LSD

LAREDO INDEPENDENT SCHOOL DISTRICT

SKYWARD®

Teacher Gradebook Quick Reference Guide

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Logging In

1. Go to Skyward Website: *http://www.laredoisd.org/skyward*
2. Click Skyward Login button
3. Enter network username and password

Logging Out

1. Click Educator Access Logo
2. Click Exit button (top right) *Best Practice* – **DON'T CLOSE** window by clicking X (close box) at top right. Use Exit!

Notes

Opening Your Gradebook

From Skyward Home Page:

1. Click My Gradebook (upper left)
2. Click on the Gradebook link (far right)

Notes

Taking Attendance

From Skyward Home Page -

1. Click Post Daily Attendance (on left)
2. Click By Name link (on right)
3. Mark absences/tardies as needed
4. Click Save (top right)

Notes

Adding Assignments

From Gradebook main screen -

1. Hover over Assignments button
2. Click Add Assignment
3. Select appropriate category
4. Enter assignment title in Description
5. Proposed due date:

a. Needs to fall into appropriate term (6 or 9 weeks)

b. Auto posts in Family Access

6. Weight Multiplier – can count the score more than one time
7. Show Assignment Score As – from the drop menu
   Suggestion: Use Score
8. To Add Assignments to Other Classes – Click the appropriate check boxes
9. Choose your save option

Notes

Editing Assignments

From Gradebook main screen -

1. Click the assignment header (title)
2. Click **Edit**
3. Make all desired changes to the assignment.
4. Click **Save**

Notes

Deleting Assignments

From Gradebook main screen -

1. Click the assignment title
2. Click Delete button at the right
3. When prompted, click OK
   NOTE: If this assignment has been assigned to multiple classes, select the other classes you want to delete from and choose your delete option (right side)

Notes

Entering Scores

Score Entry Method

From Gradebook main screen -

1. Click the Assignment title
2. Click Score Entry (right) and enter scores - The * means grade won't count
3. Add comments if desired - All comments auto-post to Family Access!!!
4. Click Save (top right)

Special Codes

*AD – Automated Drop Score
I – Incomplete
L – Late
M – Missing
R – Retake
X – Exempt

Notes

Entering Scores

Mass Assign Scores

From Gradebook main screen -

1. Click on the Assignment title
2. Click Mass Assign Score (right)
3. Under Mass Assign Options (far right), enter the score assigned to all students
4. Click Apply
5. Change individual scores as needed
6. Click Save (top right)

Notes

Entering Scores

Quick Scoring Method

From Gradebook main screen -

1. Click on the Quick Scoring tab
2. Enter scores for any assignment(s) in gradebook
3. Choose your save option

Notes

Restoring Deleted Assignments

From Gradebook main screen -

1. Click Display Options
2. Click Restore Deleted Assignments
3. Double-click Assignment Title under Description
4. Click Restore Assignment (far right)

Notes

Printing Reports

Pre-Made Templates – “canned” reports from which you can choose

From Gradebook main screen –

1. Hover your mouse over the Report tab
2. Click the report you would like to run
3. Choose the template you would like to use
4. Click the Print button
5. Wait for report to finish processing
6. Click the Display Report button
7. The report will open in PDF format. You can now view/print the report.

Suggestions:
Class Roster with Blank Columns

a. Choose **Grade Sheet Report**
b. Click CurrTerm;Blank Grade Sheet (any font size)

Student Information (Name, DOB, etc.)

a. Click **Class Roster**
b. Choose the template with the information you want included

Other Report Tips:
How long will my report stay in the queue? *Two days*

Can I view the print queue again after closing the window?
Yes - From any screen, click My Print Queue (top right) to view the list.

How do I open the report again?
From the Print Queue, double-click the Report Description.

Can I export to Excel for editing?
Yes, some reports allow an Export to Excel. After selecting the template you want to use for your report, click the Export to Excel button (if available) to open it in a spreadsheet.

Notes

Standards Gradebook

Entering Scores

From Gradebook main screen -

1. Click the Event title and enter scores - *The * means grade won't count*
2. Click Save (top right)

Notes

Standards Gradebook

Mass Assign Scores

From Gradebook main screen -

1. Click the Event title
2. Click the Mass Assign drop down menu and choose the score assigned to all students
3. Click OK
4. Change individual scores as needed
5. Click Save (top right)

Notes

Standards Gradebook

Changing or Editing Grades

From Gradebook main screen -

1. Click the Event title
2. Enter new score
3. Click Save (top right)

Notes

Added Students

Transfer of Grades – Scenario #1

Scenario #1: Student has transferred from one class period to another class period of the same teacher (course number must be identical).

1. Click the **New** button to transfer grades from the student's previous class.
2. Use **Option #1 – Auto-Transfer Scores from Dropped Section of this Course**. Assignments are matched if the following information is the same: Assignment Description, Due Date, Category, Max Score and Weight.
3. Click **Transfer Matching Scores** for **Option #1**.
4. Click **Save**.
5. Grades will then be automatically entered for all assignments that match the gradebook from the student's previous class.
6. If you want to get rid of the "New" button, click the **New** button next to the student's name in the gradebook.
7. On the next screen, uncheck the box titled **Do not display NEW by this student's name**.

Notes

Add/Dropped Students

Transfer of Grades – Scenario #2

Scenario #2: A student has transferred from a class on the campus to any other class on the same campus.

1. Click the **New** button to transfer grades from a dropped course.
2. Use **Option #2 - Transfer Assignment/Term Scores From a Dropped Class**.
3. Click the dropdown menu and choose **Assignment and Term Grades**.
4. Click Select **Dropped Class**.
5. Select the dropped course from which you would like to transfer grades.
6. Click **Manually Transfer Scores**. This will allow you to select the assignments you want to bring over.
7. You will see the list of assignments in your gradebook. To pull a grade from the previous teacher's Gradebook, click on **Grade** in the assignment line.
8. You will then see a list of graded assignments from the dropped course. Click **Transfer** for the grade from the dropped course that you would like to transfer to the assignment in your gradebook. Their assignment may have the same or different title.
9. Click **Save**.

1. There are two scenarios when completing the transfer of grades:

a. **Scenario 1: All grades are transferred and there are no ungraded assignments left to transfer**. When you have finished transferring the grades needed from the previous teacher's grade book, click **Complete Assignment Scoring**.

b. **Scenario 2: You have transferred all of the grades that you need and there are still ungraded assignments for that student**. You will need to click the button labeled- **No Count Ungraded Assignment & Complete Assignment Scoring**. This will change all of the student's ungraded assignments in your gradebook to "No Count."

2. Click **Main Screen** to return to the gradebook spreadsheet screen.
3. The grades that you transferred from the student's previous class are now in your gradebook.
4. If you want to get rid of the student's "New" button, click the **New** button next to the student's name in the gradebook.
5. On the next screen, uncheck the box titled **Do not display NEW by this student's name**.

Notes

Add/Dropped Students

Transfer of Grades – Scenario #3

Scenario #3: A student has transferred to the campus from another campus or district.

Grades cannot be transferred across campuses or districts:

> However, the office may enter the "transfer" average when the student enrolls on the campus without the teacher having to enter any grades for the student. The teacher would then give the student actual grades earned for assignments given after the student enrolled in the class.

OR

> If the office does not enter the "transfer" average, teachers may enter the "transfer" average given by the student's previous campus for every assignment grade in the current term up to the point where the student enrolls in the class. This will allow the student to begin the course with the same average they left their old campus with.

If you want to get rid of the student's "New" button:

1. Click the **New** button next to the student's name in the grade book.
2. On the next screen, uncheck the box titled **Do not display NEW by this student's name**.

Notes