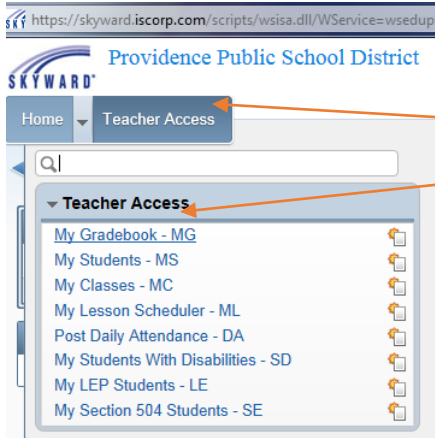


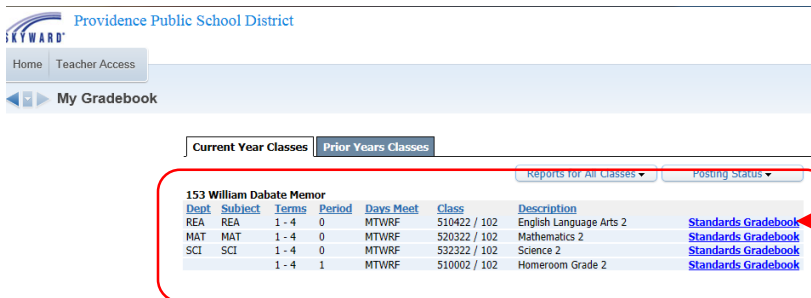
My Gradebook – Grading Report Cards on Skyward



Login to Skyward

Select **TEACHER ACCESS**

Select **MY GRADEBOOK – MG**

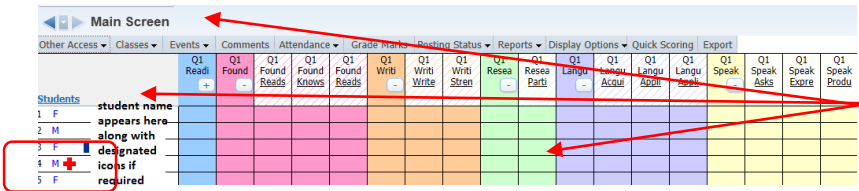


A list of your classes appear

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].

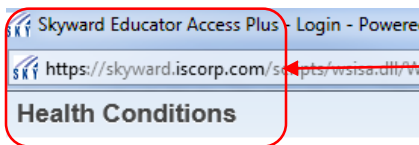
The **MAIN SCREEN** appears.

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

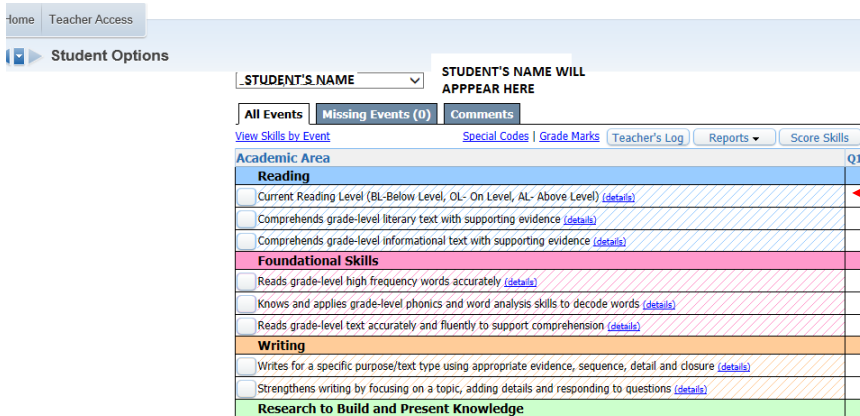


To the **right of their name** are columns which are color coded. Each **color is designated for the Academic Area and its Skills by Event**.

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 Q1 column next to the first skill level in Reading. The following screen will appear.

Home | Teacher Access

Skill Grade Entry

Prev | Next

Q1 Reading
Current Reading Level (BL-Below Level, OL-On Level, AL- Above Level)

Grade Marks

Save
Undo
Back

Students

Mass Assign Options
 Overwrite grades

Students	Grade
1 student's name displayed here	4
2 student's name displayed here	3
3 student's name displayed here	4
4	3

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.**

All Events | Missing Events (0) | Comments

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

Academic Area Q1

Reading

Current Reading Level (BL-Below Level, OL- On Level, AL- Above Level) (details)

Comprehends grade-level literary text with supporting evidence (details)

Comprehends grade-level informational text with supporting evidence (details)

Foundational Skills

Reads grade-level high frequency words accurately (details)

Knows and applies grade-level phonics and word analysis skills to decode words (details)

Reads grade-level text accurately and fluently to support comprehension (details)

Writing

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**

Special Codes

My Print Queue | Back | ?

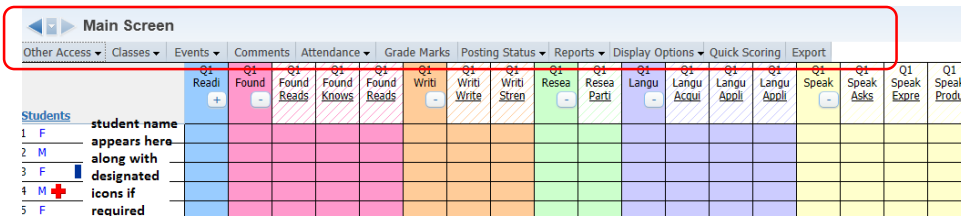
Special Code	Description	No Count	Missing
*AD	Automated Drop Score	Yes	No
A	Absent	No	No
L	Late	No	No
M	Missing	No	Yes
X	Exempt	Yes	No

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

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

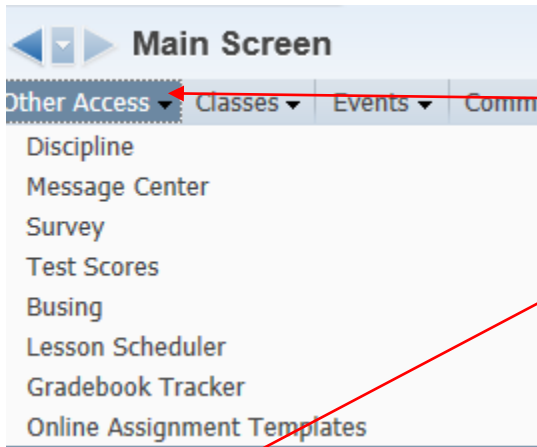


Back to the **MAIN SCREEN**

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.

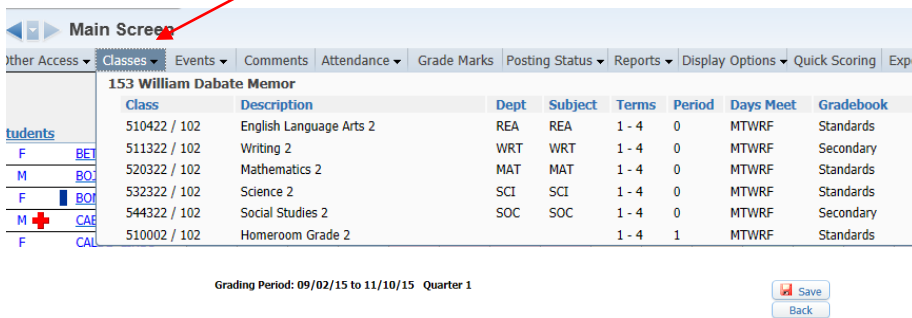
Select **CLASSES**, it lists the class and description of each.



Select **POST COMMENTS**, This area allows you to post comments for each quarter for each student. You can post a **CANNED comment**.

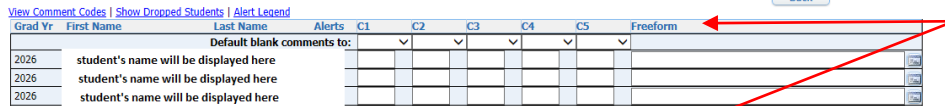
(These are comments that exist within Skyward, or you can type in the **FREEFORM** field your own personal comment)

CANNED comments are located under **VIEWED COMMENT CODES**

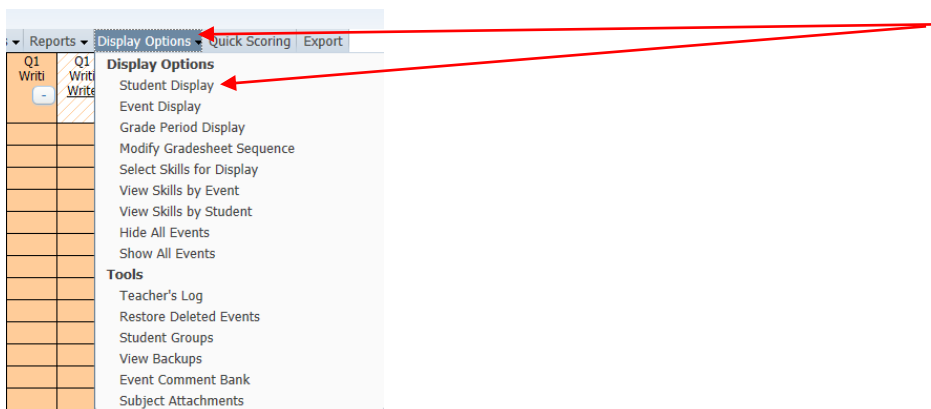


Whether you decide to select a **CANNED** comment or type in a **FREEFORM** comment in the field provided; maximum of 80 characters.

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

First Last (Full Name, Separated) Anthony A Anderson
 First Last (Full Name, Grouped) Anthony A Anderson
 First Last (Short Name, Separated) Antho Ander
 Last, First (Full Name, Separated) Anderson Anthony A
 Last, First (Full Name, Grouped) Anderson, Anthony A
 Last, First (Short Name, Separated) Ander Antho
 Suppress (Name hidden completely) No Name Appears
 Display the student's Other Name (when available) instead of the First Name and Middle Initial

Display Options

Student ID
 Dropped Students
 Student Grade Level
 Student's School

Sorting Options

Sort By First Name Last Name
 Sort By Last Name First Name
 Sort By Student's Assigned Seat
 Sort By Gradesheet Sequence (Modify Gradesheet Sequence)

Save Undo Restore Defaults Back

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.

Grade Period Display

Grade Period Display

Save Undo

Hide All Show All

Display Grade Period	Grading Period	Date Range
<input checked="" type="checkbox"/>	* Quarter 1	09/02/2015 - 11/10/2015
<input type="checkbox"/>	Quarter 2	11/12/2015 - 01/29/2016
<input type="checkbox"/>	Quarter 3	02/01/2016 - 04/06/2016
<input type="checkbox"/>	Quarter 4	04/07/2016 - 06/16/2016

* Signifies the Current Grade Period(s). These cannot be hidden.

Events By Date Range

Only Show Events Within Date Range
 09/02/2015 to 06/16/2016

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.

Home Teacher Access

Quick Scoring

My Print Queue

Students	Q1 Readi	Q1 Readi	Q1 Readi	Q1 Readi	Q1 Found	Q1 Found	Q1 Found	Q1 Found	Q1 Writi	Q1 Writi	Q1 Writi	Q1 Resea	Q1 Resea	Q1 Langu	Q1 Langu	Q1 Langu	Q1 Langu	Q1 Speak
1	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
2	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
3	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
4	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
5	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
6	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
7	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
8	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
9	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
10	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
11	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
12	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
13	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
14	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
15	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
16	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
17	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
18	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**
19	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**

Back Save and Back Undo Show List Details

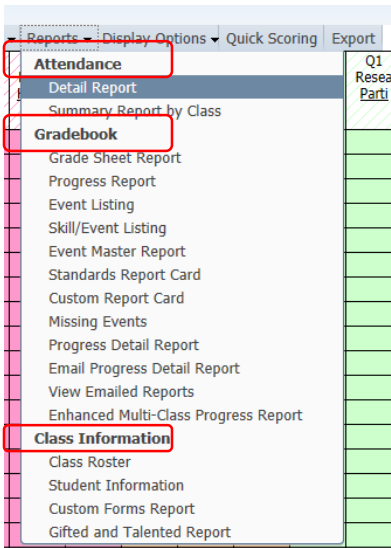
Another TAB you may find interesting is for the Teacher that **manually enters their grades on a hard copy Report Card and then enters their grades digitally** into Skyward's My Gradebook.

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**.

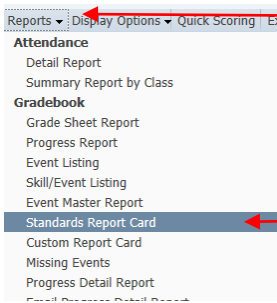
By placing the mouse over each skill level you will be able to view the entire text



REPORTS 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)

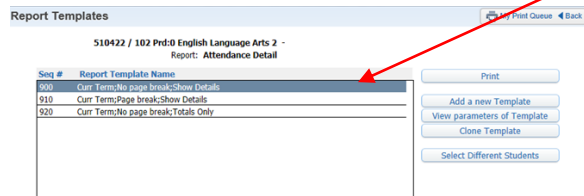
You can select a report, print it, and clone it to modify it, or add a new template of your own.



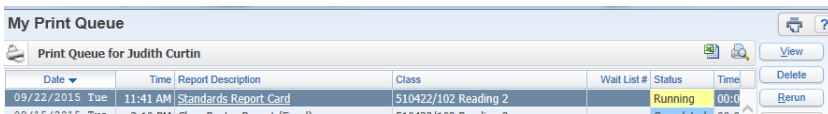
In Gradebook, you will be able to **PRINT your REPORT CARDS**.

Under the REPORTS tab, select **STANDARDS REPORT CARD**.

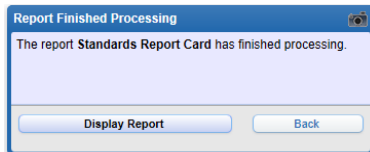
Select **CURR TERM; REGULAR REPPORT CARD**



Select **PRINT**



Print Queue is **running**



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

