ELEMENTARY STANDARDS GRADEBOOK

After logging into Skyward, choose Teacher Access then My Gradebook - MG

Your classes will be listed. The Homeroom class will still be used for taking attendance and is not set up for grading. Find the Standard subject area you want to grade and click on Standards Gradebook for that area.

ENTERING GRADES

The gradebook will open with the Subject and the Skills available for grading.

This example shows the subject areas for Characteristics of a Successful Learner – the Productivity and Good Citizenship categories.

Grades can be entered either by Skill or by Student.
**To enter grades by Skill** – click on the skill name. This will open up another screen where you can view the full description of the skill and enter scores for the entire class for that skill. If you use the “tab” key after entering each grade, it will move you to the next box to the right. If you use the “return” or “enter” key, it will move you down to the next student.

**To enter grades by student**, Quick Scoring is helpful. Click on **Quick Scoring**.

Click on the first box, enter the grade, tab to next box and enter the next grade. If you use the return key instead of the tab key after entering, it will move you down to the next student instead of across in the same student.

Continue until all grades are entered. To save the entered grades, click either **SAVE** or **SAVE AND BACK**.
ENTERING COMMENTS:

To enter comments for students, go back to the Main Screen in that subject gradebook and click on Comments.

You will then see the grading period that is currently open for grading and comment entry. To enter comments, click on Post Comments.

To view available comments, click on “View Comment Codes”. Simply enter the comment number into the box, tab and continue onto the next. Your own comments can be added by typing your text into the “Freeform” box. The text field holds up to 2000 characters. Please note- all the other comments are in CAPS only. If you want them to match, type your freeform comment in caps as well. When finished adding comments, click on Save then Back.
A sample of the report cards can be printed two different ways –

1. When you enter your Gradebook, click on **Reports for All Classes**

Please note – a report card will only print after you have logged into each of your subject Standards Gradebook. It kind of “wakes up” your Gradebook. Otherwise, printing from here will give you nothing.

Next click on **Standards Report Card**

2. Report cards can also be printed from inside each gradebook by clicking on the drop down menu for **Reports** and choose **Standards Report Card**.
Add a new Template titled Tri 1. Make sure the grading period shows the correct term. This will need to be changed when Trimester 2 comes around. Click Save then Print. Go to your Print Queue to view and print it needed.

**Note: Whenever working in Skyward, use the BACK button when available. Do not close a window by clicking on the red circle in the upper left hand corner of your Mac. This does not close out your programs correctly and can lead to possible issues later.**
IMPORTANT ADDITIONAL STEP FOR ELEMENTARY REPORT CARDS

Once the trimester has actually changed, it will automatically only show the current trimester in your gradebook. The work-around for this is to change your display options. This example is for grading trimester 1 after trimester 2 has actually started. The same logic applies for trimester 2 and 3 grading.

To view or print your report cards. You will also need to create a new template for the new trimester. See notes below. ***

In EACH Gradebook, open the Display Options drop down menu and click on Grade Period Display.

The WINTER (Trimester 2) box will automatically be checked, as this is the current term. Check the box for FALL and Save. You will now see both T1 and T2 but only need to add grades in the T1 boxes for now.

PRINTING REPORT CARD SAMPLES (after a change in trimester):
Do NOT use the 900 series templates. They are defaults from Skyward but generally not what you want.

Add a new Template.

Name it Tri 1 and Save. (The name “Tri 1” may appear below where you typed. If it does, go ahead and choose and save it.)

Once you save it, it will bring you to the Report Options page. Click on the Current Term drop down menu and choose T1 and Save.

This Tri 1 template will now be available for all your gradebooks.

***When grading for Trimester 2 comes around, you would create a new “Tri 2” template and make sure you have T2 chosen. The same is true for Trimester 3.

Note: You have the option to enter grades for T2 whenever a skill is completed during Trimester 2.

Updated 3/13/14
ATTENTION TEACHERS -

New Feature for EA+ Gradebooks and Attendance as of 3/10/14

Skyward just released an enhancement to your Educator Access Plus Home screen. You now have the option to display a TEACHER QUICK ACCESS widget to help you navigate quicker. It allows one-click access to gradebook or attendance for any class.

Here is what it looks like –

The next time you login, you will get a message that there is a new “widget” available. Choose “VIEW SETTINGS”

Check the box in Teacher Widgets that says “TEACHER QUICK ACCESS NEW”
The box below will now appear on your dashboard.

![Teacher Quick Access](image)

Choose your options and SAVE.

![Teacher Quick Access Options](image)

The BOOK icon represents the Gradebook for each class. The BELL icon represents the Post Daily Attendance portion of each class. Simply click on the option you need.

**Please note – not all classes are used for attendance or gradebook (elementary schools).**

![Gradebook and Attendance Options](image)

You can still access the list of all your gradebooks for a more familiar view by clicking on the “My Gradebook” link.

You do not have to choose this widget for your home page. It is just an option for quicker access if desired.

Updated 3/14/14
Printing report cards from the Teacher Gradebook:

Printing report cards for entire class - 
Click on My Gradebook 
Reports for All Classes 
Standards Report Card

Add a new template for the correct term if needed. If one exists, click on Modify Parameters of Template to verify grading term.

Click Save and then Print

This will send them to your Print Queue where you can view them. Then you can choose to actually print them. To save paper, be sure to print them 2 sided.
At this point you could choose to only print for a particular student as well, or follow the directions below to print for run and print for one student only.
Printing report cards for individual students –

While in any subject gradebook, click on the student icon next to the student whose report card you want to print.

Under the Profile section and Reports, click on the Standards Report Card link.

Under the Grading Period, choose the term you want to print

Next, click on View Report for Selected Student. This will send the report card to the Print Queue for viewing and then printing if you wish.