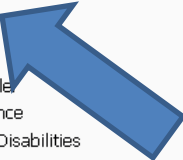


Entering your gradebook

Home

Educator Access Plus Home My Print Queue

- Folder: Educator Access Plus
 - Folder: Teacher Access
 - My Gradebook
 - My Students
 - My Classes
 - My Lesson Schedule
 - Post Daily Attendance
 - My Students With Disabilities
 - Teacher Access Tutorial
 - Folder: Administrator Access
 - Student Search By Entity
 - Administrator Access Tutorial



'Educator Access Plus' Home Page

Once you login this will be the window that opens up. If you click where the arrow is located that will take you to all your classes first semester.



Home

My Gradebook

My Print Queue Back

Reports for All Classes

Posting Status

001 Metamora Twnshp High School

| Dept | Subject | Terms | Period | Days Meet | Class | Description | Gradebook |
|------|---------|-------|--------|-----------|------------|---------------------|---------------------------|
| NA | OTH | 1 - 2 | 1 | MTWRF | 0211 / 11 | Credit Recovery S1 | Gradebook |
| NA | OTH | 1 - 2 | 2 | MTWRF | 0211 / 12 | Credit Recovery S1 | Gradebook |
| ENG | 1EN | 1 - 2 | 3 | MTWRF | 1521 / 13 | World Literature S1 | Gradebook |
| ENG | 1EN | 3 - 4 | 3 | MTWRF | 1522 / 23 | World Literature S2 | Gradebook |
| ENG | 1EN | 1 - 2 | 4 | MTWRF | 1521 / 14 | World Literature S1 | Gradebook |
| ENG | 1EN | 3 - 4 | 4 | MTWRF | 1522 / 24 | World Literature S2 | Gradebook |
| FOR | OFL | 1 - 2 | 5 | MTWRF | 0811 / 15A | German I S1 | Gradebook |
| FOR | OFL | 3 - 4 | 5 | MTWRF | 0812 / 25A | German I S2 | Gradebook |
| NA | OTH | 3 - 4 | 6 | MTWRF | 0212 / 26 | Credit Recovery S2 | Gradebook |
| NA | OTH | 3 - 4 | 7 | MTWRF | 0212 / 27 | Credit Recovery S2 | Gradebook |
| FOR | OFL | 1 - 2 | 8 | MTWRF | 0811 / 18 | German I S1 | Gradebook |
| FOR | OFL | 3 - 4 | 8 | MTWRF | 0812 / 28 | German I S2 | Gradebook |



Here are all your classes for first semester. If you click on any blue link that says gradebook that will open up that individual class.

Printing your Class Roster

The screenshot shows the Skyward web application interface for Metamora Twnshp High School. The top navigation bar includes the school name, user name (Maureen Fandel), and links for Account, Preferences, Sign Out, and a help icon. Below this is a 'Main Screen' section with a 'My Print Queue' button and a 'Back' link. A horizontal menu bar contains various options: Other Access, Classes, Assignments, Attendance, Categories, Grade Marks, Posting, Reports, Charts, Display Options, Quick Scoring, and Export. The 'Reports' menu is expanded, showing a list of report categories: Attendance (Detail Report, Summary Report by Class), Gradebook (Grade Sheet Report, Assignment Listing - By Student, Assignment Master Report, Missing Assignments, Email Progress Report, View Emailed Reports, Category Summary Report, Online Assignment Analysis Report), Progress Reports (Progress Detail, Enhanced Multi-Class Progress Report, Progress Summary, Multi-Class Progress Report), Partial Progress Reports (Partial Progress Detail, Partial Progress Summary, Partial Multi-Class Progress Report), and Class Information (Class Roster, Student Information, Custom Forms Report). The 'Class Roster' option is highlighted with a mouse cursor. On the left side, a table displays student information for a class.

| | | No Atnd Entry Today | Term Grade T1 | SE1 Options | T1 Options |
|-----------------|-----------------------------|------------------------------|---------------------|----------------|---------------|
| Students | | | | | |
| 1 | Cisna Austi | | | * | |
| 2 | Gilfi Paul | | | * | |
| 3 | Thoma Tanne | | | * | |
| 4 | Walle Bradl | | | * | |

Go to the reports part of the task bar, click on it to bring down the menu, and select class roster under class information.

This window will appear. Click on student name and student information and then click on the print button. The computer will let you know when it is ready to view and actually print off.

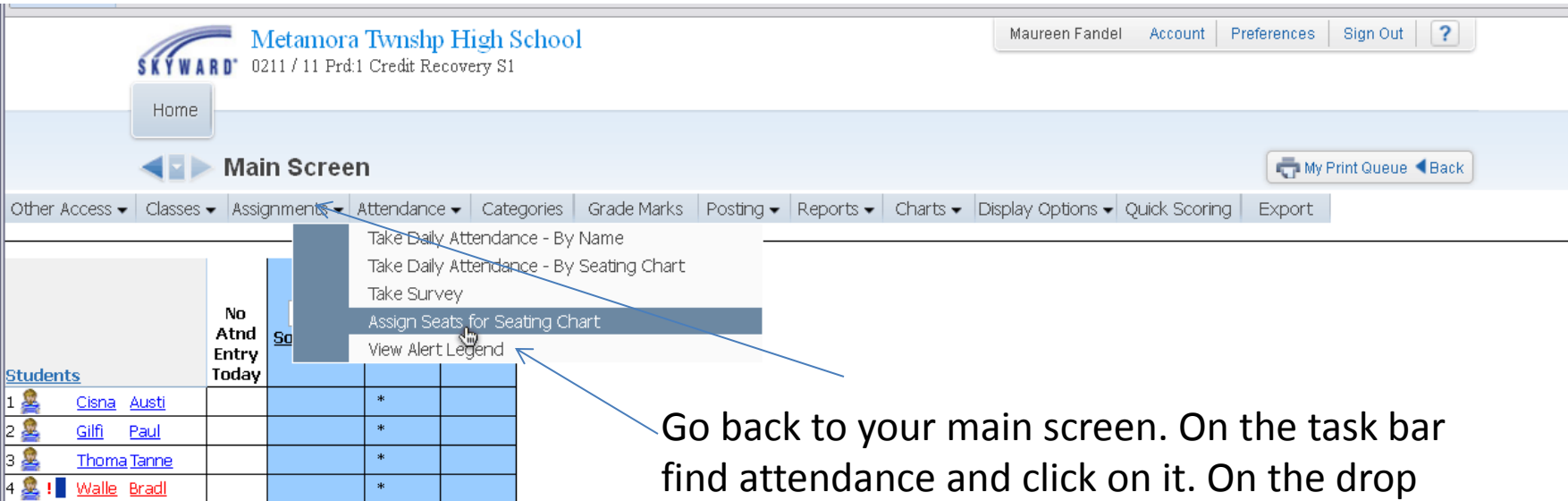
The screenshot shows a web browser window titled "Skyward Educator Access Plus - Mozilla Firefox". The address bar shows the URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumetamora122ll/seprpt50.w>. The page header is "Report Templates" with a "My Print Queue" button and a "Back" button. The main content area displays "0211 / 11 Prd:1 Credit Recovery S1 - Maureen Fandel" and "Report: Class Roster". Below this is a table with the following data:

| Seq # | Report Template Name |
|-------|--|
| 900 | Student Name & Student Info |
| 910 | Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info |
| 920 | Student Name;ID;Phone;Advisor |

To the right of the table is a vertical column of buttons: "Print", "Export to Excel", "Add a new Template", "View parameters of Template", "Clone Template", and "Select Different Classes". A blue arrow points from the text on the right to the "Select Different Classes" button. At the bottom left of the browser window, the JavaScript code `javascript:selectClasses();` is visible.

You can actually print all you rosters by clicking on select different classes and you can then select all your other classes to print.

Assigning the seating chart and printing off the seating chart



Metamora Twnshp High School
0211 / 11 Prd:1 Credit Recovery S1

Maureen Fandel Account Preferences Sign Out ?

Home

Main Screen My Print Queue Back


Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring Export

- Take Daily Attendance - By Name
- Take Daily Attendance - By Seating Chart
- Take Survey
- Assign Seats for Seating Chart
- View Alert Legend

| Students | No Atnd Entry Today | Sc | | |
|-------------------------------|---------------------|----|---|--|
| 1 Cisna Austi | | | * | |
| 2 Gilfi Paul | | | * | |
| 3 Thoma Tanne | | | * | |
| 4 Walle Bradl | | | * | |

Go back to your main screen. On the task bar find attendance and click on it. On the drop down find assign seats for seating chart. The next window will show you the students in your class. They have been arbitrarily placed there through random sorting. To create your own seating chart first you need to know the number of rows and seats in each of the classrooms you are teaching in. To place students where you want them simply click on the select button where they are placed and move them to the seat of your choice.

Printing off your seating chart



0211 / 11 Prd:1 Credit Recovery S1

Maureen Fandel Account Preferences Sign Out ?

Home





Main Screen

My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

Attendance

- Take Daily Attendance - By Name
- Take Daily Attendance - By Seating Chart
- Take Survey
- Assign Seats for Seating Chart
- View Alert Legend

| Students | | No Atnd Entry Today | Se | | |
|----------|--|---------------------|----|---|--|
| 1 |  Cisna Austi | | | * | |
| 2 |  Gilfi Paul | | | * | |
| 3 |  Thoma Tanne | | | * | |
| 4 |  Walle Bradl | | | * | |

Click on attendance on the task bar. On the drop down click on take daily attendance – by seating chart.

Printing off your seating chart and taking daily attendance

home

Take Daily Attendance - By Seating Chart My Print Queue

Take Attendance for **Thursday, July 19, 2012**

Attendance cannot be entered, this class does not meet today.

[Printer Friendly Listing](#)

| | | | |
|---|---|---|--|
| Austin M Cisna Tardy: 0 Grade: 12 School: H | Paul J Gilfillan Tardy: 0 Grade: 12 School: H | Tanner D Thomas-Webb Tardy: 0 Grade: 12 School: H | Bradley M Wallett Tardy: 0 Grade: 12 School: H |
|---|---|---|--|

Once school begins there will be buttons on each student that allows you to click whether they are tardy or absent.

To print off the seating chart click on printer friendly listing and this will bring you to a window that will show your seating chart and allow you to print it. This printed seating chart is not only useful to expedite your own attendance taking, but is in an invaluable tool for a substitute if you have to be absent from class yourself.

Printing seating chart

The screenshot shows a Mozilla Firefox browser window titled "Skyward Educator Access Plus - Mozilla Firefox". The address bar contains the URL "https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsedumetamora1221/sep...". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The File menu is open, showing options like New Tab, New Window, Open File..., Save Page As..., Send Link..., Page Setup..., Print Preview, Print..., Work Offline, and Exit. The Print... option is highlighted with a mouse cursor. The main content area displays a "Printing Chart: 0211/11 Prd:1 Credit Recovery S1" with a table containing student information.

| Printing Chart: 0211/11 Prd:1 Credit Recovery S1 | | |
|--|-------------|-----------|
| J | Tanner D | Bradley M |
| n | Thomas-Webb | Wallett |
| 12 | Grade: 12 | Grade: 12 |
| : H | School: H | School: H |

Home

Main Screen

My Print Queue Back

Other Access Classes Assignments Attendance **Categories** Grade Marks Posting Reports Charts Display Options Quick Scoring Export

| | | No Atnd Entry Today | Term Grade T1 Sort By % | SE1 Options | T1 Options |
|----------|-------------|------------------------------|----------------------------------|----------------|---------------|
| Students | | | | | |
| | Cisna Austi | | | * | |
| | Gilfi Paul | | | * | |
| | Thoma Tanne | | | * | |
| | Walle Bradi | | | * | |



Go back to the main screen. On the task bar click on categories.

Setting up gradebook

Home

Category Maintenance My Print Queue Back

Score Method

Grades based on total points

NOTE: Once a grading period has closed in this Gradebook, you will not be able to modify your Score Method. Please make sure to change your Score Method, if needed, prior to a grading period closing.

[Change Score Method](#)

[Use These Categories For My Other Classes](#)

Categories Used Add/Edit Categories

| Category | Category Description |
|----------|----------------------|
| ACT | Acting |
| ALT | Alternative Activity |
| ASGN | Assignments |
| ASMT | Assessments |
| BKRP | Book Reports |
| BWRK | Bell Work |
| CE | Current Events |
| CLIN | Clinicals |
| CLN | Clean-up |
| CONC | Concert |
| DW | Daily Work |
| ESAY | Essays |
| ETT | Essential Terms Test |
| EW | Essential Words |
| FLD | Field Reports |
| FTST | Fitness Test |
| GRAM | Grammar |
| GTST | Government Test |
| HW | Homework |
| HWQ | Homework Quizzes |
| ICA | In Class Activities |
| JOUR | Journals |
| LABS | Labs |
| LE | Listening Exercise |
| LIST | Literature Studies |
| LR | Formal Lab Report |
| MM | Math Minute |
| MT | Music Theory |

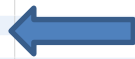
1.) Score method allows you to set your gradebook to either a point system or a percent system



3.) Click on this box to get started



2.) These are all the possibilities of categories to use as labels for the various assignments you will have over the course of the semester. Some teachers use up to 15 of these categories, others use only the basic three: tests, quizzes, and assignments. It's up to you.



Category Group Maintenance - Entity 001 - 05.12.06.00.07-10.2 - Mozilla Firefox

iscorp.com https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumetamora122il/sgradedit059.w?isPopup=true

Category Group Maintenance

| Category | Category Description | Include |
|----------|----------------------|-------------------------------------|
| ACT | Acting | <input checked="" type="checkbox"/> |
| ALT | Alternative Activity | <input checked="" type="checkbox"/> |
| ASGN | Assignments | <input checked="" type="checkbox"/> |
| ASMT | Assessments | <input checked="" type="checkbox"/> |
| BKRP | Book Reports | <input checked="" type="checkbox"/> |
| BWRK | Bell Work | <input checked="" type="checkbox"/> |
| CE | Current Events | <input checked="" type="checkbox"/> |
| CLIN | Clinicals | <input checked="" type="checkbox"/> |
| CLN | Clean-up | <input checked="" type="checkbox"/> |
| CONC | Concert | <input checked="" type="checkbox"/> |
| DPRP | Daily Preparation | <input type="checkbox"/> |
| DW | Daily Work | <input checked="" type="checkbox"/> |
| ESAY | Essays | <input checked="" type="checkbox"/> |
| ETT | Essential Terms Test | <input checked="" type="checkbox"/> |
| EW | Essential Words | <input checked="" type="checkbox"/> |
| FLD | Field Reports | <input checked="" type="checkbox"/> |
| FTST | Fitness Test | <input checked="" type="checkbox"/> |
| GRAM | Grammar | <input checked="" type="checkbox"/> |
| GTST | Government Test | <input checked="" type="checkbox"/> |
| HW | Homework | <input checked="" type="checkbox"/> |
| HWQ | Homework Quizzes | <input checked="" type="checkbox"/> |
| ICA | In-Class Activities | <input checked="" type="checkbox"/> |

Save
Select All
Unselect All

Back

All you need to do is unselect all and then go back and click in only the boxes of the categories you choose to use. Click save. You can individualize all your classes or use the same categories in all your classes.



Home

Main Screen

My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

Add Assignment

List Assignments

| | | No Atnd Entry Today | Grade T1 Sort By % | Options | Options |
|--------------------------|-----------------------------|---------------------|--------------------------|---------|---------|
| Students | | | | | |
| 1 | Cisna Austi | | | * | |
| 2 | Gilfi Paul | | | * | |
| 3 | Thoma Tanne | | | * | |
| 4 | Walle Bradl | | | * | |

Go back to the main screen and find assignments on the task bar. Click on it to bring down the drop down and click on add assignments.



Home

Assignment Maintenance

My Print Queue

Add Assignment

Category: **ACT - Acting** (dropdown menu)

Description:

Detailed Description:

Assignment Group:

Entered Date: **Thu, Jul 19 2012**

Assign Date: Aug 16 2012 **Thu, Aug 16 2012**

Proposed Due Date: Aug 16 2012 **Thu, Aug 16 2012**

Actual Due Date: 01 2012

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score Show Comments

- 1.) Choose category
- 2.) Write a brief description
- 3.) Write a more detailed description of the assignment

- Save and Back
- Save and Add Another
- Save and Score
- Undo
- Back
- Attach (0)
- Options
- Check Spelling

5.) These buttons are used depending on what you need to do next.

4.) Click here if you have any other classes with the same assignment.

Select the Classes where this Assignment should be added

| Entity | Dept | Sbj | Terms | Prd | Days Meet | Class | Description |
|-------------------------------------|------|-----|-------|--------|-----------|-------|-------------------------------|
| <input checked="" type="checkbox"/> | 001 | NA | OTH | 1 to 2 | 1 | MTWRF | 0211 / 11 Credit Recovery S1 |
| <input type="checkbox"/> | 001 | NA | OTH | 1 to 2 | 2 | MTWRF | 0211 / 12 Credit Recovery S1 |
| <input type="checkbox"/> | 001 | ENG | 1EN | 1 to 2 | 3 | MTWRF | 1521 / 13 World Literature S1 |
| <input type="checkbox"/> | 001 | ENG | 1EN | 1 to 2 | 4 | MTWRF | 1521 / 14 World Literature S1 |
| <input type="checkbox"/> | 001 | FOR | OFL | 1 to 2 | 5 | MTWRF | 0811 / 15A German I S1 |
| <input type="checkbox"/> | 001 | FOR | OFL | 1 to 2 | 8 | MTWRF | 0811 / 18 German I S1 |

- Indicates a Class that either does not contain the selected Category, or the selected Assign and Due Dates.



Metamora Twnshp High School
0211 / 11 Prd:1 Credit Recovery S1

Maureen Fandel | [Account](#) | [Preferences](#) | [Sign Out](#) | [?](#)

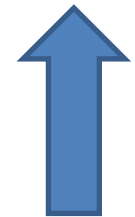
Home

Main Screen

My Print Queue | [Back](#)

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | **Quick Scoring** | Export

| | | No Atnd Entry Today | Term Grade T1 | SE1 Options | T1 Options |
|--------------------------|-----------------------------|---------------------|------------------|----------------|---------------|
| Students | | | | | |
| 1 | Cisna Austi | | | * | |
| 2 | Gilfi Paul | | | * | |
| 3 | Thoma Tanne | | | * | |
| 4 | Walle Bradl | | | * | |



If you decide to grade at a later time then go back to the main screen. Find quick scoring on the task bar and click it. This will allow you to score assignments that you might have put in the gradebook earlier. If a student is absent on the day you graded and posted simply click on the enter button when you get to his or her name. That will leave a blank where the grade is supposed to be but that grade will not be figured in on that student's class grade. If the student failed to hand in an assignment then enter a 0 for his or her score.



Home

Main Screen

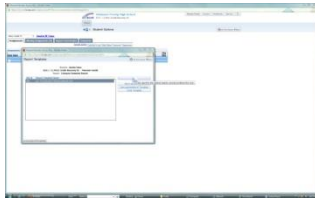
My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

| | No Atnd Entry Today | Term Grade | SE1 Options | T1 Options |
|-------------------------------|---------------------|------------|-------------|------------|
| 1 Cigna Austi | | T1 | * | |
| 2 Gilfi Paul | | | * | |
| 3 Thoma Tanne | | | * | |
| 4 Walle Bradl | | | * | |

Printed copy of one student's grades

To obtain a single progress report click on the student's name . Click reports – Category summary report



If you click on the avatar this pulls up more specific information about that student

- Attendance**
 - Detail Report
 - Summary Report by Class
- Gradebook**
 - Grade Sheet Report
 - Assignment Listing - By Student
 - Assignment Master Report
 - Missing Assignments
 - Email Progress Report
 - View Emailed Reports
 - Category Summary Report
 - Online Assignment Analysis Report
- Progress Reports**
 - Progress Detail
 - Enhanced Multi-Class Progress Report
 - Progress Summary
 - Multi-Class Progress Report
- Partial Progress Reports**
 - Partial Progress Detail
 - Partial Progress Summary
 - Partial Multi-Class Progress Report
- Class Information**
 - Class Roster
 - Student Information
 - Custom Forms Report

Printed copy of Class Grades

Go to main screen. On the task bar find reports and click on it to bring down the drop down. Click on category summary report



Home

Educator Access Plus Home

My Print Queue

- [-] Educator Access Plus
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 - Teacher Access Tutorial
 - [-] Administrator Access
 - Student Search By Entity
 - Administrator Access Tutorial

'Educator Access Plus' Home Page