

# Skyward EA Plus: Exporting Your Grade book to Excel for a Backup Copy

This handout gives one method for backing up your grade books into Excel. An Excel file can be printed and saved for a hard copy of the grades. An Excel file can also be saved to your network folder so that you have a digital copy of your grade book for archiving.

## Log into Skyward EA Plus

**Enter your login and password, and then click the login button. Be sure the Login area drop down is set to all areas.**

Osceola School District Student

Login ID:

Password:

Sign In

Forgot your Login/Password?

04/11/10.00.13

Login Area: All Areas

## Click on the My Gradebook link

Skyward Educator Access Plus - Windows Internet Explorer provided by Osceola School District

https://10.10.100.24/scripts/cgip.exe/WService=wsEAplus/sephom01.w

File Edit View Favorites Tools Help

EDUCATOR ACCESS<sup>plus</sup>

Account Information

My Gradebook

My Students

My Classes

Post Daily Attendance

Teacher Access Tutorial

Administrator Access

Student Search - By Entity

Administrator Access Tutorial

Are you looking for something? (Type in a keyword and click the search button)

...or go to the Technology page of the district's website (click the 'Technology' button on the L side of the Right menu). Choose from the list of links on the page. EA+ SIG indicates topics that relate to the Skyward

http://www.osceola.k12.wi.us/docs/eaplusgradebook

## Select the grade book you wish to backup.

Skyward Educator Access Plus - Microsoft Internet Explorer

Osceola School District

Teacher: ABBIE AAAAAHHHHH

Home Page | My Gradebook

Reports for All Classes

Dept	Subject	Description	Gradebook	
300 MIDDLE SCHOOL				
/ 1	TEST SCIENCE		Gradebook	
/ 1	TEST READING		Gradebook	
400 HIGH SCHOOL				
1 - 2	1	MTWRF 991A / 1	TEST MATH	Gradebook
1 - 2	1	MTWRF 992A / 1	TEST ENGLISH	Gradebook
3 - 4	1	MTWRF 991B / 2	TEST MATH	Gradebook
3 - 4	1	MTWRF 992B / 2	TEST ENGLISH	Gradebook

Once you are in a class' grade book, click the **export to Excel** tab.

The screenshot shows the Skyward Educator Access Plus interface. At the top, there are navigation tabs: Home Page, My Gradebook, and Main Screen. Below these are various menu options like Other Access, Classes, Assignments, Attendance, Categories, Grade Marks, Post Grades, Reports, Display Options, and Quick Scoring. A red box highlights the 'Export to Excel' button in the top right corner. A text box with a red border is overlaid on the grade book table, containing the text: 'Once you are in a class' grade book, click the **export to Excel** tab.'

Students	Fri 02/24 Atnrd	Term Grade	Mineral Pa 01/24/2006 DAY 25	Mineral Re 01/30/2006 DAY 24	Chapter 3 01/31/2006 DAY 20	Mineral Wo 02/17/2006 DAY 15	Daily Point EXCR 02/13/2006 15	Birthstone LAB 10	Great Falls LAB 10	Cryst 01/27 L/ 1
1		A 93.43%	25	18	18	15	15	10	10	
2							10	0	7	
3							15	10	ABS	
4	E-PA						15	10	10	
5							15	10	9	
6							15	10	10	
7							15	10	10	
8		D 65.07%	21	15	15	0	11	10	7	
9		A 96.58%	24	24	19	15	15	10	10	
10		A 96.15%	25	16	19	15	15	10	10	
11		A 94.64%	25	18	16	15	15	10	ABS	
12		B- 80.77%	19	12	16	15	15	10	10	
13		A 94.87%	23	22	19	15	13	10	10	
14		A 94.02%	24	24	19	15	13	10	10	
15		B+ 87.18%	14	18	19	15	13	10	10	
16		A 96.15%	23	24	19	15	15	10	10	
17		C+ 79.91%	21	17	14	15	15	10	10	
18		A- 90.16%	*	20	18	15	15	10	10	

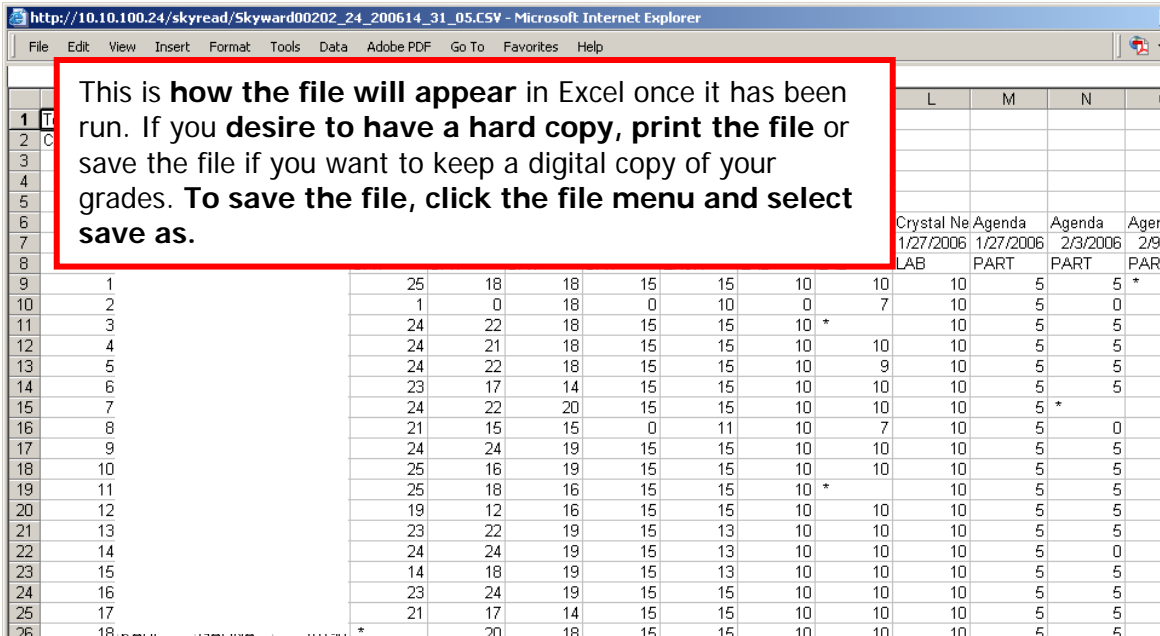
When the grade book export is **completed**, a screen will appear with a **link to click to open the Excel file**.

The screenshot shows a Windows Internet Explorer browser window. The address bar displays a URL starting with https://10.10.100.24/. The browser's address bar and menu bar are visible. A red box highlights a blue hyperlink that says 'Open the Export File'. A text box with a red border is overlaid on the right side of the browser window, containing the text: 'When the grade book export is **completed**, a screen will appear with a **link to click to open the Excel file**.'

Click the **open button** to view the Excel document.

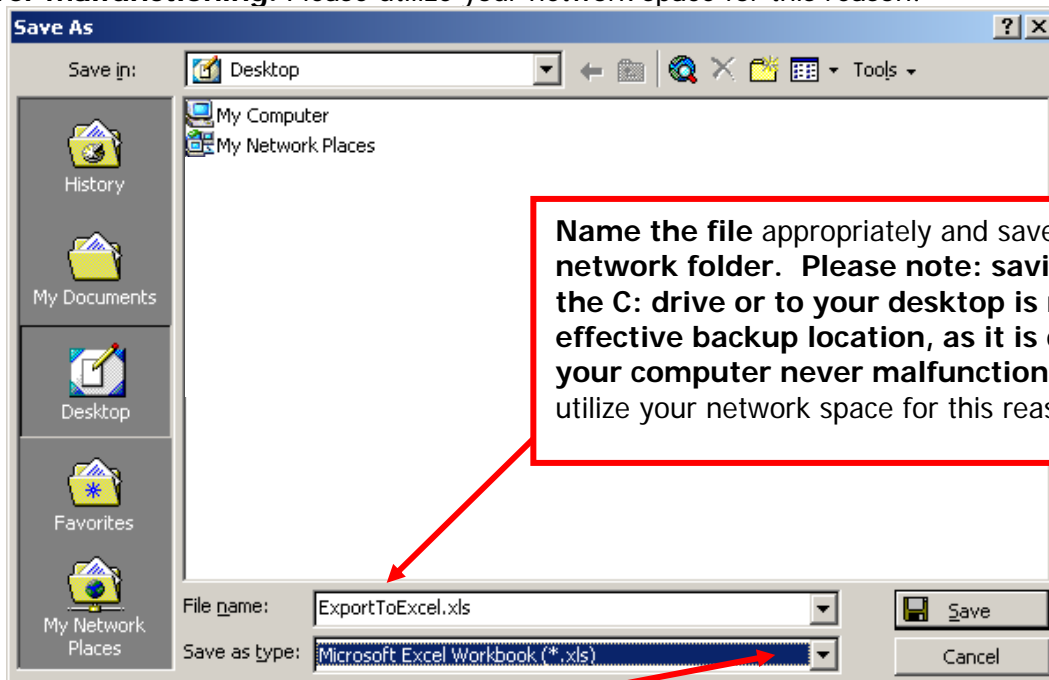
The screenshot shows a 'File Download' dialog box. It asks 'Do you want to open or save this file?'. The file name is 'Skyward09003\_15\_200712\_19\_42.csv', the type is 'Microsoft Excel Worksheet, 12.4 KB', and it is from '10.10.100.24'. There are three buttons: 'Open', 'Save', and 'Cancel'. A red arrow points to the 'Open' button. A text box with a red border is overlaid on the dialog box, containing the text: 'Click the **open button** to view the Excel document.'

This is **how the file will appear** in Excel once it has been run. If you **desire to have a hard copy, print the file** or save the file if you want to keep a digital copy of your grades. **To save the file, click the file menu and select**



The screenshot shows a Microsoft Internet Explorer browser window displaying an Excel spreadsheet. A red-bordered text box is overlaid on the spreadsheet, containing the following text: "This is **how the file will appear** in Excel once it has been run. If you **desire to have a hard copy, print the file** or save the file if you want to keep a digital copy of your grades. **To save the file, click the file menu and select** save as." The spreadsheet data includes columns for dates (1/27/2006, 2/3/2006, 2/9/2006) and categories (LAB, PART, PART, PAR).

Name the file appropriately and save it **to your network folder**. Please note: saving the file to the C: drive or to your desktop is not an effective backup location, as it is dependent on your computer never malfunctioning. Please utilize your network space for this reason!



The screenshot shows the 'Save As' dialog box in Excel. The 'Save in' location is set to 'Desktop'. The 'File name' field contains 'ExportToExcel.xls'. The 'Save as type' dropdown menu is set to 'Microsoft Excel Workbook (\*.xls)'. A red-bordered text box is overlaid on the dialog, containing the following text: "Name the file appropriately and save it **to your network folder**. Please note: saving the file to the C: drive or to your desktop is not an effective backup location, as it is dependant on your computer never malfunctioning. Please utilize your network space for this reason!" A red arrow points from the text box to the 'File name' field, and another red arrow points from the text box to the 'Save as type' dropdown menu.

Be sure to **change** the save as type to **Microsoft Excel Workbook (\*.xls)**

***Please Note:***

- If you save the Excel file and **make changes to the Excel file, your grade book WILL NOT update. *The Excel file is only a copy of your grade book!***
- If you would **like assistance modifying the way the Excel document looks or prints**, please **submit a help desk** with your question and the technology department will assist you.
- If you would like **assistance modifying the Excel file for uses such as class rosters** or attendance sheets, please **submit a help desk** with your question and the technology department will assist you.
- If you would like **assistance modifying the Excel file for such uses as an alternate to the red grade books**, please **submit a help desk** with your question and the technology department will assist you.

**Recommended Backup Schedule**

- Backup **each class once per week** using the date as part of the file name
  - Example: Sci4Hr05Mar2007

**Archived Files**

- Save **4 historical backups (for each class) each month**, one for each week of the month
- At the **end of the month delete all backups but the last week** of the month for each class
- At the **end of the year, save one final backup of each class** for long-term archiving