

SFISD

SKYWARD QUICK REFERENCE GUIDE

For Teachers

Logging In –

1. www.sfid.org
2. Click *Employees*.
3. Click *Skyward Gradebook*.
4. Enter your *Skyward* username and password.

Logging Out –

1. Click the *Exit* button in the upper right.



***Tip:** Don't click the x at the top right to close the window. Use the exit button when working in Skyward.

Navigation –

Educator Access Plus Home Page (Gradebook home page) – Shows customizable dashboard and important notices.

Home Button – Returns you to the Home page.

Teacher Access Button – Gives you the options to go to the following screens:

My Gradebook – Listing of your gradebooks/class for the current year.

My Students – Listing of all of your students and their demographic information.

My Classes – Listing of your classes and options available.

Post Daily Attendance – Take attendance and create seating charts.

My Activities – Listing of activity groups you are associated with.

My Conference Scheduler – Used to schedule parent/teacher conferences.

Attendance –

From the *Gradebook* home page:

1. Click *Post Daily Attendance*.
2. Click the *By Name* link.
3. Click either absent or tardy next to the student's name (by default they are marked present).
4. Click *Save* to complete.

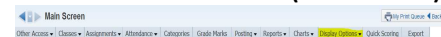
Opening the Gradebook –

From the *Gradebook* home page:

1. Click *My Gradebook*.
2. Click the [Gradebook](#) link for the section/class you wish to view.
3. Once clicked, the *Main Screen* of the selected gradebook will be visible.

Display Options –

From inside a *Gradebook (Main Screen)*:



Display Options –

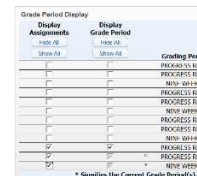
This drop-down allows you to customize your gradebook view. You can customize student view, assignment view, and grade period views, as well as modify the gradesheet sequence. ***Note:** Anytime you make a change, click **Save** to keep your changes.

Student Display – Change the way the student names are displayed and show dropped students and their grades. ***Tip:** You can choose to display the full names of the students.

Assignment Display – Modify the way assignments are displayed and customize headers, etc.

Display Options – (contd.)

Grade Period Display –

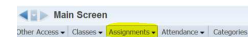


Select the grading period(s), including/excluding assignments and terms, to display in your gradebook.

***Note:** The current grading period, including assignments, is **always** displayed.

Adding Assignments –

From the *Gradebook Main Screen*:



1. Hover mouse cursor over the *Assignments* drop-down.
2. Click *Add Assignment*.
3. Select the Category for which the assignment applies in the drop-down.
4. Enter the assignment title in Description.
5. Set the Assigned and Proposed Due Dates. The Actual Due Date will override the proposed due date. ***Note:** Make sure these dates fall within current grading period.
6. Verify the Max Score.
7. Weight the Multiplier – adjust to count the score more than once, if necessary.
8. Show Assignment Score – view as a score, check, percent, or grade mark (Default is Score).
9. *Save and Back* to return to gradebook main screen, *Save and Add Another*, or *Save and Score* to immediately score the assignment.

***Tip:** The check boxes at the bottom of the *Add Assignment* screen allow you to push the assignment to other gradebooks, saving the trouble of adding each assignment manually per gradebook.




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Entering Scores –

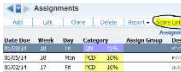
From the Gradebook *Main Screen*:

- Under the assignment header, click on an asterisk (*) and enter scores. 
- Add comments if necessary.
- Save.

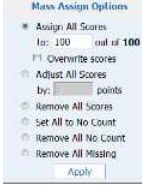
Mass Assign Scores –

From the Gradebook *Main Screen*:

- Hover over the  *Assignments* drop-down, and choose *List Assignments*.

- Highlight the assignment that you want to score, then click the *Score Entry* tab above. 



***Tip:** You can also click the underlined text on the assignment within the *Main Screen*, and click *Score Entry* to the right.

- In the *Score Entry* screen, choose the *Mass Assign* options in the upper right for all students. 
- Click *Apply*.
- Change individual scores as needed.
- Click *Save*.

Quick Scoring –


Quick Scoring is a fast way to score multiple assignments at once.

From the Gradebook *Main Screen*:

- Click on the *Quick Scoring* tab. 
- All of your assignments will appear in an editable spreadsheet. 
- Edit the appropriate cells. Any changes will appear in green.
- Save.


Changing/Editing Grades –

From the Gradebook *Main Screen*:

- Under the assignment header, click on a score to edit. 
- Change the score(s).
- Click *Save* to complete.

Deleting an Assignment –


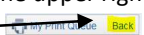

From the Gradebook *Main Screen*:

- Click the underlined text in the assignment header. 
- In the Assignment Options screen, click *Delete*.
- Click *OK* to delete assignment.

Grade Changes for Closed Period

***Note:** Grade changes may be necessary to reconcile student make-up work, grade difference reports, and transfer students.

From the *Gradebook* home page:

- Click *My Gradebook*.
- Hover your mouse over *Grade Posting Status* button (don't click, just hover).
- Move cursor to select the grading period for which a grade(s) needs to be changed.
- Highlight the gradebook for the class/section you wish to update. (Don't click in the *Class* column.)
- Click *Request Grade Changes* button to the right of the screen. 
- Enter student name and reason the grade(s) needs to be changed.
- Click *Yes* to proceed.
- The gradebook will open and allow you to make the necessary changes.
- Click the *Back* button in the upper right when completed. 
- Click the *Complete Grade Changes* button, and the changes will be submitted to the office for approval. 
- Click *Yes* to proceed and finish.

Transfer Students (**NEW** button)

***Note:** When a new student transfers into your class, a "NEW" button will appear in your gradebook next to the student's name. Click the "NEW" button and it will give you five options for entering previous grades for this student, and they are as follows:


Option #1: Should be chosen if a student transferred from another section of the same course and the assignments match your class – this will auto-transfer the matching assignments.

Option #2: Should be chosen if you want to manually transfer certain assignments/term grades from a dropped class.

Option #3: Allows you to manually enter term/semester grades for CLOSED grading periods. These grades were entered on the office-side from an out-of-district transfer student and now need to be posted to your gradebook.

Option #4: This option is rarely, if ever, used.

Option #5: Allows you to enter a starting grade percentage for the current term ONLY, for an out-of-district transfer student.

***Tip:**  Do not display NEW by this student's name.

Once you have completed processing the *NEW* student's grades, check the box at the top of the screen, to turn off the *NEW* indicator in your gradebook. If you have turned off the indicator and still need to enter grades for a *NEW* student, click on the student's name in the gradebook and in the next window, locate the tab at the top for 'New Student'.

