

Combine Multiple Gradebooks

Using the option to combine multiple Gradebooks gives you the capability to maintain assignments and scoring options for multiples classes all within one screen. To be able to combine the Gradebooks, they must all have the same Control Set. This could be helpful for a teacher who has, for example, both male and female Physical Education sections during the same semester, or a teacher who teaches multiple sections of the same course during the same time frame of the school year.

Entity (001) Grades 9 to 12

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

My Gradebook

Current Year Classes | Prior Years Classes

Reports for All Classes | Posting Status

Dept	Subject	Terms	Period	Days Meet	Class	Description	
001		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Secondary Gradebook
		1 - 6	0	MTWRF	2READ / 01	2 Reading	Secondary Gradebook
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Secondary Gradebook
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Secondary Gradebook
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Secondary Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Secondary Gradebook
		1 - 6	1	MTWRF	Band I / 01	Band I	Secondary Gradebook
		1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
		1 - 6	4	MTWRF	1MUS / 01	1 Music	Standards Gradebook
		1 - 6	5	MTWRF	1MUS / 02	1 Music	Standards Gradebook

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

Combine Multiple Classes into a Gradebook - Entity 001

To set up the Combined Gradebook, you should click the Combine Multiple Classes into a Gradebook - Entity ### button at the bottom of the Gradebook Selection Screen.

Combine Entity 001 Classes (315)

This feature will allow multiple classes to be graded from one Gradebook.

1. First select a Master Class
2. Select other classes to combine into a Gradebook

NOTE: Classes must have the same Course Length, and Control Set.
If a class is currently a Master Class then it cannot be combined into another Master Class.

Select Classes to Combine into a Gradebook

Master Class	Combine Class	Period	Class	Description	Entity	Course Length	Control Set	Department	Subject	Curriculum
<input type="checkbox"/>	<input type="checkbox"/>	0	2READ / 01	2 Reading	001	YEAR	YEAR			
<input type="checkbox"/>	<input type="checkbox"/>	0	2SPEL / 01	2 Spelling	001	YEAR	YEAR			
<input type="checkbox"/>	<input type="checkbox"/>	0	2WRIT / 01	2 Writing	001	YEAR	YEAR			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	3116 / 01	Wind Ensemble 2	001	YEAR	YEAR	10	10	3116 - Wind Ensemble 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	3115 / 01	Wind Ensemble	001	YEAR	YEAR			3115 - Wind Ensemble
<input type="checkbox"/>	<input type="checkbox"/>	1	Band I / 01	Band I	001	YEAR	YEAR			BAND I - Band I

Combine Classes

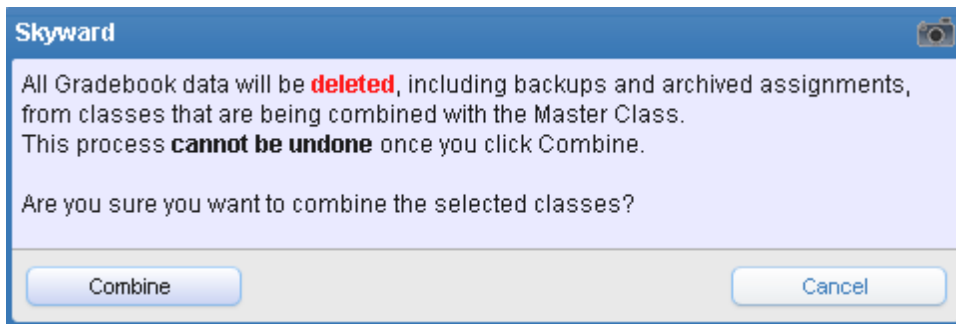
This screen displays and explains what needs to be configured in the same way to be able to combine multiple Gradebooks. There are some options that can be defined by the District as required to match to

allow them to be combined. These include Department codes, Subject codes, and Curriculum Codes. In this example, the district has indicated the course Curriculum records must match.

****Master Class:** One class must be selected as the Master Class. This is the class that will determine the categories, weighting and grade marks available, and this class will retain any existing assignments/grades once combined.

****Combine Class:** These are the other classes that will be combined with the Master Class. All existing data in these gradebooks will be removed. More than one course can be selected as a Combine Class.

Click the **Combine Classes** button.



A prompt appears reminding you that continuing will delete all data connected to the Combine Classes, and that this cannot be undone. Information that could be lost includes backups and archived assignments. Click Combine to combine the Gradebooks. Cancel will void the request to combine the Gradebooks.

The image shows the "My Gradebook" interface in Skyward. At the top, it says "Entity (001) Grades 9 to 12" and "Marilee Andreascr Account Preferences Exit ?". Below this are navigation tabs: Home, Teacher Access, Student Services Access, Advisor Access, Administrator Access, Food Service - MF, and EA+ Classic View. The main section is titled "My Gradebook" and has a "My Print Queue" button with a "Back" arrow. There are two tabs: "Current Year Classes" (selected) and "Prior Years Classes". Below the tabs are "Reports for All Classes" and "Posting Status" dropdown menus. The "Current Year Classes" section is divided into two sub-sections: "001 Entity (001) Grades 9 to 12" and "002 Entity (002) Grades 7 to 12". Each sub-section contains a table with columns: Dept, Subject, Terms, Period, Days Meet, Class, Description, and a link to the gradebook. The "001 Entity (001) Grades 9 to 12" section lists several classes, including 2LA / 01 (2 Lang Arts), 2READ / 01 (2 Reading), 2SPEL / 01 (2 Spelling), 2WRIT / 01 (2 Writing), Band I / 01 (Band I), TREND / 01 (Trend), and 1MUS / 01 (1 Music). The "002 Entity (002) Grades 7 to 12" section lists one class: 9400 / 01 (AG MECHANICS I). Below the "Current Year Classes" section is a "Combined Gradebooks" section. It shows "001 Entity (001) Grades 9 to 12" with a "Combined Gradebook: Wind Ensemble 2 / 01" link. Below this are two rows of class data with links to "Individual Gradebook". At the bottom, there are two buttons: "Combine Multiple Classes into a Gradebook - Entity 001" and "Separate Classes from Combined Gradebook - Entity 001".

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook Link
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Secondary Gradebook
		1 - 6	0	MTWRF	2READ / 01	2 Reading	Secondary Gradebook
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Secondary Gradebook
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Secondary Gradebook
		1 - 6	1	MTWRF	Band I / 01	Band I	Secondary Gradebook
		1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
		1 - 6	4	MTWRF	1MUS / 01	1 Music	Standards Gradebook
		1 - 6	5	MTWRF	1MUS / 02	1 Music	Standards Gradebook
002 Entity (002) Grades 7 to 12							
Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook Link
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook
Combined Gradebooks							
001 Entity (001) Grades 9 to 12							
Combined Gradebook: Wind Ensemble 2 / 01							Combined Gradebook
Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook Link
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Individual Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Individual Gradebook

The Gradebook Selection Screen will look slightly different after loading the Combined Gradebooks. All Combined Gradebooks will be listed under their own tab near the bottom of the page.

Combined Gradebook: You can click this link to view the combined version of the Gradebook. Assignments can be entered for the classes that were combined.

Individual Gradebook: This link can be used to view the individual gradebook for one of the classes that is included in the Combined Gradebook.

	Term Grade	FNL	SM2	EX2	6TH	PR6	5TH	PR5	4TH	4TH Report Card	PR4	SM1	EX1	3RD	3RD Report Card
	FNL	Options	Options	Options	Options	Options	Options	Options	Options		Options	Options	Options	Options	
	Sort By														
	Point Value														
1	AARON ELROY	NEW			*								*		
2	AARON KRYST	NEW			*					*100			*		
3	AHREN HUNG	NEW			*					*100			*		
4	BELLO DENVE	NEW			*					*100			*		
5	CANIN RANDA	NEW			*					*100			*		
6	CANTA MERRY	NEW			*					*100			*		
7	SANDM DACIA	NEW			*					*100			*		
8	SECKM DERRI	NEW			*					*100			*		

This is a view of the Combined Gradebook. Notice the buttons across the top of the Gradebook are not the same as when viewing a regular Secondary Gradebook. Tasks like Grade Posting and Attendance entry cannot be done from the Combined Gradebook.

	Term Grade	FNL	SM2	EX2	6TH	PR6	5TH	PR5	4TH	4TH Report Card	PR4	SM1	EX1	3RD	Attendance
	FNL	Options	Options	Options	Options	Options	Options	Options	Options		Options	Options	Options	Options	
	Sort By														
	Point Value														
1	AARON KRYST	NEW			*					*100			*		
2	AHREN HUNG	NEW			*					*100			*		
3	BELLO DENVE	NEW			*					*100			*		
4	CANIN RANDA	NEW			*					*100			*		
5	CANTA MERRY	NEW			*					*100			*		

This is a view of one of the Individual Gradebooks for a class within a Combined Gradebook. Notice that there are buttons to access Posting where you can enter Comments, post grades manually, and post Attendance.

Skyward School District Marilee Andreascr Account Preferences Exit ?

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

My Gradebook My Print Queue Back

Current Year Classes **Prior Years Classes**

Reports for All Classes Posting Status

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Secondary Gradebook
		1 - 6	0	MTWRF	2READ / 01	2 Reading	Secondary Gradebook
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	Secondary Gradebook
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	Secondary Gradebook
		1 - 6	1	MTWRF	Band I / 01	Band I	Secondary Gradebook
		1 - 6	2	MTWRF	TREND / 01	Trend	Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	Standards Gradebook
		1 - 6	4	MTWRF	1MUS / 01	1 Music	Standards Gradebook
		1 - 6	5	MTWRF	1MUS / 02	1 Music	Standards Gradebook

002 Entity (002) Grades 7 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I	Secondary Gradebook

Combined Gradebooks

001 Entity (001) Grades 9 to 12
Combined Gradebook: **Wind Ensemble 2 / 01** [Combined Gradebook](#)

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	Individual Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	Individual Gradebook

Combine Multiple Classes into a Gradebook - Entity 001 Separate Classes from Combined Gradebook - Entity 001

Separate Classes from Combined Gradebook – Entity ###: You can use this button to break apart all courses or just select ones within the Combined Gradebook.

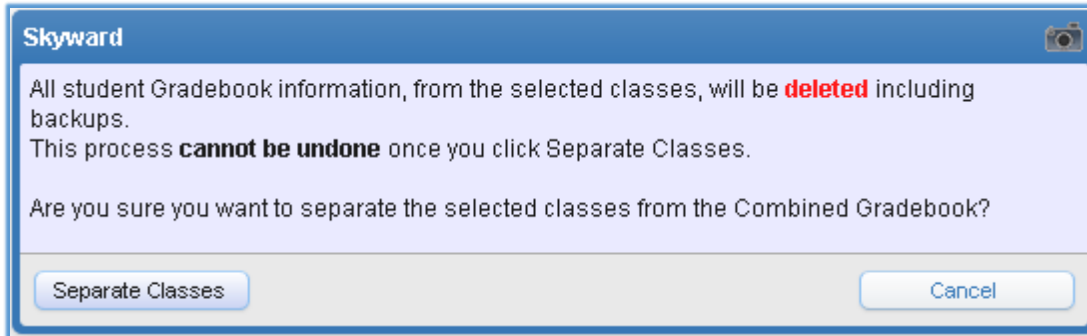
Separate Entity 001 Classes (232) Print ? Back

Separate Classes from Master Class: **3116/01 - Wind Ensemble 2** [Separate Classes](#)

Period	Class	Description	Entity	Course Length	Control Set	Department	Subject	Curriculum
<input type="checkbox"/> 1	3115 / 01	Wind Ensemble	001	YEAR	YEAR			3115 - Wind Ensemble

After you click the Separate Classes from Combined Gradebook – Entity ### button, this screen appears. You can select which of the combined classes you want to remove from the Combined Gradebook set. Since this example had only two classes in the Combined Gradebook, we can select only the one combined class on this screen.

After you have selected the classes you wish to remove from the Combined Gradebook, click the Separate Classes button.



A prompt appears reminding you that doing this will delete all data connected to the classes you selected, and that this cannot be undone. Information that could be lost includes backups and archived assignments.

Entity (001) Grades 9 to 12

Marilee Andreasr Account Preferences Exit ?

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

My Gradebook My Print Queue Back

Current Year Classes Prior Years Classes

Reports for All Classes Posting Status

001 Entity (001) Grades 9 to 12						
Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts Secondary Gradebook
		1 - 6	0	MTWRF	2READ / 01	2 Reading Secondary Gradebook
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling Secondary Gradebook
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing Secondary Gradebook
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2 Secondary Gradebook
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble Secondary Gradebook
		1 - 6	1	MTWRF	Band I / 01	Band I Secondary Gradebook
		1 - 6	2	MTWRF	TREND / 01	Trend Standards Gradebook
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3 Standards Gradebook
		1 - 6	4	MTWRF	1MUS / 01	1 Music Standards Gradebook
		1 - 6	5	MTWRF	1MUS / 02	1 Music Standards Gradebook
002 Entity (002) Grades 7 to 12						
Dept	Subject	Terms	Period	Days Meet	Class	Description
12	12	1 - 6	2	MTWRF	9400 / 01	AG MECHANICS I Secondary Gradebook

Combine Multiple Classes into a Gradebook - Entity 001

Once all Combined Gradebooks have been separated, the Gradebook Selection screen displays all Gradebooks in the standard way before they were set up as combined.