



Franklin Special School District

Skyward Educator Manual





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This document was compiled by Drew Bingham, Josh Bracamontes, Cindy Cook, and Amber Whitley with information collected from SkyDoc, Skyward's online information platform. Please contact your instructional technology specialist if you have questions and/or comments.

Login Screen

[Forgot Login/Password Link](#)

The screenshot shows a web browser window displaying the Skyward login interface. At the top center is the Skyward logo, consisting of three blue curved lines above the word 'SKYWARD' in blue capital letters. Below the logo, the text reads 'Skyward School District' and 'CNR)Student - KS - 04.12.02 - February Release'. The main login area is a light gray box containing two input fields: 'Login ID:' with the text 'amys' and 'Password:' with a series of dots. To the right of the password field is a 'Sign In' button. Below these fields is a link that says 'Forgot your Login/Password?'. At the bottom right of the login box is the version number '05.13.02.00.11-10.2'. Below the login box is a 'Login Area:' dropdown menu currently showing 'All Areas'. At the very bottom of the page, there is a copyright notice '© 2013 Skyward, Inc. All rights reserved.' and the text 'Windows 7 / Internet Explorer 9'.

The FSSD URL can be located at the bottom of the FSSD homepage.

Login ID: You should enter the Login ID given to you by your district here. Your ID may be any combination of alphanumeric and special characters, and may include spaces. The Login ID is not case sensitive.

Password: If you were provided a password with your Login ID, you should enter it here exactly as it was given to you. The password may use alphanumeric and special character values, and is also case sensitive. It is best to keep your password private. Upon logging in, you may be prompted to change your password right away. Individual Districts will define any special requirements for minimum character settings within a password.

Forgot your Login/Password?: This can be used to reset your password or retrieve your login name if you forgot it. To use this option, you must know either your Login ID or the email address attached to your user account within Skyward.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Using the Forgot Login/Password Link

SKYWARD®

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

scsric Landers

Type the two words:

scsric Landers

reCAPTCHA™
stop spam.
read books.

Email or User Name:

Upon clicking the "Forgot Your Login/Password?" link from the Login Screen, a screen similar to this will pop up.

CAPTCHA: This option is used to provide an extra level of security when requesting a Password Reset. You will need to type the letter and/or numbers as they appear in the box.

Email or User Name: Type either your email address that is attached to your account in Skyward or your Login ID.

Submit: Clicking this button will trigger an email to be sent to the Email Address attached to the user's account based on the email address or Login ID entered. There will be a link within that email that should be clicked to open a Reset Password Screen as seen below.

Back: This button will cancel the "Forgot Your Login/Password?" request and take you back to the Login Screen.

Forgotten Login/Password Assistance

Please enter a new password.

Name: **Daoustscr, Ignacia**

Login: **amys**

New Password:

Confirm New Password:

Number of Special Characters Required:

Minimum Password Length:

Number of Passwords Before Reuse:

Name Used As: **SECURITY USER**

STAFF

STUDENT

This screen will display once the link in the received email is clicked. If the Login ID was forgotten, you can see it next to the Login field.

New Password: Enter the new password to be used with your account. The password must be different than the current one, and also must follow the requirements specified in the Number of Special Characters Required (those are things like spaces and punctuation), Minimum Password Length, and Number of Passwords before Reuse fields.

Confirm New Password: Re-enter your new password in this field. If this does not match the New Password field, you will be prompted of the fact.

Name Used As: This area indicates the parts of the system where the name connected to the Login ID are used. You may see Security User here; you may also see Staff, and perhaps Guardian, among others.

Submit: Click this button to save your password change. You will then be taken back to the Login Screen where you can use the Login ID and Password you just confirmed.

Skyport Dashboard

The screenshot shows the Skyward Educator Access Plus Home dashboard. At the top, the user is identified as Marilee Andreascr with links for Account, Preferences, and Exit. The navigation menu includes Home, Teacher Access, Student Services Access, Administrator Access, Food Service, and EA+ Classic View. The main content area is titled "Educator Access Plus Home (1871)" and contains several widgets:

- Teacher's Students:** A table listing students with columns for Student Name, Ent, Gen, and Gr.
- Recent Messages:** Shows 0 recent and unread messages.
- Grade Distribution:** A bar chart titled "Grade Mark Distribution Grade Period 3RD" showing the number of students for each grade mark (86, 78, and no grade).
- Jump to Other Dashboards:** A menu with options for *Calendar, Skyward User, and Teacher.
- Recent Assignments:** A table showing assignments grouped by class or date, with columns for Name, Class, and # Graded.

At the bottom of the dashboard, it says "Educator Access Plus" and "Skyward TX School District Welcome to Educator Access Plus!"

After you log in to Skyward, this is always the first screen you will see. The SkyPort Dashboard allows you to navigate to the information you want to access for your students.

Configuring Your Dashboard

Select Widgets: Allows you to determine the information that displays on your Dashboard.

The screenshot shows the 'Dashboard Maintenance (419)' interface. At the top, there are tabs for 'Skyward User' and 'Teacher'. The main area is divided into three sections:

- Everyone's Widgets:** A list of 14 widgets with checkboxes. Default widgets (marked with a star) include: Daily Announcements Newsfeed, Lunch Menu Newsfeed, Notifications, School's Library Blog Newsfeed, Summertime Newsfeed, Vacation Newsfeed, and Web Favorites.
- Secured User Widgets:** A list of 20 widgets with checkboxes. Default widgets include: AP Invoices Awaiting My Approval, Budget Transfers Awaiting My Approval, Credit Card Activity Needs to be Submitted, Customer Access Requests, District IEP Manager Tracker, District News, District Print Queue Activity, Employee Pseudo Approval, Individual Case Manager Tracker, Journal Entries Awaiting My Approval, Last Five Logins, Open Database Transactions, Recent Programs, Skyward Twitter Feed, Task History, Unsent E-mails, Available Funds, Check Requests Awaiting My Approval, Credit Card Transactions Awaiting My Approval, District Case Manager Tracker, District Login History Graph, District Print Queue, E-mail Errors, Favorites, Individual IEP Manager Tracker, Jump To Other Systems, My Print Queue, Program Locator, SBAA PO's Awaiting My Approval, Student Locator, and Task Processes.
- Teacher Widgets:** A list of 4 widgets with checkboxes. Default widgets include: Grade Distribution, Recent Messages, Upcoming Assignments, Recent Assignments, and Teacher's Students.

At the bottom left, a note states: "★ Indicates a widget that has been marked as default by the district." On the right side, there are buttons for 'Save', 'Add Dashboard', 'Rename Selected Dashboard', 'Delete Selected Dashboard', 'Reset Selected Dashboard', and 'Uncheck All Items'.

The Widgets you see listed will depend on the district setup. You will select the widgets you would like to utilize and click on **Save**.

Add Dashboard: Allows you to create additional dashboard views.

The screenshot shows the 'Add Dashboard' dialog box. It contains a text input field with the placeholder text 'Please enter the dashboard name:'. The text 'School Information' is entered in the field. Below the input field are two buttons: 'Save' and 'Back'.

You will need to enter the new dashboard name and click **Save**. After saving the dashboard name, you will then be able to select the widgets for your new dashboard.

Rename Selected Dashboard: Allows you to change the name of the dashboard.

Delete Selected Dashboard: Allows you to remove a dashboard.

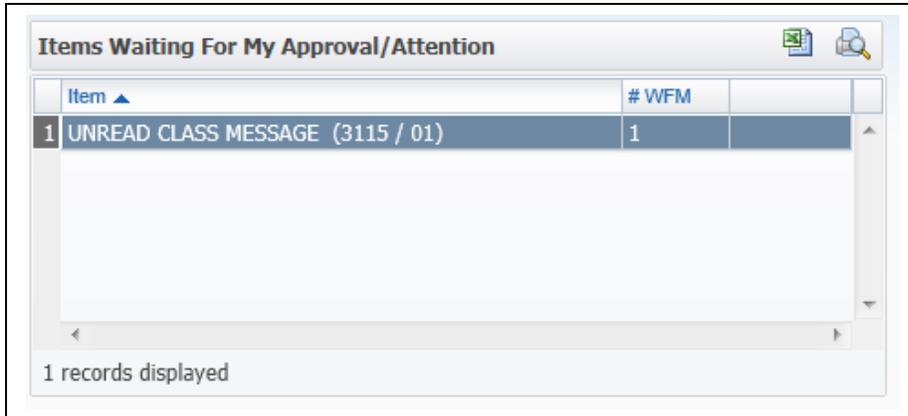
Reset Selected Dashboard: Allows you to reset the dashboard to the original defaulted widgets selected by the district.

Uncheck All Items: Deselects all of the widgets currently selected.

Additional Options available on the Dashboard

Yellow Circle with ! (Alerts)

The Alert displays when a parent creates or responds to a Message Center message.



After clicking on the Yellow Circle Alert icon, you can click on the **Unread Class Message (3115/01)**.



It will then take you the **Class Message** screen where you can read the message.

New Window

This allows you operate multiple windows. When you click on the **New Window**, another window will open and allow you to navigate to a different area of the software.

My Print Queue

Any process (report or utility) that you generate will run through your Print Queue. You can access the Print Queue from any screen; the button will always display in the upper right corner. Depending on the screen, the button may say "My Print Queue," but it could also just be the small printer icon as well. From this screen you can reopen the reports you previously ran, or review the status of a process run earlier. There is a district setting that controls how many days a report will remain available in your Print Queue; the number of days displays in the bottom left corner.

My Print Queue (228) View ?

Print Queue for Marilee Andreascr View

	Date	Time	Report Description	Class	Wait List #	Status
1	05/12/2013 Sun	7:14 PM	Print Screen - My Conference Scheduler - \			Completed
2	05/12/2013 Sun	3:30 PM	Day Summary - Daily Attendance			Completed
3	05/12/2013 Sun	9:45 AM	Roster of Special Programs - test			Completed
4	05/11/2013 Sat	10:49 PM	Email activity message			Completed
5	05/11/2013 Sat	10:46 PM	Email activity message			Completed
6	05/11/2013 Sat	10:23 PM	Activities Message Center Wall Posts			Completed
7	05/11/2013 Sat	10:19 PM	Activities Message Center Wall Posts			Completed
8	05/11/2013 Sat	3:30 PM	Day Summary - Daily Attendance			Completed
9	05/11/2013 Sat	11:51 AM	Homeroom Report Card Summary			Completed
10	05/11/2013 Sat	10:48 AM	Homeroom Progress Report			Completed
11	05/10/2013 Fri	3:30 PM	Day Summary - Daily Attendance			Completed
12	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
13	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
14	05/09/2013 Thu	8:43 PM	Open Imported Lesson Plan			Completed

25 records displayed

Records above are automatically deleted after 3 days.

Delete
Rerun
Convert to Excel
View Status
Tasks
Save this Report
Saved Reports
Back

Account

This option in the upper right corner can be selected to view the details of the account you are logged into. You can view the login history of the account, change the account password from here (along with maintaining a separate Family Access Password if you are guardian as well), and maintain Browse Filters that take a long time to load.

Account Information (52)

Print ? Back

Account Information	Save
Name: <input type="text" value="MARILEE Y ANDREASCR"/> <input type="text" value="ANDREMAR001"/>	Change Password
User Name: <input type="text" value="amys"/>	Login History
Password Last Changed: <input type="text" value="01/24/2013"/>	Browse Filters
School Email: <input type="text" value="m.andreascr@skyward.k12.wi.us"/>	
Email: <input type="text" value="m.andreascr@skyward.k12.wi.us"/>	
Phone: <input type="text" value="(123) 456-7890"/>	
Address: <input type="text" value="1234 Cherry Ave STRAWN, TX 74475"/>	
Family Access Wall Profile Picture	
<input checked="" type="radio"/> Use Default icon	
<input type="radio"/> Use Staff picture	
<input type="radio"/> Select a custom picture	

[Complete your Skyward Training Evaluation](#)

Preferences

This button can be selected in the upper right hand corner and will allow you to set up options associated with your account. Changes here will not affect other users. Some of the things that can be done are changing your theme color from something other than Skyward Blue, turn on the ability to use the Check Spelling button, and set up Accessibility Options to make the software easier to navigate.

User Preferences (33)





Miscellaneous Options

Theme Color:

<input checked="" type="radio"/> Blue	<input type="radio"/> Red	<input type="radio"/> Pink
<input type="radio"/> Green	<input type="radio"/> Purple	<input type="radio"/> Black

- Display **Check Spelling Button**
- Display **Open/Save Dialog** Before Displaying Reports
- Dim Background When Displaying Alerts
- Maximize Large Windows ?
- Automatically Display Popup Browse Details On Mouseover
- Display Navigation Menu Paths ?
- Disable Interface Animations ?
- Display Browse Row Numbers ?
- Enable Favorites Heads Up Display ?
- Display Data Mining Favorites in General Favorites Menu

Favorites Shortcut Key: ?

Spreadsheet Format:

Maximum EEL Results: (0 = Use District Setting)

Accessibility Options

- Show Icon Text ?
- Use Larger Font Sizes ?
- Use High Contrast Color Theme ?
- Optimize for Screen Readers ?
- Use Enhanced Keyboard Navigation ?
- Display Tooltip for Element with Focus

Window Titles ?

↕ Entity
↕ Description
↕ Path
↕ Menu ID
↕ Release

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Exit

Use this button when logging out of Skyward. It is best to use the navigation buttons (including the Sign Out) within the software to close windows instead of using the browser's close button (i.e. the X). This ensures that nothing on the current screen was set up/entered incorrectly or is missing if it was required.

Help (?)

You can use the Help icon (the "?" symbol) in the upper right corner to access Customer Access and SkyDoc. Customer Access, depending on how your district is set up, could allow you to create a help ticket if something is not working as expected in the software. SkyDoc can be accessed to find Skyward's online documentation of the software.

My Students

The “My Students” area allows you to view information related to a specific student in a class that you instruct.

The screenshot displays the Skyward School District interface. The 'Teacher Access' menu is open, showing a list of options. A red arrow points to 'My Students - MS'. Below the menu, there is a table of graded items and a 'Jump To Other Systems' section.

Name	Class	# Graded
test	2WRIT / 01	0
Due Date: 04/11/13		
Name	Class	# Graded
2 Reading	2LA / 01	3
2 Spelling	2LA / 01	3
2 Writing	2LA / 01	0
Due Date: 03/14/13		

You can access **My Students** by clicking on **Teacher Access**.

Skyward School District

Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Administrator Access Food Service EA+ Classic View

My Students (341)

Views: General Filters: *Skyward Default

Last Name	First	Middle	Email	Def	Ent	S	Age	G	Gr	Primary Guardian	Phone
1 AARONSONSCR	ELROY	K	scramble2449@example.c	001	A	30	M	GD		AARONSONSCR, LUCIANA	(555)595-3434
2 AARONSONSCR	KRYSTINA	L	scramble2914@example.c	001	A	18	F	12		AARONSONSCR, LUCIANA	(555)595-3434
3 ADUSCR	SADIE			001	A	15	F	09		ADUSCR, ABBY	
4 ADUSCR	Simon			001	A	18	M	11		ADUSCR, ABBY	
5 AHRENDTSCR	HUNG	O	scramble7611@example.c	001	A	17	M	11			
6 BELLONSCR	DENVER	T	scramble2355@example.c	001	I	16	M	10		BELLONSCR, SUSANN	(555)595-2114
7 CANINOSCR	RANDAL	T	scramble1470@example.c	001	A	16	M	11		CANINOSCR, ALVA	(555)225-0851
8 CANTALOUPSCR	MERRY			001	A	15	F	10			
9 KASERSCR	YETA	E	scramble7619@example.c	001	A	17	F	12			
10 KEETHSCR	MARYANNE	L	scramble1288@example.c	001	A	17	F	12		KEETHSCR, TREY	(555)595-1821
11 KIESLINGSOCR	MIGUEL	M	Scramble970@start.com	001	A	17	M	12		KIESLINGSOCR, FELIPA	(555)595-0428
12 KIMREYSCR	CASANDRA	W	scramble1073@example.c	001	A	17	F	12		KIMREYSCR, VALENTINE	(555)595-8056
13 KLEINESOCR	MARLON	J	scramble899@example.c	001	A	17	M	11		KLEINESOCR, ROSALINA	(555)595-7870
14 MACFARLANDSCR	SHAD	K	scramble2305@example.c	001	A	18	M	12		MACFARLANDSCR, LATORIA	(555)595-1340
15 MAIRESOCR	LINN	F	scramble4638@example.c	001	A	17	F	11		MAIRESOCR, CIRA	(555)595-0527
16 RADOVICHSCR	EFREN	C	scramble2250@example.c	001	A	18	M	12		RADOVICHSCR, KENNETH	(555)595-2650
17 RASMUSSONSCR	JACKIE	L	scramble1269@example.c	001	A	17	M	11		RASMUSSONSCR, NOMA	(555)595-0872
18 REYSSCR	RAUL	B	scramble7393@example.c	001	A	18	M	12		REYSSCR, SOLEDAD	
19 SANDMANSCR	DACIA	H	scramble3002@example.c	001	A	17	F	11		SANDMANSCR, SON	(555)595-1929
20 SECKMANSCR	DERRICK	N	scramble6804@example.c	001	A	17	M	12		SECKMANSCR, ENRIQUE	(555)595-2162

20 records displayed Last Name: ABC

After clicking on **My Students**, you will see a list of students currently enrolled in one of your classes. You will highlight the student for whom you want to view information and click on **Select**.

Skyward Entity (001) Grades 9 to 12 SADIE ADUSCR

Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Administrator Access Food Service EA+ Classic View

Profile

Student Info

ADUSCR, SADIE Grade: 09

No Image Available

1254 E MAPLE ST AUSTIN, TX 55555
Primary Guardian: ABBY ADUSCR (555) 135-8435

Critical Alert Information!
Severely Allergic to Peanuts.

Second Phone: SADE.ADUSCR@students.puski.org Third Phone:
School Email: SADE.ADUSCR@students.puski.org Home Email:
Student Access Login: aduscad000 Student Access Password: new password

Student Id: 00000000004 Birthday: 03/05/1998 Language: ENGLISH
Internal Id: 9635 Age: 15 Gender: FEMALE
Status: Active Locker: 0098 Local Race: -
Other Name: Federal Race: 1 3

School Information
Entity: 001/Entity (001) Gr Advisor: AGRIPINA TEXADAS
School: School (001) scramble4223@example.com
Homeroom: 20 Hr Teacher: MARILEE ANDREASC
m.andreascr@skyward.k12.wi.us

School Information
Entity: 950/9-12 Summer Rol Advisor:
School: School (001) Hr Teacher:
Homeroom: Disc Officer:

Family ***1
ABBY ADUSCR Mother (555) 135-8435 lol@lolol.com
Alonso Adusc
GERARDO ADMIRESCR Inactive Sibling Grade: Graduated Entity: 001/Entity (001) Gra
Simon ADUSCR Active Sibling Grade: 11 Entity: 001/Entity (001) Gra
Tah Mahnesocr (555) 478-6513

You can now select an item listed on the left side of the screen to view the selected information. The options you have available will depend on security access.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Profile

The screenshot shows a web application interface for a student profile. On the left is a navigation tree under 'Student Info' with options like Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (2), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (0), Busing, Student Portfolio, Recommendations (0), Family Access History (13), Activities (2), Custom Forms, and Family Access Display. Under 'Reports' are Information Report, Multi-Class Progress Report, and Progress Report Letter. Under 'Family Access Display' are Gradebook, Message Center, and Calendar. The main content area shows the profile for 'ADUSCR, SADIE' in Grade 09. It includes a 'No Image Available' placeholder, address (1254 E MAPLE ST, AUSTIN, TX 55555), primary guardian (ABBY ADUSCR, (555) 135-8435), and a 'Critical Alert Information!' section with 'Severely Allergic to Peanuts.' and a 'Note' field. Contact information includes school email (SADE.ADUSCR@students.piusxi.org), student access login (aduscsad000), second and third phone numbers, and home email. Student details include ID (000000000004), birthday (03/05/1998), language (ENGLISH), age (15), gender (Female), locker (0098), and federal race (1.3). School information for '001/Entity (001) Gr' lists advisor (AGRIPINA TEXADAS), hr teacher (MARILEE ANDREASC), and disc officer (m.andreas@skyward.k12.wi.us). Another school entry for '950/9-12 Summer Rol' is also shown. Family information includes 'Family ***1' with mother (ABBY ADUSCR, (555) 135-8435, lol@lolol.com) and other family members (GERARDO ADMIRESCR, Simon ADUSCR) with their statuses and grades. 'Family 2' includes Tab Malonescr (555) 478-6513. Emergency contacts list GRACE ADUSCR, WILLIAM EDUSCR (Biological father), and ABBY ADUSCR (Mother, (555) 135-8435, lol@lolol.com). Buttons for 'Email Teachers', 'Edit Login', and 'Edit Guardian Email' are present.

The Profile displays a variety of student information, including demographic, family, school, and emergency contact information for the student.

Email Teachers

Email Name Selection (515)

Student: ADUSCR, SADIE Term: 06

Display: All Staff All Student's Teachers Student's Current Term Teachers

Print ? Back
Next

Name Selection

Last Name	First	Middle	Email
1 ANDREASCR	MARILEE	Y	m.andreascr@skyward.k12.wi.us
2 ANNANSCR	RHODA	D	r.annanscr@skyward.k12.wi.us
3 REUSSSCR	LEON	V	scramble4494@example.com
4 WINTERSTEENSCR	JENNY	L	scramble6052@example.com

4 records displayed Last Name:

Message Recipients

To -> ANDREASCR, MARILEE
ANNANSCR, RHODA
REUSSSCR, LEON
WINTERSTEENSCR, JENNY

Remove Remove All

Cc ->

Remove Remove All

Bcc ->

Remove Remove All

The Email Teachers option allows you to email the student's teachers or all staff. Select the Message Recipients from All Staff or the Student's Teachers and click **Next**.

Teacher Email (28)

Print ? Back

Teacher Email

From: m.andreascr@skyward.k12.wi.us [Check Spelling](#)

To: ANDREASCR, MARILEE; ANNANSCR, RHODA; REUSSSCR, LEON; WINTERSTEENSCR, JENNY; [Send Email](#)

Cc: [Review Email](#)

Bcc:

Subject: RE: ADUSCR, SADIE

Body: Good Afternoon,
We will be holding a meeting regarding Sadie's progress currently in her core academic courses. Please come to the meeting with Sadie's current grade in your class and any comments related to her progress. We will be meeting in B204 at 3:30 PM on Thursday.

If you cannot make the meeting on Thursday, please let me know!

Marilee

Maximum characters: 5000, Remaining characters: 4652

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

You can now create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

Hyperlinked Email Address

Send Email (27) Print ? Back

To: **abby@scramble.com** Check Spelling

Cc:

Bcc:

Maximum characters: 20000, Remaining characters: 20000

From: **m.andreascr@skyward.k12.wi.us** Send Email Review Email

Subject:

Send a Copy to Me

Good Afternoon Abby,
I would like to meet with you regarding the process of Sadie. Please let me know when you would be available to meet.

Ms Andreascr

When you click on an individual's email address, it allows you to email the person directly from Skyward. You can create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

Hyperlinked Name

Family Detail My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar

Guardian: ABBY ADUSCR **Student: SADIE ADUSCR**

Guardian's Relationship to the Student: Mother	Family Title:
Address: 1254 E MAPLE ST AUSTIN, TX 55555	
Primary Phone: (555) 135-8435	Confidential Phone Number: No
Email: abby@scramble.com	
Primary Phone Long Distance: No	
Receive Report Cards: Yes	Hard Copy Report Cards: Yes
Family Transportation Code:	Home Language: SPANISH
	Receive Forms: Yes

When you click on the individual name on the Profile, the program will allow you to see additional information for the guardian or emergency contact.

Assignment Detail



Student: **SADIE ADUSCR**
Assignment for **2 Spelling / 01** Close

Assignment Detail Information

Assignment: **Assignment 1**
Category: **6T/T - 6WKS TEST/TEST**
Assign Date: **03/04/13**
Due Date: **03/04/13**
Max Score: **100**
Weight Multiplier: **1.00**

Assignment Score Detail for SADIE ADUSCR

Grade: **B**
Percent: **85.00%**
Points Earned/Possible: **85 / 100**
Special Code:
No Count:
Missing:
Comment:
Absent:

Class Assignment Summary

Class Average Score: **86.00**
Class Median Score: **85**
Class High Score: **98**
Class Low Score: **75**

The Assignment Detail screen will display additional information.

View Grade Marks on Progress Report



Student: **SADIE ADUSCR**
Grade Marks for **2 Spelling / 01** Close

Grade Mark Group for Grade Level 09

Grade Mark	Grade Value High	Grade Value Low
A	100.00	91.50
B	91.49	84.50
C	84.49	71.50
D	71.49	60.50
F	60.49	0.00

The View Grade Marks option allows you to see the grading scale being used by the student.

Print on Progress Detail Report

The Print button on the Progress Detail Report allows you to generate a copy of the information that displays on the screen. When you click on print, the program will ask you to specify the printer where you want the document sent. The document will go directly to the printer and not display on the screen first.

Show/Hide Dropped Classes

The Show/Hide Dropped Classes option allows you to determine the classes that will display for the student.

Display Options

[Save](#) | [Back](#)

- Show Class Key/Section
- Show Class Description
- Show Teacher
- Show Percent Earned in Gradebook
- Show Days Meet

The Display Options allow you to determine the class/grade information that will display on the Class Summary screen.

Attendance

Date	Parent Notified	-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
01/30/2013 - Wednesday	No		U-	T-	U-	T-	U-	U-	T-	T-
01/29/2013 - Tuesday	No		T-							
09/11/2012 - Tuesday	No		T-							
09/10/2012 - Monday	No		T-							
09/06/2012 - Thursday	Yes	D-SI	T-							

The Attendance (Web Applications>Educator Access Plus>Teacher Access>My Students) will show a record of a student's absences and tardies along with the reason, if indicated. There is also a box that will show if the parent has been notified.

Schedule

Schedule | My Print Queue | Back

ADUSCR, SADIE | Grade: 09

Current Year by Term | Current Year by Period | Current Term Only | Previous Year | Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
1	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
1	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
1	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
1	01	Varab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
1	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
1	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
1	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
1	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNAISCR	0.167
1	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNAISCR	0.167
Total credits for Term 1									1.669
2	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
2	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
2	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
2	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
2	01	Varab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
2	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
2	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
2	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
2	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNAISCR	0.167
2	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNAISCR	0.167
Total credits for Term 2									1.669

The Schedule (Web Applications>Educator Access Plus>Teacher Access>My Students) will show the student’s current, past, and future schedule. The option to view future schedule will depend on security access established by administration. You can select the schedule you want view at the top of the screen.

Current Year by Period View

Schedule | My Print Queue | Back

ADUSCR, SADIE | Grade: 09

Current Year by Term | Current Year by Period | Current Term Only | Previous Year | Next Year

001/Entity (001) Grades 9 to 12

Period	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Period 0	2 Reading MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits					
	2 Writing MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits					
	2 Spelling MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits					
	2 Lang Arts MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits					
Period 1	Variable Scale MARILEE ANDREASCR (Varab/01) MTWRF 0.167 credits					
	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Period 3	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits
	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits
JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits

When viewing the Current Year by Period, the term will display horizontally across the top of the screen and the class periods will display vertically.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Current Term Only

Schedule

[My Print Queue](#) [Back](#)

- Student Info
 - Profile
 - Class Summary
 - Attendance (5)
 - Schedule
 - Add/Drops (8)
 - Entry/Withdrawal
 - RTI Information
 - IHP
 - Emergency Contacts
 - Discipline (2)
 - NCLB
 - Academic History
 - Graduation Requirements
 - Educational Milestones
 - Student Services
 - Test Scores (0)
 - Busing
 - Student Portfolio
 - Recommendations (0)
 - Family Access History (13)
 - Activities (2)
 - Custom Forms
 - Family Access Display
 - Gradebook
 - Message Center
 - Calendar
 - Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report Letter

ADUSCR, SADIE

Grade: **09**

[Current Year by Term](#) |
 [Current Year by Period](#) |
 [Current Term Only](#) |
 [Previous Year](#) |
 [Next Year](#)

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
6	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
6	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
6	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
6	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
6	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
6	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
6	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
6	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
6	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 6									1.336

950/9-12 Summer Roll to Regular

If you select to view the current term classes, only the current term class information will be viewable.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Add/Drops

Add/Drops

[My Print Queue](#) [Back](#)

- Student Info
 - Profile
 - Class Summary
 - Attendance (5)
 - Schedule
 - Add/Drops (8)
 - Entry/Withdrawal
 - RTI Information
 - IHP
 - Emergency Contacts
 - Discipline (2)
 - NCLB
 - Academic History
 - Graduation Requirements
 - Educational Milestones
 - Student Services
 - Test Scores (0)
 - Busing
 - Student Portfolio
 - Recommendations (0)
 - Family Access History (15)
 - Activities (2)
 - Custom Forms
 - Family Access Display
 - Gradebook
 - Message Center
 - Calendar
 - Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report Letter

ADUSCR, SADIE
Grade: **09**

001/Entity (001) Grades 9 to 12

Class	Description	Type	Effective Date	Previous Terms	New Terms	Done By	Completed	Requested By
Variab/01	Variable Scale Grading	Add	03/04/2013	0 - 0	1 - 6	amys	03/04/2013	
2LA/01	2 Lang Arts	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2READ/01	2 Reading	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2SPEL/01	2 Spelling	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2WRIT/01	2 Writing	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
4446/01	Advanced Nutrition & Health	Add	09/21/2012	0 - 0	1 - 3	spyder	09/21/2012	
HMRM/002	HOMEROOM	Add	08/28/2012	0 - 0	1 - 6	ADMIN1	08/28/2012	
1102/12	HONORS ENG I	Add	08/20/2012	0 - 0	1 - 6	spyder	11/26/2012	

Total Adds: **8**

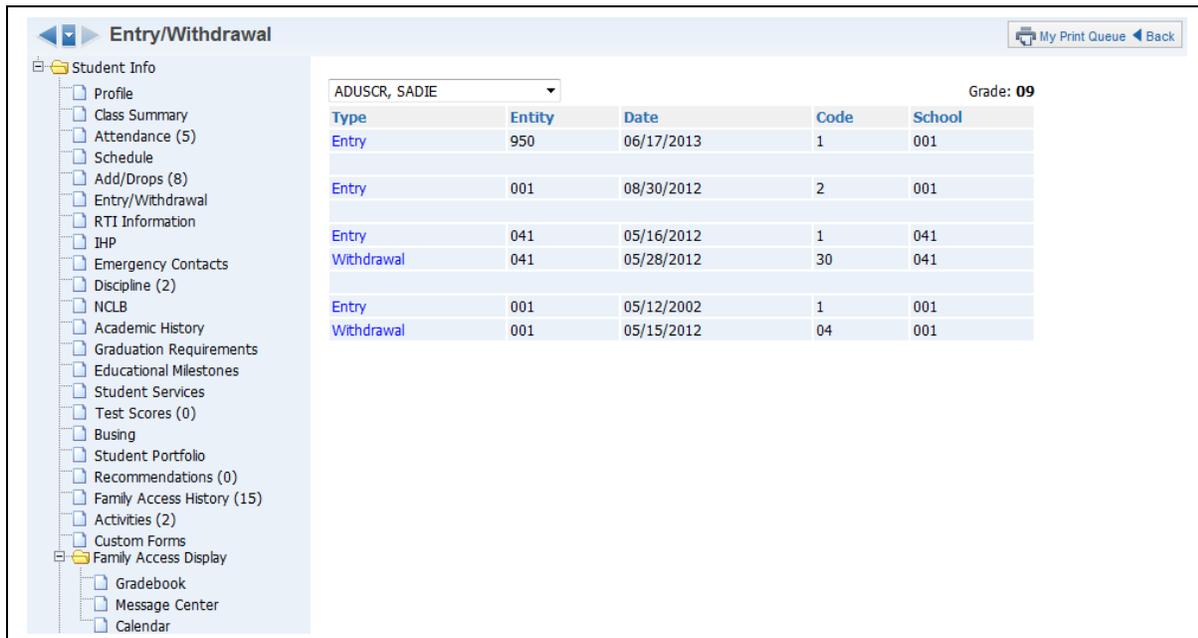
Total Drops: **0**

The Add/Drops (Web Applications>Educator Access Plus>Teacher Access>My Students) area will display the student's add/drops of classes for the current year. The class, date, and who completed the scheduling modification will display.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

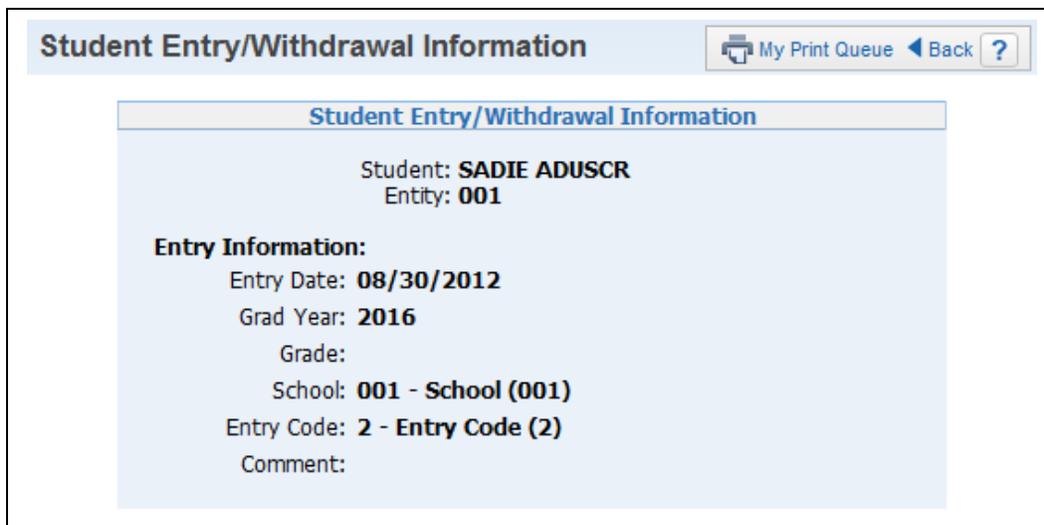
Entry/Withdrawal



ADUSCR, SADIE Grade: 09

Type	Entity	Date	Code	School
Entry	950	06/17/2013	1	001
Entry	001	08/30/2012	2	001
Entry	041	05/16/2012	1	041
Withdrawal	041	05/28/2012	30	041
Entry	001	05/12/2002	1	001
Withdrawal	001	05/15/2012	04	001

The Entry/Withdrawal (Web Applications>Educator Access Plus>Teacher Access>My Students) area will show you information about when the student withdrew and/or entered certain schools/entities.



Student Entry/Withdrawal Information

Student: **SADIE ADUSCR**
Entity: **001**

Entry Information:
Entry Date: **08/30/2012**
Grad Year: **2016**
Grade:
School: **001 - School (001)**
Entry Code: **2 - Entry Code (2)**
Comment:

If you click on either **Entry** or **Withdrawal**, you will see additional information related to the record.

Emergency Contacts

#	Contact Name	Relationship	Primary Phone	Secondary Phone
1	GRACE ADUSCR	Guardian		(555) 214-5895
2	WILLIAM EDUSCR	Father		
3	ABBY ADUSCR	Mother	(555) 135-8435	
4	Alonso Aduscr	Guardian	(555) 135-8435	
5	Tab Malonescr	Guardian	(555) 478-6513	

The Emergency Contacts (Web Applications>Educator Access Plus>Teacher Access>My Students) will show the student's emergency contacts and the primary/secondary phone numbers attached to the contact.

Contact: **GRACE ADUSCR** Student: **SADIE ADUSCR**

Contact's Relationship to the Student:

Address: **111 North Ave APT 1125
AUSTIN, TX 55555**

Primary Phone:		Confidential Phone Number: No
Cellular:	(555) 214-5895	Primary Phone Long Distance: No
Work:	(555) 896-3253	
Email:		
Physician:		Dentist:
Ins. Company:		Policy #:
		Hospital:

You will see additional information regarding the emergency contact when you click on their name.

Discipline

Discipline Info My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09 Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR <i>Referred by: MARILEE ANDREASCR 05/03/13</i>	No
08/15/12 *GENERIC		KELLEY ABBOTTSCR <i>Referred by: 08/15/12</i>	Yes Details...
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR <i>Referred by: PAMELA FUELLESCR 08/09/12</i>	Yes Details...

Total Referrals: 3

Discipline (Web Applications>Educator Access Plus>Teacher Access>My Students) will show the offense records attached to the student. You may have the ability to create a discipline referral depending upon security access.

Add Discipline Referral

New Discipline Referral My Print Queue

SADIE ADUSCR Grade: 09

School: School (001) Save

Officer: HAMITERSCR, CAMERON Back

Offense: *G - *GENERIC Check Spelling

Location: Location (CLASS)

Bus:

Date of Offense: May 03 2013 **Fri, May 3 2013**

Time of Offense: 10 : 26 AM Parent Notified

Comment: Sadie was texting during class.

Entered: 05/03/13 at 10:26 AM

- **School** - Select the school where the discipline issue took place.
- **Officer** - Select the discipline officer for the discipline referral. This field might not display depending upon the configuration of the options for discipline.
- **Offense** - Select the offense for the discipline referral from the drop-down menu.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **Location** - Choose the location where the discipline issue took place.
- **Bus** - If the issue occurred on the bus, select the bus number.
- **Date of Offense** - Enter the date the discipline issue took place.
- **Time of Offense** - Enter the time the discipline issue took place.
- **Comment** - Enter any additional information related to the discipline referral.
- **Parent Notified** - Select the check box if the parent was notified of this discipline referral.

After you have entered the Discipline Referral information, click **Save**.

Edit Referral (icon of pencil)

Edit Discipline Referral My Print Queue

SADIE ADUSCR Grade: **09**

School: School (001) Save

Officer: TIEFENAUERSCR, JODIE Back

Offense: *G - *GENERIC Check Spelling

Location: Location (CLASS)

Bus:

Date of Offense: May 03 2013 **Fri, May 3 2013**

Time of Offense: 10 : 24 AM

Parent Notified

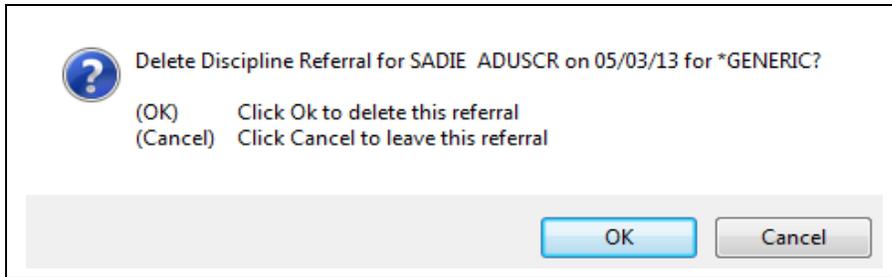
Comment: Sadie was texting on her cell phone during class.

Entered: 05/03/13 at 10:24 AM

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

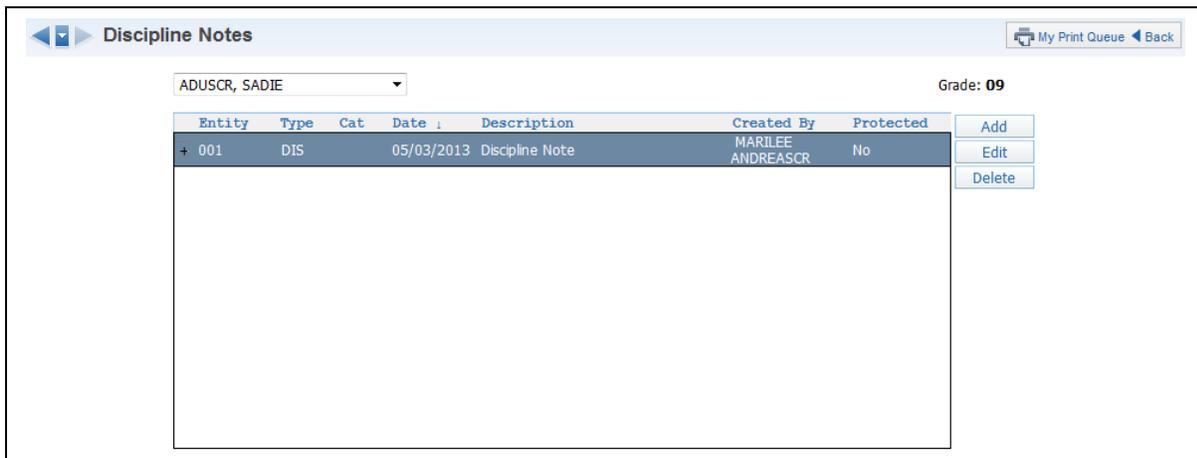
Delete Referral (blue X)

You may have the ability to delete a discipline referral depending on your security access. You will not be able to delete the referral once the discipline officer addresses the referral.



After you click on the blue X for the referral, you will receive the message displayed above. You will click **OK** to delete the referral.

View Notes



The View Notes option allows you to view the discipline notes for the selected student.

Only Show Current Year Offenses/Show All Offenses

This option allows you to determine the discipline offenses that display for the student.

Click on Offense

Discipline Referral Details		My Print Queue	Back	?
SADIE ADUSCR		Grade: 09		
Offense:	*G - *GENERIC			
Parent Notified:	Yes			
Date:	08/15/2012			
Time:	Not Available			
Location:				
School:	School (001)			
Officer:	KELLEY Y ABBOTTSCR			
Referred By:				
Comment:				
		Entry Date:	08/15/2012	
		Entry Time:	9:43 AM	
Action:	05 - OUT-OF-SCHOOL SUSPENSION			
Parent Notified:	Yes			
Date:	08/15/2012			
Time:	Not Available			
Comment:				
		Entry Date:	08/15/2012	
		Entry Time:	9:44 AM	

When you click on the offense, you will be able to see additional information related to the discipline record. You will be allowed to see the action entered by the discipline officer.

Family Access History

Family Access History My Print Queue Back

ADUSCR, SADIE Grade: 09

Family Member	Last Login Time	Date	2013 Current School Year Activity
SADIE ADUSCR (Student)	04:14 PM	04/29/2013	3 Login(s)
ABBY ADUSCR (Mother)	03:07 PM	09/28/2012	11 Login(s)
Alonso Aduscr	12:52 PM	08/28/2012	1 Login(s)

Family Access History (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to see how many times the family and the student have logged into Family/Student Access during the current year. It will also display the last time the family or student logged in.

Family Access Display – Gradebook

Progress Report Tab

FA Gradebook

ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments

Teacher will be updating the grades in the gradebook weekly

Classes for: PROGRESS REPORT 6 (04/12/13-05/08/13) Prev Next

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	ATH	PR1	CZ1	1ST	PR2	CZ2	2ND	PR3	CZ3	3RD	EX1	SM1	PR4	CZ4	4TH	PR5	CZ5	5TH	PR6	CZ6	6TH	EX2	SM2	FINL
0	HMRM/002	HOMEROOM	Y																								
0	2READ/01	2 Reading	Y																								
0	2WRIT/01	2 Writing	Y																								
0	2SPEL/01	2 Spelling	Y																								
0	2LA/01	2 Lang Arts	Y																								
1	101/03	FUND ENGLISH 1	YR		A		A																				
1	1011/11	English 1	Y		B		B																				
1	Band I/01	Band I	Y																								
3	1102/12	HONORS ENG I	Y																								
5	1255/01	French II	Y																								
6	3151/01	ART I	Y		A		A																				

- Indicates the class has been dropped

The Family Access Display - Gradebook (Web Applications>Educator Access Plus>Teacher Access>My Students) displays how the grade information will look in Family/Student Access. This will display the grades for every class in the student's schedule. You can view the progress report for the class by clicking on the Grade Mark for the Class.

Entity (001) Grades 9 to 12

TERM 6 - 6TH Progress Detail Report for SADIE ADUSCR

View Grade Marks

Band I/01 Band I - There are no Missing assignments in TERM 6 - 6TH for this class

Assign Category	Date Due	Has Attach.	Description	Scale (out of 4)	Weight	Grade	Spec. Code	Missing	No Count
Grade for TERM 6 - 6TH 04/12/13 - 05/29/13				50.00		A			
6WKS TEST/TEST (100.00% of TERM 6 Grade)				3.50		B			
6T/T	05/06/13		Quiz 15C	4.00	1.00	A			
6T/T	05/06/13		Chapter 15 Test	3.00	1.00	B			

Default Grade Mark Group

Grade Mark	Grade Value High	Grade Value Low
A	4.00	3.75
B	3.74	3.00
C	2.99	2.00
D	1.99	1.00
F	0.99	0.00

The progress report displays the assignment information as well as the grading scale. If you click on the assignment in the progress report, you will see additional information regarding the assignment.



Student: **SADIE ADUSCR**
Assignment for **Band I / 01**

Close

Assignment Detail Information

Assignment: **Quiz 15C**
Category: **6T/T - 6WKS TEST/TEST**
Assign Date: **05/06/13**
Due Date: **05/06/13**
Max Score: **100**
Weight Multiplier: **1.00**

Assignment Score Detail for SADIE ADUSCR

Grade: **A**
Variable Scale Points: **4 out of 4**
Special Code:
No Count:
Missing:
Comment:
Absent:

Class Assignment Summary

Class High Score: **98**
Class Low Score: **98**

The information you see in the Assignment Detail screen depends on the configuration of Family Access.

Missing Assignment Tab

ADUSCR, SADIE Grade: 09

Gradebook Progress Report **Missing Assignments** Teacher's Log GPA/Class Rank Comments

[Show only for Current Term](#)

Term	Date Due	Class	Assignment	Category	Points Possible	Points Earned	Percent Grade	Absent
6TH	04/25/13 Thu	2WRIT/01	test	6T/T	100.00			

The Missing Assignment tab displays the student's missing assignments. The missing assignments displaying are determined by the configuration of Family Access.

Teacher's Log Tab

ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments **Teacher's Log** GPA/Class Rank Comments

Period	Class	Description	Term	Log Count
0	2LA/01	2 Lang Arts	Y	0
0	2READ/01	2 Reading	Y	0
0	2SPEL/01	2 Spelling	Y	0
0	2WRIT/01	2 Writing	Y	0
0	HMRM/002	HOMEROOM	Y	0
1	101/03	FUND ENGLISH 1	YR	0
1	1011/11	English 1	Y	0
1	Band I/01	Band I	Y	1 View Teacher Logs
3	1102/12	HONORS ENG I	Y	0
4	4446/01	Advanced Nutrition & Health	SM	0
5	1255/01	French II	Y	0
6	0001/05	STUDY HALL	S1	0
6	2151/01	ART I	Y	0

↓ -Indicates the class has been dropped

The Teacher's Log tab displays any Teacher Log records that have been selected to display in Family Access. You can view the Teacher Log record by clicking on **View Teacher Logs**.

The screenshot shows the 'Teacher Log' interface for a student named ADUSCR, SADIE. The interface includes a navigation menu on the left with categories like 'Student Info' and 'Family Access Display'. The main content area displays the student's name in a dropdown menu, the grade '09', and a 'Back' button. Below this, there is a table with two columns: 'Grade Period' and 'Summary'. The table contains one row for '6TH 6 WEEKS' with a 'Detail' section that reads 'Emailed mom regarding missing assignments on 4/29/13'.

Grade Period	Summary
6TH 6 WEEKS	Parent Contact
Detail:	Emailed mom regarding missing assignments on 4/29/13

The above screen is a sample of a Teacher Log record created for the student.



Comments Tab

Comments

ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank **Comments**

Class	Description	Comment
Grade Comments for GTH 6 WEEKS (04/12/2013 - 05/29/2013)		
Band I/01	Band I	Pleasure to have in class.
Band I/01	Band I	Active participant.
Band I/01	Band I	Sadie is doing a great job in Band and is a leader of her section.

The Comments tab will display report card comments for the entire year.

Family Access Display – Message Center

Message Center

ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

Message Center Current Expired

Advisor Messages

Advisor	Total Messages	Unread Messages
AGRIPINA TEXADASCR	0	0

Activity Messages
[Show All Activities](#)

Year	Entity	Description	Leader	Assistant(s)	Total Messages	Unread Messages
2013	001	Pay 2 Play \$10.00	LATONYA ABDISCR	Dana Acayscr	0	0

Class Messages
[Show All Classes](#)

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
0	2LA/01	2 Lang Arts	Y	MARILEE ANDREASCR	0	0
0	2LA/01	2 Lang Arts	Y	PHOEBE ADDAMSSCR	0	0
0	2READ/01	2 Reading	Y	MARILEE ANDREASCR	0	0
0	2SPEL/01	2 Spelling	Y	MARILEE ANDREASCR	0	0
0	2WRIT/01	2 Writing	Y	MARILEE ANDREASCR	0	0
1	Band I/01	Band I	Y	MARILEE ANDREASCR	1	1 View Messages
3	1102/12	HONORS ENG I	Y	JENNY WINTERSTEENSCR	0	0
3	1102/12	HONORS ENG I	Y	LEON REUSSSCR	0	0
5	1255/01	French II	Y	RHODA ANNANSCR	0	0
6	3151/01	ART I	Y	RHODA ANNANSCR	0	0

You can see all messages created in Message Center (Web Applications>Educator Access Plus>Teacher Access>My Students). You also have the ability to see if the message was read in Family/Student Access. Click **View Messages** to see the Message Center Message.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Message Center

ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

Current Messages

Band I/01 Band I Prd 1

Post Date	Summary	Posted By	Expiration Date
05/06/13	Marching Band Tryouts	MARILEE ANDREASCR	05/13/13

Message: We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

This is a sample of what the message will look like in Family/Student Access.

Family Access Display - Calendar

FA Calendar

ADUSCR, SADIE Grade: 09

May 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Chapter 15 Test (B) Quiz 15C (A)	7	8 End of PROGRESS REPORT 6 2 Reading 2 Spelling 2 Writing	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day of School End of 6TH 6 WEEKS 2 Reading 2 Spelling 2 Writing	30	31	

Show Absences/Tardies
 Show Gradebook Assignments (Grade Earned)
 Show MC-Messages
 Show AC-Activity Events
 Show Student Services
 Show CC-Childcare Schedule
 Show ST-Student Tests
 Show Lunch Menus

The Calendar (Web Applications>Educator Access Plus>Teacher Access>My Students) screen gives you a view of what the family/student can see when they look at the calendar in Family/Student Access.

Reports – Information Report

The Information Report (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to print an assortment of student information. The information you can print will depend on security access to information in My Students.

The screenshot shows the 'Information Report' interface for student ADUSCR, SADIE, Grade 09. The interface includes a 'View Report for This Student' button and a list of options to be printed. The options are as follows:

- Student Profile Information
- Family Member Information
- Use Mailing Address
- Print Confidential Phone Numbers
- Attendance Totals
 - Display Attendance for Term
 - Current Term : 04/12/13 - 05/29/13
 - Display Attendance for Date Range
 - NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.
 - Start: Apr 22 2013 Mon, Apr 22 2013
 - End: May 06 2013 Mon, May 6 2013
 - Print Only Attendance Totals
- Current Schedule
- Course Add/Drops
- Discipline Information
 - Current Year Only
- Academic History
 - School Year: 2012 to 2013
- Current Grades | [Grade Buckets](#) The report is limited to 18 grade buckets
- Show Teacher Comments
- Show Current Cumulative GPA
- Test Scores
- Course Recommendations
- Activities
- Message Center
 - Family Access
 - Student Access
- Entry/Withdrawal
 - Active: Apr 22 2013 Mon, Apr 22 2013
 - to: May 06 2013 Mon, May 6 2013

Options: Select the information you would like to print on the report.

- **Student Profile Information** – Prints demographic information; such as birth date, address, phone number, and alert information.
- **Family Member Information** – Displays Family Information; such as guardian names, phone numbers, and sibling names.
- **Use Mailing Address** – Displays the student’s mailing address.
- **Print Confidential Phone Numbers** – Should phone numbers print that are flagged as confidential?
- **Attendance Totals** – Displays attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.
 - Display Attendance for Term** – Allows you to select the term for which attendance will print.
 - Display Attendance for a Date Range** – Allows you to select the specific dates that attendance will print for on the report.
 - Print Only Attendance Totals** – If this option is not selected, it will show the days and periods when the student was not in attendance.
- **Current Schedule** – Displays the student’s current year schedule.
- **Course Add/Drop** – Shows the date of when courses were added and dropped.
- **Discipline Information** – Displays the student’s discipline offenses and action records.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Current Year Only – If this option is selected, only current year offenses and actions display.

- **Academic History** – Shows courses and grades for prior year(s).
School Year – Allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Displays the current grades for all the student's courses.
Grade Buckets – Allows you to select the grades that display.
Show Teacher Comments – Displays the report card comments.
Show Current Cumulative GPA – Displays the student's cumulative GPA value.
- **Test Scores** – Shows scores entered for standardized tests.
- **Course Recommendations** – Displays any course recommendations entered for the student.
- **Activities** – Allows you to view the activities in which the student is involved.
- **Message Center** – Displays any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Shows the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can be displayed on the report.
- **Emergency Contacts** – Displays the emergency contacts for the student.
- **Student Access Login and Password** – Allows you to view the student's login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see ***** on the report.

After selecting the information you want to print on the report, select **View Report for Selected Student**.

Reports – Multi-Class Progress Report

The Multi-Class Progress Report (Web Applications>Educator Access Plus>Teacher Access>My Students) lists the overall grade and category summary for the term specified.

The screenshot shows the 'Student Multi-Class Progress' report template. At the top, there is a navigation bar with a left arrow, the title 'Student Multi-Class Progress', a 'My Print Queue' button, and a 'Back' button. Below the navigation bar, a dropdown menu shows 'ADUSCR, SADIE' and the 'Grade: 09' is displayed. A 'View Report for Selected Student' button is located below the student name. The main content area is divided into three sections: 'Grades', 'Options', and 'Free Form Header/Footer'. The 'Grades' section includes a 'Display Grades for Term:' dropdown set to 'Current Term'. The 'Options' section has two checkboxes: 'Display Signature Line' and 'Only print classes where student has less than' followed by a text input field for 'final percent'. The 'Free Form Header' section has two text input fields labeled 'Label 1:' and 'Label 2:'. The 'Free Form Footer' section has four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.

Grades

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

Options

- **Display Signature Line** – This option will add space on the report for a signature.
- **Only print classes where student has less than ____ final percent** – This option provides you the ability to only print the report for students below a specific percentage.

Free-Form Header/Footer – Space to allow for the entry of additional information as needed on the report.

After verifying the options selected on the template, click **View Report for Selected Student**.

Reports – Progress Report Letter

The Progress Report Letter (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to create a report for parents/guardians that will print the selected student's grades and/or assignment information for all classes in the student's schedule.

Grades

- **Display Grade for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report Letter.
- **Only print classes with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print classes with less/greater than ___ percent** – This option allows you to only print the progress report for students receiving less than or greater than the selected percentage.

Options

- **Body of Letter** – This allows you to enter free-form text that will print on the Progress Report Letter.
- **Address Letter to Student/Guardian of Student** – Use this to select to whom the letter will be addressed.
- **Fields to Print** – What additional information would you like to print on the report?
 - **Print Teacher's Name with Class** – This allows you to print the teacher's name on the report.
 - **Print Student Access Login Info** – If you select this option, it will print student login and password information. If the student has changed their

password from the one created by the district, you will only see ***** on the report.

Print Guardian's Family Access Login Info – If you select this option, it will print the guardian's login and password for Family Access. If the parents have changed their password from the one created by the district, you will only see ***** on the report.

Print Assignment Detail Info – If this option is selected, you will see additional options that can be selected to determine the assignment information that will print.

Include Percent with Course Grade – This allows you to print the current grade book percentage on the report.

Print Attendance – This option allows you to print the student absence and tardy count per class.

Print Signature Line – This option allows you to add a space for parents/guardians to acknowledge the receipt of the report.

Print Dropped Classes – Should dropped classes display on the Progress Report Letter?

Print Student's Current GPA – Would you like the student's GPA to print on the report?

- **Reports to Generate** – This allows you to determine the families for whom to generate Progress Report Letters.
- **Print Mailing Address** – Should the family's mailing address print on the report?
- **Free-Form Header/Footer** – This allows for additional information to display on the Progress Report Letter.

My Classes

My Classes is a tool that allows you to access general information about any of your classes as it pertains to each student within the selected class.

The screenshot shows the Skyward Teacher Access interface. A red arrow points to the 'My Classes - MC' option in the dropdown menu. Below the menu, there is a Twitter widget and a 'Last Five Logins' table with the following data:

Last Five Logins		
Mon May 06	9:04am	(10.110.2.71)
Sun May 05	7:05am	(10.1.1.63)
Sat May 04	9:46pm	(10.1.1.60)
Sat May 04	7:29pm	(10.1.1.60)
Sat May 04	6:51am	(10.1.1.64)

You can access My Classes by clicking on **Teacher Access**.

The screenshot shows the 'My Classes' page for Marilee Andreascr. The page title is 'MARILEE ANDREASCR's Classes'. Below the title is a table of classes for '001 Entity (001) Grades 9 to 12'.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Class Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Class Options
		1 - 6	0	MTWRF	2READ / 01	2 Reading	Class Options
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Class Options
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Class Options
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Class Options
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Class Options
		1 - 6	1	MTWRF	Band 1 / 01	Band 1	Class Options
		1 - 6	2	MTWRF	TREND / 01	Trend	Class Options
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Class Options

Locate the class and click on the **Class Options**.

Class Options

- My Gradebook
- Attendance
- Discipline
- Message Center
- Report Card Posting
- Athletic Eligibility Posting
- Survey
- Food Service
- Educational Milestones
- Test Scores
- Busing
- Recommendations
- Curriculum Map
- Reports
- Lesson Scheduler
- *Personal Graduation Plan Notes
- #Interventions
- Assign Textbooks to Students
- Gradebook Tracker
- Online Assignment Templates
- Custom Forms
- District Assessment Tracker

Class Roster for Band I/01 Band I

Alert Legend

Last Name ↑	First Middle	Grade	Alerts	A	E	U	O	T	Discipline	Test Scores	Recommendations
AARONSONSCR	KRYSTINA L	12							1	3	
ADUSCR	SADIE	09							3	2	1
ADUSCR	Simon	11									1

After selecting **Class Options**, you will see your class roster along with alerts and additional information.

My Gradebook

Main Screen

Students	Term Grade	FNL	SM2	EX2	6TH	CZ6	PR6	Chapte W38-M 05/06	Quiz 1 W38-M 05/06	5TH	CZ5	PR5	2 W29-M 03/04	VA
1 AARON KRYST	B 3.50	B	B	*				100	100	B		3.50	72.67	4
2 ADUSC SADIE	C 2.50	C	B	*	B		B	80	98	C		2.50		3
3 ADUSC Simon	B 3.00	B	B	*						B		3.00		2

My Gradebook will take you directly into the Gradebook for the selected class.

Attendance

Take Daily Attendance - By Name

Take Attendance for **Monday, May 6, 2013**

Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Print Class Roster

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Mon 5/06	Fri 5/03	Thu 5/02	Wed 5/01	Tue 4/30	Mon 4/29
	R	AARONSONSCR	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001															
	P	ADUSCR	Simon	11	001															

Attendance (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to **Take Attendance by Name** for the selected class.

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

All students default to “present” and you will need to select either Absent or Tardy for a student. After you have entered attendance for the class, click **Save**.

Cmt

Attendance Comment

Save

Back

Comment: Parent called

The Cmt option allows you to enter an attendance comment with the maximum comment length of 30 characters. This option will depend on the attendance setup for the district.

Counts

The counts that display will depend on the attendance setup for the entity. The values will reflect the number of times the student missed your class.

Alert Legend

Alert Color Legend	
	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Color legend will show you what the different colors next to the student’s name mean. The Alerts that display depend on the setup of attendance for the district.

Take Attendance for **Monday, May 6, 2013**

Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Print Class Roster

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Mon 5/06	Fri 5/03	Thu 5/02	Wed 5/01	Tue 4/30	Mon 4/29
	R	AARONSONSCR	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001															
	P	ADUSCR	Simon	11	001															

You can click on the Alert box to see additional information related to the alert.

Show Today's Attendance for All Periods.

Take Attendance for **Monday, May 6, 2013**

Alert Legend | Show Previous Weeks Attendance | View Class Summary | Print Class Roster

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5
	R	AARONSONSCR	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001															
	P	ADUSCR	Simon	11	001															

Once **Show Today's Attendance for All Periods** has been selected, you will see that it shows the student's attendance for the entire day by periods.

View Class Summary

Class Summary My Print Queue Back ?

Class Summary for **Band I / 01 Band I**
 Period: **1** Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

[Show Percent Earned in Gradebook](#)

Last Name	First Middle	Term	Grades						Last Week 04/29 - 05/03					This Week 05/06 - 05/10					Absences		Tardies	
			1ST	2ND	3RD	4TH	5TH	6TH	M	T	W	R	F	M	T	W	R	F	T6	12-13	T6	12-13
AARONSONSCR	KRYSTINA L	Y						B														
ADUSCR	SADIE	Y						C	B				J						1	1	0	0
ADUSCR	Simon	Y						B														

This will show you a summary of attendance and grade information for your class. This shows all the students as well as their grades, absences, and tardies. Clicking on the blue letter under the day will show the Attendance Detail attached to the letter.

Show Survey Questions

Take Daily Attendance - By Name
My Print Queue

Attendance cannot be taken after 4:00 PM via the web. Attendance must now be entered by the office.

Take Attendance for **Monday, May 6, 2013**

How many students are eating hot lunch? 2 Back

Alert Legend | Show Previous Weeks Attendance | View Class Summary | Hide Survey Questions | Print Class Roster

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5
	R	AARONSONSCR	KRYSTINA L	12	001	○	○	○	D											
	S R G P A	ADUSCR	SADIE	09	001	○	○	○	D	1		1								J -
	P	ADUSCR	Simon	11	001	○	○	○	D											

Once **Show Survey Question** is clicked, the survey question(s) will display. Survey questions are set up administratively by the entity. They can be set up to ask for a class total or allow you to select individual answers per student.

Print Class Roster

The Print Class Roster provides a listing of all the students in your class with selected information.

Report Templates
My Print Queue Back

Student:
Band I / 01 Prd:1 Band I - MARILEE ANDREASCR
Report: **Class Roster**

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

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Classes

Click **Add New Template**.

Report Templates
My Print Queue Back

Add a new Report Template for the Class Roster Report.

Sequence #: Save

Report Template Name: Back

Enter a Report Template Name and select **Save**.

Class Roster
My Print Queue ◀ Back

Select Parameters for Class Roster Report for Band I / 01 Prd:1 Band I

10 - Class Roster

Class Roster Report Options: 57 chars - Portrait Report

Students
Save

Display Students enrolled for Term: Current Term : 04/12/2013 - 05/08/2013 ▾

Options
Undo
Back

Name Display:

Last, First MI

First Middle Last

Last First Middle

First MI Last

ID Display:

Student ID

Internal ID

Name Key

None

Sort by: Last Name ▾

Display Information

Grade Grad Year Birth Date Advisor

Phone Number Second Phone Third Phone Email

Gender Current Cumulative GPA Home Address Mailing Address

Student Access Login and Password Print Student Picture Food Service Key Pad #

Family Information

Primary Guardian Phone 2 Phone 3 Email

All Guardians Phone 1 Phone 2 Phone 3

Email Home Address Mailing Address

You can now select the student/family information you would like to print on the class roster. Not all of the options can be selected to print on the report; there is a character limit of 122.

After selecting the options for the report, click on **Save**.

Report Templates
My Print Queue ◀ Back

Student:

Band I / 01 Prd:1 Band I - MARILEE ANDREASCR

Report: **Class Roster**

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

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

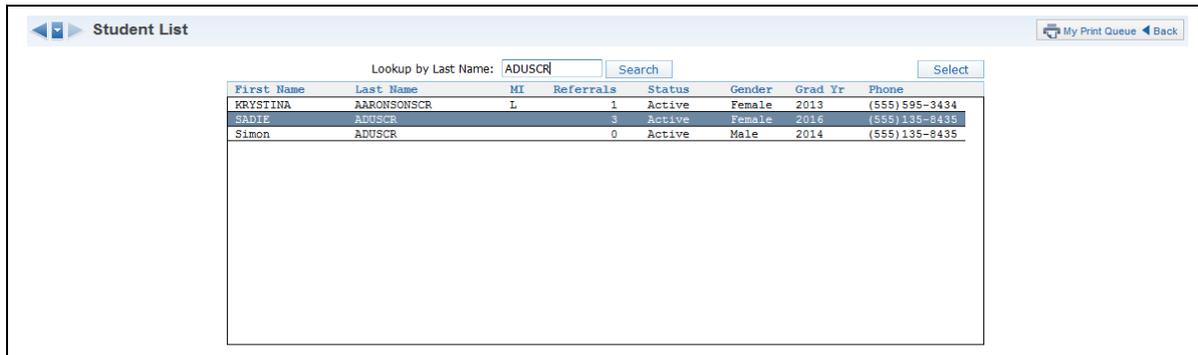
Clone Template

Select Different Classes

You will highlight the template you just created and select either **Print** or **Select Different Classes**. Print will print for the class you are currently accessing and Select Different Classes allows you to pick multiple classes for which to run the report.

Discipline

Discipline (Web Applications>Educator Access Plus>Teacher Access>My Classes) will show the offense records attached to the student. You may have the ability to create a discipline referral depending upon security access.

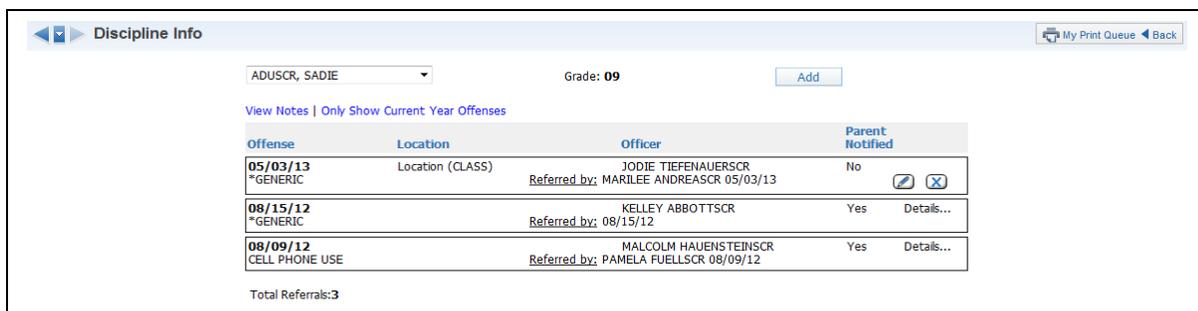


Student List

Lookup by Last Name:

First Name	Last Name	MI	Referrals	Status	Gender	Grad Yr	Phone
KRYSTINA	AARONSONSCR	L	1	Active	Female	2013	(555) 595-3434
SADIE	ADUSCR		3	Active	Female	2016	(555) 135-8435
Simon	ADUSCR		0	Active	Male	2014	(555) 135-8435

Highlight a student's name and click **Select**.



Discipline Info

Grade: **09**

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR Referred by: MARILEE ANDREASCR 05/03/13	No <input type="button" value="edit"/> <input type="button" value="delete"/>
08/15/12 *GENERIC		KELLEY ABBOTTSCR Referred by: 08/15/12	Yes Details...
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR Referred by: PAMELA FUELLSCR 08/09/12	Yes Details...

Total Referrals: 3

The selected student's discipline records display.

Add Discipline Referral

SADIE ADUSCR Grade: **09**

School: School (001)

Officer: FOLWELLSR, RENITA

Offense: *G - *GENERIC

Location: Location (CLASS)

Bus:

Date of Offense: May 2013

Time of Offense: : PM

Parent Notified

Comment: Student was disrupting the class.

Entered: 05/06/13 at 4:18 PM

- **School** - Select the school where the discipline issue took place.
- **Officer** - Select the discipline officer for the discipline referral. This field might not display depending on the configuration of the options for discipline.
- **Offense** - Select the offense for the discipline referral from the drop-down menu.
- **Location** - Choose the location where the discipline issue took place.
- **Bus** - If the issue occurred on the bus, select the bus number.
- **Date of Offense** - Enter the date the discipline issue took place.
- **Time of Offense** - Enter the time the discipline issue took place.
- **Comment** - Enter any additional information related to the discipline referral.
- **Parent Notified** - Select this check box if the parent was notified of this discipline referral.

After you have entered the Discipline Referral information, click **Save**.

Edit Referral (icon of pencil)

SADIE ADUSCR Grade: **09**

School: School (001)

Officer: TIEFFENAUERSCR, JODIE

Offense: *G - *GENERIC

Location: Location (CLASS)

Bus:

Date of Offense: May 2013

Time of Offense: : AM Parent Notified

Comment:

Entered: 05/03/13 at 10:24 AM

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

Delete Referral (blue X)

You may have the ability to delete a discipline referral depending upon your security access. You will not be able to delete the referral once the discipline officer addresses the referral.

 Delete Discipline Referral for Band I / 01 Prd:1 Band I on 05/03/13 for *GENERIC?

(OK) Click Ok to delete this referral

(Cancel) Click Cancel to leave this referral

After you click on the blue X for the referral, you will receive the message displayed above. Click **OK** to delete the referral.

View Notes

Entity	Type	Cat	Date	Description	Created By	Protected	Add
+ 001	DIS		05/03/2013	Discipline Note	MARILEE ANDREASCR	No	

The View Notes option allows you to view the discipline notes for the selected student.

Only Show Current Year Offenses/Show All Offenses

This option allows you to determine the discipline offenses that display for the student.

Click on Offense

SADIE ADUSCR Grade: **09**

Offense: ***G - *GENERIC**
 Parent Notified: **Yes**
 Date: **08/15/2012**
 Time: **Not Available**
 Location:
 School: **School (001)**
 Officer: **KELLEY Y ABBOTTSCR**
 Referred By:
 Comment:

Entry Date: **08/15/2012**
 Entry Time: **9:43 AM**

Action: **05 - OUT-OF-SCHOOL SUSPENSION**
 Parent Notified: **Yes**
 Date: **08/15/2012**
 Time: **Not Available**
 Comment:

Entry Date: **08/15/2012**
 Entry Time: **9:44 AM**

When you click on the offense, you will be able to see additional information related to the discipline record. It will allow you to see the action entered by the discipline officer.

Message Center

Message Center (Web Applications>Educator Access Plus>Teacher Access>My Classes) is an easy way to communicate to a group of students or parents without sending home a written note. You may also use this as a tool for providing copies of a course syllabus or other documents through Student and Family Access.



Add Message to Multiple Classes

New Class Message for Multiple Classes (241)

Add a New Message

* Message Summary: Priority: Normal

* Message Detail:

We will be performing our Spring 'Pops' concert on May 9th beginning at 7 PM. There will be an awards ceremony at the conclusion of the concert.

Posting Options

Post From: to:

Only Post for Students currently enrolled in selected classes

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: Text:

Emailing Options

Send as Email on at PM from [Restore Default](#)

Only Send Email for Students currently enrolled in selected classes

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

Display Additional details in the Email Body

Course Description Period Teacher Name

The option to Add Message to Multiple Classes allows you to create a single message and attach multiple classes to that message.

Add a New Message

- ****Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- ****Priority** – Select either Normal or High Priority for the message.
- ****Message Detail** – Compose your complete message in the Message Detail.

Posting Options

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.
- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** – Select this option to have the message display on the designated date in the Family/Student Access Calendar.

Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select the option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

Class Selection

Post to All Classes

Select the classes where this message should be saved

	Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description
1	<input checked="" type="checkbox"/>	001			1 to 6	1 MTWRF	Band I / 01	Band I
2	<input checked="" type="checkbox"/>	001			1 to 6	0 MTWRF	2LA / 01	2 Lang Arts
3	<input checked="" type="checkbox"/>	001			1 to 6	0 MTWRF	2READ / 01	2 Reading
4	<input checked="" type="checkbox"/>	001			1 to 6	0 MTWRF	2SPEL / 01	2 Spelling
5	<input checked="" type="checkbox"/>	001			1 to 6	0 MTWRF	2WRIT / 01	2 Writing
6	<input checked="" type="checkbox"/>	001			1 to 6	1 MTWRF	3115 / 01	Wind Ensemble
7	<input checked="" type="checkbox"/>	001			1 to 6	2 MTWRF	TREND / 01	Trend
8	<input checked="" type="checkbox"/>	001	10	10	1 to 6	0 MTWRF	3116 / 01	Wind Ensemble 2
9	<input checked="" type="checkbox"/>	001	10	10	1 to 6	3 MTWRF	3117 / 01	Wind Ensemble 3
10	<input checked="" type="checkbox"/>	101			1 to 6	1 MTWRF	1MUS / 01	1 Music

10 records displayed

- **Post to All Classes** – If you select this option, all courses at the bottom of the screen will be selected and grayed out.
- **Select Classes where this message should be saved** – Choose the class (es) that will see the message in Family/Student Access or receive an email.

Attach

Attachment Maintenance (37)   

Attachment Maintenance

1 - Grading Policy Sample.doc

G:\U\amys\1 - Grading Policy Sar

Click on Browse to select a file

The Attach option allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

Add Message for Current Class

New Class Message for Selected Students

MCHOR1/1-1 Mixed Chorus S1 [Save](#) [Attach \(0\)](#)

* Message Summary: Priority: Normal

* Message Detail:

View Style Toolbar: ▼

Marching Band Tryouts will be on Oct 16th from 3-6 in the band room.

Posting Options

Post Date: [calendar]

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: [calendar] Text:

Emailing Options

Send as Email on [calendar] at [time] PM from [Restore Default](#)

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 [View or Select Additional Recipients](#)
 Display Additional details in the Email Body
 Course Description
 Period
 Teacher Name

The option to Add Message for Current Class allows you to create a message for the class selected in the My Classes screen.

Add a New Message

- **Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **Priority** – Select either Normal or High Priority for the message.
- **Message Detail** – Compose your complete message in the Message Detail.

Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.

- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** - Select this option to have the message display on the designated date in the Family/Student Access Calendar.

Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select the option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Email to Additional Recipients** – This allows you to enter additional email addresses that will receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

Student Selection

Post to All Students

Select students to receive the message Select All

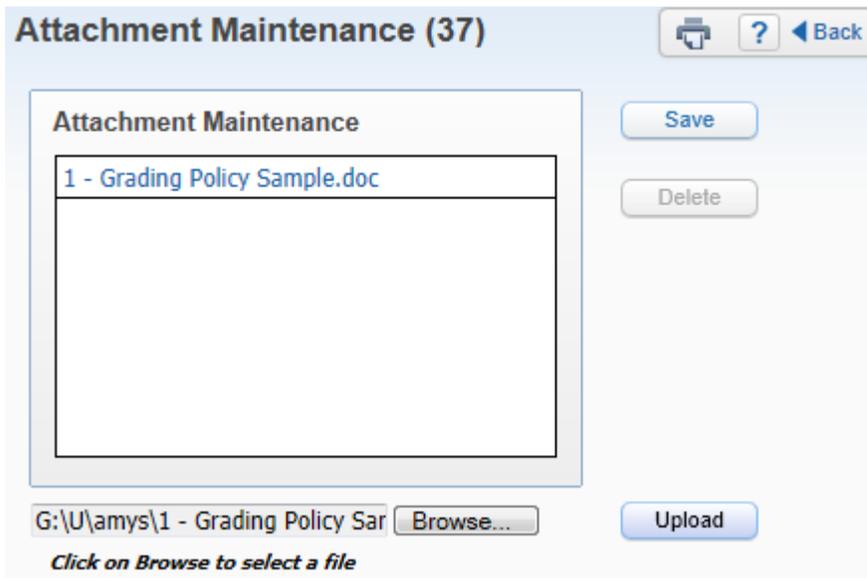
	Last Name	First Name	MI	Grad Year	
1	<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	2013
2	<input checked="" type="checkbox"/>	ADUSCR	SADIE		2016
3	<input checked="" type="checkbox"/>	ADUSCR	Simon		2014

Clear All

3 records displayed

- **Post to All Student** – If you select the option, all students at the bottom of the screen will be selected and grayed out.
- **Select Students to receive the message** – Choose the student(s) that will see the message in Family/Student Access or receive an email.

Attach



The screenshot displays the "Attachment Maintenance (37)" interface. At the top right, there are icons for printing, help, and a "Back" button. The main area contains a table with one row: "1 - Grading Policy Sample.doc". To the right of the table are "Save" and "Delete" buttons. Below the table is a file path "G:\U\amys\1 - Grading Policy Sar" followed by a "Browse..." button. An "Upload" button is located at the bottom right. A note at the bottom left reads "Click on Browse to select a file".

The Attach option allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

Edit

Edit Class Message for Selected Students (63)

Edit the Message

* Message Summary: Priority: Normal

* Message Detail:

View Style Toolbar: ▼

We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

Posting Options

Post From: 05/06/2013 to: 05/13/2013

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: 05/06/2013 Text:

Emailing Options

Send as Email on 05/06/2013 at 12:17 PM from m.andreasr@skyward.k12.wi.us [Restore Default](#)

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 ?

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	
1	<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	2013	
2	<input checked="" type="checkbox"/>	ADUSCR	SADIE		2016	

Edit allows you to make modifications to an existing message.

Clone

New Class Message for Selected Students (65) Print ? Back

Add a New Message

* Message Summary: Priority: Normal

* Message Detail:

View Style Toolbar: ▾

We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

Check Spelling

Save

Attach (1)

Posting Options

Post From: to:

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: Text:

Emailing Options

Send as Email on at PM from [Restore Default](#)
 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 ?
 Display Additional details in the Email Body
 Course Description Period Teacher Name

Post to All Students

Select students to receive the message Select All

	Last Name	First Name	MI	Grad Year
1	<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L 2013
2	<input checked="" type="checkbox"/>	ADUSCR	SADIE	2016

Clear All

The Clone option allows you to make a duplicate of the highlighted message. If an attachment was added, it will also clone the attachment.

Recall

Recall allows you to remove the message from displaying in Family/Student Access. You will highlight the message and click **Recall**.

Skyward Camera

Are you sure you want to recall this message?

The message will no longer appear in Family/Student Access.

Yes

No

After selecting **Recall**, you will receive the message displaying above. If you do not want the message to display in Family/Student Access, you will select **Yes**.

Un-Recall

The Un-Recall button will only display if the highlighted message was recalled. You will select Un-Recall to have the message return to displaying in Family/Student Access.

Filter Options

- **Show Messages** – This allows you to determine the messages that will display on the Message Center screen.
- **Only Show Messages for the Selected Class** – Select this option to only display messages for the classes selected in My Classes.

Report Card Posting

Grad Yr	First Name	Last Name ↑	Alerts	ATH	PR6	C1	C2	RG	Free Form Comment
Default blanks to:									
2013	KRYSTINA L	AARONSONSCR				97	002		
2016	SADIE	ADUSCR				98	001		Sadie is leader in class.
2014	Simon	ADUSCR				87			

Report Card Posting (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to post grades and comments for the report card. This option should not be used if you are using the Skyward Gradebook. If you enter a grade in Report Card Posting, the gradebook will not reflect the grade entered here. When the district is automatically posting gradebook grades, you will not see the Save buttons.

After entering the grades and comments for the grading period open for posting, you will click on either the **Save** or **Save & Back**.

View Grade Marks

Grade Marks			
 My Print Queue ◀ Back ?			
Grade Marks			
Grade Mark	Speed Entry	Grad Year High	Description
100	100		100
99	99		99
98	98		98
97	97		97
96	96		96
95	95		95
94	94		94
93	93		93
92	92		92
91	91		91
90	90		90
89	89		89
88	88		88
87	87		87
86	86		86
85	85		85
84	84		84
83	83		83
82	82		82
81	81		81
80	80		80

View Grade Marks will display a list of Grade Marks that you can enter for a student's grade.

View Comment Codes

Comment Codes	
 My Print Queue ◀ Back ?	
Comment Codes	
Code	Description
001	Pleasure to have in class.
002	Active participant.

View Comment Codes will display a list of the codes that go along with the description, so you can enter the correct code associated with the comment.

Alert Legend

Alert Color Legend

 My Print Queue  Back 

Alert Color Legend

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Legend will show what each different alert color represents that is attached to a student.

Reports

- [Attendance Reports](#)
- [Secondary Gradebook Reports](#)
- [Standards Gradebook Reports](#)
- [Class Information](#)
- [Grade Proof Sheet](#)
- [Secondary Trend Grading](#)
- [Standards Trend Grading](#)

General Report Information



Any report that you generate will display on the screen first and then you can choose to send it to the printer.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

This is a sample of the screen you will see after selecting a report. You can then select the options for the information for the report. We will cover all of the options for each specific report.

Report Range Template

The screenshot shows the 'Report Templates' interface. At the top right, there are links for 'My Print Queue' and 'Back'. The student information is displayed as 'Student: Band I / 01 Prd:1 Band I - MARILEE ANDREASCR' and 'Report: Progress Detail'. A table lists report templates with columns for 'Seq #' and 'Report Template Name'. The table contains four rows of templates. To the right of the table are three buttons: 'Save current report ranges as a new Report Range Template', 'Use Template for Report Ranges', and 'Clone Template'.

Seq #	Report Template Name
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

If you would like to use the same report parameters multiple times, you will select the option of Report Range Template. Each of the reports you see listed are a separate template and each have a unique sequence number. Sequence numbers beginning with 900 are Skyward created templates and no modifications can be made to the template. Reports with a sequence number of 800 are templates created by administration of the entity. Any report template beginning with 10 is a template you have created.

Save Current Report Ranges as a New Report Range Template

This option will allow you to create a new template based on the ranges you selected on the prior screen.

The screenshot shows a dialog box titled 'Report Templates' with a 'My Print Queue' and 'Back' link at the top right. The main text reads 'Save current Report Ranges as a Report Range Template.'. Below this, there are two input fields: 'Sequence #' with the value '10' and 'Report Template Name:' with the value 'Progress Report|'. To the right of these fields are two buttons: 'Save' and 'Back'.

After clicking **Save current report ranges as new Report Range Template**, you will need to enter the Report Template Name. This name will not print on the report. Once you enter the report name, click **Save**.

The Report Template will now display in the list of Report Templates for the selected Report.

Use Template for Report Ranges

This option allows you to use the ranges established in the template to generate the report.

Clone Template

The Clone Template allows you to clone a template to make it your own.

Restore Defaults

The Restore Defaults option sets the options back to the Skyward defaults.

View Report for All Students

The View Report for All Students will generate information for the entire class.

Select Classes to View Report

Class Selection
My Print Queue

Class List for MARILEE ANDREASCR
 For 04/12/13 - 05/08/13

Select All
Clear All

Terms	Period	Class	Description	
<input type="checkbox"/> 1 - 6	0	2LA / 01	2 Lang Arts	<input type="button" value="Print"/>
<input checked="" type="checkbox"/> 1 - 6	0	2READ / 01	2 Reading	<input type="button" value="Back"/>
<input checked="" type="checkbox"/> 1 - 6	0	2SPEL / 01	2 Spelling	
<input checked="" type="checkbox"/> 1 - 6	0	2WRIT / 01	2 Writing	
<input checked="" type="checkbox"/> 1 - 6	0	3116 / 01	Wind Ensemble 2	
<input checked="" type="checkbox"/> 1 - 6	1	3115 / 01	Wind Ensemble	
<input checked="" type="checkbox"/> 1 - 6	1	Band I / 01	Band I	

The Select Classes to View Report allows you to generate the report for multiple classes.

Select Students to View Report

Student List
My Print Queue Back

Student List for Band I / 01 Prd:1 Band I
 For PR6 04/12/13 - 05/08/13

Select All
Clear All

Last Name	First Name	MI	Grad Year	
<input checked="" type="checkbox"/> AARONSONSCR	KRYSTINA	L	2013	<input type="button" value="Print"/>
<input checked="" type="checkbox"/> ADUSCR	SADIE		2016	
<input checked="" type="checkbox"/> ADUSCR	Simon		2014	

The Select Students to View Report allows you to select the students who will print on the report.

[Attendance Reports](#)

[Detail Report](#)

[Summary Report by Class](#)

[Attendance Report – Detail Report](#)

The Detail Report for attendance can display the days and periods that a student was not in attendance. It will also show the breakdown of the absence categories consisting of Excused, Unexcused, Tardy, and Other.

Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.

- **Absence Types** – Verify the absence types you want to print on the report. All absence types default to being selected.

Absence Types (55)



 Back

[Save](#)

Absence Type Selection - 001 Entity (001) Grades 9 to 12

Available Excused Types		Selected Excused Types
	Add All Add Remove Remove All	D - DAEP E - EXCUSED G - Excused Absence I - ISS M - MANDATORY TESTING
	Add All Add Remove Remove All	1 - Rainy Day A - ABSENT B - OSS H - IAES J - TEACHER ABSENCE
	Add All Add Remove Remove All	L - LATE - TEACHER ENTRY T - TARDY
	Add All Add Remove Remove All	C - COLLEGE DAY F - SCHOOL TRIP K - Medical Absence Homebound N - NO SHOW O - OTHER

Options

- **Insert page break after each student** – This option allows a separate attendance report for each student.
- **Print only attendance totals** – This option will only show the number of times the student has each absence category of Excused, Unexcused, Tardy, and Other.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

[Attendance Report – Summary Report by Class](#)

The Summary Report by Class will show an attendance breakdown by weeks for students in your class.

Attendance Summary Report By Class My Print Queue Back

Attendance Summary Report By Class for Band I / 01 Prd:1 Band I

View Report for All Students Select Classes to View Report

Report Ranges

Display Attendance for Term
Current Term : 04/12/2013 - 05/08/2013

Display Attendance for Date Range
Start: Nov 19 2007 **Mon, Nov 19 2007**
End: Dec 21 2007 **Fri, Dec 21 2007**

Absence Types

Options

Id Display:
 Student ID
 Internal ID
 Name Key
 None

Print for Class Scheduled Days
 Show Entered Attendance Only
 Print multiple meets as one class

Report Range Templates
Restore Defaults

Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.
- **Absence Types** – Verify the absence type(s) you want to print on the report. All absence types default to being selected. The absence types you see listed are set up by administration in the entity.

Absence Types (55)

Back

Absence Type Selection - 001 Entity (001) Grades 9 to 12

[Save](#)

<p style="margin: 0;">Available Excused Types</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="margin-top: 5px;"> <p style="text-align: right; margin: 0;">Add All</p> <p style="text-align: right; margin: 0;">Add</p> <p style="text-align: right; margin: 0;">Remove</p> <p style="text-align: right; margin: 0;">Remove All</p> </div>	<p style="margin: 0;">Selected Excused Types</p> <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">D - DAEP</p> <p style="margin: 0;">E - EXCUSED</p> <p style="margin: 0;">G - Excused Absence</p> <p style="margin: 0;">I - ISS</p> <p style="margin: 0;">M - MANDATORY TESTING</p> </div>
<p style="margin: 0;">Available Unexcused Types</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="margin-top: 5px;"> <p style="text-align: right; margin: 0;">Add All</p> <p style="text-align: right; margin: 0;">Add</p> <p style="text-align: right; margin: 0;">Remove</p> <p style="text-align: right; margin: 0;">Remove All</p> </div>	<p style="margin: 0;">Selected Unexcused Types</p> <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">1 - Rainy Day</p> <p style="margin: 0;">A - ABSENT</p> <p style="margin: 0;">B - OSS</p> <p style="margin: 0;">H - IAES</p> <p style="margin: 0;">J - TEACHER ABSENCE</p> </div>
<p style="margin: 0;">Available Tardy Types</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="margin-top: 5px;"> <p style="text-align: right; margin: 0;">Add All</p> <p style="text-align: right; margin: 0;">Add</p> <p style="text-align: right; margin: 0;">Remove</p> <p style="text-align: right; margin: 0;">Remove All</p> </div>	<p style="margin: 0;">Selected Tardy Types</p> <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">L - LATE - TEACHER ENTRY</p> <p style="margin: 0;">T - TARDY</p> </div>
<p style="margin: 0;">Available Other Types</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="margin-top: 5px;"> <p style="text-align: right; margin: 0;">Add All</p> <p style="text-align: right; margin: 0;">Add</p> <p style="text-align: right; margin: 0;">Remove</p> <p style="text-align: right; margin: 0;">Remove All</p> </div>	<p style="margin: 0;">Selected Other Types</p> <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">C - COLLEGE DAY</p> <p style="margin: 0;">F - SCHOOL TRIP</p> <p style="margin: 0;">K - Medical Absence Homebound</p> <p style="margin: 0;">N - NO SHOW</p> <p style="margin: 0;">O - OTHER</p> </div>

Options

- **ID Display**

 - Student ID – ID set up by the district
 - Internal ID – ID that is automatically given to the student by the program
 - Name Key – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print for Class Scheduled Days** – Attendance will display for only the days the class is scheduled to meet.
- **Show Entered Attendance Only** – If you wish to display a + sign in the attendance columns when a student was present, you will leave this option unchecked. If you want to only see the indicators on the report if the student has absence or tardy information entered, check the Show Entered Attendance Only option.
- **Print multiple meets as one class** – Multiple meets would be a class meeting for multiple class periods. (Example – class meeting 1st and 2nd periods of the day would be a class that has multiple meets)

Secondary Gradebook Reports

- [Grade Sheet Report](#)
- [Assignment Listing by Student](#)
- [Assignment Master Report](#)
- [Missing Assignment](#)
- [Email Progress Report](#)
- [View Emailed Reports](#)
- [Category Summary Report](#)
- [Online Assignment Analysis Report](#)
- [Benchmark Score Results](#)
- [Progress Detail](#)
- [Enhanced Multi-Class Progress Report](#)
- [Progress Summary](#)
- [Multi-Class Progress Report](#)
- [Partial Progress Detail Report](#)
- [Partial Progress Summary Report](#)
- [Partial Progress Multi-Class Progress Report](#)

Grade Sheet Report

The Grade Sheet Report will print a spreadsheet like display of student assignments and scores along with an optional assignment legend. This report can be used as a hard copy of the Gradebook. You can also run this report as a blank grid with the student's name displaying on the left side of the report.

Grade Sheet Report
My Print Queue Back

Select Parameters for Grade Sheet Report for Band I / 01 Prd:1 Band I

View Report for All Students
Select Classes to View Report
Select Students to View Report

Export to Excel
Blank Sheet

Assignments

Display Grades and Assignments for Term
Current Term : 04/12/2013 - 05/08/2013

Display Grades and Assignments for Date Range

Start: Aug 15 2006 **Tue, Aug 15 2006**

End: Sep 22 2006 **Fri, Sep 22 2006**

Report Range Templates

Restore Defaults

Options

<p>Student Options:</p> <p><input type="checkbox"/> Show Student Name</p> <p><input type="checkbox"/> Show Student ID</p> <p>Sort Students:</p> <p><input checked="" type="radio"/> Use Gradebook Sort Order</p> <p><input type="radio"/> Random</p>	<p>Assignment Options:</p> <p><input type="checkbox"/> Show Assignments</p> <p><input type="checkbox"/> Show Max Score</p> <p><input type="checkbox"/> Show Average Score</p> <p><input type="checkbox"/> Show Absent Indicator</p> <p>Assignment Legend Options:</p> <p><input checked="" type="radio"/> Show at Bottom of Each Page</p> <p><input type="radio"/> Show on Separate Page</p> <p><input type="radio"/> Don't Show at All</p>	<p>Term Options:</p> <p><input type="checkbox"/> Show Term Grade Marks</p> <p><input type="checkbox"/> Show Term Grade Percent</p> <p>Special Code Options:</p> <p><input type="radio"/> Show All</p> <p><input checked="" type="radio"/> Show as Gradebook</p> <p><input type="radio"/> Show None</p> <p>Other Display Options:</p> <p>Font Size 10</p> <p><input type="checkbox"/> Show Signature Line</p>
--	---	---

Number of Assignments per Page: 19

Number of Students per Page: 25

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Assignments

- **Display Grades and Assignment for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

Student Options – Select if you want the student’s name and/or student ID to display on the report.

Sort Students – Select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

Assignment Options

Select the assignment information you want to display on the report.

- **Show Assignments**
- **Show Max Score** – Displays the Max Score at the bottom of each assignment column.
- **Show Average Score** – Displays the Average Score at the bottom of each assignment column.
- **Show Absent Indicator** – Displays an absence column for each assignment whether or not a student was absent.

Assignment Legend Options

Select this option if you would like an assignment legend to print and to choose where the legend will display.

Term Options

You can select if you want the Term Grade Marks and/or Term Grade Percent to display.

Special Code Options

You can select if you want the Special Codes entered for the student’s assignments to display on the report.

- **Show All** – If the student has both a score and a special code, only the special code will display when this option is selected.
- **Show as Gradebook** – If you can view the special code for the assignment on the Gradebook Main Screen, it will display on the report.
- **Show None** – No special codes will display.

Other Display Options

- **Font Size** – Select from the drop-down menu to change the size of the print to 10, 12, or 14 pt.
- **Show Signature Line** – This adds a space to the report to allow for a signature.

Free-Form Header/Footer

You can select to allow the entry of additional information as needed to the report.

Secondary Gradebook Reports – Assignment Listing by Student

The Assignment Listing-By Student Report displays a listing of assignments and scores by student. This report provides four options:

- 1-An all assignment listing by student
- 2-A completed assignment listing by student
- 3-A missing assignment listing by student
- 4-A list of all missing assignments for the students in the class on one document

All Assignments

Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

Options

- **Do not print assignment marked “No Count”** – If this option is selected, “No Count” assignments will not display on the report.
- **Show Signature Line** – This adds a space for a signature line on the report.

Fields to Print

- **Student Name**
- **Student ID**
- **Assignment Comment**
- **Assignment Detail Description** – If this option is selected, it will print both the description and detailed description.
- **Assignment Average Score** – This displays the class average on the report.
- **Earned and Possible Points**
- **Missing Assignment Indicator and Reason** – If this option is selected, it will print the state of “Assignment is marked as Count as Missing.”
- **Percent**
- **Grade Mark**

Sort Students

This option allows you to sort based on the Student’s Last Name or Random order.

Free-Form Header/Footer and Class Comments

This area allows you to enter any messages that you want printed for the entire class.

Completed Assignment Listing

When changing to **Completed**, the same options are available as in **All Assignments**, except that you do not have the Missing Assignment Indicator and Reason.

Missing Assignment Listing

Options

- **Do Not Print Assignments Marked "No Count"** – If this option is selected, "No Count" assignments will not display on the report.
- **Show Signature Line** – This adds a space for a signature line on the report.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as Missing will display on the report.
- **Exclude Students with No Missing Assignments** – Select this option to only print the students having missing assignments.
- **Do Not Print Assignments until _____ days past the due date** – This allows a grace period for the entry of assignment scores before the assignment displays as missing. If this option is not selected, any assignments not scored and past the due date will display as missing.
- **Print for this Class Only** – Select this option to only print missing assignments for this class.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment per student.
- **Fields to Print** – The fields listed below are the same fields explained earlier in the Assignment Listing by Student.

- **Print Summary of Missing Assignments** – Selecting this option will only show the missing assignment count per student.

Sorting	Fields to Print
<input checked="" type="radio"/> By Student	<input type="checkbox"/> Print Missing Assignment Count
<input type="radio"/> By Class	<input type="checkbox"/> Print Missing Assignment Class ?
<input type="radio"/> By Teacher	

Sorting – Select to sort by student, by class, or by teacher. The options for by class or by teacher are only available if you select the option to “Print Missing Assignment Class.”

Print Missing Assignment Count – This displays the total number of missing assignments.

Print Missing Assignment Class – If this option is selected, the student will display once for each class in which they are enrolled.

Secondary Gradebook Reports – Assignment Master Report

The Assignment Master Report is a listing of all assignments created for the class.

Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

Sort Assignments by

This option allows you to select how you would like the assignments sorted on the report.

- **Term, Category, Due Date** – This option would be beneficial if you are running this report for the entire semester. It will sort first by term, then category and within the category by the assignment due date.
- **Category, Due Date**
- **Due Date**

Sort Sequence

The Sort Sequence determines how you want the assignments to be sorted. You can either sort by Descending or Ascending order.

Benchmark Options

If you are attaching benchmarks/standards to assignments, you can determine the benchmark information that displays.

Show Students

The Show Students option determines if student's assignment information will display on the report.

Student Display Options

This option is not available if you select "Do Not Show Students."

Other Options

- **Only Display Assignments with at least one Missing** – This option will only print the assignment if at least one student is missing the assignment.

Free-Form Header/Footer – This area allows you to enter any messages that you want printed for the entire class.

Secondary Gradebook Reports – Missing Assignment

The Missing Assignment Report will print a report of students, listing assignments that have been marked as missing or are not scored and past the due date.

Assignments

This option allows you to select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

Options

- **Do Not Print Assignments Marked “No Count”** – If this option is selected, “No Count” assignments will not display on the report.
- **Show Signature Line** – This adds a space for a signature line on the report.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as Missing will display on the report. This option will not be available if you have selected “Do Not Print Assignment until ___ days past the due date.”
- **Exclude Students with No Missing Assignments** – Select this option to only print the students having missing assignments.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **Do Not Print Assignments until ____ days past the due date** – This allows you a grace period for the entry of assignment scores before the assignment displays as missing. If this option is not selected, any assignment not scored and past the due date will display as missing.
- **Print this Class Only** – Select this option to show each missing assignment per student.
- **Fields to Print**
 - Student Name**
 - Student ID**
 - Assignment Comments**
 - Assignment Detailed Description** – If this option is selected, it will print both the description and detailed description.
 - Assignment Average Score** – This displays the class average on the report.
 - Earned and Possible Points**
 - Each Student on a Separate Page** – Each student would have their own report page with their missing assignments.
 - Percent**
 - Grade Mark**
- **Print Summary of Missing Assignments** – Selecting this option will only show the missing assignment count per student.

Sorting	Fields to Print
<input checked="" type="radio"/> By Student	<input type="checkbox"/> Print Missing Assignment Count
<input type="radio"/> By Class	<input type="checkbox"/> Print Missing Assignment Class <input type="checkbox"/>
<input type="radio"/> By Teacher	

Sorting – Select to sort by students, by class, or by teacher. The options for by class or by teacher are only available if you select the option to “Print Missing Assignment Class.”

Print Missing Assignment Count – This displays the total number of missing assignments.

Print Missing Assignment Class – If this option is selected, the student will display once for each class in which they are enrolled.

Secondary Gradebook Reports - Email Progress Report

The Email Progress Report allows you to email a listing of the student's overall and assignment grades to parents and students that have a valid email address entered. Parents/Students that do not have an email address entered can have a Progress Report printed for an alternate method of delivery.

Email Progress Detail My Print Queue Back

Email Progress Detail Report for Band I / 01 Prd:1 Band I

Select Classes to View Report Next

Grades and Students to Print

Display Grades and Assignments for Term: Current Term : 04/12/2013 - 05/08/2013

Only print students with a grade mark of 100

Only print students with less than variable scale point value

Only print students with less than absences

Recipients

Guardians Students

Report Format

Header Area

Display Student's Name Display Attendance Totals Display Student's Advisor

Display Student's ID Only for Selected Term Display Grades for Previous Terms

Free Form Header

Label 1:

Label 2:

Category Totals

Display Category Totals

Assignment Detail

Do Not Print Assignments Marked as 'No Count'

Do Not Print Ungraded (*) Assignments

Do Not Print Assignments Not Posted to Family Access

Group Assignments by Category

Fields to Print

Assignment Comments

Assignment Detailed Description

Missing Indicator and Reason

Earned and Possible Points

Variable Scale Point Value

Grade Mark

Special Codes

Special Codes Legend

Absences

Absences Legend

Report Range Templates
Restore Defaults

Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Recipients

This option will allow you to determine who will be receiving the email.

Report Format Header Area

- **Display Student's Name**
- **Display Student's ID**

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student’s Advisor**
- **Display Grades for Previous Terms** – This option will list the overall grades the student has achieved in the same class for each previous term.
- **Free-Form Header** – This allows for information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals** – This option shows how the students performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.

Assignment Detail

- **Do Not Print Assignments Marked as “No Count”** – Should assignments not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. The reason it may be grayed out is because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, the assignments will be sorted based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, both the description and detailed description will be printed.
- **Missing Indicator and Reason** – Select this option to print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

Date Sequence of Assignments Descending (newest to oldest)
 Ascending (oldest to newest)

Footer Area

Display List of Missing Assignments
 Display Teacher's Log
 Display Signature Line
 Display Guardian Signature Line with Course and Teacher Names

Free Form Footer

Label 1:
 Label 2:
 Label 3:
 Label 4:

Class Comment

Date Sequence of Assignments

This option allows you to select how the assignments will sort on the report.

Footer Area

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature Line**. This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.
- **Free-Form Footer/Class Comment** – This allows for the information entered in this space to print at the bottom of each report.

After selecting the options for the report, you will click **Next**.

Student	Guardian	Email Report	Print Report	Email Address
AARONSONSCR, KRYSTINA L		<input type="checkbox"/>	<input type="checkbox"/>	KRYSTINA.AARONSONSCR@students.piusxi.org
AARONSONSCR, LUCIANA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	angelaf@google.com
ADUSCR, SADIE		<input type="checkbox"/>	<input type="checkbox"/>	SADE.ADUSCR@students.piusxi.org
ADUSCR, ABBY		<input checked="" type="checkbox"/>	<input type="checkbox"/>	abby@scramble.com
Aduscr, Alonso		<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
Malonescr, Tab		<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
ADUSCR, Simon		<input type="checkbox"/>	<input type="checkbox"/>	Simon.ADUSCR@students.piusxi.org
ADUSCR, ABBY		<input checked="" type="checkbox"/>	<input type="checkbox"/>	abby@scramble.com
Aduscr, Alonso		<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available

The Student List displays all students and guardians based on the ranges selected. Individuals without an email address will not be available for email selection. After verifying the recipients of the email and report, click **Next**.

Recipient Options

- Send samples to MARILEE ANDREASCR and don't email guardians/parents
- Send a copy of all emails to MARILEE ANDREASCR (m.andreascr@skyward.k12.wi.us)

Text Options

Email Summary: **Progress Report for** [Student Name] in [Class Name]

Enter Text of Email: Please review the attached Progres Report. If you have any questions regarding the grade information, please let me know!

Recipient Options

- **Send samples to (yourself) and don't email guardians/parents** – This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself)** – This option allows you to send yourself an additional copy of every email generated by this process.

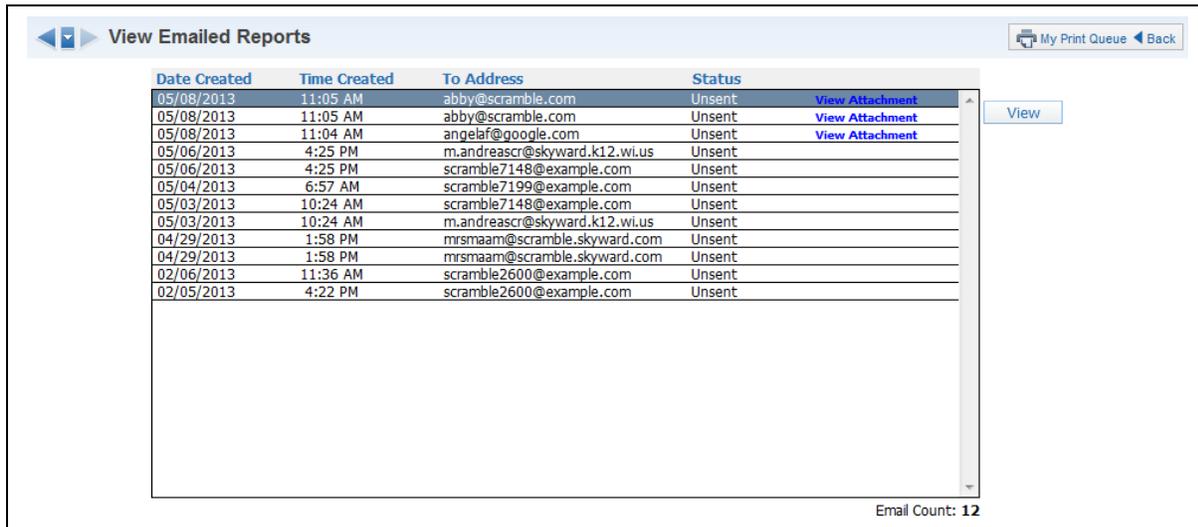
Text Options

- **Enter Text of Email** – This allows you to enter any text you would like included in the email body.

After verifying the Recipients and Text Options, click the **Process Email** button. It will then process in the Print Queue and you will receive the progress report for those parents/students without an email address and you will receive a report showing the error message or email status.

[Secondary Gradebook Reports – View Emailed Reports](#)

The View Emailed Reports area allows you to check the delivery status of the emailed progress report and to view the attachments to the email progress report.

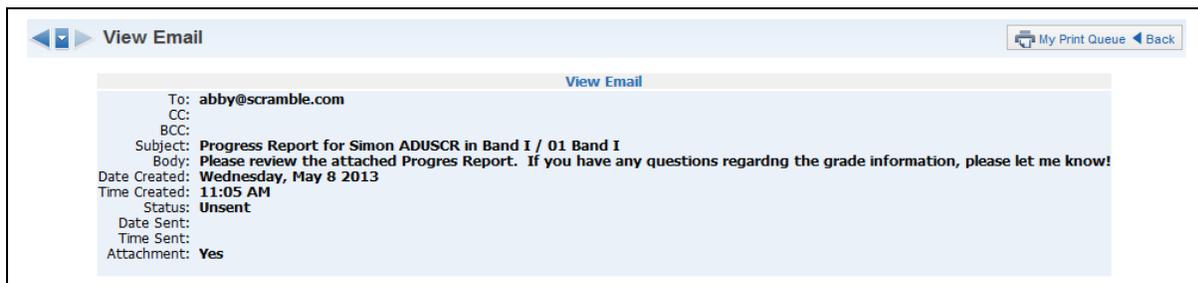


Date Created	Time Created	To Address	Status	
05/08/2013	11:05 AM	abby@scramble.com	Unsent	View Attachment
05/08/2013	11:05 AM	abby@scramble.com	Unsent	View Attachment
05/08/2013	11:04 AM	angelaf@google.com	Unsent	View Attachment
05/06/2013	4:25 PM	m.andreasr@skyward.k12.wi.us	Unsent	
05/06/2013	4:25 PM	scramble7148@example.com	Unsent	
05/04/2013	6:57 AM	scramble7199@example.com	Unsent	
05/03/2013	10:24 AM	scramble7148@example.com	Unsent	
05/03/2013	10:24 AM	m.andreasr@skyward.k12.wi.us	Unsent	
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent	
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent	
02/06/2013	11:36 AM	scramble2600@example.com	Unsent	
02/05/2013	4:22 PM	scramble2600@example.com	Unsent	

Email Count: 12

Each emailed Progress Report is displayed in this list. The Status indicates if the email was sent or if there was an error involved.

- **View Attachments** – This allows you to see a copy of the progress report attached to the email.



View Email	
To:	abby@scramble.com
CC:	
BCC:	
Subject:	Progress Report for Simon ADUSCR in Band I / 01 Band I
Body:	Please review the attached Progres Report. If you have any questions regardng the grade information, please let me know!
Date Created:	Wednesday, May 8 2013
Time Created:	11:05 AM
Status:	Unsent
Date Sent:	
Time Sent:	
Attachment:	Yes

This is a sample of the information you will find when you click on the **View** button.

Secondary Gradebook Reports - Category Summary Report

The Category Summary Report lists the students selected with their earned category averages and overall term grades.

Assignments

This option allows you to select to display assignment information for either a specific term or date range.

- **Display Category Percents for Term** – Select the term for which you want grade information to print.
- **Display Category Percents for Date Range** – Enter the specific date range of the grade information.

Student Options

The Student Options allow you to print the student name and/or the student ID.

Sort Students

The Sort Students option allows you to determine how the students are sorted on the report. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

Free-Form Header/Footer

This area allows you to enter any message that you want printed for the entire class.

Secondary Gradebook Reports - Online Assignment Analysis Report

The Online Assignment Analysis Report will allow you to see which students got correct and/or incorrect answers to questions on the Online Assignment. It also will show you which students have not completed the Online Assignment.

Online Assignment Analysis My Print Queue ◀ Back

Online Assignment Analysis Report for Band I / 01 Prd:1 Band I

[View Online Assignment Report](#)

Online Assignments

Print Online Assignments for Term
Current Term : 04/12/2013 - 05/08/2013

Print Online Assignments for Date Range
Start: Apr 17 2013 ▶ Wed, Apr 17 2013
End: May 08 2013 ▶ Wed, May 8 2013

Options

Only Print Online Assignments that have been Graded and Posted to the Gradebook

Print All Students

Exclude Students who have not taken Online Assignment yet

Only Print Students who got Answers Correct
Note: Essay Questions are deemed correct if full points are earned by student

Include Students who recieved partial points on an incorrect answer

Only Print Students who got Answers Incorrect
Note: Essay Questions are deemed incorrect if full points are not earned by student

Exclude Students who received partial points on an incorrect answer

Only Print Students who have not taken Online Assignment yet

[Report Range Templates](#)
[Restore Defaults](#)

Online Assignments

This option allows you to select to display online assignment information for either a specific term or date range.

- **Print Online Assignments for Term** - Select the term for which you want grade information to print.
- **Print Online Assignments for Date Range** - Enter the specific date range of the grade information.

Options

- **Only Print Online Assignments that have been Graded and Posted to the Gradebook** - If this option is selected, it will only print online assignment information for students whose online assignment has been graded and posted to the Gradebook.
- **Print All Students** - This allows you to print the answers that students gave for each question.
- **Exclude Students who have not taken Online Assignment yet** - Should students who have not completed the online assignment display? If this option is selected, it will show the student and "Not Taken" on the report.
- **Only Print Students who got Answers Correct** - When this option is selected, it will only display the names of students who answered the question correctly.
- **Include Students who receive partial points on an incorrect answer** - Should students who earned partial credit for an incorrect answer display on the report?
- **Only Print Student who got Answers Incorrect** - When this option is selected, it will only display the names of students who answered the question incorrectly.
- **Exclude Students who received partial points on an incorrect answer** - Should students who earned partial credit for an incorrect answer be excluded from the report?

- **Only Print Students who have not taken Online Assignment yet** – This option displays a list of students who have not completed their online assignment. This option will not be available if you selected to “Only Print Online Assignments that have been Graded and Posted to the Gradebook.”

Secondary Gradebook Reports – Benchmark Score Results

The Benchmark Score Results Report is used when using Online Assignments that have Academic Standards/Benchmarks attached to each question.

Report Parameters

These options allow you to select to display Academic Standards/Benchmark information for either a specific term or date range.

- **Print Academic Standard(s)/Benchmark Scores for Term** - Select the term for which you want Standards/Benchmark information to print.
- **Print Academic Standard(s)/Benchmark Scores for Date Range** - Enter the specific date range of the Standards/Benchmark information.

- **Select Academic Standards/Benchmarks**

Select Academic Standards (167) Print ? Back

Views: General Filters: *Skyward Default Filter Chart Print Search Save

Select	Content ▲	Academic Standard	Academic Standard Summary
<input checked="" type="checkbox"/>	Music Knowledge And Skills	117.01.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input checked="" type="checkbox"/>	Music Knowledge And Skills	117.01.102.02	Perform a varied repertoire of music
<input checked="" type="checkbox"/>	Music Knowledge And Skills	117.01.102.03	Read and write music notation
<input checked="" type="checkbox"/>	Music Knowledge And Skills	117.01.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	Music Knowledge And Skills	117.01.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	Music Knowledge And Skills	117.01.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.03	Read and write music notation
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.03	Read and write music notation
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	Music Knowledge And Skills	117.04.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	Music Knowledge And Skills	117.04.102.02	Perform a varied repertoire of music

Content:

20 records displayed

Choose the Academic Standards/Benchmarks that will be looked at for the report.

Report Body

- **Classes to Print for Selected Students** – This option allows you to select the students that will display on the report.
- **Fields to Print** – You have the ability to print the Mean, Median, and Mode for each question and Standards/Benchmark.
- **Options** – This option allows you to determine if the report will page break by student.

Secondary Gradebook Progress Reports – Progress Detail

The Progress Detail Report lists the overall grade and assignment scores for the specified term. If you have any questions on how the Gradebook is calculating the grade, run this report with the category totals selected.

Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Report Format Header Area

- **Display Student's Name**
- **Display Student's ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.

- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student’s Advisor**
- **Display Grades for Previous Terms** – This option will list the overall grades the student has achieved in the same class for each previous term.
- **Free-Form Header** – This allows for information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals** – This shows how the student performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.

Assignment Detail

- **Do Not Print Assignments Marked as “No Count”** – Should assignments not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. The reason it may be grayed out is because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** - If this option is selected, it will print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

Date Sequence of Assignments

This option will allow you to select how the assignments will sort on the report.

Footer Area

Display List of Missing Assignments

Display Teacher's Log

Display Signature Line

Display Guardian Signature Line with Course and Teacher Names

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Class Comment

Footer Area

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature Line**. This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.
- **Free-Form Footer/Class Comment** – This allows the information entered in this space to print at the bottom of each report.

Secondary Gradebook Progress Reports – Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for the selected class or every class the student has in their schedule.

The screenshot shows the 'Enhanced Multi-Class Progress Report' interface. At the top, there is a title bar with navigation arrows and a 'My Print Queue' button. Below the title bar, the report title is 'Enhanced Multi-Class Progress Report for Band I / 01 Prd:1 Band I'. There are three buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. The 'Grades and Students to Print' section includes a dropdown for 'Current Term: 04/12/13 - 05/08/13' and three checkboxes: 'Only print students with a grade mark of 100', 'Print dropped students', 'Only print students with less than variable scale point value', and 'Only print students with less than absences'. The 'Report Header' section has two columns: 'Student Header' with 'Display Student Name' (checked), 'Display Student ID', and 'Display Student Advisor'; and 'Class Header' with 'Display Attendance Totals' and 'Only for Selected Term'. The 'Free Form Header' section has two input fields for 'Label 1' and 'Label 2'. On the right side, there are buttons for 'Report Range Templates' and 'Restore Defaults'.

Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Report Header

- **Display Student's Name**
- **Display Student's ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to "Display Attendance Totals." Only the attendance totals for the selected grading period will display with this option selected.

Free-Form Header

The Free-Form Header allows information entered in this space to print at the top of each report.

Report Body

Classes to Print for Selected Students

Only Print this Class

Only Print Classes where I am the Teacher

Print All Classes

Assignments to Print

Do Not Print Any Assignments or Categories

Do Not Print Assignments Marked as 'No Count'

Do Not Print Ungraded (*) Assignments

Do Not Print Assignments Not Posted to Family Access

Assignment Date Order

Ascending (oldest to newest)

Descending (newest to oldest)

Category Options

Display Category Totals

Group Assignments by Category

Fields to Print

Assignment Comments

Assignment Detailed Description

Missing Indicator and Reason

Earned and Possible Points

Variable Scale Point Value

Grade Mark

Special Codes

Special Codes Legend

Absences

Absences Legend

Report Footer

Student Footer

Display Signature Line

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Comment

Class Footer

Display Current Class Grade

Display Grades for [Previous Terms](#)

Display Missing Assignments

Display Term Comments

Display Teacher's Log

Classes to Print for Selected Students

This option allows you to select the classes that will print on the report.

- **Only Print this Class** – The current class is the only class that will print on the report.
- **Only Print Classes where I am the Teacher** – This option displays all of the classes the student has where you are the teacher.
- **Print All Classes** – This option displays every class in which the student is enrolled.

Assignments to Print

- **Do Not Print Any Assignments or Categories** – Do you want assignment information and categories to display on the report?
- **Do Not Print Assignments Marked as "No Count"** – Should assignments not included in the student's grade appear on the report?
- **Do Not Print Ungraded (*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. This option it may be grayed out because the entity is forcing all assignments to display in Family/Student Access.

Assignment Due Date

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

The Assignment Due Date allows you to select how the assignments will sort on the report.

Category Options

- **Display Category Totals** – This will show how the student performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based upon category instead of by date.

Fields To Print

- **Assignment Comments**
- **Missing Indicator and Reason** – If this option is selected, it will print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

Student Footer

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.

Class Footer

- **Display Current Class Grade** – This displays grades currently being earned by the student.
- **Displays Grades for Previous Terms** – This option allows you to determine the previous term grades that print. Click on the link for **Previous Terms**.

[\[Hide\]](#)

All Previous Terms
 Select Terms

- PR1 (08/20/12 - 09/14/12)
- 1ST (08/20/12 - 10/05/12)
- PR2 (10/08/12 - 10/26/12)
- 2ND (10/08/12 - 11/16/12)
- PR3 (11/19/12 - 12/07/12)
- 3RD (11/19/12 - 12/22/12)
- SM1 (08/20/12 - 12/22/12)
- PR4 (01/07/13 - 01/25/13)
- 4TH (01/07/13 - 02/22/13)
- PR5 (02/25/13 - 03/14/13)
- 5TH (02/25/13 - 04/11/13)

You can either select **All Previous Terms** or **Select Terms**.

All Previous Terms – This option will print every grade present for all terms.

- **Select Terms** – This option will allow you to select the prior term grades to print.
- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Term Comments** – This option will print the report card grade comments.
- **Display Teacher’s Log** – This option allows you to print the entries created in the Teacher Log.

Free-Form Footer/Class Comment – This allows the information entered in this space to print at the bottom of each report.

[Secondary Gradebook Progress Reports – Progress Summary](#)

The Progress Summary Report displays only the overall grades for the selected terms; no assignment score will print.

Assignments

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

Options

- **Only print students with less than ____ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Display Student Name** – Select this option if you want the student’s name to print.
- **Display Student ID** – This allows you to print the student’s ID.
- **Display Students in Random Order** – If you will be posting this report in a public location and need to maintain grade confidentiality, you will select the option to “Display Student ID” and “Display Students in a Random Order.”
- **Show Signature Line** – This option will add space on the report for a signature line.

Free-Form Header/Footer – This space allows for entry of additional information as needed in the report.

Secondary Gradebook Progress Reports – Multi-Class Progress Report

The Multi-Class Progress Report lists the overall grade and category summary for the term specified. If a student is in multiple classes that you teach, each class will display on the report for the student.

Grades

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

Options

- **Show Signature Line** – This option will add space on the report for a signature line.
- **Only print students with less than ____ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Print Dropped Classes** – This option allows you to print the dropped classes on this report.

Free-Form Header/Footer/Class Comments – This space allows for entry of additional information as needed on the report.

Secondary Gradebook Partial Progress Reports – Partial Progress Detail

The Partial Progress Detail report lists the current overall grade and assignment scores for a specified period of time. This report has the same information as the Progress Detail Report. The only difference is that you can run this report for a specific date range.

Grades and Student to Print

- **Display Grades and Assignments for** – This allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or you can Enter Specific Dates.
- **Only print students with a grade mark of** – This option allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Display Grades

- **Current Term Grade** – Display the current grade based on all assignments for the entire term.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **Cumulative Grade for Assignments on Report** – This option will print an overall grade based only on the assignments within the date ranges indicated. This grade will likely be different than the current term grade.

Header Area

The Header Area allows you to select the student information to print on the report.

- **Display Student Name**
- **Display Student ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student Advisor**

Free-Form Header

The Free-Form Header allows for information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals** – This shows how the student performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.

Assignment Detail

- **Do Not Print Assignments Marked as “No Count”** – Should assignments not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. This option may be grayed out because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, both the description and detailed description will be printed.
- **Missing Indicator and Reason** - If this option is selected, it will print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

Date Sequence of Assignments

This option will allow you to select how the assignments will sort on the report.

Footer Area

Display List of Missing Assignments

Display Teacher's Log

Display Signature Line

Display Guardian Signature Line with Course and Teacher Names

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Class Comment

Footer Area

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature Line**. This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.
- **Free-Form Footer/Class Comment** – This allows the information entered in this space to print at the bottom of each report.

Secondary Gradebook Partial Progress Reports-Partial Progress Summary

The Partial Progress Summary Report will list the current overall grade for a specific date range.

Assignments

- **Display Grades and Assignments for** – This allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or you can enter Specific Dates.

Options

- **Only print students with less than ____ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Display Student Name** – Select this option if you want the student's name to print.
- **Display Student ID** – This allows you to print the student's ID.
- **Display Students in Random Order** – If you will be posting this report in a public location and need to maintain grade confidentiality, you will select the option to "Display Student ID" and "Display Students in a Random Order."
- **Show Signature Line** – This option will add space on the report for a signature line.
- **Show Current Term Grade** – If this option is not selected, it will only show the student's grade based on the date range entered.

Free-Form Header/Footer – Use this space to enter additional information as needed in the report.

Secondary Gradebook Partial Progress Reports-Partial Multi-Class Progress Report

The Partial Multi-Class Progress Report lists the overall grade and category summary for the selected date range. If a student is in multiple classes that you teach, each class will display on the report for the student.

Assignments

- **Display Grades for** – This allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or you can enter Specific Dates.

Options

- **Show Signature Line** – This option will add space on the report for a signature line.
- **Only print students with less than ____ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Print Dropped Classes** – This option allows you to print the dropped classes on this report.

Free-Form Header/Footer/Class Comments – Use this space to enter additional information as needed on the report.

Standards Gradebook Reports

- [Grade Sheet Report](#)
- [Progress Report](#)
- [Event Listing](#)
- [Skill/Event Listing](#)
- [Event Master Report](#)
- [Standards Report Card](#)
- [Custom Report Card](#)
- [Missing Events](#)
- [Progress Detail Report](#)
- [Email Progress Detail Report](#)
- [View Emailed Reports](#)
- [Enhanced Multi-Class Progress Report](#)
- [Online Event Analysis Report](#)

Grade Sheet Report

The Grade Sheet Report will print a spreadsheet like display of events, subject/skills and scores along with a Subject/Skill/Event Legend. This report can be used as a hard copy of the Gradebook. The report can also be run as a blank grid with the student's name displaying in the left column of the report.

Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

Student Options

You can select if you want the student's name and/or student ID to display on the report.

Column Options

The Column Options allow you to select either events, subject/skills, or both to display on the report.

Sort Students

You can select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

Other Display Options

- **Font Size** – Select from the drop-down menu to change the size of the print to either 10, 12, or 14 pt.
- **Show Signature Line** – This adds a space to the report to allow for a signature.
- **Show All Special Codes** – If the student has a special code for the event, it will display that code on the report.

Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of information as needed to the report.

Standards Gradebook Progress Report

The Progress Report is an individualized report that can show a student's current subject, skill, and/or event grades. The report can be sent home with the students during progress report time, midterm time, or anytime throughout a term to give parents an idea how the student is performing in their classes.

Grading Period

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

You will select a Grading Period for the report to display.

Print Skills

- **All** – Select to print both graded and non-graded skills.
- **Graded Only** – Select to only print skills with grades on the report.

Print Events

- **All** – Select to print both graded and non-graded events on the report.
- **Graded Only** – Select to only display events with scores in the gradebook.
- **None** – Select if you do not want events to print on the report.

Print Attendance

You can select to print the student's attendance records on the report.

Do Not Print Grades for Previous Terms

This option allows you to suppress past grades for previous terms from displaying. With this option selected, only the grades within the term selected for the report will print.

Print Teacher's Log

The Print Teacher's Log will allow you to print the teacher's log on the report.

Print Grade Mark Legend

You can select this option to print a legend of the grade marks used for the course.

Print Event Detailed Description

The option will allow the detailed description of the events to be displayed on the report.

Classes to Print

- **Print Dropped Classes** – Select to print a student's dropped classes.
- **Print This Class Only** – The Report prints for multiple classes by default and this option would be selected if you only wanted to print for the course listed at the top of the template.

Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of additional information as needed to the report.

Standards Gradebook Event Listing

The Event Listing Report will display the events created for the class and the subject/skills for which it relates. The report will also provide the event grades for the student.

Events

You can select to display event information for either a specific term or a date range.

- **Display Grades and Events for Term** – Select the term for which you want grade information to print.
- **Display Grades and Events for Date Range** – Enter the specific date range of the grade information.

Student Options

You will select if you want the student's name and/or student ID to display on the report.

Sort Students

The Sort Students option allows you to select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

Only Graded Events

When this option is selected, only the events that were graded will display on the report.

Display No Count Events

This option will display events marked as no count.

Display Comments

The Display Comments option will display the student's event comments on the report.

Display Event Detailed Description

This option will allow the detailed description of the events to be printed on the report.

Display Student's Signature

This option will add a space to the report to allow for a signature.

Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of additional information as needed to the report.

Standards Gradebook – Skill/Event Listing

The Skill/Event Listing report will print the events and the skills for a class. It also has the capability to print the skill grade on the report.

Grading Period

You will select a Grading Period for the report.

Report Format

- **By Event** – Select this option to view the report listed by Event with subject listed below.
- **By Skill** – Select this option to sort events by skill.
 - **Do Not Display Skill With No Events** – This option will not print the Skills that do not have an Event.

Event Detail

- **Do Not Print Events Marked as “No Count”** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – Selecting this option will not print the events for the student that have not yet been graded.

Date Sequence of Events

The Date Sequence of Events determines how you want the events sorted.

Event Fields to Print

- **Event Comment** – Display the student’s event comments on the report.
- **Event Detailed Description** – The option will allow the detailed description of the events to be printed on the report.
- **Missing Indicator and Reason** – This option will display an event that is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded (*) Events” must also be selected to display.
- **Earned and Possible Points** – Display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – This option will print out special codes assigned to the event.
- **Total/Average for Events in each Skill** – This option will display the average that the class received for the event for each skill.
- **Total/Average for Events in each Subject** – This option will display the average that the class received for the event for each subject.

Footer Area

- **Display Student Signature** – This option will add a space to the report to allow for a signature.
- **Free-Form Header/Footer** – The Free-Form Header/Footer allows you space to enter additional information as needed to the report.

Standards Gradebook – Event Master Report

The Event Master Report lists all of the events that have been created for the class with various sort options. The report does not print per student; it prints per event.

Events

You can select to display event information for either a specific term or date range.

- **Display Grades and Events for Term** – Select the term for which you want grade information to print.
- **Display Grades and Events for Date Range** – Enter the specific date range of the grade information.

Sort Events by

- **Term, Subject/Skill, Due Date** – Select this sort if you would like to view the report by term first, then subject/skill, and lastly by due date.
- **Subject/Skill, Due Date** – Select this sort if you would like to view the report by subject/skill and then by due date.
- **Due Date** – This sort option will sort the events by due date.

Sort Sequence

The Sort Sequence determines how you want the events sorted.

Show Student

- **Show All Students** – Select the option if you would like to display all students in the class.

- **Only Show Students Missing the Event** – Choose this setting if you only want to print the students that have an event marked as missing.
- **Do Not Show Students** – Select this option to not print students on the report.

Student Display Option

- **Display Points Earned** – Select this option to print the students' score for the event.
- **Display Percent and Grade Mark** – This option will print the students' event percent and grade mark on the report.
- **Display Special Code** – Print the special code that the students may have received for an event.
- **Display Event Comment** – Print the event comments on the report.

Other Options

- **Only Display Events with at least one Missing** – Select this option to only print events that have a student marked as missing the event.

Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of additional information as needed on the report.

[Standards Gradebook – Standards Report Card](#)

The Standards Report Card allows you to print a report card for students. The Standards Report Card will print grade information for all classes attached to the student.

The screenshot displays the 'Standards Report Card' interface. At the top, there is a navigation bar with a back arrow, the title 'Standards Report Card', and a 'My Print Queue' button with a left arrow and 'Back' text. Below this is a header for 'Standards Report Card for TREND / 01 Prd:2 Trend'. The main area contains several buttons: 'View Report for All Students', 'Select Classes to View Report', 'Select Students to View Report', and 'Export to Excel'. A 'Report Options' section is visible, featuring a 'Grading Period' dropdown menu set to 'Current Term : 04/12/2013 - 05/29/2013'. Below this are several checkboxes for report options: 'Print a blank report card', 'Separate comments onto a new page', 'Print comments only', 'Print for this class only', 'Only Print for Families Set to Receive a Hard Copy of the Report Card', and 'Post Report Cards to Family/Student Access'. A note states: 'Note: Posted Report Cards will also be available in the Student Portfolio tabs of EA+ and Student Management'. At the bottom, the 'Print for Family' section has radio buttons for 'Print for First Family Only' (selected), 'Print for Second Family Only', 'Print for First and Second Families', and 'Print for all Families'. On the right side, there are three buttons: 'Report Range', 'Templates', and 'Restore Defaults'.

Grading Period

You will select a Grading Period as a range for the report card. The report card will print all grading periods completed up to the term selected.

Print a blank report card

This option will not print the student's grades, comments, or attendance. The report card will still display the subject/skills for the class.

Separate comments onto a new page

You can select this option to print the comments posted for the term on a separate page.

Print comments only

The report card will only print comments. When this option is selected, it will not display subject/skills.

Print for this class only

When this option is selected, only the current class will print on the report card.

Only Print for Families Set to Receive Hard Copy of the Report Card

This option will only print the report cards for the students whose families are selected to receive a paper copy.

Post Report Cards to Family/Student Access

When this option is selected, the report cards will become viewable in Family/Student Access for the students and parents. This option should only be selected when the report card has been finalized and ready for display. The availability of this option will depend on the configuration of the Gradebook by the district.

- **Overwrite Existing Report Cards to Family/Student Access for the selected Date Range** – Select this option to overwrite any previous report cards that were posted to Family/Student Access for the range selected.

Print for First Family Only

- **Print for First Family Only** – This allows you to only print a hard copy for the student's primary family.
- **Print for Second Family Only** – Select this option to only print a hard copy for the Student's second family.
- **Print for First and Second Families** – This option will print a hard copy for the 1st and 2nd family attached to the student.
- **Print for all Families** – Print a hard copy for all of the families attached to the student.

Standards Gradebook – Custom Report Card

The Custom Report Card allows you to print a report card that was set up and configured by the district.

Grading Period

You will select a Grading Period as a range for the report card.

Options

- **Print Dropped Classes with Grades** – Select the option to allow the student’s dropped classes to print only if there were grades attached.
- **Print All Dropped Classes** – This allows you to print all of the student’s dropped classes regardless of whether there were grades assigned to the class.
- **Only Print for Families Set to Receive a Hard Copy of the Report** – Select this option to print only for families that are attached to the student that are marked to receive a hard copy.

Print for Family

- **Print for First Family Only** – This option allows you to only print a hard copy for the student’s primary family.
- **Print for Second Family Only** – Print a hard copy for the Student’s second family.
- **Print for First and Second Families** – This option will print a hard copy for the 1st and 2nd family attached to the student.
- **Print for all Families** – Print a hard copy for all of the families attached to the student.

Language Options

- **Print in Home Language** – Select to print the report card in either English or Spanish as determined by the student’s assigned home language. The Spanish translation must be set up by an administrator in order to print.
- **Print in English** – Print the report cards in English.

- **Print in Spanish (if Spanish version is not set up, English version will be used)** – Select to print the Spanish version of the report card. The Spanish translation must be set up by an administrator in order to print.

Standards Gradebook – Missing Events

The Missing Events report will print all of the events that are missing for a student. It has the capability to display missing events from all of the student's classes.

Events

You will need to select to display event information for either a specific term or date range.

- **Display Grades and Events for Term** – Select the term for which you want grade information to print.
- **Display Grades and Events for Date Range** – Enter the specific date range of the grade information.

Options

- **Display No Count Events** – Select to include Events marked as no count on the report.
- **Only Print Events that are Marked as Missing** – If this option is selected, only events flagged as Missing will display on the report.
- **Exclude Students with no Missing Events** – This excludes students from displaying if they do not have an event that is marked as missing.

- **Print for this class only** – Select if you would like to display the list of missing events for this class only. If this option is unchecked, it will print the missing events in all of their classes.
- **Print Details of Missing Events** – Select to show each missing event per student.

Sorting

You can select to either sort by student or random order. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random order while showing only the student ID.

Page Break

This option will create a new page based on the student or class.

Fields to Print

- **Student Name**
- **Student ID**
- **Comments** – If selected, the assignment comments will display for the student.
- **Event Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Signature Line** – This option will add a space to the report to allow for a signature.

Print Summary of Missing Events

The Print Summary of Missing Events option will only show the missing assignment count per student.

Sorting	Fields to Print
<input checked="" type="radio"/> By Student	<input type="checkbox"/> Print Missing Event Count
<input type="radio"/> By Class	<input type="checkbox"/> Print Missing Event Class ?
<input type="radio"/> By Teacher	

- **Sorting** – Select to sort by student, by class, or by teacher.
- **Print Missing Event Count** – Display the total number of missing assignments.
- **Print Missing Event Class** – If this option is selected, the student will display once for each class in which they are enrolled.

Free-Form Header/Footer

The Free-Form Header/Footer area allows you to enter any messages that you want printed for the entire class.

Standards Gradebook – Progress Detail Report

The Progress Detail Report will show the subject, skill, and event grades for an individual student. The report has an option to select a specific date range as well as the capability of reporting by Term.

Grading Period

You will select a Grading Period for the report to display.

Classes to Print for Selected Students

- **Only Print this Class** – Select this option to only print the class from the gradebook in which you are currently working.
- **Only Print Classes where I am the Teacher** – This option will only print the classes the student is enrolled in that you are the teacher.
- **Print All Classes** – Select to print all of the classes in which the student is enrolled.

Event Fields to Print

- **Event Comment** – This option will print the event comments for the student.
- **Event Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** – Select the option to display an event if it is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded(*) Events” must also be selected to display.

- **Earned and Possible Points** – Select this option to display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.

Event Detail

- **Do Not Print Events Marked as “No Count”** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – This option will not print the events for the student that have not yet been graded.

Sort Sequence

The Sort Sequence determines how you want the events sorted.

Footer Area

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can only select either this option or the “Display Signature Line.” This option will print a signature line with the wording of “Guardian Signature.” It will also print the course information and teacher name.

Free-Form Header/Footer

This area allows you to enter any messages that you want printed for the entire class.

Class Comment

The Class Comment area allows you to enter free-form comments for the entire class.

Standards Gradebook – Email Progress Detail Report

The Email Progress Detail Report is a report/process that will generate emails to guardians and/or students which will include the Progress Detail Report for the student. Students/Guardians without an email address can have a report printed.

Grading Period

You will select a Grading Period for the report to display.

Free-Form Header

The Free-Form Header allows information entered in this space to print at the top of each report.

Classes to Print for Selected Students

- **Only Print this Class** – Select this option to only print the current class.
- **Only Print Classes where I am the Teacher** – The option will only print the classes the student is enrolled in that you are the teacher.
- **Print All Classes** – Select to print all of the classes in which the student is enrolled.

Event Fields to Print

- **Event Comments** – This option will print the event comments for the student.
- **Event Detailed Description** – If this option is selected, it will print both the description and detailed description.

- **Missing Indicator and Reason** – Select the option to display that an event is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded(*) Events” must also be selected to display.
- **Earned and Possible Points** – Display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – This option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.

Event Detail

- **Do Not Print Events Marked as “No Count”** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – This option will not print the events for the student that have not yet been graded.

Sort Sequence

The Sort Sequence determines how you want the events sorted.

Footer Area

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can only select either this option or the “Display Signature Line.” This option will print a signature line with the wording of “Guardian Signature.” It will also print the course information and teacher name.

Free-Form Footer/Class Comment – Allows for the information entered in this space to print at the bottom of each report.

After selecting the option for the Progress Detail Report, you will click on **Next**.

Student/Guardian Selection
My Print Queue

Student List for TREND / 01 Trend
For 04/12/13 - 05/29/13

Select All Students
Select All Guardians
Select All to Print

Next

Clear All Students
Clear All Guardians
Clear All to Print

Prev

Student	Email Report	Print Report	Email Address
KASERSCR, VETA E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VETA.KASERSCR@students.piusxi.org
KEETHSCR, MARYANNE L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MARYANNE.KEETHSCR@students.piusxi.org
KEETHSCR, TREY	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
LAUNIUSSCR, KYLEE	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
KIESLINGSCR, MIGUEL M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MIGUEL.KIESLINGSCR@students.piusxi.org
KIESLINGSCR, FELIPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guardian@guardian.com
LEDGERWOODSCR, GERMAINE	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
KIMREYSCR, CASANDRA W	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CASANDRA.KIMREYSCR@students.piusxi.org
KIMREYSCR, VALENTINE	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
MCCAWLEYSR, JAKE	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
KLEINESCR, MARLON J	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MARLON.KLEINESCR@students.piusxi.org
KLEINESCR, ROSALINA	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
LORANCESSR, SOLEDAD	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available

Individuals without an email address will not be available for email selection. After verifying the receipts of the email and report, click the **Next** button.

Receipt Options

- **Send samples to (yourself) and don't email guardians/parents** – This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself)** – This option allows you to send yourself an additional copy of every email generated by this process.

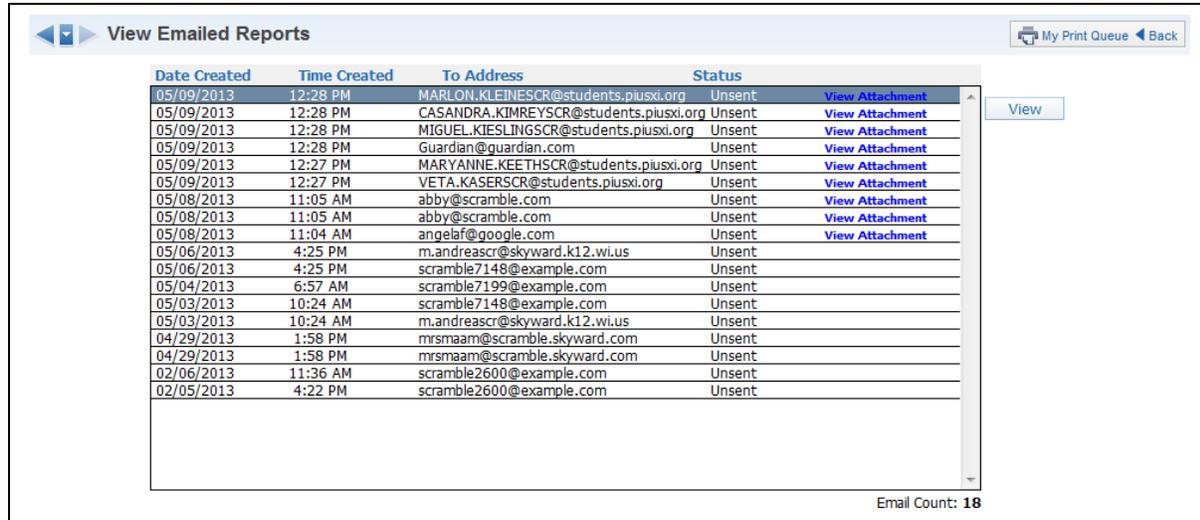
Text Options

- **Enter Text of Email** – This allows you to enter any text you would like included in the email body.

After verifying the Recipient and Text Options, click on the **Process Email** button. It will then process in the Print Queue. You will receive the progress report for those parents/students without an email address and you will receive a report showing the error message or email status.

Standards Gradebook - View Emailed Reports

The View Emailed Reports option allows you to check the delivery status of the emailed progress report and view the attachments to the email progress report.



Date Created	Time Created	To Address	Status	
05/09/2013	12:28 PM	MARLON.KLEINESCR@students.piusxi.org	Unsent	View Attachment
05/09/2013	12:28 PM	CASANDRA.KIMREYSCR@students.piusxi.org	Unsent	View Attachment
05/09/2013	12:28 PM	MIGUEL.KIESLINGSCR@students.piusxi.org	Unsent	View Attachment
05/09/2013	12:28 PM	Guardian@guardian.com	Unsent	View Attachment
05/09/2013	12:27 PM	MARYANNE.KEE THSCR@students.piusxi.org	Unsent	View Attachment
05/09/2013	12:27 PM	VETA.KASERSCR@students.piusxi.org	Unsent	View Attachment
05/08/2013	11:05 AM	abby@scramble.com	Unsent	View Attachment
05/08/2013	11:05 AM	abby@scramble.com	Unsent	View Attachment
05/08/2013	11:04 AM	angelaf@google.com	Unsent	View Attachment
05/06/2013	4:25 PM	m.andreasr@skyward.k12.wi.us	Unsent	
05/06/2013	4:25 PM	scramble7148@example.com	Unsent	
05/04/2013	6:57 AM	scramble7199@example.com	Unsent	
05/03/2013	10:24 AM	scramble7148@example.com	Unsent	
05/03/2013	10:24 AM	m.andreasr@skyward.k12.wi.us	Unsent	
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent	
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent	
02/06/2013	11:36 AM	scramble2600@example.com	Unsent	
02/05/2013	4:22 PM	scramble2600@example.com	Unsent	

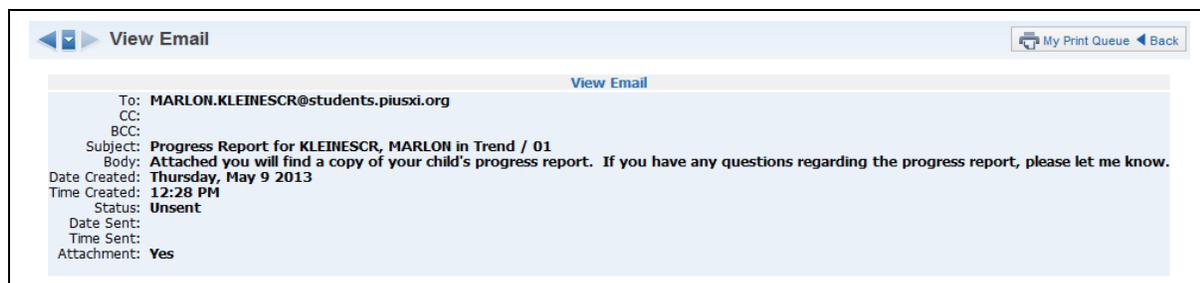
Email Count: 18

Each emailed Progress Report is displayed in this list. The Status indicates if the email was sent or if there was an error involved.

View Attachments

The View Attachments allows you to see a copy of the progress report attached to the email.

View



View Email	
To:	MARLON.KLEINESCR@students.piusxi.org
CC:	
BCC:	
Subject:	Progress Report for KLEINESCR, MARLON in Trend / 01
Body:	Attached you will find a copy of your child's progress report. If you have any questions regarding the progress report, please let me know.
Date Created:	Thursday, May 9 2013
Time Created:	12:28 PM
Status:	Unsent
Date Sent:	
Time Sent:	
Attachment:	Yes

This is a sample of the information you will find when you click on the **View** button.

Standards Gradebook – Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for the selected class or all of the classes that the student has in their schedule.

Enhanced Multi-Class Progress Report for TREND / 01 Prd:2 Trend

View Report for All Students
Select Classes to View Report
Select Students to View Report

Grades and Students to Print

Display Grades and Events for Term: Current Term: 04/12/13 - 05/29/13

Only print students with a grade mark of 100
 Print dropped students

Only print students with less than percent

Only print students with less than absences

[Report Range Templates](#)
[Restore Defaults](#)

Report Header

Student Header

Display Student Name
 Display Student ID

Display Student Advisor

Class Header

Display Attendance Totals
 Only for Selected Term

Free Form Header

Label 1:

Label 2:

Report Body

Classes to Print for Selected Students

Only Print this Class
 Only Print Classes where I am the Teacher
 Print All Classes

Events to Print

Do Not Print Any Events or Skills
 Do Not Print Events Marked as 'No Count'
 Do Not Print Ungraded (*) Events
 Do Not Print Events Not Posted to Family Access

Event Date Order

Ascending (oldest to newest)
 Descending (newest to oldest)

Skill Options

Display Skill Totals
 Group Events by Skill

Fields to Print

Event Comments
 Event Detailed Description
 Missing Indicator and Reason
 Earned and Possible Points
 Percent Earned
 Grade Mark
 Special Codes
 Special Codes Legend
 Absences
 Absences Legend

Grades and Students to Print

- **Display Grades and Events for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Student Header

The Student Header allows you to select the student information to print on the report.

Class Header

The Class Header allows you to select if attendance information should display on the report.

- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.

Free-Form Header

The Free-Form Header allows for information entered in this space to print at the top of each report.

Class to Print for Selected Students

You will select the classes that will print on the report.

- **Only Print this Class** – The current class is the only class that will print on the report.
- **Only Print Classes where I am the Teacher** – This displays all of the classes the student has where you are the teacher.
- **Print All Classes** – This displays every class in which the student is enrolled.

Events to Print

- **Do Not Print Any Events or Skills** – Do you want event information and skills to display on the report?
- **Do Not Print Events Marked as “No Count”** – Should events not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (*) Events** – Should any events not scored display on the report?
- **Do Not Print events Not Posted to Family Access** – This option allows you to exclude events from displaying that are selected to display in Family Access. The reason this area may be grayed out is because the entity is forcing all events to display in Family/Student Access.

Event Date Order

The Event Date Order allows you to select how the assignments will sort on the report.

Skill Options

- **Display Skill Totals** – This shows how the student performed in each of the skills used in the Gradebook and it will also display how the grade is calculated.
- **Group Events by Skill** – If this option is selected, it will sort the events based on skills instead of by date.

Fields to Print

- **Event Comments** – This option will print the event comments for the student.
- **Event Detail Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** – This option is used to display that an event is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded (*) Events” must also be selected to display.
- **Earned and Possible Points** – This displays the points that the student scored on an event and the maximum points at which the event is valued.

- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This displays a column on the report showing if the student wasn't in attendance the day the event was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

Student Footer

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.

Class Footer

- **Display Current Class Grade** – This displays the grade currently being earned by the student.
- **Display Grades for Previous Terms** – This option allows you to determine the previous term grades that print. Click on the words of **Previous Terms**.

You can either select **All Previous Terms** or **Selected Terms**.

All Previous Terms – This option will print every grade present for all terms.

Select Terms – This option will allow you to select the prior term grades to print.

- **Display List of Missing Events** – This option will print a separate listing of assignments that are either marked as missing or un-scored and past the due date.
- **Display Term Comments** – This option will print the report card grade comments.
- **Display Teacher’s Log** – This option allows you to print the entries created in the Teacher Log.

Free-Form Footer/Class Comment

The Free-Form Footer/Class Comment allows for the information entered in this space to print at the bottom of each report.

Standards Gradebook – Online Event Analysis Report

The Online Event Analysis Report will allow you to see which students got correct/incorrect answers to questions on the Online Event. It also will show you which students have not completed the Online Event.

Online Events

This option allows you to select to display online event information for either a specific term or date range.

- **Print Online Events for Term** - Select the term for which you want grade information to print.
- **Print Online Events for Date Range** - Enter the specific date range of the grade information.

Options

- **Only Print Online Events that have been Graded and Posted to the Gradebook** – If this option is selected, it will only print online event information for students whose online assignment has been graded and posted to the Gradebook.
- **Print All Students** – This allows you to print the answers students gave for each question.

- **Exclude Students who have not taken Online Event yet** – Should students who have not completed the online event display? If this option is selected, it will show the student and “Not Taken” on the report.
- **Only Print Students who got Answers Correct** – When this option is selected, it will only display the names of students who answered the question correctly.
- **Include Students who receive partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer display on the report?
- **Only Print Students who got Answers Incorrect** – When this option is selected, it will only display the names of students who answered the question incorrectly.
- **Exclude Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who have not taken Online Event yet** – This displays a list of students who have not completed their online assignment. This option will not be available if you selected to “Only Print Online Assignments that have been Graded and Posted to the Gradebook.”

Class Information

[Class Roster](#)

[Student Information](#)

[Custom Forms Report](#)

[Gifted and Talented Report](#)

Class Roster

The Class Roster Report provides a listing of all the students in your class with selected information. Not all of the options can be selected to print on the report; there is a character maximum of 122.

Students

- **Display Students enrolled for Term** – Select the term for which to display enrolled students.

Name Display

The Name Display allows you to choose how you would like the name to print on the report.

ID Display

The ID Display allows you to select the ID you want to print on the report.

- **Student ID** – ID set up by the district.
- **Internal ID** – ID that is automatically given to the student by the program.
- **Name Key** – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)

Sort By

The Sort By allows you to determine the order that the names will display on the report.

Display Information

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Display Information allows you to select the Demographic Information you want displayed on the report.

- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** – The password will only print if the student hasn't changed their password from the district defined password.
- **Grad Year**
- **Second Phone** – This is the second phone number for the student and not the family.
- **Current Cumulative GPA**
- **Print Student Picture**
- **Birth Date**
- **Third Phone** – This is the third phone number for the student and not the family.
- **Home Address**
- **Food Service Key Pad #** - This option is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

Family Information

You can select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

Class Information – Student Information

The Student Information Report allows you to print an assortment of student information. The information you can print will depend on security access in My Students.

Options

You will select the information you would like to print on the report.

- **Student Profile Information** – Print demographic information; such as birth date, address, phone number and alert information.
- **Family Member Information** – Display Family Information; such as guardian names, phone numbers, and sibling names.
- **Use Mailing Address** – Display the student’s mailing address.
- **Print Confidential Phone Numbers** – Should phone numbers flagged as confidential print?
- **Attendance Totals** – Display attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.
 - Display Attendance for Term** – This allows you to select the term for which attendance will print.
 - Display Attendance for a Date Range** – This allows you to select the specific dates attendance will print for on the report.
 - Print Only Attendance Totals** – If this option is not selected, it will show the days and periods the student was not in attendance.
- **Current Schedule** – Display the student’s current year schedule.

- **Course Add/Drop** – This option will show the dates when courses were added and dropped.
- **Discipline Information** – Display the student’s discipline offenses and action records.
 - **Current Year Only** – If this option is selected, only current year offenses and actions display.
- **Academic History** – Use this to show courses and grades for prior year(s).
 - **School Year** – This allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Display the current grades for all the student’s courses.
 - **Grade Buckets** – This allows you to select the grades that display.
 - **Show Teacher Comments** – This displays the report card comments.
 - **Show Current Cumulative GPA** – This displays the student’s cumulative GPA value.
- **Test Scores** – This shows scores entered for standardized tests.
- **Course Recommendations** – Display any course recommendations entered for the student.
- **Activities** – This allows you to view the activities in which the student is involved.
- **Message Center** – Display any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Show the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts** – Display the emergency contacts for the student.
- **Student Access Login and Password** – This allows you to view the student’s login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see ***** on the report.

[Class Information – Custom Forms Report](#)

The Custom Forms Report allows you to print information entered on Custom Forms. Custom Forms are set up by the district and allow information not currently being tracked in Skyward to be entered on the form.

- **Available Custom Forms** – View all of the custom forms available for you to select. The forms you see in this list are based on how the district set up the form.
- **Custom Forms to Print** – The forms displaying in this box are going to be the forms you will be printing. You can select multiple forms to print.

Class Information – Gifted and Talented Report

The Gifted and Talented Report displays the student’s gifted and talented information.

Gifted and Talented Report (35)

 Back

Template Settings

* Template Description:

Share this template with other users in the district

Print Greenbar

Ranges

G&T Enrollment Date Range:

All Classes

Selection Options

Print Student Namekey Print Ethnicity

Print Other ID Print Race

Print Default Entity

Print GT Start and End Dates

Sorting Options

Move	Label	Select	Page Break
	Student Name	<input type="checkbox"/>	<input type="checkbox"/>
	Other ID	<input type="checkbox"/>	<input type="checkbox"/>
	Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>
	Course	<input type="checkbox"/>	<input type="checkbox"/>
	Race	<input type="checkbox"/>	<input type="checkbox"/>

Asterisk (*) denotes a required field

Check Spelling

Save

Save and Print

Ranges

The Ranges allow you to determine the date range for Gifted and Talented Records.

- **All Classes** – This allows you to select the classes for which the Gifted and Talented information will display. To select the individual classes, uncheck the “All Classes” option and click on the “Classes” button.

Select Classes - Class Details (21415)

Views: Class Details Filters: *All Classes Save

Select	Course	Sec	Description	Entity	Subj	Tchr Alphakey	Teacher	Pd	Days	Terms
<input checked="" type="checkbox"/>	1MUS	01	1 Music	101		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	2LA	01	2 Lang Arts	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2READ	01	2 Reading	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2SPEL	01	2 Spelling	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2WRIT	01	2 Writing	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	3115	01	Wind Ensemble	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAndreasr	03	MTWRF	Y (01-06)
<input type="checkbox"/>	Band I	01	Band I	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	TREND	01	Trend	001		ANDREMAR00	MAndreasr	02	MTWRF	Y (01-06)

20 10 records displayed Course:

This is a sample of what it will look like when you click on the **Classes** button. It will allow you to select the individual classes. If you do not see any classes listed, you will want to check the date range of the report.

- **Print Student Namekey** – Every person entered into Skyward has a Namekey. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print Other ID** – ID set up by the district.
- **Print Default Entity** – Display the student’s default entity or the entity where the student spends a majority of their time.
- **Print GT Start and End Date** – This shows the start and end date of the Gifted and Talented Record.
- **Print Ethnicity** – Display the student’s ethnicity.
- **Print Race** – Show the student’s race.
- **Sorting** – This option allows you to sort the report based on Student Name, Other ID, Ethnicity, Course, and Race. You are also able to page break by your selected sort.

Secondary Report Cards – Grade Proof Sheet

The Grade Proof Sheet Report lists the grades and comments you posted for your class. This report is a great report to run prior to the posting window closing because it will show all grades and comments that will display on the report cards. Only posted grades will display on this report.

Term

You will select the term for which to display the posted grades and comments.

Term Display

If this option is not selected, posted grades and comments will display for every grading period.

Comment Display

- **Display Free Form Comments**
- **Display Regular Comments** – These are comments that are entered by using a comment code.

Secondary Trend Grading – Academic Standard/Benchmark Trend Report

This report allows you to view each student's assignment scores in relation to the standards/benchmarks being assessed.

Grades and Students to Print

- **Display Trend Percents for Term** – Select the term for which to display the grade information.
- **Print Dropped Students** – Select this option if you want the dropped students to display on this report.

Student Header

The Student Header allows you to select the Student Information that will print.

Free-Form Header

This option allows the entry of additional information as needed on the report.

Academic Standards/Benchmark Options

- **Do Not Print Academic Standards that are not Attached to an Assignment** – Should Academic Standards not currently attached to an assignment print?
- **Do Not Print Assignments** – Should assignments print on this report?
- **Do Not Let Trend Percent Go Below the Lowest Academic Standard Percent** – Can the trend percent value be lower than the Academic Standards Percent.
- **Only Calculate a Trend Percent for _____ or more Academic Standard Scores** – This allows you to determine how many scores need to be entered in order to calculate a Trend Percent.
- **Print the Grade Mark for the Academic Standard and Assignment**

- **Do Not Print the Percentages for the Academic Standard and Assignment**
- **Hide the Average Column**
- **Hide the Trend Column**
- **Show the Academic Standard Total**

Free-Form Footer/Class Comment

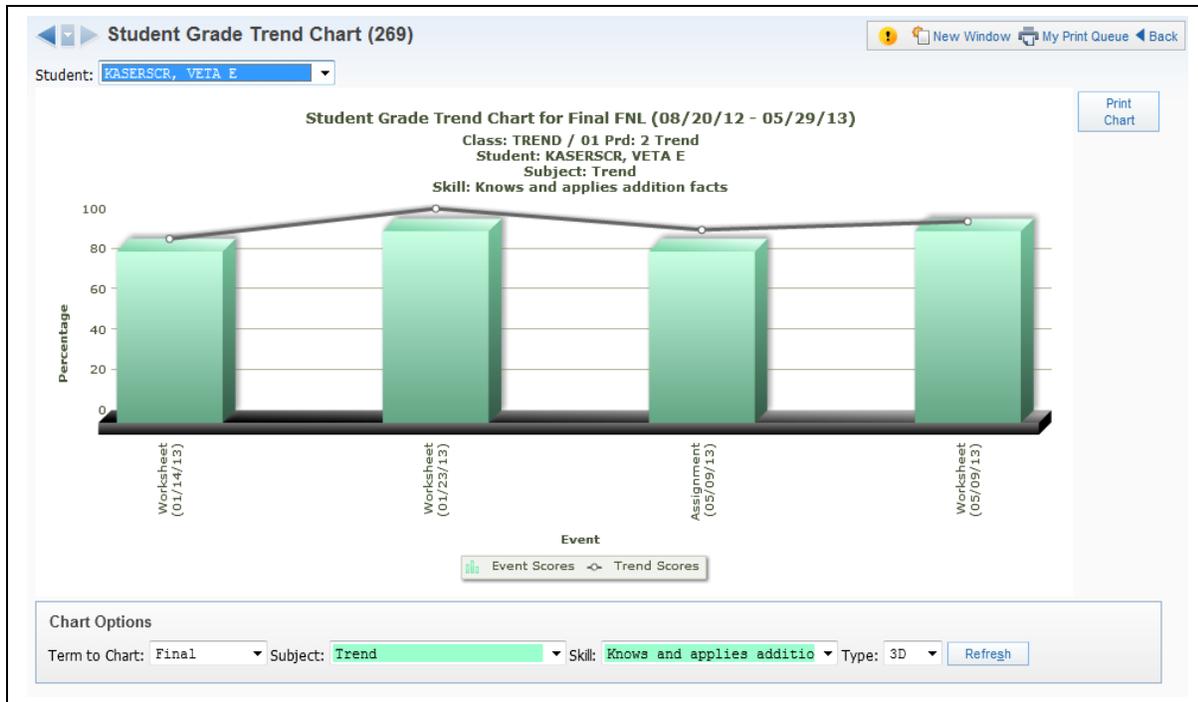
This allows you space for the entry of additional information as needed on the report.

[Standards Trend Grading – Skill Trend Grading by Event](#)

The Skill Trend Grading by Event is not a true report but a view of the skill trend grade calculated by scored events.

Skill Trend Grading by Event		My Print Queue ◀ Back			
Students	Trend Grade	Works W38-T 05/09	Assig W38-T 05/09	Works W23-W 01/23	Works W22-M 01/14
1 KASER VETA					
Trend					
Knows and applies addition facts	O	O	S	O	S
Knows and applies subtraction facts					
Knows and applies multiplication facts					
Applies problem solving skills					
Explains strategies through written form					
2 KEETH MARYA					
Trend					
Knows and applies addition facts	O	S	S	S	N
Knows and applies subtraction facts					
Knows and applies multiplication facts					
Applies problem solving skills					
Explains strategies through written form					

The screen lists the students name first then breaks down the Subject by Skill. Event scores are listed in descending order. The Trend Grade calculation is based on a linear fit of all the students' event grades. Most recent event grades tend to have more impact on the student's trend grade than older grades. You can click on the bar graph to the right of the skill and a student grade trend chart will display.



This is a sample of the **Student Grade Trend Chart** for a student.

Gradebook Tracker

The screenshot shows the 'Gradebook Tracker (215)' interface. At the top, it displays 'Gradebook Tracker - Entity 001 / Data as of: 05/10/13 - 12:01 AM'. Below this is a table with columns: Course, Sec, Last Name, First, Middle, Period Range, Stu Cnt, Asn Cnt, Asn N/G, Scr Tot, Scr Grd, Scr N/C, Scr N/G, and Pct Grd. The first row shows 'Band I' in section '01' for student 'ANDREASCR MARILEE Y' in 'TERM 6' with 3 students, 5 assignments, 1 N/G, 15 scores total, 8 graded, 7 N/C, and 7 N/G, resulting in a 53% grade.

Below the table, there are options to 'Expand All', 'Collapse All', 'Modify Details (displaying 2 of 2)', and 'View Printable Details'. The 'Assignment Scores By Grade Mark' section is expanded, showing a summary for 'Band I / 01 Band I for TERM 6' with 3 students. The data is as of 05/10/13 - 2:26 PM.

Grade	% High	% Low	Count
A	4.00	3.75	8
B	3.74	3.00	0
C	2.99	2.00	0
D	1.99	1.00	0
F	0.99	0.00	0
Scores Graded			8
No Count			0
Scores Not Yet Graded			13
Total			21
Missing			7

At the bottom, the 'Prior Year Gradebooks' section shows 'No prior gradebooks were found for Band I / 01'.

Gradebook Tracker is a way for you to view statistical information for the class. The Gradebook Tracker allows you to view the grade information breakdown for the class. When you expand the record you will be able to view **Assignment Scores by Grade Mark** and **Prior Year Gradebook**. The information you see in the Gradebook Tracker is updated through a nightly process.

Online Assignment Templates

The screenshot shows the 'Online Assignment Templates (57)' interface. At the top, it displays 'Online Assignment Templates (57)'. Below this is a table with columns: Template Name, Questions, Default Points, Auto Score, Show Correct, Random, Questions Per Page, Last Updated, and Created. The table is currently empty, with the message 'There are no records to display; check your filter settings.' displayed below the table. On the right side, there are buttons for 'Add', 'Edit', 'Delete', 'Clone', 'Reports', and 'Clone from Another Teacher'.

An Online Assignment Template allows you to create an assignment/assessment for students. The Online Assignment Template will be attached to a Gradebook Assignment/Event and will then be available for the student to complete through Student Access. The benefit of using the Online Assignment Templates is that the template is available in the next school year. Also, you can clone the template and make modifications to the questions.

Add Online Assignment Template

Online Assignment Template Maintenance (28)





Template Setup Options

* Name: Default Points per Question:

Description:
Maximum characters: 250, Remaining characters: 119

Randomize Questions

Student/Family Access Options

Auto Score and Post to Gradebook If checked, only Multiple Choice, True/False and Matching questions are available

Show Correct Answers

Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

Template Questions

There are no records to display; check your filter settings.

0 records displayed

Asterisk (*) denotes a required field

Template Setup Options

- ****Name** – Enter the name of the Online Assignment Template.
- **Description** – This allows you to enter more information related to the assignment. The description will display in Student Access. The description could be used for directions regarding the assignment/assessment.
- **Default Points per Question** – This allows you to enter the point value used for each question. You will have the ability to modify the point value when creating the question.
- **Randomize Questions** – This option allows the questions to display in a random order when completed in Student Access.
- **Auto-Score and Post to Gradebook** – If this option is selected, the online assignment will be automatically scored and the score entered in the Gradebook. When this option is selected, you can only use the types of Multiple Choice, True/False, and Matching.
- **Show Correct Answers** – This allows for the correct answers to display in Student Access for the online assignment.
- **Disable the “Check Spelling” button for this Online Assignment in Student Access** – Should the students be able to use Spell Check when completing the Online Assignment? The availability of this option will depend on the Gradebook configuration.
- **Questions per Page** – This allows you to determine the number of questions that display on a page.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

After selecting the options for the Online Assignment Template, you will click on **Save and Add Questions**.

The screenshot shows the 'Question Maintenance (28)' interface. At the top, there are icons for printing, help, and back. The main section is titled 'Question for Music Theory Assessment' and includes the following fields:

- Question Number: 1
- * Question Type: Multiple Choice (dropdown menu is open showing options: Multiple Choice, True/False, Matching, Short Answer, Essay)
- * Question: [Text input field]
- View Style Toolbar: [Dropdown menu]
- Extra Content: [Text input field]
- View Style Toolbar: [Dropdown menu]
- Points for Question: 1.0

On the right side, there are buttons for 'Check Spelling', 'Save and Back', 'Save and Add Another', and 'Attach(0)'. Below the question fields, there is a section for 'Answers to Question Number 1' with two answer slots:

- Answer A: [Text input field] View Style Toolbar: [Dropdown menu] Correct? Attach(0)
- Answer B: [Text input field] View Style Toolbar: [Dropdown menu] Correct? Attach(0)

You can select the type of question you want; if you choose the Auto-Score option the Short Answer and Essay options will not be available.

Sample of Multiple Choice

Question Maintenance (28) ? Back

Question for Music Theory Assessment

Question Number: 1

* Question Type: Multiple Choice

* Question: View Style Toolbar

Extra Content: View Style Toolbar

Points for Question:

Answers to Question Number 1

Answer A: View Style Toolbar Correct? Attach(0)

Answer B: View Style Toolbar Correct? Attach(0)

Answer C: View Style Toolbar Correct? Attach(0)

Check Spelling

Save and Back

Save and Add Another

Attach(0)

After you choose the type of question, you can enter the question you want to ask. Then in the bottom area you can enter the answers for Multiple Choice. You may have the option to use attachments for questions and answers depending on the setup of the Gradebook by the district.

Sample of True/False

Question Maintenance (29) ? Back

Question for Music Theory Assessment

Question Number: 2

* Question Type: True/False

* Question: View Style Toolbar

Extra Content: View Style Toolbar

Points for Question:

Answers to Question Number 2

Correct Answer: True
 False

Check Spelling

Save and Back

Save and Add Another

Attach(0)

Asterisk (*) denotes a required field

Enter the question and select the answer of True/False.

Sample of Matching

The screenshot shows the 'Question Maintenance (29)' interface for a 'Question for Music Theory Assessment'. The question number is 3, and the question type is 'Matching'. The question text is 'Match the composer with the time period'. The 'Answers to Question Number 3' section shows a list of composers (Bach, Mozart, Palestrina, Beethoven, Debussy) and a list of time periods (Renaissance, Baroque, 20th Century, Classical, Romantic). Lines connect the composers to their corresponding time periods: Bach to Baroque, Mozart to Classical, Palestrina to Renaissance, Beethoven to Romantic, and Debussy to 20th Century. The interface includes fields for 'Points for Question' (1.0) and a checked 'Allow Partial Credit' option. On the right side, there are buttons for 'Check Spelling', 'Save and Back', 'Save and Add Another', and 'Attach(0)'.

You will enter the matching question. In the Choices area, you will determine the matches for the answers.

Sample of Short Answer

The screenshot shows the 'Question Maintenance (29)' interface for a 'Question for Music Theory Assessment'. The question number is 4, and the question type is 'Short Answer'. The question text is empty. The 'Answers to Question Number 4' section contains a red instruction: 'Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer.' Below this instruction are ten input fields labeled 'Correct Answer A:' through 'Correct Answer J:'. The interface includes a 'Points for Question' field set to 1.0. On the right side, there are buttons for 'Check Spelling', 'Save and Back', 'Save and Add Another', and 'Attach(0)'. At the bottom left, a note states 'Asterisk (*) denotes a required field'.

If you choose the Short Answer question type, you will enter the question and then one or more correct answers. You will have the ability in the Gradebook to manually score it.

Sample of Essay

Question Maintenance (29) Print ? Back

Question for Music Theory Assessment

Question Number: 4

* Question Type: Essay

* Question: Explain the music of the baroque period. View Style Toolbar: ▾

Extra Content: View Style Toolbar: ▾

Points for Question: 1.0

Answers to Question Number 4

Answers cannot be setup for Essay Questions. You will have the opportunity to manually grade this answer.

Asterisk (*) denotes a required field

Check Spelling

Save and Back

Save and Add Another

Attach(0)

If you choose the Essay type questions, you will enter the question. You will have to go into the Gradebook to manually grade the essay.

Additional Functionality

Online Assignment Template Maintenance (32) Print ? Back

Template Setup Options

* Name: Music Theory Assessment Default Points per Question: 1.0

Description: Please complete the questions covering music theory to the best of your ability. Some questions may have multiple correct answers.
Maximum characters: 250, Remaining characters: 119

Randomize Questions

Student/Family Access Options

Auto Score and Post to Gradebook If checked, only Multiple Choice, True/False and Matching questions are available

Show Correct Answers

Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page: 5

Template Questions Add Edit Delete Shuffle Question Order

Number		Type	Question	Points	Atch
1	▶	↕	Multiple Choice	How many lines make up the treble clef?	1.0 N
2	▶	↕	True/False	The treble and bass clef make up the grand staff	1.0 N
3	▶	↕	Matching	Match the composer with the time period	1.0 N

Edit Online Assignment Template

Online Assignment Template Maintenance (32) Print ? Back

Template Setup Options

* Name: Default Points per Question:

Description:
Maximum characters: 250, Remaining characters: 119

Randomize Questions

Check Spelling
Save
Save and Back

Student/Family Access Options

Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

Show Correct Answers

Disable the 'Check Spelling' button for this Online Assignment in Student Access

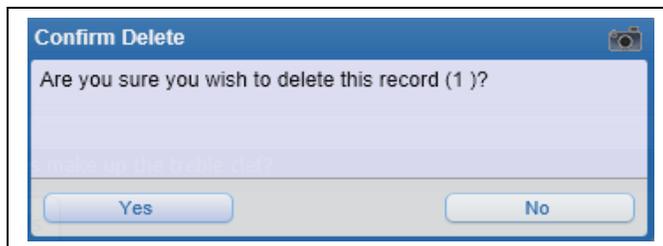
Questions per Page:

Template Questions Add Edit Delete Shuffle Question Order

Number		Type	Question	Points	Atch
1	▶ 1	↕	Multiple Choice	How many lines make up the treble clef?	1.0 N
2	▶ 2	↕	True/False	The treble and bass clef make up the grand staff	1.0 N
3	▶ 3	↕	Matching	Match the composer with the time period	1.0 N

The Edit allows you to make modifications to the Online Assignment Template.

- **Add** – This allows you to create additional questions for the Online Assignment Template.
- **Edit** – This allows you to modify the highlighted question.
- **Delete** – This removes the highlighted questions.



After selecting **Delete**, you will receive the above message. You will select **Yes** to remove the question.

- **Shuffle Question Order** – This allows you to have the program change the order of the questions.

Delete Online Assignment Template

The Delete option allows you to remove the highlighted Online Assignment Template.



After you select **Delete**, you will receive the above message. If you want to delete the Online Assignment Template, you will click **Yes**.

Clone Online Assignment Template

Online Assignment Template Maintenance (32) Print ? Back

Template Setup Options

* Name: Music Theory Assessment Default Points per Question:

Description:
Maximum characters: 250, Remaining characters: 119

Randomize Questions

Check Spelling

Save

Save and Back

Student/Family Access Options

Auto Score and Post to Gradebook If checked, only Multiple Choice, True/False and Matching questions are available

Show Correct Answers

Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

Template Questions to Clone Save and Add Questions

Number	Type	Question	Points	Atch
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

The Clone allows you to make a copy of an existing Online Assignment Template. You can then make modifications to the template. All fields can be modified when cloning a template. You will need to modify the name of the template in order to save the new template.

Reports for Online Assignment Templates

The Reports allow you to generate a report of online assignment information.

Answer Key

The screenshot shows a web interface titled "Online Assignment Reports (33)". In the top right corner, there are icons for a printer, a question mark, and a "Back" button. Below these is a "Print" button. The main area is labeled "Report Options" and contains the following fields:

- Online Assignment: Music Theory Assessment
- Report Type: Answer Key (selected in a dropdown menu)
- Lines for Essay Questions: 8 (0 to 20)
- Questions Per Page: 0 (0 = fit to page) Set to Same as Online Assignment

The Answer Key will provide you with a listing of each question on the online assignment and the answers for the questions.

Report Options

- **Lines for Essay Questions** – This determines the space allowed between questions for essay type questions.
- **Questions Per Page** – This allows you to determine the number of questions that will print on the page.
- **Set to Same as Online Assignment** – If you select this option, it will update the "Questions Per Page" to reflect how the online assignment was set up.

Hard Copy of Blank Online Assignment

The screenshot shows a web interface titled "Online Assignment Reports (33)". In the top right corner, there are icons for a printer, a question mark, and a "Back" button. Below these is a "Print" button. The main area is labeled "Report Options" and contains the following fields:

- Online Assignment: Music Theory Assessment
- Report Type: Hard Copy of Blank Online Assignment (selected in a dropdown menu)
- Lines for Essay Questions: 8 (0 to 20)
- Questions Per Page: 0 (0 = fit to page) Set to Same as Online Assignment

The Hard Copy of Blank Online Assignment will display each question of the online assignment. This report would be used if a student wasn't able to complete the online assignment through Student Access; it will list all of the questions and allow the student to answer them.

Report Options

- **Lines for Essay Questions** – This determines the space allowed between questions for essay type questions.
- **Questions Per Page** – This allows you to determine the amount of questions that will print on the page.
- **Set to Same as Online Assignment** – If you select this option, it will update the "Questions Per Page" to reflect how the online assignment was set up.

Online Assignment Analysis

Online Assignment Reports (33)

Report Options

Online Assignment: **Music Theory Assessment**

Report Type: **Online Assignment Analysis**

Only Print Online Assignments that have been Graded and Posted to the Gradebook

Print All Students

Exclude Students who have not taken Online Assignment yet

Only Print Students who got Answers Correct

Note: Essay Questions are deemed correct if full points are earned by student

Include Students who recieved partial points on an incorrect answer

Only Print Students who got Answers Incorrect

Note: Essay Questions are deemed incorrect if full points are not earned by student

Exclude Students who received partial points on an incorrect answer

Only Print Students who have not taken Online Assignment yet

Print

The Online Assignment Analysis Report will allow you to see which students got correct/incorrect answers to the questions on the Online Assignment. It will also show you which students have not taken the Online Assignment.

Report Options

- **Only Print Online Assignments that have been Graded and Posted to the Gradebook** – If this option is selected, it will only print online assignment information for students whose online assignment has been graded and posted to the Gradebook.
- **Print All Students** – This allows you to print the answers students gave for each question.
- **Exclude Students who have not taken Online Assignment yet** – Should students who have not completed the online assignment display? If this option is not selected, it will show the student and “Not Taken” on the report.
- **Only Print Students who got Answers Correct** – When this option is selected, it will only display the names of students who answered the question correctly.
- **Include Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who got Answers Incorrect** – When this option is selected, it will only display the names of students who answered the question incorrectly.
- **Exclude Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who have not taken Online Assignment** – This displays a list of students who have not completed their online assignment. This option will not be available if you selected to “Only Print Online Assignments that have been Graded and Posted to the Gradebook.”

Clone from Another Teacher

The Clone from Another Teacher option allows you to copy an online assignment template from another teacher. The availability of this option will depend on the Gradebook setup for the district.

Clone Online Assignment Template (114)

Views: General Filters: *Skyward Default

Template Name	Last Name	First	Middle	Date Created	Date Updated
1 Basic Software Knowledge	Prydescr	Katherine	Anne	10/09/2012	10/09/2012
2 Music Theory Assessment 1	KOSLOSKISCR	RETA	Y	06/28/2010	06/28/2010
3 Music Theory Assessment 2	KOSLOSKISCR	RETA	Y	06/28/2010	06/28/2010
4 Online Assessment	KOSLOSKISCR	RETA	Y	06/16/2011	06/16/2011
5 Quiz	OREJUELASCR	JEANIE	X	06/10/2009	06/10/2009
6 Sample	MERCURESCR	ROSAMARIA	P	06/02/2010	06/21/2010
7 Sample District Assessment	MERCURESCR	ROSAMARIA	P	06/02/2010	06/02/2010
8 Template 1	KOTEKSCR	VELVET	J	07/23/2009	07/23/2009
9 Temnlate 2	KOTEKSCR	VFI VFT	1	07/23/2009	07/23/2009

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Assignment Details

Description: Please answer the questions to the best of your ability.

Questions

Type	Question	Points	Answer(s)
1 Multiple Choice	How many lines are in the treble clef?	1.0	C. 5
2 Multiple Choice	How many spaces are in the treble clef?	1.0	C. 4
3 Multiple Choice	What is the interval in the attachment?	1.0	A. 3rd

14 records displayed

Template Name: **A B C**

You will highlight the template and then select **Clone Template**. After cloning the template, you can make modifications to the Online Assignment Template.

Post Daily Attendance

You can take attendance through Post Daily Attendance by using either **Take Daily Attendance-By Name** or the **Take Daily Attendance-By Seating Chart**. You can also take attendance by going to the Attendance tab in the Gradebook.

Take Daily Attendance - By Name

Attendance for **Friday, May 10, 2013**

[View Attendance by Period](#) | Only Display Classes that Meet Today

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Attendance cannot be taken for a composite class
		1 - 6	0	MTWRF	2READ / 01	2 Reading	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	By Name By Seating Chart Assign Seats
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	Band I / 01	Band I	By Name By Seating Chart Assign Seats
		1 - 6	2	MTWRF	TREND / 01	Trend	By Name By Seating Chart Assign Seats
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	By Name By Seating Chart Assign Seats

Select **By Name** in Post Daily Attendance.

Take Daily Attendance - By Name

Take Attendance for **Friday, May 10, 2013**

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Show Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08	Tue 5/07	Mon 5/06	Fri 5/03
	R	AARONSONSCR	KRYSTINA L	12	001	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
	S R G P A	ADUSCR	SADIE	09	001	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1	1								J -	
	P	ADUSCR	Simon	11	001	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>												

All students default to present and you need to select either Absent or Tardy for a student. You may also see a third option that is determined and set up by the entity.

Cmt

Attendance Comment

Comment:

[Save](#) [Back](#)

The Cmt allows you to enter an attendance comment; with the maximum comment length of 30 characters. This option will depend on the attendance setup for the district.

Counts

The Counts that display will depend on the attendance setup for the entity. The values will reflect the number of times the student missed your class.

Alert Legend

Alert Color Legend My Print Queue [Back](#) [?](#)

Alert Color Legend

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Color Legend will show you what the different colors next to the student's name mean. The Alerts that display depend on the setup of the attendance for the district.

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Friday, May 10, 2013**

Save
Undo
Back

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Show Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08	Tue 5/07	Mon 5/06	Fri 5/03
	R	AARONSONSCR	KRYSTINA L	12	001															
	S I P R P A A DUECC	SADIE		09	001	●				1	1									-
		Simon		11	001		●													

Note: A red arrow points to the 'Alerts' column for Sadie, which contains a red box with a white 'R' and a tooltip that reads 'Severely Allergic to Peanuts.'

You can click on the Alert box to see additional information related to the alert.

Show Today's Attendance for All Periods

Take Daily Attendance - By Name
My Print Queue

Take Attendance for **Friday, May 10, 2013**

Save
Undo
Back

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Show Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Period	Perk
	R	AARONSONSCR	KRYSTINA L	12	001	○	○	○							0	1
	S R G P A	ADUSCR	SADIE	09	001	○	○	○		1		1				
	P	ADUSCR	Simon	11	001	○	○	○								

Once **Show Today's Attendance for All Periods** has been selected, you will then see that it shows the students' attendance for the entire day by periods.

View Class Summary

Class Summary
My Print Queue Back ?

Class Summary for **Band I / 01 Band I**
 Period: **1** Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

[Show Percent Earned in Gradebook](#)

Last Name	First Middle	Term	Grades						Last Week 04/29 - 05/03					This Week 05/06 - 05/10					Absences		Tardies								
			1ST	2ND	3RD	4TH	5TH	6TH	M	T	W	R	F	M	T	W	R	F	T6	12-13	T6	12-13							
AARONSONSCR	KRYSTINA L	Y						B	A																				
ADUSCR	SADIE	Y						C	B																				
ADUSCR	Simon	Y						B	B																				

This will show you a summary of attendance and grade information for your class. This shows all of the students as well as their grades, tardies, and absences. Clicking on the blue lettering under the week for attendance will show the Attendance Detail attached to the letter.

Show Percent Earned in Gradebook

Class Summary
My Print Queue Back ?

Class Summary for **Band I / 01 Band I**
 Period: **1** Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

[Hide Percent Earned in Gradebook](#)

Last Name	First Middle	Term	Grades						Last Week 04/29 - 05/03					This Week 05/06 - 05/10					Abs T6											
			1ST	1ST%	2ND	2ND%	3RD	3RD%	4TH	4TH%	5TH	5TH%	6TH	6TH%	M	T	W	R		F	M	T	W	R	F					
AARONSONSCR	KRYSTINA L	Y																												
ADUSCR	SADIE	Y																												
ADUSCR	Simon	Y																												

Clicking this option in the Class Summary will show the percent attached to the letter grade on the student.

Print Class Roster

The Print Class Roster provides a listing of all the students in your class with selected information.

Report Templates
My Print Queue ◀ Back

Student:
Band I / 01 Prd:1 Band I - MARILEE ANDREASCR
 Report: **Class Roster**

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

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Classes

Click **Add New Template**.

Report Templates
My Print Queue ◀ Back

Add a new Report Template for the Class Roster Report.

Sequence #:

Report Template Name:

Save

Back

Enter a Report Template Name and select **Save**.

Class Roster
My Print Queue ◀ Back

Select Parameters for Class Roster Report for Band I / 01 Prd:1 Band I

10 - Class Roster

Class Roster Report Options: 57 chars - Portrait Report

Students
Save

Display Students enrolled for Term: Current Term : 04/12/2013 - 05/08/2013 ▾

Options

Name Display:

Last, First MI

First Middle Last

Last First Middle

First MI Last

ID Display:

Student ID

Internal ID

Name Key

None

Sort by: Last Name ▾

Undo

Back

Display Information

Grade

Phone Number

Gender

Student Access Login and Password

Grad Year

Second Phone

Current Cumulative GPA

Print Student Picture

Birth Date

Third Phone

Home Address

Food Service Key Pad #

Advisor

Email

Mailing Address

Family Information

Primary Guardian

All Guardians

Phone 2

Phone 1

Email

Phone 3

Phone 2

Home Address

Email

Phone 3

Mailing Address

You can now select the student/family information you would like to print on the class roster. Not all of the options can be selected to print on the report; there is a character limit of 122.

After selecting the options for the report, click on the **Save**.

Report Templates
My Print Queue ◀ Back

Student:

Band I / 01 Prd:1 Band I - MARILEE ANDREASCR

Report: **Class Roster**

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

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

You will highlight the template you just created and select either **Print** or **Select Different Classes**. Print will print for the class you are currently accessing and Select Different Classes allows you to pick multiple classes for which to run the report.

After you have entered attendance for the class, you will click **Save**.

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch?

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Period	Perk
	R	AARONSONSCR	KRYSTINA L	12	001					Choice A								
	S R G P A	ADUSCR	SADIE	09	001					Choice B		2		2				J -
	P	ADUSCR	Simon	11	001					Cold Lunch								L -

Once the **Save** button is selected, the attendance will then be saved and show as green. Any changes will then be shown in red until you click **Save**.

Selecting Absences Type and Reason (optional setting)

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch?

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Attendance Type	Reason	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Perk
	R	AARONSONSCR	KRYSTINA L	12	001				Choice A							
	S R G P A	ADUSCR	SADIE	09	001	J - TEACHER ABSE			Choice B		2		2			
	P	ADUSCR	Simon	11	001	L - LATE			Cold Lunch							

You can choose the different Types as well as the different Reasons to reflect why the student wasn't in attendance. If the student is present, simply leave them blank. The ability to enter Absence Types and Reasons will depend on the attendance setup for the entity. After you have entered attendance for the class, you will click **Save**.

Attendance - By Seating Chart

Attendance for **Friday, May 10, 2013**

[View Attendance by Period](#) | Only Display Classes that Meet Today

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Attendance cannot be taken for a composite class By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2READ / 01	2 Reading	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	By Name By Seating Chart Assign Seats
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	Band I / 01	Band I	By Name By Seating Chart Assign Seats
		1 - 6	2	MTWRF	TREND / 01	Trend	By Name By Seating Chart Assign Seats
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	By Name By Seating Chart Assign Seats

Attendance Taken: 9:48 PM by MARILEE ANDREASCR

Select **Post Daily Attendance-By Seating Chart** from the Post Daily Attendance screen.

Take Daily Attendance - By Seating Chart
My Print Queue

Take Attendance for **Friday, May 10, 2013**

Save
Undo
Back

[Alert Legend](#) | [Show Pictures](#) | [Printer Friendly Listing](#)

SHAD K MACFARLANDSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present <input type="text"/>	LINN F MAIRESCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 ABSENT <input type="text"/>	EFREN C RADOVICHSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 TARDY <input type="text"/>	JACKIE L RASMUSSONSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 ABSENT <input type="text"/>	RAUL B REYSSCR Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present <input type="text"/>
--	--	---	--	--

All students default to present and you will need to select either Absent or Tardy for a student. You can click the paper next to the attendance to enter an attendance note. The comment is an optional setting determined by the attendance setup for the entity. The attendance will display in red until the **Save** button is selected.

Alert Legend

Alert Color Legend
My Print Queue Back ?

Alert Color Legend

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Legend shows what the alerts mean that display below the student's name on the Seating Chart.

Show Pictures

Take Attendance for **Friday, May 10, 2013**

[Alert Legend](#) | [Hide Pictures](#) | [Printer Friendly Listing](#)

SHAD K MACFARLANDSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001	LINN F MAIRESCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001	EFREN C RADOVICHSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001	JACKIE L RASMUSSENSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001	RAUL B REYSSCR Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001
Present	ABSENT	TARDY	ABSENT	Present

When the **Show Pictures** option is selected, it will show the pictures for the students if the district has loaded the pictures in the database.

Printer Friendly Listing

Seating Chart: **3117/01 Prd:3 Wind Ensemble 3**

SHAD K MACFARLANDSCR Grade: 12 School: 001	LINN F MAIRESCR Grade: 11 School: 001	EFREN C RADOVICHSCR Grade: 12 School: 001	JACKIE L RASMUSSENSCR Grade: 11 School: 001	RAUL B REYSSCR Grade: 12 School: 001

This option will allow you to print a copy of your seating chart. If you display the pictures on the seating chart, the Printer Friendly Listing can also print the pictures.

Modification of Prior Day(s) Attendance

You may have the ability to modify a prior day(s) attendance depending on the setup of attendance for the entity. You will select **Post Daily Attendance-By Name**.

Take Daily Attendance - By Name
My Print Queue

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch?

Save
Undo
Back

[Alert Legend](#) |
 [Show Today's Attendance for All Periods](#) |
 [View Class Summary](#) |
 [Hide Survey Questions](#) |
 [Print Class Roster](#)

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	Default blanks to: A E U O T Fri Thu Wed							
	R	AARONSONSCR	KRYSTINA L	12	001	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		Choice A						5/10	5/09	5/08
	S R G P A	ADUSCR	SADIE	09	001	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Choice B		2	2		J -			
	P	ADUSCR	Simon	11	001	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		Cold Lunch					L -			

You will need to display previous weeks attendance. Then click on the previous date cell for the student whose attendance you want to modify. The number of days you can update attendance will depend on the setup of attendance for the entity.

Take Daily Attendance - By Name
My Print Queue ?

Modify Attendance for **Thursday, May 9, 2013**

Save
Undo
Back

First Middle	Last Name	GR	Sch	Absent	Tardy	Present
SADIE	ADUSCR	09	001	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

You can update the attendance for the student and click on **Save**.

[Post Daily Attendance – Assign Seats](#)

Assign Seats
My Print Queue

[Show Pictures](#) | [Clear Seating Chart](#)

Number of Rows:

Number of Seats Per Row:

SHAD K MACFARLANDSCR	LINN F MAIRESCR	EFREN C RADOVICHSCR	JACKIE L RASMUSSENSCR	RAUL B REYSSCR	
<input type="button" value="Select"/>	<input type="button" value="Fill Seat"/>				
<input type="button" value="Fill Seat"/>					
<input type="button" value="Fill Seat"/>					
<input type="button" value="Fill Seat"/>					
<input type="button" value="Fill Seat"/>					

Once the **Post Daily Attendance - Assign Seats** has been selected, you will then be able to select a student and then assign them to a specific seat.

Number of Rows/Number of Seats Per Row

This option can be set to whatever dimensions you need for your class.

Show Pictures

The Show Pictures option displays the student pictures in the seating chart.

Clear Seating Chart

This option will clear the seating chart and allows you to start from scratch. The students will appear on a list on the side.

The screenshot shows the 'Assign Seats' interface. At the top, there are navigation arrows and the title 'Assign Seats'. On the right, there is a 'My Print Queue' icon. Below the title, there are input fields for 'Number of Rows: 6' and 'Number of Seats Per Row: 6', with a 'Refresh' button next to the first field. To the right of these fields are 'Save', 'Undo', and 'Back' buttons. Below the input fields, there is a dropdown menu for 'Auto Assign Seats' with options: 'By First Name', 'By Last Name', and 'At Random'. A 'Process' button is next to the dropdown. On the left, there is a list of 'Unassigned Seats' with the following names and 'Select' buttons: EFREN C RADOVICHSCR, JACKIE L RASMUSSONSCR, LINN F MAIRESCR, RAUL B REYSSCR, and SHAD K MACFARLANDSCR. The main area is a 6x6 grid of 'Fill Seat' buttons.

Auto Assign Seats

This option is used to assign students by either first name, last name, or at a random order.

Additional video tutorials covering attendance, gradebook postings, adding assignments, changing grades, etc. are available [here](#).