My Gradebook – Grading Report Cards on Skyward

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	C	2		
ſ		- Tea	cher Access	
		<u>My G</u>	radebook - MG	(
			tudents - MS	<u></u>
l			lasses - MC	
			esson Scheduler - ML Daily Attendance - DA	
			tudents With Disabilities - SD	1 (1)
Ч			EP Students - LE	
		My S	ection 504 Students - SE	1

Login to Skyward

Select TEACHER ACCESS

Select MY GRADEBOOK - MG

A list of your classes appear

On the **CURRENT YEAR CLASSES** tab, select **STANDARDS GRADEBOOK** for one of your classes. [In this example we will be selecting English Language Arts 2].

The MAIN SCREEN appears.

In the left hand column are a **list of** your students.

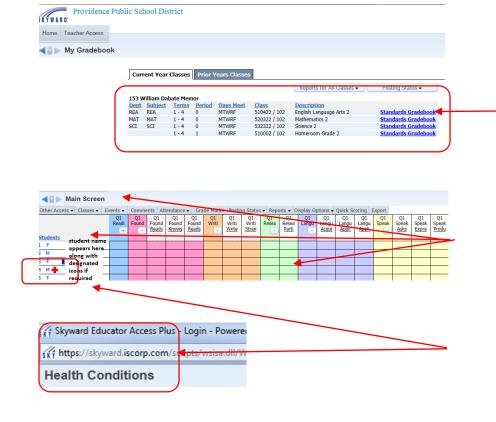
To the **right of their name** are columns which are color coded. Each **color is designated for the Academic Area and its Skills by Event**.

Next to the student's name may also be an icon such as a cross or letter. If you click on this icon it will provide you with a description.

In this example, select the "Red Cross" next to the student's name and a window will open with the student Health conditions (allergy, etc.)

If you select the student's name, the Student Options window will open to View by Academic Area.

Click on the box in <u>Q1 column</u> next to the first skill level in Reading. The following screen will appear.



-	APPPEAR HERE
[II Events Missing Events (0) Comments
Vi	v Skills by Event Special Codes Grade Marks (Teacher's Log) Reports - Score Skills
A	ademic Area Q1
	Reading
	Current Reading Level (BL-Below Level, OL- On Level, AL- Above Level) (details)
C	Comprehends grade-level literary text with supporting evidence (details)
ſ	Comprehends grade-level informational text with supporting evidence (details)
	Foundational Skills
C	Reads grade-level high frequency words accurately (details)
	Knows and applies grade-level phonics and word analysis skills to decode words (details)
C	Reads grade-level text accurately and fluently to support comprehension (details)
	Writing
	Writes for a specific purpose/text type using appropriate evidence, sequence, detail and closure (details)
C	Strengthens writing by focusing on a topic, adding details and responding to questions (details)
	Research to Build and Present Knowledge
_	

STUDENT'S NAME WILL

Home	Teacher Access			
	Skill Grade E	ntry		
Prev	Next	Q1 Reading		Save
/////		ading Level (BL-B		Undo
	Ot	n Level, AL-Above	e Level) Grade Marks	Back
Students	5		Grade	
Ma	ass Assign Options		~	
	Overwrite grad	les		
1	student's name di	splayed here	4	
2	student's name di	splayed here	3	
3	student's name d	lisplayed here	4	
4			3	
			-	

v Skills by Event	Special Codes Grade Marks Teacher's Log Reports -	Score Sk
ademic Area		
Reading		
Current Reading Level (BL-Belo	(Level, OL- On Level, AL- Above Level)	
Comprehends grade-level litera	/ text with supporting evidence (details)	
Comprehends grade-level inform	ational text with supporting evidence (details)	
Foundational Skills		
Reads grade-level high frequen	y words accurately (details)	
Knows and applies grade-level	honics and word analysis skills to decode words (details)	
Reads grade-level text accurate	v and fluently to support comprehension (details)	///////

You have the option to grade the student by each skill level. If you click in the box Q1, under any skill level it will take you to your list of students where you can enter your grade marks for that specific level for each student.

In this example we are grading the skill level for Quarter 1, Reading.

When you enter a Grade Mark next to the Student's name, you can SAVE, BACK or UNDO the entry. SAVE is recommended after each entry. UNDO will undo the last entry, and back will close the Skill grade entry screen without saving any of the current changes.

Selecting the **PREV** or **NEXT** button will take you to the previous Skill Level or the Next Skill Level

Select BACK

?

Select SPECIAL CODES

Select GRADE MARKS

These links provide you with the Description of each code and each mark for your reference

1 (4,	,3,2,1,N/A)
Mark	Description
1	Does Not Meet
2	Approaches
3	Meets
4	Exceeds
N/A	Not Assessed

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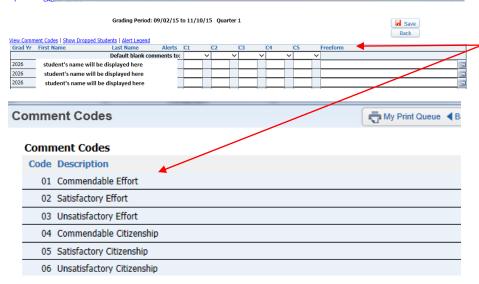
m My Print Queue 🔺 Ba Special Codes Special Code Description No Count Missing Automated Drop Score No Yes Absent No No Late No No Missing No Yes Exempt Yes No

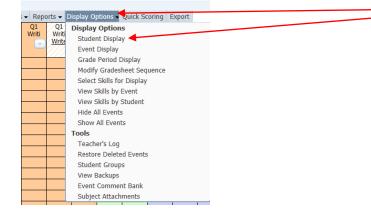
> We have just reviewed the basics of adding a grade to each skill level.

Main S	creen																	J	
Other Access - Clas	sses 👻 Ev	vents 🗸	Comme	ents At	tendance	- Gra	de Mark	s Postir	ng Statu	s 🗸 Repo	orts 👻 D	isplay O	ptions -	Quick So	coring I	Export			
		-01	-01	1/04/	1.04/	101/	01	1.61	1.61/	01	01	-01	101	101	101	- 01	01	01	01
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		+	-	Reads	Knows	Reads	-	Write	Stren	-	Parti	-	Acqui	Appli	Appli	-	<u>Asks</u>	Expre	Produ
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		Class	Description	Dept	Subject	Terms	Period	Days Meet	Gradebook
tudents		510422 / 102	English Language Arts 2	REA	REA	1 - 4	0	MTWRF	Standards
F	BET	511322 / 102	Writing 2	WRT	WRT	1 - 4	0	MTWRF	Secondary
М	BO:	520322 / 102	Mathematics 2	MAT	MAT	1 - 4	0	MTWRF	Standards
E	BOI	532322 / 102	Science 2	SCI	SCI	1 - 4	0	MTWRF	Standards
M	CAE	544322 / 102	Social Studies 2	SOC	SOC	1 - 4	0	MTWRF	Secondary
E CONTRACTOR	CAL	510002 / 102	Homeroom Grade 2			1 - 4	1	MTWRF	Standards





Back to the MAIN SCREEN

Under the word **MAIN SCREEN**, you will see a row of **GRAY TABS**. Select one tab at a time and you will see the options available to you.

When you select **OTHER ACCESS** Tab, it lists the available features you can access.

Select **CLASSES**, it lists the class and description of each.

Select **POST COMMENTS**, This area allows you to post comments for each quarter for each student. You can post a **CANNED comment**. (These are comments that exist within Skyward, or you can type in the **FREEFORM field** your own personal comment)

CANNED comments are located under VIEWED COMMENT CODES

Whether you decide to select a **CANNED** comment or type in a **FREEFORM** comment in the field provided; maximum of 80 characters.

Make sure you select **SAVE to store your comments** when you have completed your task.

The **DISPLAY OPTIONS** tab provides you to personalize the view of several screens. There is no correct selection. It is by preference. You can change your VIEW at any time. It does not affect any entries. It is only a change in the display/view on your screen. One popular view would be **Student Display**. (I.e., by first name last name, by last name first name, or hide the name completely) Student Display

Name Display		Example	Save 🚤
O First Last	(Full Name, Separated)	Anthony A Anderson	Undo
O First Last	(Full Name, Grouped)	Anthony & Anderson	Restore
O First Last	(Short Name, Separated)	Antho Ander	Defaults
O Last, First	(Full Name, Separated)	Anderson Anthony A	Back
O Last, First	(Full Name, Grouped)	Anderson, Anthony A	
Last, First	(Short Name, Separated)	Ander Antho	
○ suppress	(Name hidden completely)	No Name Appears	
Cisplay the stud	lent's Other Name (when available) instea	d of the First Name and Middle Initial	
Display Options			
Student ID			
Cropped Studer	Its		
Student Grade I	evel		
Student's Schoo	l		
Sorting Options			
O Sort By First Na	me Last Name		
Sort By Last Na	me First Name		
O Sort By Student	's Assigned Seat		
O de ta condest	eet Sequence (Modify Gradesheet Sequence	(0000)	

Grade Period Display

Display Grade Period	•	
Show All	Grading Period	Date Range
	* Quarter 1	09/02/2015 - 11/10/2015
	Quarter 2	11/12/2015 - 01/29/2016
	Quarter 3	02/01/2016 - 04/06/2016
	Quarter 4	04/07/2016 - 06/16/2016
* Signifies the Cur	rent Grade Period(s). These ca	nnot be hidden.
Events By Date Ra	nge	
	•	
	nge Within Date Range to 06/16/2016	

🖬 🕨 Quick Scoring																		Ō	My Print
dents	Q1 Readi	Q1 Readi Curre	Q1 Readi Comme	Q1 Readi	Q1 Found Skill Compression	Q1 Found Poster	Vanio	Q1 Found Pands	Q1 Writi	Q1 Writi Write	Q1 Writi Stren	Q1 Resea	Q1 Resea Parti	Q1 Langu	Q1 Langu Acqui	Q1 Langu Appli	Q1 Langu Appli	Q1 Speak	
Alles		*	text w	ith suppor	ting evidence	e for grade	per 0				8		*		*	8	*		Sar
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Select the **Name Display** of your choice

Select the **Display Option** of your choice.... Do you want the Student ID to appear, Student's School?

If so, place a checkmark in the box and that will be display on your MAIN SCREEN.

Once you have made your selections, click on **SAVE** to save your changes.

Another popular display is **GRADE PERIOD DISPLAY.** Would you like to view your grade display by Quarter 1, or Quarter 1 and Quarter 2, or every quarter?

Place a checkmark in each Quarter you would like to display in your view.

This example shows only one checkmark in Quarter 1, so only Quarter 1 will appear in the Grading Period.

Select SAVE to keep your change.

Another TAB you may find interesting is for the Teacher that **manually enters their grades on a hard copy Report Card and then enters their grades digitally** into Skyward's My Gradebook.

This teacher should use the **QUICK SCORING TAB**

This allows the teacher to enter each grade all at once for each skill and for each student.

Just click in each box for each skill enter the grade and **SAVE your data entry.**

By placing the mouse over each skill level you will be able to view the entire text

-	Reports - Display Options - Quick Scoring E	port
0	Attendance	Q1
4	Detail Report	Resea Parti
4	Summary Report by Class	177
2	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	
	Class Information	
	Class Roster	
	Student Information	
	Custom Forms Report	
	Gifted and Talented Report	

REPORTS TAB provides you three sections Attendance, Gradebook, and **Class Information**.

Skyward has supplied you with several templates/reports for you to choose from which you can also modify. (i.e., Attendance Detail Report)

You can select a report, print it, and clone it to modify it, or add a new template of your own.

In Gradebook, you will be able to PRINT your REPORT CARDS.

Under the REPORTS tab, select STANDARDS REPORT CARD.

Select CURR TERM; REGULAR **REPPORT CARD**

Select PRINT

Print Queue is running

The process will run. Once it's complete VIEW your REPORT CARD by selecting **Display Report**.

