

GradeBook by Skyward

<p>Summary / Description</p>	<p>GradeBook is used by schools, students and parents to track the assignments and grades in our school system for the current year. Grades are synched with the Skyward Grade History nightly, managed by the MIS department. GradeBook represents an electronic version of the old fashioned teacher's Grade Book, but adds the new twist of allowing students and parents to monitor the student's grades and even request regular emailed reports send to their inbox.</p> <p>ALL updates to GradeBook come from your Data Entry Clerk so please your school's Data Entry Clerk with any questions about classes and student enrollment.</p> <p>To get more information look at the Skyward GradeBook Teacher's Guide: Select '?' Help on top right -> Skydoc -> WA -> EP -> TA -> MG -> G2 http://www.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/HelpContent/Guides/Secondary_Gradebook_Teacher_Guide.pdf</p> <p>To get to Skyward GradeBook Training: Select '?' Help on top right -> Skydoc -> AR -> TR -> SM -> GB -> SE</p> <p>GradeBooks are located in the Skyward Student system: QuickLinks on the top Menu of insideSUMTER -> 'Skyward - Student' OR your Internet Explorer SUMTER_LINKS -> Operations -> 'Skyward - Student'. Your login is the same network login you use to login to the computer.</p> <p>If you are unable to login please email Cheryl Giella to get an MIS Skyward Security Form. If you do not see any GradeBooks please check with your school data Entry Clerk to make sure your classes are scheduled, then email Cheryl Giella to check your security settings to make sure your MIS Skyward rights are set correctly and you are allowed to get to your GradeBook.</p> <p>Family Access letters were printed as of 09/26/2014 and are located at: \\sco-staff\District-Share (Site Name) then \Family-Access.</p>
<p>Links</p>	<p>Skyward Student</p> <p>GradeBook Teacher's Guide</p> <p>Skyward Professional Development Center - Training</p>
<p>Contact Information</p>	
<p>Student Logins</p>	
<p>Staff Logins</p>	
<p>Document Links</p>	<ul style="list-style-type: none"> • Understanding GradeBook Grade Calculations • Add Comment Codes to Report Cards and Progress Reports • Add Teacher QuickAccess Widget • Display GradeBook Dropped Students • NEW! GradeBook Display Options • Entering Previous 9 Week and Semester Grades • Generate an A and AB Honor Roll Report • Grade Post Difference Detection and Grade Change Request Process • Hide Previous Quarter Grades • Print a Report of Students being moved from your class • Print a Sub Attendance Roster

	<ul style="list-style-type: none"> • Print a Withdrawn Students Grades • Print Progress Reports • Print Student Grade and Attendance Report • Print the Detailed Progress Reports and Failing Reports • Start of Year Attendance • Student and Parent Portal Account Lockout Reset • Student Profile Class Summary • Unlocking Student and Family Access Accounts
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<p>Skyward GradeBook Tips</p>	<p>Terminology:</p> <p>Secondary Gradebook - Always choose 'Secondary Gradebook' when you see a choice and just think 'Gradebook' even if you are Elementary. - Sumter does not use the 'standards gradebook' system.</p> <p>Entity - School Location, should be a single site for most users.</p> <p>Grading Period/Marking Period - a 9 weeks span of time, a class 'Quarter' for schools HS levels that are NOT on a Block Schedule. This may be shorter at SSH.</p> <p>Gradebook Teacher's Guide: Select '?' Help on top right -> Skydoc -> WA -> EP -> TA -> MG -> G2 http://www.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/HelpContent/Guides/Secondary_Gradebook_Teacher_Guide.pdf</p> <p>Points of Interest:</p> <ul style="list-style-type: none"> • Home Screen - Page 11 & 19 & 28 • Class Messages- for your students - Page 13 • Combine Gradebooks - Same Subject Only - Page 21 • Teacher Message Center - Page 248 • Attendance - Page 235 • Transfer Grade Options ('New' Button) - Page 195 <p>Gradebook Training: Select '?' Help on top right -> Skydoc -> AR -> TR -> SM -> GB -> SE</p> <p>General Notes:</p> <ul style="list-style-type: none"> • Don't enlarge the fonts, it will break the menus! • Student Portal: Student Assignments and homework online, auto-graded if non-text answer selections and imported into Gradebook. • Parent Portal: Caregivers will have access to submit auto update contact information requests. • There is no import export from Gradebook to TERMS, with the integrated system any student, staff or class changes impact the teacher's GradeBook immediately. • Student grades will be start posting daily 'Academic History' 3 school days before and 4 school days AFTER the end of a grading period. [Subject to change by MIS] • Note your 'Breadcrumbs' paths in HELP so you can find them later! • Click on the numerous 'new windows' icon that looks like a page with a star to get a new window without losing your current location. • At the middle and high school level where Gradebook Categories are NOT locked down you can change Categories
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	<ul style="list-style-type: none"> each marking period, and copy them from one marking period to another. • Curriculum Maps will be integrated for the 15-16 school year. • You can clone assignments from class to class or year to year when you have some class history. • Click on the 'NEW' button next to a student in the first few days they are in your class to allow you options to enter transfer grades or to copy assignments from another course. • Students that have been removed from your class will disappear by default. To see them go to 'Display Options' then select 'Student Display' and check the box 'Dropped Students' to have them display in yellow on your roster. (Document with Pictures) • Enter multiple grades at once by selecting the 'Quick Scoring' button on the top right of the Gradebook. • Teachers can view detailed student information such as their entire schedule, contact and health alert warnings by clicking on their name in their Gradebook, then clicking on their name in BOLD ALL CAPS again on the first information screen that comes up and then selecting the desired information on the left. • Comment Codes - Teachers enter comments, the 'PMP Math and 'PMP Reading' flags by opening the GradeBook for the desired comment and selecting 'Posting' (from the top menu) then 'Post Comments', then click on the 'Post Comments' next to the 'Quarter 1' at the top. Here you can enter up to three comments in the first three columns labeled 'C1', 'C2' and 'C3', a conduct grade in the 'CON' column, set the PMP Reading OR PMP Math flag for this course, flag a parent conference requested in the 'PCF' column or enter free form comments in the last column if your school has enabled that field to print. Click on the links at the top for each field to get a legend screen. • Indicate a 'Working Below Grade Level' by selecting code 0 (Zero) from one of the teacher comments C1, C2 or C3. • Because of the way the 'ESNU' courses are scored an 'S' default will display an '80%' on the progress report. This is unavoidable this year, but will be fixed for next year. Expect a few calls from curious parents when they see this on Music and PE classes if they use an 80%/S as the default. <p>School administration can click on a teacher or class and get options to view Gradebooks, or go to EA+ -> Administrator Access -> 'Gradebook - GB' / 'Tracker - GT' -> Select a teacher, expand the record and select 'View Gradebook' in the 'Assignments' section</p> <p>Gradebook admins can get read/write access by going to the DOWN ARROW next to HOME and selecting 'Product Setup' Then 'Skyward Contact Access' -> SE -> SU -> TS, select a teacher and then the 'Web Login' button. WARNING: When you use the 'Web Login' feature of the Skyward Gradebook you will log any existing users of that account off the system, losing any work not saved. You are effectively logged in as that user, so any changes made are logged as being made by that user.</p>
Attendance	<p>Please see your Data Entry Clerk about any attendance issues. Courses must have an attendance flag set to be able to see attendance.</p> <p>If these are set correctly and teachers still cannot take attendance please contact Cheryl Giella x50241 in MIS and request a check of your MIS Skyward Security Settings.</p> <p>The attendance code W was setup to be used by teachers to record attendance through their Gradebook. The office is still the official attendance 'keeper'. With this in mind and to ensure parents see the correct attendance record for their child, we've changed the W to be a 'temporary entry' until the office replaces the W with U-unexcused. This can be done using a utility, which your data clerk or attendance clerk should be already using. The W will not be counted in the total attendance. The U-Unexcused or E-excused (whichever is the case) will count in the total attendance.</p>

Reports

Two new Skyward Teacher Level GradeBook reports have been added to all Sumter Schools!

The new reports are reached the same way as the '[801] Progress Report' : Open a GradeBook and select Reports -> 'Enhanced Multi-Class Progress Reports' then choose a report you wish to create.

Report Templates

 My Print Queue [◀ Back](#)

1001070I / b51 Prd:1 M/J LANG ARTS 3 XXXXXXXXXX
Report: **Enhanced Multi-Class Progress Report**

Seq #	Report Template Name
800	SSMS Progress Report
801	SSMS Assignment Details - Parent Conference Report
802	SSM Failing Report
803	SSM Club Day
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

Print

Add a new Template

View parameters of Template

Clone Template

Select Different Students

Select Different Classes

TIP: If you don't wish to print the report for ALL of your students in the class select the button 'Select Different Students' and you have the ability to choose.

'[801] XXX Assignment Details – Parent Conference Report' – ALL details, Assignments, Assignment Comments, Missing Assignments, Category totals, Math Grade Calculation summaries of how the grade was calculated, Attendance and a Signature Line.

South Sumter Middle

Multi-Class Progress Report for Q1 (08/07/14 - 10/10/14)

Assignment Details Report

Student: [REDACTED]
ID: 60 [REDACTED]

Date: 09/12/14

Class: **M/J HOMEROOM / 23** Period: **0** Teacher: [REDACTED]

Attendance Totals: Excused: 2 Unexcused: 0 Tardy: 0

Class: **M/J INT LA 3 / b51** Period: **1-2** Teacher: [REDACTED]
Terms 1 - 4 (08/07/14 - 05/27/15)

Attendance Totals: Excused: 2 Unexcused: 0 Tardy: 0

Category	Assignment	Due Date	Absent	Special Code	Score	Out of	%	Grade
ACH3					150	300	50.00	F
	"The Fish or the Fisher"	08/22/2014			0	100	0.00	F
	1st article							
	"Hawaii is Losing Its Beaches"	09/05/2014			75	100	75.00	C
	"Remembering Maya Angelou"	09/05/2014			75	100	75.00	C
AR					0	200	0.00	F
	AR quizzes	10/10/2014			0	100	0.00	F
	AR points average	10/10/2014			0	100	0.00	F
AS					90	100	90.00	A
	NIGHT quiz	09/02/2014			90	100	90.00	A
CWHW					383	500	76.60	C
	Syllabus	08/08/2014			100	100	100.00	A
	The DOT	08/12/2014			100	100	100.00	A
	Springboard Scavenger Hunt	08/13/2014			85	100	85.00	B
	Resume	08/19/2014			80	100	80.00	B
	Students created resume to ask for specific jobs for literature circles.							
	"The Nazi Rise to Power" w/s	08/22/2014			*	*		
	Assignment is not scored and past the due date							
	NIGHT questions	08/29/2014			18	100	18.00	F
					Current Class Grade:67.00% / D			
					FIN Grade:67.00% / D			
					S1 Grade:67.00% / D			

Missing Assignments

Category	Assignment	Due Date	Reason
CWHW	"The Nazi Rise to Power" w/s	08/22/2014	Past the Due Date

'[802] XXX Failing Report' - A short list of student and grades that have an 'F' Grade.

South Sumter Middle

Multi-Class Progress Report for Q1 (08/07/14 - 10/10/14)

Failing Report

Student: [REDACTED]

Date: 09/12/14

Class: M/J US HIST&CAR / 54

Period: 4

Teacher: [REDACTED]

Current Class Grade: 59.00% / F

Class: M/J PHY SCI / 57

Period: 7

Teacher: [REDACTED]

Current Class Grade: 59.00% / F

'[802] XXX Failing Report' - A short list of student and grades that have an 'F' Grade.

South Sumter Middle

Multi-Class Progress Report for Q1 (08/07/14 - 10/10/14)

Failing Report

Student: [REDACTED]

Date: 09/12/14

Class: M/J US HIST&CAR / 54

Period: 4

Teacher: [REDACTED]

Current Class Grade: 59.00% / F

Class: M/J PHY SCI / 57

Period: 7

Teacher: [REDACTED]

Current Class Grade: 59.00% / F

Posing on

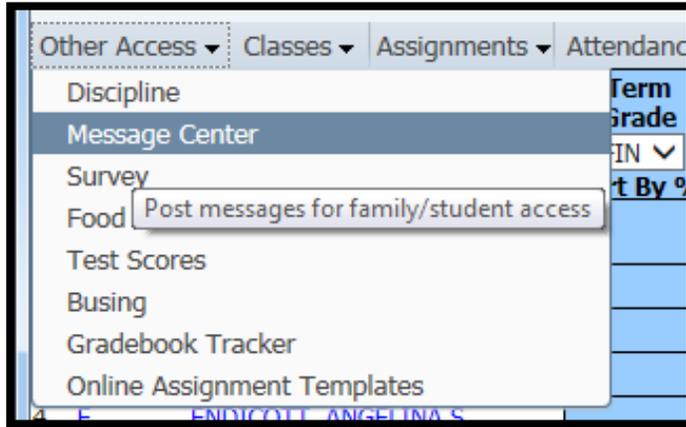
Reference:

http://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/HelpContent/Guides/Teacher_Access_Teacher_Guide.pdf#nameddest

Message Center
or emailing
parents and
Students through
GradeBook

=MyClassesMessageCenter

In the GradeBook for a class go to 'Other Access' → Message Center.



Create a Message Template for one class, or multiple Classes. There are a lot of options as you can see below. You can post to the parent and/or student portal pages, or select to email directly to the parents.

New Class Message for Selected Students

1001010/b17 M/J LANG ARTS 1

* Message Summary: **Test Message** x Priority: Normal

* Message Detail: test Message Detail

Posting Options

Post Date: 08/14/2015

Post to Family Access Post to Student Access
 Allow parents to respond to this message Allow students to respond to this message
 Post my email address for parents viewing this message Post my email address for students viewing this message
 Post to Calendar
 Place on Calendar Date: 08/14/2015 Text:

Emailing Options

Send as Email on at from
 Email to Students
 Email to Guardians (Leave checkboxes below blank to send to all guardians)
 Heads of Household Only Primary Guardians Only Report Card Recipients Only First Families Only
 Send an Email For Each Student in Same Family ? Do Not Show Student Name in Body of Email ?
 Email to Additional Recipients
 Display Additional details in the Email Body
 Course Description Period Teacher Name

Post to All Students

Select students to receive the message

	Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	L	2022
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	J	2022
<input type="checkbox"/>	[REDACTED]	[REDACTED]		

Select All Clear All

Once the template is created Select Save.