

Miscellaneous

NEW button

Student Indicators
Online Assignments
Online Assignment Analysis Report
Student Results Report

NEW Button

The New button displays when a new student enters your class. This button gives you five different options for entering any assignment scores and grades from the prior class, depending on the scheduling of the student.

The screenshot shows the Skyward software interface for Entity (001) Grades 9 to 12. The top navigation bar includes links for Home, Teacher Access, Student Services Access, Advisor Access, Administrator Access, Food Service - MF, and EA+ Classic View. The 'Main Screen' displays a table of students with columns for 'No Atnd Entry Today', 'Term Grade', 'FNL', 'SM2', 'EX2', '6TH', 'Page 1', 'Data', 'Data', 'Music', 'Worksh', 'Compos', and 'PI'. The first student, ADUSOR Simon (11), has a 'NEW' button next to their name, which is highlighted by a red arrow.

Students	No Atnd Entry Today	Term Grade	FNL	SM2	EX2	6TH	Page 1	Data	Data	Music	Worksh	Compos	PI
1 ADUSOR Simon (11)	NEW												
2 GAGLIARDOSOR ELICIA U													
3 GARRIOTTSCOR LAQUITA B (11)													
4 KEETHSCOR MARYANNE L													
5 KIMREYSCOR CASANDRA W													

Click **New** next to the student's name. Clicking the New button next to the student's name allows you to transfer grades and assignment information.

New Student
My Print Queue Back

New Student

Simon ADUSCR was added to this class on Sunday, May 19 2013
From Band I / 01 Band I

☐ Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course [Transfer Matching Scores](#)

Simon ADUSCR dropped section 01 of this course with 9 graded assignments
Choose this option to automatically transfer 7 graded assignments from dropped section 01 to current section 02

Option #2 - Transfer Assignment/Term Scores From a Dropped Class [Manually Transfer Scores](#)

Choose this option to manually transfer or enter based on one of 2 dropped classes
Use Dropped Class: **Not Selected** ([Select Dropped Class](#))

Option #3 - Manually Enter Term Scores [Manually Enter Scores](#)

Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course

EX1: Current percent of **0.00** scored in Band I / 01
Current percent of **0.00** scored in Band I / 02

Click **Transfer Percents** to transfer the term grade percent from the dropped section with one click

Option #5 - Enter a Starting Grade Percentage for the Current Term [Enter a Starting Grade](#)

Do not display NEW by this student's name: Check this box if you wish to remove the NEW button by the student's name from the Gradebook main screen.

Each of the five options above will be explained in detail below.

Option #1 - Auto-Transfer Scores from Dropped Section

Auto-Transfer Scores from Dropped Section allows you to transfer assignment scores and grades. This option will be available only when the new student is transferred from another section of the same course with the same graded assignments. This option tells you the section that was dropped and how many matching graded assignments there are. To transfer graded assignments from the dropped section to the current section automatically, select the **Transfer Matching Scores** button.

Transfer Scores

My Print Queue

7 Matching Assignments Found for Simon ADUSCR

Assignments are matched if the following information is the same: Due Date, Category, Max Score and Weight. If all criteria are the same, the system will look at the Assignment Description.
Click Save to transfer these scores to Band 1 / 02 Band 1.

Save

Undo

Back

Matched Assignments							Scores				
Date Due	Week	Day	Category	Assign Group	Description	Weight Max	Student Score	Special Code	No Count	Missing	Comment
05/20/13	40	Mon	CW 0%	MT	Page 113 M	1.00 100	0		☐	☐	
05/10/13	38	Fri	DWK 0%	MT	Music Plan	1.00 100	50		☐	☐	
05/10/13	38	Fri	CW 0%		Worksheet	1.00 100	45		☐	☐	
05/09/13	38	Thu	DWK 0%		Compositio	1.00 100	50		☐	☐	
05/08/13	38	Wed	Q/OL 0%		Online Ass	1.00 2	1		☐	☐	
05/08/13	38	Wed	ST/T 100%		Chapter 16	1.00 100	91		☐	☐	
05/06/13	38	Mon	ST/T 100%		Chapter 15	1.00 100	50		☐	☐	

The **Transfer Scores** area shows how many assignments have been found. It tells you how many assignments match on the following criteria: Due Date, Category, Max Score, and Weight. If all the criteria are the same, the system looks at the Assignment Description. You can see the student's score, whether there is a special code, whether the assignment is No count or Missing, and any comments. Click **Save** to transfer these scores to the new section.

Option #2- Transfer Assignment/Term Scores from another Class

Transfer Assignment/Term Scores from a dropped class allows you to transfer assignments and term grades from a dropped class or transfer term grades only. This option will be available when a student is added into a course and has previously dropped classes (in any entity).

Option #2 - Transfer Assignment/Term Scores From a Dropped Class [Manually Transfer Scores](#)

Choose this option to manually transfer or enter assignment and term grades based on one of 2 dropped classes

Use Dropped Class: **Band I / 01** [\(Hide Dropped Classes\)](#)

Entity	Class	Description	Teacher	Drop Date
☒ 001 - Entity (001) Grades 9 to 12	Band I / 01	Band I	MARILEE ANDREASCR	05/19/13
☐ 001 - Entity (001) Grades 9 to 12	1MUS / 01	1 Music	MARILEE ANDREASCR	05/16/13

You can use the drop-down menu to transfer scores manually for either **assignment and term grades** or **term grades only**. Next, select a class you want to transfer grades from. When the class is selected, you can click the **Manually Transfer Scores** button.

Transferring Assignment and Term Grades

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

Transfer Assignment Scores for Simon ADUSCR

Unscored Assignments from Band I / 02 - Band I [Complete Assignment Scoring](#)

[No Count Ungraded Assignments & Complete Assignment Scoring](#)

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	Yes	☒	Grade
05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	No	☐	Grade
05/08/13	Chapter 16 test *	6WKS TEST/TEST	1.00	100	No	☐	Grade
05/08/13	Online Assignment	On Line Quizzes	1.00	2	No	☐	Grade
05/09/13	Composition Activity	DAILY WORK	1.00	100	No	☐	Grade
05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	No	☐	Grade
05/10/13	Music Plan	DAILY WORK	1.00	100	No	☐	Grade
05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	No	☐	Grade
05/10/13	District Assessment	6WKS TEST/TEST	1.00	2	No	☐	Grade

Each Assignment in the new class is displayed. Click **No Count** or **Grade** to grade each assignment. In the screen shot above, notice that No Count has been selected for the first assignment. To grade an assignment, you would click **Grade**.

Transfer Scores
My Print Queue Back

Transfer Assignment Scores for Simon ADUSCR

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	No	☐

Score: / 100 % ([Set Grade Mark](#))
Save
Undo
Cancel

Special Code:

Comment:

☐ No Count ☐ Missing

Scored Assignments from Dropped Class Band I / 01 - Band I

Due Date	Assignment	Category	Weight	Score	Special Code	No Count	Missing	
03/04/13	Variable Scale	6WKS TEST/TEST	1.00	96 / 100		No	No	Transfer
03/04/13	2	HOMEWORK	1.00	75 / 100		No	No	Transfer
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	* / 100		No	No	Transfer
05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	50 / 100		No	No	Transfer

This screen opens. You can enter an assignment grade manually. Assignments from the dropped class are also displayed under the Scored Assignments from Dropped Class heading. Select **Transfer** next to an assignment to copy it from the dropped class into the new assignment.

Transfer Scores
My Print Queue Back

Transfer Assignment Scores for Simon ADUSCR

Unscored Assignments from Band I / 02 - Band I

Complete Assignment Scoring

No Count Ungraded Assignments & Complete Assignment Scoring

Due Date	Assignment	Category	Weight	Max Score	Graded	No Count	
05/06/13	Quiz 15C	6WKS TEST/TEST	1.00	100	Yes	☒	Grade
05/06/13	Chapter 15 Test	6WKS TEST/TEST	1.00	100	No	☐	Grade
05/08/13	Chapter 16 test *	6WKS TEST/TEST	1.00	100	No	☐	Grade
05/08/13	Online Assignment	On Line Quizzes	1.00	2	No	☐	Grade
05/09/13	Composition Activity	DAILY WORK	1.00	100	No	☐	Grade
05/10/13	Worksheet 28.B	CLASS WORK	1.00	100	No	☐	Grade
05/10/13	Music Plan	DAILY WORK	1.00	100	No	☐	Grade

When finished grading the new assignments, select the **Complete Assignment Scoring** button or **No Count Ungraded Assignments & Complete Assignment Scoring**. No Count Ungraded Assignments & Complete Assignment Scoring will mark all ungraded assignment as No Count.

After completing the assignment scoring, the Transfer Term Grades screen displays.

Transferring Term Grades

Transfer Scores

My Print Queue Back

Transfer Term Grades for Simon ADUSCR

Class Band I / 01 (Dropped)

Term	Grade	Percent	Report Card
1ST			
2ND			
3RD			
EX1			
SM1			
4TH			
5TH	B	88.13%	
6TH	F	50.00%	
EX2	E	0.00%	
SM2	D	69.07%	

Enter Term Grades for Class Band I / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST						%
2ND						%
3RD						%
EX1						
SM1						%
4TH						%
5TH						%
6TH						
EX2						
SM2						

Save Term Grades
and Enter Semester Grades

Transferring Term Grades allows you to enter a new grade for the Term in the New Grade column. When finished entering the grades, click the **Save Term Grades & Enter Semester Grades** button.

Transfer Scores
My Print Queue Back

Transfer Semester Grades for Simon ADUSCR

Class Band I / 01 (Dropped)

Term	Grade	Percent	Report Card
1ST			
2ND			
3RD			
EX1			
SM1			
4TH			
5TH	B	88.13%	
6TH	F	50.00%	
EX2	E	0.00%	
SM2	D	69.07%	
FNL	D	69.07%	

Enter Semester Grades for Class Band I / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	B	89.99%		89.99%	B	89.99%
2ND	C	79.99%		79.99%	C	79.99%
3RD	A	100.00%		100.00%	A	100.00%
EX1						
SM1	B	89.99%				%
4TH	A	100.00%		100.00%	A	100.00%
5TH	B	89.99%		89.99%	B	89.99%
6TH						
EX2						
SM2	A	95.00%				
FNL	A	92.50%				

[Save Semester Grades and Finish](#)

This screen allows you to enter new grades for the semester buckets in the New Grade column. After you have finished entering the semester grades, click the **Save Semester Grade & Finish** button.

Option #3- Manually Enter Term Scores

Manually Enter Term Scores allows you to enter term grades for previously-closed grading periods. This option will be available when a new student has been added to the course and does not have any dropped classes to be used for score transfer.

Transfer Scores
My Print Queue Back

Transfer Term Grades for Simon ADUSCR

Save Term Grades
and Enter Semester Grades

Enter Term Grades for Class Band I / 02

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST	B	89.99%		89.99%		%
2ND	C	79.99%		79.99%		%
3RD	A	100.00%		100.00%		%
EX1						
SM1	B	89.99%		0.00%		%
4TH	A	100.00%		100.00%		%
5TH	B	89.99%		89.99%		%
6TH						
EX2						
SM2	A	95.00%				
FNL	A	92.50%				

Enter each term grade and tab to the next field to populate the percent. When all of the term grades have been entered, click the **Save Term Grades and Enter Semester Grades** button. Continue to enter Semester Grades and Finish.

Option #4 One-Click Transfer Term Percents from Dropped Section of this course.

This option allows you to transfer the term percents from the dropped class to the current one. This option will be available only if the student has transferred from another section of the same course. The transferred percent will show as a Term Grade Adjustment in the Gradebook.

Option #5 –Enter a Starting Grade Percentage for the Current Term

Option #5 allows you to enter a **Starting Grade Percent** to be applied to each Current Term assignment that was due before the student's Start Date. To use this option, click the **Enter a Starting Grade** button.

The screenshot shows a web form titled "Set Starting Grade (97)". At the top right, there are navigation links: "Favorites", "New Window", "My Print Queue", and "Back". The main content area is titled "Set Starting Grade for Simon ADUSCR". Below this, a message states: "The **Starting Grade Percent** will be applied to each current term assignment that was due before Simon ADUSCR's **Start Date**." The form includes two input fields: "Starting Grade Percent:" with a value of "85.00% B" and "Student Start Date:" with a value of "05/19/2013". To the right of the date field, it says "(Enrollment Date is 05/19/13)". Below these fields is a checkbox labeled "Overwrite existing assignment scores". At the bottom left, a "NOTE:" states: "Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter. All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored." At the bottom right, there is a blue button labeled "Apply Grade Percent".

After the screen opens, you can apply the Starting Grade Percent and Student Start Date. You can use the option to **Overwrite existing assignment scores** if scores have been entered on any assignments with due dates before the Student Start Date. When you are done entering information, select the **Apply Grade Percent** button to apply the grades.