events** selected. You can click on the + sign in the skill header to display the skill's events.

Term Grade Option Display Methods



The Term Display option allows you to choose how the overall term grades display on the Gradebook Main screen. The options you see listed will vary depending upon the district Gradebook setup.

Tools

[Teacher's Log](#)
[Restore Deleted Events](#)
[Clone Scores for Cloned Events](#)
[Student Groups](#)
[View Backups](#)
[Event Comment Bank](#)
[Subject Attachments](#)

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Tools' menu is open, displaying the following options:

- Student Display
- Event Display
- Grade Period Display
- Modify Gradesheet Sequence
- Select Skills for Display
- View Skills by Event
- View Skills by Student
- Hide All Events
- Show All Events
- Tools**
 - Teacher's Log
 - Restore Deleted Events
 - Student Groups
 - View Backups
 - Event Comment Bank
 - Subject Attachments

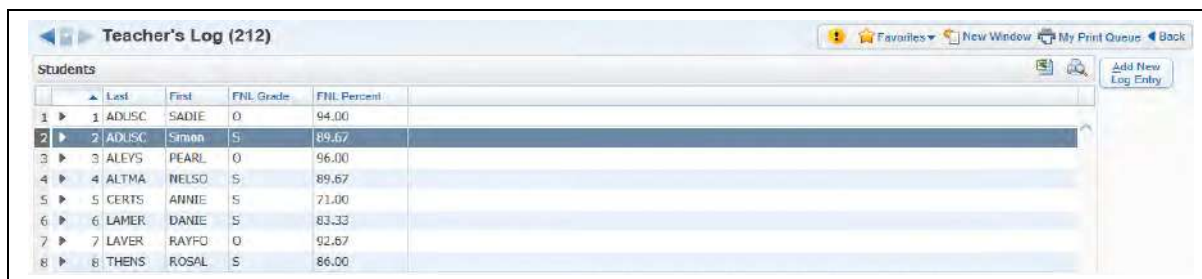
The background table shows student data for the 6TH grade, including names, attendance, and scores.

The Tools area provides additional functionality in the Gradebook.

Teacher's Log

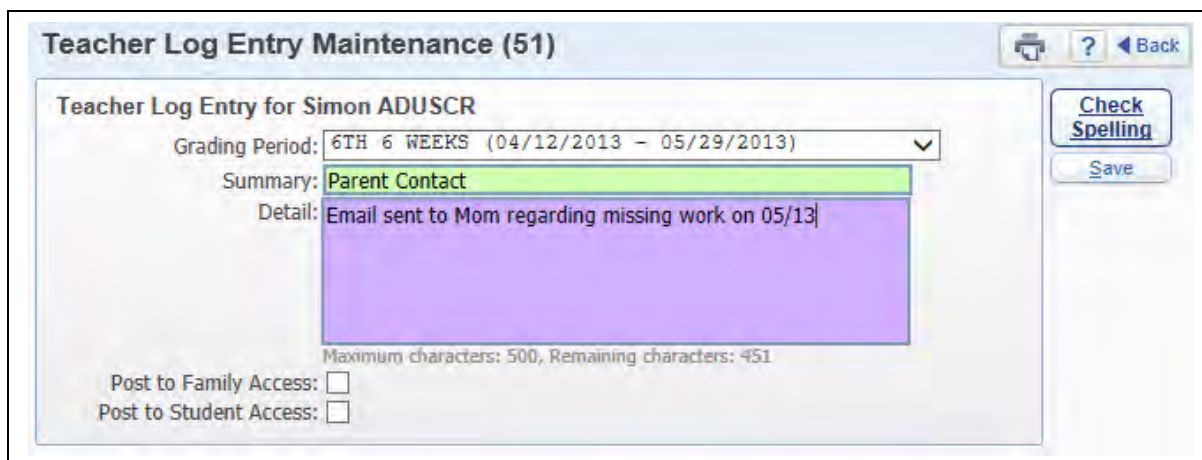
This screenshot is identical to the one above, but with a red arrow pointing to the 'Teacher's Log' option in the 'Tools' sub-menu.

The Teacher's Log allows you to add a note or comment regarding the student. The teacher log entries can display in Family/Student Access and can also be printed on the Progress Report.



	Last	First	FNL Grade	FNL Percent
1	ADUSC	SADIE	0	94.00
2	ADUSC	Simon	S	89.67
3	ALEYS	PEARL	0	96.00
4	ALMA	NELSO	S	89.67
5	CERTS	ANNIE	S	71.00
6	LAMER	DANIE	S	83.33
7	LAYER	RAYFO	0	92.67
8	THENS	ROSAL	S	86.00

All students display in the Teacher's Log. You can add a new entry by highlighting the student and clicking the **Add New Log Entry** button.



Teacher Log Entry Maintenance (51)

Teacher Log Entry for Simon ADUSCR

Grading Period: 6TH 6 WEEKS (04/12/2013 - 05/29/2013)

Summary: Parent Contact

Detail: Email sent to Mom regarding missing work on 05/13

Maximum characters: 500, Remaining characters: 451

Post to Family Access: ☐

Post to Student Access: ☐

Buttons: Check Spelling, Save

Grading Period: Select the Grading Period for the Teacher Log Entry. It defaulta to the current grading period.

Summary: Enter a brief description of the entry.

Detail: Add the entry text (maximum character limit is 500).

Post to Family/Student Access: Determines whether the Teacher Log Entry can be seen in Family/Student Access.

Edit/Delete of Teacher Log Entry

Teacher's Log (211)

Students

Log	First	FNL Grade	FNL Percent
1	ADUSC SADIE	O	94.00
2	ADUSC Simon	S	89.67
3	ALEYS PEARL	O	96.00
4	ALMA NELSO	S	89.67
5	CERTS ANNIE	S	71.00
6	LAMER DANIE	S	83.33
7	LAVER RAYFO	O	92.67
8	THENS ROSAL	S	86.00

Expand All Collapse All View Printable Details

Log Entries

Grading Period	Summary	Detail	Fam	Stu	Date Created	Time Created
6TH 6 WEEKS	Parent Contact	Email sent to Mom regarding missing work on 05/13	No	No	05/16/13	9:26 AM

Click the arrow next to the student's name to view/edit/delete prior log entries.

Teacher Log Entry Maintenance (53)

Teacher Log Entry for Simon ADUSCR

Grading Period: 6TH 6 WEEKS (04/12/2013 - 05/29/2013)

Summary: Parent Contact

Detail: Email sent to Mom regarding missing work on 05/13

Maximum characters: 500, Remaining characters: 451

Post to Family Access: ☐ Date Created: 05/16/13.

Post to Student Access: ☐ Last Modified: 05/16/13 By MARILEE ANDREASCR.

Check Spelling Save

When you edit an entry, you see the date it was created as well the date last modified.

Restore Deleted Events

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

The screenshot shows the 'Main Screen' of the Standards Gradebook. The top navigation bar includes 'Other Access', 'Classes', 'Events', 'Comments', 'Attendance', 'Categories', 'Grade Marks', 'Reports', 'Charts', 'Display Options', 'Quick Scoring', and 'Export'. The 'Display Options' menu is open, showing a list of options under 'Display Options' and 'Tools'. A red arrow points to the 'Restore Deleted Events' option in the 'Tools' section.

Students	Thu 05/16 Atnd Taken	Term Grade 6TH	Options	6TH Music	6TH Music Sings in t	6TH Music Sings with	6TH Music Performs a
1 ADUSC SADIE	Abs						
2 ADUSC Simon		\$ 89.67%	\$	\$			
3 ALEYS PEARL	Tar	O 95.89%	O	OM			
4 ALMA NELSO		\$ 89.78%	\$	\$			
5 CERTS ANNIE	Abs	\$ 71.00%	\$	\$			
6 LAMER DANIE		\$ 83.22%	\$	\$		(+)	(+)
7 LAYER RAYFO		O 92.78%	O	O		(+)	(+)
8 THENS ROSAL		\$ 85.89%	\$	\$		/	

Restore Deleted Events allows you to view a listing of all deleted events for the selected class. You can restore the event(s) that were deleted intentionally or by mistake. Previously-entered student scores for the deleted event will also be restored.

The screenshot shows the 'Deleted Events' screen. It has a 'View Details' button at the top left. The main table lists deleted events with columns: Term, Description, Cat, # of Skills, Date Due, Week, Day, Weight, Max, OE, Fam, and Stu. Two events are listed: 'Participation' and 'test'. The 'test' event is highlighted.

Term	Description	Cat	# of Skills	Date Due	Week	Day	Weight	Max	OE	Fam	Stu
6TH	Participation	Part	1	05/16/13	39	Thu	1.00				
6TH	test	HWK	1	05/15/13	39	Wed	1.00				

Event Count: 2

The Deleted Events screen displays all previously-deleted events for the class. You can view the event scores by highlighting the event and clicking **View Details**.

STANDARDS GRADEBOOK – TEACHER GUIDE

Deleted Event Details

My Print Queue Back

6TH Music
Performs a steady beat on instrument
Week 39 - Thursday - 05/16/2013
Participation

Students	Grade	%	Special Code	No Modified Count	Missing Comment
1 ADUSC SADIE	-				
2 ADUSC Simon	+	95			
3 ALEYS PEARL	+	95			
4 ALIMA NELSO	+	95			
5 CERTS ANNIE	-				
6 LAMER DANIE	(+)	85			
7 LAVER RAYFO	(+)	85			
8 THEMS ROSAL	+	95			

Restore Event

Review the selected event detail and scores. Click **Restore Event** to add the event and scores back into the Gradebook.

Main Screen

My Print Queue Back

Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

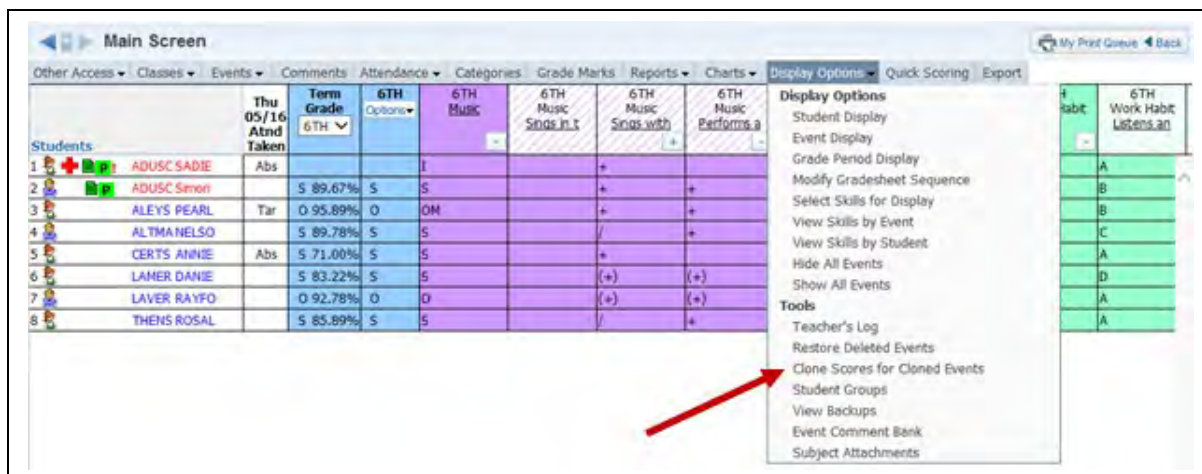
Students	Thu 05/16 Atnd Taken	Term Grade 6TH	6TH Options	6TH Music	6TH Music Sings in t	6TH Music Sings with	6TH Music Performs a	Parti W/39-T 05/16	6TH Music Recognizes	6TH Music Distinguishes	6TH Work Habit	6TH Work Habit Listens an
1 ADUSC SADIE	Abs	S 89.67%	S	I	+	+	+	+	+	+	A	A
2 ADUSC Simon	Tar	O 95.89%	O	OM	+	+	+	+	+	+	B	B
3 ALEYS PEARL		S 89.78%	S	S	+	+	+	+	+	+	C	C
4 ALIMA NELSO		S 71.00%	S	S	+	+	+	+	+	+	A	A
5 CERTS ANNIE	Abs				+	+	+	+	+	+		

The event and scores have been restored to the Gradebook.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

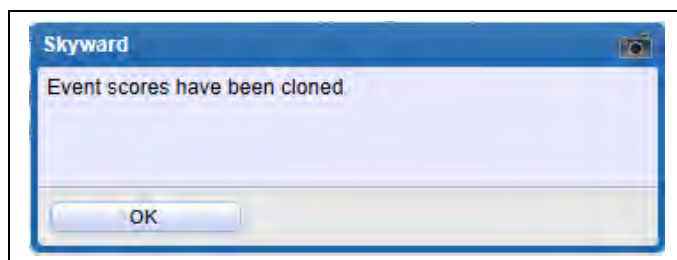
Clone Scores for Cloned Events



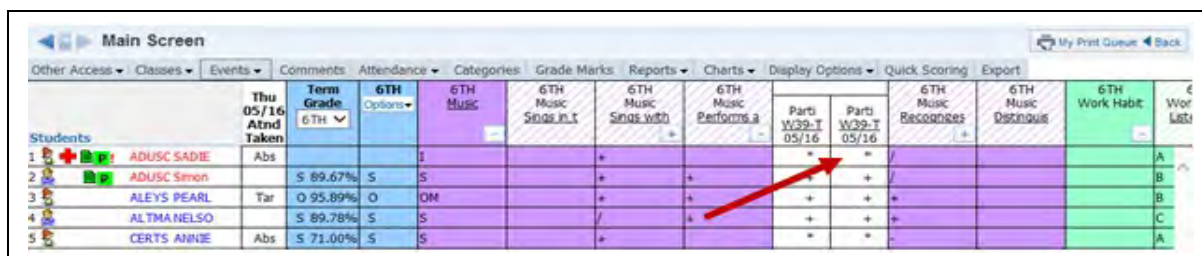
The Clone Scores for Cloned Events option allows the teacher to copy scores from events that were cloned without a grade.



Check the box(es) if you would like to clone scores for certain cloned events. Click Clone Scores.



This notification appears. The scores have been cloned to the gradebook.



Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Other Access ▾										Classes ▾	Events ▾	Comments	Attendance ▾	Categories	Grade Marks	Posting Status ▾	Reports ▾	Display Options ▾	Quick Scoring	Export	
										Q4 Reading	Q4 Reading Grade Adjust	Q4 Spelling	Q4 Spelling Masters wa	Q4 Spelling Masters wa Grade Adjust	Spell W33-W 04/03	Display Options					
Students										Fri 04/05 Atmd											
1		Adrag Rodge	500		G		85.00	S	/										Student Display		
2		Ashal Josh	500		G		85.00		/										Event Display		
3		Banke Kayle	500		S				+										Grade Period Display		
4		Cumps Lori	500		N		65.00		/										Modify Gradesheet Sequence		
5		Eson Cathr	500					S	/										Select Skills for Display		
6		Gange Herth	500		S				/				12.00	-					View Skills by Event		
7		Kinos Tanne	500		S			S	/					/					View Skills by Student		
8		Lixsc Emory	500						/					/					Hide All Events		
9		Nicht Lemue	500		S			S	/					/					Show All Events		
10		Petti Tyrel	500		G		85.00		+										Tools		
11		Skowt Will	500		G		85.00	U	/				20.00	-					Teacher's Log		
12		Tenen Neil	500		G		85.00		+					+					Restore Deleted Events		
13		Toks Erick	500		O		95.00		+					+					Clone Scores for Cloned Events		
14		Wange Kyong	500		O		95.00	S	/					/					Student Groups		

The Student Groups option allows you to place students in the class into a maximum of ten possible groups based upon separate learning and/or grading situations. Separate events can be created for each Student Group. This should not be used if students will be switching groups because it is hard to move students from one Student Group to another. You can move a student to a new Student Group only if all events match or all scores for events have been removed.

[illegible]

Step 2 – Identify the group to which students belong to by selecting the appropriate radio button under the column heading for that group. After all students have been assigned a Student Group, click **Save**.

Main Screen														
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export														
Student Group: (☐ Show all groups)		Thu 05/16 Atnd Taken	Term Grade 6TH ▾	6TH Options ▾	6TH Music	6TH Music Sings in t	6TH Music Sings with	6TH Music Performs a	Parti W39-T 05/16	Parti W39-T 05/16	6TH Music Recognizes	6TH Music Distinquis	6TH Work Habit	W Li
1 - Group A					-									
2 - Group B														
Students														
1	ADUSC SADIE	Abs		I										A
2	ALTMA NELSO		S 89.78%	S	S									C
3	CERTS ANNIE	Abs	S 71.00%	S	S									A
4	LAVER RAYFO		O 92.78%	O	O									A

You are now operating two Gradebooks within a single Gradebook. The Gradebook Main screen will now display students based on their student group.

Main Screen														
Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export														
Student Group: (☒ Show all groups)		Thu 05/16 Atnd Taken	Term Grade 6TH ▾	6TH Options ▾	6TH Music	6TH Music Sings in t	6TH Music Sings with	6TH Music Performs a	Parti W39-T 05/16	Parti W39-T 05/16	6TH Music Recognizes	6TH Music Distinquis	6TH Work Habit	W Li
1 - Group A					-									
Students														
1	ADUSC SADIE	1	Abs		I									A
2	ADUSC Simon	2		S 89.67%	S	S								B
3	ALEYS PEARL	2	Tar	O 95.89%	O	OM								B
4	ALTMA NELSO	1		S 89.78%	S	S								C
5	CERTS ANNIE	1	Abs	S 71.00%	S	S								A
6	LAMER DANIE	2		S 83.22%	S	S								D
7	LAVER RAYFO	1		O 92.78%	O	O								A
8	THENS ROSAL	2		S 85.89%	S	S								A

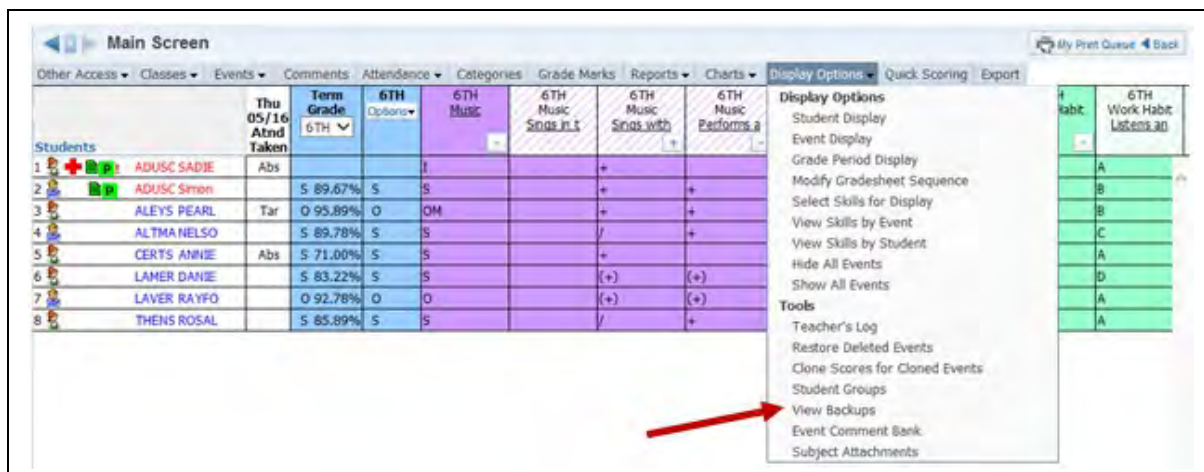
You can choose to **Show all groups** on the Gradebook Main screen. The number to the right of the student's name shows the student group number.

Event Maintenance										My Print Queue
Add Event										
Subject:	Music									Save and Back Save and Add Another Save and Score Undo Back Attach (0) Options ▾ Check Spelling
Skill:	Sings in tune									
Category:	CW - CLASS WORK									
Description:										
Detailed Description:										
Entered Date:	Thu, May 16 2013									
Assign Date:	May	16	2013	Thu, May 16 2013						
Proposed Due Date:	May	16	2013	Thu, May 16 2013						
Actual Due Date:		01	2013							
Grade Mark Group:	2 (+, /, -)									
Weight Multiplier:	1.00									
☐ Use points to score this event Enter max points possible:										☒ Post to Family Access ☒ Post to Student Access
☐ Apply this event to All Student Groups										☐ Show Comments ☐ Show On Lesson Scheduler
Show Event Score As:	Grade Mark									

Events can be created for the specific student group that is currently being viewed in the Gradebook. These events will not appear for other groups on reports or in Family/Student Access.

After you set up student groups, a new option of **Apply this event to All Student Groups** appears on the Add Event screen.

View Backups



View Backups allows you to view a snapshot of what the Gradebook looked like at a specific time. You cannot restore the Gradebook from this backup. Do not worry if you do not see a backup! Your Gradebooks are always backed up when the entire Skyward database is backed up.

Backups	
03/30/2013	View Backup
03/23/2013	View Backup
03/16/2013	View Backup
03/11/2013	View Backup
03/04/2013	View Backup

After selecting **View Backups**, you see a list of the Backups created and the date created. Click **View Backup** to see the Gradebook information at the time the Backup was created.

Events		Grade Marks		Reports		Display Options											
		Term	T4	T4	T4	T4	T4	T4	T4	T4	T4	FIN	FIN	FIN	FIN	FIN	FIN
		Grade	Options	Title	Title	Title	Title	Title	Title	Title	Title	Options	Title	Title	Title	Title	Title
		T4															
Students																	
1	 Andra Khadi	NEW															
2	 Augus Lloyd	NEW															

The screen displays a snapshot of what the Gradebook looked like as of that specific date. Events and grades would display, if entered.

- Events – Displays the List Event screen so you can view the events.
- Grade Marks – Displays a view-only screen of the Grade Marks being used in the Gradebook.
- Reports – The following reports are available: Grade Sheet Report, Progress Report, Event Listing, Skill/Event Listing, Event Master Report, Standards Report Card, Custom Report Card, Missing Events, Progress Detail Report and Online Event Analysis Report.
- Display Options – The following display options are available: Student Display, Event Display, Grade Period Display, Modify Gradesheet Sequence and Teacher's Log.

Event Comment Bank

The screenshot shows the 'Main Screen' of the Standards Gradebook. A red arrow points to the 'Event Comment Bank' option in the 'Tools' menu. The menu also includes 'Teacher's Log', 'Restore Deleted Events', 'Clone Scores for Cloned Events', 'Student Groups', 'View Backups', and 'Subject Attachments'.

Students	Thu 05/16 Atnd Taken	Term Grade 6TH	Options	6TH Music	6TH Music Sings in t	6TH Music Sings with	6TH Music Performs a
1 ADUSC SADIE	Abs	S 89.67%	S	S		+	
2 ADUSC Simon		O 95.89%	O	OM		+	+
3 ALEYS PEARL	Tar	S 89.78%	S	S		/	+
4 ALTMAN ELSO		S 71.00%	S	S		+	
5 CERTS ANINE	Abs	S 83.22%	S	S		(+)	(+)
6 LAMER DANIE		O 92.78%	O	O		(+)	(+)
7 LAYER RAYFO		S 85.89%	S	S		/	+
8 THENS ROSAL							

The Event Comment Bank displays and allows you to maintain the comments you attach to student events.

The screenshot shows the 'Event Comment Bank' interface. It displays a table with two columns: 'Comment' and 'Date Last Used'. There are buttons for 'Add', 'Edit', 'Delete', and 'Delete Multiple Comments'.

Comment	Date Last Used
Great Job!	05/15/2013
Original Score was 56	05/15/2013

The Event Comment Bank displays the comments and the date each comment was last used.

The screenshot shows the 'Comment Bank Maintenance' interface. It features a text input field for 'Comment' with the value 'Did not follow instructions'. There are buttons for 'Save', 'Undo', 'Back', and 'Check Spelling'.

Add: Allows you to create a new comment that can be used when scoring an event.

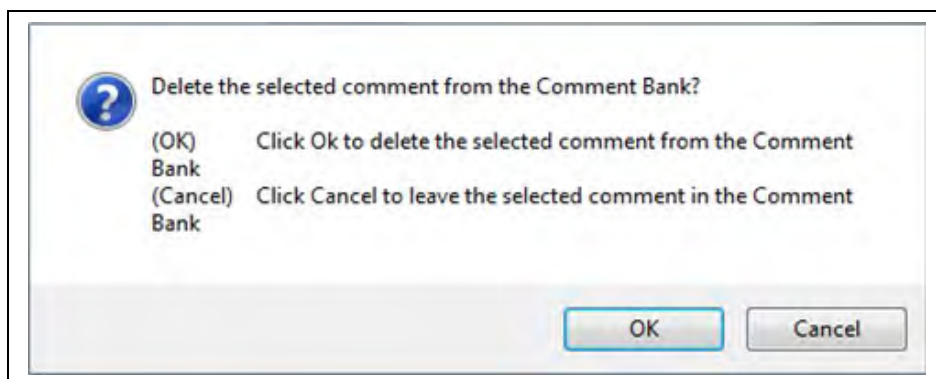
The screenshot shows the 'Comment Bank Maintenance' interface. It features a text input field for 'Comment' with the value 'Did not follow instructions'. There are buttons for 'Save', 'Undo', 'Back', and 'Check Spelling'.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Edit: Allows you to make modifications to an existing comment. If you edit a comment, this will not change any existing comments attached to an event.

Delete: Removes a comment from the Event Comment Bank. Highlight the comment and click **Delete**. You receive the following pop-up message:



Click **OK** to remove the comment from the Comment Bank. By selecting Cancel, you keep the comment in the Comment Bank.

If you delete a comment from the comment bank, this will not delete the comment from a student's event. Deleting the comment simply means it will not be available for selection when entering future event comments.



Delete Multiple Comments: Allows you to remove multiple comments from the Event Comment Bank.

Subject Attachments

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Display Options' menu is open, and a red arrow points to the 'Subject Attachments' option at the bottom of the menu. The menu also includes options like 'Student Display', 'Event Display', 'Grade Period Display', 'Modify Gradesheet Sequence', 'Select Skills for Display', 'View Skills by Event', 'View Skills by Student', 'Hide All Events', and 'Show All Events'. The 'Tools' section includes 'Teacher's Log', 'Restore Deleted Events', 'Clone Scores for Cloned Events', 'Student Groups', 'View Backups', 'Event Comment Bank', and 'Subject Attachments'.

The Subject Attachments option is a feature you can use to see any documents attached to different subjects set up by administrators.

The screenshot shows the 'View Subject Attachments' screen. It features a table with the following data:

Subject	Attachment	Fam	Stu
Music	Learning Guide	No	No

A 'View' button is located to the right of the table. The page also includes a 'My Print Queue' button and a 'Back' button at the top right.

The attachments shown here are set up under the Academic Area for the subject by school administration. The Fam and Stu columns indicate whether this attachment is available in Family or Student Access. If you select View on the right side of the page, the system displays the selected attached document.

Charts

Student Grade Trend Chart

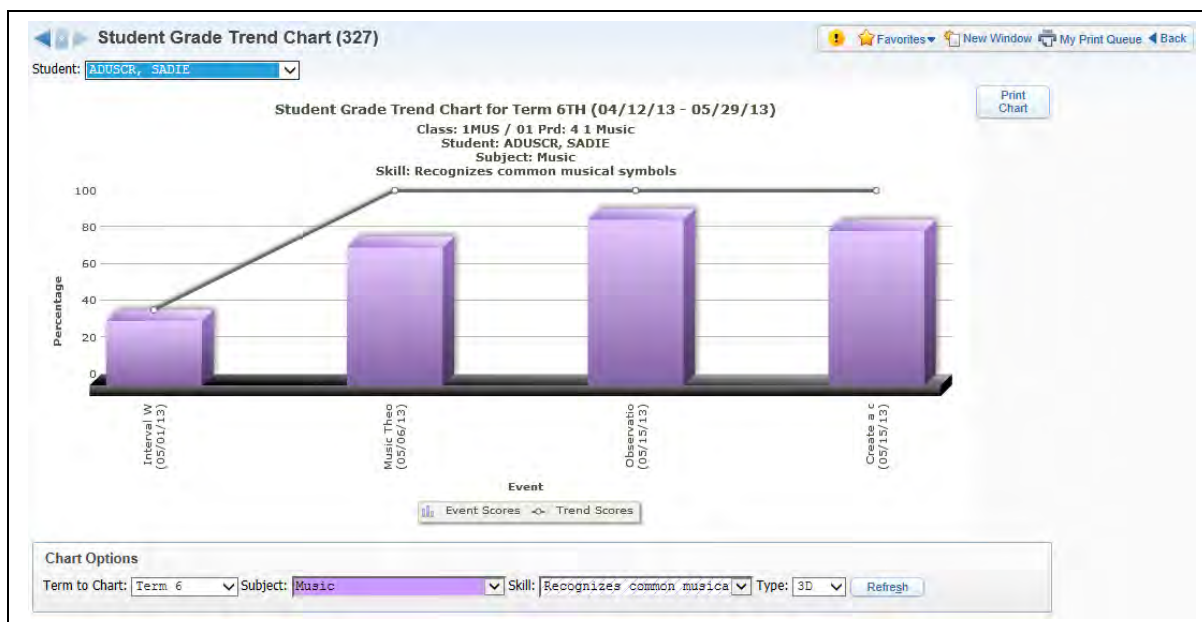
Student Grade Trend Chart

The Charts tab can be used when you want to graph student grade trends. Availability of this option is determined by the district Gradebook setup.

The screenshot shows the 'Main Screen' interface. At the top, there are navigation tabs: Other Access, Classes, Events, Comments, Attendance, Categories, Grade Marks, Reports, Charts (selected), Display Options, Quick Scoring, and Export. Below the tabs, the 'Student Grade Trend Chart' is displayed for student ADUSC SADIE. The chart shows scores for various subjects over time. A red arrow points to the 'Charts' tab.

	Thu 05/16 Atnd Taken	Term Grade 6TH	Options	6TH Music	6TH Music Sings in t	6TH Music Sings in t	Student Grade Trend Chart	Part I W/19-T 05/16	Part II W/19-T 05/16	Part III Reconizes	6TH Music Distinguis	6TH Work Habit	6TH Work List
1	Abs	S	S	S	S	S	+	+	+	+	+	+	A
2	Tar	O	95.89%	O	OM	OM	+	+	+	+	+	+	B
3	Tar	O	95.89%	O	OM	OM	+	+	+	+	+	+	B
4	Tar	S	89.78%	S	S	S	+	+	+	+	+	+	C
5	Abs	S	71.00%	S	S	S	+	+	+	+	+	+	A

From the Gradebook Main screen, hover over the Charts tab. Click **Student Grade Trend Chart**.



This is a sample Student Grade Trend Chart. This screen uses a bar graph to show the event scores in relation to the trend scores. The Chart Options allow you to determine the subject and skill information that will display.

Reports

[Attendance](#)
[Detail Report](#)
[Summary Report by Class](#)
[Gradebook](#)
[Grade Sheet Report](#)
[Progress Report](#)
[Event Listing](#)
[Skill/Event Listing](#)
[Event Master Report](#)
[Standards Report Card](#)
[Custom Report Card](#)
[Missing Events](#)
[Progress Detail Report](#)
[Email Progress Report](#)
[View Emailed Reports](#)
[Enhanced Multi-Class Progress Report](#)
[Class Information](#)
[Class Roster](#)
[Student Information](#)
[Custom Forms Report](#)
[Gifted and Talented Report](#)
[Trend Grading](#)
[Skill Trend Grading by Event](#)

General Report Information

The screenshot shows the 'Main Screen' of a software application. At the top, there's a navigation bar with tabs: Other Access, Classes, Events, Comments, Attendance, Categories, Grade Marks, Reports, Charts, Display Options, Quick Scoring, and Export. The 'Reports' tab is selected. Below the navigation bar, there's a table with student data. The table has columns for Student ID, Name, Attendance (Thu 05/16), Term Grade (6TH), and various performance metrics. The students listed are ADUSC SADIE, ADUSC Simon, ALEYS PEARL, ALTMA NELSO, CERTS ANNIE, LAMER DANIE, LAVER RAYFO, and THENS ROSAL. To the right of the table, there's a sidebar menu with sections: Attendance (Detail Report, Summary Report by Class), Gradebook (Grade Sheet Report, Progress Report, Event Listing, Skill/Event Listing, Event Master Report, Standards Report Card, Custom Report Card, Missing Events, Progress Detail Report, Email Progress Detail Report, View Emailed Reports, Enhanced Multi-Class Progress Report, Online Event Analysis Report), Class Information (Class Roster, Student Information, Custom Forms Report, Gifted and Talented Report), and Trend Grading (Skill Trend Grading by Event).

Students	Thu 05/16 Atnd Taken	Term Grade 6TH	6TH Music Sings with	6TH Music Performs a	Parti W39-05/16
1 ADUSC SADIE	Abs		+		*
2 ADUSC Simon		O 90.67%	+	+	+
3 ALEYS PEARL	Tar	O 91.73%	+	+	+
4 ALTMA NELSO		S 88.47%	/	+	+
5 CERTS ANNIE	Abs	S 73.00%	+		*
6 LAMER DANIE		S 81.87%	(+)	(+)	(+)
7 LAVER RAYFO		S 88.93%	(+)	(+)	(+)
8 THENS ROSAL		S 88.13%	/	+	+

Gradebook Reports can be accessed in the following locations:

- Report tab in the Gradebook
- Individual Student Selection (clicking the name in the Gradebook)
- Reports for All Classes on the My Gradebook screen
- Reports in My Classes

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Any report that you generate will display on the screen first and then you can choose to send it to the printer. All of the reports are generated from a template. Many reports have a Skyward default template, but you also have the capability to create your own template for the report.

Report Templates My Print Queue Back

1MUS / 01 Prd:4 1 Music - MARILEE ANDREASCR
Report: Progress Detail Report

Seq #	Report Template Name
10	Progress Detail
800	Use this Progress Report when sending home
900	Curr Term;No Count;Ungraded;Comments;Sig
910	Curr Term;No Count;Comments;Sig

Print

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Students

Select Different Classes

This is the screen you see after selecting a report. Each of the items you see listed is a separate template and has a unique sequence number. Sequence numbers beginning with 900 are Skyward-created templates, and no modification can be made to the template. Reports with a sequence number of 800 are templates created by administrators for the entity. Any report template beginning with 10 is a template you have created.

Print: Prints the information for the selected template. **Print** generatea information for the entire class.

Add a new Template: Allows you to select the information you want on the report.

Report Templates My Print Queue Back

Add a new Report Template for the Progress Detail Report Report.

Sequence #: 20

Report Template Name: Progress Detail with Signature Line

Save

Back

After clicking **Add a new Template**, you need to enter the **Report Template Name**. This name will not print on the report itself. After you enter the report name, click **Save**.

You can then select options specifying the information on the report. We will cover all of the options for each specific report in this guide.

If you create a template in one Gradebook, that template will be available in all of your Gradebooks.

Rename Template: Allows you to modify the template's name. This option is available only for templates you create.

View Parameters of Template: Allows you to view what options have been selected for the template. This option is available only for 800 and 900 sequence templates.

Modify Parameters of Template: Allows you to edit a template you created.

Clone Template: Allows you to clone a template to make it your own.

Delete Template: Allows you to remove a template. This option is available only for templates you create.

Student List

My Print Queue Back

Student List for 1MUS / 01 Prd:4 1 Music

For 04/12/13 - 05/29/13

Select All

Clear All

	Last Name	First Name	MI	Grad Year	
☒	ADUSCR	SADIE		2016	Print Back
☒	ADUSCR	Simon		2014	
☒	ALEYSR	PEARLY	W	2014	
☒	ALTMANNSCR	NELSON	W	2013	
☒	CERTSCR	ANNIE		2015	
☒	LAMERSR	DANIEL	Z	2013	
☒	LAVERSCR	RAYFORD	Y	2014	
☒	THENSCR	ROSALINE	O	2014	
These students have dropped this class.					
	Last Name	First Name	MI	Grad Year	
☐	CANINOSR	RANDAL	T	2014	

Select Different Students: Allows you to select the students who will print on the report. You have the capability to print the report for dropped students.

Class Selection

My Print Queue Back

Class List for MARILEE ANDREASR

For 04/12/13 - 05/29/13

Select All

Clear All

	Terms	Period	Class	Description	
☐	1 - 6	0	2LA / 01	2 Lang Arts	Print Back
☒	1 - 6	0	2READ / 01	2 Reading	
☒	1 - 6	0	2SPEL / 01	2 Spelling	
☒	1 - 6	0	2WRIT / 01	2 Writing	
☒	1 - 6	0	3116 / 01	Wind Ensemble 2	
☒	1 - 6	1	3115 / 01	Wind Ensemble	
☒	1 - 6	1	Band I / 01	Band I	
☒	1 - 6	2	TREND / 01	Trend	
☒	1 - 6	3	3117 / 01	Wind Ensemble 3	
☒	1 - 6	4	1MUS / 01	1 Music	

Select Different Classes: Allows to you generate the report for multiple classes

Attendance Reports

Detail Report

The Detail Report for attendance displays the days and periods that student was not in attendance. It also shows the breakdown for the absence categories of Excused, Unexcused, Tardy and Other.

Attendance Detail

My Print Queue Back

Attendance Detail Report for 1MUS / 01 Prd:4 1 Music

10 - Attendance Detail

Report Ranges

☒ Display Attendance for Term
 Current Term : 04/12/2013 - 05/29/2013

☐ Display Attendance for Date Range
 On or After: Apr 20 2013 Sat, Apr 20 2013
 On or Before: May 11 2013 Sat, May 11 2013

Absence Types

Options

☐ Insert page break after each student
☐ Print only attendance totals

Save

Undo

Back

Report Ranges: Choose to display attendance information for either a specific term or date range.

- **Display Attendance for Term:** Select the term for which you want to print attendance.
- **Display Attendance for Date Range:** Enter the specific date range for the attendance.

Absence Types: Verify the absence types you want to print on the report. The default selection is All absence types.

Absence Types (56)

Absence Type Selection - 001 Entity (001) Grades 9 to 12

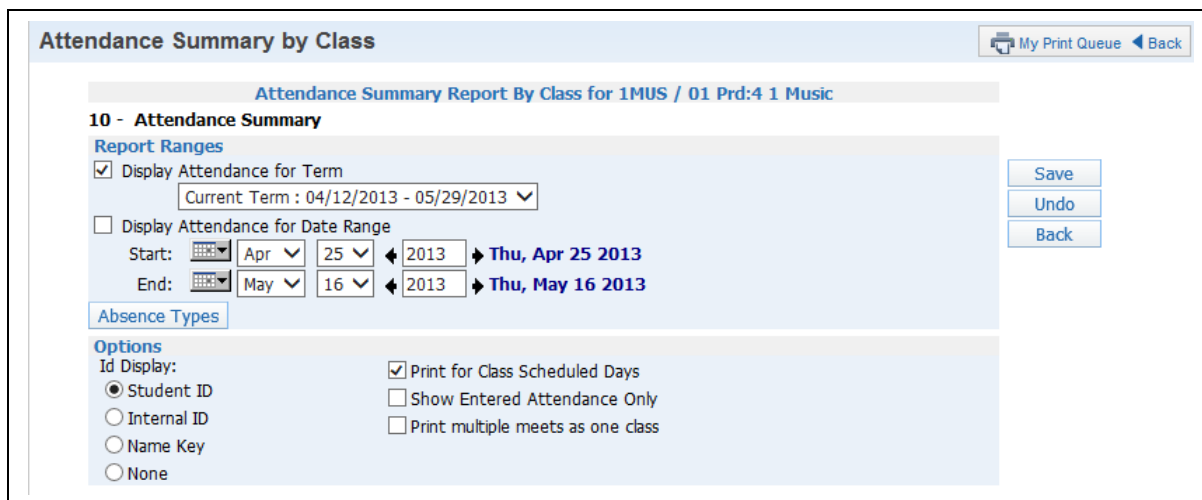
Available Excused Types	Selected Excused Types
Add All Add Remove Remove All	D - DAEP E - EXCUSED G - Excused Absence I - ISS M - MANDATORY TESTING
Available Unexcused Types	Selected Unexcused Types
Add All Add Remove Remove All	1 - Rainy Day A - ABSENT B - OSS H - IAES J - TEACHER ABSENCE
Available Tardy Types	Selected Tardy Types
Add All Add Remove Remove All	L - LATE - TEACHER ENTRY T - TARDY
Available Other Types	Selected Other Types
Add All Add Remove Remove All	C - COLLEGE DAY F - SCHOOL TRIP K - Medical Absence Homebound N - NO SHOW O - OTHER

Options

- **Insert page break after each student:** This option provides a report for each student on a separate page.
- **Print only attendance totals:** This option shows only the number of times the student has each absence category of Excused, Unexcused, Tardy and Other.

Summary Report by Class

The Summary Report by Class shows an attendance breakdown by weeks for students in your class.



Attendance Summary by Class My Print Queue Back

Attendance Summary Report By Class for 1MUS / 01 Prd:4 1 Music

10 - Attendance Summary

Report Ranges

☒ Display Attendance for Term
Current Term : 04/12/2013 - 05/29/2013

☐ Display Attendance for Date Range
Start: Apr 25 2013 Thu, Apr 25 2013
End: May 16 2013 Thu, May 16 2013

Absence Types

Options

Id Display:

☒ Student ID
☐ Internal ID
☐ Name Key
☐ None

☒ Print for Class Scheduled Days
☐ Show Entered Attendance Only
☐ Print multiple meets as one class

Save
Undo
Back

Report Ranges: Choose to display attendance information for either a specific term or a date range.

- **Display Attendance for Term:** Select the term for which you want to print attendance.
- **Display Attendance for Date Range:** Enter the specific date range for the attendance.

Absence Types: Verify the absence types you want to print on the report. The default selection is All absence types.

The screenshot shows a software window titled "Absence Types (56)". In the top right corner, there are icons for printing, help, and a "Back" button. Below these is a "Save" button. The main area of the window is titled "Absence Type Selection - 001 Entity (001) Grades 9 to 12". It is divided into four sections, each with an "Available" list on the left and a "Selected" list on the right. Between the lists are four buttons: "Add All", "Add", "Remove", and "Remove All".

- Excused Types:**
 - Available: (Empty list)
 - Selected: D - DAEP, E - EXCUSED, G - Excused Absence, I - ISS, M - MANDATORY TESTING
- Unexcused Types:**
 - Available: (Empty list)
 - Selected: 1 - Rainy Day, A - ABSENT, B - OSS, H - IAES, J - TEACHER ABSENCE
- Tardy Types:**
 - Available: (Empty list)
 - Selected: L - LATE - TEACHER ENTRY, T - TARDY
- Other Types:**
 - Available: (Empty list)
 - Selected: C - COLLEGE DAY, F - SCHOOL TRIP, K - Medical Absence Homebound, N - NO SHOW, O - OTHER

Options

- ID Display:**
 - Student ID – ID set up by the district.
 - Internal ID – ID that is given to the student by the programming automatically.
 - Name Key – Every person entered into the database has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- Print for Class Scheduled Days** – Attendance displays for only the days the class is scheduled to meet.
- Show Entered Attendance Only** – If you wish to display a + sign in the attendance columns when a student was present, leave this option unchecked. If you want to see indicators on the report only if the student has absence or tardy information entered, check Show Entered Attendance Only.

- **Print multiple meets as one class** – Multiple meets would be a class meeting for multiple class periods. (Example – Class meeting 1st and 2nd periods of the day would be a class that has multiple meets)

Gradebook Reports

Grade Sheet Report

The Grade Sheet Report prints a spreadsheet-like display of events, subject/skills, and scores along with a Subject/Skill/Events Legend. This report can be used as a hard copy of the Gradebook. The report can also be run as a blank grid with the student's name displaying in the left-hand column of the report. The blank grade sheet report can be generated using Skyward Templates 930, 940, and 950.

Grade Sheet Report

[My Print Queue](#)
[Back](#)

Grade Sheet Report for 1MUS / 01 Prd:4 1 Music

10 - Grade Sheet Report

Assignments

☒ Display Grades and Assignments for Term

Current Term : 04/12/2013 - 05/29/2013

☐ Display Grades and Assignments for Date Range

Start: May 16 2013

End: May 16 2013

Save

Undo

Back

Student Options:
☒ Show Student Name
☐ Show Student ID

Column Options:
☒ Show Events
☒ Show Subjects/Skills

Options
Sort Students:
☒ Use Gradebook Sort Order
☐ Random

Other Display Options:
 Font Size
☐ Show Signature Line
☐ Show All Special Codes

Number of Events per Page: **14**

Number of Students per Page: **34**

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Assignments: Choose to display assignment information for either a specific term or a date range.

- **Display Grades and Assignments for Term:** Select the term for which you want to print grade information.
- **Display Grades and Assignments for Date Range:** Enter the specific date range for the grade information.

Student Options: Choose whether you want the student's name and/or student ID to display on the report

- **Show Student Name**
- **Show Student ID**

Column Options: Select events, subjects/skills, or both to display on the report.

- **Show Events**
- **Show Subjects/Skills**

Sort Students: Choose whether you want the students to display in random order or in the order displayed in the Gradebook. If you intend on posting this report in a public location and

need to maintain grade confidentiality, select to sort students in random sort order while showing only the student ID.

- **Use Gradebook Sort Order**
- **Random**

Other Display Options:

- **Font Size** – Select from the drop-down menu to change the print size to either 10, 12 or 14 pt.
- **Show Signature Line** – Adds a space to the report to allow for a signature.
- **Show All Special Codes** – If the Student has a special code for the event, it will display that code on the report.

Free-Form Header/Footer: Provides space to allow the entry of additional information as needed to the report.

Progress Report

The Progress Report is an individualized report that can show a student's current subject, skills and/or event grades. The report can be sent home with students during progress time, at midterm, or any time throughout a term to give parents an idea how the student is performing in his/her classes.

Grading Period: Select a Grading Period for the report to display.

Print Skills:

- **All** – Select this to print both graded and non-graded skills.
- **Graded Only** – Select this to print on the report only skills with grades.

Print Events:

- **All** – Select this to print both graded and non-graded events on the report.
- **Graded Only** – Select this to display only events with scores in the gradebook.
- **None** – Select this if you do not want events to print on the report.

Print Attendance: Select this to print the student's attendance records on the report.

Do Not Print Grades for Previous Terms: Allows you to suppress past grades from previous terms from displaying. With this option selected, only the grades within the term selected for the report will print.

Print Teacher's Log: Allows you to print the teacher's log on the report.

Print Grade Mark Legend: Select this option to print a legend showing the grade marks used for the course.

Print Event Detailed Description: Allows detailed description of events to be displayed on the report.

Classes to Print:

- **Print Dropped Classes** – Select this to print a student's dropped classes.
- **Print This Class Only** – The report prints for multiple classes by default. Select this option if you want to print information for only the course listed at the top of the template

Free-Form Header/Footer: Provides space for entry of additional information as needed.

Event Listing

The Event Listing Report displays the events created for the class and the subject/skills to which the events relate. The report also shows the event grades for the student.

Event Listing My Print Queue Back

Select Parameters for Event Listing Report for 1MUS / 01 Prd:4 1 Music

10 - Event Listing

Events

☒ Display Events for Term
Current Term : 04/12/2013 - 05/29/2013

☐ Display Events for Date Range
Start: Apr 25 2013 Thu, Apr 25 2013
End: May 16 2013 Thu, May 16 2013

Options

☒ Display Student Name
☐ Display Student Id
Sort Students:
☒ Last Name
☐ Random

☐ Only Graded Events
☐ Display No Count Events
☐ Display Comments
☐ Display Event Detailed Description
☐ Display Signature Line

Free Form Header
Label 1:
Label 2:

Free Form Footer
Label 1:
Label 2:
Label 3:
Label 4:

Save
Undo
Back

Events: Choose to display event information for either a specific term or a date range.

- **Display Grades and Events for Term:** Select the term for which you want to print event/grade information.
- **Display Grades and Events for Date Range:** Enter the specific date range for the event/grade information.

Student Options: Choose whether to include the student's name and/or student ID on the report

- **Show Student Name**
- **Show Student ID**

Sort Students: Choose whether you want the students to display in random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, choose to sort students in random sort order while showing only the student ID.

- **Use Gradebook Sort Order**
- **Random**

Only Graded Events: Select this to display only graded events on the report.

Display No Count Events: This option includes events marked as no count.

Display Comments: Display the student's event comments on the report.

Display Event Detailed Description: Detailed descriptions of the events will be printed on the report.

Display Signature Line: Add a space to the report to allow for a signature.

Free-Form Header/Footer: Allows entry of additional information as needed on the report.

Skill/Event Listing

The Skill/Event Listing report prints the events and skills for a class. You also have the capability to print the skill grades on the report.

Grading Period: Select the Grading Period for the report to display.

Report Format:

- **By Event** – Select this option to list information by Event with subject information listed below.
- **By Skill** – Select this option to sort events by Skill.
 - **Do Not Display Skill With No Events** – Select this to not print Skills that do not have an Event.

Event Detail:

- **Do Not Print Events Marked as 'No Count'** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – Events for the student that have not yet been graded will not display on the report.

Date Sequence of Events: Determines how you want the events sorted.

- **Descending**
- **Ascending**

Event Fields to Print:

- **Event Comment** – Display the student's event comments on the report.
- **Event Detailed Description** – Print detailed descriptions of the events on the report.
- **Missing Indicator and Reason** – Indicate that an event is marked as missing. If the event is not graded, the option to Do Not Print Ungraded (*) Events must also be selected.
- **Earned and Possible Points** – Display the points the student scored on an event and the maximum points value for the event.
- **Percent Earned** – Display the percentage earned by the student for the event.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – Print any special codes assigned to the event.
- **Total/Average for Events in each Skill** – Display the average the class received for the events for each skill.
- **Total/Average for Events in each Subject** – Display the average that the class received for the events for each subject.

Footer Area:

- **Display Signature Line** – Add a space to the report to allow for a signature.
- **Free-Form Header/Footer:** Allow entry of additional information as needed for the report.

Event Master Report

The Event Master Report lists all of the events that have been created for the class with various sort options. The report does not print by student but by event.

Event Master
[My Print Queue](#)
[Back](#)

Event Master Report for 1MUS / 01 Prd:4 1 Music

10 - Event Master

Events

☒ Display Events for Term

Current Term : 04/12/2013 - 05/29/2013

☐ Display Events for Date Range

Start: Apr 25 2013 **Thu, Apr 25 2013**
End: May 16 2013 **Thu, May 16 2013**

Options

Sort Events by:

- ☒ Term, Subject/Skill, Due Date
- ☐ Subject/Skill, Due Date
- ☐ Due Date

Show Students:

- ☒ Show All Students
- ☐ Only Show Students Missing the Event
- ☐ Do Not Show Students

Sort Sequence:

- ☒ Descending
- ☐ Ascending

Student Display Options

- ☐ Display Points Earned
- ☐ Display Percent and Grade Mark
- ☐ Display Special Code
- ☐ Display Event Comment

Other Options

- ☐ Only Display Events with at least one Missing

Free Form Header

Label 1:
Label 2:

Free Form Footer

Label 1:
Label 2:
Label 3:
Label 4:

Save

Undo

Back

Events: Choose to display event information for either a specific term or a date range.

- **Display Events for Term:** Select the term for which you want to print event information.
- **Display Events for Date Range:** Enter the specific date range for the event information.

Sort Events by:

- **Term, Subject/Skill, Due Date** – Select this sort if you would like to view the report by term, then subject/skill, and then by due date.
- **Subject/Skill, Due Date** – Select this sort if you would like to view the report by subject/skill and then by due date.
- **Due Date** – This sorts the events by due date.

Sort Sequence: Determine how you want the events sorted.

- **Descending**
- **Ascending**

Show Students:

- **Show All Students** – Select this to display all students in the class.
- **Only Show Students Missing the Event** – Select this if you want to print only the students who have an event marked as missing.
- **Do Not Show Students** – Select this to not print students on the report.

Student Display Option:

- **Display Points Earned** – Select this option to print the students' scores for the event.
- **Display Percent and Grade Mark** – Select this to print the students' event percents and grade marks on the report.
- **Display Special Code** – Print any special code the students may have received for an event.
- **Display Event Comment** – Print the event comments on the report.

Other Options:

- **Only Display Events with at least one Missing** – Select this option to print only events that have a student marked as missing for the event.

Free-Form Header/Footer: Provides space to allow entry of additional information as needed on the report.

Standards Report Card

The Standards Report Card allows teachers to print a report card for students. The Standards Report Card prints grade information for all classes attached to the student.

Grading Period: Select an option as a range for the report card. The report card will print all grading periods completed up to the term selected.

Print a blank report card: Select this option to not print the student's grades, comments, or attendance. The report card will still display the subjects/skills for the classes.

Separate comments onto a new page: Select this option to print the comments posted for the term on a separate page.

Print comments only: The report card will print only comments. When this option is selected, the report will not display subjects/skills.

Print for this class only: Only the current class will print on the report card.

Only Print for Families Set to Receive Hard Copy of the Report Card: This option prints report cards for only the students where families have selected to receive a paper copy.

Post Report Cards to Family/Student Access: When this option is selected, the report cards will be viewable in Family/Student Access for students and parents. This option should be selected only when the report card has been finalized and is ready for display.

- **Overwrite Existing Report Cards to Family/Student Access for the selected Date Range** – Select this option to overwrite any previous report cards that were posted to Family/Student Access for the range selected.

Print for First Family Only:

- **Print for First Family Only** – Allows you to print a hard copy for only the student's primary family.
- **Print for Second Family Only** – Allows you to print a hard copy for only the student's second family.
- **Print for First and Second Families** – Allows you to print a hard copy for the 1st and 2nd family attached to the student.
- **Print for all Families** – Allows you to print a hard copy for all families attached to the student.

Custom Report Card

Custom Report Card allows teachers to print a report card that was set up and configured by the district.

Grading Period: Select a Grading Period to provide a range for the report card.

Options:

- **Print Dropped Classes with Grades** – Select this option to print the student's dropped classes only if there were grades attached.
- **Print All Dropped Classes** – Print all of the student's dropped classes regardless of there were grades assigned to the class.
- **Only Print For Families Set to Receive a Hard Copy of the Report** – Print only for families attached to the student that are marked to receive a hard copy.

Print for Family:

- **Print for First Family Only** – Prints a hard copy for the student's primary family.
- **Print for Second Family Only** – Prints a hard copy for the student's second family.
- **Print for First and Second Families** – Prints a hard copy for the 1st and 2nd family attached to the student.
- **Print for all Families** – Prints a hard copy for all families attached to the student.

Language Options:

- **Print in Home Language** – Prints the report card in either English or Spanish as determined by the student's assigned home language. The Spanish translation must be set up by an administrator in order to print.
- **Print in English** – Prints the report cards in English.
- **Print in Spanish (If Spanish version is not set up, English version will be used)** – Prints the Spanish version of the report card. The Spanish translation must be set up by an administrator in order to print.

Missing Events

The Missing Events report prints all events that are missing for a student. It can display missing events for all of the student's classes.

Missing Events

My Print Queue Back

Select Parameters for Missing Events Report for 1MUS / 01 Prd:4 1 Music

10 - Missing Events

Events

☒ Display Events for Term
 Current Term : 04/12/2013 - 05/29/2013

☐ Display Events for Date Range
 Start: Apr 25 2013 Thu, Apr 25 2013
 End: May 16 2013 Thu, May 16 2013

Options

☐ Display No Count Events
☐ Only Print Events that are Marked as Missing
☐ Exclude Students with No Missing Events
☒ Print for this class only
☒ Print Details of Missing Events

Sorting

☒ By Student
☐ Random

Page Break

☒ By Student
☐ By Class

Fields to Print

☒ Student Name
☐ Student Id
☐ Comments

☐ Event Detailed Description
☐ Signature Line

☐ Print Summary of Missing Events

Free Form Header

Label 1:
 Label 2:

Free Form Footer

Label 1:
 Label 2:
 Label 3:
 Label 4:

Save Undo Back

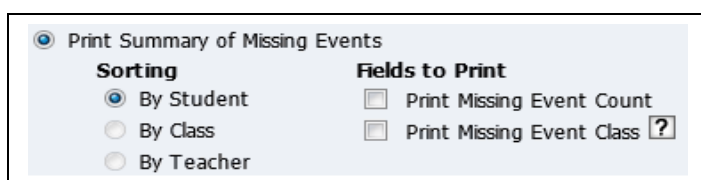
Events: Choose to display event information for either a specific term or date range.

- **Display Events for Term:** Select the term for which you want to print event information.
- **Display Events for Date Range:** Enter the specific date range for the grade information.

Options:

- **Display No Count Events** – Include Events marked as no count on the report.
- **Only Print Events that are Marked as Missing** – Include only events flagged as Missing on the report.
- **Exclude Students with no Missing Events** – Exclude students from the report if they do not have an event that is marked as missing.
- **Print for this class only** – Display the list of missing events for this class only. If not checked, prints the missing events in all classes.
- **Print Details of Missing Events** – Displays information for each missing event per student.

- **Sorting:** Choose to sort either by student or in random order. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort student in random sort order while showing only the student ID.
- **Page Break:** Choose this to create a new page by student or Class.
- **Fields to Print:**
 - Student Name**
 - Student ID**
 - Comments** – If selected, the assignment comments display for the student.
 - Event Detailed Description** - If selected, both the description and detailed description will display for an event.
 - Signature Line** - Adds a space to the report to allow for a signature.
- **Print Summary of Missing Events** – Shows only the missing assignment count by student.



☒ Print Summary of Missing Events

Sorting	Fields to Print
☒ By Student	☐ Print Missing Event Count
☐ By Class	☐ Print Missing Event Class ?
☐ By Teacher	

Sorting: Select to sort by student, by class or by teacher.

Fields to Print:

Print Missing Event Count – Displays the total number of missing assignments.

Print Missing Event Class – If this option is selected, the student displays once for each class they are enrolled in.

Free-Form Header/Footer: This area allows you to enter any messages that you want printed for the entire class.

Progress Detail Report

The Progress Detail Report shows the subject, skill and events grades for an individual student. You have the option to select a specific date range or reporting by Term.

Grading Period: Select a Grading Period for the range the report will display. Select specific Dates to print the report for a date range.

Free-Form Header: Enter header labels if appropriate.

Classes to Print for Selected Students:

- **Only Print this Class** – Prints only the class from the gradebook you are currently in.
- **Only Print Classes where I am the Teacher** – Prints only the classes the student is enrolled in where you are the teacher.
- **Print All Classes** – Prints all classes in which the student is enrolled.

Event Fields to Print:

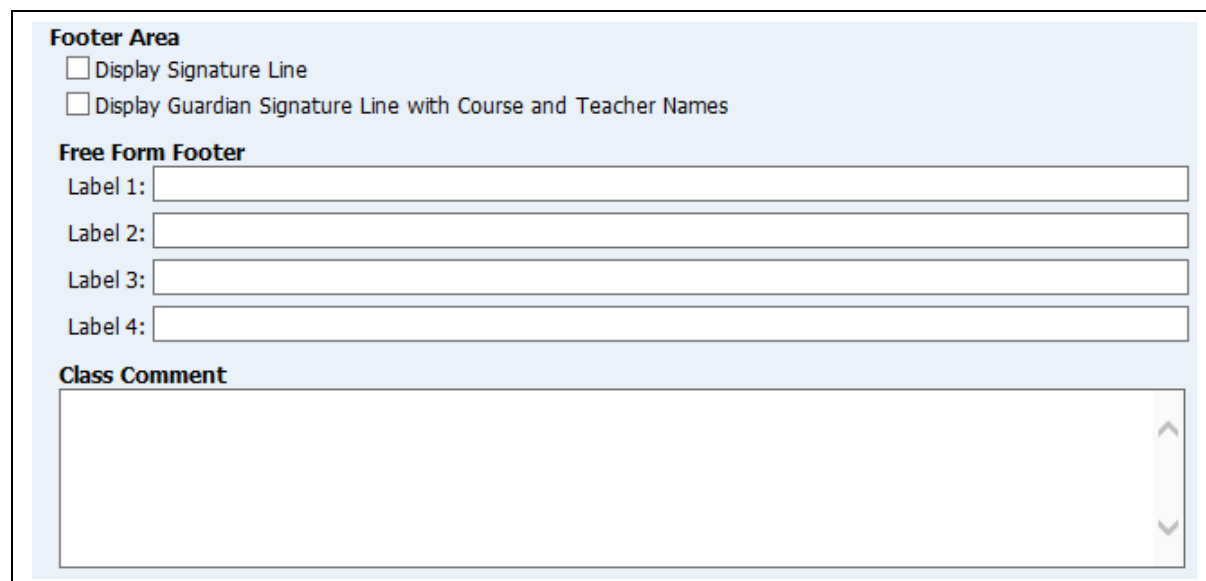
- **Event Comment** – Prints event comments for the student.
- **Event Detailed Description** – Prints both the event description and detailed description.
- **Missing Indicator and Reason** – Indicates that an event is marked as missing. If the event is not graded, the option Do Not Print Ungraded (*) Events must also be selected.
- **Earned and Possible Points** – Displays the points the student scored on an event and shows the maximum point value for the event.
- **Percent Earned** – Displays the percentage earned for the event by the student.
- **Grade Mark** – Displays the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.

Event Detail:

- **Do Not Print Events Marked as 'No Count'** – Events marked as No Count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – Events for the student that have not yet been graded will not display on the report.

Sort Sequence: Determine how you want the events sorted.

- **Descending**
- **Ascending**



The screenshot shows a configuration form for the 'Footer Area'. It includes two checkboxes: 'Display Signature Line' and 'Display Guardian Signature Line with Course and Teacher Names'. Below these is a section for 'Free Form Footer' with four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'. At the bottom is a 'Class Comment' section with a large text area and a vertical scrollbar on the right.

Footer Area:

- **Display Signature Line** – Adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or **Display Signature Line**. This option prints a signature line with the label **Guardian Signature**. It also prints the course information and teacher name.

Free-Form Footer: This area allows you to enter any messages that you want printed for the entire class.

Class Comment: This area allows you to enter free-form comments for the entire class.

Email Progress Report

The Email Progress Report is a report/process that generates emails to guardians and students that include the Progress Detail report for the student. Students/Guardians without email addresses can have a report printed.

Grading Period: Select a Grading Period for the range the report will include. You can print by term or select specific dates for a date range.

Free-Form Header: Allows for information entered in this space to print at the top of each report.

Classes to Print for Selected Students:

- **Only Print this Class** – Select this option to print only the current class.
- **Only Print Classes I am the Teacher** – Select this option to print only the classes the student is enrolled in where you are the teacher.
- **Print All Classes** – Select this option to print all classes in which the student is enrolled.

Event Fields to Print:

- **Event Comments** – Prints the event comments for the student.
- **Event Detailed Description** – Prints both the event description and detailed description.
- **Missing Indicator and Reason** – Identifies an event as marked as missing. If the event is not graded, the option Do Not Print Ungraded (*) Events must also be selected.
- **Earned and Possible Points** – Displays the points the student scored on an event and the maximum point value for the event.
- **Percent Earned** – Displays the percentage earned for the event by the student.
- **Grade Mark** – Displays the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.

Event Detail:

- **Do Not Print Events Marked as 'No Count'** – Events marked as No Count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – Events for the student that have not yet been graded will not display on the report.

Sort Sequence: Determine how you want the events sorted.

- **Descending**
- **Ascending**

The screenshot shows a configuration interface for the report footer. It is divided into three main sections: 'Footer Area', 'Free Form Footer', and 'Class Comment'. The 'Footer Area' section contains two checkboxes: 'Display Signature Line' and 'Display Guardian Signature Line with Course and Teacher Names'. The 'Free Form Footer' section contains four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'. The 'Class Comment' section contains a large text area with a vertical scrollbar on the right side.

Footer Area:

- **Display Signature Line** – Adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or **Display Signature Line**. This option prints a signature line with the label **Guardian Signature**. It also prints the course information and teacher name.

Free-Form Footer/Class Comment – Allows for information entered in this space to print at the bottom of each report.

Report Templates

My Print Queue Back

1MUS / 01 Prd:4 1 Music - MARILEE ANDREASCR
Report: Email Progress Detail Report

Seq #	Report Template Name
10	Progress Detail
20	Progress Detail with Signature Line
30	Email Progress Report
800	Use this Progress Report when sending home
900	Curr Term;No Count;Ungraded;Comments;Sig
910	Curr Term;No Count;Comments;Sig

Create Emails
Add a new Template
Rename Template
Modify parameters of Template
Delete Template
Clone Template

After saving the Email Progress Report template, click **Create Emails**.

Student/Guardian Selection

My Print Queue Back

Student List for 1MUS / 01 1 Music
For 04/12/13 - 05/29/13

Select All Students
Clear All Students
Select All Guardians
Clear All Guardians
Select All to Print
Clear All to Print

Next
Prev

Student Guardian	Email Report	Print Report	Email Address
ADUSCR, SADIE	☒	☐	SADE.ADUSCR@students.piusxi.org
ADUSCR, ABBY	☒	☐	abby@scramble.com
Aduscr, Alonso	☐	☐	No Email Address Available
Malonescr, Tab	☐	☐	No Email Address Available
ADUSCR, Simon	☒	☐	Simon.ADUSCR@students.piusxi.org
ADUSCR, ABBY	☒	☐	abby@scramble.com
Aduscr, Alonso	☐	☐	No Email Address Available
ALEYSR, PEARLY W	☒	☐	PEARLY.ALEYSR@students.piusxi.org
ALEYSR, ROSALBA	☒	☐	Guardian@guardian.com
jamesonscr, john	☐	☐	No Email Address Available
ALTMANNSCR, NELSON W	☒	☐	NELSON.ALTMANNSCR@students.piusxi.org
ALTMANNSCR, TAMMI	☒	☐	Guardian@guardian.com
CERTSCR, ANNIE	☒	☐	ANNIE.CERTSCR@students.piusxi.org

The Student List displays all students and guardians scheduled to receive emails based on the ranges selected. Individuals without an email address will not be available for email selection. After verifying the scheduled recipients, click the **Next** button.

The screenshot shows a web interface titled "Email Setup" with a sub-header "Email Progress Report Setup". In the top right corner, there are links for "My Print Queue" and "Back". On the right side, there are two buttons: "Process Emails" and "Prev". The main content area is divided into two sections: "Recipient Options" and "Text Options".

Recipient Options

- ☐ Send samples to MARILEE ANDREASCR and don't email guardians/parents
- ☐ Send a copy of all emails to MARILEE ANDREASCR (m.andreascr@skyward.k12.wi.us)

Text Options

Email Summary: **Progress Report for [Student Name] in [Class Name]**

Enter Text of Email:

Your child's progress report is attached to this email. Please let me know if you have any questions.

Recipient Options

- **Send samples to (yourself) and don't email guardians/parents** – This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself)** – This option allows you to send yourself a copy of every email generated by this process.

Text Options

- **Enter Text of Email** – Allows you to enter any text you would like included in the email body.

After verifying the Recipient and Text Options, click the **Process Email** button. The progress reports and emails run in the Print Queue. When finished, you receive the progress reports for those parents/students without an email address plus a report showing the error messages or email status.

View Emailed Reports

View Emailed Reports allow you to check the delivery status of the emailed progress reports and view attachments to the emails.

View Emailed Reports

My Print Queue
 Back

Date Created	Time Created	To Address	Status	
05/16/2013	11:04 AM	ROSALINE.THENSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:04 AM	RAYFORD.LAVERSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	DANIEL.LAMERSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	ANNIE.CERTSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	Guardian@guardian.com	Unsent	View Attachment
05/16/2013	11:03 AM	NELSON.ALTMANNSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	Guardian@guardian.com	Unsent	View Attachment
05/16/2013	11:03 AM	PEARLY.ALEYSR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	abby@scramble.com	Unsent	View Attachment
05/16/2013	11:03 AM	Simon.ADUSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	SADE.ADUSCR@students.piusxi.org	Unsent	View Attachment
05/16/2013	11:03 AM	abby@scramble.com	Unsent	View Attachment
05/14/2013	10:01 AM	SIGNE.FAIVRESCR@students.piusxi.org	Unsent	
05/14/2013	10:01 AM	SADE.ADUSCR@students.piusxi.org	Unsent	
05/14/2013	10:01 AM	LAVONNE.BERBERICHSCR@students.piusxi.org	Unsent	
05/14/2013	10:01 AM	Simon.ADUSCR@students.piusxi.org	Unsent	
05/14/2013	10:01 AM	RUDOLPH.MILLSPAUGHSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	LAVONNE.BERBERICHSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	RUDOLPH.MILLSPAUGHSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	SIGNE.FAIVRESCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	Simon.ADUSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	SADE.ADUSCR@students.piusxi.org	Unsent	
05/14/2013	9:54 AM	Guardian@guardian.com	Unsent	

View

Email Count: 51

Each emailed Progress Report is displayed in this list. The Status indicates whether the email was sent or there was an error involved.

View Attachment – Allows you to see a copy of the progress report attached to the email.

View Email

My Print Queue
 Back

View Email

Back

To: ROSALINE.THENSCR@students.piusxi.org
 CC:
 BCC:
 Subject: Progress Report for THENSCR, ROSALINE in 1 Music / 01
 Body: Your child's progress report is attached to this email. Please let me know if you have any questions.
 Date Created: Thursday, May 16 2013
 Time Created: 11:04 AM
 Status: Unsent
 Date Sent:
 Time Sent:
 Attachment: Yes

This is a sample of the information you see when you click the **View** button.

Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for a selected class or for all the classes the student has in his/her schedule.

Enhanced Multi-Class Progress Report

My Print Queue Back

Enhanced Multi-Class Progress Report for 1MUS / 01 Prd:4 1 Music

10 - Enhanced Multi-Class Progress Report

Grades and Students to Print

Display Grades and Events for Term: Current Term: 04/12/13 - 05/29/13

☐ Only print students with a grade mark of 100
☐ Print dropped students

☐ Only print students with less than percent

☐ Only print students with less than absences

Save

Undo

Back

Report Header

Student Header

☒ Display Student Name
☐ Display Student ID

☐ Display Student Advisor

Class Header

☐ Display Attendance Totals

☐ Only for Selected Term

Free Form Header

Label 1:

Label 2:

Report Body

Classes to Print for Selected Students

☒ Only Print this Class
☐ Only Print Classes where I am the Teacher
☐ Print All Classes

Events to Print

☐ Do Not Print Any Events or Skills
☐ Do Not Print Events Marked as 'No Count'
☐ Do Not Print Ungraded (*) Events
☐ Do Not Print Events Not Posted to Family Access

Event Date Order

☒ Ascending (oldest to newest)
☐ Descending (newest to oldest)

Skill Options

☐ Display Skill Totals
☒ Group Events by Skill

Fields to Print

☒ Event Comments
☐ Event Detailed Description
☒ Missing Indicator and Reason
☒ Earned and Possible Points
☒ Percent Earned
☒ Grade Mark
☒ Special Codes
☐ Special Codes Legend
☐ Absences
☐ Absences Legend

Grades and Students to Print

- **Display Grades and Events for Term:** Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of:** Allows you to print the progress report only for students receiving the selected grade.
- **Only print students with less/greater than ____ percent:** Allows you to print the progress report only for students receiving less/greater than the selected percentage.
- **Only print students with less/greater than ____ absences:** Allows you to print the progress report only for students receiving less/greater than the selected number of absences.
- **Print dropped students** – Allows you to include students who have dropped the class.

Student Header: Select the student information to print on the report.

- **Display Student Name**

- **Display Student Advisor**
- **Display Student ID**

Class Header: Choose whether attendance information should display on the report.

- **Display Attendance Totals** - This option prints a single line with summary attendance totals.
- **Only for Selected Term** – This option will be available only if you select **Display Attendance Totals**. Only the attendance totals for the selected grading period will display with this option selected.

Free-Form Header: Allows for information entered in this space to print at the top of each report.

Classes to Print for Selected Students: Select the classes that will print on the report.

- **Only Print this Class** – Includes only the current class on the report.
- **Only Print Classes where I am the Teacher** – Displays all the classes the student has where you are the teacher.
- **Print All Classes** – Displays every class the student has.

Events to Print

- **Do Not Print Any Events or Skills** – Excludes events information and skills from displaying on the report.
- **Do Not Print Events Marked as 'No Count'** — Excludes events marked as No Count from displaying on the report.
- **Do Not Print Ungraded (*) Events** — Excludes events not graded from displaying on the report.
- **Do Not Print events Not Posted to Family Access** – Excludes events from displaying that are not selected to display in Family Access. This option may be grayed out because the entity requires all events to display in Family/Student Access.

Event Date Order: Select how the assignments will sort on the report.

- **Descending (newest to oldest)**
- **Ascending (oldest to newest)**

Skill Options:

- **Display Skill Totals** – Shows how the student performed in each of the skills set up in the Gradebook and displays how the grade is calculated.
- **Group Events by Skill** – Sorts the events by skill instead of by date.

Fields to Print:

- **Event Comments** – Prints any event comments for the student.
- **Event Detailed Description** – Prints both the event description and detailed description.
- **Missing Indicator and Reason** – Indicates that an event is marked as missing. If the event is not graded, the option Do Not Print Ungraded (*) Events must also be selected.
- **Earned and Possible Points** – Displays the points the student scored on an event and the maximum point value for the event.
- **Percent Earned** – Displays the percentage earned by the student for the event.

- **Grade Mark** – Displays the grade mark received for the event.
- **Special Code** – If the student has a special code, displays it on the report.
- **Special Codes Legend** – Prints a legend showing the meaning of special codes.
- **Absences** - Displays a column on the report indicating whether the student was not in attendance the day the assignment was due.
- **Absence Legend** – Prints a legend showing the meaning of Absence Codes.

Report Footer

Student Footer

☒ Display Signature Line

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Comment

^

v

Class Footer

☒ Display Current Class Grade

☐ Display Grades for [Previous Terms](#)

☐ Display Missing Events

☒ Display Term Comments

☐ Display Teacher's Log

Student Footer

- **Display Signature Line** – Adds a space for parents/guardians to acknowledge receipt of the report.

Class Footer

- **Display Current Class Grade** – Displays the grade currently being earned by the student.

- **Display Grades for Previous Terms** – Allows you to determine the previous term grades that print. Click **Previous Terms** to display the selections.

[\[Hide\]](#)

☐ **All Previous Terms** ☒ **Select Terms**

☐ 1ST (08/20/12 - 10/05/12)

☐ 2ND (10/08/12 - 11/16/12)

☐ 3RD (11/19/12 - 12/22/12)

☐ SM1 (08/20/12 - 12/22/12)

☐ 4TH (01/07/13 - 02/22/13)

☐ 5TH (02/25/13 - 04/12/13)

☐ SM2 (01/07/13 - 05/29/13)

☐ FNL (08/20/12 - 05/29/13)

You can select either **All Previous Terms** or **Select Terms**.

All Previous Terms – Includes grades for all prior terms.

Select Terms – Select the prior term grades you want to print.

- **Display List of Missing Events** – Prints a separate listing of assignments that are either marked as missing or are unscored and past the due date.
- **Display Term Comments** – Prints the report card grade comments.
- **Display Teacher's Log** – Prints the entries created in the Teacher's Log.

Free-Form Footer/Class Comment – Allows for the information entered in this space to print at the bottom of each report.

Online Event Analysis Report

The Online Event Analysis Report displays the online events created and assigned to students. It also prints students' answers to the event questions to provide further data for analyzing the results. The Online Event Analysis Report will be covered more in depth in the Online Event section of this guide.

Class Information

Class Roster

The Class Roster Report provides a listing of all the students in your class with selected information. Not all of the options on the screen can be selected to print on the report; there is a character maximum of 122.

Students

- **Display Students enrolled for Term:** Select the term to display enrolled students for that term.

Name Display: Choose how you would like names to print on the report.

- **Last, First, MI**
- **First, Middle, Last**
- **Last, First, Middle**
- **First, MI, Last**

ID Display: Select the ID you want to print on the report

- **Student ID** – ID set up by the district.
- **Internal ID** – ID that is either given to the student automatically by the software.
- **Name Key** – Every person entered into the database has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **None**

Sort By: Allows you to determine the order the names will display on the report.

- **Last Name**
- **First Name**

Display Information: Select the Demographic Information you want displayed on the report.

- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** -The Password will print only if the student hasn't changed his/her password from the district-defined password.
- **Grad Year**
- **Second Phone** - This is the student's second phone number, not the family's.
- **Current Cumulative GPA**
- **Print Student Picture**
- **Birth Date**
- **Third Phone** - This is the student's third phone number, not the family's.
- **Home Address**
- **Food Service Key Pad#** - Availability of this number is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

Family Information: Select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

- **Primary Guardian**
- **Phone 2**
- **Phone 3**
- **Email**
- **All Guardians**
- **Phone 1**
- **Phone 2**
- **Phone 3**
- **Email**
- **Home Address**
- **Mailing Address**

Student Information

The Student Information Report allows you to print a variety of student information. The information available to print depends on your security access to information in My Students.

Student Information My Print Queue Back

Select Parameters for Student Information Report for 1MUS / 01 Prd:4 1 Music

10 - Student Information

Options

- ☒ Student Profile Information
- ☒ Family Member Information
- ☒ Use Mailing Address
- ☒ Print Confidential Phone Numbers
- ☐ Attendance Totals
 - ☐ Display Attendance for Term
 - Current Term : 04/12/13 - 05/29/13
 - ☐ Display Attendance for Date Range
 - NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.
 - Start: Aug 20 2012 Mon, Aug 20 2012
 - End: May 29 2013 Wed, May 29 2013
 - ☐ Print Only Attendance Totals
- ☒ Current Schedule
- ☒ Course Add/Drops
- ☒ Discipline Information
 - ☒ Current Year Only
- ☒ Academic History
 - School Year: 2012 to 2013
- ☒ Current Grades Grade Buckets The report is limited to 18 grade buckets
 - ☒ Show Teacher Comments
 - ☒ Show Current Cumulative GPA
- ☒ Test Scores
- ☒ Course Recommendations
- ☒ Activities
- ☒ Message Center
 - ☒ Family Access
 - ☒ Student Access
- ☒ Entry/Withdrawal
 - Active: Aug 20 2012 Mon, Aug 20 2012
 - to: May 29 2013 Wed, May 29 2013

Save Undo Back

Options: Select the information you would like to print on the report.

- **Student Profile Information** – Prints demographic information, such as birth date, address, and phone number plus alert information.
- **Family Member Information** – Displays Family Information, such as guardian names, phone numbers and sibling names.
- **Use Mailing Address** – Displays the student's mailing address
- **Print Confidential Phone Numbers** – Determines whether phone numbers flagged as confidential will print.
- **Attendance Totals** – Displays attendance information for the student. You can select either **Display Attendance for Term** or **Display Attendance for Date Range**.
 - Display Attendance for Term** – Allows you to select the term for which attendance will print.
 - Display Attendance for a Date Range** – Allows you to select the specific dates for which attendance will print on the report.

Print Only Attendance Totals – Prints attendance totals only rather than the days and periods.

- **Current Schedule** – Displays the student's current year schedule.
- **Course Add/Drop** – Shows the date when courses were added and dropped.
- **Discipline Information** – Displays the student's discipline offenses and action records.
 - Current Year Only** – If this option is selected, only current year offenses and actions display.
- **Academic History** – Shows courses and grades for prior year(s).
 - School Year** – Allows you to determine the school year(s) of Academic History to be printed.
- **Current Grades** – Displays current grades for all the student's courses.
 - Grade Buckets** – Allows you to select the specific grades that display.
 - Show Teacher Comments** – Displays the report card comments
 - Show Current Cumulative GPA** – Displays the student's cumulative GPA value.
- **Test Scores** – Shows scores entered for standardized tests.
- **Course Recommendations** – Displays any course recommendations entered for the student.
- **Activities** – Allows you to view the activities in which the student is involved.
- **Message Center** – Displays any messages that have been generated. You can select to display Family Access and/or Student Access messages.
 - Family Access**
 - Student Access**
- **Entry/Withdrawal** – Shows entry/withdrawal records for the student based within the dates specified.
 - Active to and from dates**
- **Picture** – If a picture exists for the student in Skyward, displays the picture on the report.
- **Emergency Contacts** – Displays emergency contacts for the student.
- **Student Access Login and Password** – Allows you to view the student's login and password for Student Access. If the student has changed his/her password from the one generated by the district, you see only ***** on the report.

Custom Forms Report

The Custom Forms Report allows you to print information entered on Customs Forms. Custom Forms are set up by the district and allow information not currently being tracked in Skyward to be entered on the form.

Custom Forms [My Print Queue](#) [Back](#)

Select Parameters for Custom Forms Report for 1MUS / 01 Prd:4 1 Music

10 - Custom Forms

Available Custom Forms:

- University Campus Visits
- University Visiting
- University Visits
- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Workers Permit

[Add-->](#) [<--Remove](#)

Custom Forms to Print:

- College Visits
- Work Permits

[Save](#) [Undo](#) [Back](#)

Available Custom Forms: Displays all of the custom forms available for you to select. The forms you see in this list are based on how the district set up the forms.

Custom Forms to Print: Use Add to move the forms you want into this box. You can select multiple forms to print.

Gifted and Talented Report

The Gifted and Talented Report display the student's gifted and talented information.

Gifted and Talented Report (40)

[Back](#)

Template Settings

* Template Description:

☐ Share this template with other users in the district

☐ Print Greenbar

[Check Spelling](#)
[Save](#)
[Save and Print](#)

Ranges

Low High

G&T Enrollment Date Range:

☒ All Classes [Classes](#)

Selection Options

☒ Print Student Namekey ☒ Print Ethnicity

☒ Print Other ID ☒ Print Race

☒ Print Default Entity

☒ Print GT Start and End Dates

Sorting Options

Move	Label	Select	Page Break
	Student Name	☐	☐
	Other ID	☐	☐
	Ethnicity	☐	☐
	Course	☐	☐
	Race	☐	☐

Asterisk (*) denotes a required field

Ranges: Allow you to determine the date range for Gifted and Talented Records.

- **All Classes** – Allows you to select the classes for which Gifted and Talented information will display. To select the individual classes, uncheck **All Classes** and click the **Classes** button.

Select Classes - Class Details (21437)

Views: Class Details Filters: *All Classes

Save

Select All Deselect All

Select	Course	Sec	Description	Entity	Subj	Tchr Alphakey	Teacher	Pd	Days	Terms
☒	1MUS	01	1 Music	001		ANDREMAR00	MAndreasr	04	MTWRF	Y (01-06)
☐	2LA	01	2 Lang Arts	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
☐	2READ	01	2 Reading	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
☐	2SPELL	01	2 Spelling	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
☐	2WRIT	01	2 Writing	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
☐	3115	01	Wind Ensemble	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
☐	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
☐	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAndreasr	03	MTWRF	Y (01-06)
☐	9400	01	AG MECHANICS I	002	12	ANDREMAR00	MAndreasr	02	MTWRF	Y (01-06)
☐	Band I	01	Band I	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
☐	TREND	01	Trend	001		ANDREMAR00	MAndreasr	02	MTWRF	Y (01-06)

20 12 records displayed Course:

This is a sample of what you see when you click the **Classes** button. It allows you to select individual classes. If you do not see any classes listed, be sure you check the date range for the report.

- **Print Student Namekey** - Every person entered into the Skyward database has a Name Key. It consists of the first 5 letter of the last name, first 3 letter of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print Other ID** - ID set up by the district
- **Print Default Entity** – Displays the student’s default entity or the entity where the student spends a majority of his/her time.
- **Print GT Start and End Date** – Shows the start and end date of the Gifted and Talented record.
- **Print Ethnicity** – Displays the student’s ethnicity.
- **Print Race** – Shows the student’s race
- **Sorting** – This option allows you to sort the report based on Student Name, Other ID, Ethnicity, Course and Race. You are also able to page break by your selected sort.

Trend Grading

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Skill Trend Grading by Event

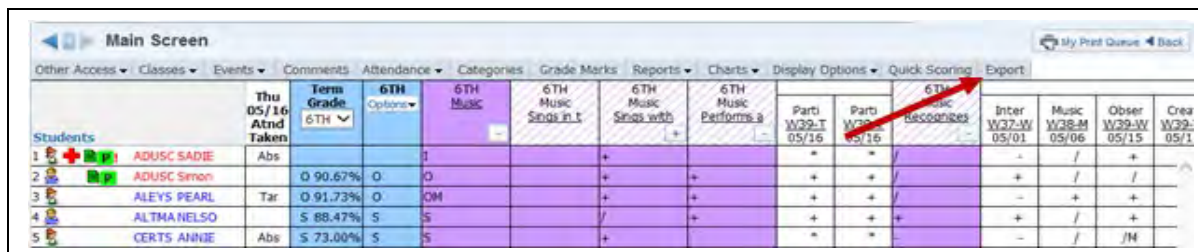
Skill Trend Grading by Event is not a true report but a view of the skill trend grade calculated based on scored events.

Skill Trend Grading by Event									
									My Print Queue Back
Students	Trend Grade	Parti W39-T 05/16	Parti W39-T 05/16	Creat W39-W 05/15	Creat W39-W 05/15	Obser W39-W 05/15	Music W38-M 05/06	Inter W37-W 05/01	
1 ADUSC SADIE									
Music									
Sings in tune									
Sings with correct technique	+ 100.00					100.00			
Performs a steady beat on instrument		*	*						
Recognizes common musical symbols	+ 100.00			*	84.00	90.00	75.00	35.00	
Distinguishes musical styles									
Work Habits									
Listens and follows directions									
Works cooperatively with others									
Participates in class activities									
2 ADUSC Simon									
Music									
Sings in tune									
Sings with correct technique	+ 90.00					90.00			
Performs a steady beat on instrument	+ 95.00	95.00	95.00						
Recognizes common musical symbols	/ 81.04			87.00	86.00	82.00	85.00	95.00	
Distinguishes musical styles									
Work Habits									
Listens and follows directions									
Works cooperatively with others									
Participates in class activities									

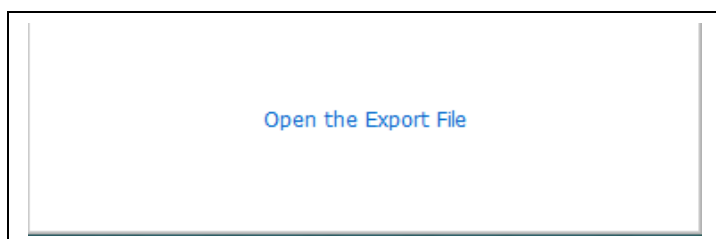
The report lists the students' name first and then breaks down the **Subject by Skill**. **Events** scores are listed in Descending order. The **Trend Grade** calculation is based on a linear fit of all the students' event grades. More recent event grades tend to have more impact on the student's trend grade than older grades.

Exporting to Excel

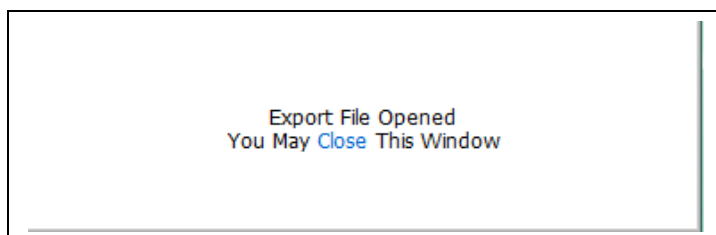
Export to Excel allows you to create an Excel file of all information displayed on the Gradebook Main screen.



Click the **Export** tab in the Gradebook.



Once **Export** is selected, a box appears. Click **Open the Export File**.



The export file loads, and you can click **Close**.

A1Teacher: MARILEE ANDREASCR																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Teacher: M				School Year: 2012-2013											
2	Course: 1A				Sec: 01	Period: 4	Room #:									
3			6TH	Subject(6T	Skill(6TH)	Skill(6TH)	Skill(6TH)	Event(6TH)	Event(6TH)	Skill(6TH)	Event(6TH)	Event(6TH)	Event(6TH)	Event(6TH)	Event(6TH)	Skill(6TH)
4			Grade	Music	Music	Music	Music			Music						Music
5					Sings in tu	Sings with	Performs a			Recognize						Distinguish
6								Participate	Participate		Create a c	Create a c	Observa	Music The	Interval Wc	
7								W39-Th	W39-Th		W39-W	W39-W	W39-W	W38-M	W37-W	
8	Last Name	First Name						05/16	05/16		05/15	05/15	05/15	05/06	05/01	
9	ADUSCR	SADIE		I		+		*	*	/	*	/	+	/	-	
10	ADUSCR	Simon	O	O		+	+	+	+	/	/	/	/	/	+	
11	ALEYSCR	PEARLY	O	OM		+	+	+	+	/	+	+	+	+	-	
12	ALTMANN	NELSON	S	S		/	+	+	+	+	+	+	+	/	+	
13	CERTSCR	ANNIE	S	S		+		*	*	-	-	/	/M	/	+	
14	LAMERS	DANIEL	S	S		(+)	(+)	(+)	(+)	(+)	(+)	(+)	(+)	(+)	(+)	

Clicking the Export button will export everything on the screen, including any information that is hidden to the left or right that you would only need to scroll to see.

Miscellaneous

NEW button

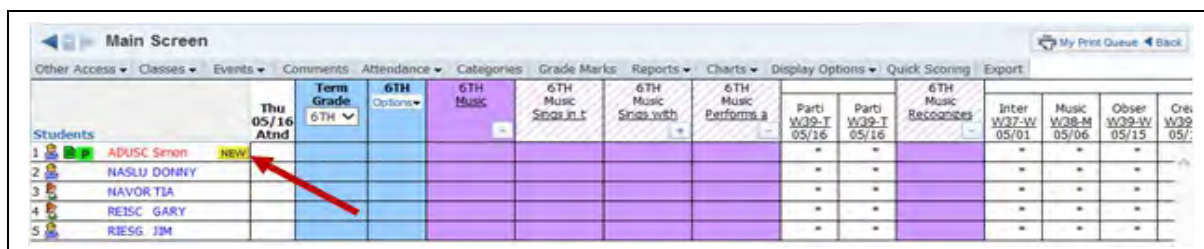
Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

[Student Indicators](#)
[Online Events](#)
[Online Events Analysis Report](#)
[Student Results Report](#)

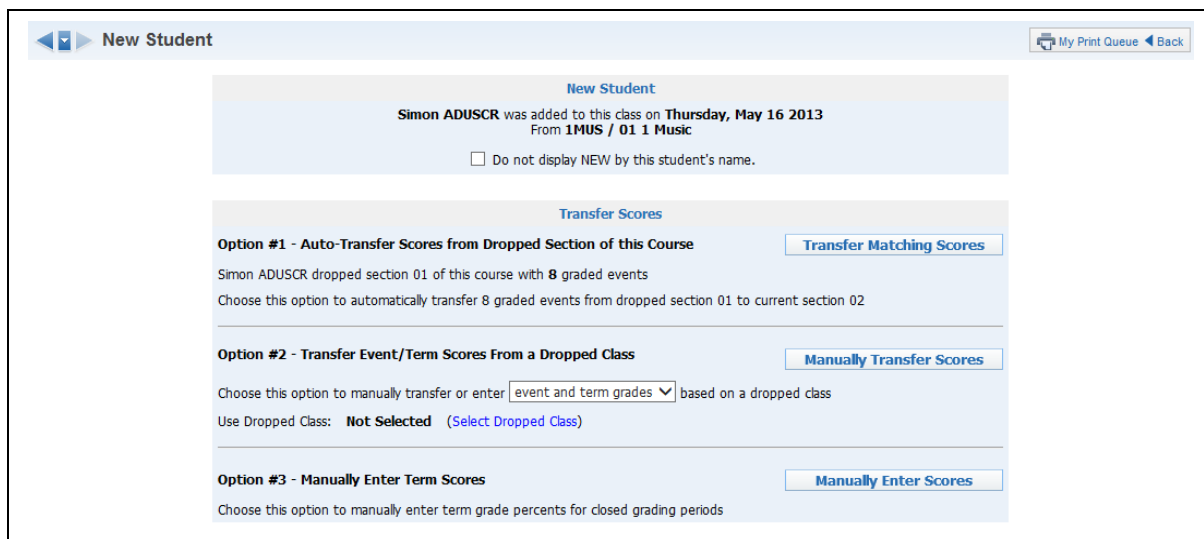
NEW Button

The NEW Button appears when a new student enters your class. This button gives you three different options for entering event scores and grades from the prior class, depending upon the scheduling of the student.



Main Screen														
Other Access Classes Events Comments Attendance Categories Grade Marks Reports Charts Display Options Quick Scoring Export														
Students	Thu 05/16 Atnd	Term Grade 6TH	Options	6TH Music	6TH Music Sing in t	6TH Music Sing with	6TH Music Performs a	Parti W39-T 05/16	Parti W39-T 05/16	6TH Music Recognizes	Inter W37-W 05/01	Music W38-M 05/06	Obser W39-W 05/15	Cre W39 05/15
1 ADUSC Simon	NEW							*	*		*	*	*	*
2 NASLU DONNY								*	*		*	*	*	*
3 NAVOR TIA								*	*		*	*	*	*
4 REISC GARY								*	*		*	*	*	*
5 REESG JIM								*	*		*	*	*	*

Click **NEW** next to the student's name. This allows you to transfer grades and event information.



New Student

Simon ADUSCR was added to this class on **Thursday, May 16 2013**
From 1MUS / 01 1 Music

☐ Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course [Transfer Matching Scores](#)

Simon ADUSCR dropped section 01 of this course with 8 graded events
Choose this option to automatically transfer 8 graded events from dropped section 01 to current section 02

Option #2 - Transfer Event/Term Scores From a Dropped Class [Manually Transfer Scores](#)

Choose this option to manually transfer or enter based on a dropped class
Use Dropped Class: **Not Selected** ([Select Dropped Class](#))

Option #3 - Manually Enter Term Scores [Manually Enter Scores](#)

Choose this option to manually enter term grade percents for closed grading periods

Do not display NEW by this student's name: If you wish to remove the NEW button next to the student's name on the Gradebook Main screen, you can simply click the box.

Each of the three options for scores will be explained in detail below.

Option #1 – Auto-Transfer Scores from Dropped Section

Auto-Transfer Scores from Dropped Section allows you to transfer event scores and grades. This option will be available only when the new student is transferred from another section of the same course with the same graded events. To transfer graded events from the dropped section automatically, select the **Transfer Matching Scores** button.

Transfer Grades

My Print Queue

Transfer Grades

8 Matching Events Found for **Simon ADUSCR**

Events are matched if the following information is the same: Due Date, Subject, Skill, Max Score (if used) and Grade Mark Set. If all criteria are the same, the system will look at the Event Description. Click Save to transfer these grades to 1MUS / 02 1 Music.

Matched Events							Grades						
Date	Due	Week	Day	Subject	Skill	Description	Max	Student Grade	Special % Code	No Count	Missing	Comment	
05/16/13	39	Thu	Music	Performs a steady beat	Participat	N/A		+	95		☐	☐	
05/16/13	39	Thu	Music	Performs a steady beat	Participat	N/A		+	95		☐	☐	
05/15/13	39	Wed	Music	Recognizes common music	Create a c	100		87	87		☒	☐	
05/15/13	39	Wed	Music	Recognizes common music	Create a c	50		43	86		☐	☐	
05/15/13	39	Wed	Music	Recognizes common music	Observatio	50		41	82		☐	☐	
05/15/13	39	Wed	Music	Sings with correct tech	Observatio	50		45	90		☐	☐	
05/06/13	38	Mon	Music	Recognizes common music	Music Theo	100		85	85		☐	☐	
05/01/13	37	Wed	Music	Recognizes common music	Interval W	N/A		+	95		☐	☐	

The **Transfer Grades** area shows how many events have been found to match because the following information is the same: Due Date, Subject, Skill, Max Score and Grade Marks. If all criteria are the same, the system will look at the Event Description. You will also be able to see the student's score, whether there is a Special Code or any comments, and whether the event is marked as No Count or Missing. Click **Save** to transfer these scores to the new section.

Option #2 – Transfer Event/Term Scores from another Class

Transfer Event/Term Scores from a dropped class allows you to transfer events and term grades from a dropped class. This will be available when a student is added into a course and has previously-dropped classes.

Option #2 - Transfer Event/Term Scores From a Dropped Class

Manually Transfer Scores

Choose this option to manually transfer or enter event and term grades based on a dropped class

Use Dropped Class: **1MUS / 01** ([Hide Dropped Classes](#))

Entity	Class	Description	Teacher	Drop Date
☒ 001 - Entity (001) Grades 9 to 12	1MUS / 01	1 Music	MARILEE ANDREASCR	05/16/13

You can use the drop-down menu to transfer scores manually to either **event and term grades** or **term grades only**. Then select a class from which you want to transfer grades. When the option and the class are selected, click the **Manually Transfer Scores** button.

Transfer Scores

My Print Queue Back

Transfer Event Scores for Simon ADUSCR

Unscored Events from 1MUS / 02 - 1 Music

Complete Event Scoring

No Count Ungraded Events & Complete Event Scoring

Due Date	Event	Category	Weight	Max Score	Graded	No Count	
05/01/13	Interval Worksheet	CLASS WORK	1.00		Yes	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						
05/06/13	Music Theory	CLASS WORK	1.00	100	Yes	☒	Grade
	Subject: Music Skill: Recognizes common musical symbols						
05/15/13	Observation	CLASS	1.00	50	No	☐	Grade
	Subject: Music Skill: Sings with correct technique						
05/15/13	Observation	CLASS	1.00	50	No	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						
05/15/13	Create a composition	PROJECT	1.00	50	No	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						
05/15/13	Create a composition	PROJECT	1.00	100	No	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						

Each Event in the new class is displayed. Click **No Count** or **Grade** to grade each event. In the screen shot above, notice that No Count has been selected for the first event. To grade an event, click **Grade**.

Transfer Scores My Print Queue Back

Transfer Event Scores for Simon ADUSCR

Due Date	Event	Category	Weight	Max Score	Graded	No Count
05/15/13	Observation	CLASS PARTICIPATION	1.00	50	No	☐

Score: / % (Set Grade Mark) Save

Special Code: ▼ Undo

Comment:

☐ No Count ☐ Missing ☐ Modified Cancel

Scored Events from Dropped Class 1MUS / 01 - 1 Music

Due Date	Event	Category	Weight	Score	Grade	Special Code	No Count	Missing	
05/01/13	Interval Worksheet	CLASS WORK	1.00	95.00%	+		No	No	Transfer
	Subject: Music Skill: Recognizes common musical symbols								
05/06/13	Music Theory Worksheet	CLASS WORK	1.00	85 / 100	/		No	No	Transfer
	Subject: Music Skill: Recognizes common musical symbols								

This screen opens. You can enter an event grade manually. Events from the dropped class are displayed under the Scored Events from Dropped Class area. Select **Transfer** next to an event to copy it from the dropped class into the new event.

Transfer Scores My Print Queue Back

Transfer Event Scores for Simon ADUSCR

Unscored Events from 1MUS / 02 - 1 Music

Due Date	Event	Category	Weight	Max Score	Graded	No Count	
05/01/13	Interval Worksheet	CLASS WORK	1.00		Yes	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						
05/06/13	Music Theory	CLASS WORK	1.00	100	Yes	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						
05/15/13	Observation	CLASS	1.00	50	Yes	☐	Grade
	Subject: Music Skill: Sings with correct technique						
05/15/13	Observation	CLASS	1.00	50	No	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						
05/15/13	Create a composition	PROJECT	1.00	50	No	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						
05/15/13	Create a composition	PROJECT	1.00	100	No	☐	Grade
	Subject: Music Skill: Recognizes common musical symbols						

Complete Event Scoring

No Count Ungraded Events & Complete Event Scoring

When finished grading the new events, select the **Complete Event Scoring** button or **No Count Ungraded Events & Complete Event Scoring**. No Count Ungraded Events & Complete Event Scoring would be used to mark all ungraded events as No Count.

Transfer Scores
My Print Queue Back

Transfer Skill Term grades for Simon ADUSCR

Save and Next

1MUS / 01 (Dropped)

Subject/Skill	1ST Grade	2ND Grade	3RD Grade	SM1 Grade	4TH Grade	5TH Grade
Overall Term Grade						O 95.00%
Music						O 95.00%
Sings in tune						
Sings with correct technique						+ 95.00%
Performs a steady beat on instrument						
Recognizes common musical symbols						
Distinguishes musical styles						
Work Habits						
Listens and follows directions						
Works cooperatively with others						
Participates in class activities						

Enter Grades for 1MUS / 02 11

1ST Grade	1ST Percent	1ST Adjust	1ST Mod	2ND Grade	2ND Percent	2ND Adjust	2ND Mod	3RD Grade	3RD Percent	3RD Adjust	3RD Mod	SP
	0.00 %				0.00 %				0.00 %			
	0.00 %				0.00 %				0.00 %			
	0.00 %				0.00 %				0.00 %			
	0.00 %				0.00 %				0.00 %			
	0.00 %				0.00 %				0.00 %			

Transfer Skill Term Grades allows you to enter a new grade for the term on the right side of the screen. The left side of the screen will show the subject and skill grades from the prior terms. When finished entering the skill grades click the **Save and Next** button.

Transfer Scores My Print Queue Back

Transfer Subject Term grades for Simon ADUSCR Save and Next

1MUS / 01 (Dropped)

Subject/Skill	1ST Grade	2ND Grade	3RD Grade	SM1 Grade	4TH Grade	5TH Grade
Overall Term Grade						O 95.00%
Music						O 95.00%
Sings in tune						
Sings with correct technique						+ 95.00%
Performs a steady beat on instrument						
Recognizes common musical symbols						
Distinguishes musical styles						
Work Habits						
Listens and follows directions						
Works cooperatively with others						
Participates in class activities						

Enter Grades for 1MUS / 02 11

1ST Grade	1ST Percent	1ST Adjust	1ST Mod	2ND Grade	2ND Percent	2ND Adjust	2ND Mod	3RD Grade	3RD Percent	3RD Adjust	3RD Mod	SP
	0.00 %				0.00 %				0.00 %			

This screen allows you to enter a new grade for the subject on the right side of the screen. When finished entering the subject grades, click **Save and Finish**. You will see **Save and Next** if you are giving an overall term grade for the class.

Transfer Scores My Print Queue Back

Transfer Term grades for Simon ADUSCR Save and Next

1MUS / 01 (Dropped)

Subject/Skill	1ST Grade	2ND Grade	3RD Grade	SM1 Grade	4TH Grade	5TH Grade
Overall Term Grade						O 95.00%
Music						O 95.00%
Sings in tune						
Sings with correct technique						+ 95.00%
Performs a steady beat on instrument						
Recognizes common musical symbols						
Distinguishes musical styles						
Work Habits						
Listens and follows directions						
Works cooperatively with others						
Participates in class activities						

Enter Grades for 1MUS / 02 11

1ST Grade	1ST Percent	1ST Adjust	1ST Mod	2ND Grade	2ND Percent	2ND Adjust	2ND Mod	3RD Grade	3RD Percent	3RD Adjust	3RD Mod	SP
	0.00 %				0.00 %				0.00 %			

You will click on **Save and Next** to enter in the semester and/or final grades, if given. After completing the entry of the term/semester/final overall grades, you will select **Save and Finish**.

Option #3 – Manually Enter Term Scores

Option #3 - Manually Enter Term Scores

[Manually Enter Scores](#)

Choose this option to manually enter term grade percents for closed grading periods

Manually Enter Term Scores allows you to enter term grades for previously-closed grading periods. This option will be available when a new student has been added to the course and does not have any dropped classes available.

Transfer Scores My Print Queue Back

Transfer Skill Term grades for Simon ADUSCR Save and Next

Enter Grades for 1MUS / 02 1 Music [View Grade Marks](#)

Subject/Skill	1ST Grade	1ST Percent	1ST Adjust	1ST Mod	2ND Grade	2ND Percent	2ND Adjust	2ND Mod	3RD Grade	3RD Percent	3RD Adjust	3RD Mod	SM1 Grade	SM1 Percent	SM1 Adjust	SM1 Mod	4TH Grade	4TH Percent	4 Ad
Overall Term Grade																			
Music		0.00 %				0.00 %				0.00 %								0.00 %	
Sings in tune		0.00 %				0.00 %				0.00 %								0.00 %	
Sings with correct technique		0.00 %				0.00 %				0.00 %								0.00 %	
Performs a steady beat on instrument		0.00 %				0.00 %				0.00 %								0.00 %	
Recognizes common musical symbols		0.00 %				0.00 %				0.00 %								0.00 %	
Distinguishes musical styles		0.00 %				0.00 %				0.00 %								0.00 %	
Work Habits																			
Listens and follows directions																			
Works cooperatively with others																			
Participates in class activities																			

Enter the term skill grades for the student. You can enter either the grade mark or the grade percentage. When all of the term skill grades have been entered, click **Save and Next**.

Transfer Scores My Print Queue Back

Transfer Subject Term grades for Simon ADUSCR Save and Next

Enter Grades for 1MUS / 02 1 Music [View Grade Marks](#)

Subject/skill	1ST Grade	1ST Percent	1ST Adjust	1ST Mod	2ND Grade	2ND Percent	2ND Adjust	2ND Mod	3RD Grade	3RD Percent	3RD Adjust	3RD Mod	SM1 Grade	SM1 Percent	SM1 Adjust	SM1 Mod	4TH Grade	4TH Percent	4 Ad
Overall Term Grade																			
Music		0.00 %				0.00 %				0.00 %								0.00 %	
Sings in tune																			
Sings with correct technique																			
Performs a steady beat on instrument																			
Recognizes common musical symbols																			
Distinguishes musical styles																			
Work Habits																			
Listens and follows directions																			
Works cooperatively with others																			
Participates in class activities																			

Enter the term subject grades for the student. The subject grade will be calculated based on the Gradebook setup and previously-entered skill grades. You can adjust the calculated grades as necessary. Once the term subject grades have been entered, click the **Save and Finish** button. If you are giving an overall term grade for the class, you will select **Save and Next** to enter the term grades.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Transfer Scores
My Print Queue Back

Transfer Term grades for Simon ADUSCR

Save and Next

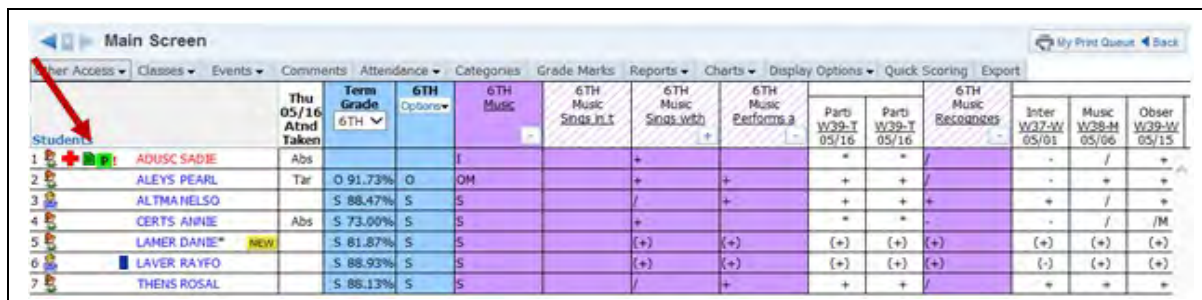
Enter Grades for 1MUS / 02 1 Music
[View Grade Marks](#)

Subject/Skill	1ST Grade	1ST Percent	1ST Adjust	1ST Mod	2ND Grade	2ND Percent	2ND Adjust	2ND Mod	3RD Grade	3RD Percent	3RD Adjust	3RD Mod	SM1 Grade	SM1 Percent	SM1 Adjust	SM1 Mod	4TH Grade	4TH Percent	4TH Adjust	4TH Mod
Overall Term Grade		0.00 %				0.00 %				0.00 %								0.00 %		
Music																				
Sings in tune																				
Sings with correct technique																				
Performs a steady beat on instrument																				
Recognizes common musical symbols																				
Distinguishes musical styles																				
Work Habits																				
Listens and follows directions																				
Works cooperatively with others																				
Participates in class activities																				

You will click on **Save and Next** to enter in the semester and/or final grades, if given. After completing the entry of the term/semester/final overall grades, you will select **Save and Finish**.

Student Indicators

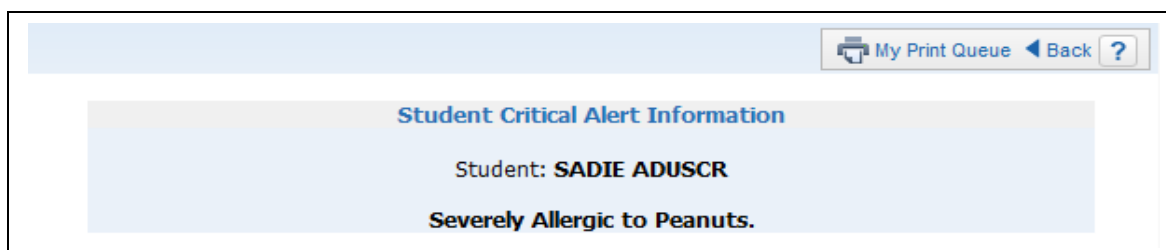
Student Indicators allow you to view specific information about a student such as health-related issues or special education information.



Main Screen														
Other Access	Classes	Events	Comments	Attendance	Categories	Grade Marks	Reports	Charts	Display Options	Quick Scoring	Export			
Students	Thu 05/16 Atnd Taken	Term Grade 6TH	Options	6TH Music	6TH Music Singing	6TH Music Singing	6TH Music Performance	Parti W39-T 05/16	Parti W39-T 05/16	6TH Music Responses	Inter W37-W 05/01	Music W38-M 05/06	Obser W39-W 05/15	
1	ADUSC SADIE	Abs	O 91.73%	O	OM		+		+		-	/	+	
2	ALEYS PEARL	Tar	S 88.47%	S	S		+		+		-	+	+	
3	ALMA NELSO		S 73.00%	S	S		+		+		-	/	+	
4	CERTS ANRIE	Abs	S 81.87%	S	S		(+)	(+)	(+)	(+)	(+)	(+)	(+)	
5	LAMER DANIE*	NEW	S 88.93%	S	S		(+)	(+)	(+)	(+)	(+)	(+)	(+)	
6	LAVER RAYFO		S 88.13%	S	S		/	+	+	/	+	+	+	
7	THENS ROSAL													

The Student Indicators display on the Gradebook Main screen. You can click the indicator to view additional information about the issue. Availability of specific indicators will depend upon the Gradebook Setup by the district and security access.

! and/or (Red Name): Student has critical alert information.



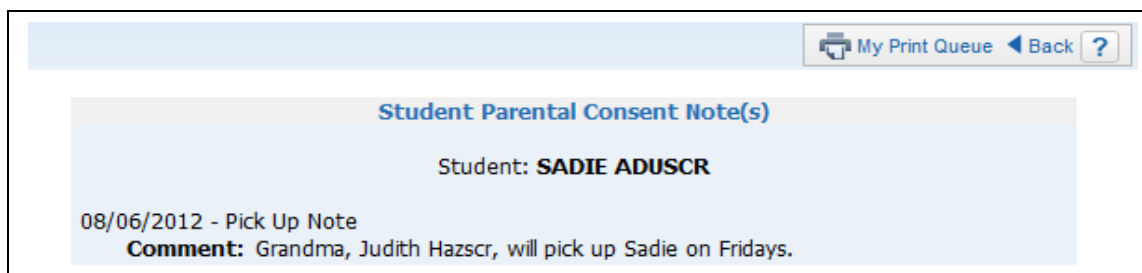
My Print Queue Back ?

Student Critical Alert Information

Student: **SADIE ADUSCR**

Severely Allergic to Peanuts.

Green Note Icon: Displays if a student has a Parental Consent note.



My Print Queue Back ?

Student Parental Consent Note(s)

Student: **SADIE ADUSCR**

08/06/2012 - Pick Up Note
Comment: Grandma, Judith Hazscr, will pick up Sadie on Fridays.

Purple Box: Displays if a student has a Parental Consent note. The color of the box and character in the box will change depending upon the indicator set up by the entity.

 My Print Queue  Back 

Student Parental Consent Note(s)

Student: **SADIE ADUSCR**

08/06/2012 - Pick Up Note
Comment: Grandma, Judith Hazscr, will pick up Sadie on Fridays.

Red Cross: Displays if a student has a health condition.

 My Print Queue  Back 

Student Health Condition Alert Indicator Information

Student: **SADIE ADUSCR**

<u>Code</u>	<u>Description</u>
AST	ASTHMA

Blue Alert Box: Displays if a student has a current IEP record.

(02) OTHER HEALTH IMPAIRMENT

*** after student's name:** Displays when a student is enrolled for only a portion of the class. If you click the student's name on the Gradebook Main screen, you can see the portion of the class in which the student is enrolled.

Student Options

My Print Queue
Back

LAMERSCR, DANIEL Z
DANIEL Z LAMERSCR *
** is only scheduled for SEMESTER 2 of this YEAR long class.*

All Events
Missing Events (0)
Report Card Grades
Comments
New Student

View Skills by Event
Special Codes | Grade Marks
Teacher's Log
Reports
Score Skills

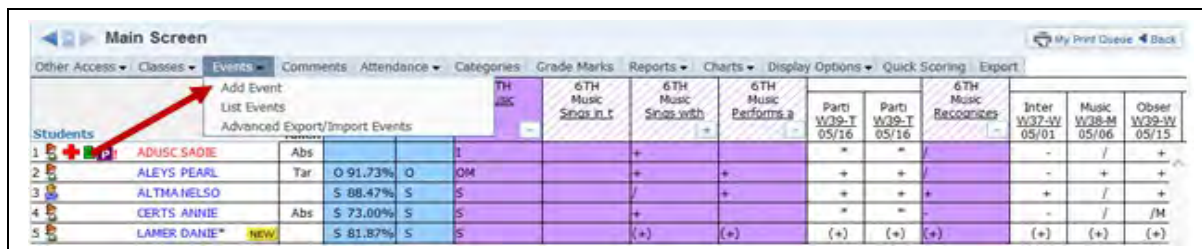
Academic Area		6TH	SM2	FNL						
Term Grade		S 81.87	S 82.00	S 82.00						
Music		S 81.87	S 82.00	S 82.00						
Sings in tune (details)										
+ Sings with correct technique (details)		(+) 70.00	(+) 70.00	(+) 70.00						
- Performs a steady beat on instrument (details)		(+) 85.00	(+) 85.00	(+) 85.00						
Term	Date Due	Description	Cat	Fam Stu	Weight	Change History	Absent			
6TH	05/16/13	Participation 5/16	PART		1.00	1		(+) 85.00		
6TH	05/16/13	Participation	PART		1.00	1		(+) 85.00		
- Recognizes common musical symbols (details)								(+) 90.60	(+) 90.60	(+) 90.60
6TH	05/15/13	Create a composition	PROJ		1.00	1		(+) 96.00		
6TH	05/15/13	Create a composition	PROJ		1.00	1		(+) 98.00		
6TH	05/15/13	Observation	PART		1.00	1		(+) 90.00		
6TH	05/06/13	Music Theory Worksheet	CW		1.00	1		(+) 89.00		
6TH	05/01/13	Interval Worksheet	CW		1.00	1		(+) 80.00		
Distinguishes musical styles (details)										

Functionality described here may vary in availability depending upon your district/entity configuration.

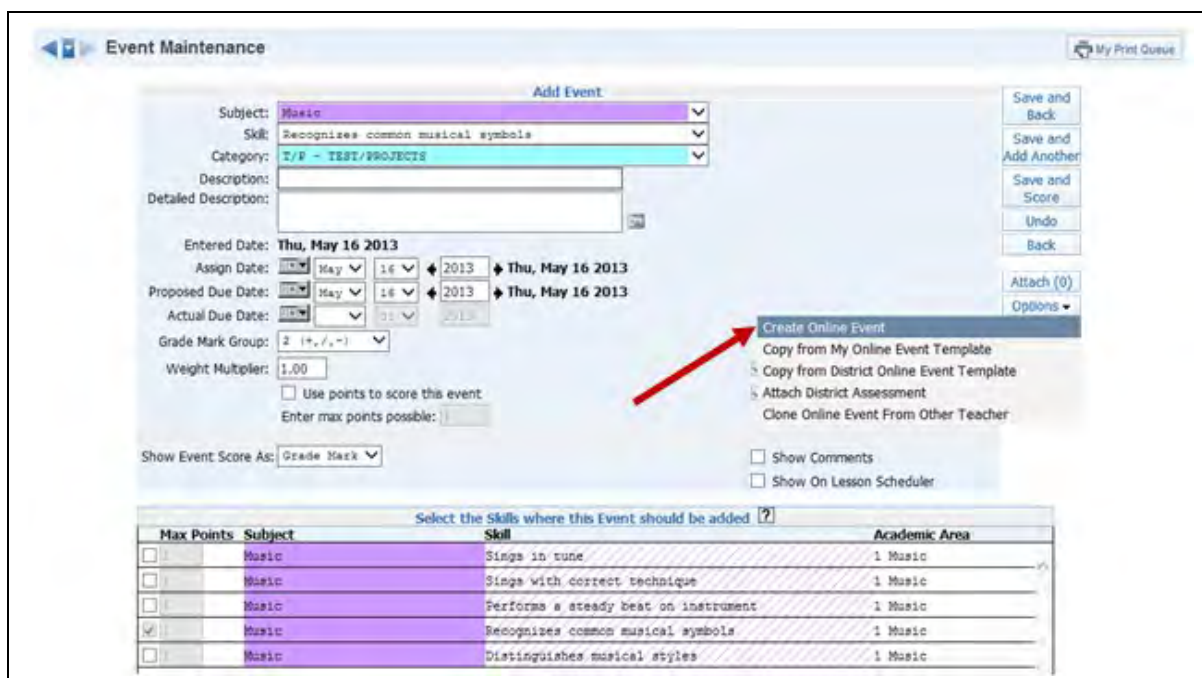
** Denotes Required Field to save screen.

Online Events

The Online Events feature allows you to create an event or assessment for students to complete through Student Access.



On the Gradebook Main screen under the **Events** tab, click **Add Event**.



Select **Create Online Event** from the Options drop-down menu.

***Name:** This field pulls from the description entered for the event.

Description: Allows you to enter information related to the event. The description will display in Student Access. The description could be used for directions regarding the event/assessment.

Default Points per Question: Allows you to enter the point value used for each question. You will have the capability to modify the point value later when creating a question.

Randomize Questions: This option allows the questions to display in a random order for completion in Student Access.

Override Multiple Choice/Matching Answer Lettering: This option allows you to select different letters to be used for multiple choice questions. If this option is selected, you can click Select Letters to determine the letters to be used. You can select only 10 letters.

Use Alternate Lettering for Even Numbered Questions: This option is available only when you select Override Multiple Choice/Matching Answer Lettering. It allows you to select a different set of letters for even numbered questions. You can select the letters to be used by clicking Select Letters.

Do not Make Available in Student Access Online Events: This option allows you to determine when the event displays in Student Access. You should uncheck this option when the event is ready for display in Student Access.

***Start/Stop Date and Time:** This option will be available only when Do Not Make Available in Student Access Online Events is not selected. It allows you to determine the amount of time the online event can be accessed in Student Access.

Questions per Page: Allows you to determine the number of questions that display on a page.

Do Not Show Results Until: Allows you to determine when the results of the online event will display.

Auto-Score and Post to Gradebook: If this option is selected, the online event will be scored automatically and the score entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

Show Correct Answers: Allows correct answers to display in Student Access for the online event.

After selecting the options for the Online Event, click **Save and Add Questions**.

You can select the type of question you want to use. If you chose the Auto-Score option, the Short Answer and Essay options will not be available.

Sample of Multiple Choice

Question Maintenance (29)

Question for

Question Number: **1**

* Question Type: **Multiple Choice**

* Question:

View Style Toolbar: **View Style Toolbar**

Extra Content:

View Style Toolbar: **View Style Toolbar**

Points for Question: **1.0**

Answers to Question Number 1

Answer A: View Style Toolbar: **View Style Toolbar** ☐ Correct? **Attach(0)**

Answer B: View Style Toolbar: **View Style Toolbar** ☐ Correct? **Attach(0)**

Answer C: View Style Toolbar: **View Style Toolbar** ☐ Correct? **Attach(0)**

Answer D: View Style Toolbar: **View Style Toolbar** ☒ Correct? **Attach(0)**

After you choose the question type, enter the question you want to ask. In the lower area, enter the possible answers for Multiple Choice. You may have the option to use attachments for questions and answers depending upon the setup of the Gradebook by the district.

Sample of True/False

Question for

Question Number: 1

* Question Type: True/False

* Question: Does 2 + 2 = 4?

Extra Content:

Points for Question: 1.0

Answers to Question Number 1

Correct Answer: ☒ True ☐ False

Asterisk (*) denotes a required field

Enter the question and select the answer of True or False.

Sample of Matching

Question for

Question Number: 1

* Question Type: Matching

* Question: Match the equation to the correct answer.

Extra Content:

Points for Question: 1.0 ☒ Allow Partial Credit

Answers to Question Number 1

Answer	Choices	Matches
B	1: 6 + 1 =	A: 5
E	2: 10 - 2 =	B: 7
D	3: 4 X 3 =	C: 6
C	4: 2 + 2 + 2 =	D: 12
A	5: 8 - 3 =	E: 8
	6:	F:
	7:	G:
	8:	H:
	9:	I:
	10:	J:

Asterisk (*) denotes a required field

For Matching questions, you enter a Question. Then list Choices, Matches and an Answer specify each match.

Sample of Short Answer

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Question for

Question Number: **1**

* Question Type: **Short Answer**

* Question:

Extra Content:

Points for Question: **1.0**

View Style Toolbar: **1**

View Style Toolbar: **1**

Save and Back

Save and Add Another

Attach(0)

Answers to Question Number 1

Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer.

Correct Answer A:

Correct Answer B:

Correct Answer C:

Correct Answer D:

Correct Answer E:

Correct Answer F:

Correct Answer G:

Correct Answer H:

Correct Answer I:

Correct Answer J:

Asterisk (*) denotes a required field

Enter the question and specify one or more correct answers that will give the student credit automatically. You will be able to score the question manually as well.

Sample of Essay

Question for

Question Number: **1**

* Question Type: **Essay**

* Question:

Extra Content:

Points for Question: **1.0**

View Style Toolbar: **1**

View Style Toolbar: **1**

Save and Back

Save and Add Another

Attach(0)

Answers to Question Number 1

Answers cannot be setup for Essay Questions. You will have the opportunity to manually grade this answer.

Asterisk (*) denotes a required field

Enter in the Essay question. Answers cannot be set up for Essay questions. You need to score Essay questions manually.

Copy from my Online Event Template

The screenshot shows the 'Event Maintenance' form. The 'Add Event' section includes fields for Subject (Music), Skill (Recognizes common musical symbols), Category (1/2 - TEST/PROJECT), and various date and grading options. A red arrow points to the 'Create Online Event' dropdown menu, which has 'Copy from My Online Event Template' selected. Other options include 'Copy from District Online Event Template', 'Attach District Assessment', and 'Clone Online Event From Other Teacher'. Below the form is a table titled 'Select the Skills where this Event should be added'.

Max Points	Subject	Skill	Academic Area
☐	Music	Sings in tune	1 Music
☐	Music	Sings with correct technique	1 Music
☐	Music	Performs a steady beat on instrument	1 Music
☒	Music	Recognizes common musical symbols	1 Music
☐	Music	Distinguishes musical styles	1 Music

Copy from my Online Event Template allows you to select an existing template you created previously. These Online Event Templates are created by going to the **Other Access** tab and selecting **Online Event Templates**. The benefit of using Online Event Templates is that templates are available in subsequent school years. Also, you can clone the template and make modifications to the questions.

The screenshot shows the 'My Gradebook (89)' interface. It includes a table of Online Event Templates with columns for Template Name, Questions, Default Points, Auto Score, Show Correct, Random, Questions Per Page, Last Updated, and Created. The 'Math' template is highlighted. On the right side, there are buttons for Add, Edit, Delete, Clone, Reports, and Clone from Another Teacher.

Template Name	Questions	Default Points	Auto Score	Show Correct	Random	Questions Per Page	Last Updated	Created
Math	2	1.0	N	N	N	5	04/08/2013	04/08/2013

Click **Add** to create a new Online Event Template.

Online Assignment Template Maintenance (39)

Template Setup Options

* Name: Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 250

☐ Randomize Questions

Student/Family Access Options

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

Questions per Page:

Template Questions

There are no records to display; check your filter settings.

0 records displayed

Asterisk (*) denotes a required field

Buttons: Save, Save and Back, Save and Add Questions

***Name:** This field pulls from the description entered for the event.

Description: Allows you to enter more information about the event. The description will display in Student Access. The description could be used for directions regarding the event/assessment.

Default Points per Question: Allows you to enter a point value to be used for each question. You have the capability to modify the point value when creating a question.

Randomize Questions: Allows questions to display in random order when completed in Student Access.

Auto-Score and Post to Gradebook: If this option is selected, the online event will be scored automatically and the score will be entered in the Gradebook. When this option is selected, you can use only the types of Multiple Choice, True/False and Matching.

Show Correct Answers: Allows for correct answers to display in Student Access for the online event.

Questions per Page: Allows you to determine the number of questions that display on a page.

After selecting the options for the Online Event, you click **Save and Add Questions**.

The screenshot displays a web-based interface for creating questions. The top section, titled "Question for Addition", contains the following fields and controls:

- Question Number:** 1
- * Question Type:** Multiple Choice (dropdown menu)
- * Question:** A large text input area with a "View Style Toolbar" button to its right.
- Extra Content:** Another large text input area with a "View Style Toolbar" button to its right.
- Points for Question:** 1.0

On the right side of the "Question for Addition" section are three buttons: "Save and Back", "Save and Add Another", and "Attach(0)".

The bottom section, titled "Answers to Question Number 1", contains four rows for answers:

- Answer A:** Text input area with "View Style Toolbar" button, a "Correct?" checkbox, and an "Attach(0)" button.
- Answer B:** Text input area with "View Style Toolbar" button, a "Correct?" checkbox, and an "Attach(0)" button.
- Answer C:** Text input area with "View Style Toolbar" button, a "Correct?" checkbox, and an "Attach(0)" button.
- Answer D:** Text input area with "View Style Toolbar" button, a "Correct?" checkbox, and an "Attach(0)" button.

You can then create your questions and answers according to the Question Type selected. After you have completed entering your questions, click **Save and Back**.

Additional Functionality

Template Setup Options

* Name: Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 169

☐ Randomize Questions

Student/Family Access Options

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

Questions per Page:

Template Questions

Number	Type	Question	Points	Attach
1	Multiple Choice	2 + 2 = ?	1.0	N
2	Multiple Choice	10 - 2 = ?	1.0	N

2 records displayed

Asterisk (*) denotes a required field

Edit: Allows you to make modifications to an existing Online Event Template.

Delete: Removes an Online Event Template.

Template Setup Options

* Name: Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 169

☐ Randomize Questions

Student/Family Access Options

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

Questions per Page:

Template Questions to Clone

Number	Type	Question	Points	Attach
1	Multiple Choice	2 + 2 = ?	1.0	N
2	Multiple Choice	10 - 2 = ?	1.0	N

Clone: Allows you to make a copy of an existing Online Event Template. You can then make modifications to the template. All fields can be modified when cloning a template. You will need to modify the name of the template to save the new template.

Reports: Allows you to generate a report of online event information. You can find additional information regarding these reports later in this section of this guide.

Clone Online Assignment Template (148)

Views: General Filters: *Skyward Default

Template Name	Last Name	First	Middle	Date Created	Date Updated
FFA History	Aubertscr	Dexter	C	09/22/2008	09/22/2008
HW2	Antunesscr	Latrina	P	06/18/2012	06/18/2012
Math Facts	Wohlfordscr	Kate		11/15/2012	11/15/2012

Clone Template

Clone from Another Teacher: Allows you to copy an online event template from another teacher. Availability of this option will depend upon the Gradebook setup for the district.

After the template has been created, you can create an event and select to **Copy from My Online Event**.

Clone Online Event Template (49)

Views: General Filters: *Skyward Default

Template Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
Addition	No	1.0	No	No	5	04/08/2013	04/08/2013
Math	No	1.0	No	No	5	04/08/2013	04/08/2013

Clone to Event

Highlight the Event Template and click **Clone to Event**.

Make Event Available Online (31)

Event Setup Options

Name: Default Points per Question:

Description: Maximum characters: 250, Remaining characters: 169

☐ Randomize Questions ☐ Override Multiple Choice/Matching Answer Lettering

Student/Family Access Options

☐ Do not Make Available in Student Access Online Assignments

* Start Date: * Time: AM Questions per Page:

* Stop Date: * Time: PM Do not Show Results until: AM

☐ Auto Score and Post to Gradebook If checked, only Multiple Choice, True/False and Matching questions are available

☒ Show Correct Answers

Event Questions

Number	Type	Question	Points	Atch
1	Multiple Choice	2 + 2 = ?	1.0	N
2	Multiple Choice	10 - 2 = ?	1.0	N

Save Save and Back Save and Add Questions

You can verify the Event Setup Options and the Student/Family Access Options for the online event. Additional questions for the online event can be added. If you add a question on this screen, it will not be added to your original online event template. After verifying the setup of the online event, select **Save and Back**. **Save and Back** returns you to the **Add Event** screen.

Copy from District Online Event Template

Event Maintenance My Print Queue

Add Event

Subject: **Music**
 Skill: **Recognizes common musical symbols**
 Category: **7/8 - TEST/PROJECTS**
 Description:
 Detailed Description:

Entered Date: **Thu, May 16 2013**
 Assign Date: **May 16 2013** → **Thu, May 16 2013**
 Proposed Due Date: **May 16 2013** → **Thu, May 16 2013**
 Actual Due Date: **2013**
 Grade Mark Group: **2 (+, /, -)**
 Weight Multiplier: **1.00**
☐ Use points to score this event
 Enter max points possible: **1**
 Show Event Score As: **Grade Mark**

Create Online Event
 Copy from My Online Event Template
Copy from District Online Event Template
 Attach District Assessment
 Clone Online Event From Other Teacher

☐ Show Comments
☐ Show On Lesson Scheduler

Select the Skills where this Event should be added ?

Max Points	Subject	Skill	Academic Area
☐	Music	Sings in tune	1 Music
☐	Music	Sings with correct technique	1 Music
☐	Music	Performs a steady beat on instrument	1 Music
☒	Music	Recognizes common musical symbols	1 Music
☐	Music	Distinguishes musical styles	1 Music

Copy from District Online Event Template allows you to use a district-defined event template when setting up an online event in the Gradebook.

Clone District Template (50) Views: General Filters: *Skyward Default Clone to Event

Template Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
District Template	No	1.0	No	No	5	11/25/2012	12/02/2012

These templates are set up administratively and any district template created will display in your list. Highlight the template you want to use and click **Clone to Event**.

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

Attach District Assessment

Event Maintenance

Add Event

Subject: Music
 Skill: Recognizes common musical symbols
 Category: T/P – TEST/PROJECTS
 Description:
 Detailed Description:

Entered Date: Thu, May 16 2013
 Assign Date: May 16 2013 Thu, May 16 2013
 Proposed Due Date: May 16 2013 Thu, May 16 2013
 Actual Due Date: May 16 2013
 Grade Mark Group: 2 (+, /, -)
 Weight Multiplier: 1.00
☐ Use points to score this event
 Enter max points possible: 1
 Show Event Score As: Grade Mark

Save and Back
 Save and Add Another
 Save and Score
 Undo
 Back
 Attach (0)
 Options

Create Online Event
 Copy from My Online Event Template
 Copy from District Online Event Template
Attach District Assessment
 Clone Online Event From Other Teacher

☐ Show Comments
☐ Show On Lesson Scheduler

Select the Skills where this Event should be added

Max Points	Subject	Skill	Academic Area
☐	Music	Sings in tune	1 Music
☐	Music	Sings with correct technique	1 Music
☐	Music	Perform a steady beat on instrument	1 Music
☒	Music	Recognizes common musical symbols	1 Music
☐	Music	Distinguishes musical styles	1 Music

Attach District Assessment allows you to use a district-created assessment for an online event.

Attach District Assignment (50)

☒ Only show District Assessments that are not attached to a Curriculum
 Views: General Filters: *Skyward Default

Assignment Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
2nd Grade Math Version A	No	1.0	No	No	5	04/08/2013	04/08/2013

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

Event Details

Description:

Questions

Type	Question	Points	Answer(s)
1 Multiple Choice	District Assessment	1.0	

Attach to Event

The District Assessments you see displayed are the assessments attached to the class by administrators. Highlight the assessment you want to use and select **Attach to Event**.

Attach District Assessment (34)

Event Setup Options

District Assessment Attached: 2nd Grade Math Version A

Name: Default Points per Question:

Description:

☐ Randomize Questions
 ☐ Override Multiple Choice/Matching Answer Lettering

Student/Family Access Options

☐ Do not Make Available in Student Access Online Assignments

* Start Date: * Time:
 Questions per Page:

* Stop Date: * Time:
 Do not Show Results until:

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*
☐ Show Correct Answers

Event Questions

Number	Type	Question	Points	Atch
▶ 1	Multiple Choice	District Assessment	1.0	N

You can verify the Event Setup Options and the Student/Family Access Options for the online event. Additional questions for the online event can be added. You do not have the capability to remove questions the district created. You will be able to delete questions that you created. **Copy From Another Teacher** allows you to clone questions another teacher created for this district assessment. After verifying the setup of the online event, select **Save and Back**. **Save and Back** returns you to the **Add Event** screen.

Clone Online Event from Other Teacher

The screenshot shows the 'Event Maintenance' form. The 'Add Event' section includes fields for Subject (Music), Skill (Recognizes common musical symbols), Category (T/P - TEST/PBO/ECTS), Description, and Detailed Description. Date fields for Entered Date, Assign Date, Proposed Due Date, and Actual Due Date are all set to Thu, May 16 2013. The Grade Mark Group is set to 2 (+, /, -) and the Weight Multiplier is 1.00. There are checkboxes for 'Use points to score this event' and 'Enter max points possible:'. A 'Show Event Score As:' dropdown is set to 'Grade Mark'. On the right, a 'Create Online Event' section has several options: 'Copy from My Online Event Template', 'Copy from District Online Event Template', 'Attach District Assessment', and 'Clone Online Event From Other Teacher' (highlighted with a red arrow). Other options include 'Show Comments' and 'Show On Lesson Scheduler'. A 'My Print Queue' button is in the top right. Below the form is a table titled 'Select the Skills where this Event should be added'.

Max Points	Subject	Skill	Academic Area
☐	Music	Sings in tune	1 Music
☐	Music	Sings with correct technique	1 Music
☐	Music	Performs a steady beat on instrument	1 Music
☒	Music	Recognizes common musical symbols	1 Music
☐	Music	Distinguishes musical styles	1 Music

Clone Online Event from Other Teacher allows you to copy another teacher's online event. Availability of Clone Online Event From Other Teacher depends upon the district Gradebook setup.

The screenshot shows the 'Clone Online Assignment' form. It includes fields for Entity (100 - Entity (100) Grades 9 to 12), School Year (2013), Views (General), and Filters (*Skyward Default). Below these is a table with columns: Course, Section, Description, Teacher, Department, and Subject.

Course	Section	Description	Teacher	Department	Subject
232501	01	MUSIC THEORY - Weighted	Ignacia Daoustscr	ART	ART

The online events that display were created by using the **Create Online Event** option to add an event. You have the capability to clone online events from a prior year by selecting a different school year in the drop-down menu.

Scoring an Online Event

Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Students	Thu 05/16 Atnd Taken	Term Grade 6TH ▾	6TH Music Performance	Parti W39-T 05/16	Parti W39-T 05/16	6TH Music Recognizes	Inter W37-W 05/01	Music W38-M 05/06	Obser W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15	Music W39-T 05/16	6TH Music Performance	6TH Work H
1 ADUSC SADIE	Abs			*	*	/	-	/	+	+	+	*		
2 ALEYS PEARL	Tar	O 91.73%	+	*	+	/	-	+	+	+	+	*		
3 ALMA NELSO		S 88.47%	+	*	+	+	-	/	+	+	+	*		
4 CERTS ANNIE	Abs	S 73.00%		*	*	-	-	/	/M	/	-	*		
5 LAMER DANIE*	NEW	S 81.87%	(+)	(+)	(+)	(+)	(+)	(+)	(+)	(+)	(+)	*		
6 LAVER RAYFO		S 88.93%	(+)	(+)	(+)	(+)	(-)	(+)	(+)	(+)	(+)	*		
7 THENS ROSAL		S 88.13%	+	*	+	/	*	+	+	/	/	*		

Click the **Event Header** on the Gradebook Main screen.

Event Options

Prev Next

Event

Subject: Music

Skill: Recognizes common musical symbols

Category: CW - CLASS WORK

Description: Music Assessment

Detailed Description:

Entered Date: Thu, May 16 2013

Assign Date: Thu, May 16 2013

Proposed Due Date: Thu, May 16 2013 Week 39 - Thursday

Actual Due Date:

Grade Mark Group: 2 (+, -, /)

Weight Multiplier: 1.00

☒ Use points to score this event

Max points possible: 2

Show Event Score As: Grade Mark ▾

☒ Post to Family Access

☒ Post to Student Access

☐ Show Comments

☐ Show On Lesson Scheduler

Buttons: Add, Edit, Clone, Delete, Report ▾, Score Online Event, Score Entry, Event Display, Attach (0), View Online Event

Then click **Score Online Event**.

Score Online Event (245)

Online Event Info

Unique Assignment ID: 15

Online Event Name: Music Assessment

Total Points: 2

Number of Questions: 2

Start Date: Thu, May 16 2013 at 12:00 AM

Stop Date: Thu, May 16 2013 at 11:59 PM

Do not Show Results in Student Access until: Thu, May 16 2013 at 12:00 AM

Student Online Event

Test	First	Status	Show Results	# Questions Unanswered	Online Score	Online Percent	Online Grade	GB Score	GB Percent	GB Grade	Comment	Time Sp
1	ADUSC SADIE	Completed	N	0	1	50.00		*				
2	ALEYS PEARL		N	0				*				
3	ALMA NELSO		N	0				*				
4	CERTS ANNIE		N	0				*				
5	LAMER DANIE		N	0				*				
6	LAVER RAYFO		N	0				*				
7	THENS ROSAL		N	0				*				

Buttons: Refresh, Score Online Event, Allow Student to Resume, Reports

Online Event Info: Displays how the online event was set up.

Student Online Event Information:

- **Status** – Displays the student's status for the online event. You see either In Progress or Completed.
- **Show Results** – Indicates whether results for this online event will display in Student Access.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **# Questions Unanswered** – Displays the number of questions the student did not answer.
- **Online Score** – Displays the number of points the student earned through answers that were auto-scored.
- **GB Percent, Grade and Comment** – Displays the Gradebook information related to this event.
- **Time Spent** – Allows you to see how much time the student spent on this online event.

Score Online Event

Score Online Event (188)

Online Event Information
Student: **SADIE ADUSCR**
Class: **1MUS / 01 1 Music**
Online Event: **Music Assessment**

Points Earned: **1** out of 2
Percent: **50.00**
Grade: **-**

----Page 1 of 1----

Question 1 of 2
How many lines does the treble clef consist of? (1 point)
Student Answer: **D. 4**
Correct Answer: **E. 5**
Points Earned: **0** of 1 Teacher Comment:

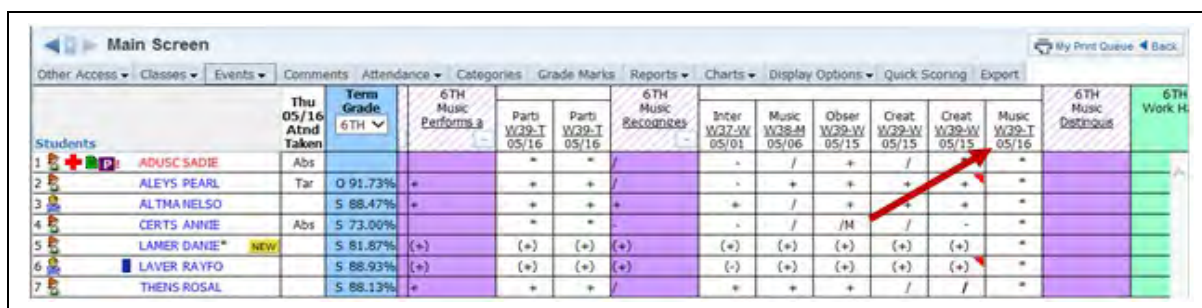
Question 2 of 2
The treble and bass clef make up the grade staff. (1 point)
Student Answer: **True**
Correct Answer: **True**
Points Earned: **1** of 1 Teacher Comment:

Next Page
Prev Page
Post Score to Gradebook
Check Spelling
Save and Close

Score Online Event allows you to score the event or make adjustments to the points students earned for auto-scored questions. After scoring the event, click **Post Score to Gradebook**. If you set up the online event to auto-score and post grades to Gradebook, you do not need to complete this step unless you need to adjust a student's score manually.

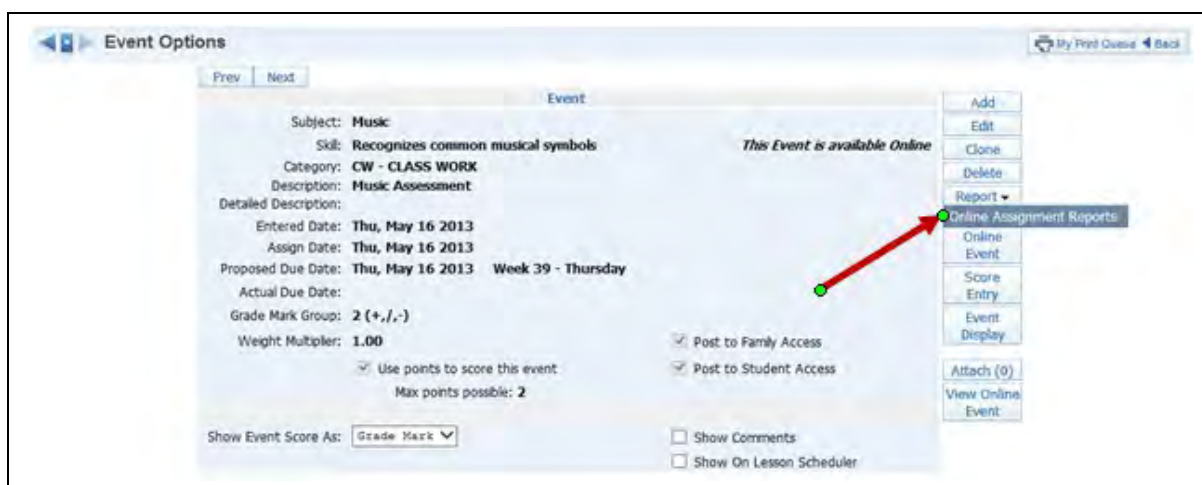
Allows Students to Resume: You can select this option if you need a student to go back into the online event in Student Access. After selecting this option, the student's status Changes to In Progress.

Online Event Reports



Main Screen														
Other Access Classes Events Comments Attendance Categories Grade Marks Reports Charts Display Options Quick Scoring Export														
Students	Thu 05/16 Atnd Taken	Term Grade 6TH	6TH Music Performa	Parti W39-T 05/16	Parti W39-T 05/16	6TH Music Recognizes	Inter W37-W 05/01	Music W38-M 05/06	Obser W39-W 05/15	Creat W39-W 05/15	Creat W39-W 05/15	Music W39-T 05/16	6TH Music Recognizes	6TH Work H
1 ADUSC SADIE	Abs			*	*	/	-	/	+	+	+	*		
2 ALEYS PEARL	Tar	O 91.73%	+	*	*	/	-	+	+	+	+	*		
3 ALTHA NELSO		S 88.47%	+	*	*	+	+	/	+	+	+	*		
4 CERTS ANNIE	Abs	S 73.00%		*	*		-	/	/M	/	-	*		
5 LAMER DANIE*	NEW	S 81.87%	(+)	(+)	(+)	(+)	(+)	(+)	(+)	(+)	(+)	*		
6 LAVER RAYFO		S 88.93%	(+)	(+)	(+)	(+)	(-)	(+)	(+)	(+)	(+)	*		
7 THENS ROSAL		S 88.13%	+	*	*	/	*	+	+	+	/	*		

Click the **Event Header** on the Gradebook Main screen.



Event Options

Prev Next

Event

Subject: Music

Skill: Recognizes common musical symbols

Category: CW - CLASS WORK

Description: Music Assessment

Detailed Description:

Entered Date: Thu, May 16 2013

Assign Date: Thu, May 16 2013

Proposed Due Date: Thu, May 16 2013 Week 39 - Thursday

Actual Due Date:

Grade Mark Group: 2 (+, /, -)

Weight Multiplier: 1.00

☒ Use points to score this event

Max points possible: 2

Show Event Score As: Grade Mark

☒ Post to Family Access

☒ Post to Student Access

☐ Show Comments

☐ Show On Lesson Scheduler

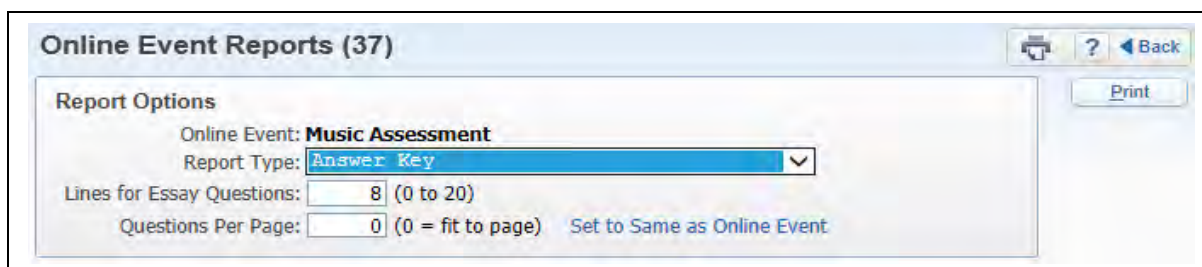
This Event is available Online

Buttons: Add, Edit, Clone, Delete, Report, Attach (0), View Online Event

Report dropdown menu options: Online Assignment Reports, Online Event, Score Entry, Event Display

Select **Online Assignment Reports** from the **Reports** drop-down menu.

Answer Key



Online Event Reports (37)

Report Options

Online Event: Music Assessment

Report Type: Answer Key

Lines for Essay Questions: 8 (0 to 20)

Questions Per Page: 0 (0 = fit to page) Set to Same as Online Event

Buttons: Print, Back

Answer Key provides you with a listing of the questions included in the online event and the answers for the questions.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.

Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Event: If you select this option, Questions Per Page will reflect how the online event was set up.

Hard Copy of Blank Online Event

The screenshot shows the 'Online Event Reports (37)' window. Under 'Report Options', 'Online Event' is set to 'Music Assessment'. 'Report Type' is set to 'Hard Copy of Blank Online Event' via a dropdown menu. 'Lines for Essay Questions' is set to 8 (0 to 20). 'Questions Per Page' is set to 0 (0 = fit to page), with a link 'Set to Same as Online Event' next to it. On the right, there are buttons for 'Print', '?', and 'Back'.

Hard Copy of Blank Online Event displays each question included in the online event. This report would be used if a student wasn't able to complete the online event through Student Access; it lists all of the questions and allows the student to answer them.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.

Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Event: If you select this option, the Questions Per Page will reflect how the online event was set up.

Online Event Analysis

The screenshot shows the 'Online Event Reports (37)' window. Under 'Report Options', 'Online Event' is set to 'Music Assessment'. 'Report Type' is set to 'Online Event Analysis' via a dropdown menu. Below this, there are several options with checkboxes and radio buttons:

- ☐ Only Print Online Events that have been Graded and Posted to the Gradebook
- ☒ Print All Students
 - ☐ Exclude Students who have not taken Online Event yet
- ☐ Only Print Students who got Answers Correct
 - Note: Essay Questions are deemed correct if full points are earned by student**
 - ☐ Include Students who received partial points on an incorrect answer
- ☐ Only Print Students who got Answers Incorrect
 - Note: Essay Questions are deemed incorrect if full points are not earned by student**
 - ☐ Exclude Students who received partial points on an incorrect answer
- ☐ Only Print Students who have not taken Online Event yet

 On the right, there are buttons for 'Print', '?', and 'Back'.

The Online Event Analysis Report allows you to see which students got correct/incorrect answers to the questions in the Online Event. It also shows you which students have not taken the Online Event.

Only Print Online Events that have been Graded and Posted to the Gradebook: Prints online event information only for online events graded and posted to the Gradebook.

Print All Students: Prints analysis information for all students.

Exclude Students who have not taken Online Event yet: Excludes students who have not completed the event. If this option is not selected, the report shows the students and Not Taken on the report.

Only Print Students who got Answers Correct: Displays only the names of students who answered the questions correctly.

Include Students who received partial points on an incorrect answer: Includes students who earned partial credit for an incorrect answer.

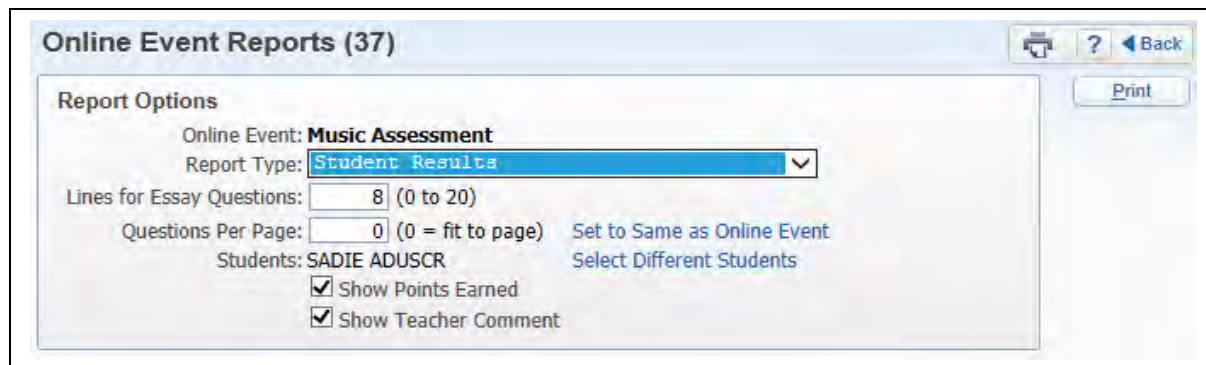
Only Print Students who got Answers Incorrect: Displays only the names of students who answered the questions incorrectly.

Exclude Students who received partial points on an incorrect answer: Excludes students who earned partial credit for an incorrect answer.

Only Print Students who have not taken Online Event: Displays a list of students who have not completed the online event. This option will not be available if you selected Only Print Online Events that have been Graded and Posted to the Gradebook.

You can also find the Online Event Analysis Report under the **Reports** tab on the Gradebook Main screen.

Student Results Report



The screenshot shows a window titled "Online Event Reports (37)". Inside, there is a "Report Options" section. The "Online Event" is set to "Music Assessment". The "Report Type" is set to "Student Results" with a dropdown arrow. Below this, "Lines for Essay Questions" is set to 8 (0 to 20). "Questions Per Page" is set to 0 (0 = fit to page). There are two links: "Set to Same as Online Event" and "Select Different Students". The "Students" field shows "SADIE ADUSCR". There are two checkboxes: "Show Points Earned" and "Show Teacher Comment", both of which are checked. In the top right corner of the window, there are icons for print, help, and back, and a "Print" button.

The Student Results Report shows how the student answered the online assignment questions. It can also show the points the student earned per question.

Lines for Essay Questions: Determines the space allowed between questions for essay type questions.

Questions Per Page: Determines the number of questions that will print on the page.

Set to Same as Online Event: If you select this option, the Questions Per Page will reflect how the online event was set up.

Select Different Students: Allows you to choose any student that has completed the online assignment.

Show Points Earned: Displays the number of points earned per question by the student.

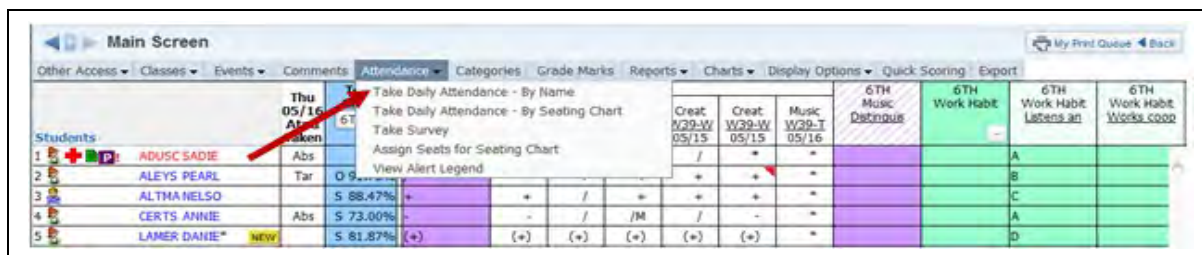
Show Teacher Comment: If you entered a comment related to a questions in the online assignment, should it display on this report?

Attendance

- Take Daily Attendance-By Name
- Take Daily Attendance-By Seating Chart
- Take Survey
- Assign Seats for Seating Chart
- View Alert Legend

You can take attendance through the Gradebook using either **Take Daily Attendance-By Name** or **Take Daily Attendance-By Seating Chart**. You can also take attendance by going to **Post Daily Attendance** from the Gradebook Home page.

Take Daily Attendance – By Name



Select **Take Daily Attendance - By Name** from the **Attendance** tab.

Alerts	Student Indicators	Home Last Entity Name	First Name	GR Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Thu 5/16	Wed 5/15	Tue 5/14	Mon 5/13	Fri 5/10	Thu 5/09	Wed 5/08	Tue 5/07	Mon 5/06	Fri 5/03	T 5/1
	5 13 12 A	ADUSC SADIE	09 001		☒	☐	☐		1	1	5	J	-											
		ALEYS PEARL	11 001		☐	☐	☐		1	1	4	L	-											
		ALTMA NELSO	12 001		☐	☐	☐																	
		CERTS ANNIE	10 001		☐	☐	☐		1	1	J	-												
		LAMER DANIE	12 001		☐	☐	☐																	
		LAYER RAYFO	11 001		☐	☐	☐																	
		THENS ROSAL	11 001		☐	☐	☐																	

All students default to Present. Select either Absent or Tardy, as appropriate, for a student. The third option of Excused has been set up by the entity, so something like that may or may not be available to you. The entity can determine the label and the attendance that can be tracked using the third option.

Cmt: Allows you to enter an attendance comment (maximum length of 30 characters). Availability of this option depends upon the attendance setup for the district.

Counts: The counts that display depend upon the attendance setup for the entity. The values reflect the number of times the student missed your class.

Alert Legend

Alert Color Legend	
 My Print Queue  Back  ?	
Alert Color Legend	
	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Color legend shows you the meaning of the different colors next to students' names. The Alerts available depend upon the attendance setup for the district.

Take Daily Attendance - By Name	
Take Attendance for Thursday, May 16, 2013	
 Save  Undo  Back	
Alert Legend Show Today's Attendance for All Periods View Class Summary Print Class Roster	
Alerts	Student Indicators
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	

Show Today's Attendance for All Periods

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Thursday, May 16, 2013**

Alert Legend | Show Previous Weeks Attendance | View Class Summary | Print Class Roster

Save Undo Back

Alerts	Student Indicators	Home Entity	Last Name	First Name	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Period 0	Period 1	Period 2	Period 3
	S R G P A		ADUSC	SADIE	09	001					1			1	5				
		041	ALEYS	PEARL	11	001					1			1	4				
			ALTM	NELSO	12	001													
			CERTS	ANNIE	10	001					1		1						
			LAMER	DANIE	12	001													
		041	LAVER	RAYFO	11	001													
		041	THENS	ROSAL	11	001													

This option shows the students' attendance for the entire day by periods.

View Class Summary

Class Summary My Print Queue Back ?

Class Summary for **1MUS / 01 1 Music**
 Period: **4** Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

Show Percent Earned in Gradebook

Last Name	First Middle	Term	Grades						Last Week 05/06 - 05/10							This Week 05/13 - 05/17							Absences		Tardies	
			1ST	2ND	3RD	4TH	5TH	6TH	M	T	W	R	F	M	T	W	R	F	T6	12-13	T6	12-13				
ADUSCR	SADIE	Y					0										J	1	1	0	5					
ALEYS	PEARLY W	Y					0	0									L	0	1	0	4					
ALTMANN	NELSON W	Y					0	S																		
CERT	ANNIE	Y					0	S									J	1	1	0	0					
LAMER	DANIEL Z	YS2						S																		
LAVER	RAYFORD Y	Y						S																		
THENS	ROSALINE O	Y					0	S																		

This shows you a summary of attendance and grade information for your class. It includes all students with their grades, tardies and absences. When you click the blue lettering under the week for attendance, it shows the Attendance Detail attached to the letter.

Print Class Roster

Print Class Roster allows you to generate a Class Roster Report. You can find additional information regarding the Class Roster Report in the Reports Section of this guide.

After you have entered attendance for the class, click **Save**.

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Thursday, May 16, 2013**

Save Undo Back

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Home Entity	Last Name	First Name	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	A	E	U	O	T	Period 0	Period 1	Period 2	Period 3
	S R G P A	ADUSC	SADIE	09 001							Choice A	1		1		5				
		ALEYS	PEARL	11 001							Choice B	1		1		4				
		041 ALTMA	NELSO	12 001							Salad Bar									
		CERTS	ANNIE	10 001							Choice A	1		1						
		LAMER	DANIE	12 001							Choice A									
		041 LAVER	RAYFO	11 001							Choice B									
		041 THENS	ROSAL	11 001							Cold Lunch									

The attendance is saved and displays in green. Any subsequent changes will display in red until they are saved.

Selecting Absence Type and Reason (optional setting)

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Thursday, May 16, 2013**

Save Undo Back

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Home Entity	Last Name	First Name	GR	Sch	Attendance Type	Reason	Cmt	Lunch Choice	A	E	U	O	T	Thu 5/16	Wed 5/15	Tue 5/14	Mon 5/13	Fri 5/10
	S R G P A	ADUSC	SADIE	09 001			J - TEACHER ABSE			Choice A	1		1		5	J -				
		ALEYS	PEARL	11 001			L - LATE			Choice B	1		1		4	L -				
		041 ALTMA	NELSO	12 001			A - ABSENT	IL - ILLNESS		Salad Bar										
		CERTS	ANNIE	10 001			J - TEACHER ABSE			Choice A	1		1		J -					
		LAMER	DANIE	12 001						Choice A										
		041 LAVER	RAYFO	11 001						Choice B										
		041 THENS	ROSAL	11 001						Cold Lunch										

You can choose various Types and various Reasons to reflect why the student wasn't in attendance. If the student is present, simply leave the fields blank. The capability to enter Absence Types and Reasons will depend upon the attendance setup for the entity. After you have entered attendance for the class, click **Save**.

Attendance - By Seating Chart

Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments ▾ **Attendance ▾** Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export ▾

Take Daily Attendance - By Name
Take Daily Attendance - By Seating Chart
Take Survey
Assign Seats for Seating Chart
View Alert Legend

Students	Thu 05/16	Ti	Gr	6TH Music Distinquis	6TH Work Habit	6TH Work Habit Listens an	6TH Work Habit Works coop
1 ADUSC SADIE	Tar	O	9			A	
2 ALEYS PEARL	Tar	O	9			B	
3 ALTMAN NLSO	S	88.47%	+			C	
4 CERTS ANNIE	Abs	S	73.00%	-		A	
5 LAMER DANIE*	S	81.87%	(+)			D	

Select **Take Daily Attendance - By Seating Chart** from the **Attendance** tab.

Take Daily Attendance - By Seating Chart

Take Attendance for Thursday, May 16, 2013

Alert Legend | Show Pictures | Printer Friendly Listing

SADIE ADUSC Absent: 1 Excused: 0 Unexcused: 1 Other: 0 Tardy: 5 Grade: 09 School: 001 Absent	PEARLY W ALEYS Absent: 1 Excused: 0 Unexcused: 1 Other: 0 Tardy: 4 Grade: 11 School: 001 Tardy	NELSON W ALTMANN Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present	ANNIE CERTS Absent: 1 Excused: 0 Unexcused: 1 Other: 0 Tardy: 0 Grade: 10 School: 001 Absent	DANIEL Z LAMERS Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present	RAYFORD Y LAVERS Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 Present
ROSALINE O THEN Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 Present					

Save
Undo
Back

All students default to Present. Select either Absent or Tardy as appropriate for a student. The third option of Excused has been set up by the entity. The entity can determine the label and attendance that can be tracked in the third option.

You can click the paper icon next to the attendance to enter an attendance comment. The comment is an optional setting determined by the attendance setup for the entity.

The attendance will display in red until you select **Save**. After saving, attendance displays in green.

Alert Legend: Shows what the alerts mean, as we saw in Attendance - By Name.

Show Survey Questions: Allows you to display any survey questions on the attendance screen. See this feature under Attendance – By Name for more information.

Show Pictures

Take Daily Attendance - By Seating Chart My Print Queue

Take Attendance for **Thursday, May 16, 2013**

[Alert Legend](#) |
 [Hide Pictures](#) |
 [Printer Friendly Listing](#)

☐ No Picture  SADIE ADUSCR Absent: 1 Excused: 0 Unexcused: 1 Other: 0 Tardy: 5 Grade: 09 School: 001 Absent v x	☐ No Picture PEARLY W ALEYSR Absent: 1 Excused: 0 Unexcused: 1 Other: 0 Tardy: 4 Grade: 11 School: 001 Tardy v x	☐ No Picture NELSON W ALTMANNSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present v x	☐ No Picture ANNIE CERTSCR Absent: 1 Excused: 0 Unexcused: 1 Other: 0 Tardy: 0 Grade: 10 School: 001 Absent v x	☐ No Picture DANIEL Z LAMERSR Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present v x	☐ No Picture RAYFORD Y LAVERSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 Present v x
☐ No Picture ROSALINE O THENSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 Present v x					

S
R
G
P
A

This feature shows the students' pictures if the district has loaded the pictures in the database.

Printer-Friendly Listing

Seating Chart: 1MUS/01 Prd:4 1 Music

☐ No Picture SADIE ADUSCR Grade: 09 School: 001	☐ No Picture PEARLY W ALEYSR Grade: 11 School: 001	☐ No Picture NELSON W ALTMANNSCR Grade: 12 School: 001	☐ No Picture ANNIE CERTSCR Grade: 10 School: 001	☐ No Picture DANIEL Z LAMERSR Grade: 12 School: 001	☐ No Picture RAYFORD Y LAVERSCR Grade: 11 School: 001
☐ No Picture ROSALINE O THENSCR Grade: 11 School: 001					

This option allows you to print a copy of your seating chart. If you display the pictures on the seating chart, the Printer-Friendly Listing can also print the pictures.

Modification of Prior Day(s) Attendance

You may have the capability to modify a prior day's attendance, depending upon the setup of attendance for the entity.

Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments ▾ **Attendance ▾** Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export ▾

Take Daily Attendance - By Name
Take Daily Attendance - By Seating Chart
Take Survey
Assign Seats for Seating Chart
View Alert Legend

Students	Thu 05/16	6TH	6TH Music Distinquish	6TH Music Work Habit	6TH Work Habit Latens an	6TH Work Habit Works coop
1 ADUSC SADIO	Abs				A	
2 ALEYS PEARL	Tar				B	
3 ALTMA NELSO	5 88.47%	+			C	
4 CERTS ANNIE	Abs				A	
5 LAMER DANIE*	5 81.87%	(+)			D	

Click **Take Daily Attendance - By Name** under the **Attendance** tab.

Take Daily Attendance - By Name

Take Attendance for **Thursday, May 16, 2013**

Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Hide Survey Questions | Print Class Roster

Save
Undo
Back

Alerts	Student Indicators	Home Last EntityName	First Name	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	A	E	U	O	T	Thu 5/16	Wed 5/15	Tue 5/14	Mon 5/13	Fri 5/10	Thu 5/09	Wed 5/08	Tu 5/07
	S R G P A		ADUSC SADIO	09	001					Choice A	1	1	5	3									
			ALEYS PEARL	11	001					Choice B	1	1	4	L									
		041	ALTMA NELSO	12	001					Saled Bar													
			CERTS ANNIE	10	001					Choice A	1	1	3										
			LAMER DANIE	12	001					Choice A													
		041	LAVER RAYFO	11	001					Choice B													
		041	THENS ROSAL	11	001					Cold Lunch													

Display a previous week's attendance. Then click the date cell for the student whose attendance you want to modify. The number of days for which you can update attendance will depend upon the attendance setup for the entity.

Take Daily Attendance - By Name

My Print Queue ?

Save
Undo
Back

Modify Attendance for **Tuesday, May 14, 2013**

First Middle	Last Name	GR	Sch	Absent	Tardy	Present
SADIE	ADUSCR	09	001	☒	☐	☐

Comment:

Update the attendance for the student and click **Save**.

Attendance - Take Survey

Main Screen

Other Access ▾ Classes ▾ Events ▾ Comments ▾ **Attendance ▾** Categories ▾ Grade Marks ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

Take Daily Attendance - By Name
Take Daily Attendance - By Seating Chart
Take Survey
Assign Seats for Seating Chart
View Alert Legend

Students	Thu 05/16 Atnd Taken	T 05/16	6TH Music Dismissal	6TH Work Habit	6TH Work Habit Lateness	6TH Work Habit Works Code
1 ADUSC SADIE	Abs	0 9			A	
2 ALEYS PEARL	Tar	0 9			B	
3 ALTHA NELSO		S 88.47%			C	
4 CERTS ANNIE	Abs	S 73.00%			A	
5 LAMER DANIE*	NEW	S 81.87%			D	

Select **Take Survey** under the **Attendance** tab.

Survey Response

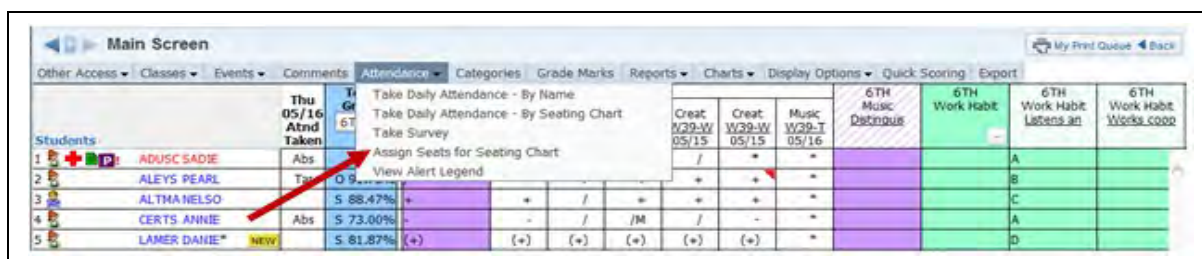
Survey questions for **Thursday, May 16, 2013**

Save
Undo
Back

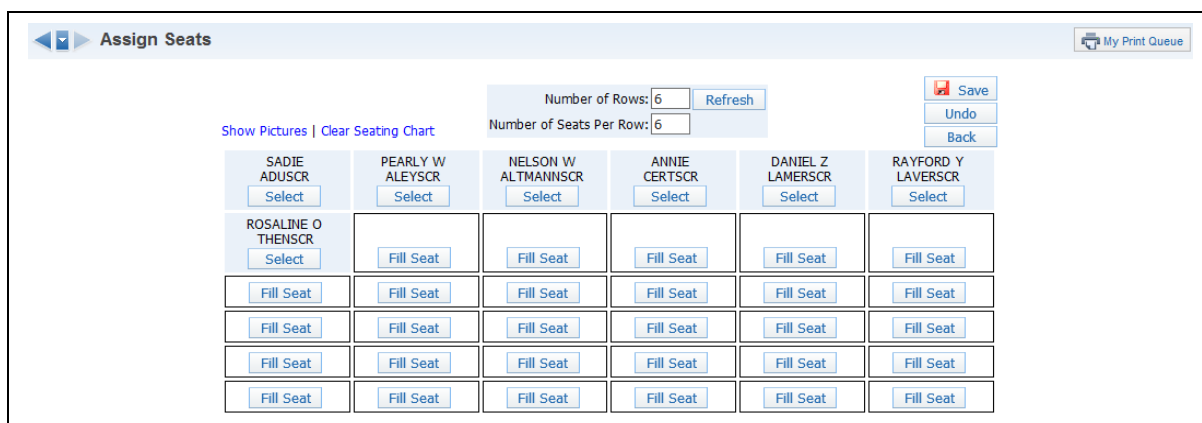
Grad Yr	First Middle	Last Name	Lunch Choice
Default all blank answers to:			
2016	SADIE	ADUSC	Choice A
2014	PEARLY W	ALEYSC	Choice B
2013	NELSON W	ALTMANNSCR	Saled Bar
2015	ANNIE	CERTSCR	Choice A
2013	DANIEL Z	LAMERSCR	Choice A
2014	RAYFORD Y	LAVERSCR	Choice B
2014	ROSALINE O	THIENSCR	Cold Lunch

The screen displays the question. Enter your answer or answers and then click **Save**. Survey questions are set up administratively by the entity. They can be set up to ask for a Class Total or allow you select Individual Answers by student.

Attendance - Assign Seats for Seating Chart



Select **Assign Seats for Seating Chart** under the **Attendance** tab.



The screen displays a chart. You can select a student and assign him or her to a specific seat.

Number of Rows/ Number of Seats Per Row: You can set these values to whatever dimensions you need for your class.

Show pictures: Displays the student pictures in the seating chart.

Clear Seating: Clears the seating chart and allows you to start from scratch. Students will appear in a list on the side.

The screenshot shows the 'Select' tab of the Seating Chart interface. At the top right, there is a 'My Print Queue' button. Below it, there are input fields for 'Number of Rows: 6' and 'Number of Seats Per Row: 6', each with a 'Refresh' button. To the right of these are 'Save', 'Undo', and 'Back' buttons. In the center, there is a 'Process' button and a 'Clear Seating Chart' link. Below the 'Clear Seating Chart' link, there is a section for 'Auto Assign Seats' with three radio buttons: 'By First Name', 'By Last Name', and 'At Random'. Below these are several 'Fill Seat' buttons. On the left, there is a list of 'Unassigned Seats' with a 'Fill Seat' button and a 'Select' button for each student. The students listed are: DANIEL Z LAMERSCR, NELSON W ALTMANNSCR, PEARLY W ALEYSR, RAYFORD Y LAVERSCR, ROSALINE O THENSCR, and SADIE ADUSCR.

Auto-Assign Seats: Assigns students to seats in first name order, last name order or at random.

Alert Legend

The screenshot shows the 'Main Screen' of the Standards Gradebook. The 'Attendance' menu is open, and the 'View Alert Legend' option is highlighted with a red arrow. The menu options include: Take Daily Attendance - By Name, Take Daily Attendance - By Seating Chart, Take Survey, Assign Seats for Seating Chart, and View Alert Legend. The background shows a student list with columns for attendance and various scores.

This option displays a legend showing the meaning of each color used in alerts.

The screenshot shows the 'Alert Color Legend' window. It contains a list of colors and their corresponding alert meanings. The window has a title bar with 'Alert Color Legend' and buttons for 'My Print Queue', 'Back', and a help icon.

Alert Color Legend	
	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

Other Access Tab

[Discipline](#)
[Message Center](#)
[Athletic Eligibility Posting](#)
[Survey](#)
[Food Service](#)
[Test Scores](#)
[Busing](#)
[Recommendations](#)
[Curriculum Map](#)
[Lesson Scheduler](#)
[Assign Textbooks to Students](#)
[Gradebook Tracker](#)
[Online Assignment Templates](#)

This tab allows quick access to options that are also found under My Classes. This Access tab saves time by avoiding the need to return to the Educator Access Plus Homepage. Use this feature when you are already on the Gradebook Main screen.

The screenshot shows the Skyward Standards Gradebook interface. The 'Other Access' tab is selected in the left sidebar, indicated by a red arrow. The main area displays a table with columns for Term Grade, 6TH Options, 6TH Music, 6TH Music Sings in T, 6TH Music Sings with, 6TH Music Performs a, Part W/39-T 05/16, Part W/39-T 05/16, 6TH Music Recognizes, Inter W/37-W 05/01, Music W/38-M 05/06, and Obser W/39-W 05/15. The table contains data for various students, including O 91.73%, S 88.47%, S 73.00%, S 81.87%, S 88.93%, and S 88.13%.

Select the **Other Access** tab. Click one of the available options. Options that you see may vary depending on school and district security configurations.

Discipline

Allows you to view Discipline records and enter referrals by class, depending upon security access.

Discipline Info

My Print Queue Back

ADUSCR, SADIE

Grade: 09

Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFFENAUERSCR Referred by: MARILEE ANDREASCR 05/03/13	No Edit Delete
08/15/12 *GENERIC		KELLEY ABBOTTSCR Referred by: 08/15/12	Yes Details...
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR Referred by: PAMELA FUELLESCR 08/09/12	Yes Details...

Total Referrals:3

Highlight the student and click **Select** to view a student's Discipline record. To view general Discipline notes, click the **View notes** link. Click the **Offense** to open a new window of Discipline information related to the Offense. Click **Add** to enter a new Discipline referral for a student.

Message Center

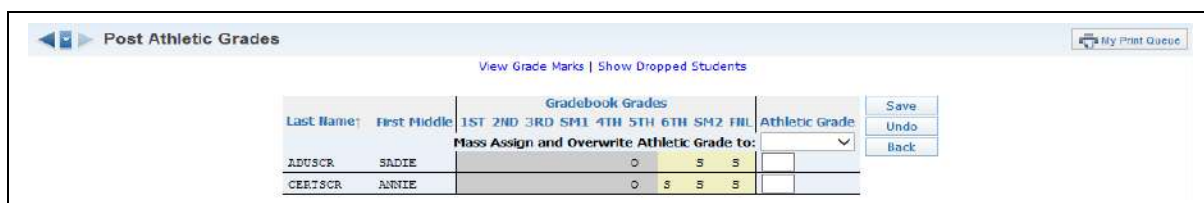
Allows you to maintain messages to display in Family/Student Access.



This is an easy way to communicate with a group of students or parents without sending home a written note. You can also use this as a tool to provide copies of a course syllabus or other documents through Student and Family Access. If you would like to add a message to more than one class, select **Add Message for Multiple Classes**. If you would like to add the message to the current class only, select **Add Message for Current Class**.

Athletic Eligibility Posting

Allows you to view and or post athletic eligibility grades.



This option allows you to post grades specifically for students participating in athletics or other activities. This option enables schools to quickly identify students who are not meeting minimum eligibility requirements for participation in extra-curricular activities. This is used at periodic intervals as defined by school administration.

Survey

Allows you to enter survey information created by administrators for the entity.

Survey questions for **Wednesday, April 10, 2013**

How many students are having hot lunch? ▼

[Save](#) [Undo](#) [Back](#)

Grad Yr	First Middle	Last Name
2023	Rodger J	Adragnascr
2023	Josh D	Ashalintubbiscr
2023	Kayleen H	Bankesscr
2023	Bruna F	Beitzscr
2023	Lorri T	Cumpstonscr

The survey is a time-saving tool for recording student responses to survey questions. Example: Schools often find the class survey to be an effective tool for recording and reporting hot lunch or milk count estimates taken during the first period of the day.

Food Service

Allows you to enter food service purchases.

Survey Response [My Print Queue](#)

Survey questions for **Thursday, May 16, 2013**

[Save](#) [Undo](#) [Back](#)

Grad Yr	First Middle	Last Name	Lunch Choice
Default all blank answers to:			▼
2016	SADIE	ADUSCR	Choice A ▼
2014	PEARLY W	ALEYSR	Choice B ▼
2013	NELSON W	ALTMANNSCR	Salad Bar ▼
2015	ANNIE	CERTSCR	Choice A ▼
2013	DANIEL Z	LAMERSR	Choice A ▼
2014	RAYFORD Y	LAVERSCR	Choice B ▼
2014	ROSALINE O	THENSCR	Cold Lunch ▼

The Food Service option allows you to enter food service purchases in the classroom. If you enter food service purchases, this will affect students' lunch balance in the Food Service module.

Test Scores

Allows you to view and/or enter test score information for students.

Test Scores (58)

Tests to Score

	Date	Test	Description	Edition	Level	Form
1	02/01/2005	TAKS	TX- Knowledge & Skills Assmt.			
2	05/04/2013	3RDG	3rd Gr Reading	1edt	3rd	Eng
3	05/04/2013	ACT	ACT	Edt2		Col

Expand All Collapse All View Printable Details

Students

Last Name: ADUSCR First: SADIE Middle: School Year: 2012-13 Entity: 001

Scores - Scores

	Scale Score	Nat. Pct.						
Writing	21	0%						
English	21	0%						
Math	21	0%						
Reading	20	0%						
Science	24	0%						
Composite	22	0%						

Stu-Adm - Stu-Admin

Test Scores show the student's level of success on the listed standardized testing. Typically, test scores are provided by a third-party testing agency and imported into the student records database. You can enter scores manually on tests set up by school administration.

The School Administration will set up access as needed. You would use this access option to view performance historically on standardized tests or to enter district-mandated standardized testing where scores are recorded at the classroom level rather than provided by a third-party test agency.

Busing

Gives you the capability to view Busing Information for students.

ADUSCR, SADIE ▼

Grade: **09**

Transportation Information					
Start Date	End Date	Transported	Transportation Category	Miles	Bus
08/24/2012	05/28/2013	Yes		5.00	

< >

Bus Stops	
Bus Route	Bus Stop
55 - Liberty St. and Seaview Ave (To School 06:00A-08:30A)	1.00 - Campbell Road

< >

Bus Numbers	
AM Bus Number	55
PM Bus Number	20

Pick Up Address			
Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Drop Off Address			
Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Recommendations

Allows you to view and/or select course recommendations for students for future scheduling.

Course Recommendations (142)

Views: General Filters: *Skyward Default

Last Name	First	Middle	Def Ent	Age	G	Gr
ADUSCR	SADIE		001	15	F	09

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

Course Recommendations Add Course Recommendation

Show Course Recommendations for: ☐ All Entities ☒ All Teachers

Remove	Course	Course Description
	3116	Wind Ensemble 2

Course Recommendation History

Entity	School Year	Course	Course Description	Course Length	Recommended By
001	2014	3116	Wind Ensemble 2	Y = YEAR	MARLEE ANDREASCR

2	ALEYSR	PEARLY	W	001	18 F	11
3	ALTMANNSCR	NELSON	W	041	18 M	12
4	CERTSCR	ANNIE		001	16 F	10
5	LAMERSR	DANIEL	Z	001	17 F	12
6	LAVERSCR	RAYFORD	Y	041	16 M	11
7	THENSCR	ROSALINE	O	041	16 F	11

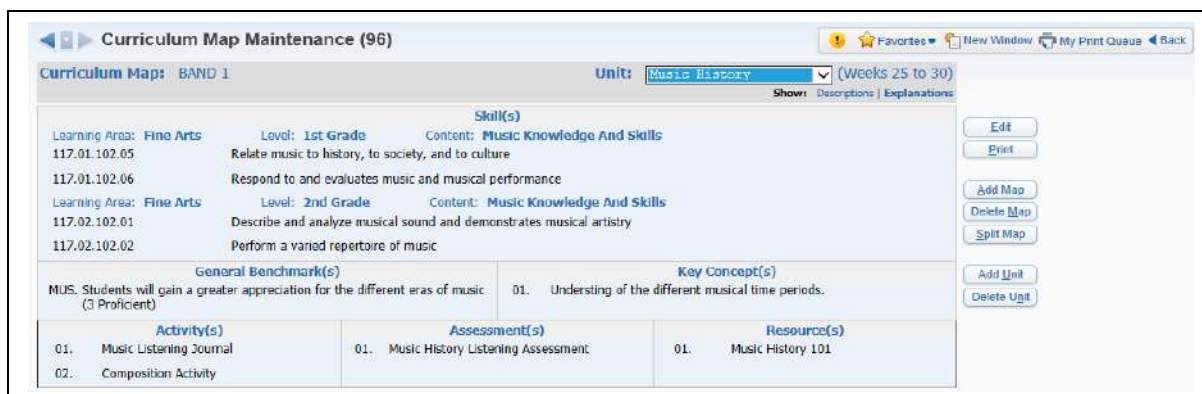
20 7 records displayed

Last Name: ABC

In order for course recommendations to be utilized, school administration must set up the Curriculum Master. The Course Recommendation feature allows you to suggest specific coursework for students who are enrolled in your current classes. For example, an English teacher might recommend Journalism for a student who displays great writing skills.

Curriculum Map

Allows you to view and add Curriculum Maps for courses if the district has purchased the Curriculum Mapping module.



Curriculum Map Maintenance (96)

Curriculum Map: **BAND 1** Unit: **Music History** (Weeks 25 to 30)

Skills:

- Learning Area: **Fine Arts** Level: **1st Grade** Content: **Music Knowledge And Skills**
117.01.102.05 Relate music to history, to society, and to culture
- 117.01.102.06 Respond to and evaluates music and musical performance
- Learning Area: **Fine Arts** Level: **2nd Grade** Content: **Music Knowledge And Skills**
117.02.102.01 Describe and analyze musical sound and demonstrates musical artistry
- 117.02.102.02 Perform a varied repertoire of music

General Benchmark(s): MUS. Students will gain a greater appreciation for the different eras of music (3 Proficient)

Key Concept(s): 01. Understanding of the different musical time periods.

Activity(s): 01. Music Listening Journal
02. Composition Activity

Assessment(s): 01. Music History Listening Assessment

Resource(s): 01. Music History 101

Buttons: Edit, Print, Add Map, Delete Map, Split Map, Add Unit, Delete Unit

The curriculum map allows you to view and add curriculum map units, depending upon the setup of Curriculum Mapping.

Lesson Scheduler

Allows you to view and create Lesson Plans.



My Gradebook (977)

Week of May 6, 2013

Return to Current Day Print Schedule Menu Options 001 - Entity (001) Grades 9 to 12

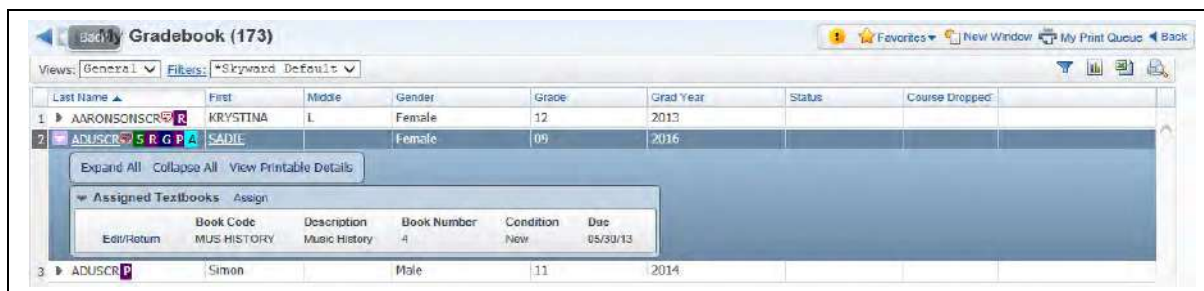
Monday	Tuesday	Wednesday	Thursday	Friday
Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01
Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01
Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01
Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01
Prd 1: Band 1 / 01	Prd 1: Band 1 / 01	Prd 1: Band 1 / 01	Prd 1: Band 1 / 01	Prd 1: Band 1 / 01
Prd 2: Trend / 01	Prd 2: Trend / 01	Prd 2: Trend / 01	Prd 2: Trend / 01	Prd 2: Trend / 01
Prd 3: Wind Ensemble 3 / 01	Prd 3: Wind Ensemble 3 / 01	Prd 3: Wind Ensemble 3 / 01	Prd 3: Wind Ensemble 3 / 01	Prd 3: Wind Ensemble 3 / 01
Prd 4: 1 Music / 01	Prd 4: 1 Music / 01	Prd 4: 1 Music / 01	Prd 4: 1 Music / 01	Prd 4: 1 Music / 01
Prd 5: 1 Music / 02	Prd 5: 1 Music / 02	Prd 5: 1 Music / 02	Prd 5: 1 Music / 02	Prd 5: 1 Music / 02

Lesson Scheduler Display Options

If your school district has purchased this module, you will be able to use My Lesson Scheduler to organize the day-to-day educational plan for a class. The lesson scheduler shows the Daily Lessons and you can click the + icon to add a daily lesson for a specific date and time.

Assign Textbooks to Students

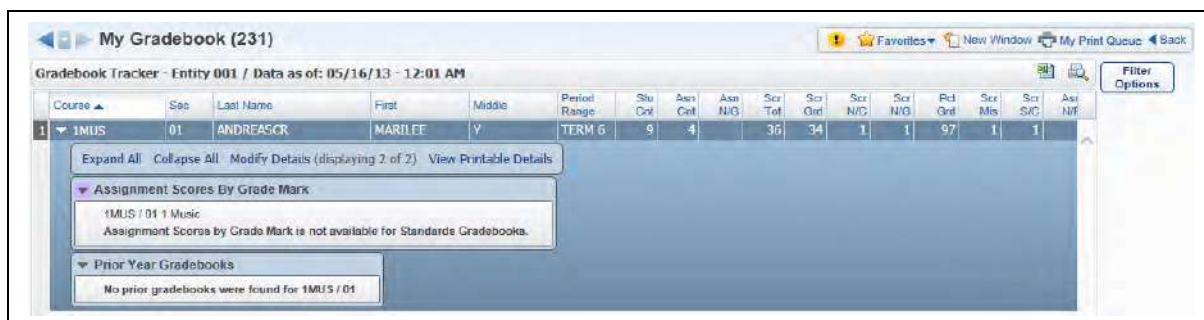
Allows you to view and/or modify student textbook assignments



Assign Textbooks to Students allows you to manage textbooks that have been assigned to students for the class if the district has purchased the Textbook Tracking module. You can also return books, track when a book is returned, determine whether any late fee applies, indicate whether the book has been damaged, or indicate whether the book is lost. To assign a textbook to a student, click the **Assign** link.

Gradebook Tracker

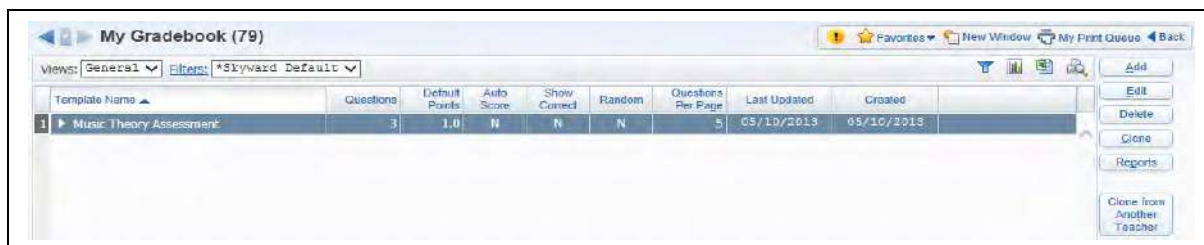
Allows you to view Gradebook information for the class.



Gradebook Tracker is a way for a teacher to view statistical information for the class. The Gradebook tracker also lets you view the grade information breakdown for the class. When you expand the record, you will be able to view **Assignment Scores by Grade Mark** and **Prior Year Gradebooks**.

Online Assignment Templates

Allows you to create an assignment template for students to complete via Student Access.

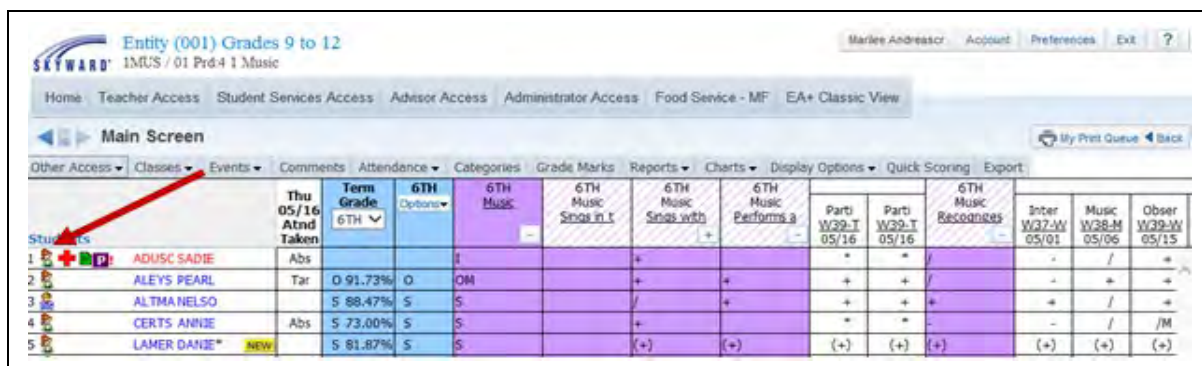


An online assignment template allows you to create an assignment for students. The assignment will be added to the Gradebook and be available for the student to complete online in Student Access. You can more information about Online Assignment Templates in the Miscellaneous section of this guide.

Student Icon

[Profile](#)
[Class Summary](#)
[Attendance](#)
[Schedule](#)
[Add/Drops](#)
[Entry/Withdrawal](#)
[RTI Information](#)
[IHP](#)
[Emergency Contacts](#)
[Discipline](#)
[NCLB](#)
[Academic History](#)
[Graduation Requirements](#)
[Educational Milestones](#)
[Test Scores](#)
[Busing](#)
[Student Portfolio](#)
[Recommendations](#)
[Family Access History](#)
[Activities](#)
[Family Access Display](#)
[Gradebook](#)
[Message Center](#)
[Calendar](#)
[Reports](#)
[Information Report](#)
[Progress Report](#)
[Standards Report Card](#)

The Student Icon allows you to view information for a specific student.



The screenshot shows the Skyward Gradebook interface for Entity (001) Grades 9 to 12. The main screen displays a list of students with various columns for attendance, grades, and reports. A red arrow points to the 'Student Icon' (a small picture of a boy or girl) in the first row, next to the student name ADUSC SADIE.

Students	Thu 05/16 Atnd Taken	Term Grade 6TH	6TH Options	6TH Music	6TH Music Singing in I	6TH Music Singing with	6TH Music Performs a	Parti W39-T 05/16	Parti W39-T 05/16	6TH Music Recognizes	Inter W37-W 05/01	Music W38-M 05/06	Obser W39-W 05/15
1 ADUSC SADIE	Abs							*	*	/	-	/	*
2 ALEYS PEARL	Tar	0.91.73%	O	OM				+	+	/	-	*	+
3 ALTIMA NELSO		S 88.47%	S	S				+	+	*	-	/	+
4 CERTS ANNIE	Abs	S 73.00%	S	S				*	*	-	-	/	/M
5 LAMER DANJE*	NEW	S 81.87%	S	S				(+)	(+)	(+)	(+)	(+)	(+)

Click the **Student Icon** (picture of the boy or girl) in your Gradebook .

Student Profile

This page provides basic information the selected student including: Address, Phone number, Guardians, Family, and Emergency Contacts.

The Profile screen also allows you to email the student, the student's teachers and the student's guardian. Click the student or parent email address to create an email. Also, you are able to click the parent or emergency contact name to display additional information for that person.

Once you are in the **Student Icon** area, you can use the student drop-down menu to select other students in the class.

Class Summary

Class Summary | My Print Queue | Back

Student Info: ADUSCR, SADIE | Grade: 09

Show Dropped Classes | Display Options

001/Entity (001) Grades 9 to 12

Prd	Description	Term	Grades																Last Week		This Week							
			CZ1	1ST	CZ2	2ND	CZ3	3RD	EX1	SM1	CZ4	4TH	CZ5	5TH	CZ6	6TH	EX2	SM2	FNL	M	T	W	R	F	M	T	W	R
0	2 Lang Arts	Y										B		C				B	B									
0	2 Reading	Y										A		C				B	A									
0	2 Spelling	Y										C		B				C	C									
0	2 Writing	Y										A						A										
1	Band I	Y													B		B	B	B	J				J				
3	HONORS ENG I	Y																										
3	HONORS ENG I	Y																										
4	Adv Nutrition	SM																										
4	1 Music	Y												O				S	S								J	
5	French II	Y		A							A								A									
6	ART I	Y		A							A								A									

Attendance Totals by Period

Class Summary shows the classes that the student is in. You can see the student's current and past grades for the class as well as attendance for the current and past week.

Attendance

Attendance | My Print Queue | Back

Student Info: ADUSCR, SADIE | Grade: 09

001/Entity (001) Grades 9 to 12

Date	Parent Notified	-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
05/16/2013 - Thursday	No					J-				
05/10/2013 - Friday	No		J-							
05/06/2013 - Monday	No		J-							
01/30/2013 - Wednesday	No	U-	T-	U-	T-	U-	U-	T-	T-	
01/29/2013 - Tuesday	No	T-	T-	T-	T-	T-	T-	T-	T-	
09/11/2012 - Tuesday	No	T-	T-	T-	T-	T-	T-	T-	T-	
09/10/2012 - Monday	No	T-	T-	T-	T-	T-	T-	T-	T-	
09/06/2012 - Thursday	Yes	0-SI	T-	T-	T-	T-	T-	T-	T-	

This shows the dates and times the student has been not present in school. You can also see whether the parent has been notified.

Schedule

Schedule

Student Info

Profile

Class Summary

Attendance (8)

Schedule

Add/Drops (9)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (3)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (2)

Busing

Student Portfolio

Recommendations (1)

Family Access History (22)

Activities (3)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report

Progress Report Letter

Standards Report Card

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
1	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
1	00	25PEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
1	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR PHOEBE ADDAMSSCR	0.167
1	01	Band I/01	Band I			MTWRF		MARILEE ANDREASCR	0.167
1	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
1	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
1	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
1	04	1MUS/01	1 Music			MTWRF		MARILEE ANDREASCR	0.167
1	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSR	0.167
1	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSR	0.167
Total credits for Term 1									1.836
2	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
2	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
2	00	25PEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
2	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR PHOEBE ADDAMSSCR	0.167
2	01	Band I/01	Band I			MTWRF		MARILEE ANDREASCR	0.167
2	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
2	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
2	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
2	04	1MUS/01	1 Music			MTWRF		MARILEE ANDREASCR	0.167
2	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSR	0.167
2	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSR	0.167
Total credits for Term 2									1.836

This shows the student's current, past and future schedule. The option to view the future schedule will depend upon security access established by the administration.

Add/Drops

Add/Drops

ADUSCR, SADIE Grade: 09

001/Entity (001) Grades 9 to 12

Class	Description	Type	Effective Date	Previous Terms	New Terms	Done By	Completed	Requested By
Band I/01	Band I	Add	03/04/2013	0 - 0	1 - 6	amys	03/04/2013	
2LA/01	2 Lang Arts	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2READ/01	2 Reading	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2SPEL/01	2 Spelling	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2WRIT/01	2 Writing	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
4446/01	Advanced Nutrition & Health	Add	09/21/2012	0 - 0	1 - 3	spyder	09/21/2012	
HMRM/002	HOMEROOM	Add	08/28/2012	0 - 0	1 - 6	ADMINI	08/28/2012	
1102/12	HONORS ENG I	Add	08/29/2012	0 - 0	1 - 6	spyder	11/26/2012	
1MUS/01	1 Music	Add	08/20/2012	0 - 0	1 - 6	amys	05/15/2013	

Total Adds: 9
Total Drops: 0

This shows you the student's adds/drops of classes for the current year. It shows the class, the date and who completed the scheduling modification.

Entry/Withdrawal

Entry/Withdrawal

ADUSCR, SADIE Grade: 09

Type	Entity	Date	Code	School
Entry	950	06/17/2013	1	001
Entry	001	08/30/2012	2	001
Entry	041	05/16/2012	1	041
Withdrawal	041	05/28/2012	30	041
Entry	001	05/12/2002	1	001
Withdrawal	001	05/15/2012	04	001

The Entry/Withdrawal screen shows you information about when the student withdrew and/or entered certain schools/entities.

RTI Information

RTI Information

Student Info: ADUSCR, SADIE Grade: 09

Watch List Flags

Code	Criteria Type	Description
01	RDT	Did not Perform Satisfactorily on Readiness Test (PreK-3)

Team Referrals

Referral Date	Date Received	Date Closed	Status	Criteria Type
05/02/2013	05/02/2013		New	GRD

Student Interventions

Criteria Type	Group	Area	Begin Date	End Date	Tier	Interv	Freq	Pri	Goal	Score
GRD	RD	FL	05/02/2013		2	AR	DLY	IF	55	

The Response to Intervention page shows the student's interventions, referrals and associated watch lists. Response to Intervention is a separate module the district would need to purchase in order to set up RTI information.

IHP (Individual Health Plan)

IHP

Student Info: ADUSCR, SADIE Grade: 09

Individual Health Plan(IHP) forms

Year	Date	Time	Form Name	Person Entered	Doc Type
2013	05/02/2013	4:43 PM	2012 IHP Seizure Plan	MARILEE Y ANDREASCR, TEA	HTML

IHP shows the student's health plan (for example, an Asthma or Seizure Plan). You can view the IHP by clicking **Print**. The district must purchase the Health Records module in order to create IHP records for students.

Emergency Contacts

Emergency Contacts

Student Info: ADUSCR, SADIE Grade: 09

#	Contact Name	Relationship	Primary Phone	Secondary Phone
1	GRACE ADUSCR	Guardian		(555) 214-5895
2	WILLIAM EDUSCR	Father		
3	ABBY ADUSCR	Mother	(555) 135-8435	
4	Alonso Aduscr	Guardian	(555) 135-8435	
5	Tab Mabnescr	Guardian	(555) 478-6513	

The Emergency Contact page shows the student's emergency contacts and the primary/secondary phone numbers attached to each contact.

Discipline

Discipline Info

Student Info: ADUSCR, SADIE Grade: 09

View Notes | Only Show Current Year Offenses

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFFENAUERSCR Referred by: MARILEE ANDREASCR 05/03/13	No
08/15/12 *GENERIC		KELLEY ABBOTTSCR Referred by: 08/15/12	Yes
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR Referred by: PAMELA FUJELLSCR 08/09/12	Yes

Total Referrals: 3

The Discipline page shows the Offense records attached to the student. You may have the capability to create a Discipline referral depending upon security access.

NCLB

TX/NCLB Info

ADUSCR, SADIE Grade: 09

State Student Number: 0000000000

Limited English Proficiency: Yes

Limited English Proficiency Start Date: 08/01/2012

Gifted and Talented: Yes

Chapter 1: No

Post Secondary Opt: No

Homebound Service: No

Total Homebound Hours: 0

Assessment Hours: 0

Grad Standard Year: 2016

Transport Category:

The No Child Left Behind page shows selected state information collected on the student within the entity. This is used for state/ federal reporting purposes.

Academic History

Academic History

ADUSCR, SADIE Grade: 09

Show Filter

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	Grade Four	Grade Five
001	2012	08	113/01	ENGLISH-III	01	01	1 - 6	ATH:	PR1:	CP1:	1ST:	PR2:
001	2012	08	7331/02	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1ST:	PR2:
001	2012	08	7331/05	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1ST:	PR2:
001	2012	08	MUG100/001	Muggle Studies		01	4 - 6	ATH:	PR1:	CP1:	1ST:	PR2:
001	2013	09	0001/05	STUDY HALL	15	15	1 - 3	CZ1:	1ST:	CZ2:	2ND:	CZ3:
001	2013	09	101/03	FUND ENGLISH 1	01	01	1 - 6	CZ1:	1ST: A	CZ2:	2ND:	CZ3:
001	2013	09	1011/11	English 1		01	1 - 6	ATH:	PR1: B	CZ1:	1ST: B	PR2:
001	2013	09	1102/12	HONORS ENG I	01	01	1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	1255/01	French II	09	09	1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	1MUS/01	1 Music			1 - 6	ATH:		CZ1:	1ST:	
001	2013	09	2LA/01	2 Lang Arts			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	2READ/01	2 Reading			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	2SPEL/01	2 Spelling			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	2WRIT/01	2 Writing			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	3151/01	ART I	10	10	1 - 6	ATH:	PR1: A	CZ1:	1ST: A	PR2:
001	2013	09	4446/01	Adv Nutrition	07	07	1 - 3	ATH:	PR1:	CZ1:	1ST:	PR2:
001	2013	09	Band 1/01	Band I			1 - 6	ATH: B	PR1:	CZ1:	1ST:	PR2:
001	2013	09	HMRM/002	HOMEROOM			1 - 6	ATH:	PR1:	CZ1:	1ST:	PR2:

Academic History shows the student's subject and grade history from when the student entered the system. It show the student's grades, classes and school year.

Graduation Requirements

Graduation Requirements							
Student Info		ADUSCR, SADIE		Grade: 09			
		Graduation Requirements		Course Requirements			
Requirement Areas		Required	Complete	In Progress	Scheduled 2013-14	Remaining	Status
Total Credits Show All Courses		26.000		1.000		26.000	In Progress
English Language Arts		4.000		0.500		4.000	In Progress
English I Show Courses		1.000		0.500		1.000	In Progress
English II		1.000				1.000	
English III		1.000				1.000	
English IV		1.000				1.000	
Mathematics		4.000				4.000	
Algebra I		1.000				1.000	
Geometry		1.000				1.000	
Algebra II		1.000				1.000	
Mathematics Electives		1.000				1.000	
Science		4.000				4.000	
Social Studies		3.500				3.500	
World Geography Studies		1.000				1.000	
World History Studies		1.000				1.000	
US History Studies		1.000				1.000	
US Government		0.500				0.500	

Graduation Requirements show the student's progress earning credits and how many are remaining before the student can graduate. You see this option only if the district has purchased the Graduation Requirement module.

Education Milestones

Educational Milestones					
Student Info		ADUSCR, SADIE		Grade: 09	
		Date Completed	Waived	Milestone	Entity
			No	PASS - TAKS PASS	
		Total Educational Milestones: 1			
				Grad Requirement	Yes

The Education Milestones area shows additional requirements the student must fulfill.

Test Scores



The screenshot shows a web application window titled "Test Scores (86)". It features a table with the following columns: Date, Entity, Test, Edition, Level, Form, Test Name, and Available to Score?. The table contains two rows of data. The first row is highlighted in blue and shows a date of 05/04/2013, entity 001, test 3RDG, edition 1edt, level 3rd, form Col, and test name 3rd Gr Reading. The "Available to Score?" column for this row is highlighted in green and contains the word "Yes". The second row shows a date of 05/04/2013, entity 001, test ACT, edition 1edt2, level Col, and test name ACT. The "Available to Score?" column for this row contains the word "No". To the right of the table are buttons for "Enter Scores", "Print", and "Print All".

	Date	Entity	Test	Edition	Level	Form	Test Name	Available to Score?
1	05/04/2013	001	3RDG	1edt	3rd	Col	3rd Gr Reading	Yes
2	05/04/2013	001	ACT	1edt2	Col	ACT	ACT	No

Test Scores is an area where you can view how students performed on standardized tests. Depending upon the setup of the test, you may have the capability to enter scores.

Busing

Busing Information My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

Transportation Information

Start Date	End Date	Transported	Transportation Category	Miles	Bus
08/24/2012	05/28/2013	Yes		5.00	

Bus Stops

Bus Route	Bus Stop
55 - Liberty St. and Seaview Ave (To School 06:00A-09:30A)	1.00 - Campbell Road

Bus Numbers

AM Bus Number	PM Bus Number
55	20

Pick Up Address

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Drop Off Address

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Left Sidebar:

- Student Info
 - Profile
 - Class Summary
 - Attendance (8)
 - Schedule
 - Add/Drops (9)
 - Entry/Withdrawal
 - RTI Information
 - IHP
 - Emergency Contacts
 - Discipline (3)
 - NCLB
 - Academic History
 - Graduation Requirements
 - Educational Milestones
 - Student Services
 - Test Scores (2)
 - Busing
 - Student Portfolio
 - Recommendations (1)
 - Family Access History (22)
 - Activities (3)
 - Custom Forms
 - Family Access Display
 - Gradebook
 - Message Center
 - Calendar
 - Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report
 - Progress Report Letter
 - Standards Report Card

The Busing page shows all busing information attached to the student. It will include the bus numbers, route, bus stops, and other transportation information.

Student Portfolio

The screenshot shows the 'Portfolio' page for student ADUSCR, SADIE, Grade 09. The left sidebar lists various student information categories. The main content area displays 'Attachments' and 'Highlights'.

Attachments Table:

Attachment	Type	Date	Time	
viper basic	Transcript	04/24/2013	5:51:AM	View
Report Card - Term 2 (01/31/13)	Report Card	01/31/2013	11:04:AM	View
Portfolio Attachment	Attachments	08/06/2012	9:28:AM	View

Highlights Table:

Type	School Year	Date	Grad Yr / GR	
EDUCATION Honor Roll	2012 - 2013	08/13/2012	2016 / 09	Details...

Student Portfolio gives you the capability to view attachments and highlights for the student.

Recommendations

The screenshot shows the 'Course Recommendation History' page for student ADUSCR, SADIE, Grade 09. The left sidebar lists various student information categories. The main content area displays a table of course recommendations.

Course Recommendation History Table:

Entity	School Year	Course	Description	Course Length	Recommended By
001	2014	3116	Wind Ensemble 2	Y = YEAR	MARILEE ANDREASCR

The Course Recommendations area allows you to view the course recommendation for the student.

Family Access History

Family Access History My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

SADIE ADUSCR (Student)	
Last Login Time:	02:00 PM Date: 05/16/2013
2013 Current School Year Activity: 10 Login(s)	

ABBY ADUSCR (Mother)	
Last Login Time:	03:07 PM Date: 09/28/2012
2013 Current School Year Activity: 11 Login(s)	

Alonso Aduscr	
Last Login Time:	12:52 PM Date: 08/28/2012
2013 Current School Year Activity: 1 Login(s)	

Family Access History allows you to see how many times the family and student have logged in to Family/Student access, as well as the last time they logged in.

Activities

Activities My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	JBD	Jazz Band	08/28/2012	05/29/2013
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Show Details Show Assistants

The Activities page show what activities the student is enrolled in.

Family Access Display Gradebook

Ashalintubbiscr, Josh D

Grade: **02**

Gradebook

Progress Report

Missing Assignments

Teacher's Log

Comments

Scores reflect only posted assignment grades

Classes for: **Term 4 (03/11/13-05/24/13)** Prev
[View All Classes](#)

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	Teacher	Q1	Q2	Q3	Q4	FIN
0	<u>2MA/1</u>	2nd Grade Math	YR	Ignacia Daoustscr					
0	<u>2LA/1</u>	2nd Grade Language A	YR	Ignacia Daoustscr				<u>L</u>	<u>L</u>
0	<u>2SS/1</u>	2nd Grade Social Stu	YR	Ignacia Daoustscr					
1	<u>2000/01</u>	SECOND GRADE	YR	Birgit Sharlowscr					

[View by Event](#)

Course: 2SCI / 1 2nd Grade Science
Teacher: [Ignacia Daoustscr](#)

Academic Area	Grade Marks	Q1	Q2	Q3	Q4	FIN
Science						
Participates in investigations						
Demonstrates understanding of concepts						

[View by Event](#)

Course: 2WH / 1 2nd Grade Work Habits
Teacher: [Ignacia Daoustscr](#)

Academic Area	Grade Marks	Q1	Q2	Q3	Q4	FIN
Work Habits						
Follows classroom and school rules						
Demonstrates respectful behavior						
Completes assignments regularly						
Works independently						
Works well with others						
Uses time effectively						

Family Access Display-Gradebook shows how the grade information looks in Family/Student Access. It shows the grades for every class in the student's schedule. You can also view Missing Assignments, the Teacher Log, GPA/Class Rank and Report Card Comments.

Message Center

Message Center My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

View Student Access Display of Message Center

Message Center Current Expired

Advisor Messages

Advisor	Total Messages	Unread Messages	
MARILEE ANDREASCR	3	2	View Messages

Activity Messages
[Show All Activities](#)

Year	Entity	Description	Leader	Assistant(s)	Total Messages	Unread Messages	
2013	001	Jazz Band	MARILEE ANDREASCR		2	2	View Messages
2013	001	Pay 2 Play \$10.00	LATONYA ABDISCR	Dana Acayscr	0	0	

Class Messages
[Show All Classes](#)

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
0	2LA/01	2 Lang Arts	Y	MARILEE ANDREASCR	0	0
0	2LA/01	2 Lang Arts	Y	PHOEBE ADDAMSSCR	0	0
0	2READ/01	2 Reading	Y	MARILEE ANDREASCR	0	0
0	2SPEL/01	2 Spelling	Y	MARILEE ANDREASCR	0	0
0	2WRIT/01	2 Writing	Y	MARILEE ANDREASCR	0	0
1	Band I/01	Band I	Y	MARILEE ANDREASCR	0	0
3	1102/12	HONORS ENG I	Y	JENNY WINTERSTEENSCR	0	0

On the Message Center screen, you can see all the messages created. You can also see whether the message was read in Family/Student Access.

Calendar

FA Calendar My Print Queue Back

Student Info: ADUSCR, SADIE Grade: **09**

May 2013 Previous Month Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Interval Worksh (-)	2	3	4
5	6 Absent Chapter 15 Test (B) Quiz 15C Music Theory Wa (C)	7	8 End of PROGRESS REPORT 6 2 Reading 2 Spelling 2 Writing Chapter 16 test (B) Online Assignment (C)	9 Composition Act AC Jazz Band	10 Absent District Assessm District Assessm Music Pain Worksheet 25,8	11 MC-Concert MC-Tryouts
12 TC: 3:00 pm- 3:30 pm	13	14 MC-College Plan	15 Create a compos (C) Create a compos Observation	16 Absent Music Assessme Participation 3/1	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day of School End of 6TH-6 WEEKS 2 Reading 2 Spelling 2 Writing	30	31	

☒ Show Absences/Tardies
 ☒ Show Gradebook Assignments (Grade Earned)
☒ Show MC-Messages
 ☒ Show AC-Activity Events
☒ Show Student Services
 ☒ Show CC-Childcare Schedule
 ☒ Show ST-Student Tests
 ☒ Show Lunch Menus

The Calendar screen gives the teacher a view of what the family and student can see when they look at the calendar in Family/Student Access.

Reports

Information Report

Student Information

My Print Queue
Back

ADUSOR, SADIE
Grade: 09

View Report for This Student

Options

☒ Student Profile Information
☒ Picture
☒ Family Member Information
☒ Emergency Contacts
☒ Use Mailing Address
☐ Student Access Login and Password
☒ Print Confidential Phone Numbers

☐ Attendance Totals

☐ Display Attendance for Term

Current Term : 04/12/13 - 05/29/13

☐ Display Attendance for Date Range

NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.

Start:
Aug
20
2012
Mon, Aug 20 2012
End:
May
29
2013
Wed, May 29 2013

☐ Print Only Attendance Totals

☒ Current Schedule
☒ Course Add/Drops
☒ Discipline Information
☒ Current Year Only
☒ Academic History

School Year: 2012 to 2013

☒ Current Grades

Grade Buckets
The report is limited to 18 grade buckets

☒ Show Teacher Comments
☒ Show Current Cumulative GPA
☒ Test Scores
☒ Course Recommendations
☒ Activities
☒ Message Center
☒ Family Access
☒ Student Access
☒ Entry/Withdrawal

Active:
Aug
20
2012
Mon, Aug 20 2012
to:
May
29
2013
Wed, May 29 2013

The Student Information Report allows you to print an assortment of student information. The information available will depend upon security access to information in My Students.

Progress Report

The screenshot shows the 'Progress Report' form. At the top, there is a navigation bar with a back arrow, the title 'Progress Report', and a 'My Print Queue' link with a 'Back' button. Below the navigation bar, a dropdown menu shows 'ADUSCR, SADIE' and 'Grade: 09'. A button labeled 'View Report for Selected Student' is positioned below the dropdown. The 'Grading Period' section includes a 'Show Student Grades for Term' dropdown set to 'Current Term : 04/12/2013 - 05/29/2013'. The 'Options' section contains 'Display Skills' with radio buttons for 'All' (selected) and 'Graded Only', and two checkboxes for 'Show Grade Mark Legend' and 'Print Signature Line'. The 'Free Form Header' section has two text input fields labeled 'Label 1:' and 'Label 2:'. The 'Free Form Footer' section has four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.

The Progress Report lists the grades earned for Subjects and Skills.

Standards Report Card

The screenshot displays the 'Standards Report Card' interface. At the top, there is a navigation bar with a back arrow, the title 'Standards Report Card', and a 'My Print Queue' link with a back arrow. Below the navigation bar, a dropdown menu shows 'ADUSQR, SADIE' and a 'Grade: 09' label. A button labeled 'View Report for Selected Student' is positioned below the dropdown. The main content area is titled 'Report Options' and contains a 'Grading Period:' section with a dropdown menu set to 'Current Term : 04/12/2013 - 05/29/2013'. Below this, there are several checkboxes: 'Print a blank report card', 'Separate comments onto a new page', 'Print comments only', 'Print for this class only', 'Only Print for Families Set to Receive a Hard Copy of the Report Card', and 'Post Report Cards to Family/Student Access'. A note states: 'Note: Posted Report Cards will also be available in the Student Portfolio tabs of EA+ and Student Management.' At the bottom, the 'Print for Family:' section has four radio button options: 'Print for First Family Only' (which is selected), 'Print for Second Family Only', 'Print for First and Second Families', and 'Print for all Families'.

This page lets the teacher print a copy of the report card.