

Skyward Online Assignment/Test

ADDING AN ONLINE ASSIGNMENT

1. To create an online assignment in the Skyward gradebook, begin by logging into Skyward, select Teacher Access, then My Gradebook. Then select the class which you want to create the assignment.
2. From the menu, select Assignment and Add Assignment. On the Add Assignment screen, choose the Category and name the assignment on the Description line. You may also choose to make the assignment available to other classes. Once you have titled your assignment, select Options then Create Online Assignment.

SKYWARD 924000 / 009 Prd:1 Photojournalism

Home Teacher Access

Assignment Maintenance

Add Assignment

Category: **Online Test**

Description:

Detailed Description:

Assignment Group:

Entered Date: **Wed, Aug 5 2015**

Assign Date: **2:04 PM** **24** **2015** **Thu, Jun 4 2015**

Proposed Due Date: **2:04 PM** **24** **2015** **Thu, Jun 4 2015**

Actual Due Date: **2:04 PM** **24** **2015**

Max Score: **100**

Weight Multiplier: **1.00**

☒ Post to Family Access

☒ Post to Student Access

Display Options

Show Score As: **Score** ☐ Show Comments

Class Options [?]

Entity	Dept	Sbj	Terms	Prd	Days	Meet	Class	Description
☒ 003	ELA	ELA	4 - 6	1	12		924000 / 009	Photojournalism
☐ 003	ELA	ELA	4 - 6	2	12		924000 / 010	Photojournalism
☐ 003	ELA	ELA	4 - 6	3	12		925000 / 002	Photojournal 2
☐ 003	ELA	ELA	4 - 6	5	1		927502 / 001	Newspaper Pr I
☐ 003	ELA	ELA	4 - 6	5	1		928502 / 001	Newspaper Pr II
☐ 003	ELA	ELA	4 - 6	5	1		929502 / 001	Newspaper Pr III
☐ 003	ELA	ELA	4 - 6	6	2		927502 / 002	Newspaper Pr I

Buttons: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), Options

Create Online Assignment

Copy from My Online Assignment Template

Copy from District Online Assignment Template

Attach District Assessment

Clone Online Assignment From Other Teacher

3. You are now in the screen to set up your assignment/test and select whether you would like the computer to auto score the assignment and post to your gradebook automatically. If you choose to have the assignment auto scored, short answer and essay questions will NOT be available. If you check that box, the assignment will automatically be dropped into your gradebook upon completion and the students' scores will display as soon as they are calculated. You will also need to set the start and end date and you can choose to include a description in the description box. When you are ready to add the questions, select Save and Add Questions.

Make Assignment Available Online - Entity 003 - 05.15.06.00.05 - Google Chrome

https://skyward-web.galenaparkisd.com/scripts/wsisa.dll/WService=wsEtrain/sgrbkedit001.w?isPopup=true

Make Assignment Available Online

Assignment Setup Options

Name: **Online Test** Default Points per Question: **1.0**

Description:

Maximum characters: 250, Remaining characters: 250

☐ Randomize Questions ☐ Override Multiple Choice/Matching Answer Lettering [?]

Student/Family Access Options

☐ Do not Make Available in Student Access Online Assignments

* Start Date: **08/05/2015** * Time: **12:00 AM** Questions per Pages: **5**

* Stop Date: **08/05/2015** * Time: **11:59 PM** Do not Show Results until: **08/05/2015** **12:00 AM**

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

☐ Show Correct Answers

Assignment Questions

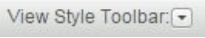
There are no records to display; check your filter settings.

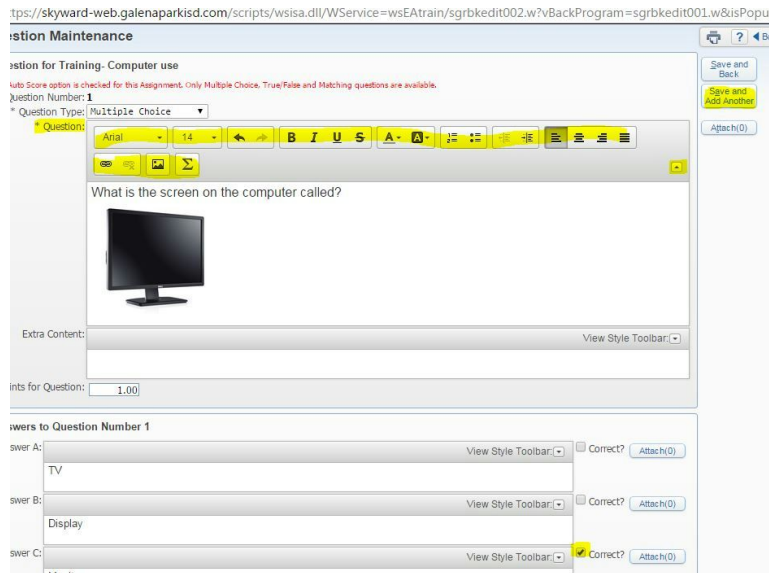
0 records displayed

Asterisk (*) denotes a required field

Buttons: Save, Save and Back, Save and Add Questions

4. Now you should be on the Question screen where you will enter your first question and answer choices. Choose the type of question (multiple choice, true/false, matching, short answer, or essay), then enter your question and answer choices. You may add pictures or change the font and color of the question or answer choices by clicking the Expand Toolbar button (small triangle) next to View Style Toolbar

 . To add a picture, once the style toolbar opens, look for the image button  , click on it and select the image you want to insert. Finally, select the correct answer by checking the appropriate box.



Question Maintenance

Question for Training- Computer use

Auto Score option is checked for this Assignment. Only Multiple Choice, True/False and Matching questions are available.

Question Number: 1

* Question Type: Multiple Choice

Question: What is the screen on the computer called?

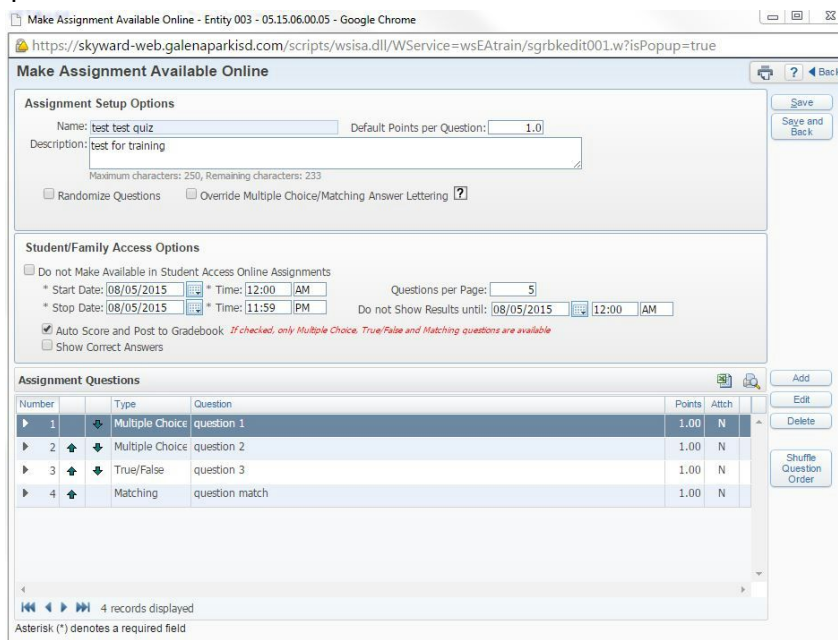
Extra Content:

Points for Question: 1.00

Answers to Question Number 1

Answer	View Style Toolbar	Correct?	Attach(0)
TV		☐	
Display		☐	
Monitor		☒	

5. When you have completed the question and are ready for another question, select Save and Add Another. Continue adding questions in the same manner and when you are finished adding questions, select the Save and Back button. You will be back on the Make Assignment Available Online window where you can see and reorder the questions. You also have the option to add, edit, or delete questions.



Make Assignment Available Online - Entity 003 - 05.15.06.00.05 - Google Chrome

https://skyward-web.galenaparkisd.com/scripts/wsa.dll/WService=wsEAttrain/sgrbkedit001.w?isPopUp=true

Make Assignment Available Online

Assignment Setup Options

Name: test test quiz Default Points per Question: 1.0

Description: test for training

Maximum characters: 250, Remaining characters: 233

☐ Randomize Questions ☐ Override Multiple Choice/Matching Answer Lettering ?

Student/Family Access Options

☐ Do not Make Available in Student Access Online Assignments

* Start Date: 08/05/2015 * Time: 12:00 AM Questions per Page: 5

* Stop Date: 08/05/2015 * Time: 11:59 PM Do not Show Results until: 08/05/2015 12:00 AM

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

☐ Show Correct Answers

Assignment Questions

Number	Type	Question	Points	Atch
1	Multiple Choice	question 1	1.00	N
2	Multiple Choice	question 2	1.00	N
3	True/False	question 3	1.00	N
4	Matching	question match	1.00	N

4 records displayed

Asterisk (*) denotes a required field

- Click the Save and Back button which will take you to the Assignment Maintenance window. NOTICE the Max Score box. If you need to change the max score for the assignment, click on the Change Max Score link to the right of the box. This will open another window where you can change the Max Point Total and it will redistribute the points evenly for each question. After you have set the Max Point Total, click Save, then click Save and Back on the Assignment Maintenance screen.

Assignment Maintenance

Add Assignment (Available Online)

Category: **WORK - 50% - DAILY WORK**

Description: **test test quiz**

Detailed Description:

Assignment Group:

Entered Date: **Wed, Aug 5 2015**

Assign Date: **Jun 04 2015** **Thu, Jun 4 2015**

Proposed Due Date: **Jun 04 2015** **Thu, Jun 4 2015**

Actual Due Date: **Jun 01 2015**

Max Score: **4** [Change Max Score](#)

Weight Multiplier: **1.00**

☒ Post to Family Access

☒ Post to Student Access

Display Options

Show Score As: **Score**

☐ Show Comments

Class Options

Entity	Dept	Shj	Terms	Prd	Days	Meat	Class	Description
003	ELA	ELA	4 - 6	1	12		924000 / 009	Photopjournalism
003	ELA	ELA	4 - 6	2	12		924000 / 010	Photopjournalism
003	ELA	ELA	4 - 6	3	12		925000 / 002	Photopjourn 2
003	ELA	ELA	4 - 6	5	1		927502 / 001	Newspaper Pr I
003	ELA	ELA	4 - 6	5	1		928502 / 001	Newspaper Pr II
003	ELA	ELA	4 - 6	5	1		929502 / 001	Newspaper Pr III
003	ELA	ELA	4 - 6	6	2		927502 / 002	Newspaper Pr I

Change Max Scores

Assignment Max Score

☐ Set Max Score Independently of Question Point Value

Assignment Max Score: **4.0**

Redistribute Question Points

Total Question Points

Current Point Total: **4.0**

New Point Total: **100.0**

Assignment Questions

Number	Type	Question	Current Points	New Points
1	Multiple Choice #1		1.0	25.0
2	Multiple Choice #2		1.0	25.0
3	Multiple Choice #3		1.0	25.0
4	Multiple Choice #4		1.0	25.0

4 records displayed

- You will be back at the main gradebook screen. Now you should see a column with the assignment/test you created, filled with asterisks. Once students begin completing the assignment, the scores will populate the column.

TEMPLATES

You may wish to add an assignment template that will be available from year to year or to share with other teachers in the district. The following steps are to add a template.

- From the menu on Main Screen in your gradebook, click Other Access and select Online Assignment Templates.

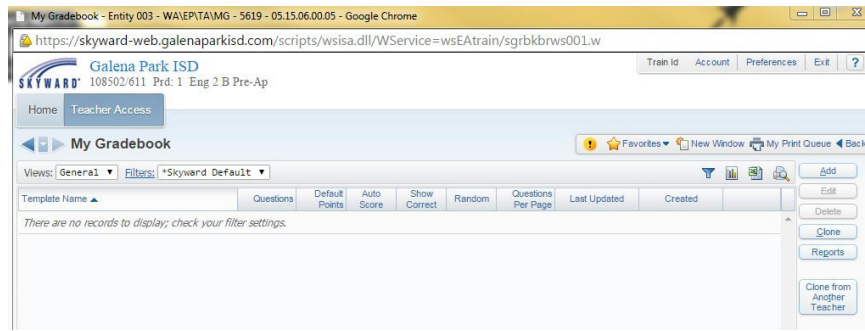
Home Teacher Access

Main Screen

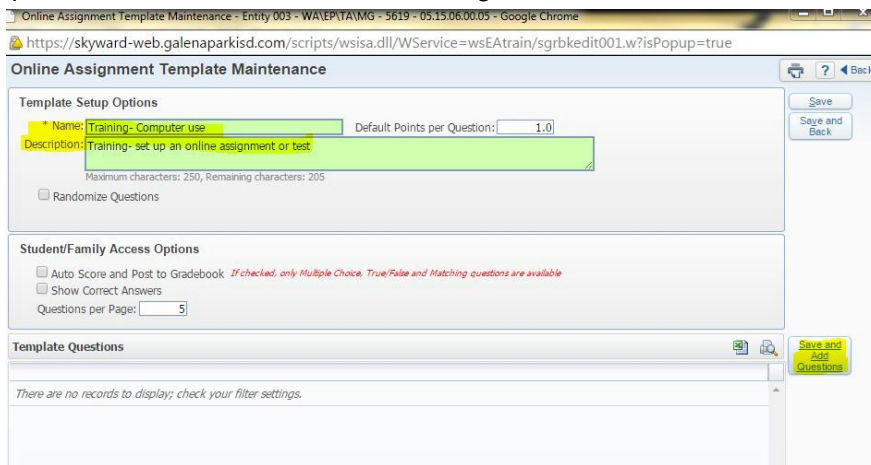
Other Access ▾

- Classes ▾
- Assignments ▾
- Atte
- Discipline
- Message Center
- Report Card Posting
- Survey
- Test Scores
- Recommendations
- Online Assignment Templates**

9. Click on the Add button in the right column.

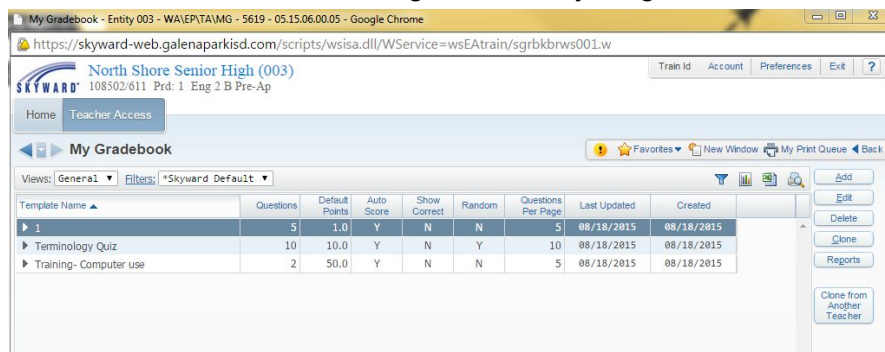


10. Type in the Name and Description of the assignment, select if you would like Skyward to randomize the questions and/or Auto score the assignment, then click Save and Add Questions.



11. Next you will be taken to the Question Maintenance screen where you will add your questions and answers. Follow steps 4 & 5 above for adding questions and selecting the correct answers. When you are finished adding questions, click the Save and Back button. Check your options on the Online Assignment Template Maintenance screen and click Save and Back button on that screen.

12. You should then be back at the screen with a list of your templates. You may also choose to copy someone else's template by clicking on the Clone from Another Teacher button; here you can find any templates created by teachers in GPISD. After you select a template, click the Clone Template button, then select Save and Back and go back into your gradebook.



13. When you are ready to use one of your templates in an assignment, from within your gradebook, then select Assignments and Add Assignment. Type the title of your assignment next to Description, then click on the Options button and select Copy from My Online Assignment Template.

14. Select the template you would like to use and click the Clone to Assignment button. Make your selections on the Make Assignment Available Online window and click the Save button. After you click Save, the Add, Edit, and Delete buttons will appear and you can make modifications to the individual questions. When you have completed your changes, click the Save and Back button. This will take you back to the Assignment Maintenance screen, where you will check/change your Max Score and assign the online assignment to multiple classes. Click Save and Back when you are finished.

Template Name	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
1	No	1.0	No	Yes	5	08/18/2015	08/18/2015
Band Spring Semester Exam	Yes	1.0	No	Yes	5	08/18/2015	08/18/2015
Similarity and Geometric Mean	Yes	1.0	No	Yes	1	08/18/2015	08/18/2015
Terminology Quiz	Yes	10.0	No	Yes	10	08/18/2015	08/18/2015
Training- Computer use	No	50.0	No	Yes	5	08/18/2015	08/18/2015

ONLINE STUDENT ASSIGNMENT

****Note: Student login information -- Username: 6 digit student ID# - NO gp at the beginning (Ex: 123456)
Password: 8 digit birthdate - NO gp at the beginning (Ex: 01022003)**

15. When a student is ready to complete the assignment, they will login to their Skyward account. When the login, they will see a message that they have an Online Assignment now available. They will click the link to Take Assignment.

16. The online assignment will display and they may complete the assignment questions. Once the student is finished, they select Save and Complete Assignment.

Class: 924000 / 009 Photojournalism
Assignment: test test quiz
----Page 1 of 1----

Question 1 of 4
question 1 (1 point)
☒ A. a
☐ B. b
☐ C. c
☐ D. d

Question 2 of 4
question 2 (1 point)
☒ A. a
☐ B. b
☐ C. c
☐ D. d

Question 3 of 4
question 3 (1 point)
☒ True
☐ False

Question 4 of 4
question match (1 point)
A. 1: 1
B. 2: 2
C. 3: 3
D. 4: 4

----Page 1 of 1----

17. Back on the student's home screen, they will see a note that they have completed the assignment and (if you have set it to automatically score) the information on their score. They may click View Results to see their answers and if it was correct or incorrect. If you chose to display the correct answers, that will also show on this screen.

Home

Gradebook
Attendance
Student Info
Schedule
Discipline
Test Scores
Graduation Requirements
Academic History
Portfolio
Login History

You have unread messages | You are hiding messages

Photojournalism / 009, Period 1

Wed Aug 5, 2015 1:53pm

You have completed Online Assignment train test and it has been scored.
You have earned 75 out of 100 points for a grade of 75.
[View Results](#)

Upcoming Events

Class: 924000 / 009 Photojournalism
Assignment: test test
Start Time: 08/05/15 at 1:53 PM
Time spent on assignment: Less than 1 Minute
Questions Answered: 4 out of 4
Points Earned: 75 out of 100
Grade: 75

----Page 1 of 1----

ONLINE ASSIGNMENT RESULTS

18. In the teacher gradebook, you will see the student's score in the assignment column. You can also select the individual online assignment and view each student that completed the assignment.
19. Skyward has a four reports that can be displayed for the assignment. Click the View Online Assignment button from the Assignment screen. On the Make Assignment Available Online screen, click the Reports button. You will then see a screen with a drop down menu for the four reports. Choose the

report you want displayed and run the report.

Prev Next

Assignment (Available Online)

Category: **DWEEK - DAILY WORK 50%**

Description: **train test**

Detailed Description: **test for training**

Assignment Group:

Entered Date: **Wed, Aug 5 2015**

Assign Date: **Thu, Jun 4 2015**

Proposed Due Date: **Thu, Jun 4 2015 Week 22 - Thursday**

Actual Due Date:

Max Score: **100** ☒ Post to Family Access

Weight Multiplier: **1.00** ☒ Post to Student Access

Display Options

Show Score As: **Score** ☐ Show Comments

Score History

Date:	Time	Last Name	First Name	Changed By	Score	Spec Code	No.Count	Missing
08/05/15	1:53 PM				75			

Changes appear in red

Attach (0)

[View Online Requirement](#)

Make Assignment Available Online - Entry 903 - 08/10/2015 - Google Chrome

https://myward-week.gallegospsd.com/scripts/mosaic/WSservice-xml?Admin=login&id=903&isPopUp=true

Make Assignment Available Online

Assignment Setup Options

Name: **train test** Default Points per Question: **1.00** [Help](#)

Description: **test for training**

☐ Randomize Questions ☐ Override Multiple Choice Matching Answer Lettering [?](#)

Student/Family Access Options

☐ Do not Make Available to Student Access Online Assignments

Start Date: **08/05/2015** Time: **12:00 AM** Questions per Page: **5**

Stop Date: **08/05/2015** Time: **12:00 AM** Do not Show Results until: **08/05/2015 12:00 AM**

☒ Auto Score and Post to Gradebook ☒ Partial ☒ Multiple Choice True/False and Matching questions are available

☐ Show Correct Answers

Assignment Questions

Question Type	Question	Points	Match
1 Multiple Choice #1		25.00	N
2 Multiple Choice #2		25.00	N
3 Multiple Choice #3		25.00	N
4 Multiple Choice #4		25.00	N

4 records displayed