



Midland Independent School District

Skyward Secondary Grade Reporting Guide

2023-2024
STUDENT INFORMATION SYSTEMS

Skyward Secondary Grade Reporting Guide

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Grading Procedures for Office Staff

It is the job of the office staff to process grades, help to ensure that grades are accurate, and run reports for administration/teachers to help with the grading process.

1. At the end of each grade reporting period, the SIS department submits Secondary Progress Reports and Report Cards for every active student.
2. If a grade needs to be changed for a prior grade reporting period, the teacher will need to submit a Grade Change Request.
3. All Grade Change Requests must be approved by a campus appointed office staff in order for the teacher's gradebook grade to match the office grade. It is highly recommended that the Teacher Requests for Changes to Previously Posted Grades in Educator Access+ is checked periodically (once a week).
4. Grade Differences reports must be run regularly to check for grades in the teacher's gradebook that do not match the grade posted on the **Student>Student Profile>Grades** tab. Teachers need to be notified of grade differences in order for them to request a grade change to correct the discrepancy.
5. All Incompletes (I) and missing/blank grades are required to be cleaned up in the teachers' gradebooks before the end of the next grade reporting period.
6. The following grade reporting reports are available to run at the end of each grade reporting period:
 - "A" and "A/B" Honor Roll Report: This needs to be run after all grades have been verified and all grade changes have been made.
 - Failing Grades Report. This needs to be run after all grades have been verified and all grade changes have been made. Middle and High school campuses must also run a failure report each 3 weeks to check for UIL eligibility.
7. Previous grades need to be requested for all students that enroll or re-enroll during the school year. This includes students that are new or have transferred within the district. The office staff will enter those term grades on the **Student>Student Profile>Grades** tab and ensure that the grades from the previous campus are given to the teachers. If grades are not available, enter NG or a pre-determined grade approved by the campus principal.

High School only: New students that have completed a semester at another district should have grades entered into **Grade History** so that they will print on the student's transcript.

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8. At the end of the school year, before end of year report cards are processed by the SIS department:
 - The office staff must make sure that all Grade Change Requests have been approved and all Grade Differences have been cleaned up.
 - Junior High students' promotion status will be displayed on their final report card.
 - Students that are pending due to summer school or STAAR scores have been coded as pending and students that are being retained have been coded as retained.

High School only: Texas Transcripts are generated by the SIS department for every graduating senior. The campus is responsible for reviewing them and filing them separate from the students' PRC until ready for archiving by the Records Department. All Testing Record Cards must be sent to the Records Department at the District Service Center (DSC).

Entering Grades

Current Year Non-Credit Grades

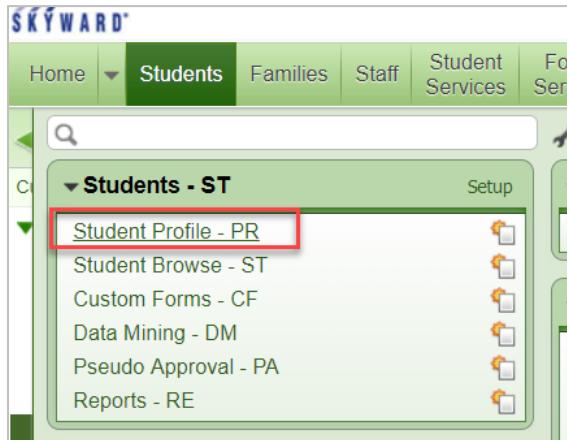
For students who enroll in your campus during the current semester and have cycle grades from their prior school or during the current year and have S1 non-credit course grades (example: ENG 7, MATH 8, SS 8, SCI 7, etc.), follow the steps below.

Note: If a student enrolls at the campus during the school year that has a nine-week report card, keep the averages of the grades. Example, a student enrolls at your campus with a Q1- 75, Q2- 85, and no working average at the beginning of the 5th six weeks. The office and the teacher can enter in an 80 for CY1-CY4, which is the average of the first semester. Please make sure that you are following campus procedures, this is an example of what you can do to enter grades for these students.

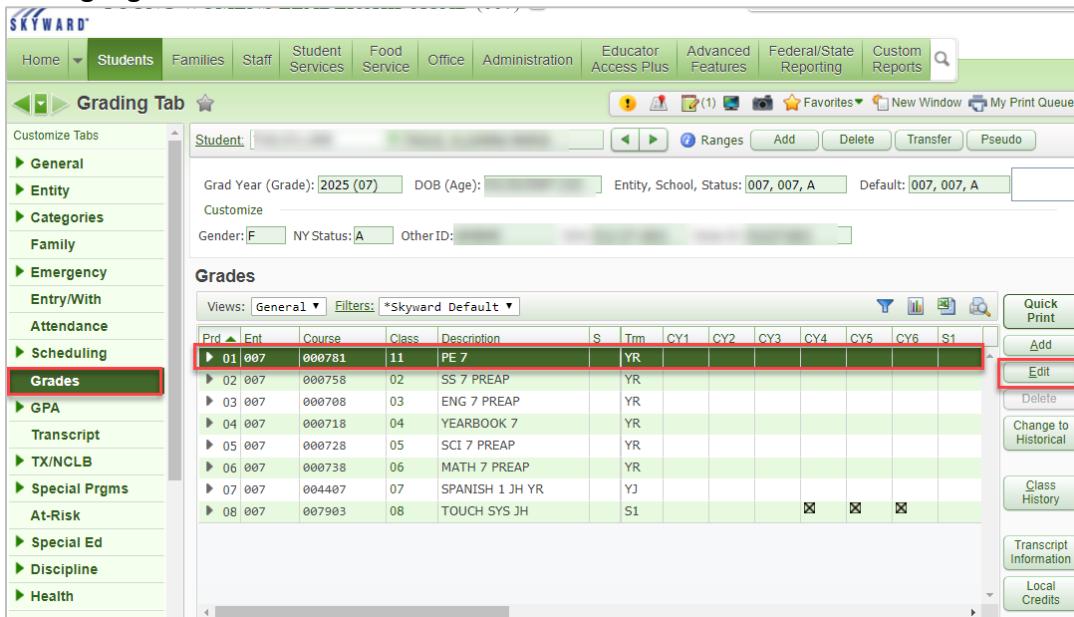
Grades only need to be entered in the **Student>Student Profile>Grades** tab for completed cycles and all grades including starting averages need to be emailed to the teacher to be entered into their Gradebook.

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1. Go to **Students > Student Profile – PR.**



2. Retrieve the student and click the **Student>Student Profile>Grades** tab.
3. Highlight the first class and click **Edit**.



4. Enter cycle grades from previous school. **DO NOT** enter progress report grades because they will not calculate from the office side. If grades are not available, enter **NG** or a pre-determined grade approved by the campus principal.
5. Click **Next** to go to the next class and continue entering grades and/or click **Save** when done.

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Edit

Student Information

Name: [REDACTED] DOB: [REDACTED] 12 Grad Yr/Grd: 2025 07

Grade Entry Maintenance *Class is Current

Entity: 007 YOUNG WOMENS LEADERSHIP ACAD
 School Year: 2020
 Course: 000781 PE 7
 * Terms: 1 to 6 YEAR
 Transcript GLO: [REDACTED] Include GLO in GPA Calculation [?]
 Do Not Include Class On Report Card/Transcript
 Transfer Grd: Not Transfer
 Course Info: [REDACTED]

Grades

Do Not Allow Gradebook to Overwrite Grades

Athletic	Midterm	Term	Sem Exam	Semester	Final	Citizenship
ATH [REDACTED] <input type="checkbox"/>	PR1 [REDACTED] <input type="checkbox"/>	CY1 100 <input type="checkbox"/>	SE1 [REDACTED] <input type="checkbox"/>	S1 [REDACTED] <input type="checkbox"/>	FIN [REDACTED] <input type="checkbox"/>	CIT [REDACTED] <input type="checkbox"/>
Eff Date: [REDACTED] <input type="checkbox"/>	PR2 [REDACTED] <input type="checkbox"/>	CY2 [REDACTED] <input type="checkbox"/>	SE2 [REDACTED] <input type="checkbox"/>	S2 [REDACTED] <input type="checkbox"/>		CIT [REDACTED] <input type="checkbox"/>
	PR3 [REDACTED] <input type="checkbox"/>	CY3 [REDACTED] <input type="checkbox"/>				CIT [REDACTED] <input type="checkbox"/>
	PR4 [REDACTED] <input type="checkbox"/>	CY4 [REDACTED] <input type="checkbox"/>				CIT [REDACTED] <input type="checkbox"/>
	PR5 [REDACTED] <input type="checkbox"/>	CY5 [REDACTED] <input type="checkbox"/>				CIT [REDACTED] <input type="checkbox"/>
	PR6 [REDACTED] <input type="checkbox"/>	CY6 [REDACTED] <input type="checkbox"/>				CIT [REDACTED] <input type="checkbox"/>

Earned Credit Info

Override Course Info [?]
 Use Course Override

Save **Next** **Prev** **Back**

6. To email grades to students' teachers go to the **Scheduling>Current** tab and click **Email**.

Current Scheduling (2019-20)

View: List Matrix Semester-Day Weekday By Term

Email **Options** **Legend** **History**

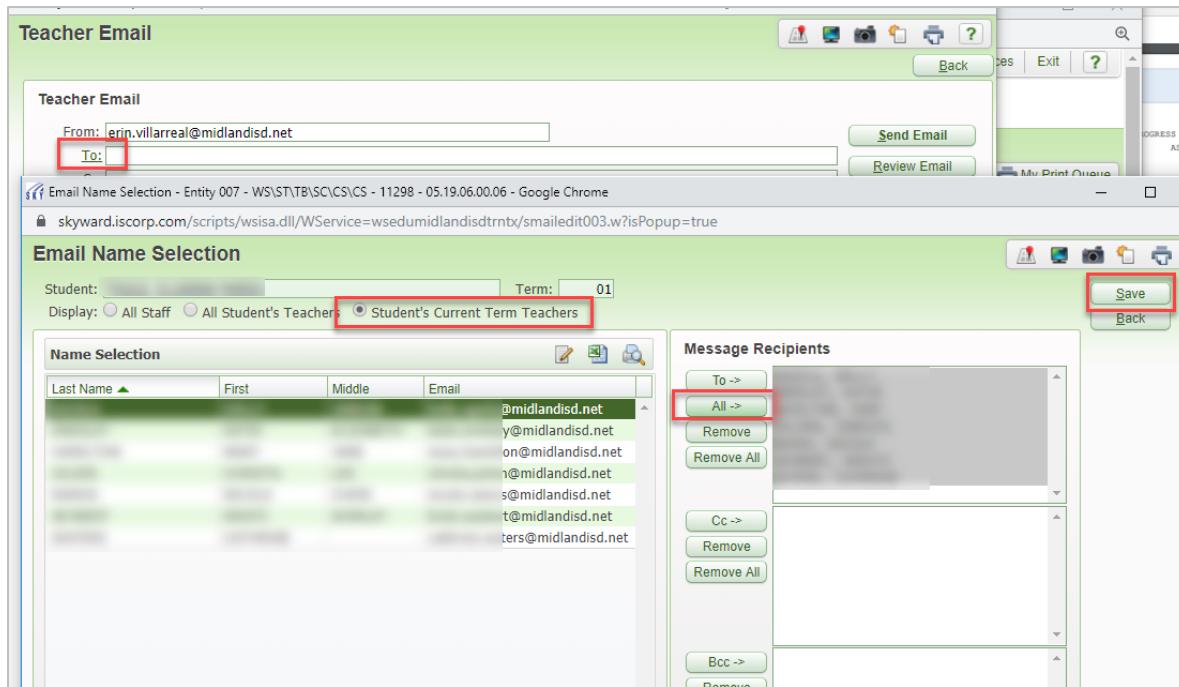
Prd	Tmr	Str	Stp	Course	Description	Days	Bldg	Room	Teacher	Credit
00	YR	01	06	009004/08	ADVISORY	12	007	104	JULIEN,C	0.00
01	YR	01	06	000781/11	PE 7	1	007		SEYBERT,K	0.00
02	YR	01	06	000758/02	SS 7 PREAP	2	007	109	ENDSLEY,K	0.00
03	YR	01	06	000708/03	ENG 7 PREAP	1	007	101	RAMOS,N	0.00
04	YR	01	06	000718/04	YEARBOOK 7	2	007	105	SEYBERT,K	0.00
05	YR	01	06	000728/05	SCI 7 PREAP	1	007	104	JULIEN,C	0.00
06	YR	01	06	000738/06	MATH 7 PREAP	2	007	102	WATERS,C	0.00
07	YJ	01	06	000407/07	SPANISH 1 JH YR	1	007	107	AGUILA,H	1.00
08	S1	01	03	007903/08	TOUCH SYS JH	2	007	108	HAMILTON,M	0.50

Views: General Filters: *00-06 (YR = Year)

Quick Print
 Edit
 Add Course
 Build Schedule
 Drop
 Chng Sect
 Replace
 Unschedule
 Walk-In Scheduler
 Alternates
 View Trans

7. Click the **To** hyperlink.
 8. Select **Display** option **Student's Current Term Teachers** (this should be the default option)
 9. Select **All** to send email to all of the student's current term teachers. (Note: You can also CC yourself and/or campus administration as documentation/verification that teachers were sent grades)
 10. Click **Save**.

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Teacher Email

Teacher Email

From: erin.villarreal@midlandisd.net

To:

Email Name Selection - Entity 007 - WS\ST\TB\SC\CS\CS - 11298 - 05.19.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdrnbt/smailedit003.w?isPopup=true

Email Name Selection

Student: Term: 01

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

Name Selection

Last Name	First	Middle	Email
g			@midlandisd.net
g			y@midlandisd.net
g			on@midlandisd.net
g			t@midlandisd.net
g			s@midlandisd.net
g			t@midlandisd.net
g			ters@midlandisd.net

Message Recipients

To:

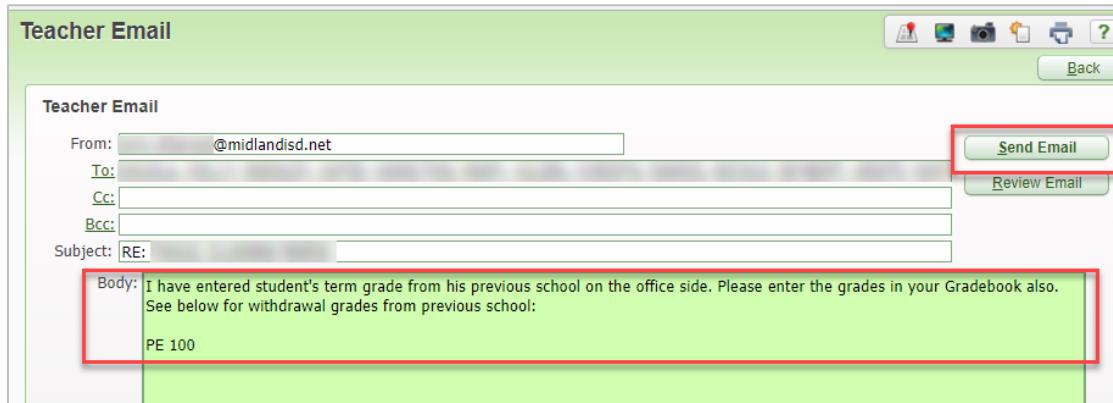
All:

Cc:

Bcc:

11. Enter the grades in the **Body**.

12. Click **Send Email**.



Teacher Email

Teacher Email

From: @midlandisd.net

To:

Cc:

Bcc:

Subject: RE:

Body: I have entered student's term grade from his previous school on the office side. Please enter the grades in your Gradebook also. See below for withdrawal grades from previous school:
PE 100

Send Email

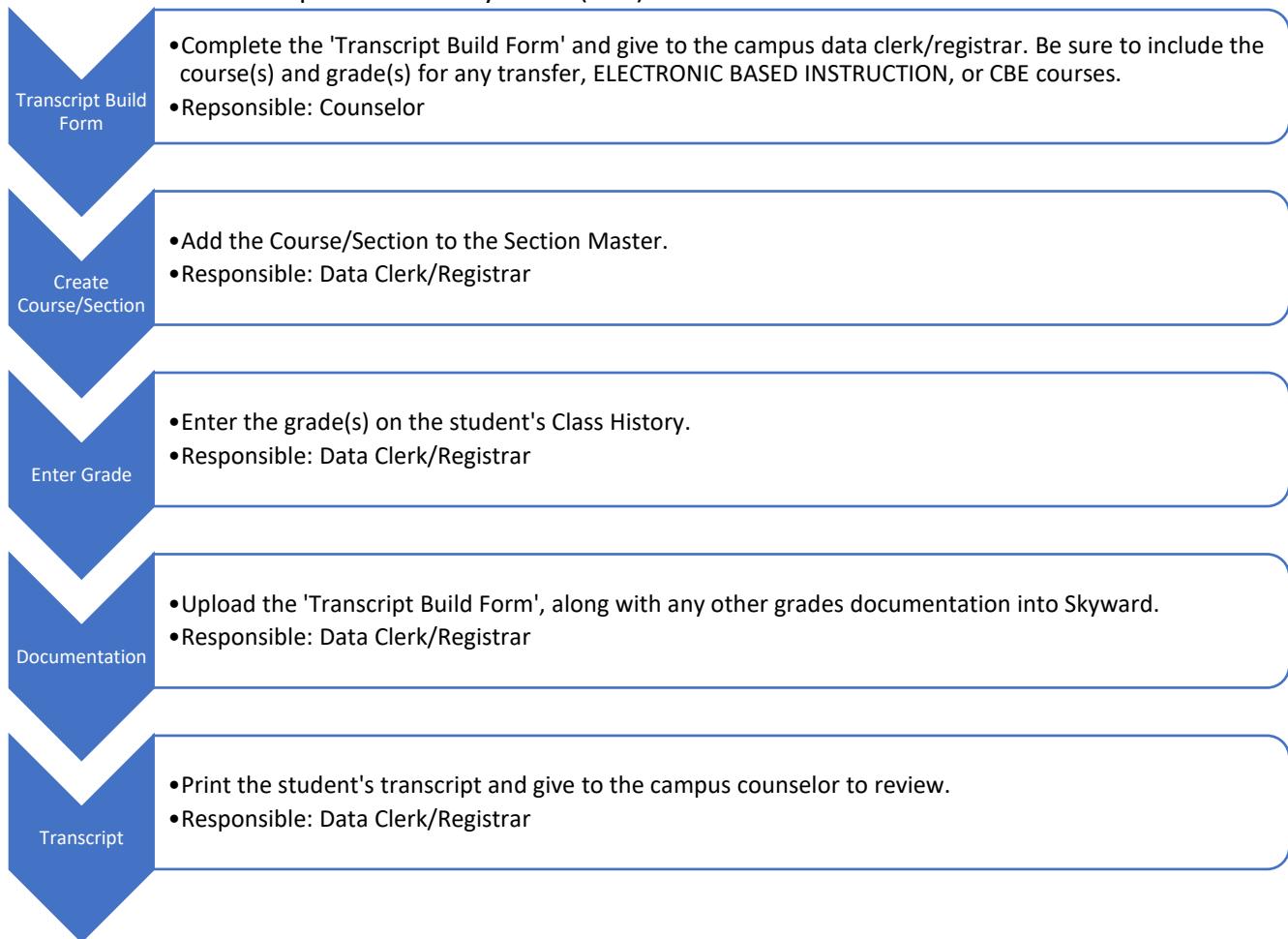
13. Once you've sent the email and teacher has had enough time to enter grades, run the **Grade Differences Report** to verify if teachers have entered the grades into their gradebooks.

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Credit Grades Flowchart

Refer to this flowchart when entering grades into Skyward for the following scenarios:

- If a student enrolls at your campus and has completed high school credit courses outside of MISD for prior years and/or S1 of current year.
- If a student completes ELECTRONIC BASED INSTRUCTION (A+, Edmentum, and Texas College Bridge).
- If a student completes Credit by Exam (CBE).



*For detailed instructions on how to complete each process listed above, please refer to the following sections: **Credit Grades from Outside MISD** and **Entering Non-Traditional Grades**.*

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Example of Transcript Build Form

NAME	_____			4.0	CREDITS	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>E1</td><td>E2</td><td>A1</td><td>Bio</td><td>US</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>					E1	E2	A1	Bio	US					
E1	E2	A1	Bio	US																
ID #	_____								Entered into Skyward?											
CREDITS AWARDED FROM <u>Florence High School</u>																				
YR: 22 GR: 8	GRADE		CR	SPEC CONS	GPA WT.	YR: GR:	GRADE		CR	SPEC CONS	GPA WT.									
AREA CRS NUM & NAME	S1	S2				AREA CRS NUM & NAME	S1	S2												
ELA			ELA																	
SPEECH			SPEECH																	
MATH			MATH																	
3102500 Inpdlt Math Study	73	1	JO	Y																
SCIENCE			SCIENCE																	
SS	SST100 - W GEO	70	0.5	JO	Y	SS														
	SST504 - SPTSS SIP	66	0.5	JO	Y															
ECON			ECON																	
HEALTH			HEALTH																	
PE			PE																	
OTH. LAN			OTH. LAN																	
FINE ART			FINE ART																	
COMP. S			COMP.																	
CTE			CTE																	
13011300 TSDATA	63	1	JO	Y																
OTH. ELE			OTH. ELE																	
03221800 Ind Eng	78	1	JO	Y																
LOC. CRED			LOC. CRED																	
	4.0									0.0										

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Credit Grades from Outside MISD

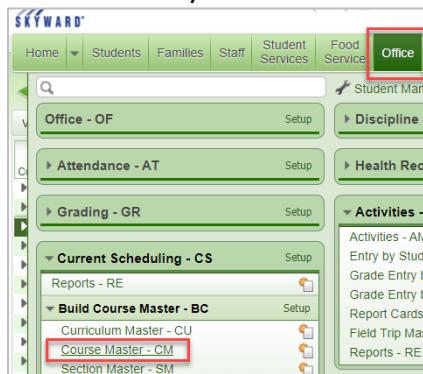
For students who enroll in your campus with credits from another district, you must enter the grades to the student's Class History.

Important: Refer to the 'Transcript Build Form' provided by your counselor throughout this process.

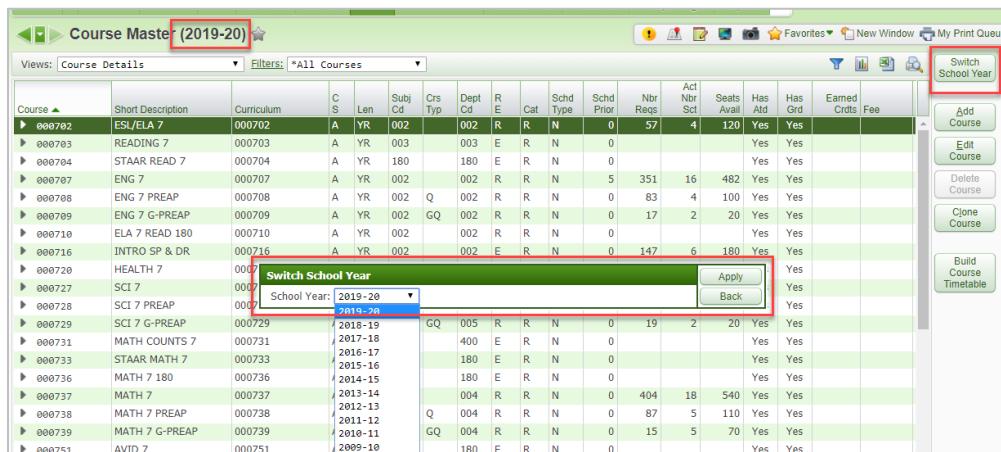
STEP 1: Add a Transfer Section

When keying grades from outside MISD, a section must first be created in the appropriate school year. If a "transfer section" does not already exist, follow the steps below add a section.

1. Go to **Office>Current Scheduling>Section Master** or **Course Master** if a section does not already exist.

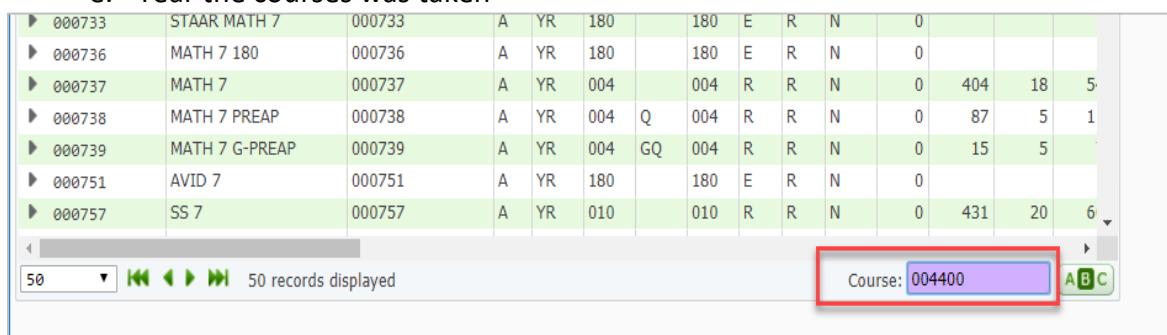


2. Ensure you're in the correct school year that the course needs to be added to. Use the **Switch School Year** button to change school year if needed.



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3. Enter the course number in the **Course** lookup field and hit Enter. *If a course is not found on your campus Course Master, email sishelp@midlandisd.net to add the course to your campus Course Master. Please provide the following information to ensure accuracy:*
- Service ID/Course Number
 - Course Length
 - Credit
 - GPA Weighted/Non-GPA Weighted
 - Year the courses was taken

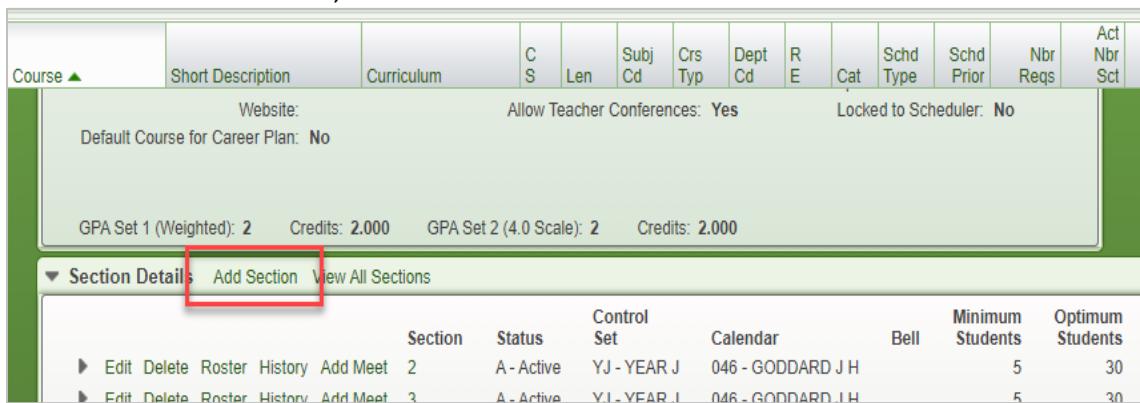


Course: 004400

4. Expand Course.



5. Under **Section Details**, click **Add Section**.



6. Enter the **Section Number** as follows:

Term	Section
Year	TYR
Semester 1	TS1
Semester 2	TS2

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7. Click Save.



The screenshot shows the 'Add Section' interface. At the top, there are fields for Entity (046 GODDARD JUNIOR HIGH), School Year (2020), Course Key (004407 SPANISH 1 JH YR), and a status dropdown (Active). Below these are sections for 'General Properties' and 'Class Control Set'. The 'General Properties' section includes fields for Class Status (Active), Minimum Students (5), Attendance Method (Mixed), and Optimum Students (30). The 'Class Control Set' dropdown shows 'YJ' and 'YEAR J'. On the right side of the screen are buttons for 'Save' (with a red circle '7'), 'Save and Add Meet', and 'Back'.

STEP 2: Enter Transfer Grades

Follow these steps to enter grades for high school credit courses completed outside of MISD.

If a student enrolls at the campus during the school year that has a nine-week report card, keep the averages of the grades. Example, a student enrolls at your campus with a Q1- 75, Q2-85, and no working average at the beginning of the 5th six weeks. The office and the teacher can enter in an 80 for CY1-CY4, which is the average of the first semester. Please make sure that you are following campus procedures, this is an example of what you can do to enter grades for these students.

1. Go to [Students>Student Profile – PR](#).



The screenshot shows the Skyward navigation bar with 'Students' selected. Under the 'Students' menu, 'Student Profile - PR' is highlighted with a red box. Other options include 'Student Browse - ST', 'Custom Forms - CF', 'Data Mining - DM', 'Pseudo Approval - PA', and 'Reports - RE'.

2. Retrieve the student and click the **Grades** tab.

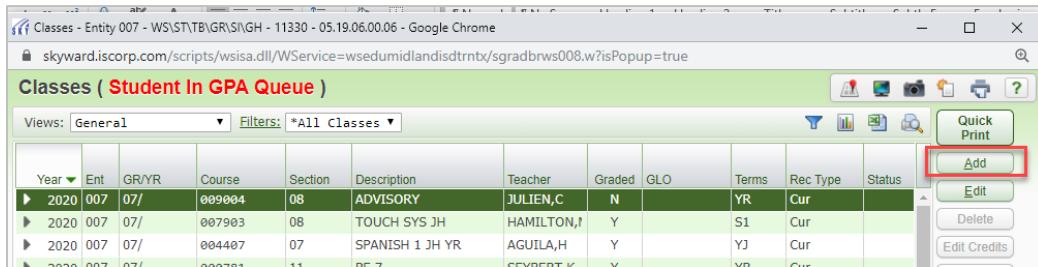
3. Click **Class History**.



The screenshot shows the 'Grading Tab' interface. The left sidebar has a 'Grades' tab selected. The main area displays a grid of student grades. A red box highlights the 'Class History' button in the bottom right corner of the grid area.

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4. Click **Add**.



5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the transfer **Section** (TYR, TS1, or TS2)
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table below.**

Term	6-Week Grading Period	9-Week Grading Period
Year	1-6	1-4
Semester 1	1-3	1-2
Semester 2	4-6	3-4

11. If the grade was earned prior to 9th grade and needs to be included in GPA calculation, enter **09** in the **Transcript GLO** field and check to **Include GLO in GPA Calculation**. See examples below:
 - If a current year 9th grade student took Algebra 1 during their 7th grade year at ECISD and received credit, these fields need to be populated.
 - If a current year 9th grade student enrolls at your campus Semester 2 and has received credit for Geometry in Semester 1, **DO NOT** update these fields.
12. For **Transfer Grd**, select the semester the credit was received so it is not reported to PEIMS.
 - For a year-long course, select **Sem 1 and 2**.
 - For a semester course, select **Sem 1**.

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Student Information

Name: [REDACTED]
 DOB: [REDACTED] Grad Yr/Grd: 2026 09

Grade Entry Maintenance *Class is Historical

Entity: 003 MIDLAND HIGH
 School Year: 2023
 Course: ART100 ART 1
 * Terms: 1 to 6 YEAR
 Transcript GLO: [REDACTED] Include GLO in GPA Calculation ?
 Do Not Include Class On Report Card/Transcript
 Transfer Grd: Sem 1
 Course Info: [REDACTED]

2023 Grad Yr/Grd: 2026 09
 Section: TRY
 Start Date: [REDACTED] End Date: [REDACTED]

Save Next Prev Back

13. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester(s) grades.
14. In the **Earned Credit Info** section, verify the **Course Credits** calculates. Do NOT check to **USE Override**. If credit is not calculated correct, email sishelp@midlandisd.net to verify course setup.
15. In the **GPA Credit Info** section, verify the **Course GPA Credits** calculates for GPA-weighted courses. Do NOT check to **USE Override**. If credit is not calculated correctly, email sishelp@midlandisd.net to verify course setup.

Grade Entry Maintenance

13 Do Not Allow Gradebook to Overwrite Grades

Term	Sem Exam	Semester	Final
CY1	SE1	S1 65	FIN
CY2	SE2	S2 65	
CY3			
CY4			
CY5			
CY6			

VERIFY do not Override

Earned Credit Info

Override Course Info ?

Use Override Values	User-defined Values	Course Credits	Override Credits
<input type="checkbox"/>	<input type="checkbox"/>	1.000	0.000

GPA Credit Info

Override Course Info ?

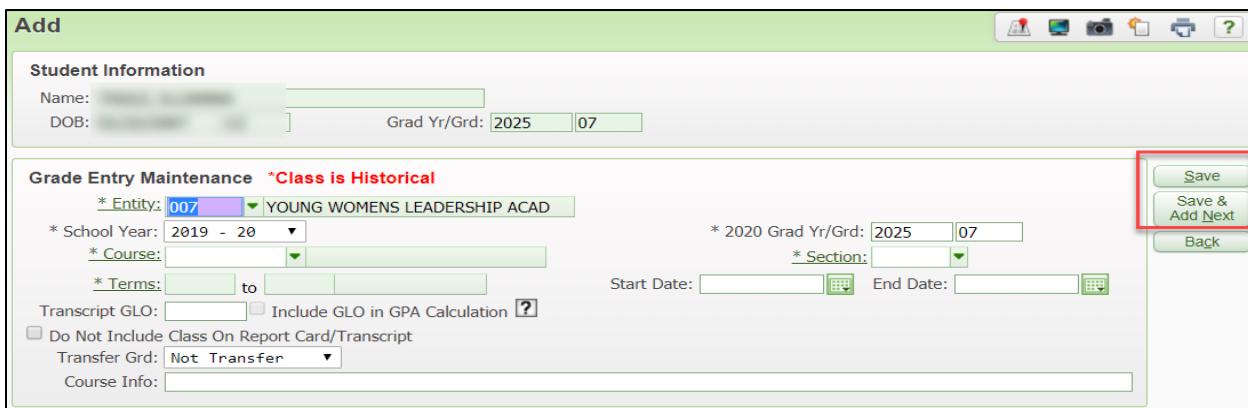
Use Override Values	User-defined Values	GPA Method	Course GPA Set	Override GPA Set	Course GPA Credits	Override GPA Credits	Override GPA Points
<input type="checkbox"/>	<input type="checkbox"/>	1 - Normal	2	2	2.0000	0.0000	0.0000
<input type="checkbox"/>	<input type="checkbox"/>	2 - 4.0 Scale	2	2	2.0000	0.0000	0.0000

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16. In **Override Course Information** section, check **Use Override**.
17. If the **Transcript Area** is incorrect, contact the SIS department to update.
18. For **Course Type**, select **O – Transfer from another District** for transfer from Texas public schools or **3 – Transfer from non-TX** public for non-Texas and private school transfer AND any other applicable course type(s).

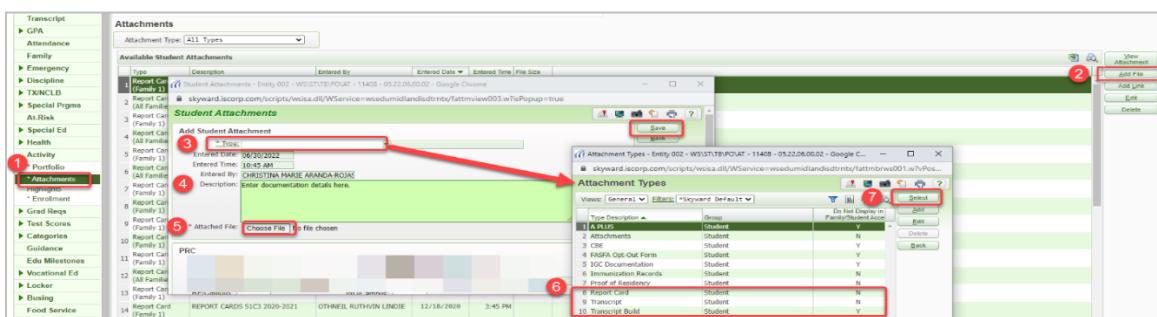


19. Click **Save** or **Save & Add Next** if another course needs to be added.



STEP 3: Grade Documentation

The 'Transcript Build Form' and any other grade documentation (i.e. Report Cards, Transcript, etc.) from the prior school district(s) must be uploaded into Skyward under **Student>Student Profile>Portfolio>Enrollment**.



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STEP 4: Transcript

Once all steps are complete, print the student's transcript and give to the campus counselor to review. *Refer to the 'Transcripts' section for steps on how to print a transcript.*

Entering Non-Traditional Grades

Non-Traditional grades (Electronic Based Instruction(A+ or Edmentum) and Credit by Exam – CBE) must be entered in the student's Class History.

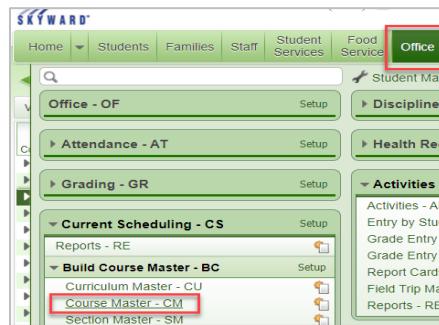
Important: Refer to the 'Transcript Build Form' provided by your counselor throughout this process.

Electronic Based Instruction Grades

STEP 1: Add a Section

Important: Separate sections are required for non-traditional courses done during the regular school year from those done after the regular school year ends. **Do NOT** use the same section as these are reported separately for PEIMS. Additionally, courses completed after the last day of school need a separate section than those completed during the school year.

1. Go to **Office>Current Scheduling> Section Master** or **Course Master** if a section does not already exist.



2. Ensure you're in the correct school year that course needs to be added to. Use the **Switch School Year** button to change school years if needed.

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Course Master (2019-20)

Views: Course Details | Filters: *All Courses

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct	Seats Avail	Has Ald	Has Grid	Earned Credits	Fee
000702	ESL/ELA 7	000702	A	YR	002	002	R	R	N	0	57	4	120	Yes	Yes			
000703	READING 7	000703	A	YR	003	003	E	R	N	0				Yes	Yes			
000704	STAAR READ 7	000704	A	YR	180	180	E	R	N	0				Yes	Yes			
000705	ENG 7	000705	A	YR	002	002	R	R	N	5	351	16	482	Yes	Yes			
000706	ENG 7 PREAP	000706	A	YR	002	002	R	R	N	0	83	4	100	Yes	Yes			
000707	ENG 7 G-PREPAP	000707	A	YR	002	002	R	R	N	0	17	2	20	Yes	Yes			
000708	ENG 7 G-PREPAP	000708	A	YR	002	002	R	R	N	0				Yes	Yes			
000709	ELA 7 READ 180	000709	A	YR	002	002	R	R	N	0				Yes	Yes			
000710	INTRO SP & DR	000710	A	YR	002	002	E	R	N	0	147	6	180	Yes	Yes			
000711	HEALTH 7	000711	A	YR	002	002	E	R	N	0				Yes	Yes			
000720	SC1 7	000720	A	YR	002	002	E	R	N	0				Yes	Yes			
000721	SC1 7 PREAP	000721	A	YR	002	002	E	R	N	0				Yes	Yes			
000722	SC1 7 G-PREPAP	000722	A	YR	002	002	E	R	N	0				Yes	Yes			
000723	SC1 7 G-PREPAP	000723	A	YR	002	002	E	R	N	0				Yes	Yes			
000724	SC1 7 G-PREPAP	000724	A	YR	002	002	E	R	N	0				Yes	Yes			
000725	MATH COUNTS 7	000725	A	YR	002	002	E	R	N	0				Yes	Yes			
000726	MATH 7 180	000726	A	YR	180	180	E	R	N	0				Yes	Yes			
000727	MATH 7	000727	A	YR	004	004	R	R	N	0				Yes	Yes			
000728	MATH 7 PREAP	000728	A	YR	004	004	R	R	N	0				Yes	Yes			
000729	MATH 7 G-PREPAP	000729	A	YR	004	004	R	R	N	0				Yes	Yes			
000730	MATH 7 G-PREPAP	000730	A	YR	004	004	R	R	N	0				Yes	Yes			
000731	MATH COUNTS 7	000731	A	YR	004	004	R	R	N	0				Yes	Yes			
000732	STAAR MATH 7	000732	A	YR	004	004	R	R	N	0				Yes	Yes			
000733	STAAR MATH 7	000733	A	YR	180	180	E	R	N	0				Yes	Yes			
000734	MATH 7 180	000734	A	YR	180	180	E	R	N	0				Yes	Yes			
000735	MATH 7	000735	A	YR	004	004	R	R	N	0				Yes	Yes			
000736	MATH 7 180	000736	A	YR	180	180	E	R	N	0				Yes	Yes			
000737	MATH 7	000737	A	YR	004	004	R	R	N	0				Yes	Yes			
000738	MATH 7 PREAP	000738	A	YR	004	004	R	R	N	0				Yes	Yes			
000739	MATH 7 G-PREPAP	000739	A	YR	004	004	R	R	N	0				Yes	Yes			
000740	MATH 7 G-PREPAP	000740	A	YR	004	004	R	R	N	0				Yes	Yes			
000741	MATH 7 G-PREPAP	000741	A	YR	004	004	R	R	N	0				Yes	Yes			
000742	MATH 7 G-PREPAP	000742	A	YR	004	004	R	R	N	0				Yes	Yes			
000743	MATH 7 G-PREPAP	000743	A	YR	004	004	R	R	N	0				Yes	Yes			
000744	MATH 7 G-PREPAP	000744	A	YR	004	004	R	R	N	0				Yes	Yes			
000745	MATH 7 G-PREPAP	000745	A	YR	004	004	R	R	N	0				Yes	Yes			
000746	MATH 7 G-PREPAP	000746	A	YR	004	004	R	R	N	0				Yes	Yes			
000747	MATH 7 G-PREPAP	000747	A	YR	004	004	R	R	N	0				Yes	Yes			
000748	MATH 7 G-PREPAP	000748	A	YR	004	004	R	R	N	0				Yes	Yes			
000749	MATH 7 G-PREPAP	000749	A	YR	004	004	R	R	N	0				Yes	Yes			
000750	MATH 7 G-PREPAP	000750	A	YR	004	004	R	R	N	0				Yes	Yes			
000751	AVID 7	000751	A	YR	180	180	E	R	N	0				Yes	Yes			
000752	SS 7	000752	A	YR	010	010	R	R	N	0				Yes	Yes			
000753	SS 7	000753	A	YR	010	010	R	R	N	0				Yes	Yes			
000754	SS 7	000754	A	YR	010	010	R	R	N	0				Yes	Yes			
000755	SS 7	000755	A	YR	010	010	R	R	N	0				Yes	Yes			
000756	SS 7	000756	A	YR	010	010	R	R	N	0				Yes	Yes			
000757	SS 7	000757	A	YR	010	010	R	R	N	0				Yes	Yes			
000758	SS 7	000758	A	YR	010	010	R	R	N	0				Yes	Yes			
000759	SS 7	000759	A	YR	010	010	R	R	N	0				Yes	Yes			
000760	SS 7	000760	A	YR	010	010	R	R	N	0				Yes	Yes			
000761	SS 7	000761	A	YR	010	010	R	R	N	0				Yes	Yes			
000762	SS 7	000762	A	YR	010	010	R	R	N	0				Yes	Yes			
000763	SS 7	000763	A	YR	010	010	R	R	N	0				Yes	Yes			
000764	SS 7	000764	A	YR	010	010	R	R	N	0				Yes	Yes			
000765	SS 7	000765	A	YR	010	010	R	R	N	0				Yes	Yes			
000766	SS 7	000766	A	YR	010	010	R	R	N	0				Yes	Yes			
000767	SS 7	000767	A	YR	010	010	R	R	N	0				Yes	Yes			
000768	SS 7	000768	A	YR	010	010	R	R	N	0				Yes	Yes			
000769	SS 7	000769	A	YR	010	010	R	R	N	0				Yes	Yes			
000770	SS 7	000770	A	YR	010	010	R	R	N	0				Yes	Yes			
000771	SS 7	000771	A	YR	010	010	R	R	N	0				Yes	Yes			
000772	SS 7	000772	A	YR	010	010	R	R	N	0				Yes	Yes			
000773	SS 7	000773	A	YR	010	010	R	R	N	0				Yes	Yes			
000774	SS 7	000774	A	YR	010	010	R	R	N	0				Yes	Yes			
000775	SS 7	000775	A	YR	010	010	R	R	N	0				Yes	Yes			
000776	SS 7	000776	A	YR	010	010	R	R	N	0				Yes	Yes			
000777	SS 7	000777	A	YR	010	010	R	R	N	0				Yes	Yes			
000778	SS 7	000778	A	YR	010	010	R	R	N	0				Yes	Yes			
000779	SS 7	000779	A	YR	010	010	R	R	N	0				Yes	Yes			
000780	SS 7	000780	A	YR	010	010	R	R	N	0				Yes	Yes			
000781	SS 7	000781	A	YR	010	010	R	R	N	0				Yes	Yes			
000782	SS 7	000782	A	YR	010	010	R	R	N	0				Yes	Yes			
000783	SS 7	000783	A	YR	010	010	R	R	N	0				Yes	Yes			
000784	SS 7	000784	A	YR	010	010	R	R	N	0				Yes	Yes			
000785	SS 7	000785	A	YR	010	010	R	R	N	0				Yes	Yes			
000786	SS 7	000786	A	YR	010	010	R	R	N	0				Yes	Yes			
000787	SS 7	000787	A	YR	010	010	R	R	N	0				Yes	Yes			
000788	SS 7	000788	A	YR	010	010	R	R	N	0				Yes	Yes			
000789	SS 7	000789	A	YR	010	010	R	R	N	0				Yes	Yes			
000790	SS 7	000790	A	YR	010	010	R	R	N	0				Yes	Yes			
000791	SS 7	000791	A	YR	010	010	R	R	N	0				Yes	Yes			
000792	SS 7	000792	A	YR	010	010	R	R	N	0				Yes	Yes			
000793	SS 7	000793	A	YR	010	010	R	R	N	0				Yes	Yes			
000794	SS 7	000794	A	YR	010	010	R	R	N	0				Yes	Yes			
000795	SS 7	000795	A	YR	010	010	R	R	N	0				Yes	Yes			
000796	SS 7	000796	A	YR	010	010	R	R	N	0				Yes	Yes			
000797	SS 7	000797	A	YR	010	010	R	R	N	0				Yes	Yes			
000798	SS 7	000798	A	YR	010	010	R	R	N	0				Yes	Yes			
000799	SS 7	000799	A	YR	010	010	R	R	N	0				Yes	Yes			
000800	SS 7	000800	A	YR	010	010	R	R	N	0				Yes	Yes			
000801	SS 7	000801	A	YR	010	010	R	R	N	0				Yes	Yes			
000802	SS 7	000802	A	YR	010	010	R	R	N	0				Yes	Yes			
000803	SS 7	000803	A	YR	010	010	R	R	N									

Skyward Secondary Grade Reporting Guide

Semester 1	1A	S1
Semester 2	1B	S2

Add Section

Entity: 046 GODDARD JUNIOR HIGH School Year: 2020 Course Key: 004407 SPANISH 1 JH YR

Status: Active Number of Requests: 349 6 * Section:

General Properties

Class Status: Active Minimum Students: 5 Attendance Method: Mixed

* Class Control Set: YJ YEAR J Optimum Students: 30 Assign Seats

Save Save and Add More Back

7. Expand the **Texas State Specific** section.
8. Update the **Course Sequence Codes** as follows:

Course Length	First Crs Seq Field	Second Crs Seq Field
Year	1	2
First Half of a Year-Long Course	1	1
Second Half of a Year-Long Course	2	2
One Semester Course	0	0

9. Update **Population Served** accordingly.
10. In the **Non Campus Based Instruction** field, enter **02-ELECT/INTER/CORRESP BASED COURSE**.

7 **Texas State Specific**

8 Course Sequence Codes:

Non-High School Course
 Exclude record from PEIMS
 TSDS Homeroom

* Distance Learning: 00

Class Type: 01

9 * Population Served: 01

10 Non Campus Based Instruction: 00

PK Curriculum:

High Quality PK Program:

HQ PK Program Type:

PK School Type:

Student Instruction:

OnRamps Dual Enrollment:

Skyward Secondary Grade Reporting Guide

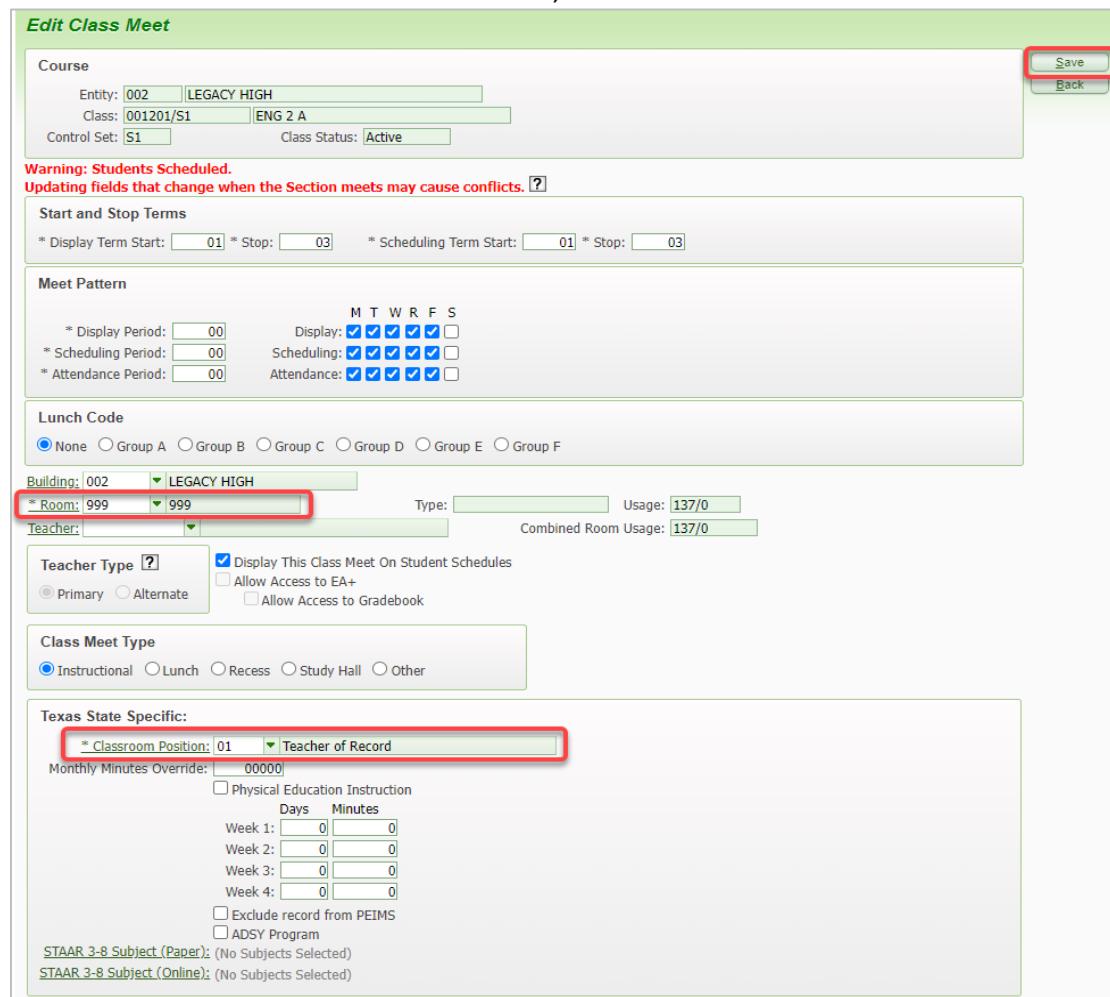
11. Click **Save and Add Meet** to create a “blank meet” (meet detail without a teacher) for PEIMS reporting purposes.



The screenshot shows the 'Add Section' interface. At the top, there are fields for Entity (046 GODDARD JUNIOR HIGH), School Year (2020), Course Key (004407 SPANISH 1 JH YR), and Status (Active). Below these are sections for 'General Properties' and 'Class Control Set' (YJ, YEAR J). On the right, there are 'Save' and 'Save and Add Meet' buttons, with 'Save and Add Meet' being the one highlighted by a red box.

12. On **Add Class Meet** screen, populate the following required fields and then click **Save**.

- In the **Room** field, enter the classroom room number or ‘999’.
- In the **Classroom Position** field, enter ‘01-Teacher of Record’.



The screenshot shows the 'Edit Class Meet' screen. It includes fields for Course (Entity: 002 LEGACY HIGH, Class: 001201/S1 ENG 2 A, Control Set: 51, Class Status: Active), Start and Stop Terms (Display Term Start: 01, Stop: 03, Scheduling Term Start: 01, Stop: 03), Meet Pattern (Display Period: 00, Scheduling Period: 00, Attendance Period: 00), Lunch Code (None selected), Room (999), Teacher (None selected), Teacher Type (Primary selected), Class Meet Type (Instructional selected), and Texas State Specific (Classroom Position: 01, Teacher of Record). The 'Room' and 'Classroom Position' fields are highlighted with red boxes.

Adding a Section for Non-Traditional Courses Completed After the Last Day of School

Skyward Secondary Grade Reporting Guide

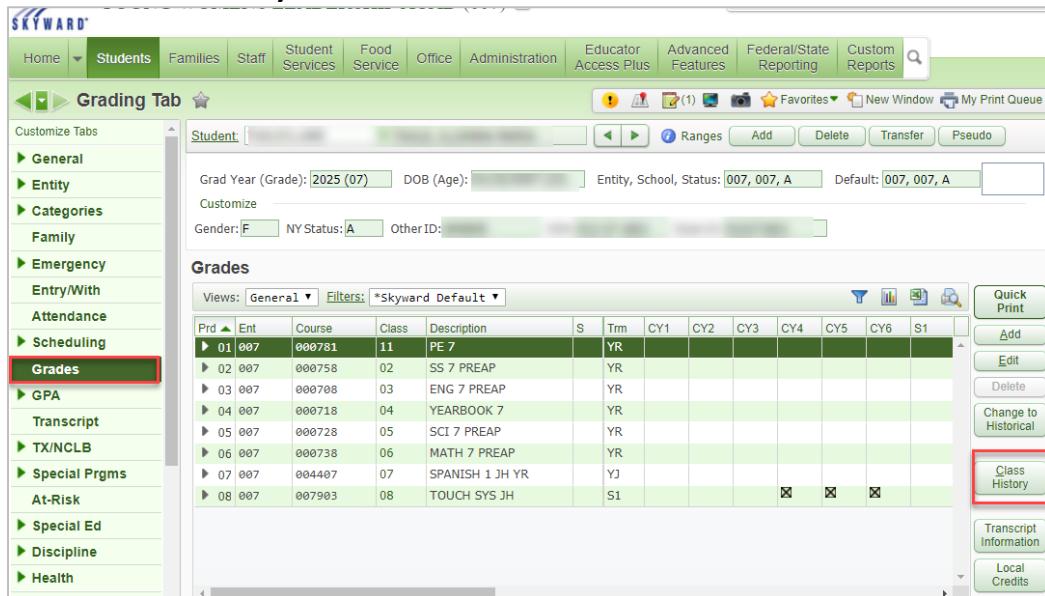
1. Create a **separate** section to be used for course completions after the last day of school. Do NOT use sections that were also used for kids during the regular school year.
2. When creating these sections, expand the "Texas State Specific" area when adding a section and check the box to "Exclude from PEIMS". Do NOT click "Save and Add Meet", only click "Save". These classes do not need a blank meet.

STEP 2: Enter Electronic Based Instruction Grades

1. Go to **Students > Student Profile – PR.**



2. Retrieve the student and click the **Grades** tab.
3. Click **Class History**.



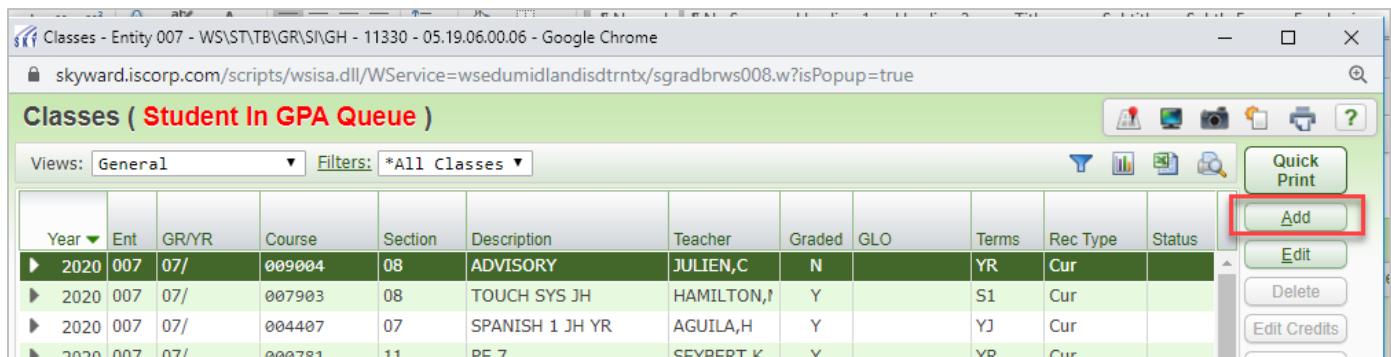
The screenshot shows the 'Grading Tab' interface. On the left, a sidebar menu is open with various tabs like General, Entity, Categories, Family, Emergency, Entry/With, Attendance, Scheduling, Grades (which is highlighted with a red box), GPA, Transcript, TX/NCLB, Special Prgms, At-Risk, Special Ed, Discipline, and Health. The main area displays student information: Grad Year (Grade): 2025 (07), DOB (Age): [redacted], Entity, School, Status: 007, 007, A, Default: 007, 007, A. Below this, there are fields for Gender: F, NY Status: A, and Other ID: [redacted]. The 'Grades' section shows a table of course data with columns: Prd, Ent, Course, Class, Description, S, Trm, CY1, CY2, CY3, CY4, CY5, CY6, S1. The table rows include:

Prd	Ent	Course	Class	Description	S	Trm	CY1	CY2	CY3	CY4	CY5	CY6	S1
► 01	007	000781	11	PE 7		YR							
► 02	007	000758	02	SS 7 PREAP		YR							
► 03	007	000708	03	ENG 7 PREAP		YR							
► 04	007	000718	04	YEARBOOK 7		YR							
► 05	007	000728	05	SCI 7 PREAP		YR							
► 06	007	000738	06	MATH 7 PREAP		YR							
► 07	007	004407	07	SPANISH 1 JH YR		YJ							
► 08	007	007903	08	TOUCH SYS JH		S1			☒	☒	☒		

On the right side of the interface, there are several buttons: Quick Print, Add, Edit, Delete, Change to Historical, Class History (which is highlighted with a red box), Transcript Information, and Local Credits.

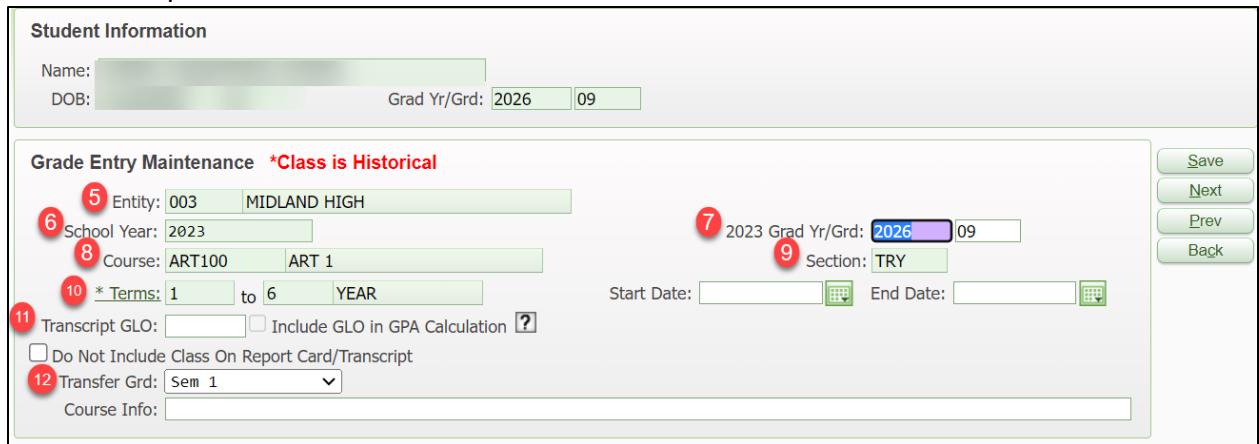
4. Click **Add**.

Skyward Secondary Grade Reporting Guide



The screenshot shows a table with columns: Year, Ent, GR/YR, Course, Section, Description, Teacher, Graded, GLO, Terms, Rec Type, and Status. The 'Add' button in the toolbar is highlighted with a red box.

5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the **Section** (1A or 1B).
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table below.**
11. Enter the **Start Date** and **End Date**.
12. For **Transfer Grd**, select **Not Transfer**, unless the Electronic Based Instruction course was completed outside of MISD.

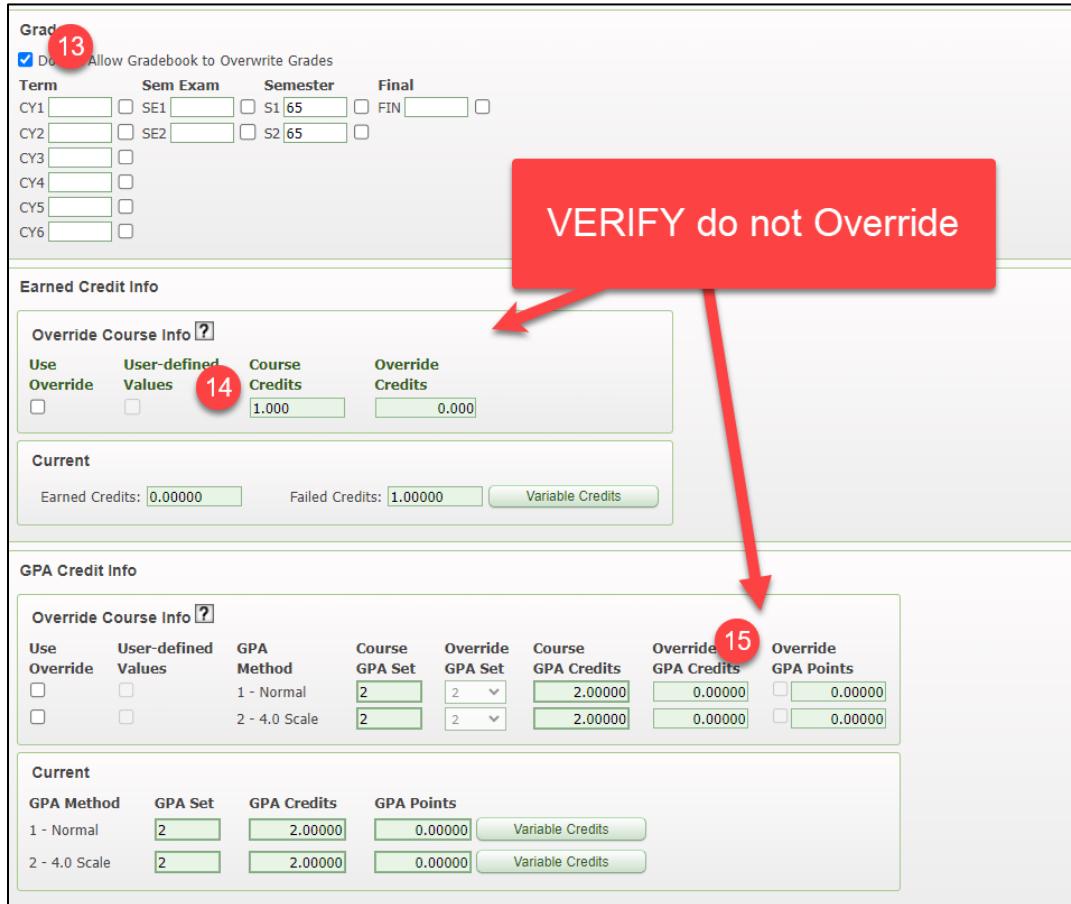


The form includes fields for Name, DOB, Grad Yr/Grd, Entity, School Year, Course, Terms, Transcript GLO, Do Not Include Class On Report Card/Transcript, Transfer Grd, Start Date, and End Date. The 'Class is Historical' field is highlighted with a red box.

13. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester grade.

Skyward Secondary Grade Reporting Guide

14. In the **Earned Credit Info** section, verify the **Course Credits** calculates. Do NOT check to **USE Override**. If credit is not calculated correct, email sishelp@midlandisd.net to verify course setup.
15. In the **GPA Credit Info** section, verify the **Course GPA Credits** calculates for GPA-weighted courses. Do NOT check to **USE Override**. If credit is not calculated correctly, email sishelp@midlandisd.net to verify course setup.



Gradebook

13 Do not Allow Gradebook to Overwrite Grades

Term	Sem Exam	Semester	Final
CY1	<input type="checkbox"/> SE1	<input type="checkbox"/> S1 65	<input type="checkbox"/> FIN
CY2	<input type="checkbox"/> SE2	<input type="checkbox"/> S2 65	<input type="checkbox"/>
CY3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CY4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CY5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CY6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Earned Credit Info

Override Course Info

Use Override	User-defined Values	14	Course Credits	Override Credits
<input type="checkbox"/>	<input type="checkbox"/>	14	1.000	0.000

Current

Earned Credits: 0.00000 Failed Credits: 1.00000 Variable Credits

GPA Credit Info

Override Course Info

Use Override	User-defined Values	GPA Method	Course GPA Set	Override GPA Set	Course GPA Credits	Override GPA Credits	Override GPA Points
<input type="checkbox"/>	<input type="checkbox"/>	1 - Normal	2	2	2.00000	0.00000	<input type="checkbox"/> 0.00000
<input type="checkbox"/>	<input type="checkbox"/>	2 - 4.0 Scale	2	2	2.00000	0.00000	<input type="checkbox"/> 0.00000

Current

GPA Method	GPA Set	GPA Credits	GPA Points
1 - Normal	2	2.00000	0.00000
2 - 4.0 Scale	2	2.00000	0.00000

16. In **Override Course Information** section, check **Use Override**.
17. If the **Transcript Area** is incorrect, contact the SIS department to update.
18. For **Course Type**, select **Y – ALTERNATIVE, NON-TRADITIONAL AND any other applicable course type(s)**.



Override Course Information

17 Use Override

18 Transcript Area: 01 ▼ LANGUAGE ARTS

19 Unit Description: ELA GR 7

Course Type: ▼

College Credit Hrs: 0 ▼

19. Click **Save** or **Save & Add Next** if another course needs to be added.

Add

Student Information

Name: [Redacted] DOB: [Redacted] Grad Yr/Grd: 2025 07

Grade Entry Maintenance *Class is Historical

* Entity: 007 YOUNG WOMENS LEADERSHIP ACAD

* School Year: 2019 - 20

* Course: [Redacted]

* Terms: [Redacted] to [Redacted]

Transcript GLO: [Redacted] Include GLO in GPA Calculation [?](#)

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info: [Redacted]

STEP 3: Grade Documentation

The 'Transcript Build Form' and any other grade documentation (i.e. ELECTRONIC BASED INSTRUCTION form, etc.) must be uploaded into Skyward under **Student>Student Profile>Portfolio>Enrollment**

Available Student Attachments

Type	Description	Entered By	Entered Date	Entered Time	File Size
Report Card (Family 1)	skward.iscorp.com/scripts/wisa.dll/WService=wsedumilandsdtrnbt/fattmview003.w?rPopUp=true				

Attachment Types

Type Description	Group	Do Not Display in Family/Student Acc
1 PLUS	Student	Y
2 Attachments	Student	N
3 CDE	Student	Y
4 FAFSA Opt-Out Form	Student	Y
5 IGC Documentation	Student	Y
6 Immunization Records	Student	N
7 Proof of Residency	Student	N
8 Report Card	Student	N
9 Transcript	Student	N
10 Transcript Build	Student	Y

Skyward Secondary Grade Reporting Guide

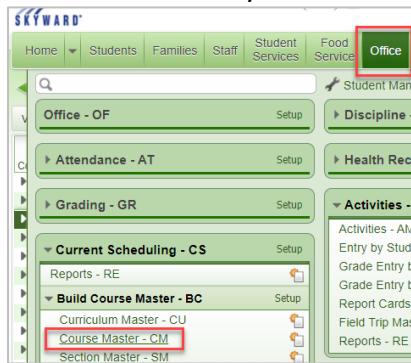
STEP 4: Transcript

Once all steps are complete, print the student's transcript and give to the campus counselor to review. *Refer to the 'Transcripts' section for steps on how to print a transcript.*

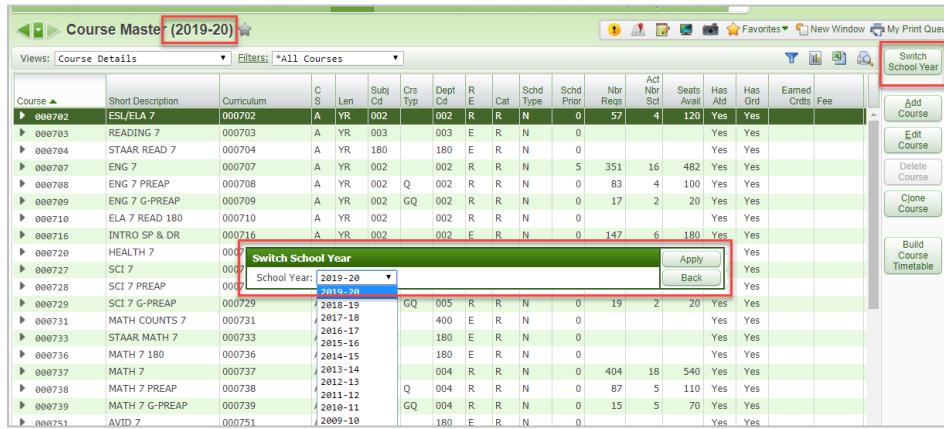
CBE Grades

STEP 1: Add a Section

1. Go to **Office>Current Scheduling> Section Master** or **Course Master** if a section does not already exist.



2. Ensure you're in the correct school year that course needs to be added to. Use the **Switch School Year** button to change school years if needed.



3. Enter one the course number and then click Enter. *If a course is not found on your campus Course Master, email sishelp@midlandisd.net to add the course to your campus Course Master. Be sure to specify the school year to add the course to.*

Skyward Secondary Grade Reporting Guide

► 000733	STAAR MATH 7	000733	A	YR	180	180	E	R	N	0			
► 000736	MATH 7 180	000736	A	YR	180	180	E	R	N	0			
► 000737	MATH 7	000737	A	YR	004	004	R	R	N	0	404	18	5
► 000738	MATH 7 PREAP	000738	A	YR	004	Q	004	R	R	N	0	87	5
► 000739	MATH 7 G-PREPAP	000739	A	YR	004	GQ	004	R	R	N	0	15	5
► 000751	AVID 7	000751	A	YR	180	180	E	R	N	0			
► 000757	SS 7	000757	A	YR	010	010	R	R	N	0	431	20	6

50 records displayed Course: 004400 A B C

4. Expand Course.

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Regs	Act Nbr Sct
004407	SPANISH 1 JH YR	004407	A	YRJ	006	J	006	R	R	R	N		

5. Under Section Details, click Add Section. Note: If section does exist, click Edit and review to confirm Texas State Specific fields are correct and update as needed.

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Regs	Act Nbr Sct																				
004407	SPANISH 1 JH YR	004407	A	YRJ	006	J	006	R	R	R	N																						
Website: Allow Teacher Conferences: Yes Locked to Scheduler: No																																	
Default Course for Career Plan: No																																	
GPA Set 1 (Weighted): 2 Credits: 2.000 GPA Set 2 (4.0 Scale): 2 Credits: 2.000																																	
Section Details Add Section View All Sections <table border="1"> <thead> <tr> <th>Section</th> <th>Status</th> <th>Control Set</th> <th>Calendar</th> <th>Bell</th> <th>Minimum Students</th> <th>Optimum Students</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A - Active</td> <td>YJ - YEAR J</td> <td>046 - GODDARD J H</td> <td></td> <td>5</td> <td>30</td> </tr> <tr> <td>3</td> <td>A - Active</td> <td>YI - YEAR I</td> <td>046 - GODDARD J H</td> <td></td> <td>5</td> <td>30</td> </tr> </tbody> </table>													Section	Status	Control Set	Calendar	Bell	Minimum Students	Optimum Students	2	A - Active	YJ - YEAR J	046 - GODDARD J H		5	30	3	A - Active	YI - YEAR I	046 - GODDARD J H		5	30
Section	Status	Control Set	Calendar	Bell	Minimum Students	Optimum Students																											
2	A - Active	YJ - YEAR J	046 - GODDARD J H		5	30																											
3	A - Active	YI - YEAR I	046 - GODDARD J H		5	30																											

6. In the Section Number field, enter 'CBE'.

Add Section																	
Entity: 046 GODDARD JUNIOR HIGH	School Year: 2020	Course Key: 004407	SPANISH 1 JH YR	6 th Section: <input type="text"/>	Save	Save and Add Meet	Back										
Status: Active	Number of Requests: 349																
General Properties <table border="1"> <tr> <td>Class Status: Active</td> <td>Minimum Students: 5</td> <td>Attendance Method: Mixed</td> </tr> <tr> <td>* Class Control Set: YJ</td> <td>Optimum Students: 30</td> <td><input type="checkbox"/> Assign Seats</td> </tr> </table>												Class Status: Active	Minimum Students: 5	Attendance Method: Mixed	* Class Control Set: YJ	Optimum Students: 30	<input type="checkbox"/> Assign Seats
Class Status: Active	Minimum Students: 5	Attendance Method: Mixed															
* Class Control Set: YJ	Optimum Students: 30	<input type="checkbox"/> Assign Seats															

7. Expand the Texas State Specific section.

8. Update the Course Sequence Codes as follows:

Course Length	First Crs Seq Field	Second Crs Seq Field
Year	1	2
First Half of a Year-Long Course	1	1
Second Half of a Year-Long Course	2	2
One Semester Course	0	0

9. Update Population Served accordingly.

10. In the Non Campus Based Instruction field, enter 08-CREDIT BY EXAM:

Skyward Secondary Grade Reporting Guide

7 Texas State Specific

8 Course Sequence Codes: 0

Non-High School Course
 Exclude record from PEIMS
 TSDS Homeroom

* Distance Learning: 00 NO DISTANCE LEARNING

Class Type: 01 REGULAR

9 * Population Served: 01 REGULAR STUDENTS

10 Non Campus Based Instruction: 00 NOT APPLICABLE

PK Curriculum:

High Quality PK Program:

HQ PK Program Type:

PK School Type:

Student Instruction:

OnRamps Dual Enrollment:

11. Click **Save and Add Meet** to create a “blank meet” (meet detail without a teacher) for PEIMS reporting purposes.

Add Section

Entity: 046 GODDARD JUNIOR HIGH School Year: 2020 Course Key: 004407 SPANISH 1 JH YR Save

Status: Active Number of Requests: 349 * Section: Save and Add Meet

General Properties

Class Status: Active Minimum Students: Attendance Method: Mixed

* Class Control Set: YJ YEAR J Optimum Students: Assion Seats

Back

12. On **Add Class Meet** screen, populate the following required fields and then click **Save**.

- In the **Room** field, enter the classroom room number or ‘999’.
- In the **Classroom Position** field, enter ‘01-Teacher of Record’.

Skyward Secondary Grade Reporting Guide

Edit Class Meet

Course

Entity: 002 LEGACY HIGH
 Class: 001201/S1 ENG 2 A
 Control Set: S1 Class Status: Active

Warning: Students Scheduled.
 Updating fields that change when the Section meets may cause conflicts. [?](#)

Start and Stop Terms

* Display Term Start: 01 * Stop: 03 * Scheduling Term Start: 01 * Stop: 03

Meet Pattern

	M	T	W	R	F	S
* Display Period:	00	Display: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Scheduling Period:	00	Scheduling: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Attendance Period:	00	Attendance: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lunch Code

None Group A Group B Group C Group D Group E Group F

Building: 002 **LEGACY HIGH**
*** Room:** 999 **999** **Type:** **Usage:** 137/0
Teacher: **Combined Room Usage:** 137/0

Teacher Type [?](#)
 Primary Alternate
 Display This Class Meet On Student Schedules
 Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:

*** Classroom Position:** 01 **Teacher of Record**
Monthly Minutes Override: 00000
 Physical Education Instruction

Days	Minutes
Week 1:	0 0
Week 2:	0 0
Week 3:	0 0
Week 4:	0 0

 Exclude record from PEIMS
 ADSY Program
STAAR 3-8 Subject (Paper): (No Subjects Selected)
STAAR 3-8 Subject (Online): (No Subjects Selected)

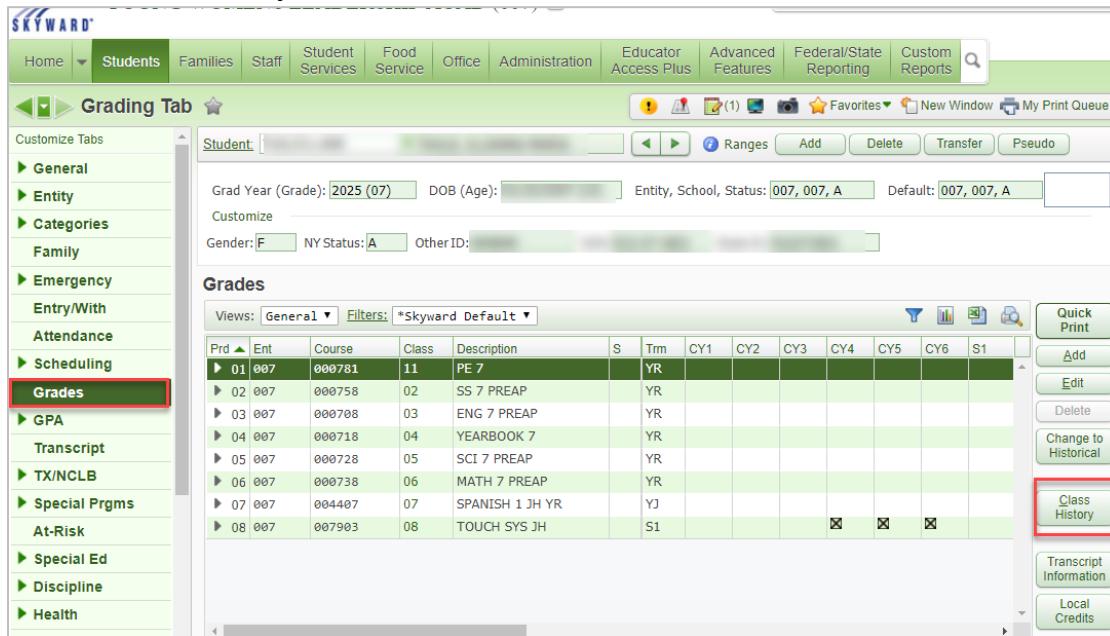
STEP 2: Enter CBE Grades

1. Go to **Students > Student Profile – PR.**



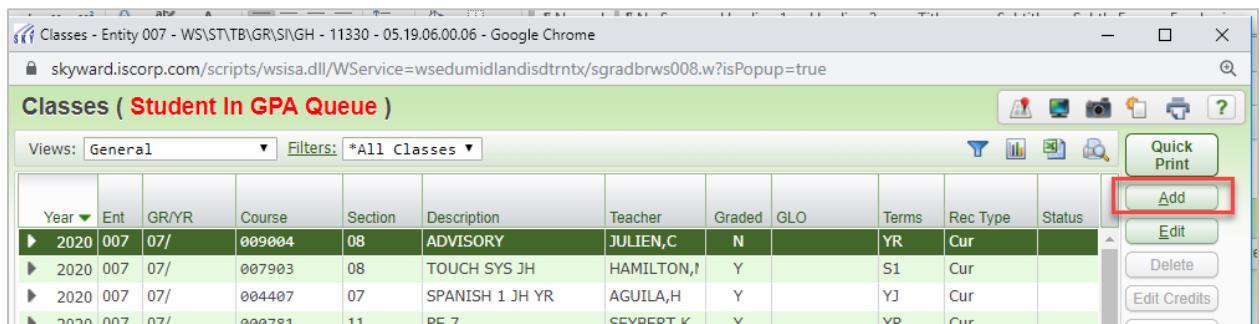
Skyward Secondary Grade Reporting Guide

2. Retrieve the student and click the **Grades** tab.
3. Click **Class History**.



The screenshot shows the Skyward Grading Tab interface. The left sidebar has a tree view with 'General', 'Entity', 'Categories', 'Family', 'Emergency', 'Entry/With', 'Attendance', 'Scheduling', 'Grades' (which is selected and highlighted with a red box), 'GPA', 'Transcript', 'TX/NCLB', 'Special Prgms', 'At-Risk', 'Special Ed', 'Discipline', and 'Health'. The main area is titled 'Grades' with 'Views: General' and 'Filters: *Skyward Default'. It displays a table of student grades with columns for Prd, Ent, Course, Class, Description, S, Trm, CY1, CY2, CY3, CY4, CY5, CY6, and S1. The 'Class History' button in the right sidebar is also highlighted with a red box.

4. Click **Add**.



The screenshot shows the 'Classes' window with the title 'Classes (Student In GPA Queue)'. The 'Views: General' and 'Filters: *All Classes' dropdowns are visible. The main table lists student classes with columns for Year, Ent, GR/YR, Course, Section, Description, Teacher, Graded, GLO, Terms, Rec Type, and Status. The 'Add' button in the right sidebar is highlighted with a red box.

5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the **Section (CBE)**.
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table below.**

Skyward Secondary Grade Reporting Guide

11. Enter the **Start Date** and **End Date**. The Start Date and End Date should be the date the student took the exam.
12. For **Transfer Grd**, select **Not Transfer**, unless the CBE course was completed outside of MISD.

Student Information

Name: <input type="text"/>	DOB: <input type="text"/> Grad Yr/Grd: <input type="text"/> 09
Grade Entry Maintenance *Class is Historical <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>5 Entity: <input type="text"/> MIDLAND HIGH</p> <p>6 School Year: <input type="text"/> 2023</p> <p>8 Course: <input type="text"/> ART100 ART 1</p> <p>10 * Terms: <input type="text"/> 1 to <input type="text"/> 6 YEAR</p> <p>11 Transcript GLO: <input type="text"/> <input type="checkbox"/> Include GLO in GPA Calculation ?</p> <p>12 Transfer Grd: <input type="text"/> Sem 1</p> </div> <div style="flex: 1;"> <p>7 2023 Grad Yr/Grd: <input type="text"/> 09</p> <p>9 Section: TRY</p> <p>Start Date: <input type="text"/> End Date: <input type="text"/> </p> </div> </div>	
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Prev"/> <input type="button" value="Back"/>	

13. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester grade.
14. In the **Earned Credit Info** section, verify the **Course Credits** calculates. Do NOT check to **USE Override**. If credit is not calculated correct, email sishelp@midlandisd.net to verify course setup.
15. In the **GPA Credit Info** section, verify the **Course GPA Credits** calculates for GPA-weighted courses. Do NOT check to **USE Override**. If credit is not calculated correctly, email sishelp@midlandisd.net to verify course setup.

Skyward Secondary Grade Reporting Guide

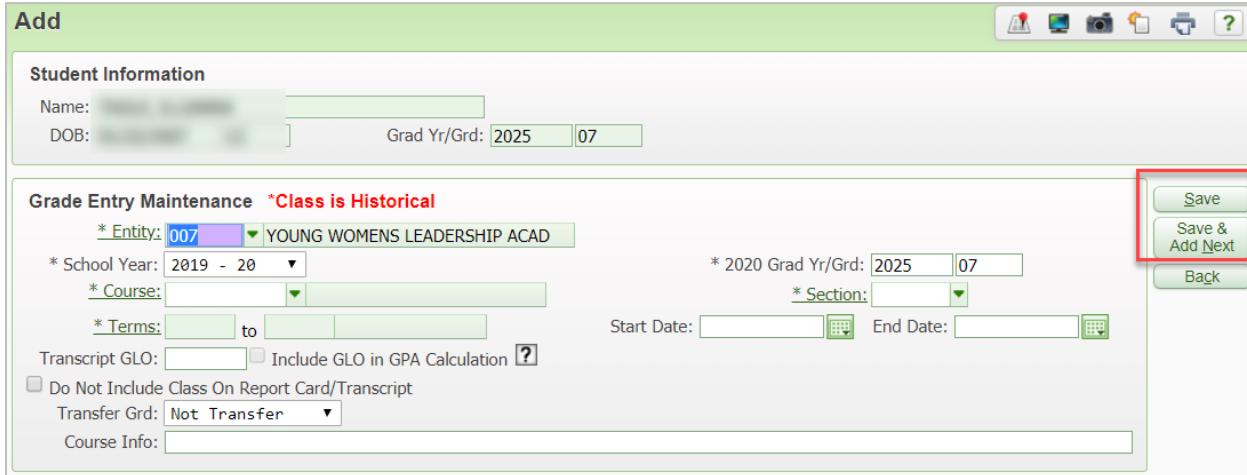
* Terms: <input type="text" value="1"/> to <input type="text" value="6"/> YEAR		Start Date: <input type="text"/>			
Transcript GLO: <input type="checkbox"/> Include GLO in GPA Calculation ?					
<input type="checkbox"/> Do Not Include Class On Report Card/Transcript					
Transfer Grd: <input type="text" value="Not Transfer"/>					
Course Info: <input type="text"/>					
13 grades					
<input type="checkbox"/> Do Not Allow Gradebook to Overwrite Grades					
Term 14	SEM EXAM	SEMESTER			
CY1 <input type="text"/>	<input type="checkbox"/> SE1 <input type="text"/>	<input type="checkbox"/> S1 <input type="text"/>			
CY2 <input type="text"/>	<input type="checkbox"/> SE2 <input type="text"/>	<input type="checkbox"/> S2 <input type="text"/>			
CY3 <input type="text"/>	<input type="checkbox"/>				
CY4 <input type="text"/>	<input type="checkbox"/>				
CY5 <input type="text"/>	<input type="checkbox"/>				
CY6 <input type="text"/>	<input type="checkbox"/>				
Earned Credit Info					
Override Course Info ?					
Use Override	Course 15 Credits	Override Credits			
<input type="checkbox"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>			
Current					
Earned Credits: <input type="text" value="0.00000"/>		Failed Credits: <input type="text" value="0.00000"/>			
<input type="text"/> Variable Credits					
GPA Credit Info					
Override Course Info ?					
Use Override	GPA Method	Course GPA Set	Override GPA Set	Course 16 GPA Credits	Override GPA Credits
<input type="checkbox"/>	1 - Weighted	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>
<input type="checkbox"/>	2 - 4.0 Scale	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>
Current					
GPA Method	GPA Set	GPA Credits	GPA Points	<input type="text"/> Variable Credits	
1 - Weighted	<input type="text" value="1"/>	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>	<input type="text"/> Variable Credits	
2 - 4.0 Scale	<input type="text" value="1"/>	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>	<input type="text"/> Variable Credits	

16. In **Override Course Information** section, check **Use Override**.
17. If the **Transcript Area** is incorrect, contact the SIS department to update.
18. For **Course Type**, select **E – CBE NO PRIOR INSTRUCTION** or **T – CBE WITH PRIOR INSTRUCTION** AND any other applicable course type(s).

Override Course Information	
<input checked="" type="checkbox"/> 17 Use Override	
18 Transcript Area: <input type="text" value="01"/> <input type="button" value="▼"/> LANGUAGE ARTS	
Unit Description: <input type="text" value="ELA GR 7"/>	
19 Course Type: <input type="button" value="▼"/>	
College Credit Hrs: <input type="text" value="0"/> <input type="button" value="▼"/>	

Skyward Secondary Grade Reporting Guide

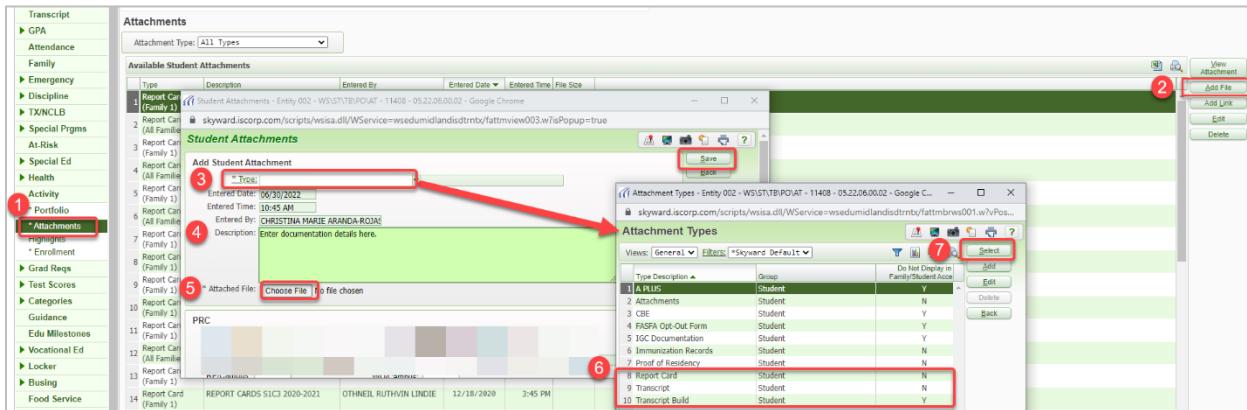
19. Click **Save** or **Save & Add Next** if another course needs to be added.



The screenshot shows the 'Grade Entry Maintenance' screen. The 'Save' and 'Save & Add Next' buttons are highlighted with a red box. The 'Save' button is located in the top right corner of the main form area. The 'Save & Add Next' button is located in the top right corner of the 'Grade Entry Maintenance' sub-form.

STEP 3: Grade Documentation

The 'Transcript Build Form' and any other grade documentation (i.e. CBE form etc.) must be uploaded into Skyward under **Student>Student Profile>Portfolio>Enrollment**.



The screenshot shows the 'Attachments' screen. The 'Attachments' sidebar item is highlighted with a red box. The 'Add File' button in the toolbar is highlighted with a red box. The 'Title' and 'Description' fields are highlighted with red boxes. The 'Choose File' button is highlighted with a red box. The 'Save' button in the toolbar is highlighted with a red box. The 'Select' button in the 'Attachment Types' dialog box is highlighted with a red box.

STEP 4: Transcript

Once all steps are complete, print the student's transcript and give to the campus counselor to review. Refer to the 'Transcripts' section for steps on how to print a transcript.

Texas College Bridge Procedures

Texas College Bridge course in Midland ISD are completion only (P/F) and are not factored into grade point average or class ranking when used supplementally. Students must meet the state criteria for Institutions of Higher Education to award credit.

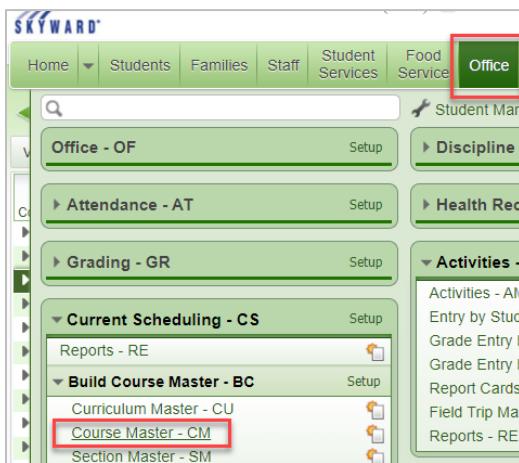
Skyward Secondary Grade Reporting Guide

STEP 1: Add a Section

1. Go to **Office>Current Scheduling> Section Master** or **Course Master** if a section does not already exist.

Courses taken supplemental and not counting for graduation will be given a P/F grade. In the event a course is used AS the fourth year English it will need a grade and will count in GPA.

Electronic Instruction Course	
Math	NMA430
ELA	NEL500
In-Person Instruction Course	
Math	NMA430 (non GPA) or MAT430 (GPA)
ELA	NEL500 (non GPA) or ELA500 (GPA)

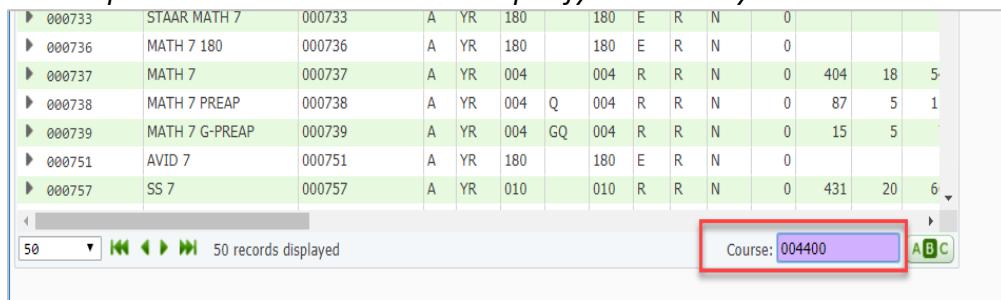


2. Ensure you're in the correct school year that course needs to be added to. Use the **Switch School Year** button to change school years if needed.

Course Master (2019-20)																		
Views: Course Details		Filters: *All Courses																
Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prier	Nbr Reqs	Act Nbr Sct	Seats Avail	Has Ald	Has Grd	Earned Crtds	Fee
000702	ESL/ELA 7	000702	A	YR	002	002	R	R	N	0	57	4	120	Yes	Yes			
000703	READING 7	000703	A	YR	003	003	E	R	N	0				Yes	Yes			
000704	STAAR READ 7	000704	A	YR	180	180	E	R	N	0				Yes	Yes			
000707	ENG 7	000707	A	YR	002	002	R	R	N	5	351	16	482	Yes	Yes			
000708	ENG 7 PREAP	000708	A	YR	002	Q	002	R	R	N	0	83	4	100	Yes	Yes		
000709	ENG 7 C-PREP	000709	A	YR	002	GQ	002	R	R	N	0	17	2	20	Yes	Yes		
000710	ELA 7 READ 180	000710	A	YR	002	002	R	R	N	0				Yes	Yes			
000716	INTRO SP & DR	000716	A	YR	002	002	E	R	N	0	147	6	180	Yes	Yes			
000720	HEALTH 7	000720													Yes			
000722	SCI 7	000722													Yes			
000728	SCI 7 PREAP	000728													Yes			
000729	SCI 7 G-PREP	000729													Yes			
000731	MATH COUNTS 7	000731													Yes			
000733	STAAR MATH 7	000733													Yes			
000736	MATH 7 180	000736													Yes			
000737	MATH 7	000737													Yes			
000738	MATH 7 PREAP	000738													Yes			
000739	MATH 7 G-PREP	000739													Yes			
000751	AVID 7	000751													Yes			
000910		000910																

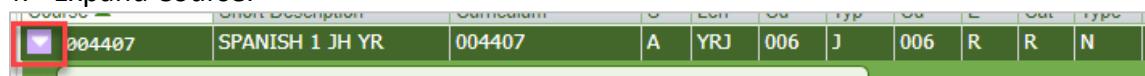
Skyward Secondary Grade Reporting Guide

3. Enter one the course number and then click Enter. *If a course is not found on your campus Course Master, email sishelp@midlandisd.net to add the course to your campus Course Master. Be sure to specify the school year to add the course to.*



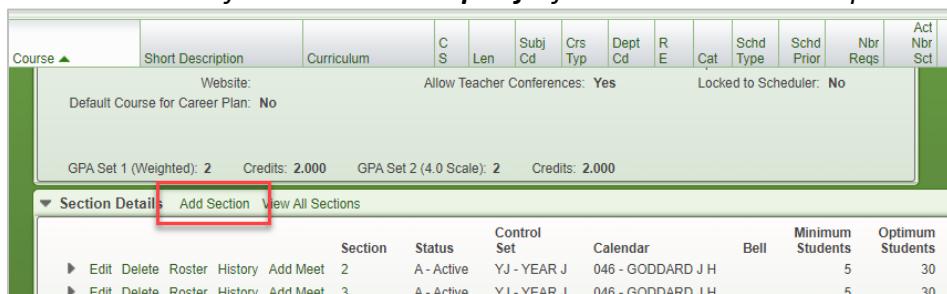
A screenshot of a course search results table. The table has columns for Course ID, Course Name, Section ID, Section Name, and various status and enrollment details. A red box highlights the 'Course' search input field at the bottom right of the table, which contains the value '004400'.

4. Expand Course.



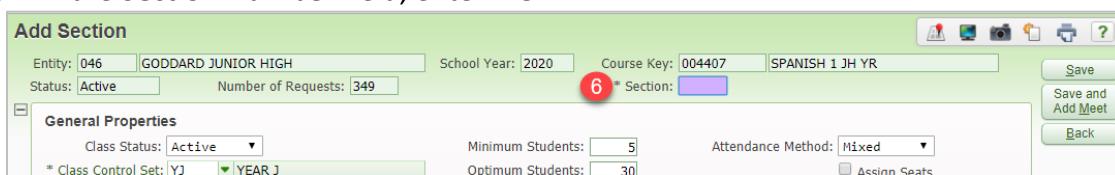
A screenshot of a course details table. The table has columns for Course ID, Short Description, Curriculum, and various status and enrollment details. A red box highlights the course icon in the first column of the table.

5. Under **Section Details**, click **Add Section**. Note: If section does exist, click **Edit** and review to confirm **Texas State Specific** fields are correct and update as needed.



A screenshot of the 'Section Details' section of a course page. It shows course information like Website, Default Course for Career Plan, and GPA Set 1/2. Below is a table for 'Section Details' with a red box highlighting the 'Add Section' button. The table columns include Section, Status, Control Set, Calendar, Bell, Minimum Students, and Optimum Students. Two sections are listed: '2' and '3'.

6. In the **Section Number** field, enter 'TCB'.



A screenshot of the 'Add Section' dialog box. It includes fields for Entity, School Year, Course Key, and a 'Section' field which is highlighted with a red circle and contains the value '6'. Other fields include Status, Number of Requests, and various properties for the section.

7. Expand the **Texas State Specific** section.

8. Update the **Course Sequence Codes** as follows:

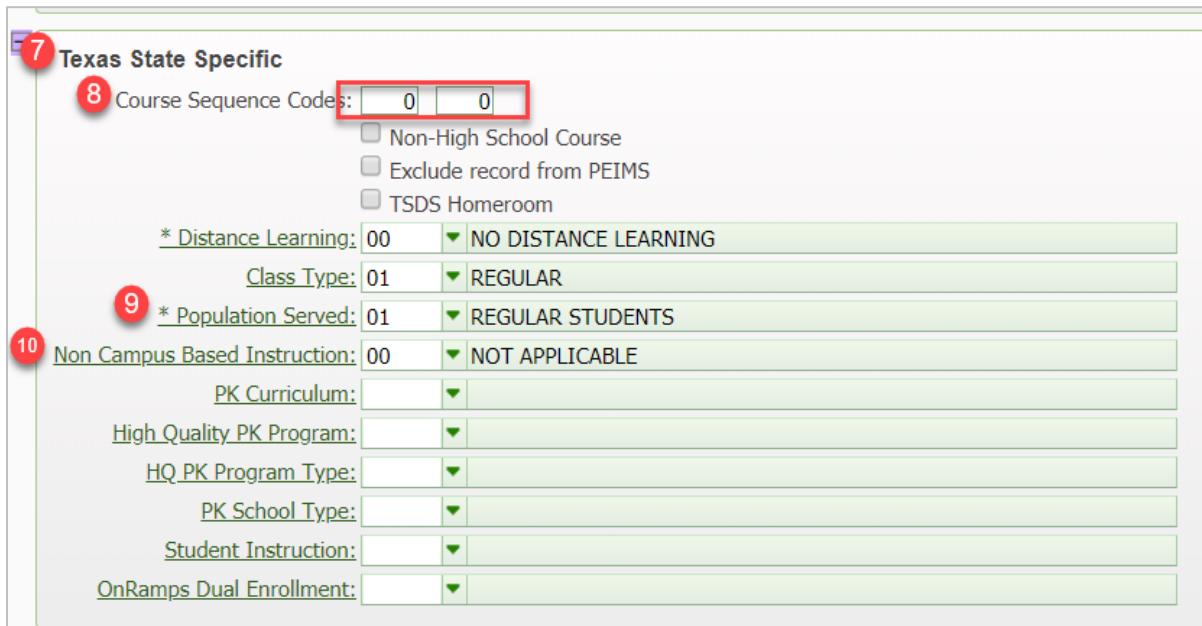


A screenshot of a table showing course sequence codes. The table has three columns: 'Course Length', 'First Crs Seq Field', and 'Second Crs Seq Field'. The 'Year' row is highlighted. The 'First Crs Seq Field' is '1' and the 'Second Crs Seq Field' is '2'.

9. Update **Population Served** accordingly.

Skyward Secondary Grade Reporting Guide

10. In the **Non Campus Based Instruction** field, enter **02 – ELECT/INTER/CORRESP BASED COURSE**.



7 Texas State Specific

8 Course Sequence Codes: 0 0

Non-High School Course
 Exclude record from PEIMS
 TSDS Homeroom

* Distance Learning: 00 NO DISTANCE LEARNING

Class Type: 01 REGULAR

9 * Population Served: 01 REGULAR STUDENTS

10 Non Campus Based Instruction: 00 NOT APPLICABLE

PK Curriculum:
 High Quality PK Program:
 HQ PK Program Type:
 PK School Type:
 Student Instruction:
 OnRamps Dual Enrollment:

11. Click **Save and Add Meet** to create a meet. For PEIMS reporting add a teacher of record,



Add Section

Entity: 046 GODDARD JUNIOR HIGH School Year: 2020 Course Key: 004407 SPANISH 1 JH YR

Status: Active Number of Requests: 349 * Section:

Save

Save and Add Meet

General Properties

Class Status: Active Minimum Students: 5 Attendance Method: Mixed

* Class Control Set: YJ Optimum Students: 30

Assignment Seats

Back

12. On **Add Class Meet** screen, populate the following required fields and then click **Save**.

- In the **Room** field, enter the classroom room number or '999'.
- **Teacher** field, for the student that received instruction electronically, with an appointed teacher or counselor.
- **Teacher** field, if the student is received instruction In – Person.
- In the **Classroom Position** field, enter '01-Teacher of Record'

Skyward Secondary Grade Reporting Guide

Edit Class Meet

Course

Entity: 003 MIDLAND HIGH
 Class: NEL500/TCB COLLEGE PREP-ELA
 Control Set: YR Class Status: Active

Start and Stop Terms

* Display Term Start: 01 * Stop: 06 * Scheduling Term Start: 01 * Stop: 06

Meet Pattern

* Display Period:	00	M T W R F S	
* Scheduling Period:	00	Display: <input checked="" type="checkbox"/> <input type="checkbox"/>	
* Attendance Period:	00	Scheduling: <input checked="" type="checkbox"/> <input type="checkbox"/>	

Lunch Code

None Group A Group B Group C Group D Group E Group F

Building: 003 MIDLAND HIGH

* Room: 999 Type: Usage: 0/0
 Teacher: Combined Room Usage: 0/0

Teacher Type ?

Primary Alternate

Display This Class Meet On Student Schedules
 Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type

Instructional Lunch Recess Study Hall Other

Texas State Specific:

* Classroom Position: 01 Teacher of Record
 Monthly Minutes Override: 00000

Skyward Secondary Grade Reporting Guide

STEP 2: Enter TCB Grades

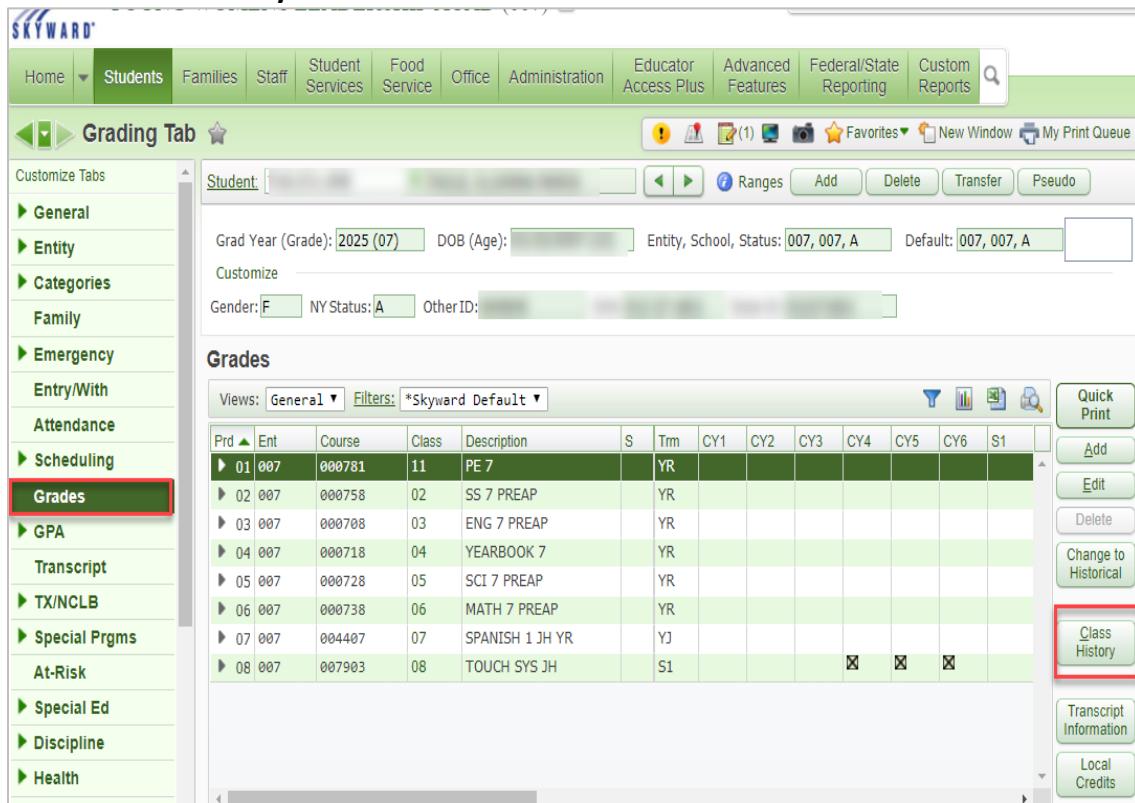
Who Enters Grades?	
Electronic Instruction Course	Data Clerk/Registrar
In – Person Instruction Course	Teacher

Office Instruction for Enter Grades:

1. Go to **Students > Student Profile – PR.**



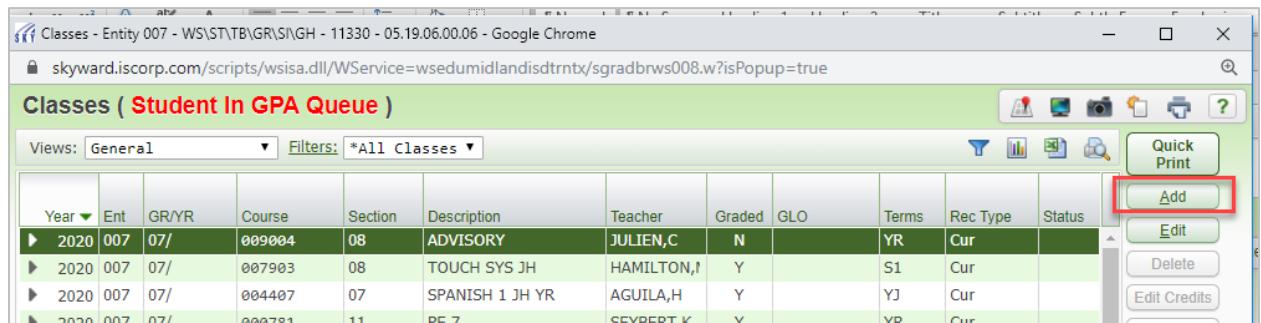
2. Retrieve the student and click the **Grades** tab.
3. Click **Class History**.



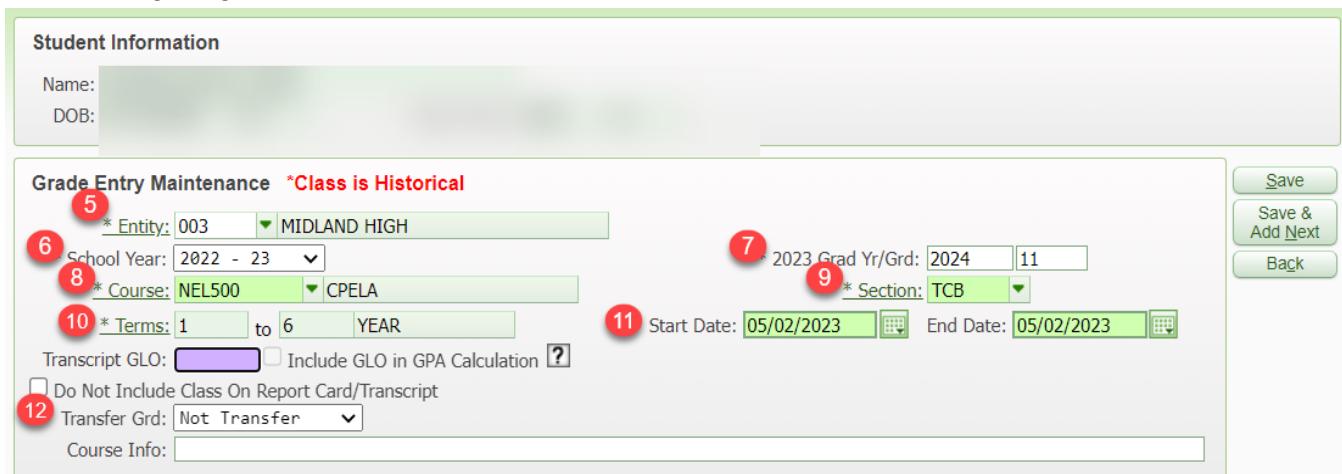
The screenshot shows the 'Grading Tab' interface. On the left, a sidebar lists various tabs: General, Entity, Categories, Family, Emergency, Entry/With, Attendance, Scheduling, **Grades** (which is selected and highlighted with a red box), GPA, Transcript, TX/NCLB, Special Prgms, At-Risk, Special Ed, Discipline, and Health. The main area displays student information and a 'Grades' table. The 'Grades' table has columns for Prd, Ent, Course, Class, Description, S, Trm, CY1, CY2, CY3, CY4, CY5, CY6, and S1. The 'Class History' button, located on the right side of the table, is also highlighted with a red box.

Skyward Secondary Grade Reporting Guide

4. Click **Add**.



5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the **Section** (TCB).
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table below.**
11. Enter the **Start Date** and **End Date**. The Start Date and End Date should be the date the student took the course.
12. For **Transfer Grd**, select **Not Transfer**, unless the TCB course was completed outside of MISD.



Skyward Secondary Grade Reporting Guide

13. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester grade.
14. In the **Earned Credit Info** section, verify the **Course Credits** calculates. Do NOT check to **USE Override**. If credit is not calculated correct, email sishelp@midlandisd.net to verify course setup.
15. In the **GPA Credit Info** section, verify the **Course GPA Credits** calculates for GPA-weighted courses. Do NOT check to **USE Override**. If credit is not calculated correctly, email sishelp@midlandisd.net to verify course setup.

Grade

Do Not Allow Gradebook to Overwrite Grades

Term
Sem Exam
Semester
Final

CY1	<input type="text"/>	<input type="checkbox"/> SE1 <input type="text"/>	<input type="checkbox"/> S1 <input type="text" value="65"/>	<input type="checkbox"/> FIN <input type="text"/>	<input type="checkbox"/>
CY2	<input type="text"/>	<input type="checkbox"/> SE2 <input type="text"/>	<input type="checkbox"/> S2 <input type="text" value="65"/>	<input type="checkbox"/>	<input type="checkbox"/>
CY3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CY4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CY5	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CY6	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VERIFY do not Override

Earned Credit Info

Use	User-defined	Course	Override
<input type="checkbox"/> Override	<input type="checkbox"/> Values	<input type="text" value="1.000"/>	<input type="text" value="0.000"/>

Current

Earned Credits:	<input type="text" value="0.00000"/>	Failed Credits:	<input type="text" value="1.00000"/>	<input type="button" value="Variable Credits"/>
-----------------	--------------------------------------	-----------------	--------------------------------------	---

GPA Credit Info

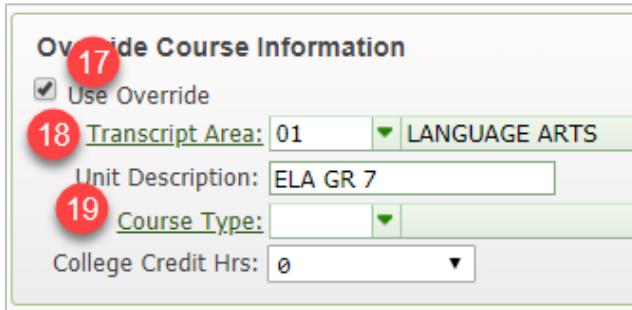
Use	User-defined	GPA	Course	Override	Course	Override	Override
<input type="checkbox"/> Override	<input type="checkbox"/> Values	<input type="checkbox"/> Method	<input type="checkbox"/> GPA Set	<input type="checkbox"/> GPA Set	<input type="checkbox"/> GPA Credits	<input type="checkbox"/> GPA Credits	<input type="checkbox"/> GPA Points
		1 - Normal	<input type="text" value="2"/>	<input type="checkbox"/> 2 <input type="button" value="▼"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>
		2 - 4.0 Scale	<input type="text" value="2"/>	<input type="checkbox"/> 2 <input type="button" value="▼"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>

Current

GPA Method	GPA Set	GPA Credits	GPA Points
1 - Normal	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>
2 - 4.0 Scale	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>
<input type="button" value="Variable Credits"/>			

Skyward Secondary Grade Reporting Guide

16. In **Override Course Information** section, check **Use Override**.
17. If the **Transcript Area** is incorrect, contact the SIS department to update.
18. For **Course Type**, select **Y – ALTERNATIVE , NON-TRADITIONAL AND any other applicable course type(s)**.



Override Course Information

Use Override

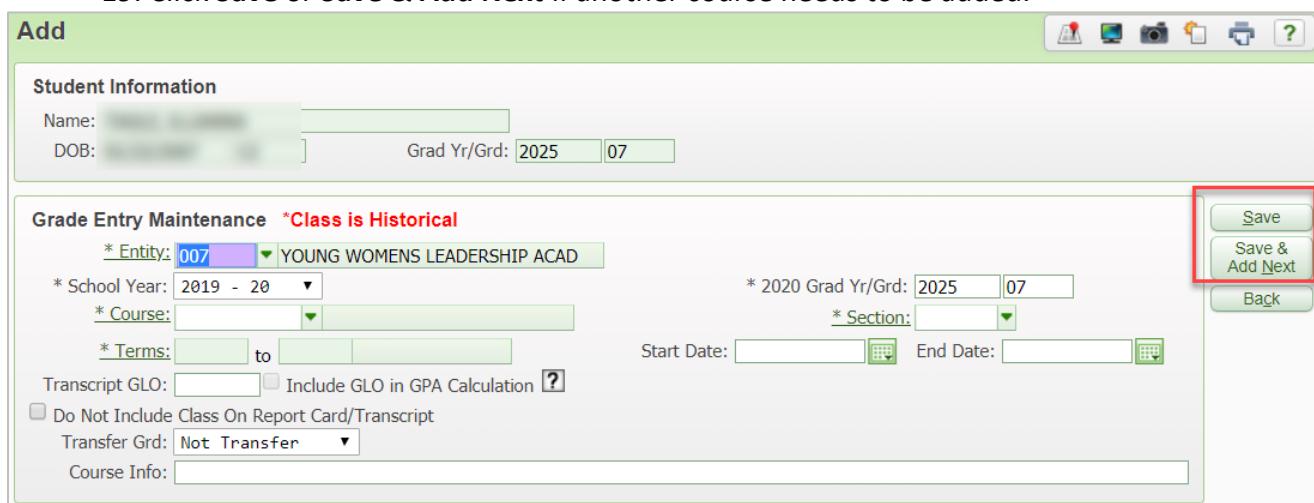
18 Transcript Area: 01 LANGUAGE ARTS

Unit Description: ELA GR 7

19 Course Type:

College Credit Hrs: 0

19. Click **Save** or **Save & Add Next** if another course needs to be added.



Add

Student Information

Name: [REDACTED] DOB: [REDACTED] Grad Yr/Grd: 2025 07

Grade Entry Maintenance *Class is Historical

* Entity: 007 YOUNG WOMENS LEADERSHIP ACAD

* School Year: 2019 - 20

* Course:

* Terms:

Transcript GLO: [REDACTED] Include GLO in GPA Calculation ?

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info:

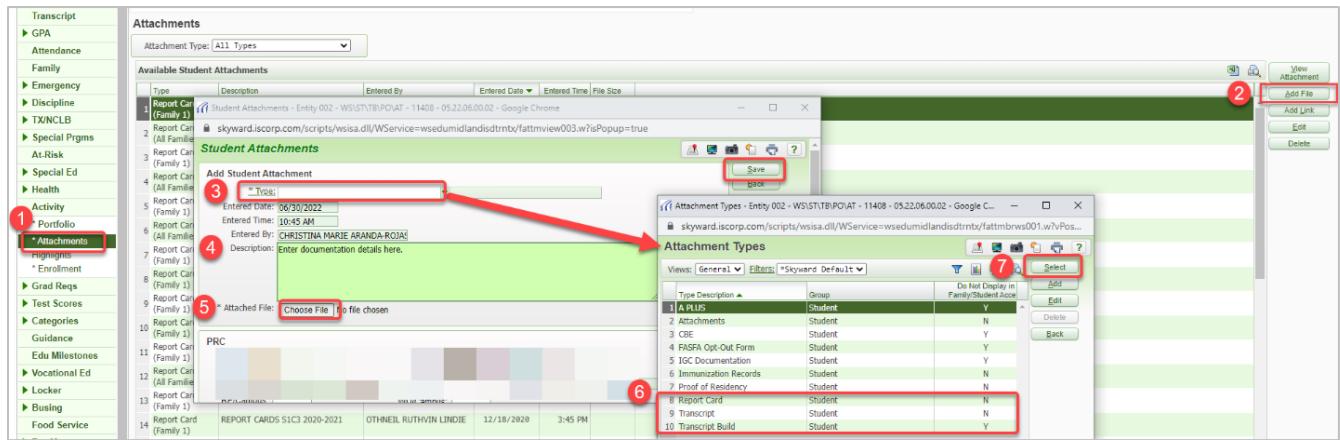
Buttons: Save, Save & Add Next, Back, Section

Teachers will post grades as they normally do for these courses.

STEP 3: Grade Documentation

The 'Transcript Build Form' and any other grade documentation (i.e. TCB form etc.) must be uploaded into Skyward under **Student>Student Profile>Portfolio>Enrollment**.

Skyward Secondary Grade Reporting Guide



STEP 4: Transcript

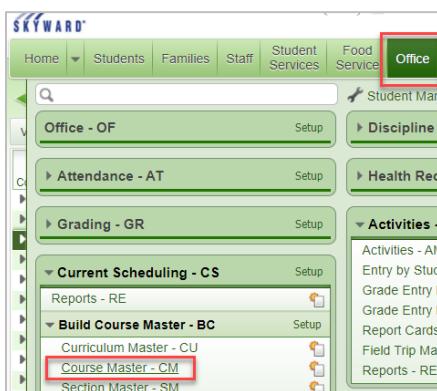
Once all steps are complete, print the student's transcript and give to the campus counselor to review. Refer to the 'Transcripts' section for steps on how to print a transcript.

CTE/Dual Courses Taken in the Summer

CTE Dual Courses taken in summer school must be entered in the student's Class History for the previous school year.

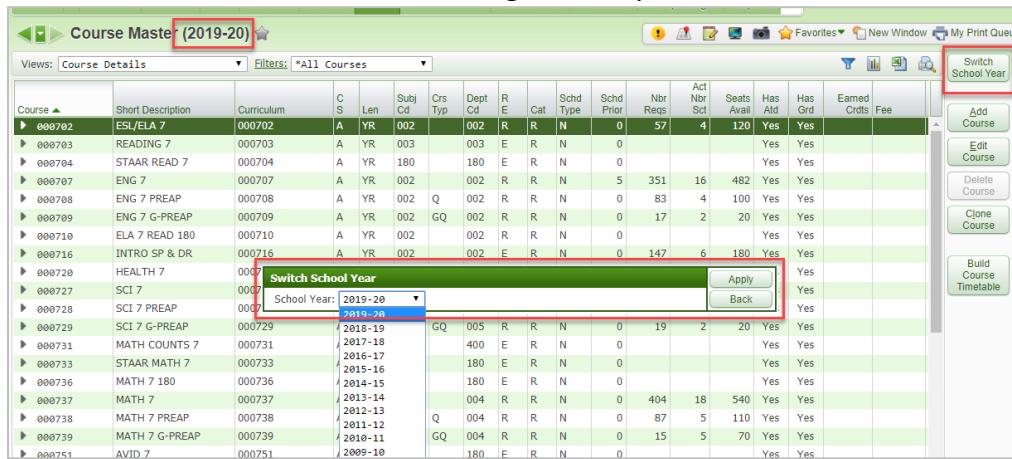
Important: Refer to the 'Transcript Build Form' provided by your counselor throughout this process.

1. Go to **Office>Current Scheduling> Section Master** or **Course Master** if a section does not already exist.

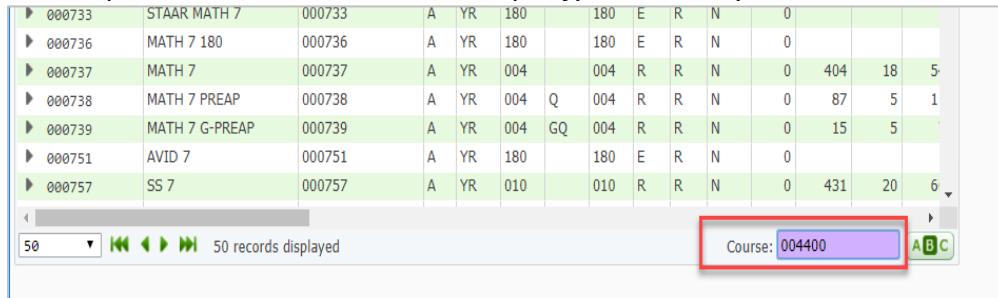


Skyward Secondary Grade Reporting Guide

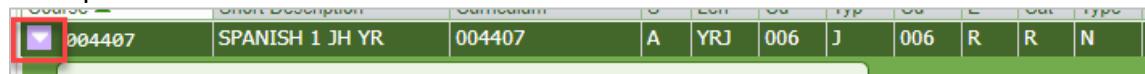
2. Ensure you're in the correct school year that course needs to be added to. Use the **Switch School Year** button to change school years if needed.



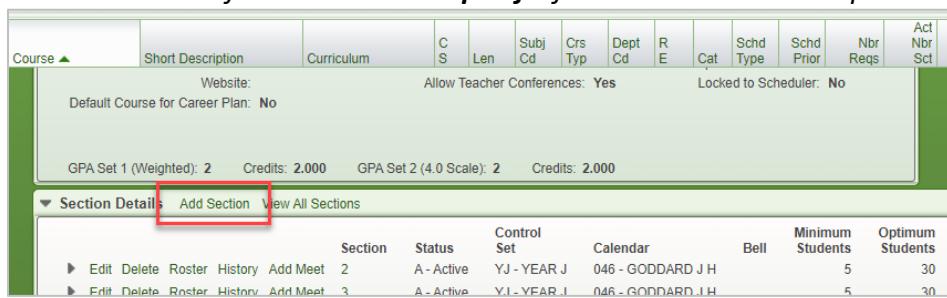
3. Enter one the course number and then click Enter. *If a course is not found on your campus Course Master, email sishelp@midlandisd.net to add the course to your campus Course Master. Be sure to specify the school year to add the course to.*



4. Expand Course.

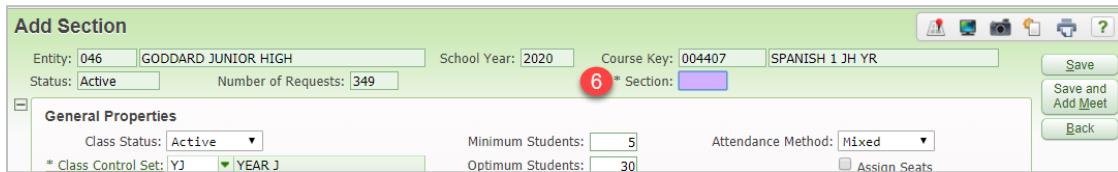


5. Under **Section Details**, click **Add Section**. *Note: If section does exist, click **Edit** and review to confirm **Texas State Specific** fields are correct and update as needed.*



Skyward Secondary Grade Reporting Guide

6. In the **Section Number** field, enter 'SUM'.



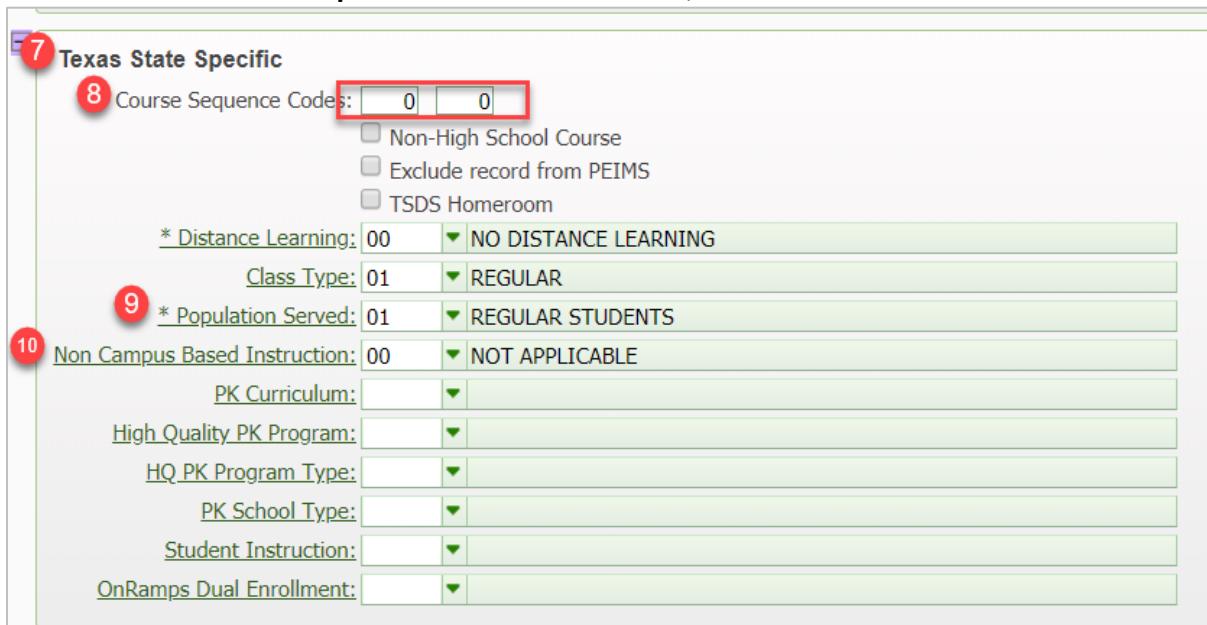
7. Expand the **Texas State Specific** section.

8. Update the **Course Sequence Codes** as follows:

Course Length	First Crs Seq Field	Second Crs Seq Field
Year	1	2

9. Update **Population Served** accordingly.

10. In the **Non Campus Based Instruction** field, enter **00**.



11. Click **Save and Add Meet** to create a meet. For PEIMS reporting add a teacher of record,



Skyward Secondary Grade Reporting Guide

12. On **Add Class Meet** screen, populate the following required fields and then click **Save**.

- In the **Room** field, enter the classroom room number or '999'.
- **Teacher** field, if the student is received instruction BY.
- In the **Classroom Position** field, enter '01-Teacher of Record'

Edit Class Meet

Course Entity: 003 MIDLAND HIGH Class: NEL500/TCB COLLEGE PREP-ELA Control Set: YR Class Status: Active	<input type="button" value="Save"/> <input type="button" value="Back"/>
Start and Stop Terms * Display Term Start: 01 * Stop: 06 * Scheduling Term Start: 01 * Stop: 06	
Meet Pattern * Display Period: 00 Display: <input checked="" type="checkbox"/> <input type="checkbox"/> * Scheduling Period: 00 Scheduling: <input checked="" type="checkbox"/> <input type="checkbox"/> * Attendance Period: 00 Attendance: <input checked="" type="checkbox"/> <input type="checkbox"/>	
Lunch Code <input checked="" type="radio"/> None <input type="radio"/> Group A <input type="radio"/> Group B <input type="radio"/> Group C <input type="radio"/> Group D <input type="radio"/> Group E <input type="radio"/> Group F	
Building: 003 ▼ MIDLAND HIGH * Room: 999 ▼ 999	Type: <input type="text"/> Usage: 0/0 Combined Room Usage: 0/0
Teacher: Teacher Type <input type="button" value="?"/> <input checked="" type="radio"/> Primary <input type="radio"/> Alternate <input checked="" type="checkbox"/> Display This Class Meet On Student Schedules <input checked="" type="checkbox"/> Allow Access to EA+ <input checked="" type="checkbox"/> Allow Access to Gradebook	
Class Meet Type <input checked="" type="radio"/> Instructional <input type="radio"/> Lunch <input type="radio"/> Recess <input type="radio"/> Study Hall <input type="radio"/> Other	
Texas State Specific: * Classroom Position: 01 ▼ Teacher of Record	
Monthly Minutes Override: 00000	

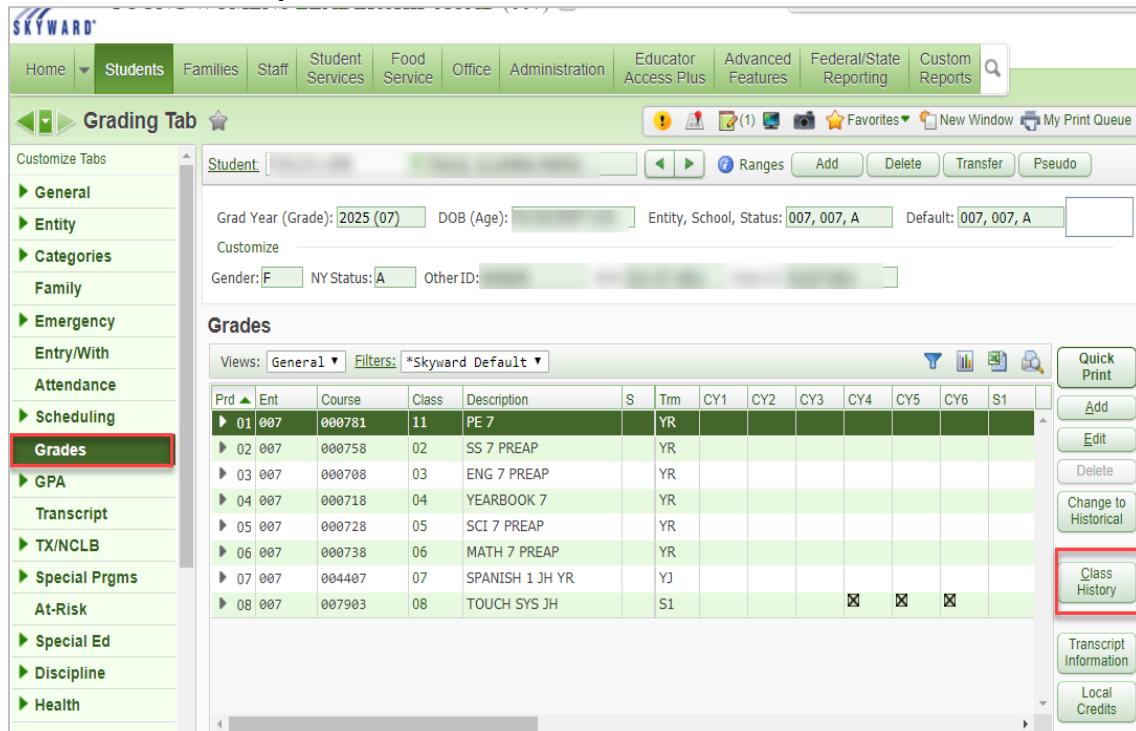
STEP 2: Enter CTE DUAL Grades

1. Go to **Students > Student Profile – PR**.



Skyward Secondary Grade Reporting Guide

2. Retrieve the student and click the **Grades** tab.
3. Click **Class History**.



The screenshot shows the Skyward Grading Tab interface. The left sidebar has a 'Grades' tab selected. The main area displays a grid of student grades with columns for Prd, Ent, Course, Class, Description, S, Trm, CY1, CY2, CY3, CY4, CY5, CY6, and S1. The 'Class History' button in the bottom right corner is highlighted with a red box.

4. Click **Add**.



The screenshot shows the 'Student In GPA Queue' page. The 'Add' button in the bottom right corner is highlighted with a red box.

5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the **Section (SUM)**.
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table below.**

Skyward Secondary Grade Reporting Guide

11. If the grade was earned prior to 9th grade and needs to be included in GPA calculation, enter **09** in the **Transcript GLO** field and check to **Include GLO in GPA Calculation**. See examples below:
- If a current year 9th grade student took Algebra 1 during their 7th grade year at ECISD and received credit, these fields need to be populated.
 - If a current year 9th grade student enrolls at your campus Semester 2 and has received credit for Geometry in Semester 1, **DO NOT** update these fields.
12. For **Transfer Grd**, select the semester the credit was received so it is not reported to PEIMS.
- For a year-long course, select **Sem 1 and 2**.
 - For a semester course, select **Sem 1**.

Grade Entry Maintenance ***Class is Historical**

5 Entity: 045 SAN JACINTO JUNIOR HIGH	7 2023 Grad Yr/Grd: 2027 08	Save
6 School Year: 2023	9 Section: 15	Next
8 Course: CTE300 CCR 8	Start Date: <input type="text"/> <input type="button" value="Calendar"/>	Prev
10 * Terms: 1 to 6 YEAR	End Date: <input type="text"/> <input type="button" value="Calendar"/>	Back
11 Transcript GLO: <input type="text"/> <input type="checkbox"/> Include GLO in GPA Calculation ?		
12 <input type="checkbox"/> Do Not Include Class On Report Card/Transcript		
Transfer Grd: Not Transfer		
Course Info: <input type="text"/>		

13. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester grade.
14. In the **Earned Credit Info** section, verify the **Course Credits** calculates. Do NOT check to **USE Override**. If credit is not calculated correct, email sishelp@midlandisd.net to verify course setup.
15. In the **GPA Credit Info** section, verify the **Course GPA Credits** calculates for GPA-weighted courses. Do NOT check to **USE Override**. If credit is not calculated correctly, email sishelp@midlandisd.net to verify course setup.

Skyward Secondary Grade Reporting Guide

Gradebook Settings

13 Allow Gradebook to Overwrite Grades

Term	Sem Exam	Semester	Final
CY1	<input type="text"/> 65	<input type="text"/> 65	<input type="text"/>
CY2	<input type="text"/>	<input type="text"/> 65	<input type="text"/>
CY3	<input type="text"/>	<input type="text"/>	<input type="text"/>
CY4	<input type="text"/>	<input type="text"/>	<input type="text"/>
CY5	<input type="text"/>	<input type="text"/>	<input type="text"/>
CY6	<input type="text"/>	<input type="text"/>	<input type="text"/>

VERIFY do not Override

Earned Credit Info

Override Course Info ?

Use Override	User-defined Values	Course Credits	Override Credits
<input type="checkbox"/>	<input type="checkbox"/>	1.000	0.000

Current

Earned Credits: 0.00000 Failed Credits: 1.00000 Variable Credits

GPA Credit Info

Override Course Info ?

Use Override	User-defined Values	GPA Method	Course GPA Set	Override GPA Set	Course GPA Credits	Override GPA Credits	Override GPA Points
<input type="checkbox"/>	<input type="checkbox"/>	1 - Normal	2	2	2.00000	0.00000	0.00000
<input type="checkbox"/>	<input type="checkbox"/>	2 - 4.0 Scale	2	2	2.00000	0.00000	0.00000

Current

GPA Method GPA Set GPA Credits GPA Points

1 - Normal 2 2.00000 0.00000 Variable Credits

2 - 4.0 Scale 2 2.00000 0.00000 Variable Credits

16. In **Override Course Information** section, check **Use Override**.
17. If the **Transcript Area** is incorrect, contact the SIS department to update.
18. For **Course Type**, select **DR – DUAL CREDIT/SUM SCH, NIGHT SCH** AND any other applicable course type(s).

Override Course Information

17 Use Override

18 Transcript Area: 01 LANGUAGE ARTS

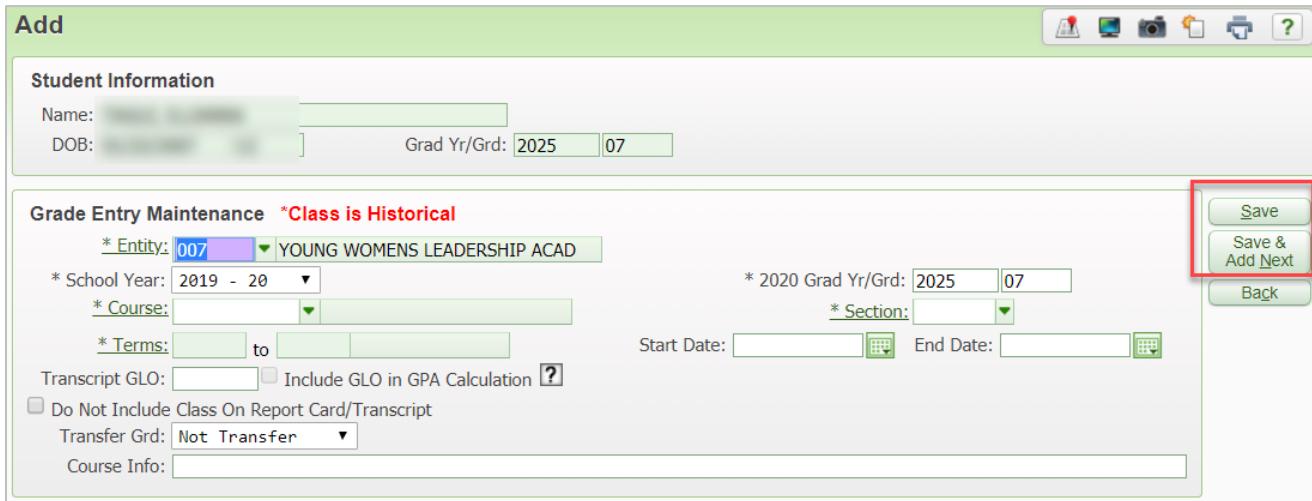
19 Unit Description: ELA GR 7

Course Type:

College Credit Hrs: 0

Skyward Secondary Grade Reporting Guide

19. Click **Save** or **Save & Add Next** if another course needs to be added.



Grade Entry Maintenance *Class is Historical

* Entity: 007 YOUNG WOMENS LEADERSHIP ACAD

* School Year: 2019 - 20

* Course:

* Terms: to

Transcript GLO: Include GLO in GPA Calculation [?](#)

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info:

Save

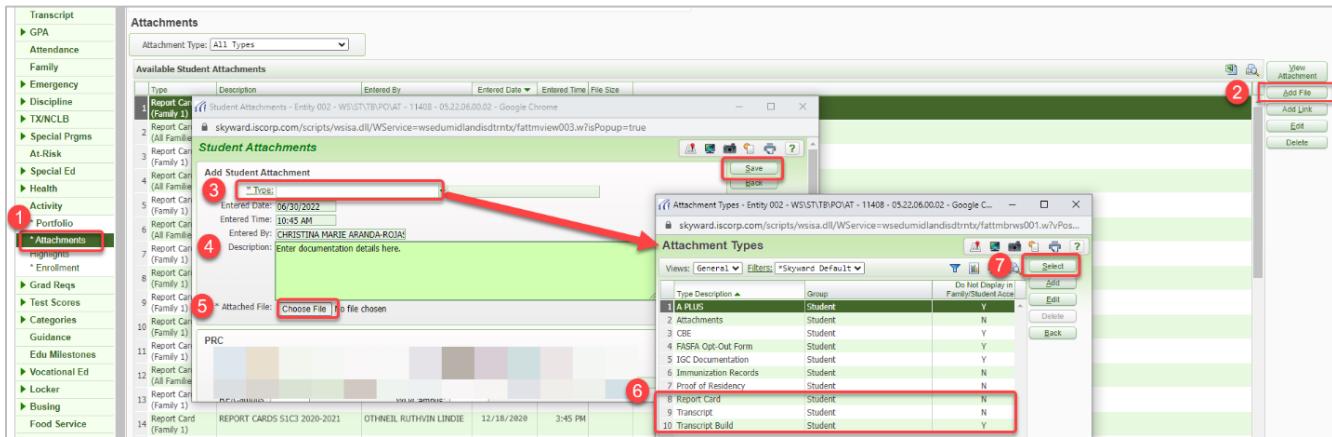
Save & Add Next

Back

Teachers will post grades as the normally do for these courses.

STEP 3: Grade Documentation

The 'Transcript Build Form' and any other grade documentation (i.e. Transcript build form form etc.) must be uploaded into Skyward under **Student>Student Profile>Portfolio>Enrollment**.



Transcript

- GPA
- Attendance
- Family
- Emergency
- Discipline
- TXNCLB
- Special Prgrms
- At-Risk
- Special Ed
- Health
- Activity
- Portfolio
- Attachments
- Enrollments
- Grad Reqs
- Test Scores
- Categories
- Guidance
- Edu Milestones
- Vocational Ed
- Locker
- Busing
- Food Service

Attachments

Attachment Type: All Types

Available Student Attachments

Add Student Attachment

Entered Date: 06/30/2022

Entered By: CHRISTINA MARIE ARANDA-ROJAS

Description: Enter documentation details here.

Attached File: Choose File

Save

Attachment Types

Views: General

Attachment Types

Type	Description	Group
1	A PLUS	Student
2	Attachments	Student
3	CBE	Student
4	FAFSA Opt-Out Form	Student
5	IGC Documentation	Student
6	Immunization Records	Student
7	Proof of Residency	Student
8	Report Card	Student
9	Transcript	Student
10	Transcript Build	Student

View Attachment

Add File

Edit

Delete

Selected

STEP 4: Transcript

Once all steps are complete, print the student's transcript and give to the campus counselor to review. *Refer to the 'Transcripts' section for steps on how to print a transcript.*

Skyward Secondary Grade Reporting Guide

Other Grademarks

Awarding Credit at End of Course

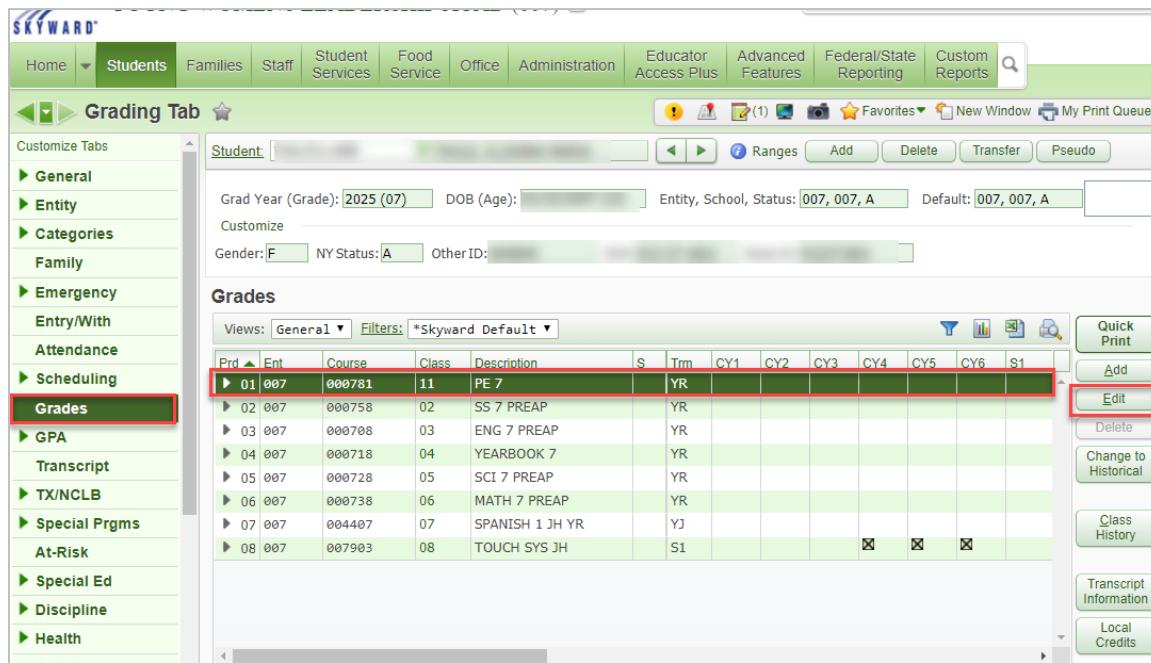
For year-long courses that offer only 0.5 credit at end of the course, use the ^ symbol (shift 6) for those students that should receive the 0.5 credit at the end of the school year so that the system will not give the 0.25 credit for that semester.

1. Go to [Students > Student Profile – PR.](#)

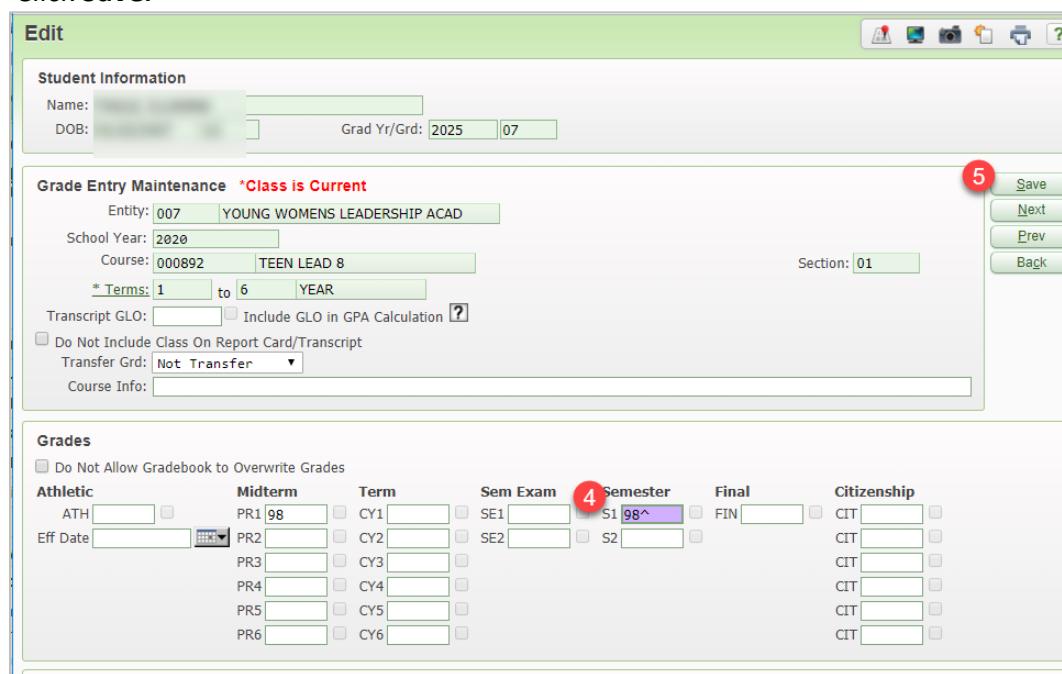


2. Retrieve the student and click the **Grades** tab.
3. Highlight the class and click **Edit**.

Skyward Secondary Grade Reporting Guide



4. In the semester field that they will not be receiving 0.25 credit for, enter the grade + ^ (98^).
5. Click **Save**.



Awarding Credits Earned Prior to 7th Grade

Skyward Secondary Grade Reporting Guide

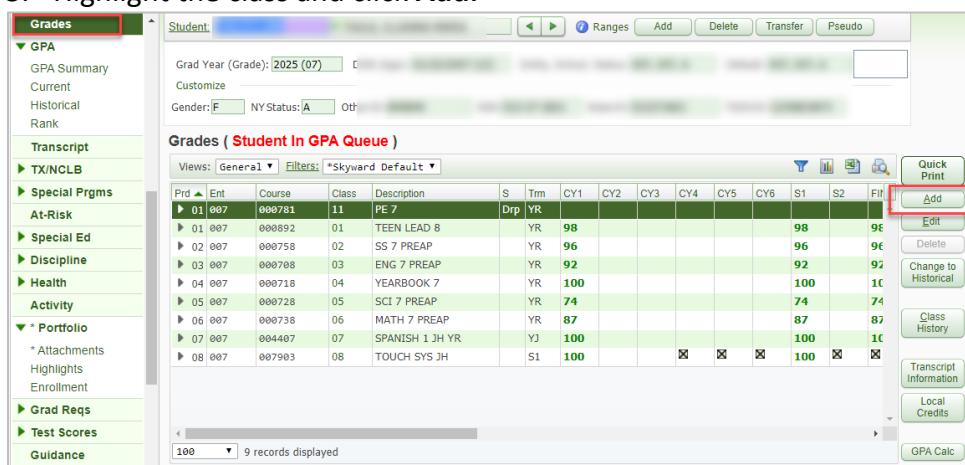
If student earned a credits prior to 7th grade for a course that is usually GPA weighted, they will earn the credit but it will not be GPA weighted. The > symbol is used to identify those courses.

1. Go to **Students > Student Profile – PR.**



2. Retrieve the student and click the **Grades** tab.

3. Highlight the class and click **Add**.



The screenshot shows the 'Grades' tab in the Skyward interface. The left sidebar has 'Grades' selected. The main area shows a grid of student grades. A red box highlights the 'Add' button in the top right corner of the grade grid.

4. Update **School Year** according to when class was taken and credit should have been received.
5. Enter the **Course** number.
6. Enter the **Section** number.
7. Enter **Terms**
8. Enter **Start Date** and **End Date**.
9. Update **Transfer Grd** as needed.
10. In the **Semester** field (shows once **term** is selected), enter the grade + > (98>) for the semester or semesters student is receiving credit for.
11. Click **Save**.

Skyward Secondary Grade Reporting Guide

Add

Student Information

Name: [REDACTED] DOB: [REDACTED] Grad Yr/Grd: 2022 10

Grade Entry Maintenance *Class is Historical

* Entity: 002 LEE HIGH
 4 School Year: 2019 - 20
 5 * Course: 003220 ALG 1
 7 * Terms: 1 to 6 YEAR
 Transcript GLO: [REDACTED] Include GLO in GPA Calculation ?
 9 Do Not Include Class On Report Card/Transcript
 Transfer Grd: Not Transfer
 Course Info: [REDACTED]

* 2020 Grad Yr/Grd: 2022 10
 6 * Section: 01
 8 Start Date: [REDACTED] End Date: [REDACTED]

Save **Save & Add Next** **Back**

Grades

Do Not Allow Gradebook to Overwrite Grades

Term	Sem Exam	10 Semester	Final
CY1	SE1	S1	FIN
CY2	SE2	S2	
CY3			
CY4			
CY5			
CY6			

Awarding Credits for Failing Grades

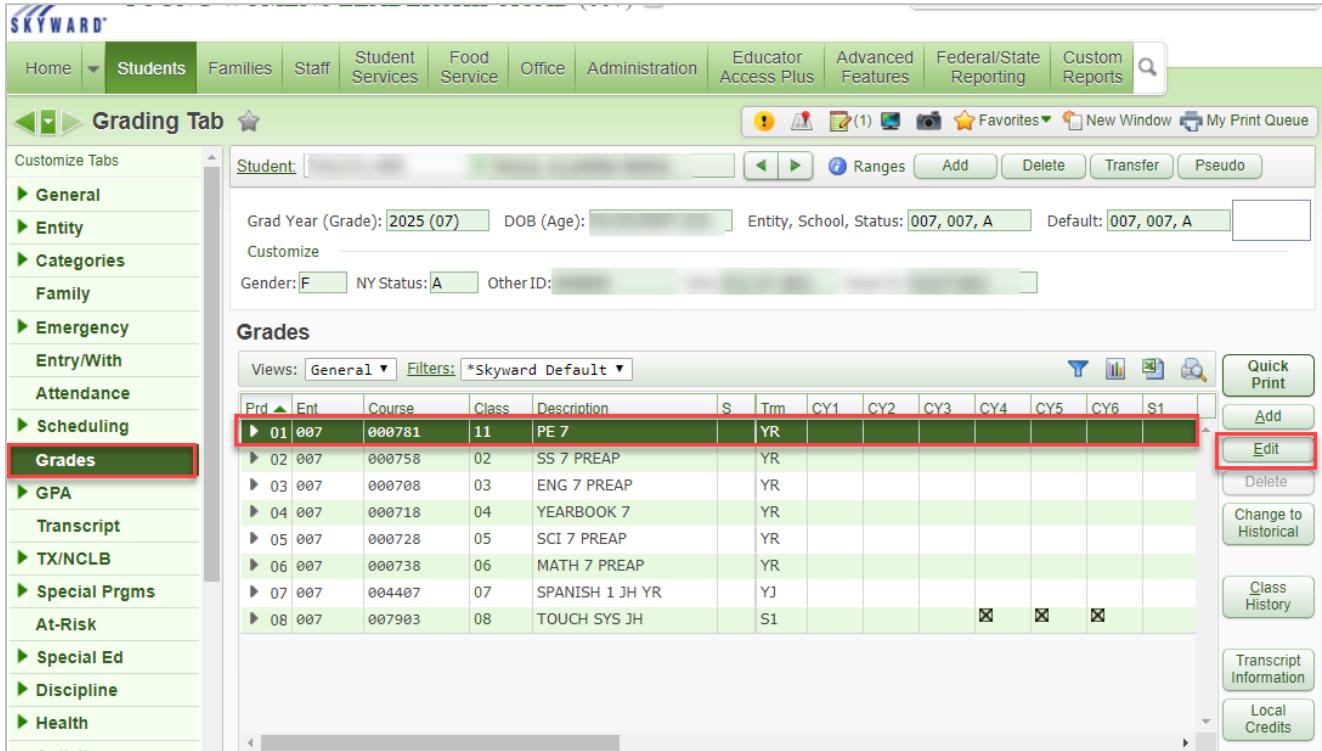
Students will receive a “dot” grade for a credit earned with failing grades.

1. Go to **Students > Student Profile – PR.**



Skyward Secondary Grade Reporting Guide

2. Retrieve the student and click the **Grades** tab.
3. Select the failed class and click **Edit**.



Grading Tab

Student: [REDACTED]

Grad Year (Grade): 2025 (07) DOB (Age): [REDACTED] Entity, School, Status: 007, 007, A Default: 007, 007, A

Customize: Gender: F NY Status: A Other ID: [REDACTED]

Grades

Views: General ▾ Filters: *Skyward Default ▾

Prd	Ent	Course	Class	Description	S	Trm	CY1	CY2	CY3	CY4	CY5	CY6	S1
► 01	007	000781	11	PE 7		YR							
► 02	007	000758	02	SS 7 PREAP		YR							
► 03	007	000708	03	ENG 7 PREAP		YR							
► 04	007	000718	04	YEARBOOK 7		YR							
► 05	007	000728	05	SCI 7 PREAP		YR							
► 06	007	000738	06	MATH 7 PREAP		YR							
► 07	007	004407	07	SPANISH 1 JH YR		YJ							
► 08	007	007903	08	TOUCH SYS JH	S1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Toolbar Buttons:

- Quick Print
- Add
- Edit** (highlighted)
- Delete
- Change to Historical
- Class History
- Transcript Information
- Local Credits

4. In the semester field, enter the grade + . (98.).
5. Click **Save**.

Skyward Secondary Grade Reporting Guide

Edit

Student Information

Name: [REDACTED] DOB: [REDACTED] Grad Yr/Grd: 2025 07

Grade Entry Maintenance *Class is Current

Entity: 007 YOUNG WOMENS LEADERSHIP ACAD
 School Year: 2020
 Course: 000892 TEEN LEAD 8
 * Terms: 1 to 6 YEAR
 Transcript GLO: [REDACTED] Include GLO in GPA Calculation ?
 Do Not Include Class On Report Card/Transcript
 Transfer Grd: Not Transfer
 Course Info: [REDACTED]

5 Save
Next
Prev
Back

Grades

Do Not Allow Gradebook to Overwrite Grades

Athletic	Midterm	Term	Sem Exam	Semester	Final	Citizenship
ATH [REDACTED] <input type="checkbox"/>	PR1 98 <input type="checkbox"/>	CY1 [REDACTED] <input type="checkbox"/>	SE1 [REDACTED] <input type="checkbox"/>	S1 68. 4 <input type="checkbox"/>	FIN [REDACTED] <input type="checkbox"/>	CIT [REDACTED] <input type="checkbox"/>
Eff Date [REDACTED] <input type="button" value="Calendar"/>	PR2 [REDACTED] <input type="checkbox"/>	CY2 [REDACTED] <input type="checkbox"/>	SE2 [REDACTED] <input type="checkbox"/>	S2 [REDACTED] <input type="checkbox"/>		CIT [REDACTED] <input type="checkbox"/>
	PR3 [REDACTED] <input type="checkbox"/>	CY3 [REDACTED] <input type="checkbox"/>				CIT [REDACTED] <input type="checkbox"/>
	PR4 [REDACTED] <input type="checkbox"/>	CY4 [REDACTED] <input type="checkbox"/>				CIT [REDACTED] <input type="checkbox"/>
	PR5 [REDACTED] <input type="checkbox"/>	CY5 [REDACTED] <input type="checkbox"/>				CIT [REDACTED] <input type="checkbox"/>
	PR6 [REDACTED] <input type="checkbox"/>	CY6 [REDACTED] <input type="checkbox"/>				CIT [REDACTED] <input type="checkbox"/>

Earned Credit Info

Override Course Info ?

Use	Course	Override
Override	Credits	Credits
<input type="checkbox"/>	0.000	0.000

Current

Skyward Secondary Grade Reporting Guide

Denying Credit for Special Circumstances

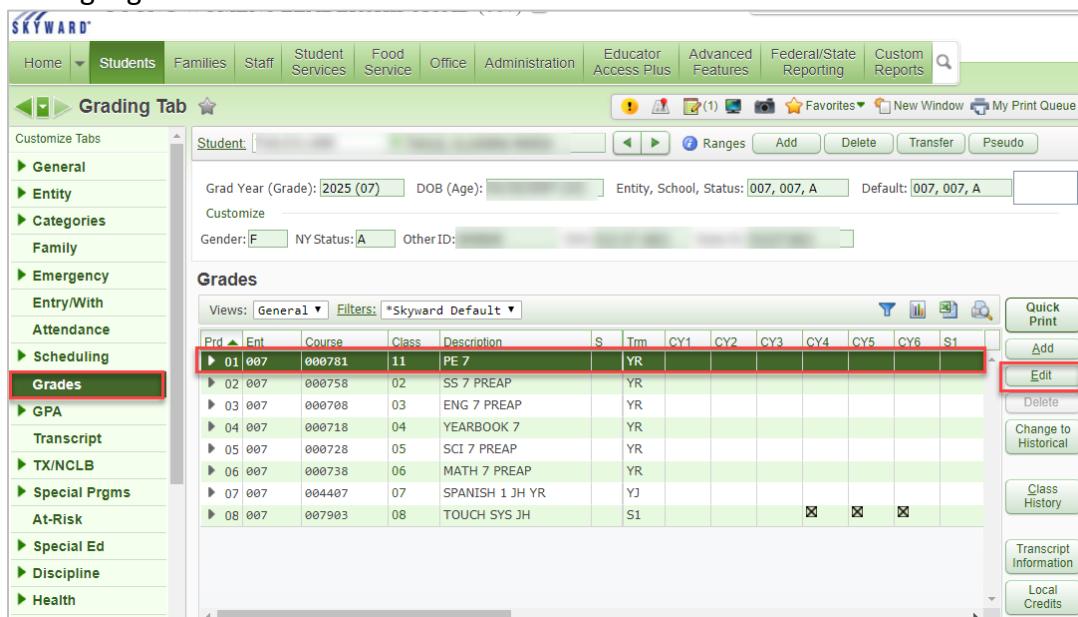
Students will receive an “asterisk” grade for students that are denied credit due to a special circumstance.

1. Go to **Students > Student Profile – PR.**



2. Retrieve the student and click the **Grades** tab.

3. Highlight the class and click **Edit**.



4. In the semester field, enter the grade + * (98*).

5. Click **Save**.

Skyward Secondary Grade Reporting Guide

Edit

Student Information

Grad Yr/Grd: 2025 09

Grade Entry Maintenance *Class is Current

Entity: 007 YOUNG WOMENS LEADERSHIP ACAD

School Year: 2022

Course: 002230 *BIOL EAS

* Terms: 1 to 6 YEAR

Section: 05

Transcript GLO: Include GLO in GPA Calculation [?](#)

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info:

5

Save **Next** **Prev** **Back**

Grades

Do Not Allow Gradebook to Overwrite Grades

Athletic	Midterm	Term	Sem Exam	Semester	Final	Citizenship
ATH: <input type="text"/>	PR1 <input type="text"/> CY1 93	<input type="checkbox"/> CY2 95	<input type="checkbox"/> SE1 <input type="text"/>	<input type="checkbox"/> S1 96* 4	<input type="checkbox"/> FIN <input type="text"/>	<input type="checkbox"/> CIT <input type="text"/>
Eff Date: <input type="text"/>	PR2 <input type="text"/> CY3 96	<input type="checkbox"/> CY4 96	<input type="checkbox"/> SE2 <input type="text"/>	<input type="checkbox"/> S2 <input type="text"/>	<input type="checkbox"/> CIT <input type="text"/>	
	PR3 96	<input type="checkbox"/> CY5 96	<input type="checkbox"/> CIT <input type="text"/>		<input type="checkbox"/> CIT <input type="text"/>	
	PR4 <input type="text"/>	<input type="checkbox"/> CY6 96	<input type="checkbox"/> CIT <input type="text"/>		<input type="checkbox"/> CIT <input type="text"/>	
	PR5 <input type="text"/>	<input type="checkbox"/> CIT <input type="text"/>	<input type="checkbox"/> CIT <input type="text"/>		<input type="checkbox"/> CIT <input type="text"/>	
	PR6 <input type="text"/>	<input type="checkbox"/> CIT <input type="text"/>	<input type="checkbox"/> CIT <input type="text"/>		<input type="checkbox"/> CIT <input type="text"/>	

Approving Grade Changes

The Teacher Request for Changes to Previously Posted Grades area allows you to review and approve or deny any changes a teacher has requested within their gradebook for a closed grading period.

There are two options to access **Gradebook Posting Administration**.

Option 1:

A  symbol will appear on any screen once you log into Skyward. The **Exclamation symbol** indicates changes waiting to be approved. The word **Alerts** will appear if you hover over the symbol.

1. Click on the  symbol.



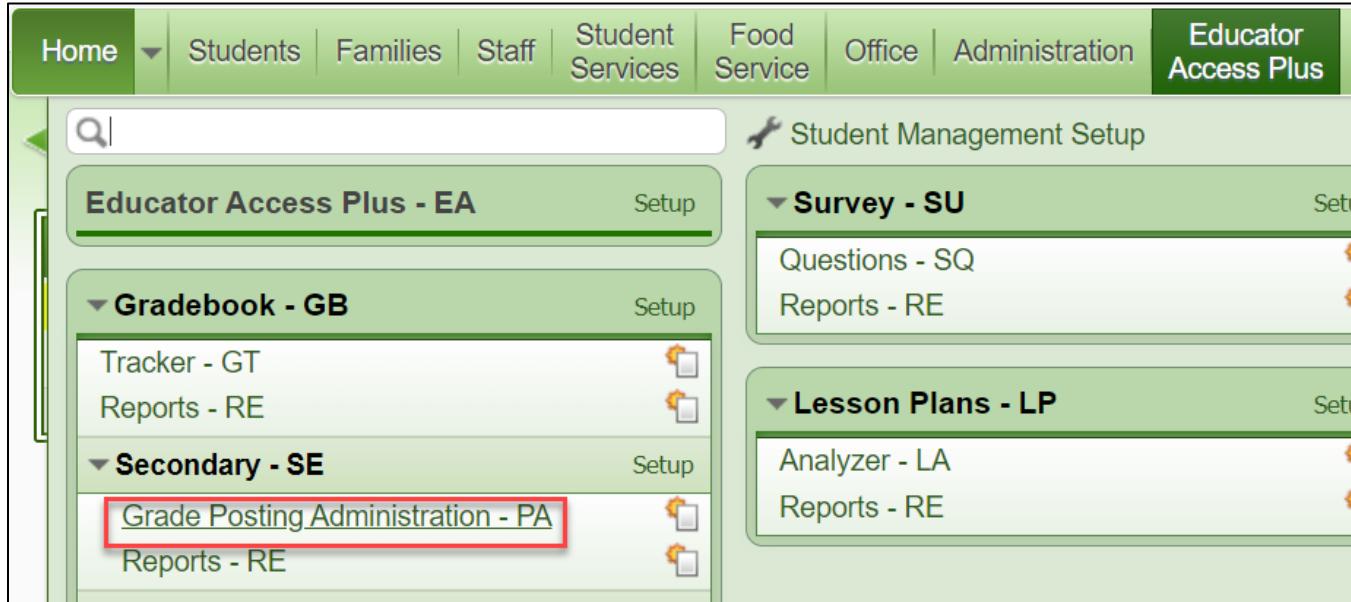
Skyward Secondary Grade Reporting Guide

2. Click on the **Gradebook Grade Change Requests** to be made.
 - **Secondary** refers to all Gradebook grades 1-12 that keep averages.
 - **Standards** represent KG that receive scores.

Items Waiting for My Approval/Attention	
Item	# WFM
1 STANDARDS GRADEBOOK GRADE CHANGE REQUESTS	10
2 NEW ENROLLMENT APPLICATIONS (ENTITY)	15
3 NEW ENROLLMENT APPLICATIONS (DISTRICT)	198
4 SECONDARY GRADEBOOK GRADE CHANGE REQUESTS	218
5 FAMILY ACCESS CHANGE REQUESTS	87

Accessing Grade Change Requests Option 2:

1. Go to [Educator Access Plus > Gradebook > Secondary > Grade Posting Administration](#).



The screenshot shows the Educator Access Plus navigation menu. The top navigation bar includes links for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, and Educator Access Plus. The main content area is organized into several sections: 'Educator Access Plus - EA' (Setup), 'Gradebook - GB' (Setup, Tracker - GT, Reports - RE), 'Secondary - SE' (Setup, Grade Posting Administration - PA, Reports - RE), 'Student Management Setup' (Survey - SU, Questions - SQ, Reports - RE), and 'Lesson Plans - LP' (Analyzer - LA, Reports - RE). The 'Grade Posting Administration - PA' link under the Secondary section is highlighted with a red box.

Skyward Secondary Grade Reporting Guide

2. Select Teacher Requests for Changes to Previously Posted Grades.

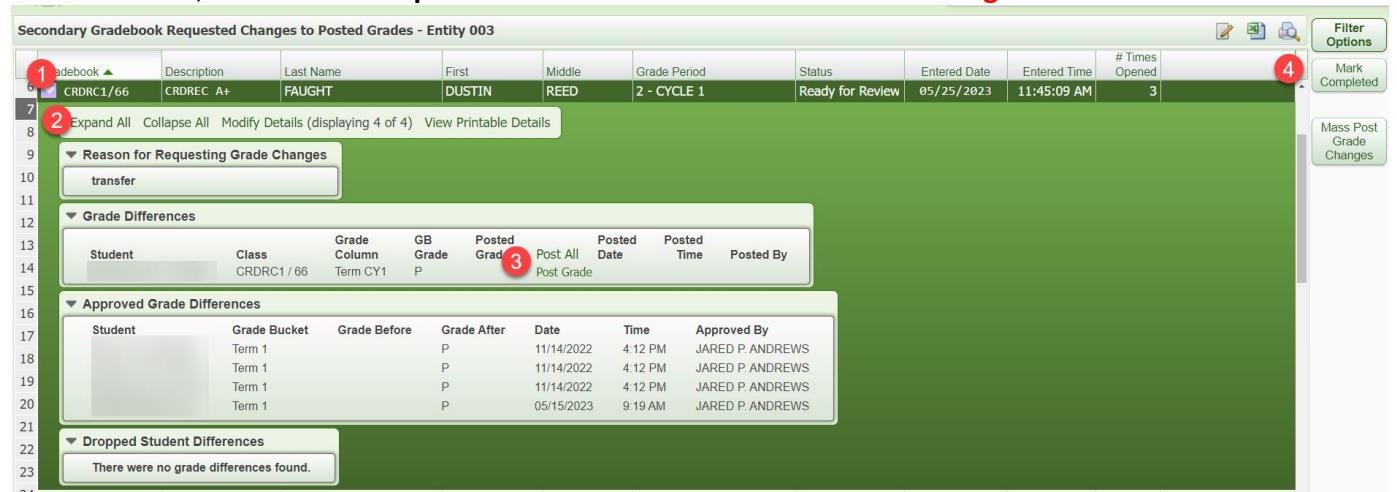


The screenshot shows a navigation bar with links for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, and Educator Access Plus. Below this is a title bar with 'Grade Posting Administration' and a star icon. A sidebar on the left shows a folder structure: Grade Posting Administration, with sub-options: Posted Grades By Student, Teacher Posting Status, Teacher Requests for Changes to Previously Posted Grades (218) (which is highlighted with a red box), Grade Differences Report, and Manual Posted Class Grades Report.

Approving Grade Change Requests

On the **Teacher Requests for Grade Changes to Previously Posted Grades (#)** page, do the following:

1. Expand the Gradebook to review.
2. Click **Expand All** to see grade change details.
3. Review details and click **Post Grade** for each grade change that needs to be approved or **Post All** if ready to post all grade changes for that teacher. If a grade change will be ignored, do not select Post All but instead only Post Grade for those to be approved.
4. Once details have been verified, click **Mark Completed**. If a grade change request is denied, click **Mark Completed**. **Do NOT click Mass Post Grade Changes.**

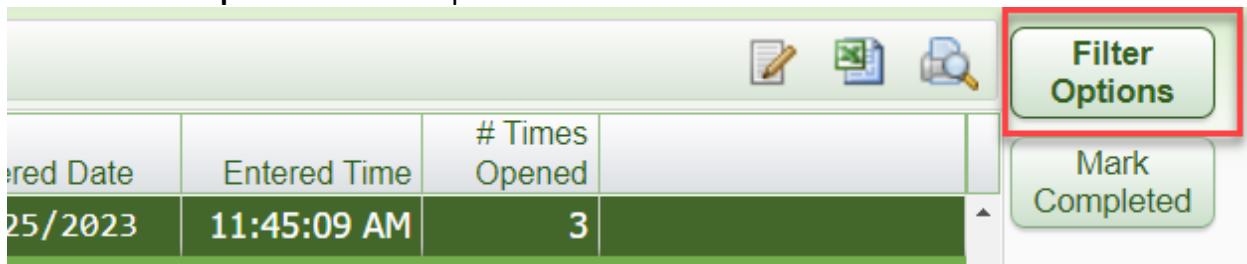


The screenshot shows a table with columns: Gradebook, Description, Last Name, First, Middle, Grade Period, Status, Entered Date, Entered Time, and # Times Opened. The 'Grade Differences' section shows a table with columns: Student, Class, Grade Column, GB Grade, Posted Grade, Post All, Posted Date, Posted Time, and Posted By. The 'Approved Grade Differences' section shows a table with columns: Student, Grade Bucket, Grade Before, Grade After, Date, Time, and Approved By. A note at the bottom states 'There were no grade differences found.'

Skyward Secondary Grade Reporting Guide

Filter Options for Approving Grade Change Requests

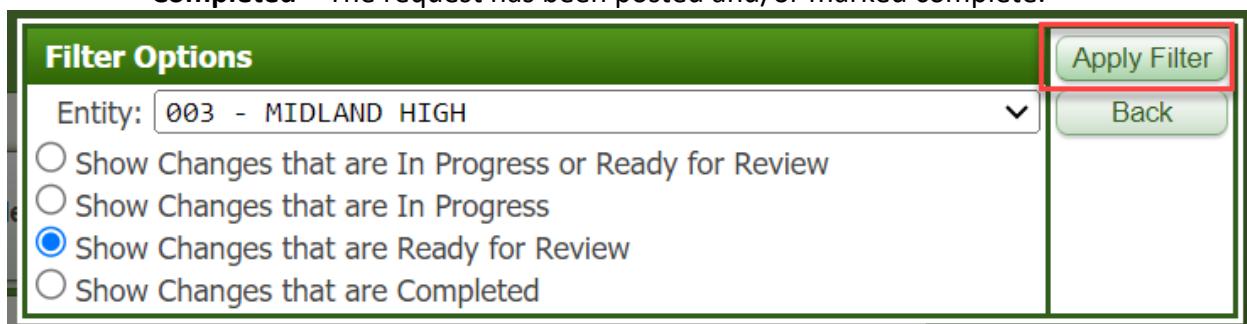
1. Click **Filter Options** to filter requests as needed.



The screenshot shows a table with columns: Entered Date, Entered Time, # Times Opened. One row is visible: 25/2023, 11:45:09 AM, 3. To the right is a toolbar with icons for edit, new, print, and search, and a 'Filter Options' button which is highlighted with a red box.

2. Select one of the following filter options and then click **Apply Filter**.

- **In Progress** – The teacher is in progress of making changes.
- **Ready for Review** – The teacher has submitted changes and the request is ready for review and approval.
- **Completed** – The request has been posted and/or marked complete.

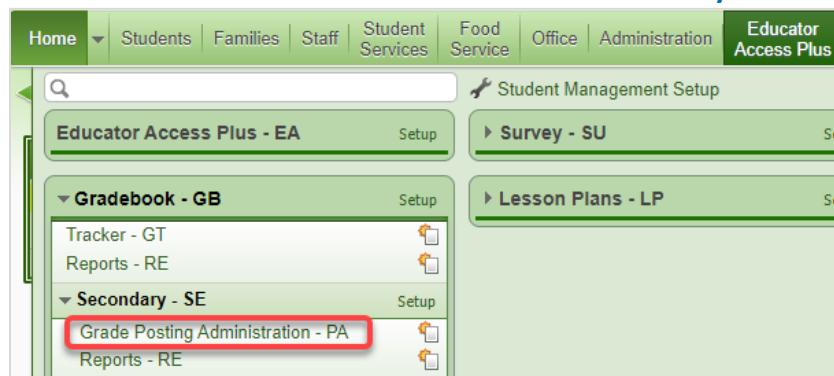


The dialog box has a title 'Filter Options'. It contains a dropdown 'Entity: 003 - MIDLAND HIGH'. Below it is a list of filter options with radio buttons: 'Show Changes that are In Progress or Ready for Review', 'Show Changes that are In Progress', 'Show Changes that are Ready for Review' (which is selected and highlighted with a blue circle), and 'Show Changes that are Completed'. To the right are 'Apply Filter' and 'Back' buttons, with 'Apply Filter' highlighted with a red box.

Grade Differences Report

The **Grade Differences Report** shows if discrepancies exist between Gradebook grades and posted grades ([Student Profile>Grades](#)). To run this report, follow the instructions below:

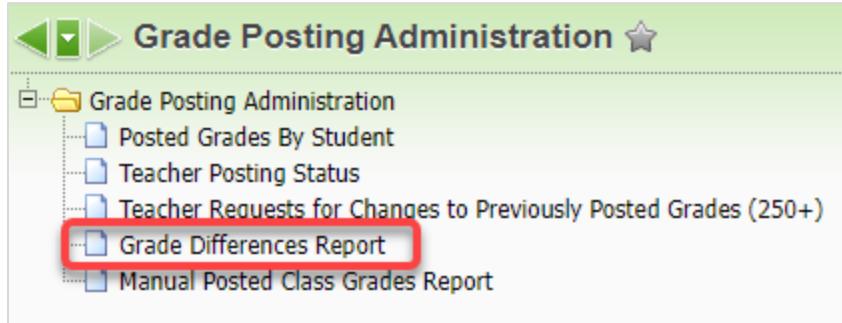
1. Go to [Educator Access Plus>Gradebook>Secondary>Grade Posting Administration](#).



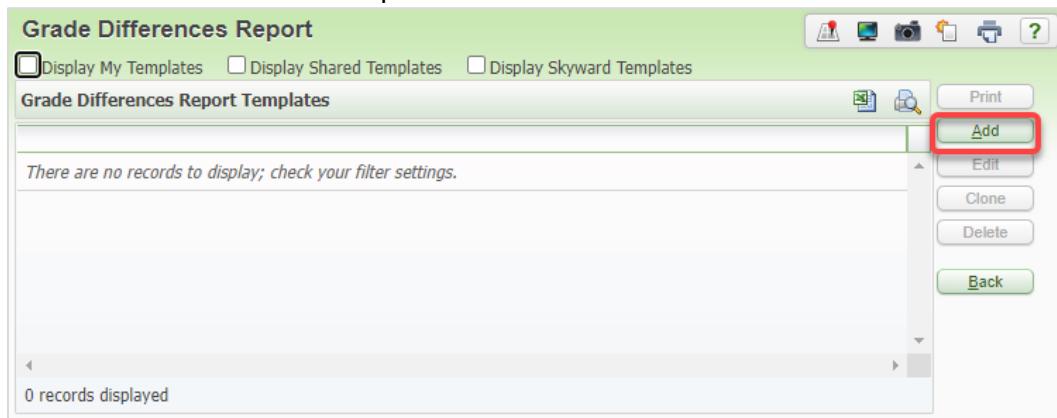
The screenshot shows a navigation menu with tabs: Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, and Educator Access Plus. Under 'Gradebook - GB', there are links for Tracker - GT and Reports - RE. Under 'Secondary - SE', there are links for Grade Posting Administration - PA (which is highlighted with a red box) and Reports - RE. Under 'Lesson Plans - LP', there is a link for Setup.

Skyward Secondary Grade Reporting Guide

2. Click **Grade Differences Report**.



3. Click **Add** to create a template.



4. Input the following information:

1. Input a **Template Description**.
2. *OPTIONAL:* Click **Share with other users in entity (###)**.
3. In the **Report Filter** section, select the following:
 - Select the **School Year**.
 - Select the **Entity**.
 - **Display Differences for Grade Period** – Select the grading period.
4. In the **Sort Options** section, select the whether to sort the report by Student or by Teacher. When the report is sorted by Teacher, the option to **Page Break by Teacher** is enabled.
5. After all selections have been made, click **Save and Print**.

Skyward Secondary Grade Reporting Guide

Template Maintenance

Template Settings

1 * Template Description: **Grade Differences CYCLE 1** 5

2 Share with other users in entity 041
 Print Greenbar

Report Filter

School Year: 2021 - 2022
 Entity: 041 - ALAMO JUNIOR HIGH
 Display Differences for Grade Period: 2 - CYCLE 1

Sort Options

Sort by Student Sort by Teacher Page Break by Teacher?

Asterisk (*) denotes a required field

6. Once the report is finished processing, click **View Report**.

Example of report.

lgbrpt22.p 29-4 05.22.06.00.00 *TrnDB*		JUNIOR HIGH 20 Grade Differences Report for CYCLE 1		06/28/22 3:41 PM		Page: 1	
Teacher Name (Last, First Middle)		Term	GB	Posted	# Cng	Posted	Posted
Class	Student	Grade	Grade	Grade	Assm	Date	Time
***** End of report *****							

Report Notes:

- If there is a **Posted Grade**, but not a **GB Grade**, the teacher must enter a grade in their gradebook using the **NEW** button.
- If there is a **GB Grade**, but not a **Posted Grade**, the office needs to enter the grade in Skyward on the **Student>Student Profile>Grades** tab.
- If is a **Posted Grade** and **GB Grade**, the office needs to make sure there are no pending Grade Change Request that needs to be approved.
 - If there are no pending Grade Change Requests, the office needs to verify which grade is correct with the teacher.
 - Depending on which grade is correct, either the office needs to correct the grade on the **Student>Student Profile>Grades** tab or the teacher needs to correct it in their gradebook.

Skyward Secondary Grade Reporting Guide

Semester Average

A grade or NG is needed for each cycle in the Teacher's Gradebook in order to calculate a semester average. The semester average is what gives credit for the course.

For example, since there is no Cycle 3 (CY3) grade, the Semester 1 (S1) grade is showing an unequal sign instead of a grade/average.

SKYWARD® 000520 / 04 Prd:1 SOC STUD 5																						
Home		Teacher Access	Main Screen																			
			Other Access		Classes		Assignments		Attendance		Categories		Posting		Reports		Charts		Display Options		Quick Scoring	Export
Students			Class Grade	Journal Gr	Color the	Colonial P	States Ide	Notebook C	Discussion	CIT	CY2	PR3	CIT	CY3	S1	S2	FIN					
			CY2	WK10-Tue	WK11-Sun	WK11-Sun	WK12-Mon	WK12-Fri	WK12-Fri	Options	Options	Options	Options	Options	Options	Options	Options					
			Sort By %	MIN	MIN	MIN	MIN	MIN	MIN													
1	M	!		100	100	57.83	100	100.00	88.26								93					
2	M			90 90.00%	100	100	60	100	90								90					
				87 87.00%	100	100	56	98	87													

The below Gradebook has a grade for Cycles 1, 2 and 3 so a semester average for Semester 1 has been calculated.

SKYWARD® 000620 / 01 Prd:1 SOC STUD 6																						
Home		Teacher Access	Main Screen																			
			Other Access		Classes		Assignments		Attendance		Categories		Posting		Reports		Charts		Display Options		Quick Scoring	Export
Students			Class Grade	CIT	CY1	CY1	CY2	CY2	Bill of ri	Ancient Ci	Maya Artic	Trade info	PR3	CIT	CY3	S1	S2	FIN				
			CY3	Options	Options	Options	Grade	Options	11/04/2019	11/05/2019	11/06/2019	11/08/2019	Options	Options	Options	Options	Options	Options				
			Sort By %	MIN	MIN	MIN	MIN	MIN	MAJ	MIN	MIN	MIN										
1	M	!		50 50.00%	50	50	50	73	47	0	0	28			50	50	#	50				
2	M			60 60.00%	67	67	66	66	44.58	100	100	100	60		60	67	#	66				

Note: If the secondary campus principal requires a semester exam grade, it will be required in addition to all cycle grades in order to calculate the semester average.

Skyward Secondary Grade Reporting Guide

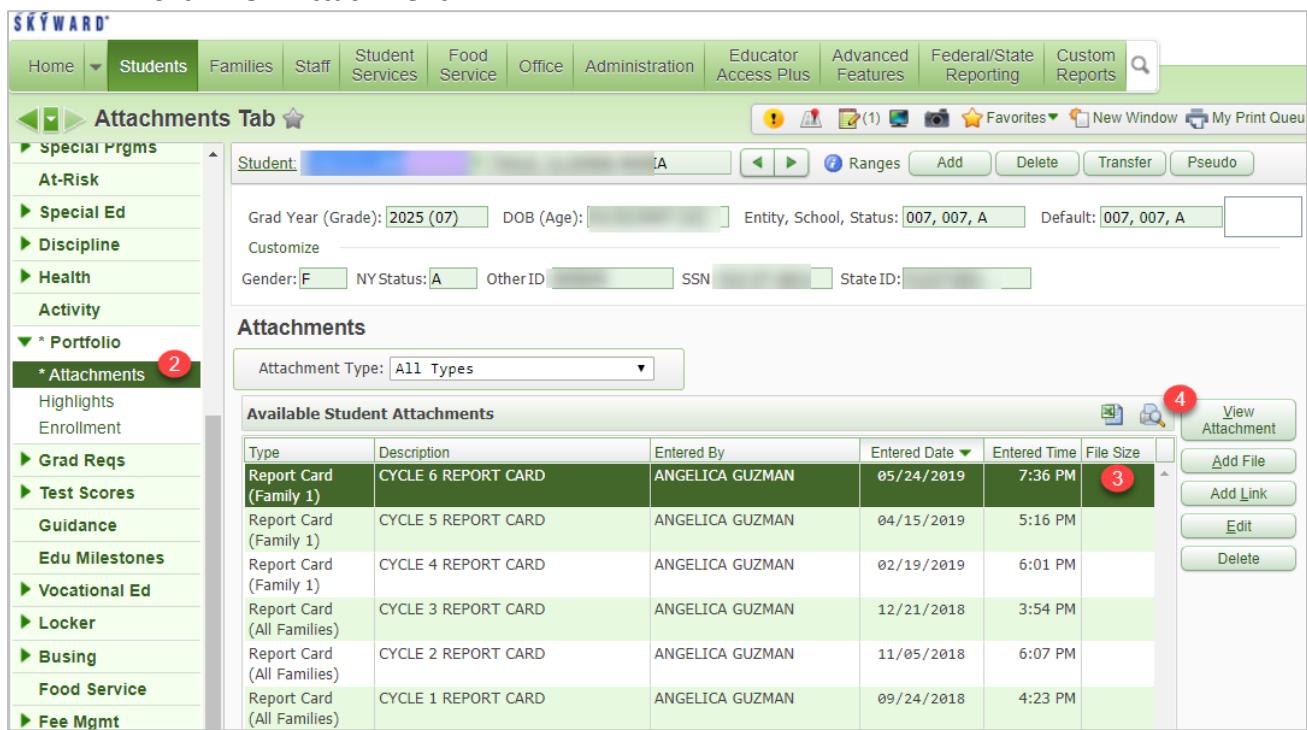
Report Cards

An individual student's report card may need to be printed occasionally due to parent or district request.

1. Go to **Students > Student Profile – PR.**



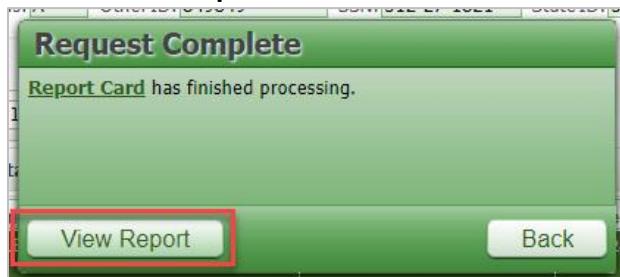
2. Retrieve the student and click the **Portfolio > Attachment** tab.
3. Select the Report Card to view.
4. Click **View Attachment**.



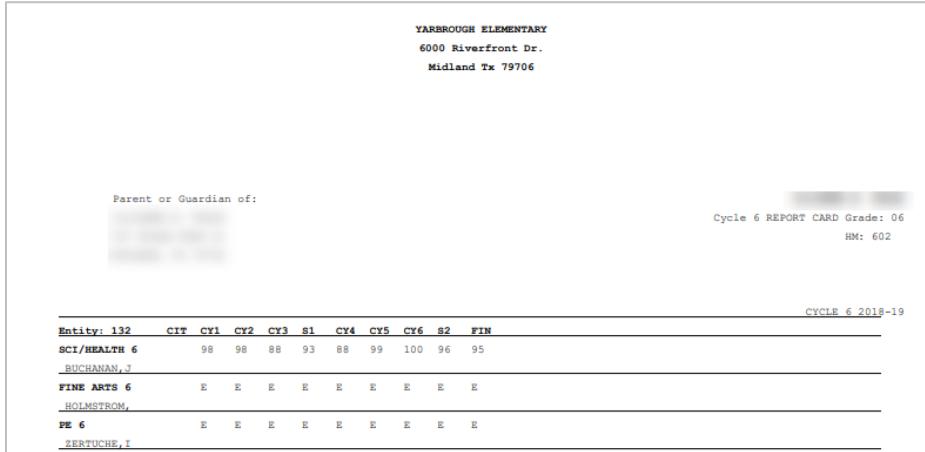
Type	Description	Entered By	Entered Date	Entered Time	File Size
Report Card (Family 1)	CYCLE 6 REPORT CARD	ANGELICA GUZMAN	05/24/2019	7:36 PM	3
Report Card (Family 1)	CYCLE 5 REPORT CARD	ANGELICA GUZMAN	04/15/2019	5:16 PM	
Report Card (Family 1)	CYCLE 4 REPORT CARD	ANGELICA GUZMAN	02/19/2019	6:01 PM	
Report Card (All Families)	CYCLE 3 REPORT CARD	ANGELICA GUZMAN	12/21/2018	3:54 PM	
Report Card (All Families)	CYCLE 2 REPORT CARD	ANGELICA GUZMAN	11/05/2018	6:07 PM	
Report Card (All Families)	CYCLE 1 REPORT CARD	ANGELICA GUZMAN	09/24/2018	4:23 PM	

Skyward Secondary Grade Reporting Guide

5. Click **View Report**.



Example of Report Card.



YARBROUGH ELEMENTARY
6000 Riverfront Dr.
Midland Tx 79706

Parent or Guardian of: [REDACTED]

Cycle 6 REPORT CARD Grade: 06
HM: 602

CYCLE 6 2018-19

Entity	132	CIT	CY1	CY2	CY3	S1	CY4	CY5	CY6	S2	FIN
SCI/HEALTH 6		98	98	88	93	88	99	100	96	95	
BUCHANAN, J											
FINE ARTS 6		E	E	E	E	E	E	E	E	E	
HOLMSTROM,											
PE 6		E	E	E	E	E	E	E	E	E	
ZERTUCHE, I											

Transcripts

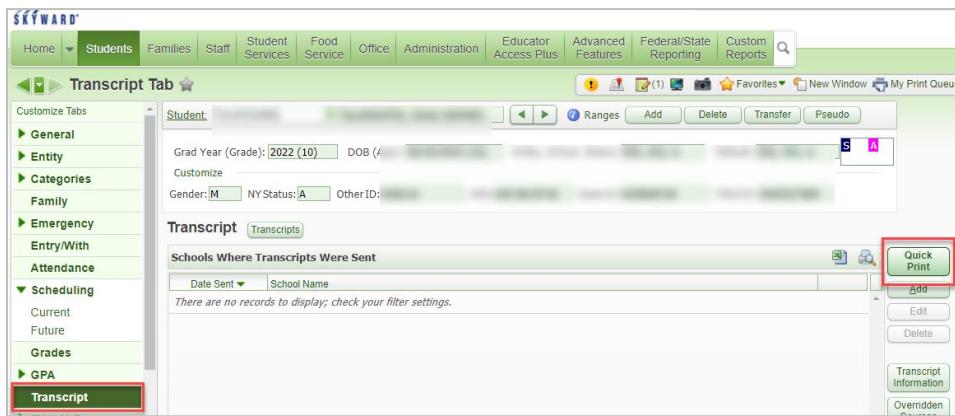
Follow the steps below to print a transcript for an individual student.

1. Go to **Students > Student Profile – PR**.



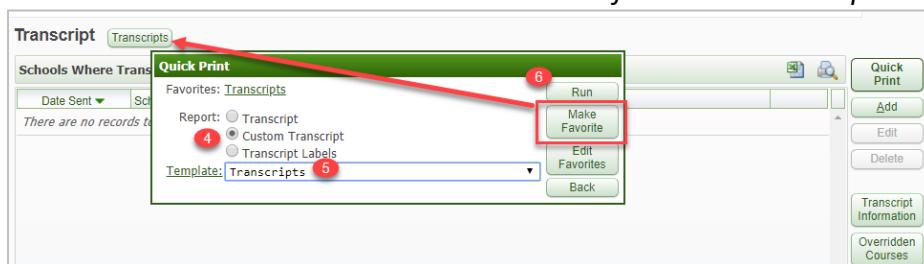
2. Retrieve the student and click the **Transcript** tab.
3. Click **Quick Print**.

Skyward Secondary Grade Reporting Guide



4. Select **Custom Transcript**.
5. Select one of the following templates:
 - JH Campuses: SIS AAR JH
 - FHS and HS Campuses: SIS AAR
6. Click **Run**.

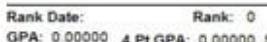
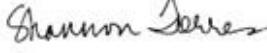
Note: Click **Make Favorite** to create a shortcut for the SIS transcript template.



7. Click **View Report**.

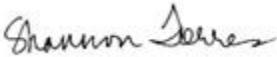
Skyward Secondary Grade Reporting Guide

Example of the front page of a student's transcript.

STATE OF TEXAS ACADEMIC ACHIEVEMENT RECORD											06/29/2022	
Name: 	Exit-Level Assessment:					District: MIDLAND ISD						
Student ID: 	English I					School: LEGACY HIGH						
Birth Date: 	English II II					Spring	2015	3500 NEELY AVE				
Gender: 	Biology III					Spring	2014	MIDLAND TX 79707				
Eth, Race: Non-Hispanic, White	Algebra I II					Spring	2013	(432) 240-2000				
Grade: 90	US History III					Spring	2016	CBCC: 444743				
Parent/Guardian: 	Schools Awarding Credit:											
	2013 165901047/165901047											
	2014 165901042/165901042											
	2015 165901002/165901002											
	2016 165901002/165901002											
	2017 165901002/165901002											
LANGUAGE ARTS	SERV ID	S1	S2	Avg	CR	SERV ID	S1	S2	Avg	CR		
2014 ENG 1:Q	03220100	88	88	88	1.000	2015 ROBOTA	13037000	93	90	92	1.000	
2015 ENG 2:Q	03220200	93	82	88	1.000	2016 DIGELC	13037050	88	94	91	1.000	
2016 ENG 3	03220300	76	81	79	1.000	2017 SCIRD3	13037220	96	98	97	1.000	
2017 ENG 4	03220400	89	92	91	1.000							
 SPEECH												
2016 PROFCOMM	13009900				0.500							
MATHEMATICS												
2013 ALG 1:QJ	03100500	83 ^a	84		1.000							
2014 GEOM:Q	03100700	84	88	86	1.000							
2015 ALG 2:Q	03100600	76	82	79	1.000							
2016 PRE CALC	03101100	80	82	81	1.000							
SCIENCE												
2014 BIO:Q	03010200	87	92	90	1.000							
2015 CHEM:Q	03040000	80	85	83	1.000							
2016 APPHYS1:P	A3050003	77	81	79	1.000							
2017 ESS	03060200	94	88	91	1.000							
SOCIAL STUDIES												
2014 W GEO:Q	03320100	88	87	88	1.000							
2015 W HIST:Q	03340400	85	85	85	1.000							
2016 US HIST	03340100	87	92	90	1.000							
2017 GOVT	03330100	94			0.500							
ECON/FREE ENT												
2017 ECO-FE	03310300				0.500							
HEALTH												
2016 HLTH ED	03810100	94			0.500							
P.E./EQUIVALENT												
2014 SUBATH1	PES000000	100	100	100	1.000							
2015 SUBATH2	PES000001	100	100	100	1.000							
2016 SUBATH3	PES000002	100			0.500							
OTHER LANGUAGE												
2013 SPAN 1:J	03440100	86	82	84	1.000							
2014 SPAN 2	03440200	86	88	87	1.000							
2015 SPAN 3	03440300	91	84	88	1.000							
FINE ARTS												
2014 ART 1	03500100	99	94	97	1.000							
TECH APPLICATIONS												
2017 APTACSA:P	A3580100	94	91	93	1.000							
CAREER/TECH ED												
Rank Date: 	Rank: 0	Class Size: 0	Quartile:	Date of Certificate of Coursework Completion:								
GPA: 0.00000 4 Pt GPA: 0.00000 State Credits: 27.50 Local Credits: 00				Date of Graduation: 06/03/2017								
											Graduation Program Type: RECOMMENDED HIGH SCHOOL PROGRAM	
											Advanced Measures:	
											Speech Req Date:	
											Peace Officer Int Date:	
											CPR Instr Date:	
											TX Grant Acad Ind:	
School Official Signature: 												
Financial Aid Application Req Date Met:												
Legend:												
A=Articulated credit	L=Local credit	X=Innovative	Financial Aid Application Req Date Met:									
C=Correspondence	M=Magnet	Y=Alternative/non-traditional	*Loss of credit due to attendance									
D=Dual credit	O=Xfer from oth district	Z=Distance learning	=Credit awarded									
E=CBE no prior instr	P=Advanced Placement	3=Xfer outside TX public/charter	>=Not included in GPA									
G=Gifted/Talented	Q=Pre-Advanced Placement	7=100 min phys act per wk-FHSP	^=Credit awarded at end of year									
H=Honors	R=Comp in sum sch, night sch, or other	8=Crs oth than LOTE to satisfy LOTE-FHSP	Passing=70 or above									
I=Intl baccalaureate	T=CBE w/prior instr	9=4th science for the artisium endorse-FHSP	P=Pass									
J=Completed prior to grade 9		10=Taken as part of the FHSP endors										

Skyward Secondary Grade Reporting Guide

Example of the back page of a student's transcript.

STATE OF TEXAS ACADEMIC ACHIEVEMENT RECORD							06/29/2022
Name: 	Exit-Level Assessment:			District: MIDLAND ISD			
Student ID: 	English I	Spring	2015	School: LEGACY HIGH			
Birth Date: 	English II II	Spring	2014	3500 NEELY AVE			
Gender: 	Biology III	Spring	2013	MIDLAND TX 79707			
Eth, Race: Non-Hispanic, White	Algebra I II	Spring	2013	(432) 240-2000			
Grade: GD	US History III	Spring	2016	CBCC: 444743			
Parent/Guardian: 	Schools Awarding Credit:						
	2013 165901047/165901047						
	2014 165901042/165901042						
	2015 165901002/165901002						
	2016 165901002/165901002						
	2017 165901002/165901002						
<hr/> ENDORSEMENTS:							
<hr/> PERFORMANCE ACKNOWLEDGMENTS:							
<hr/> ACT SCORES:							
Date Taken	Section/Row	Grade Level	Sum				
04/01/2016	Admin Grade Level	11					
		Score	Score				
04/01/2016	Scores	23					
	English	23					
	Mathematics	26					
	Reading	22					
	Science	21					
	Composite	23					
	Sum Scale Score		092				
	English/Writing	—					
	STEM	24					
	ELA						
<hr/> SAT SCORES:							
Date Taken	Section/Row	EB	Math	Read	Writ/Lang	Math	
		Total Score	Section Score	Test Score	Test Score	Test Score	
03/05/2016	Scores	1190	660	630	27	29	31.5
	Score						
		EB		Math			
10/01/2016	Scores	Total Score	Read/Writ Score	Section Score	Read Test Score	Writ/Lang Test Score	Math Test Score
	Score	1150	560	590	27	29	29.5
<hr/> COLLEGE BOARD AP/IB EXAMINATION SCORES:							
Date Taken	Section/Row	Score					
06/26/2017	AP Computer Sci.	1					
Rank Date:	Rank: 0	Class Size: 0	Quartile:	Date of Certificate of Coursework Completion:			
GPA: 0.00000	4 Pt GPA: 0.00000	State Credits: 27.50	Local Credits: 00	Date of Graduation: 06/03/2017			
Graduation Program Type: RECOMMENDED HIGH SCHOOL PROGRAM							
Advanced Measures:							
Speech Req Date:							
Peace Officer Int Date:							
CPR Instr Date:							
TX Grant Acad Ind:							
<hr/> School Official Signature: 							
Seal of the State of Texas							
Financial Aid Application Req Date Met:							
X=Innovative							
Y=Alternative/non-traditional							
Z=Distance learning							
3=Xfer outside TX public/charter							
7=100 min phys act per wk-FHSP							
8=Crs oth than LOTE to satisfy LOTE-FHSP							
9=4th science for the arts/hum endorse-FHSP							
*Loss of credit due to attendance							
.=Credit awarded							
>=Not included in GPA							
^=Credit awarded at end of year							
Passing=70 or above							

Skyward Secondary Grade Reporting Guide

Reports

Skyward Reports

Selected Grades Report

This report allows you to see Blank Grades or Failure lists based on Office grades ([Student Profile>Grades](#)).

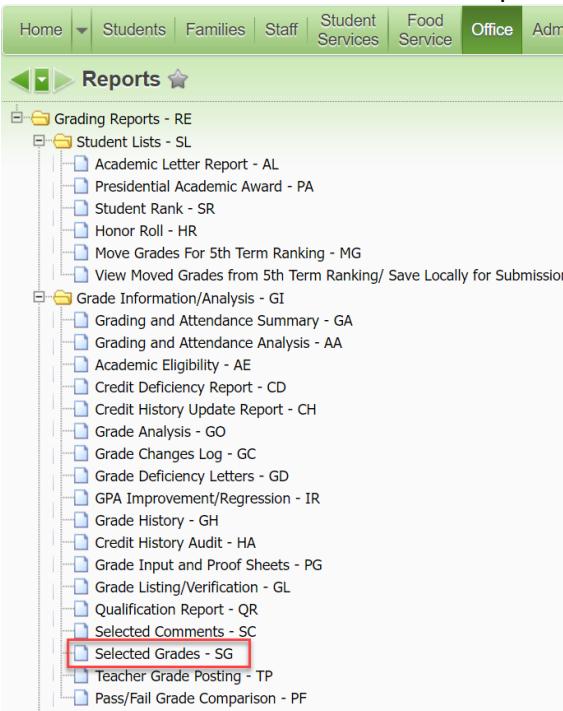
1. Go to [Office > Grading > Reports](#).



The screenshot shows the Skyward Office menu with the following structure:

- Home
- Students
- Families
- Staff
- Student Services
- Food Service
- Office** (selected)
- Office - OF
- Attendance - AT
- Grading - GR** (selected)
- Entry by Student - GS
- Entry by Class - GC
- Reports - RE
- EOC Grade Calculation History - EH
- Report Cards - RC** (selected)
- Reports - RE
- Report Card Runs - RR
- Transcripts - TR** (selected)
- Setup

2. Select the **Selected Grades – SG** report.



The screenshot shows the 'Grading Reports - RE' section with the following structure:

- Grading Reports - RE
 - Student Lists - SL**
 - Academic Letter Report - AL
 - Presidential Academic Award - PA
 - Student Rank - SR
 - Honor Roll - HR
 - Move Grades For 5th Term Ranking - MG
 - View Moved Grades from 5th Term Ranking/ Save Locally for Submission
 - Grade Information/Analysis - GI**
 - Grading and Attendance Summary - GA
 - Grading and Attendance Analysis - AA
 - Academic Eligibility - AE
 - Credit Deficiency Report - CD
 - Credit History Update Report - CH
 - Grade Analysis - GO
 - Grade Changes Log - GC
 - Grade Deficiency Letters - GD
 - GPA Improvement/Regression - IR
 - Grade History - GH
 - Credit History Audit - HA
 - Grade Input and Proof Sheets - PG
 - Grade Listing/Verification - GL
 - Qualification Report - QR
 - Selected Comments - SC**
 - Selected Grades - SG** (highlighted with a red box)
 - Teacher Grade Posting - TP
 - Pass/Fail Grade Comparison - PF

Skyward Secondary Grade Reporting Guide

3. Select one of the following templates and then click **Print**.

- **SIS - BLANK, I & NG GRADES (#)** to view missing grades on the [Student Profile>Grades](#) tab. Continue running this template to verify that teachers no longer have blank grades. Notify teachers that have blank grades. All blank grades will need to be cleared according to the grade reporting timeline.
- **SIS – FAILING GRDS (#)** to view a list of students with failing grades for the cycle/semester selected.

Selected Grades Templates

Template Type	Description	Created By
12		
13 2) Entity	SIS - BLANK, I & NG GRADES CY1	SEC, SIS
14 2) Entity	SIS - BLANK, I & NG GRADES CY2	SEC, SIS
15 2) Entity	SIS - BLANK, I & NG GRADES CY3	SEC, SIS
28 2) Entity	SIS - FAILING GRDS CY4	SEC, SIS
29 2) Entity	SIS - FAILING GRDS CY5	SEC, SIS

Print

Processing List
[Add](#)
[Edit](#)
[Clone](#)

Example of report.

1qqatn11.p 34-4 05.19.06.00.00 *TrnDB*	LEE HIGH 2019 - Selected Grade Report by Student	07/25/19 10:51 AM	Page:1
Activity: ***BLANK Activity***			
NAME G SCHL HMRM GRAD YR COURSE TEACHER ROOM CY5 ACTIVITY			
*** Group By Activity: NONE			
M 002	2020 11 COLLEGIATE CH	DOMINGUEZ N.	
M 002	2021 10 GEN ADVIS	BIODROWSKI A.	465
M 002	2019 12 NO 7TH PERIOD NO 8TH PERIOD	JONES J.	OFF

Skyward Secondary Grade Reporting Guide

Grade and Attendance Analysis Report

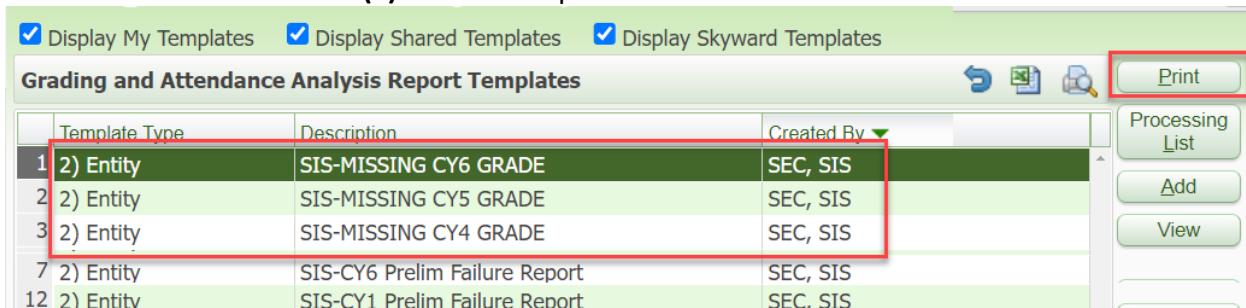
The **SIS-MISSING (#) GRADE** template lists students with blank and/or missing grades from a teacher's Gradebook. The report displays the student's name and course/teacher they are missing Gradebook grades for.

1. Go to **Office > Grading > Reports**.
2. Select the **Grading and Attendance Analysis – AA**.



The screenshot shows the 'Reports' section of the Skyward interface. The 'Office' tab is selected in the top navigation bar. The 'Grading and Attendance Analysis - AA' option is highlighted with a red box in the list of reports.

3. Select the **SIS-MISSING (#) GRADE** template and then click **Print**.



The screenshot shows the 'Grading and Attendance Analysis Report Templates' screen. The 'SIS-MISSING CY6 GRADE' template is selected and highlighted with a red box. The 'Print' button in the top right corner is also highlighted with a red box.

Template Type	Description	Created By
1 2) Entity	SIS-MISSING CY6 GRADE	SEC, SIS
2 2) Entity	SIS-MISSING CY5 GRADE	SEC, SIS
3 2) Entity	SIS-MISSING CY4 GRADE	SEC, SIS
7 2) Entity	SIS-CY6 Prelim Failure Report	SEC, SIS
12 2) Entity	SIS-CY1 Prelim Failure Report	SEC, SIS

4. Click **View Report**.

Skyward Secondary Grade Reporting Guide

Example of Report

Grading and Attendance Analysis Report											10:09 AM
Name	Grad Year - Grade	Entity	School	Calendar	Gender	Homeroom	Advisor	Counselor	Student Type	Race	
	2022-10	006	006	006	F						
<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>		<u>CY1</u>	<u>CY2</u>	<u>CY3</u>					<u>CREDITS</u>
001655 /B04 PROF COMM D	112										
	2021-11	006	006	006	M						
<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>		<u>CY1</u>	<u>CY2</u>	<u>CY3</u>					<u>CREDITS</u>
005455 /02 SS ADV D ECHS	218										
ACEVES, ELI X.	2023-09	006	006	006	M						
<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>		<u>CY1</u>	<u>CY2</u>	<u>CY3</u>					<u>CREDITS</u>
005602 /17 PATH CC 1	101										
	2022-10	006	006	006	M						

Preliminary Failure Report

This report lists students with failing grades from a teacher's Gradebook. The report will display the student's name and course/teacher they have a failing grade in.

1. Go to [Office > Grading > Reports](#).
2. Select the **Grading and Attendance Analysis – AA**.



The screenshot shows the Skyward navigation menu with the following structure:

- Home
- Students
- Families
- Staff
- Student Services
- Food Service
- Office** (highlighted in green)
- Admin

Under the **Reports** section, the following options are listed:

- Grading Reports - RE
- Student Lists - SL
 - Academic Letter Report - AL
 - Presidential Academic Award - PA
 - Student Rank - SR
 - Honor Roll - HR
 - Move Grades For 5th Term Ranking - MG
 - View Moved Grades from 5th Term Ranking/ Save Locally for Submission
- Grade Information/Analysis - GI
 - Grading and Attendance Summary - GA
 - Grading and Attendance Analysis - AA** (highlighted with a red box)
 - Academic Eligibility - AE
 - Credit Deficiency Report - CD

Skyward Secondary Grade Reporting Guide

3. Select the **SIS-CY# Prelim Failure Report** template and then click **Print**.

Display My Templates Display Shared Templates Display Skyward Templates

Grading and Attendance Analysis Report Templates

Template Type	Description	Created By
1 2) Entity	SIS-MISSING CY6 GRADE	SEC, SIS
2 2) Entity	SIS-MISSING CY5 GRADE	SEC, SIS
3 2) Entity	SIS-MISSING CY4 GRADE	SEC, SIS
7 2) Entity	SIS-CY6 Prelim Failure Report	SEC, SIS
12 2) Entity	SIS-CY1 Prelim Failure Report	SEC, SIS

Print (button highlighted with a red box)

Processing List
Add
View

4. Click **View Report**.

Example of Report

Grading and Attendance Analysis Report											10:49 AM
Name	Grad Year	Grade	Entity	School	Calendar	Gender	Homeroom	Advisor	Counselor	Student Type	Race
	2022-10			006	006	006	F				
CLASS		ROOM	TEACHER		CY3						CREDITS
002430 /07	CHEM PREAP	219				64					
ABRAHAM, LARRY	2021-11			006	006	006	M				
CLASS		ROOM	TEACHER		CY3						CREDITS
002535 /04	*AP PHY1 ALG BS	221				50					

Skyward Secondary Grade Reporting Guide

Grade Analysis Report

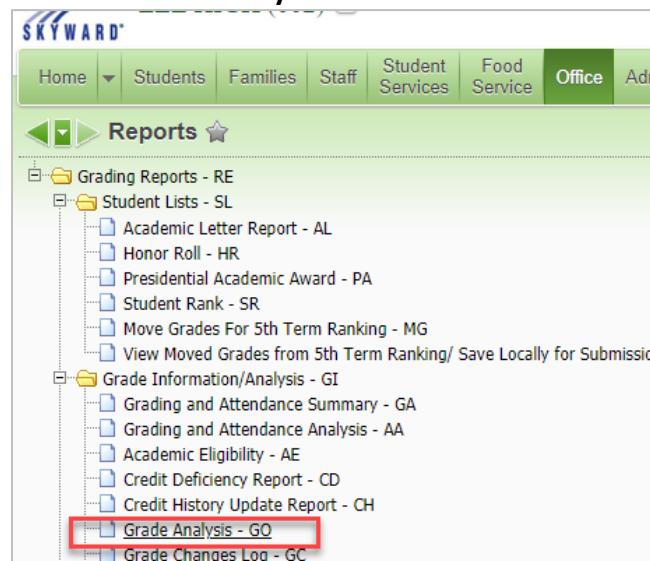
This report can be used for principals to analyze percentages/ratios of passing and failing students.

1. Go to **Office > Grading > Reports.**



The screenshot shows the Skyward navigation menu with the 'Office' tab selected. Under the 'Grading' section, the 'Reports - RE' option is highlighted with a red box. Other options in the 'Grading' section include 'Entry by Student - GS', 'Entry by Class - GC', 'Reports - RE', and 'EOC Grade Calculation History - EH'. The 'Report Cards - RC' and 'Transcripts - TR' sections are also visible.

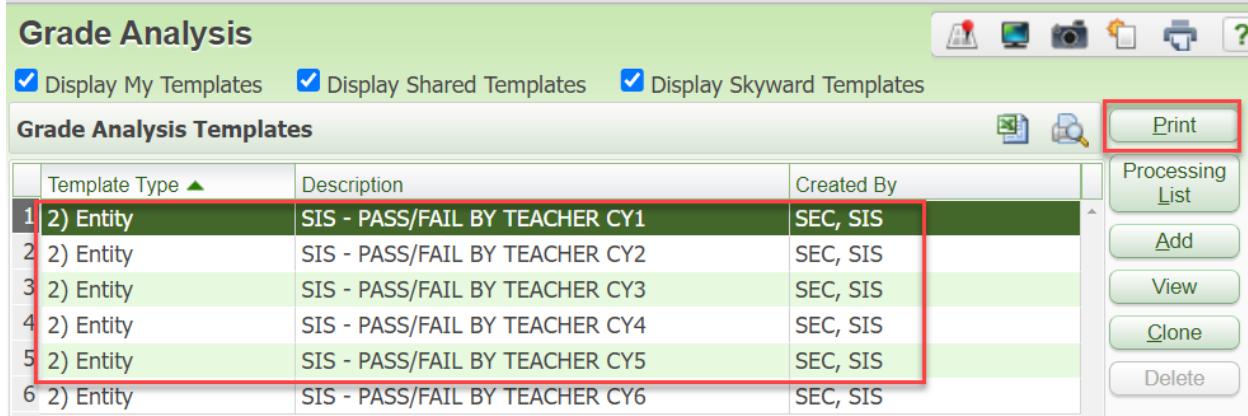
2. Click Grade Analysis.



The screenshot shows the 'Reports' section in Skyward. Under the 'Grading Reports - RE' category, the 'Grade Analysis - GO' option is highlighted with a red box. Other options in this category include 'Student Lists - SL', 'Academic Letter Report - AL', 'Honor Roll - HR', 'Presidential Academic Award - PA', 'Student Rank - SR', 'Move Grades For 5th Term Ranking - MG', and 'View Moved Grades from 5th Term Ranking/ Save Locally for Submission'. The 'Grade Information/Analysis - GI' category is also listed.

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3. Click the **SIS – PASS/FAIL BY TEACHER (#)** template and then click **Print**.



Grade Analysis

Display My Templates Display Shared Templates Display Skyward Templates

Grade Analysis Templates

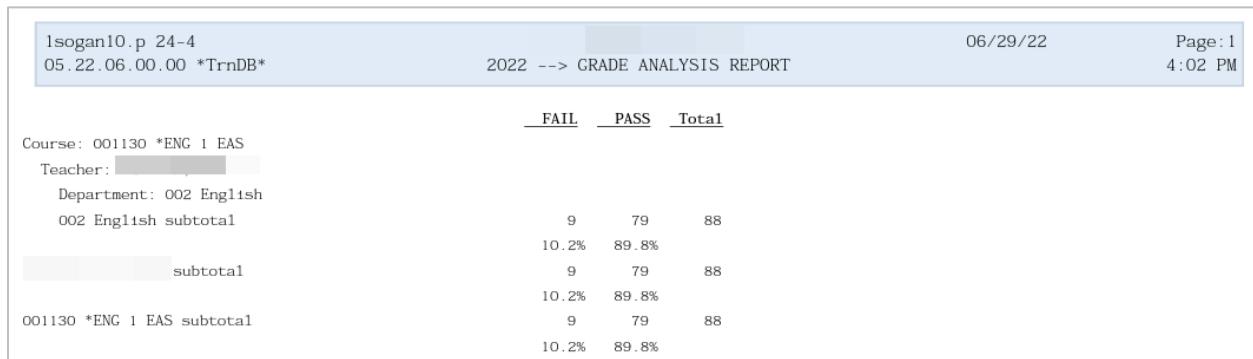
Template Type	Description	Created By
1 2) Entity	SIS - PASS/FAIL BY TEACHER CY1	SEC, SIS
2 2) Entity	SIS - PASS/FAIL BY TEACHER CY2	SEC, SIS
3 2) Entity	SIS - PASS/FAIL BY TEACHER CY3	SEC, SIS
4 2) Entity	SIS - PASS/FAIL BY TEACHER CY4	SEC, SIS
5 2) Entity	SIS - PASS/FAIL BY TEACHER CY5	SEC, SIS
6 2) Entity	SIS - PASS/FAIL BY TEACHER CY6	SEC, SIS

Print

Processing List
Add
View
Clone
Delete

5. Click **View Report**.

Example of Report



Isogan10.p 24-4
05.22.06.00.00 *TrnDB*

2022 --> GRADE ANALYSIS REPORT

06/29/22 Page: 1
4:02 PM

FAIL PASS Total

Course:	001130 *ENG 1 EAS
Teacher:	
Department:	002 English
002 English subtotal	9 79 88
	10.2% 89.8%
subtotal	9 79 88
	10.2% 89.8%
001130 *ENG 1 EAS subtotal	9 79 88
	10.2% 89.8%

Texas Honor Roll

The Texas Honor Roll report is used by administration to generate a list of students who qualify for 'A' or 'AB' Honor Roll based on GPA and Grade Mark requirements.

1. Go to **Federal/State Reporting > Texas State Reporting > Reports**.



SKYWARD

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features **Federal/State Reporting** Custom Reports

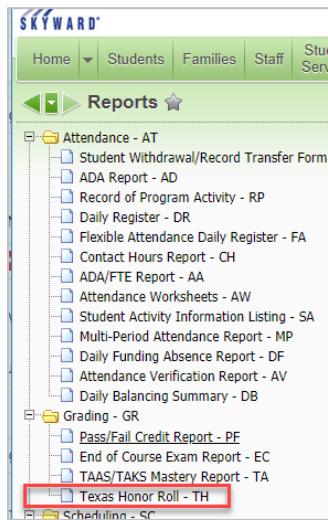
Federal/State Reporting - SR
NCLB Reports - NC

Federal Reporting - FR
Civil Rights Data Collection - FO

Texas State Reporting - TX
TMSDS - TM
Other Exports - OE
Reports - RE

Skyward Secondary Grade Reporting Guide

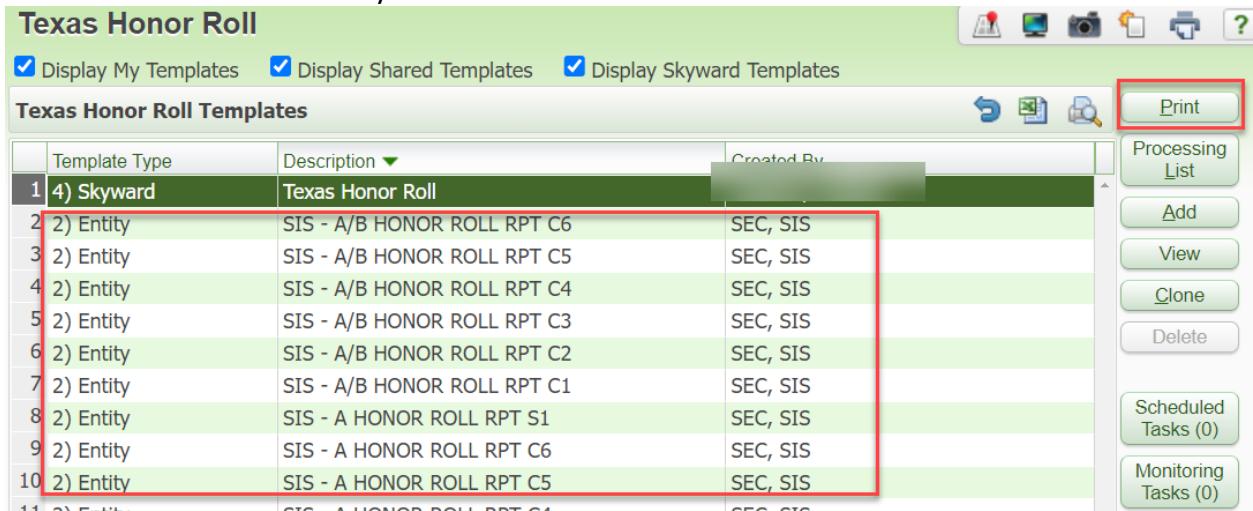
2. Select Texas Honor Roll.



The screenshot shows the Skyward Reports menu. The 'Texas Honor Roll - TH' option is highlighted with a red box.

3. Select one of the following templates and then click Print.

- The **SIS - A HONOR ROLL RPT (C#)** template lists students with a grade of 90 or above for all courses for the selected cycle.
- The **SIS A/B HONOR ROLL RPT (C#)** template lists students with a grade of 80 or above for all courses and excludes students included in the A Honor Roll report for the selected cycle.



The screenshot shows the 'Texas Honor Roll Templates' list. The 'Print' button is highlighted with a red box.

Template Type	Description	Created By
1 (4) Skyward	Texas Honor Roll	SEC, SIS
2 (2) Entity	SIS - A/B HONOR ROLL RPT C6	SEC, SIS
3 (2) Entity	SIS - A/B HONOR ROLL RPT C5	SEC, SIS
4 (2) Entity	SIS - A/B HONOR ROLL RPT C4	SEC, SIS
5 (2) Entity	SIS - A/B HONOR ROLL RPT C3	SEC, SIS
6 (2) Entity	SIS - A/B HONOR ROLL RPT C2	SEC, SIS
7 (2) Entity	SIS - A/B HONOR ROLL RPT C1	SEC, SIS
8 (2) Entity	SIS - A HONOR ROLL RPT S1	SEC, SIS
9 (2) Entity	SIS - A HONOR ROLL RPT C6	SEC, SIS
10 (2) Entity	SIS - A HONOR ROLL RPT C5	SEC, SIS

Skyward Secondary Grade Reporting Guide

Report Manager

The Student Information Systems department creates and publishes custom reports to Skyward Report Manager for departments and campuses throughout the district. These reports are usually live, current data with specific criteria programmed for each report. When running reports on Skyward Report Manager, please keep in mind:

- Skyward Report Manager can only be accessed on the MISD network.
- Each user must be given security access to a report in order to view it. If you are unable to access a specific report, please contact Fannita Barakat at fannita.barakat@midlandisd.net.
- All the data on each report is current at the point in time that you access it. You can re-run a report each time you need updated information.

To access Skyward Student reports on Skyward Report Manager, go to the MISD homepage and click [For Staff>Staff Links](#) and select [Skyward Report Manager](#).



The screenshot shows the 'Staff Links' homepage. At the top, there is a logo consisting of three overlapping squares (blue, green, and yellow) followed by the text 'Staff Links' in a bold, sans-serif font. Below the logo are two buttons: 'Claim My Account' (with a sub-instruction 'to claim your account') and 'Reset My Password' (with a sub-instruction 'if you have claimed your account, this link will allow you to change your own password'). Further down, there is a link 'Need district technology assistance? [CLICK HERE](#)' and a link 'Employee Intranet'. The main content area contains two columns of links. The left column includes: 'Elevation - English Learner Program Manager', 'External Drive Encryption Data Recovery Form', 'Fitnessgram (Teacher Access)', 'Fountas and Pinnell Resources Login Directions', 'Frontline Absence Management (1-800-942-3767)', and 'Frontline Time Clock'. The right column includes: 'Skyward - Business Database', 'Skyward - Employee Access', 'Skyward - Student Database', 'Skyward Student Dashboards', 'Skyward Report Manager' (which is highlighted with a red box), and 'SmartData Dashboard'. The 'Skyward Report Manager' link is the target of the 'For Staff>Staff Links' and 'Skyward Report Manager' instructions in the text above.

[Teacher Gradebook Assignments](#)

SKYWARD-STUDENT>GRADE REPORTING

This report lists all teachers with less than the specified number of assignments in their gradebook. It also includes the number of assignments that have not been graded.



Skyward Secondary Grade Reporting Guide

Example of report.

Teacher Gradebook Assignments								
Select Campus		Less than # of Assignments 3						
		< 1 of 7 > ⟳ ⟲ 100% 🖨️ 🔍 Find Next						
CAMPUS	TEACHER NAME	TERM	COURSE NBR	SEC NBR	COURSE DESC	NBR ASGMT	ASGMT N/G	% GRADED
		TERM 1	000201	03	ELAR 2	2	0	100%
		TERM 1	000220	03	SOC STUD 2	2	0	100%
		TERM 1	000101	07	ELAR 1	0	0	0%

Grade Difference by Teacher – Cycle

SKYWARD-STUDENT>GRADE REPORTING

This report lists all students who have a grade discrepancy for the selected cycle. It also includes blank, I, and NG grades.

Example of report.

MIDLAND INDEPENDENT SCHOOL DISTRICT													
Grade Differences By Teacher													
CMP	TCH EMP ID	CRS NBR	CRS SEC	CRS TITLE	GRD LVL	STU ID	LAST NAME	FIRST NAME	CYC	POSTED CYC	GRDBK	POSTED SEM	GRDBK SEM
137	IDEA TRAVIS ACADEMY												
Course/Section Number				000640	01V	SCI/HEALTH 5	06		1	98	93		
				000640	01V	SCI/HEALTH 6	06		1	84			

Skyward Secondary Grade Reporting Guide

Grade Difference by Teacher – Semester

SKYWARD-STUDENT>GRADE REPORTING

This report lists all students who have a grade discrepancy for the selected semester. It also includes blank, I, and NG grades.

Example of report.

MIDLAND INDEPENDENT SCHOOL DISTRICT											
Semester Grade Differences By Teacher											
CMP	TCH	CRS NBR	CRS SEC	CRS TITLE	GRD LVL	STU ID	LAST NAME	FIRST NAME	SEM	POSTED SEM GRD	GRDBK SEM GRD
002 LEGACY HIGH											
		00526 C	13	CO-TEACH W HIS	10	8			S1	60*	60
		00526 C	15	CO-TEACH W HIS	10	8			S1	70*	70
		005280	14	W HIST	10	9			S1	50.	50
		005280	14	W HIST	10	8			S1	74*	74
		005280	14	W HIST	11	9			S1	50.	50
		005280	14	W HIST	10	8			S1	74*	74