



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

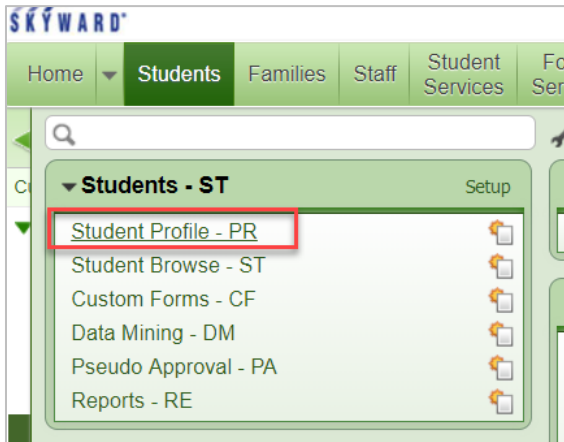
For students who enroll in your campus during the current semester and have cycle grades from their prior school or during the current year and have S1 non-credit course grades (example: ENG 7, MATH 8, SS 8, SCI 7, etc.), follow the steps below.

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.

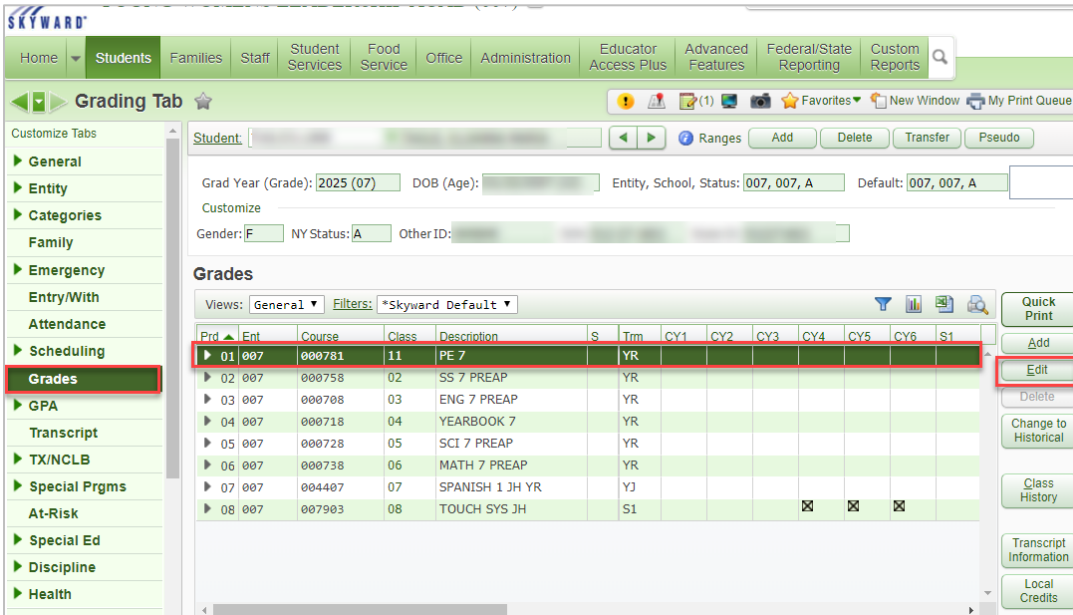
Grades only need to be entered in the **Student>Student Profile>Grades** tab for completed cycles and all grades including starting averages need to be emailed to the teacher to be entered into their Gradebook.

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

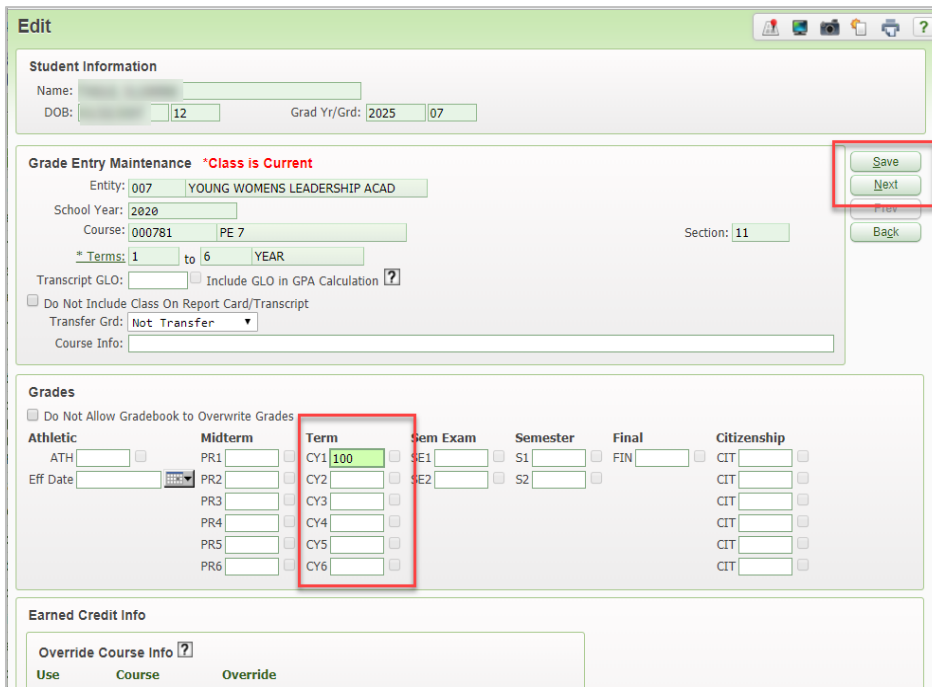


2. Retrieve the student and click the **Student>Student Profile>Grades** tab.
3. Highlight the first class and click **Edit**.

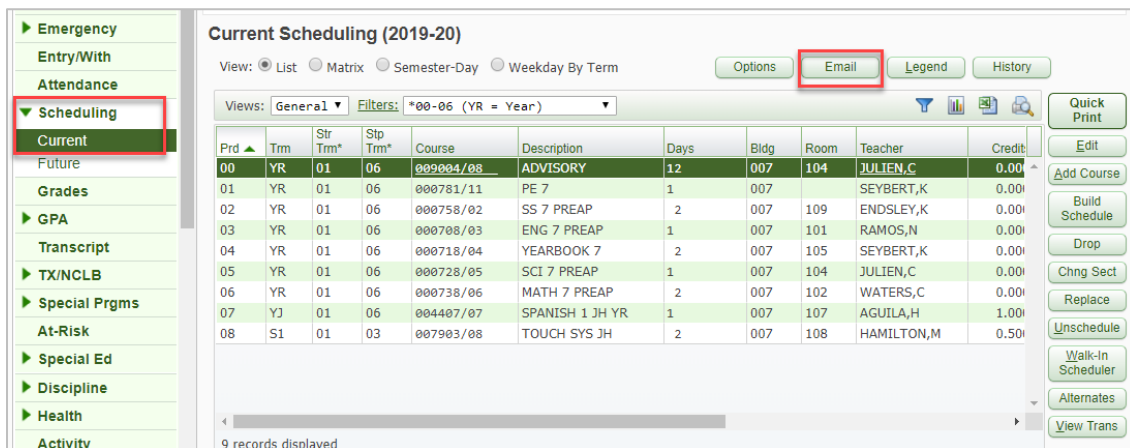


4. Enter cycle grades from previous school. **DO NOT** enter progress report grades because they will not calculate from the office side. If grades are not available, enter **NG** or a pre-determined grade approved by the campus principal.
5. Click **Next** to go to the next class and continue entering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

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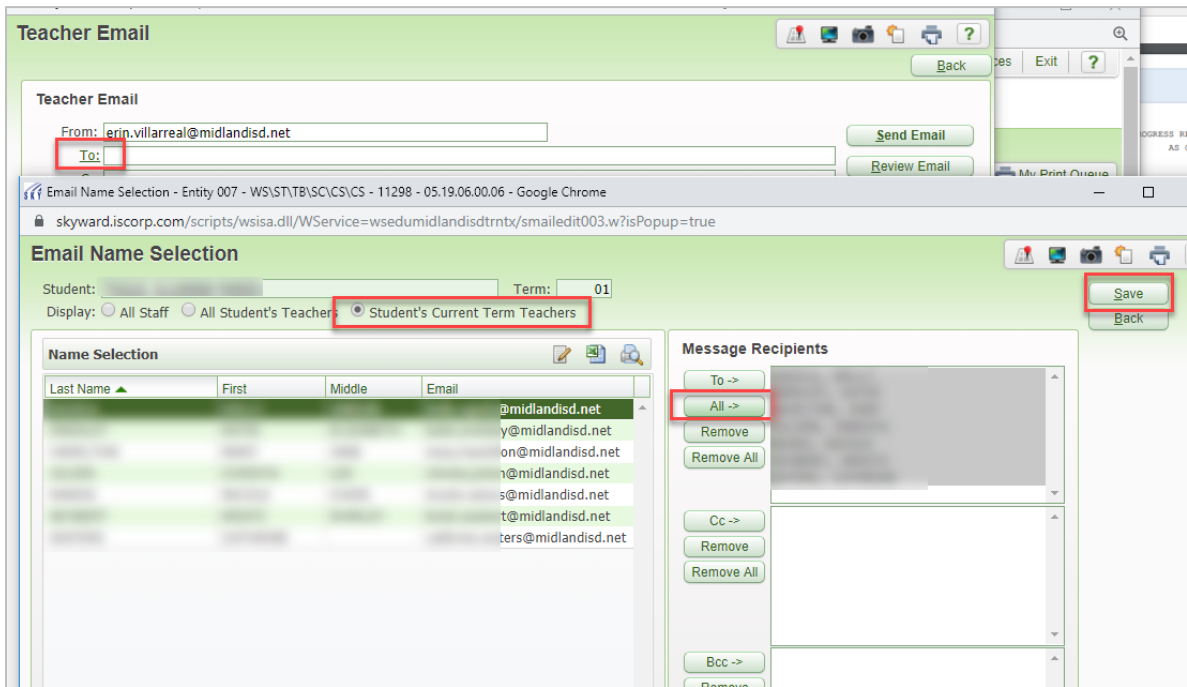
6. To email grades to students' teachers go to the [Scheduling>Current](#) tab and click **Email**.



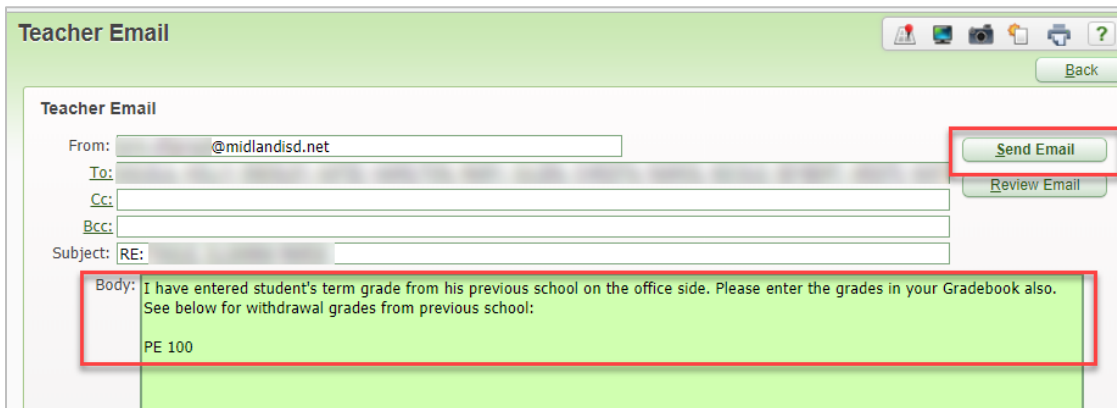
Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Bldg	Room	Teacher	Credit
00	YR	01	06	009004/08	ADVISORY	12	007	104	JULIEN,C	0.00
01	YR	01	06	000781/11	PE 7	1	007		SEYBERT,K	0.00
02	YR	01	06	000758/02	SS 7 PREAP	2	007	109	ENDSLEY,K	0.00
03	YR	01	06	000708/03	ENG 7 PREAP	1	007	101	RAMOS,N	0.00
04	YR	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	004407/07	SPANISH 1 JH YR	1	007	107	AGUILA,H	1.00
08	S1	01	03	007903/08	TOUCH SYS 3H	2	007	108	HAMILTON,M	0.50

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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11. Enter the grades in the **Body**.
12. Click **Send Email**.



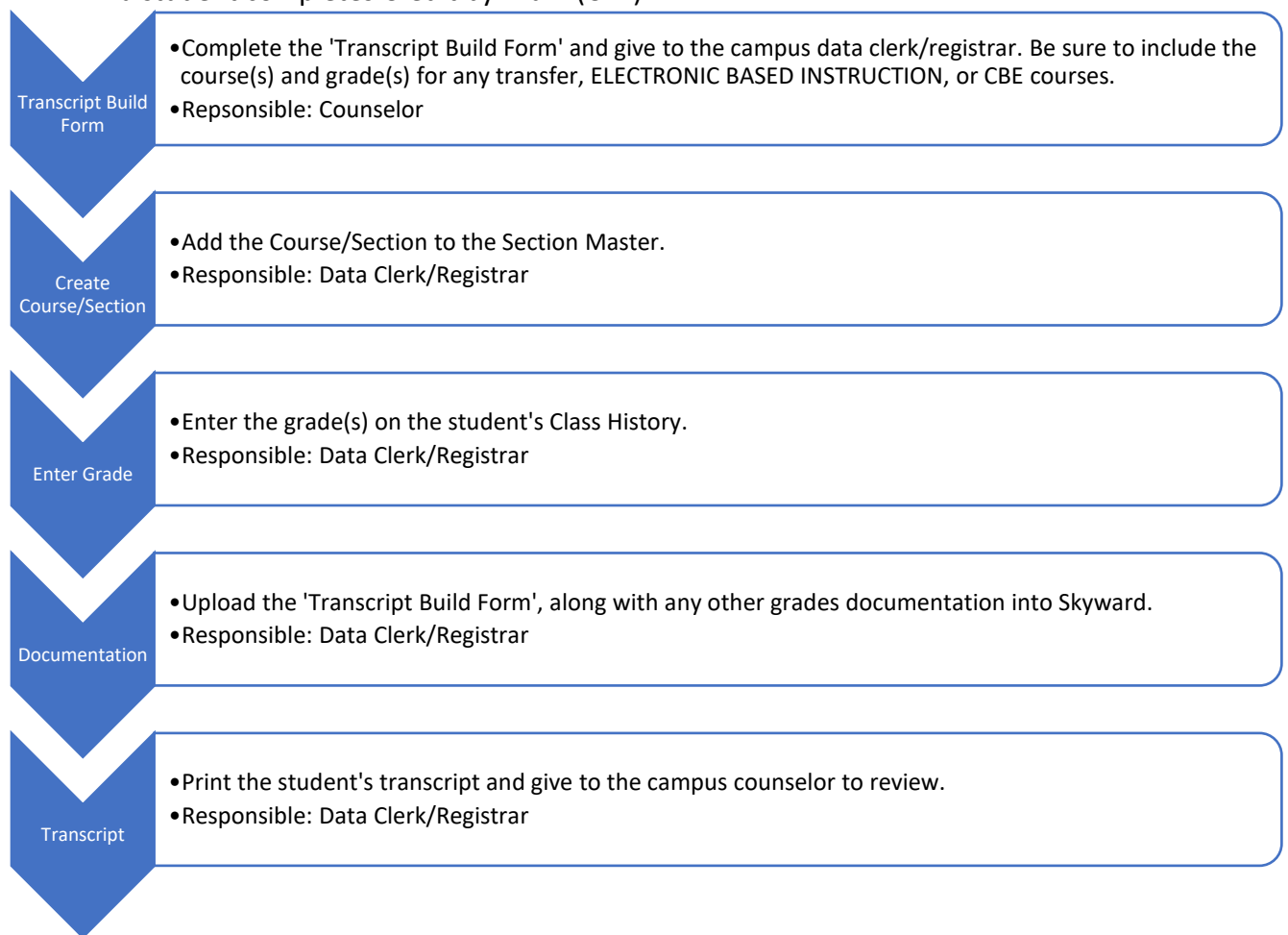
13. Once you've sent the email and teacher has had enough time to enter grades, run the **Grade Differences Report** to verify if teachers have entered the grades into their gradebooks.

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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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Credit Grades from Outside MISD

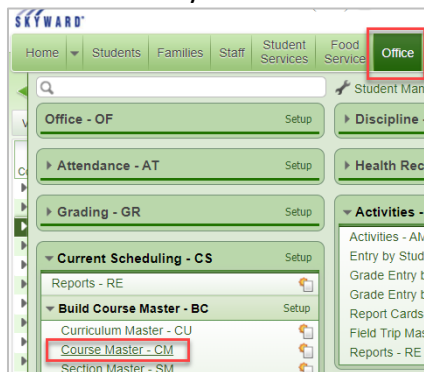
For students who enroll in your campus with credits from another district, you must enter the grades to the student’s Class History.

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

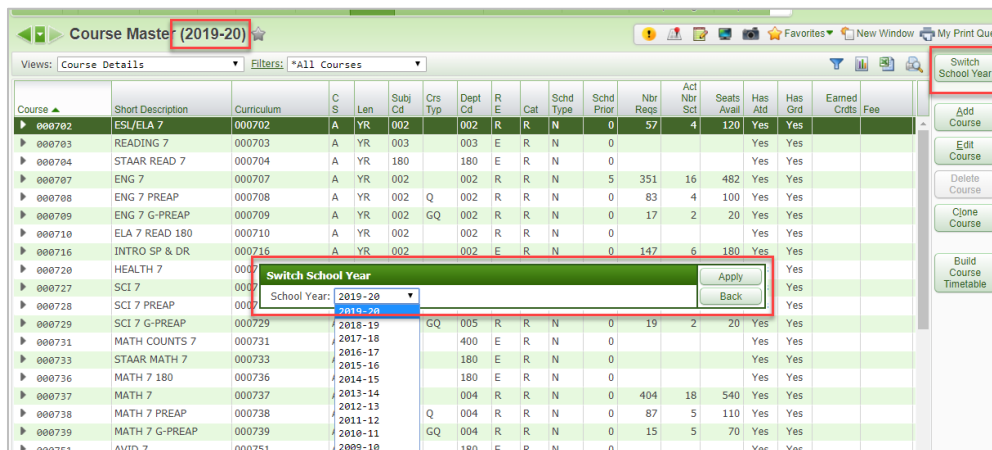
STEP 1: Add a Transfer Section

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:*
 - a. Service ID/Course Number
 - b. Course Length
 - c. Credit
 - d. GPA Weighted/Non-GPA Weighted
 - e. Year the courses was taken

▶ 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	1
▶ 000739	MATH 7 G-PREAP	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

4. Expand Course.

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

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

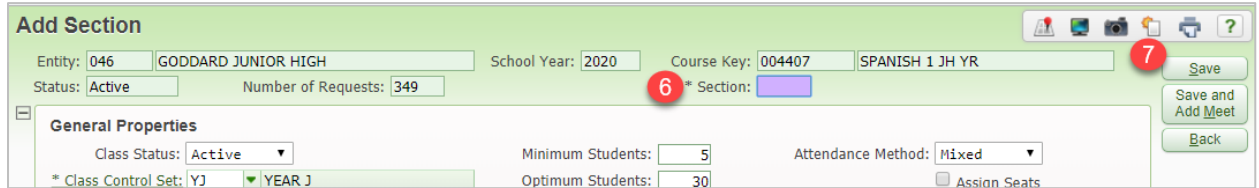
Course	Short Description	Curriculum	C	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct
Website: Allow Teacher Conferences: Yes Locked to Scheduler: No Default Course for Career Plan: No GPA Set 1 (Weighted): 2 Credits: 2.000 GPA Set 2 (4.0 Scale): 2 Credits: 2.000													
Section Details: Add Section View All Sections													
▶ Edit	Delete	Roster	History	Add Meet	2	A - Active	YJ - YEAR J	046 - GODDARD J H				5	30
▶ Edit	Delete	Roster	History	Add Meet	3	A - Active	YJ - YEAR J	046 - GODDARD J H				5	30

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

Term	Section
Year	TYR
Semester 1	TS1
Semester 2	TS2

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7. Click Save.



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.**



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

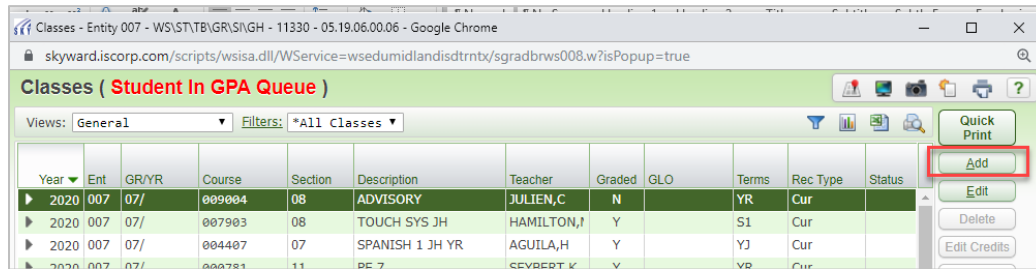
3. Click **Class History**.



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	000788	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				⊗	⊗	⊗	

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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:

DOB: Grad Yr/Grd:

Grade Entry Maintenance *Class is Historical

5 Entity: MIDLAND HIGH

6 School Year:

8 Course: ART 1

7 2023 Grad Yr/Grd:

9 Section:

10 * Terms: to YEAR

11 Transcript GLO: Include GLO in GPA Calculation ?

Do Not Include Class On Report Card/Transcript

12 Transfer Grd:

Course Info:

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.

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"/>		
CY4	<input type="checkbox"/>		
CY5	<input type="checkbox"/>		
CY6	<input type="checkbox"/>		

Earned Credit Info

14 **Override Course Info** ?

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

Current
Earned Credits: Failed Credits: Variable Credits

GPA Credit Info

15 **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	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 - 4.0 Scale	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>

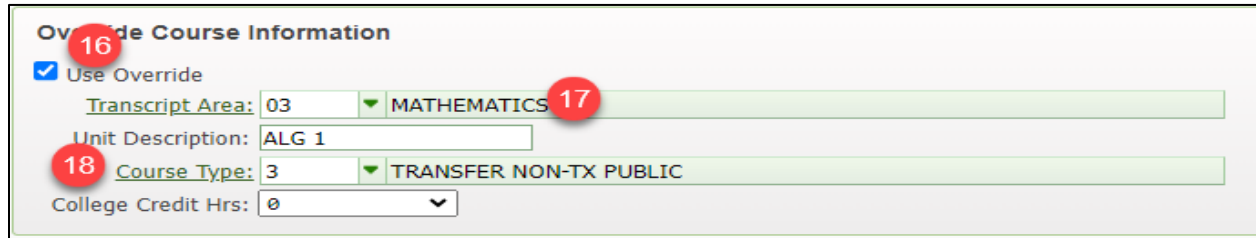
Current

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"/> Variable Credits
2 - 4.0 Scale	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/> Variable Credits

VERIFY do not Override

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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 **0 – 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).



Override Course Information

Use Override

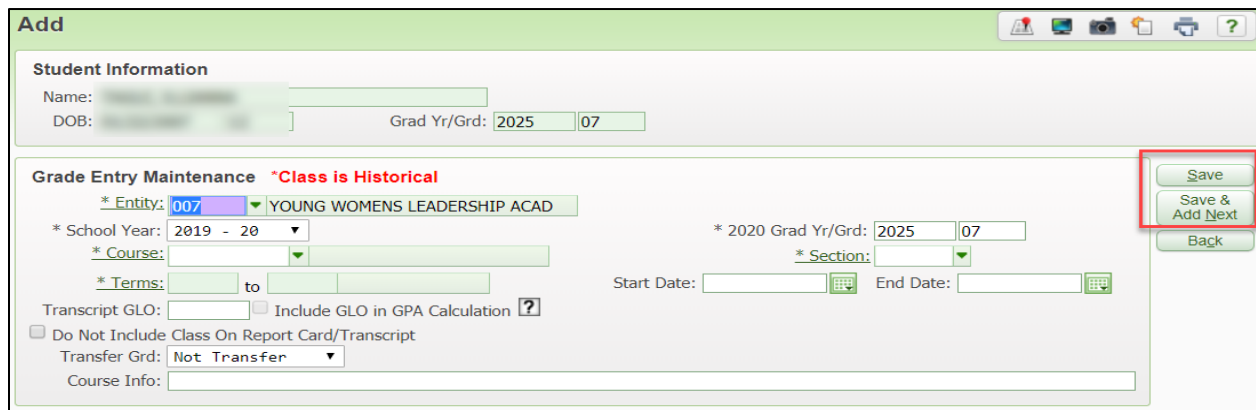
Transcript Area: 03 MATHEMATICS

Unit Description: ALG 1

Course Type: 3 TRANSFER NON-TX PUBLIC

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 * 2020 Grad Yr/Grd: 2025 07

* Course: [Redacted] * Section: [Redacted]

* Terms: [Redacted] to [Redacted] Start Date: [Redacted] End Date: [Redacted]

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

Do Not Include Class On Report Card/Transcript

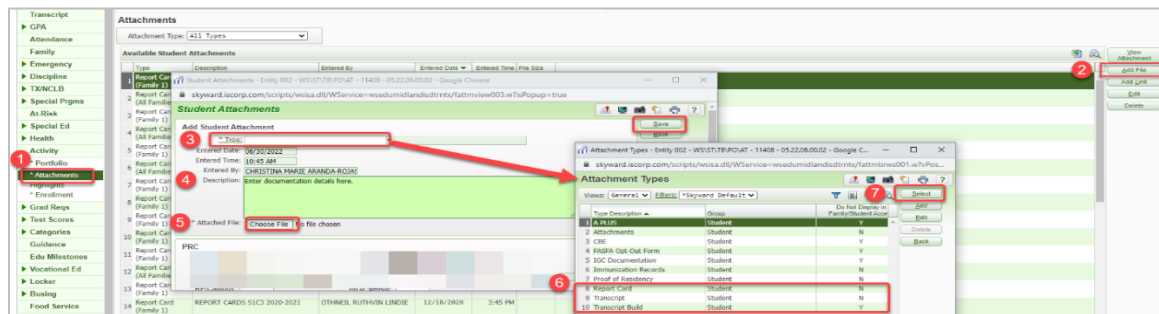
Transfer Grd: Not Transfer

Course Info: [Redacted]

Buttons: Save, Save & Add Next, Back

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**.



Attachments

Attachment Type: All Types

Available Student Attachments

1. Attachments (Sidebar)

2. Add File (Button)

3. Add Student Attachment (Button)

4. Add Attachment (Button)

5. Choose File (Button)

6. Attachment Types (Dropdown)

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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

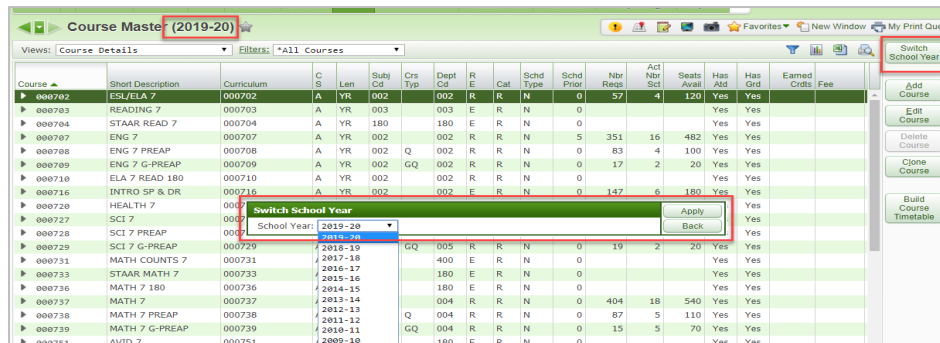
Important: Separate sections are required for non-traditional courses done during the regular school year from those done after the regular school year ends. **Do NOT** use the same section as these are reported separately for PEIMS. Additionally, courses completed after the last day of school need a 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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3. Enter one of the electronic based instruction course numbers 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. 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

▶ 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	1			
▶ 000739	MATH 7 G-PREAP	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

4. Expand Course.

▶ 004407	SPANISH 1 JH YR	004407	A	YR	J	006	J	006	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.*

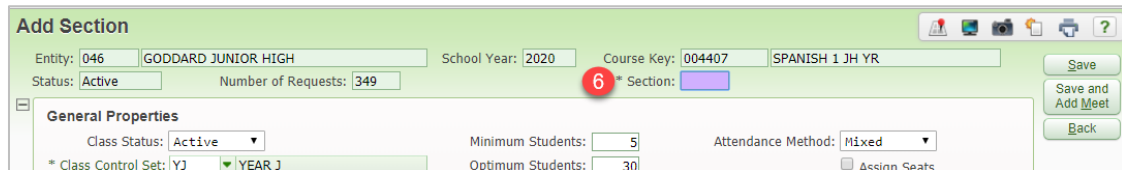
Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct
Website: Allow Teacher Conferences: Yes Locked to Scheduler: No Default Course for Career Plan: No GPA Set 1 (Weighted): 2 Credits: 2.000 GPA Set 2 (4.0 Scale): 2 Credits: 2.000													
Section Details Add Section View All Sections													

6. Enter the **Section Number** and **Class Control Set** as follows:

Term	Section	Ctrl Set
------	---------	----------

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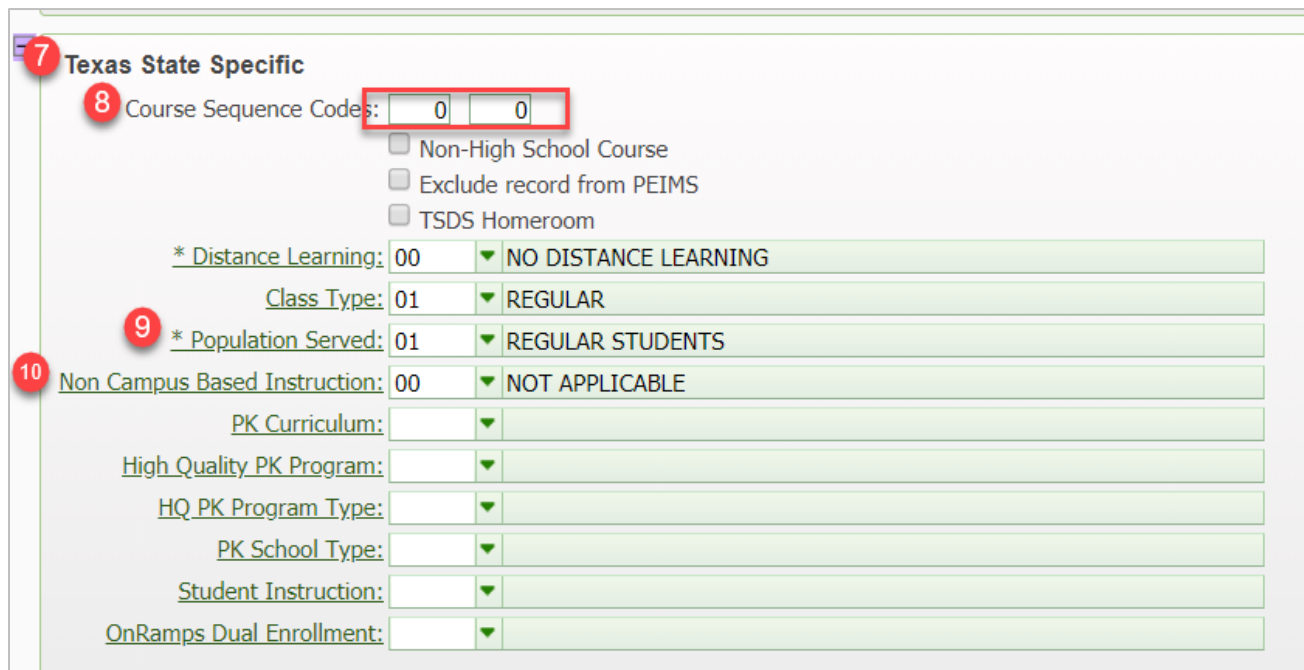
Semester 1	1A	S1
Semester 2	1B	S2



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

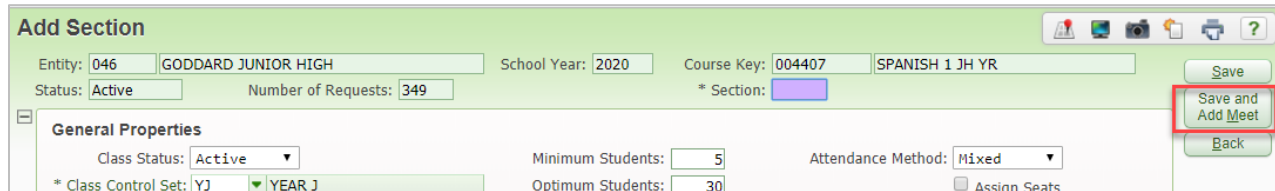
Course Length	First Crs Seq Field	Second Crs Seq Field
Year	1	2
First Half of a Year-Long Course	1	1
Second Half of a Year-Long Course	2	2
One Semester Course	0	0

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



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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

Status: Active | Number of Requests: 349 | * Section: []

General Properties

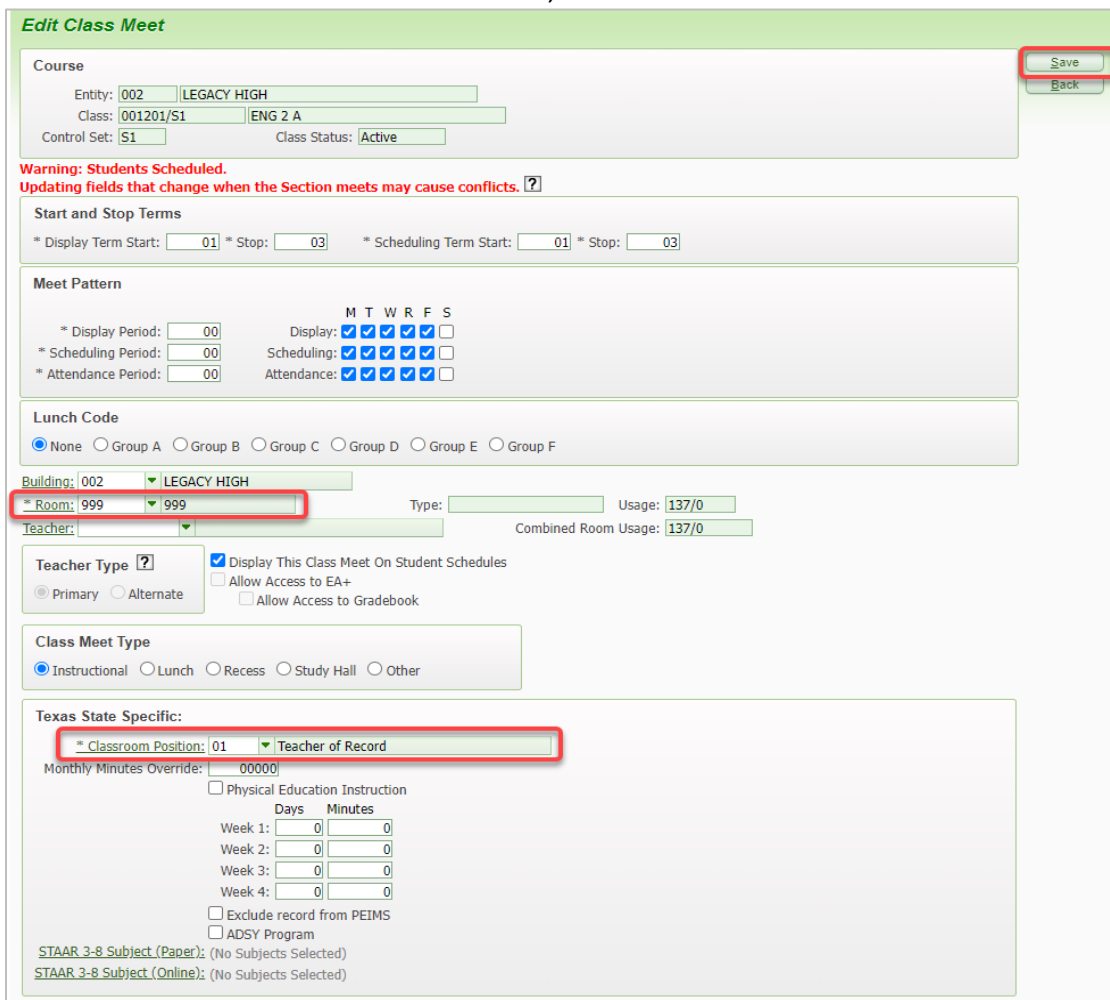
Class Status: Active | Minimum Students: 5 | Attendance Method: Mixed

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

Buttons: Save, **Save and Add Meet**, 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'.



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

* Display Period: 00 | Display: [M][T][W][R][F][S]

* Scheduling Period: 00 | Scheduling: [x][x][x][x][x][x]

* Attendance Period: 00 | Attendance: [x][x][x][x][x][x]

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

Week	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)

Buttons: Save, Back

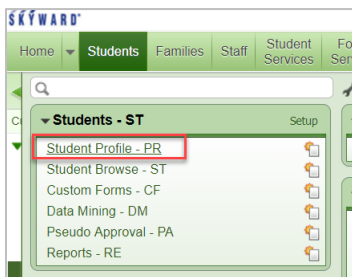
Adding a Section for Non-Traditional Courses Completed After the Last Day of School

Skyward Secondary Grade Reporting Guide

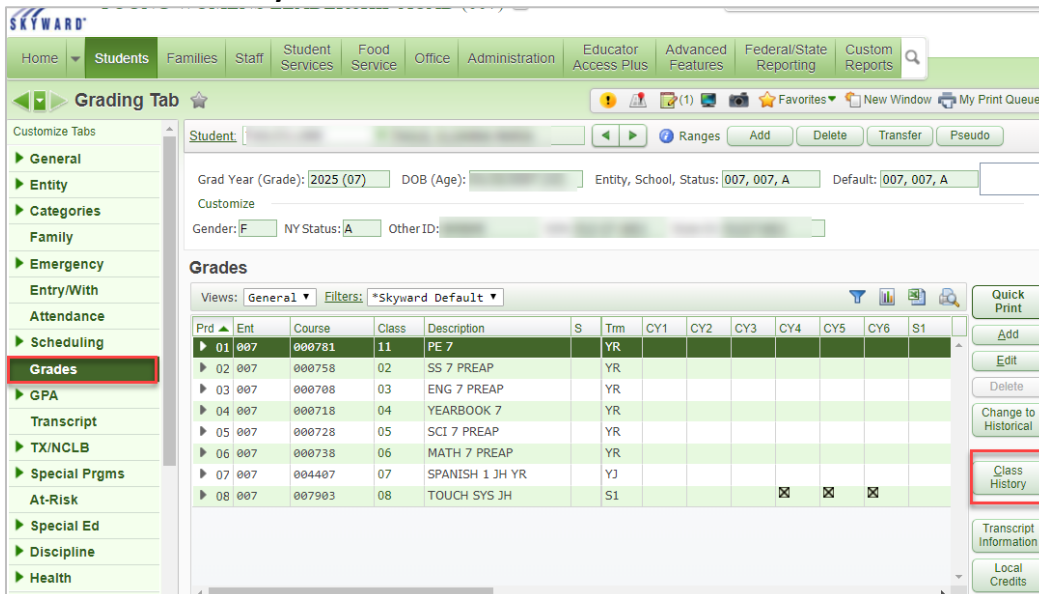
1. Create a **separate** section to be used for course completions after the last day of school. Do NOT use sections that were also used for kids during the regular school year.
2. When creating these sections, expand the "Texas State Specific" area when adding a section and check the box to "Exclude 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.**

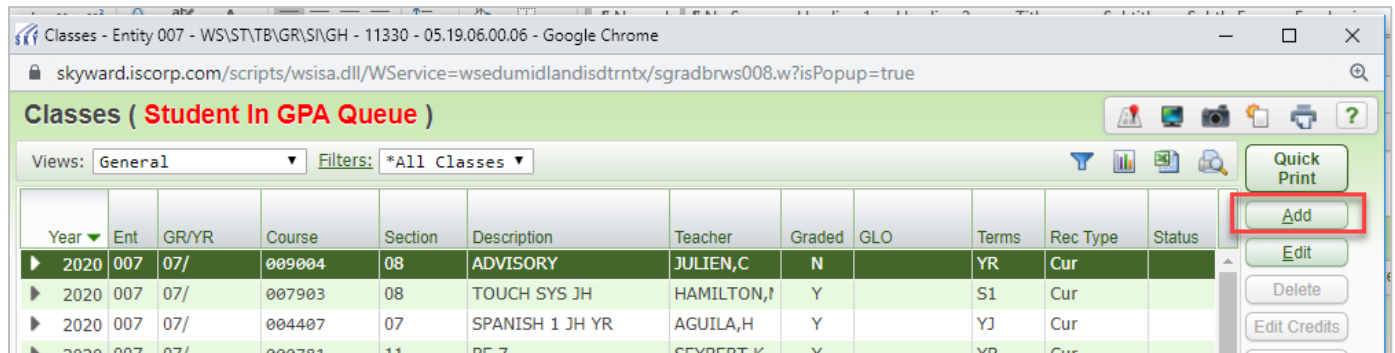


2. Retrieve the student and click the **Grades** tab.
3. Click **Class History**.



4. Click **Add**.

Skyward Secondary Grade Reporting Guide



Classes (Student In GPA Queue)

Views: General Filters: *All Classes

Year	Ent	GR/YR	Course	Section	Description	Teacher	Graded	GLO	Terms	Rec Type	Status
▶ 2020	007	07/	009004	08	ADVISORY	JULIEN,C	N		YR	Cur	
▶ 2020	007	07/	007903	08	TOUCH SYS JH	HAMILTON,I	Y		S1	Cur	
▶ 2020	007	07/	004407	07	SPANISH 1 JH YR	AGUILA,H	Y		YJ	Cur	
▶ 2020	007	07/	000781	11	PE 7	SEYBERT,K	Y		YR	Cur	

Buttons: Quick Print, Add, Edit, Delete, Edit Credits

- In the **Entity** field, leave the default entity. *It should be your campus.*
- Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
- 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.
- Enter the **Course** or select the hyperlink to view all courses.
- Enter the **Section** (1A or 1B).
- 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.**
- Enter the **Start Date** and **End Date**.
- For **Transfer Grd**, select **Not Transfer**, unless the Electronic Based Instruction course was completed outside of MISD.

Student Information

Name:

DOB: Grad Yr/Grd:

Grade Entry Maintenance *Class is Historical

5 Entity: MIDLAND HIGH

6 School Year:

7 2023 Grad Yr/Grd:

8 Course: ART 1

9 Section:

10 * Terms: to YEAR

Start Date: End Date:

11 Transcript GLO: Include GLO in GPA Calculation Do Not Include Class On Report Card/Transcript

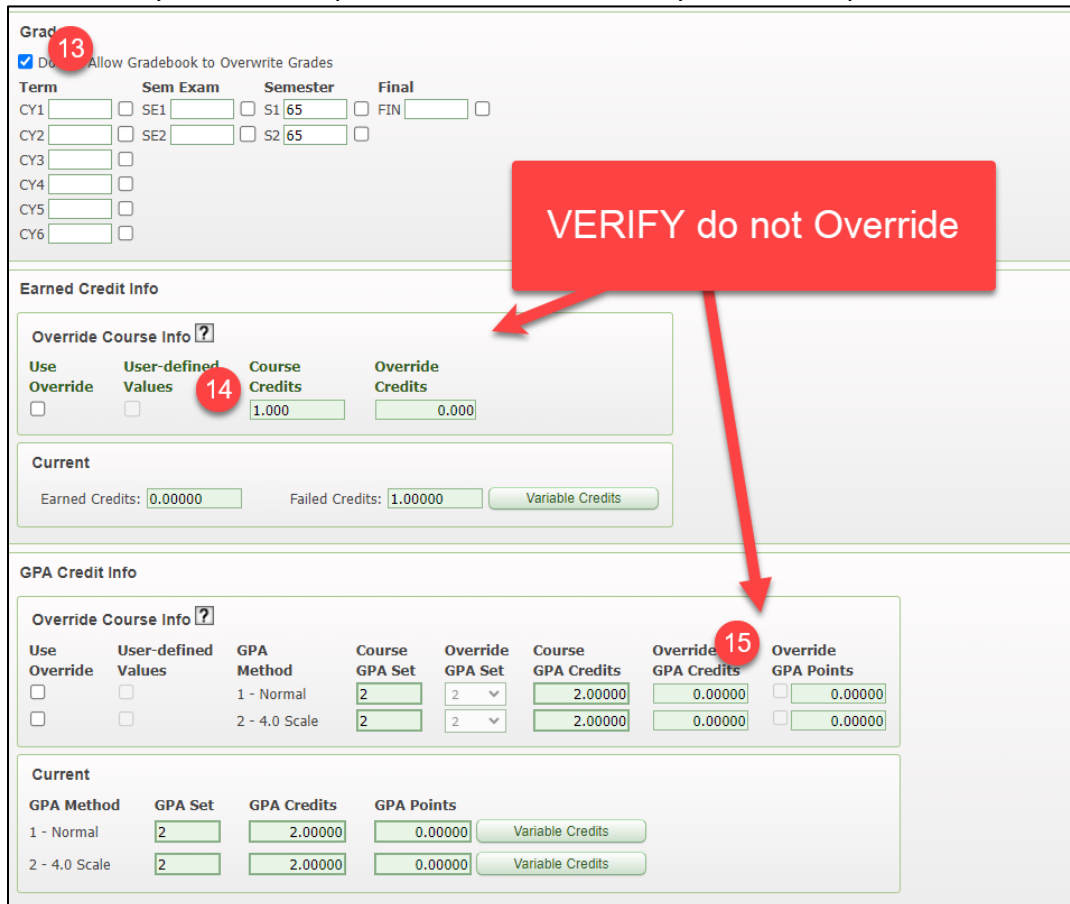
12 Transfer Grd:

Course Info:

- 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.



13 Do not Allow Gradebook to Overwrite Grades

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

Earned Credit Info

Override Course Info [?](#)

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

Current

Earned Credits: Failed 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	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="checkbox"/> <input type="text" value="0.00000"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 - 4.0 Scale	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="checkbox"/> <input type="text" value="0.00000"/>

Current

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

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).

Skyward Secondary Grade Reporting Guide

Override Course Information

Use Override

Transcript Area: 01 LANGUAGE ARTS

Unit Description: ELA GR 7

Course Type: [dropdown]

College Credit Hrs: 0

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

Add

Student Information

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

Grade Entry Maintenance *Class is Historical

* Entity: 007 YOUNG WOMENS LEADERSHIP ACAD

* School Year: 2019 - 20 * 2020 Grad Yr/Grd: 2025 07

* Course: [dropdown] * Section: [dropdown]

* Terms: [text] to [text] Start Date: [calendar] End Date: [calendar]

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

Do Not Include Class On Report Card/Transcript

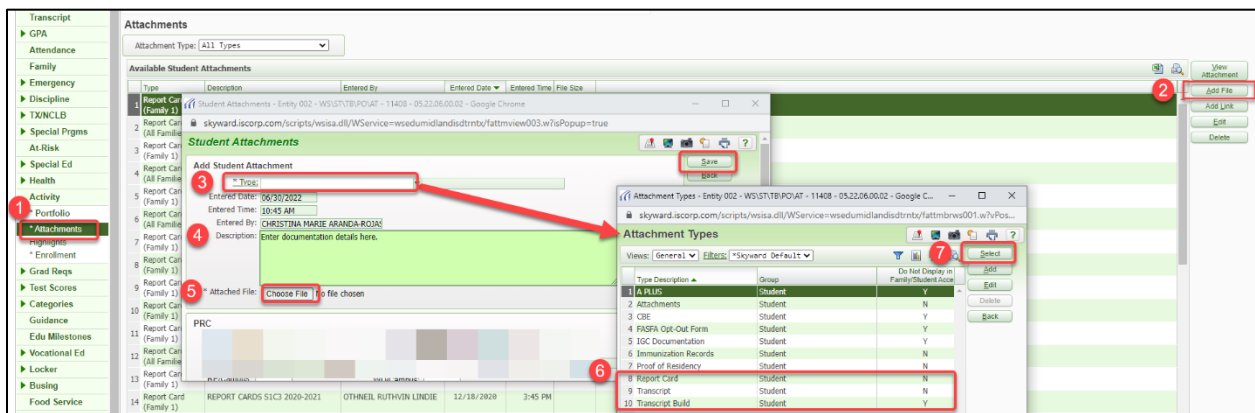
Transfer Grd: Not Transfer

Course Info: [text]

Save
Save & Add Next
Back

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**.



The screenshot shows the 'Attachments' section of the Skyward system. A sidebar on the left has 'Attachments' highlighted with a red circle (1). The main area shows a list of attachments with columns for Type, Description, Entered By, Entered Date, Entered Time, and File Size. A 'Student Attachments' window is open, showing a form to add a new attachment. The form has fields for 'Type' (3), 'Description' (4), and 'Attached File' (5) with a 'Choose File' button. A 'Save' button is also visible. An 'Attachment Types' table is shown in the bottom right, listing various attachment types and their status. A red circle (6) highlights the 'Transcript Build' row. A red circle (7) highlights the 'Select' button in the table. A red circle (2) highlights the 'Add File' button in the top right corner of the attachment list.

Type	Description	Group	Do Not Display in Family/Student Account
1	ARJUP	Student	Y
2	Attachments	Student	N
3	CBE	Student	Y
4	PRSPR 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

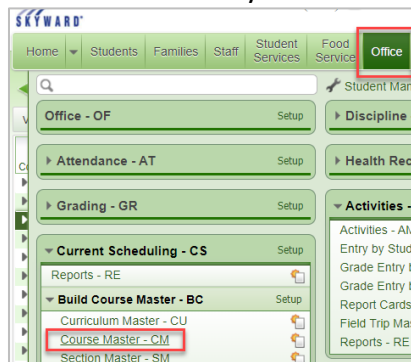
STEP 4: Transcript

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.

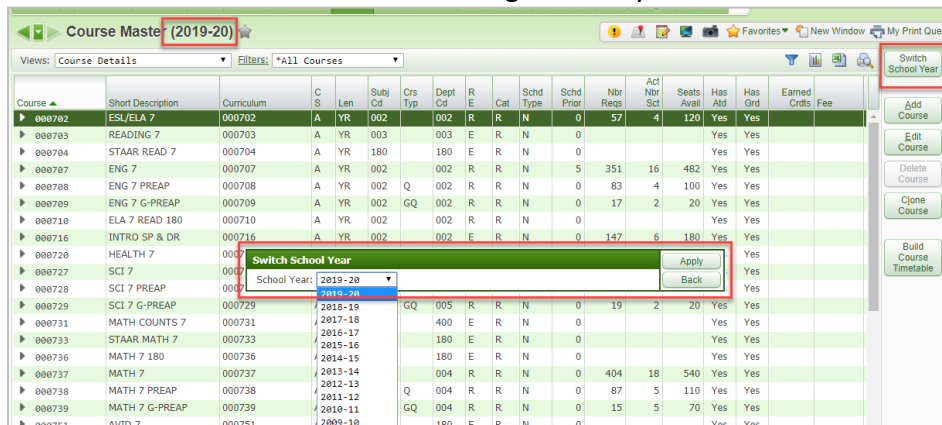
CBE Grades

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	1
▶ 000739	MATH 7 G-PREAP	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

4. Expand Course.

▶ 004407	SPANISH 1 JH YR	004407	A	YRJ	006	J	006	R	R	N
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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 Reqs	Act Nbr Sct
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													
▶ Edit	Delete	Roster	History	Add Meet	2	A - Active	YJ - YEAR J	046 - GODDARD J H				5	30
▶ Edit	Delete	Roster	History	Add Meet	3	A - Active	YJ - YEAR J	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

Status: Active Number of Requests: 349 * Section:

General Properties

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

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

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

Status: Active Number of Requests: 349 * Section:

General Properties

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

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

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

* Display Period: 00 * Scheduling Period: 00 * Attendance Period: 00

M T W R F S

Display:

Scheduling:

Attendance:

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 ? Display This Class Meet On Student Schedules

Primary Alternate 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

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

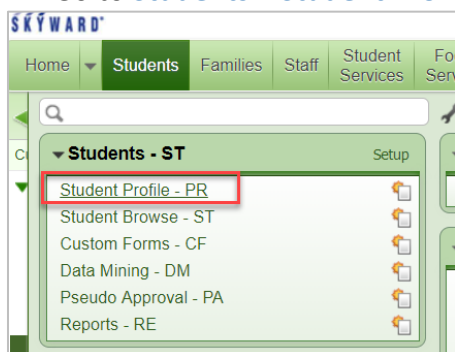
Exclude record from PEIMS ADSY Program

STAAR 3-8 Subject (Paper): (No Subjects Selected)

STAAR 3-8 Subject (Online): (No Subjects Selected)

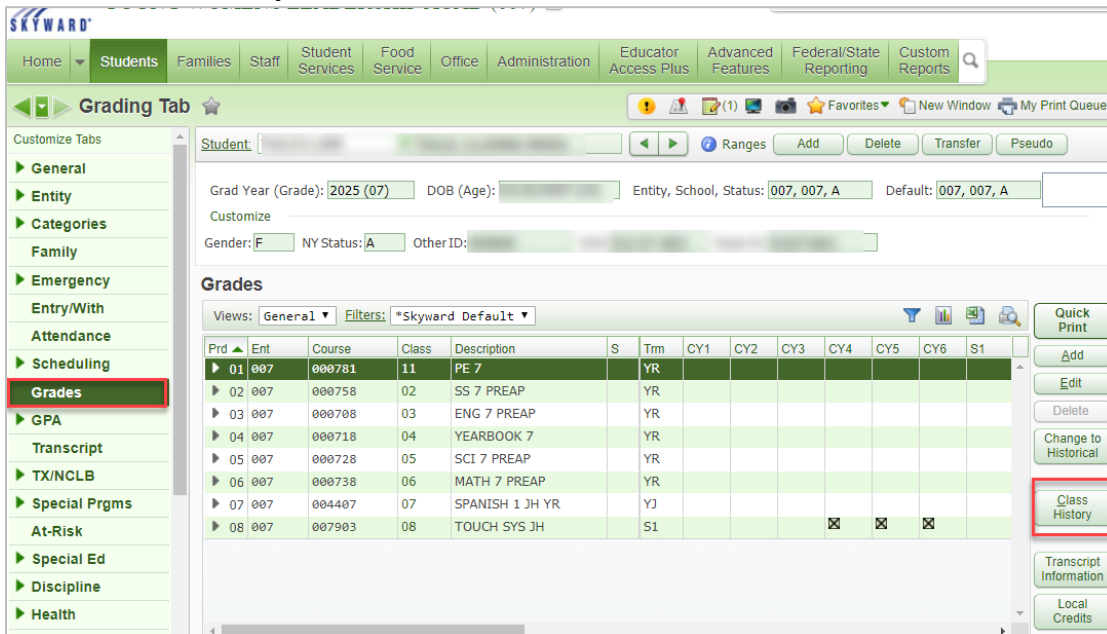
STEP 2: Enter CBE Grades

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



Skyward Secondary Grade Reporting Guide

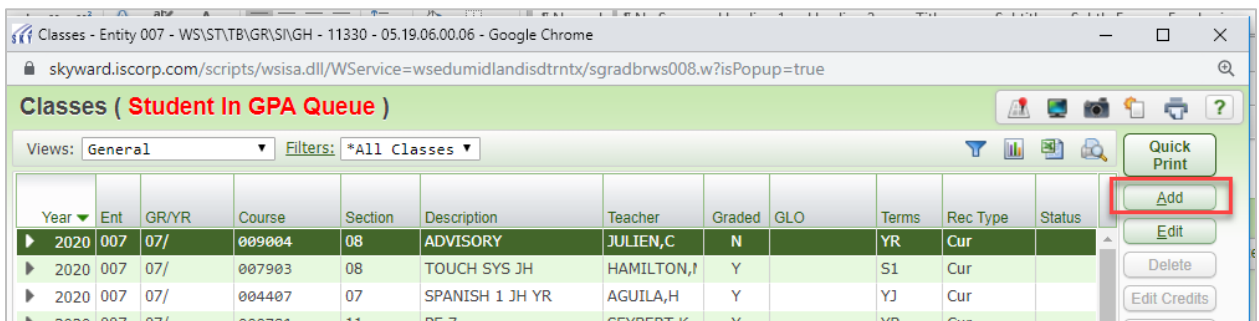
2. Retrieve the student and click the **Grades** tab.
3. Click **Class History**.



The screenshot shows the Skyward Grading Tab interface. The 'Grades' tab is selected in the left-hand navigation menu. The main area displays a table of grades for a student. The 'Class History' button is highlighted with a red box.

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			☒	☒	☒		

4. Click **Add**.



The screenshot shows the Skyward Classes (Student In GPA Queue) interface. The 'Add' button is highlighted with a red box.

Year	Ent	GR/YR	Course	Section	Description	Teacher	Graded	GLO	Terms	Rec Type	Status
▶ 2020	007	07/	009004	08	ADVISORY	JULIEN,C	N		YR	Cur	
▶ 2020	007	07/	007903	08	TOUCH SYS JH	HAMILTON,I	Y		S1	Cur	
▶ 2020	007	07/	004407	07	SPANISH 1 JH YR	AGUILA,H	Y		YJ	Cur	
▶ 2020	007	07/	000781	11	PE 7	SEYBERT,K	Y		YR	Cur	

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:

DOB: Grad Yr/Grd:

Grade Entry Maintenance *Class is Historical

5 Entity:

6 School Year:

8 Course:

10 * Terms: to YEAR

7 2023 Grad Yr/Grd:

9 Section:

11 Transcript GLO: Include GLO in GPA Calculation

Do Not Include Class On Report Card/Transcript

12 Transfer Grd:

Course Info:

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: 1 to 6 YEAR Start Date: _____

Transcript GLO: _____ Include GLO in GPA Calculation ?

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info: _____

13 rades

Do Not Allow Gradebook to Overwrite Grades

14

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

Earned Credit Info

Override Course Info ?

Use Override	Course Credits 15	Override Credits
<input type="checkbox"/>	0.000	0.000

Current

Earned Credits: 0.00000 Failed Credits: 0.00000

GPA Credit Info

Override Course Info ?

Use Override	GPA Method	Course GPA Set	Override GPA Set	Course GPA Credits 16	Override GPA Credits
<input type="checkbox"/>	1 - Weighted	1	1	0.00000	0.00000
<input type="checkbox"/>	2 - 4.0 Scale	1	1	0.00000	0.00000

Current

GPA Method	GPA Set	GPA Credits	GPA Points	
1 - Weighted	1	0.00000	0.00000	<input type="button" value="Variable Credits"/>
2 - 4.0 Scale	1	0.00000	0.00000	<input type="button" value="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).

17 **Override Course Information**

Use Override

18 Transcript Area: 01 LANGUAGE ARTS

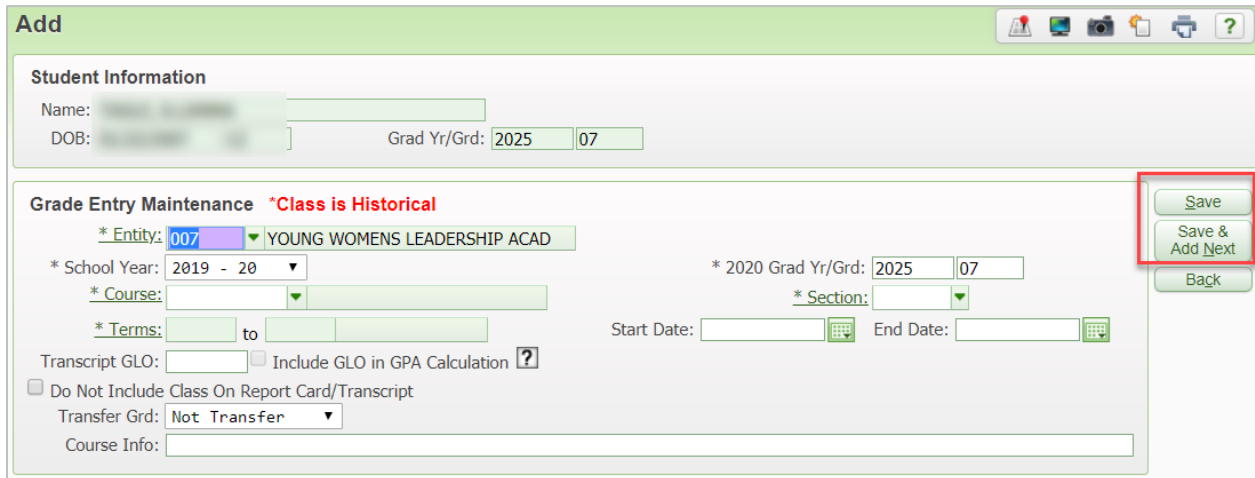
Unit Description: ELA GR 7

19 Course Type: _____

College Credit Hrs: 0

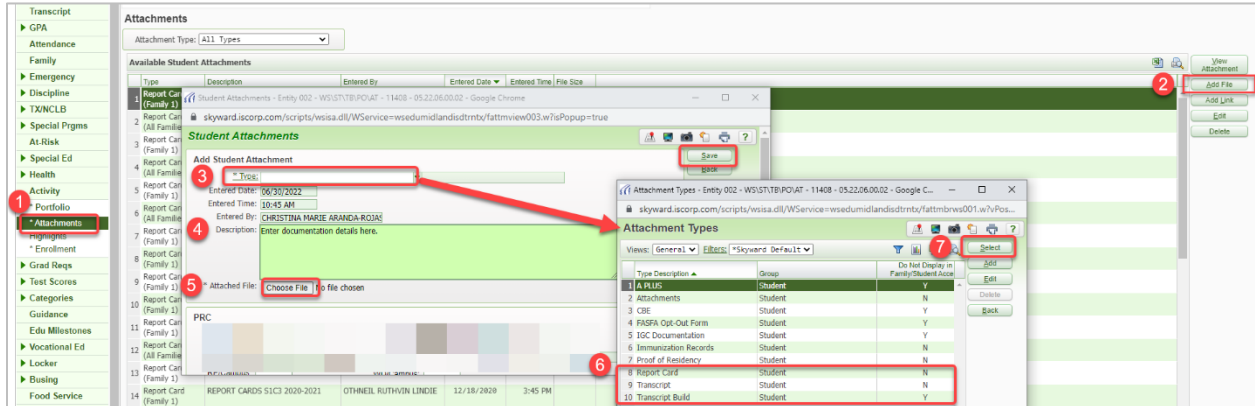
Skyward Secondary Grade Reporting Guide

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



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**.



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.

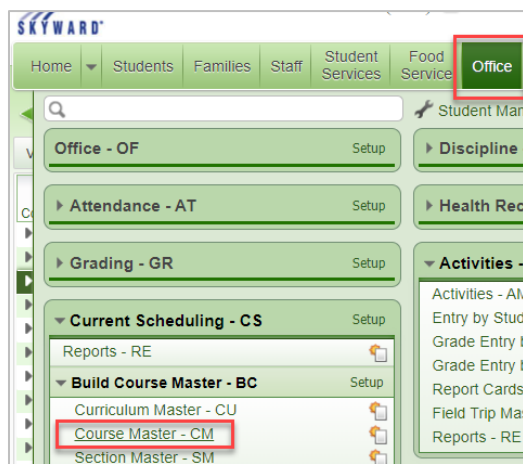
Skyward Secondary Grade Reporting Guide

STEP 1: Add a Section

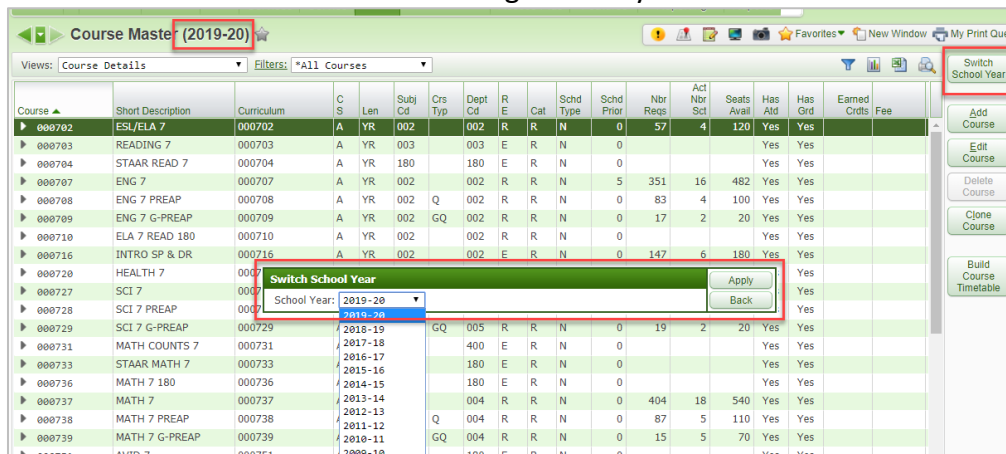
1. Go to **Office>Current Scheduling> Section Master** or **Course Master** if a section does not already exist.

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.



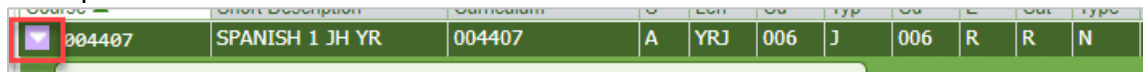
Skyward Secondary Grade Reporting Guide

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.*



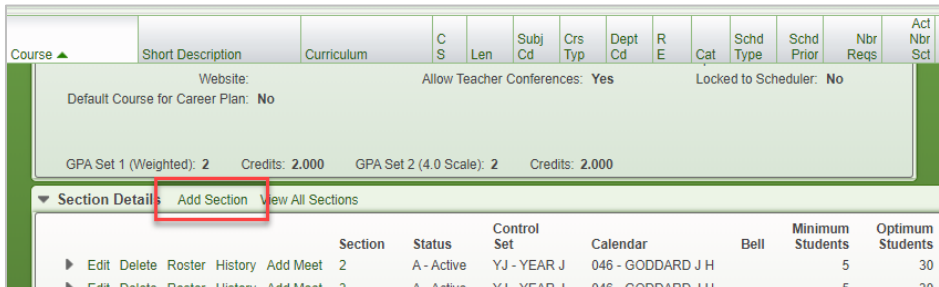
Course	Short Description	Curriculum	C	S	Len	Subj Cd	Crs Typ	Dept Cd	R	E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct
000733	STAAR MATH 7	000733	A	YR	180			180	E	R	N			0	
000736	MATH 7 180	000736	A	YR	180			180	E	R	N			0	
000737	MATH 7	000737	A	YR	004			004	R	R	N			0	404 18 5
000738	MATH 7 PREAP	000738	A	YR	004	Q		004	R	R	N			0	87 5 1
000739	MATH 7 G-PREAP	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

4. Expand Course.



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
004407	SPANISH 1 JH YR	004407	A	YR	J			006	J					006	R R N

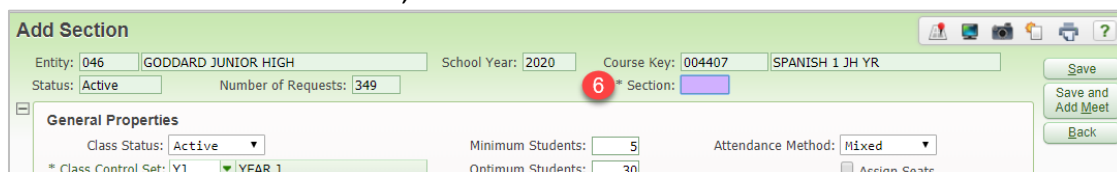
5. Under **Section Details**, click **Add Section**. *Note: If section does exist, click **Edit** and review to confirm **Texas State Specific** fields are correct and update as needed.*



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

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	YJ - YEAR J	046 - GODDARD J H		5	30

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



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 Assian Seats

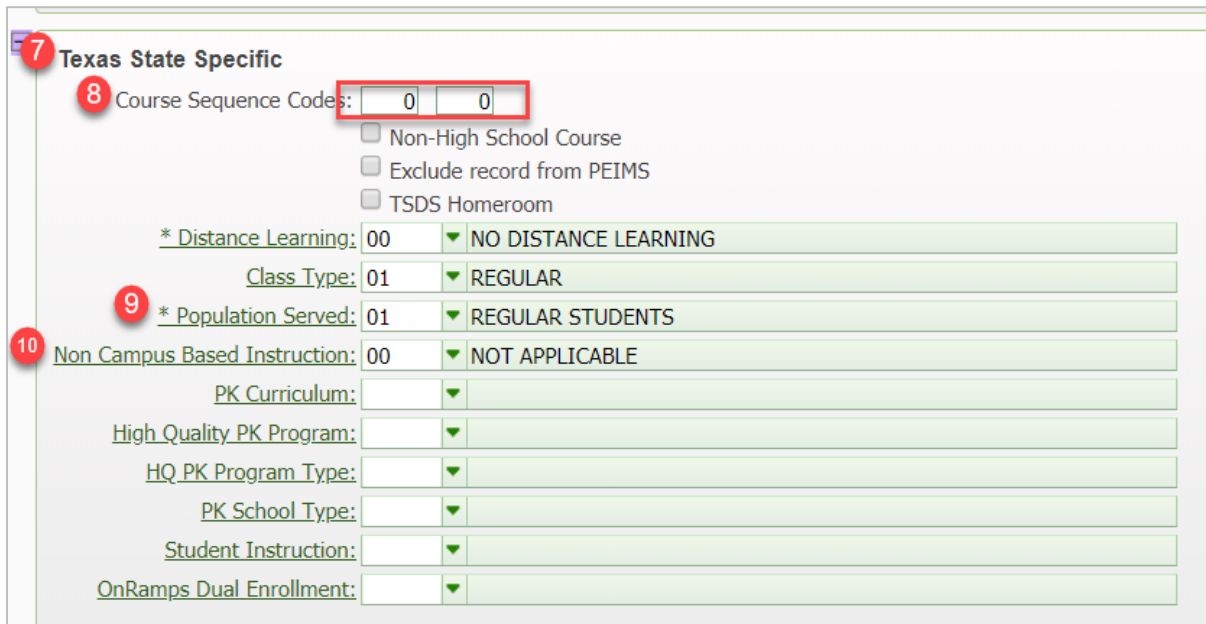
7. Expand the **Texas State Specific** section.
8. Update the **Course Sequence Codes** as follows:

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

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: 00

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:

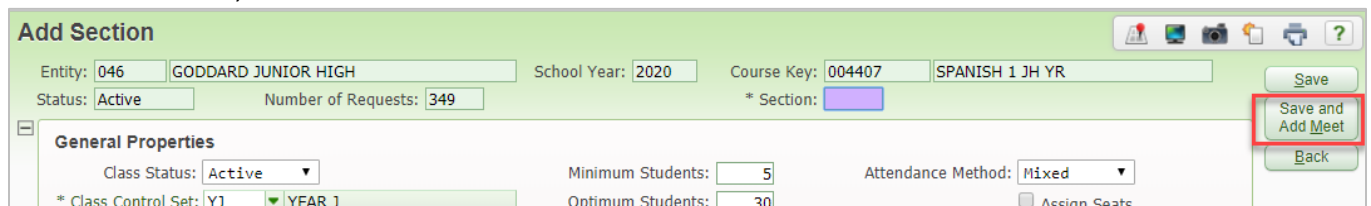
HQ PK Program Type:

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 and Add Meet

General Properties

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

* Class Control Set: YJ YEAR J Optimum Students: 30 Assign 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 Display: M T W R F S

* Scheduling Period: 00 Scheduling: M T W R F S

* Attendance Period: 00 Attendance: M T W R F S

Lunch Code

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

Building: 003 MIDLAND HIGH

* Room: 999 999 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

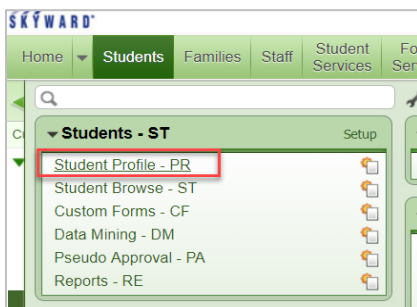
Skyward Secondary Grade Reporting Guide

STEP 2: Enter TCB Grades

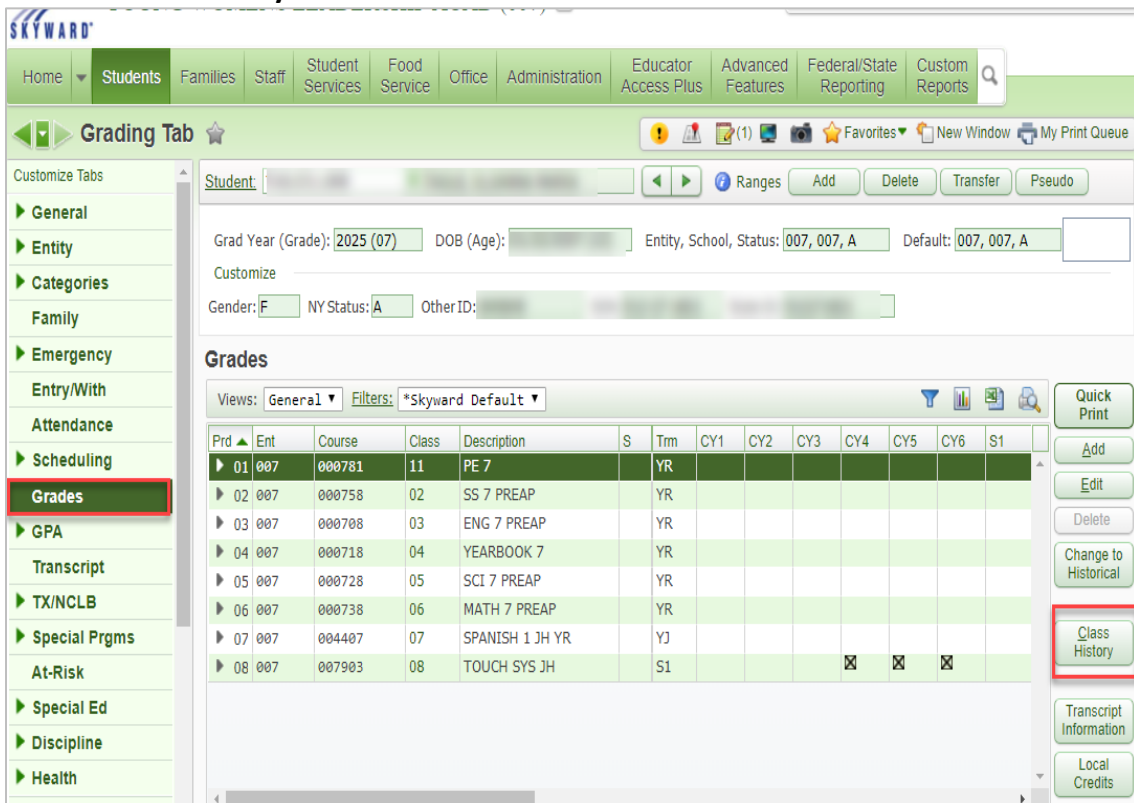
Who Enters Grades?	
Electronic Instruction Course	Data Clerk/Registrar
In – Person Instruction Course	Teacher

Office Instruction for Enter Grades:

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

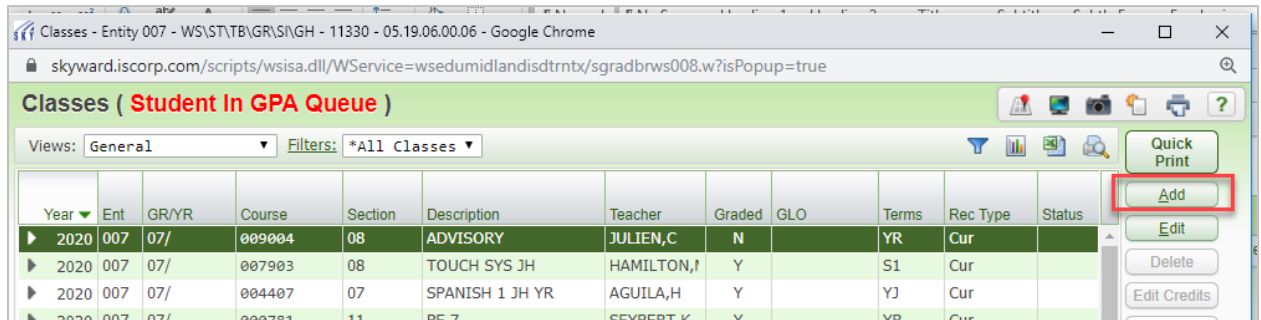


2. Retrieve the student and click the **Grades** tab.
3. Click **Class History**.



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.

Student Information

Name:

DOB:

Grade Entry Maintenance *Class is Historical

5 * Entity: 003 MIDLAND HIGH

6 School Year: 2022 - 23

7 2023 Grad Yr/Grd: 2024 11

8 * Course: NEL500 CPELA

9 * Section: TCB

10 * Terms: 1 to 6 YEAR

11 Start Date: 05/02/2023 End Date: 05/02/2023

Transcript GLO: Include GLO in GPA Calculation ?

Do Not Include Class On Report Card/Transcript

12 Transfer Grd: Not Transfer

Course Info:

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.

Gradebook

Do Not Allow Gradebook to Overwrite Grades 13

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

Earned Credit Info

Override Course Info 14

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

Current

Earned Credits: Failed Credits:

GPA Credit Info

Override Course Info 15

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	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="checkbox"/> <input type="text" value="0.00000"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 - 4.0 Scale	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="checkbox"/> <input type="text" value="0.00000"/>

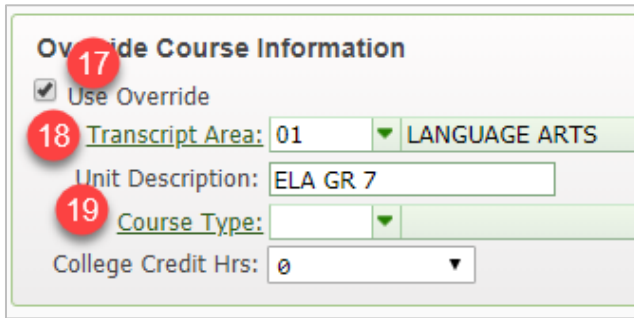
Current

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"/>	<input type="button" value="Variable Credits"/>
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"/>

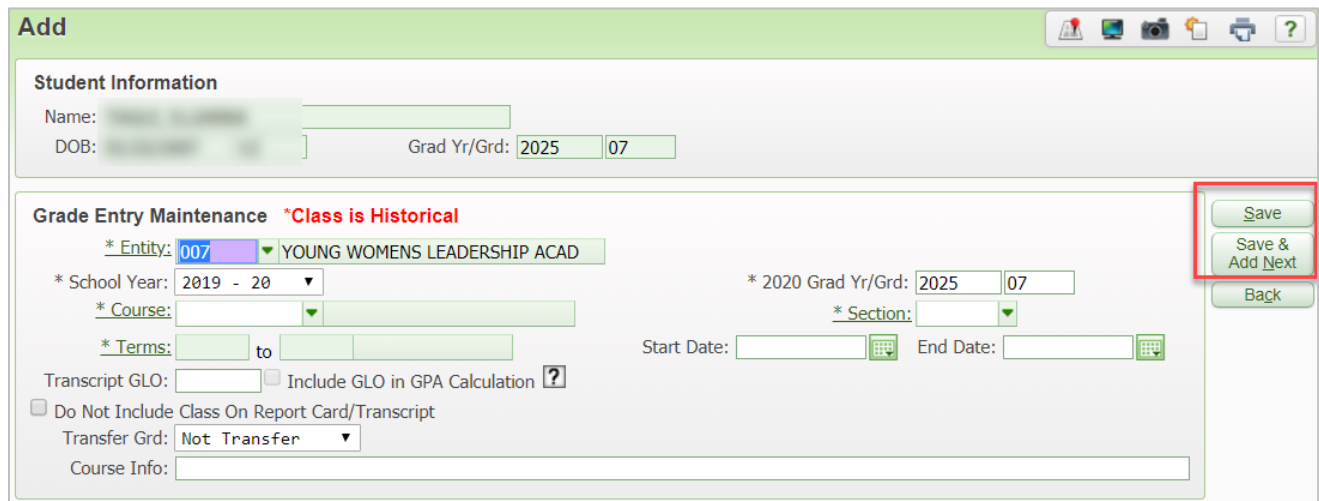
VERIFY do not Override

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).



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

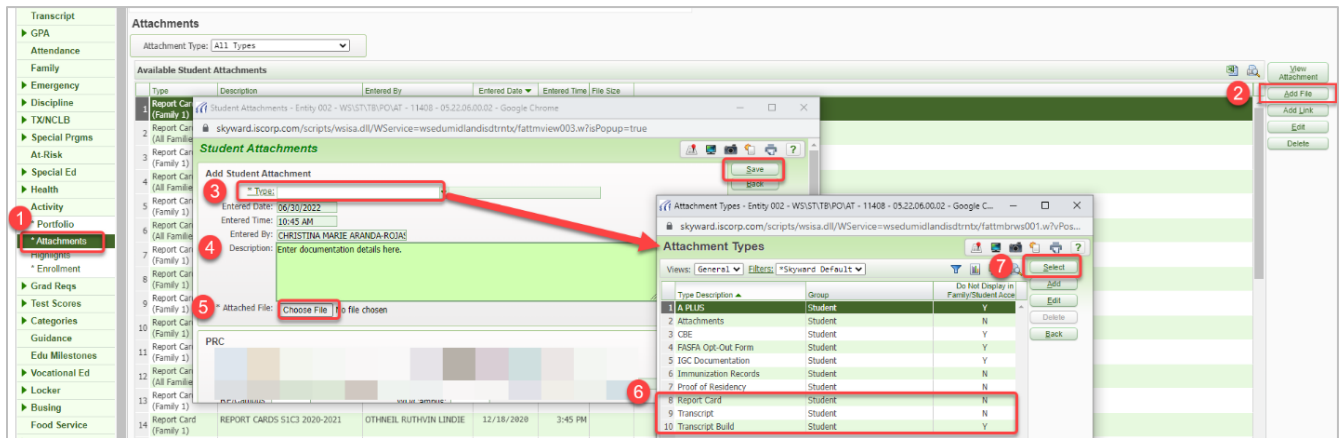


Teachers will post grades as the normally do for these courses.

STEP 3: Grade Documentation

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

Skyward Secondary Grade Reporting Guide



STEP 4: Transcript

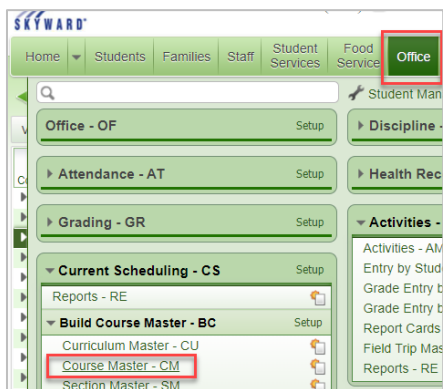
Once all steps are complete, print the student’s transcript and give to the campus counselor to review. Refer to the ‘Transcripts’ section for steps on how to print a transcript.

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.

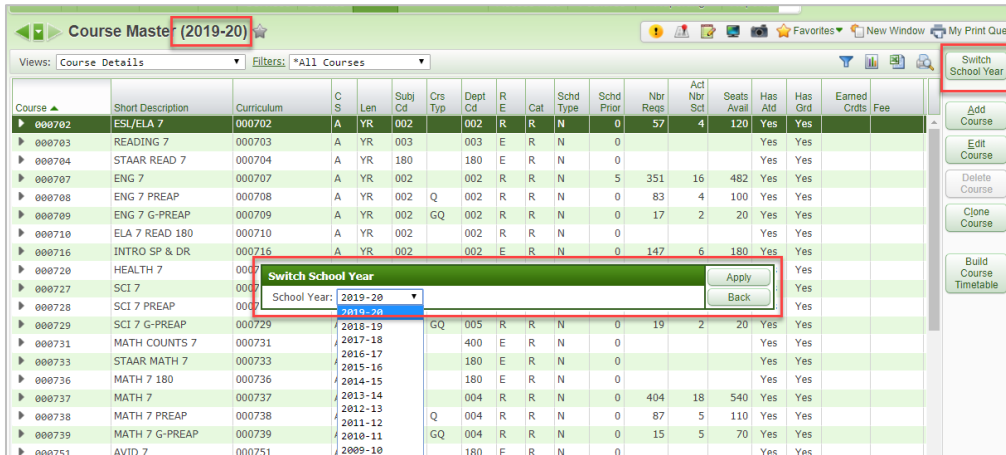
Important: Refer to the ‘Transcript Build Form’ provided by your counselor throughout this process.

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.



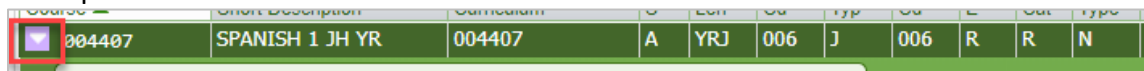
The screenshot shows the 'Course Master' interface for the 2019-20 school year. A 'Switch School Year' dialog box is open, allowing the user to select a different school year from a dropdown menu. The dialog has 'Apply' and 'Back' buttons.

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.*



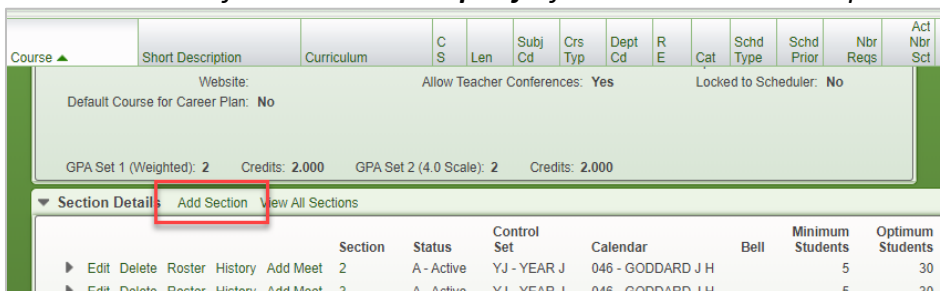
The screenshot shows search results for course numbers. A search input field at the bottom right contains the text 'Course: 004400' and is highlighted with a red box.

4. Expand Course.



The screenshot shows a single course entry: '004407 SPANISH 1 JH YR'. The course number '004407' is highlighted with a red box.

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.*

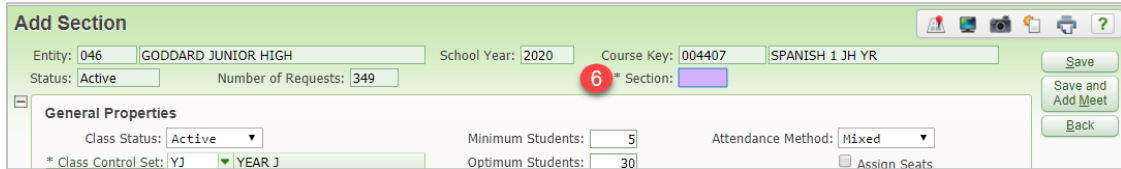


The screenshot shows the 'Section Details' for course 004407. An 'Add Section' button is highlighted with a red box. Below it, a table lists existing sections:

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	YJ - YEAR J	046 - GODDARD J H		5	30

Skyward Secondary Grade Reporting Guide

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



The screenshot shows the 'Add Section' form with the following fields: Entity: 046 GODDARD JUNIOR HIGH, School Year: 2020, Course Key: 004407 SPANISH 1 JH YR, Status: Active, Number of Requests: 349, and Section: (highlighted with a red circle and the number 6). The 'General Properties' section includes Class Status: Active, Minimum Students: 5, Attendance Method: Mixed, and * Class Control Set: YJ YEAR J. There are buttons for Save, Save and Add Meet, and Back.

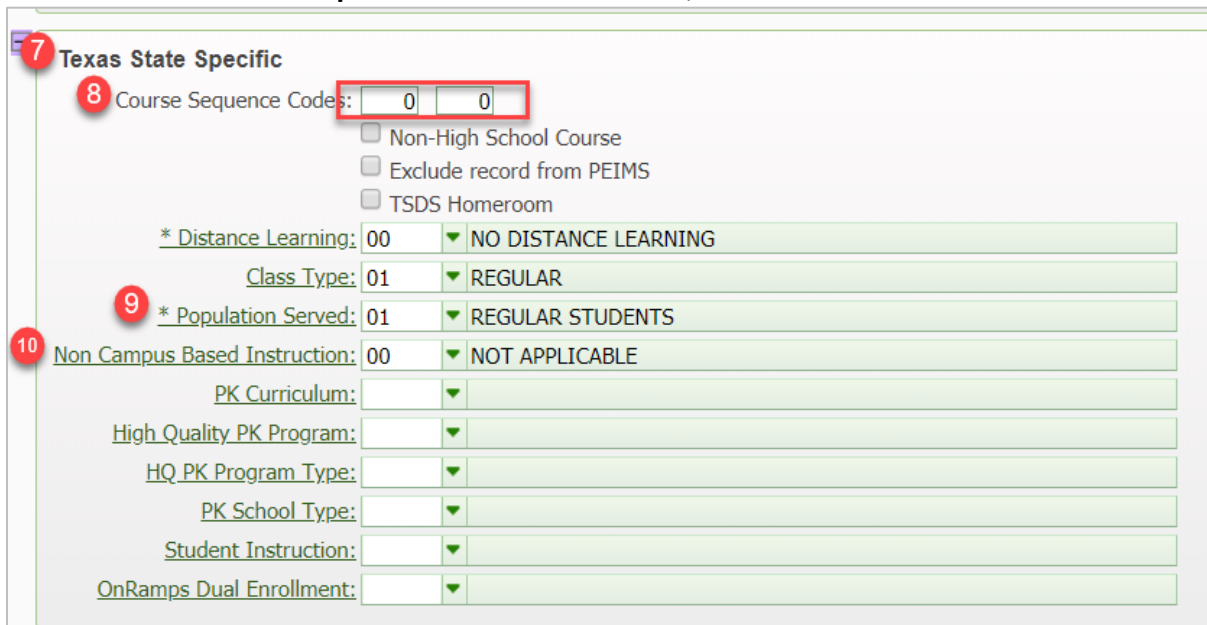
7. Expand the **Texas State Specific** section.

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

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

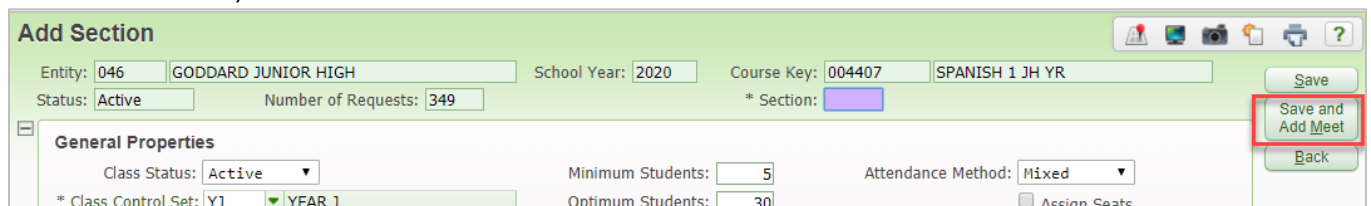
9. Update **Population Served** accordingly.

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



The screenshot shows the 'Texas State Specific' section of the 'Add Section' form. Fields include: Course Sequence Codes: 0 0 (highlighted with a red box and the number 8), Non-High School Course (checkbox), Exclude record from PEIMS (checkbox), TSDS Homeroom (checkbox), * Distance Learning: 00 NO DISTANCE LEARNING, Class Type: 01 REGULAR, * Population Served: 01 REGULAR STUDENTS (highlighted with a red circle and the number 9), Non Campus Based Instruction: 00 NOT APPLICABLE (highlighted with a red circle and the number 10), PK Curriculum, High Quality PK Program, HQ PK Program Type, PK School Type, Student Instruction, and OnRamps Dual Enrollment. A red circle with the number 7 is next to the 'Texas State Specific' section header.

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

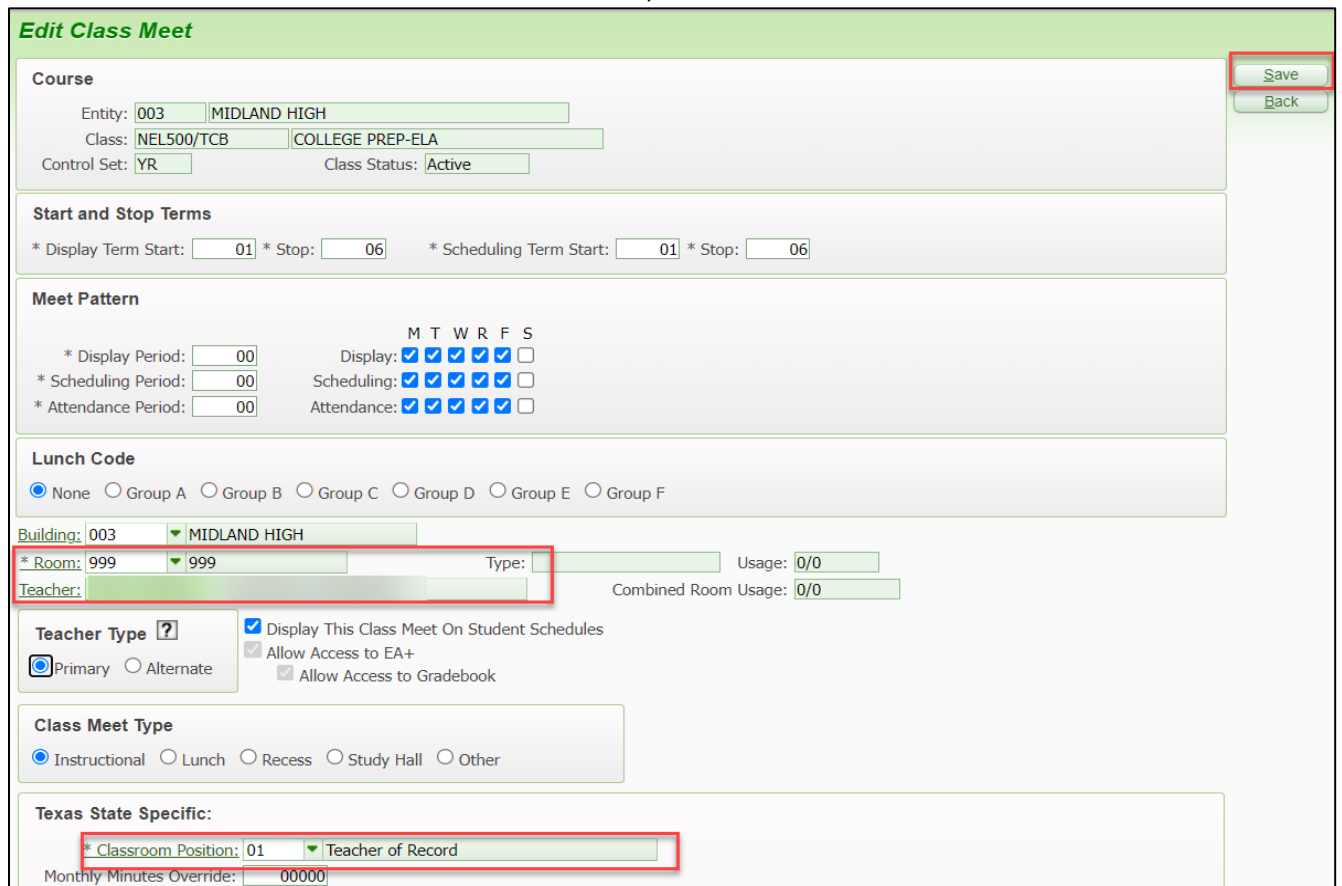


The screenshot shows the 'Add Section' form with the 'Save and Add Meet' button highlighted by a red box. The form fields are the same as in the previous screenshot.

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

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 Display: [x] [x] [x] [x] [x] []
 * Scheduling Period: 00 Scheduling: [x] [x] [x] [x] [x] []
 * Attendance Period: 00 Attendance: [x] [x] [x] [x] [x] []

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

Building: 003 MIDLAND HIGH
 * Room: 999 999 Type: Usage: 0/0
 Teacher: Combined Room Usage: 0/0

Teacher Type Display This Class Meet On Student Schedules
 Primary Alternate Allow Access to EA+
 Allow Access to Gradebook

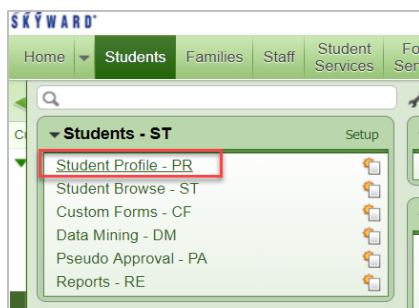
Class Meet Type
 Instructional Lunch Recess Study Hall Other

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

Save Back

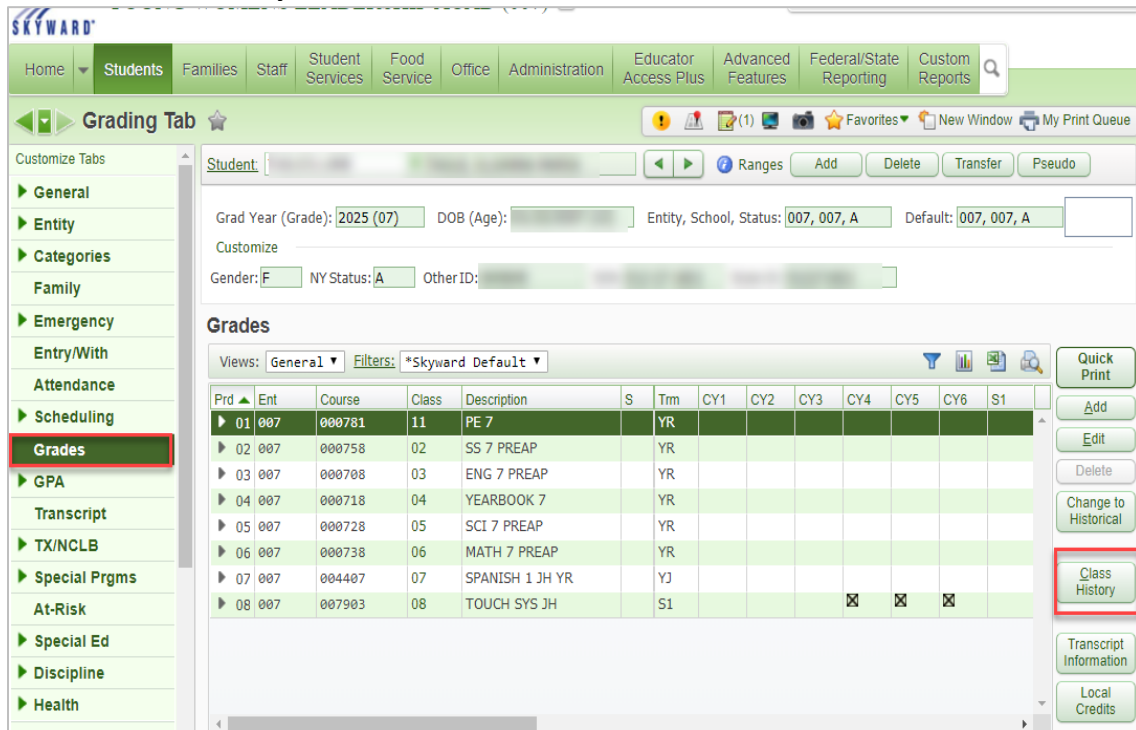
STEP 2: Enter CTE DUAL Grades

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



Skyward Secondary Grade Reporting Guide

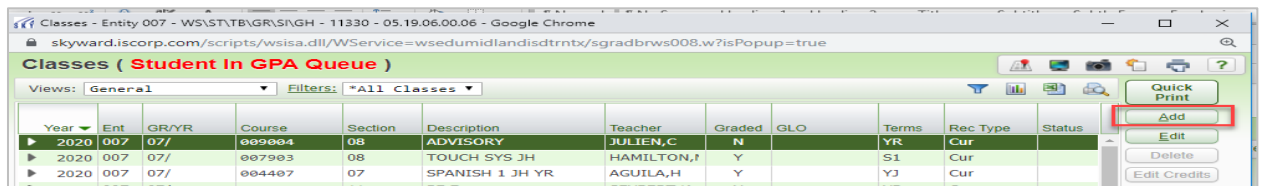
2. Retrieve the student and click the **Grades** tab.
3. Click **Class History**.



The screenshot shows the Skyward Grading Tab interface. The 'Grades' tab is selected in the left-hand menu. The main area displays a table of grades for a student. The 'Class History' button is highlighted with a red box.

Prd	Ent	Course	Class	Description	S	Tm	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				☒	☒	☒	

4. Click **Add**.



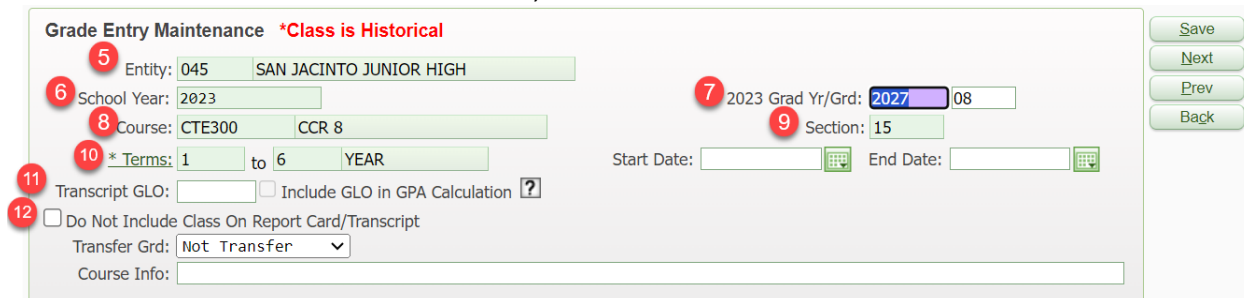
The screenshot shows the Skyward Classes (Student In GPA Queue) interface. The 'Add' button is highlighted with a red box.

Year	Ent	GR/YR	Course	Section	Description	Teacher	Graded	GLO	Terms	Rec Type	Status
2020	007	077	000704	08	ADVISORY	PULLEN, C	N		YR	Cur	
2020	007	077	007903	08	TOUCH SYS JH	HAMILTON, J	Y		S1	Cur	
2020	007	077	004407	07	SPANISH 1 JH YR	AGUILA, H	Y		YJ	Cur	
2020	007	077	000781	11	PE 7	SEVRETT, K	Y		YR	Cur	

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

6 School Year: 2023

7 2023 Grad Yr/Grd: 2027 08

8 Course: CTE300 CCR 8

9 Section: 15

10 * Terms: 1 to 6 YEAR

11 Transcript GLO: Include GLO in GPA Calculation ?

12 Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info:

Start Date: End Date:

Save Next Prev 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

Gradebook 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

Earned Credit Info

Override Course Info 14

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

Current

Earned Credits: Failed Credits:

GPA Credit Info

Override Course Info 15

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	<input type="text" value="2"/>	2	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="checkbox"/> <input type="text" value="0.00000"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 - 4.0 Scale	<input type="text" value="2"/>	2	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	<input type="checkbox"/> <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"/> <input type="button" value="Variable Credits"/>
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"/>

VERIFY do not Override

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

Use Override 17

18 Transcript Area: LANGUAGE ARTS

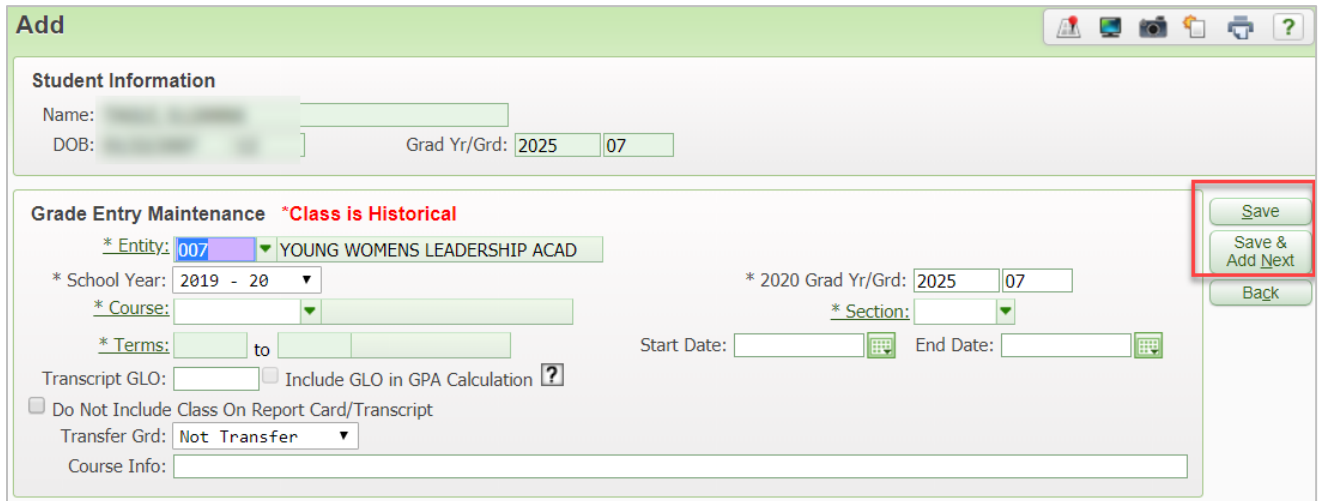
Unit Description:

19 Course Type:

College Credit Hrs:

Skyward Secondary Grade Reporting Guide

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



Add

Student Information
 Name: _____
 DOB: _____ Grad Yr/Grd: 2025 07

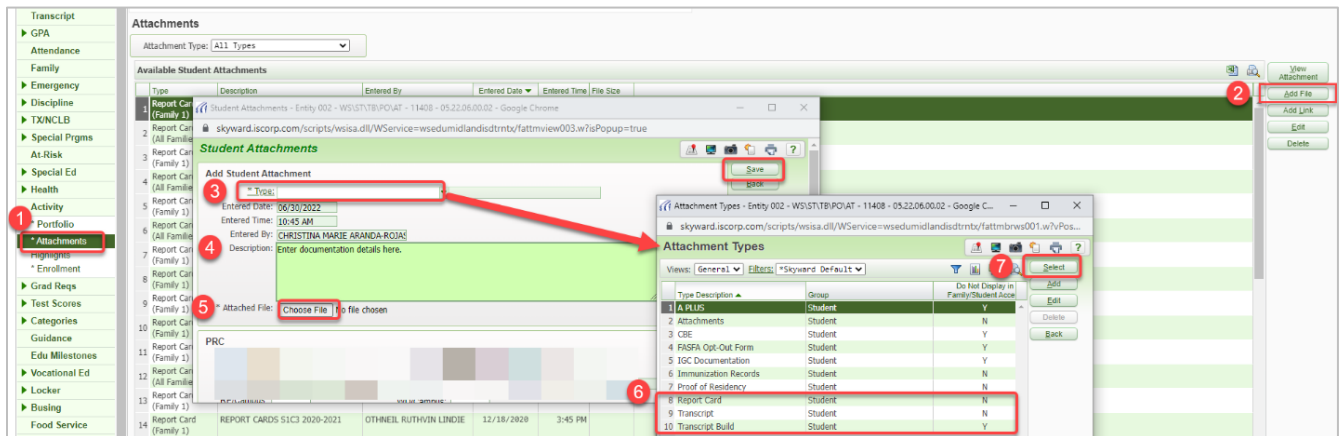
Grade Entry Maintenance *Class is Historical
 * Entity: 007 YOUNG WOMENS LEADERSHIP ACAD
 * School Year: 2019 - 20 * 2020 Grad Yr/Grd: 2025 07
 * Course: _____ * Section: _____
 * Terms: _____ to _____ Start Date: _____ End Date: _____
 Transcript GLO: Include GLO in GPA Calculation ?
 Do Not Include Class On Report Card/Transcript
 Transfer Grd: Not Transfer
 Course Info: _____

Buttons: Save, Save & Add Next, Back

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**.



Attachments

Attachment Type: All Types

Type	Description	Entered By	Entered Date	Entered Time	File Size
1	Report Card (Family 1)	Student Attachments - Entity 002 - WS1ST/IB/PO/AT - 11408 - 05.22.06.00.02 - Google Chrome			
2	Report Card (All Families)	skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsedumlandisdtrmb/fattmbrws003.w?isPopup=true			
3	Report Card (Family 1)				
4	Report Card (All Families)				
5	Report Card (Family 1)				
6	Report Card (All Families)				
7	Report Card (Family 1)				
8	Report Card (All Families)				
9	Report Card (Family 1)				
10	Report Card (All Families)				
11	Report Card (Family 1)				
12	Report Card (All Families)				
13	Report Card (Family 1)				
14	Report Card (All Families)				

Add Student Attachment

Title: _____
 Entered Date: 06/30/2022
 Entered Time: 10:45 AM
 Entered By: CHRISTINA MARIE ARANDA-ROJAS
 Description: Enter documentation details here.
 Attached File: Choose File

Attachment Types

Type	Description	Group	Do Not Display in Family/Student Acc
1	A PLUS	Student	Y
2	Attachments	Student	N
3	CSE	Student	Y
4	FISFA 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

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.

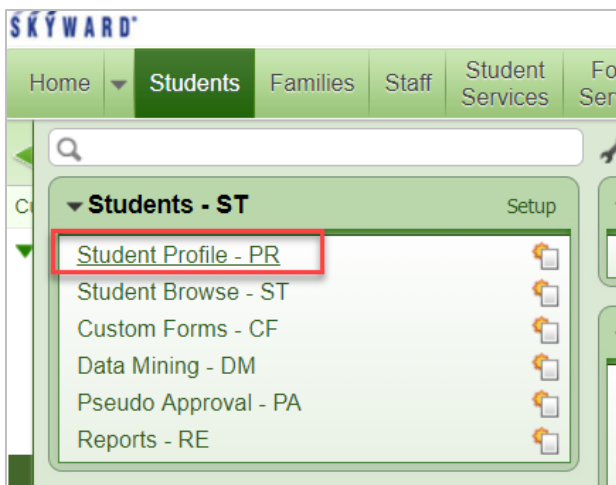
Skyward Secondary Grade Reporting Guide

Other Grademarks

Awarding Credit at End of Course

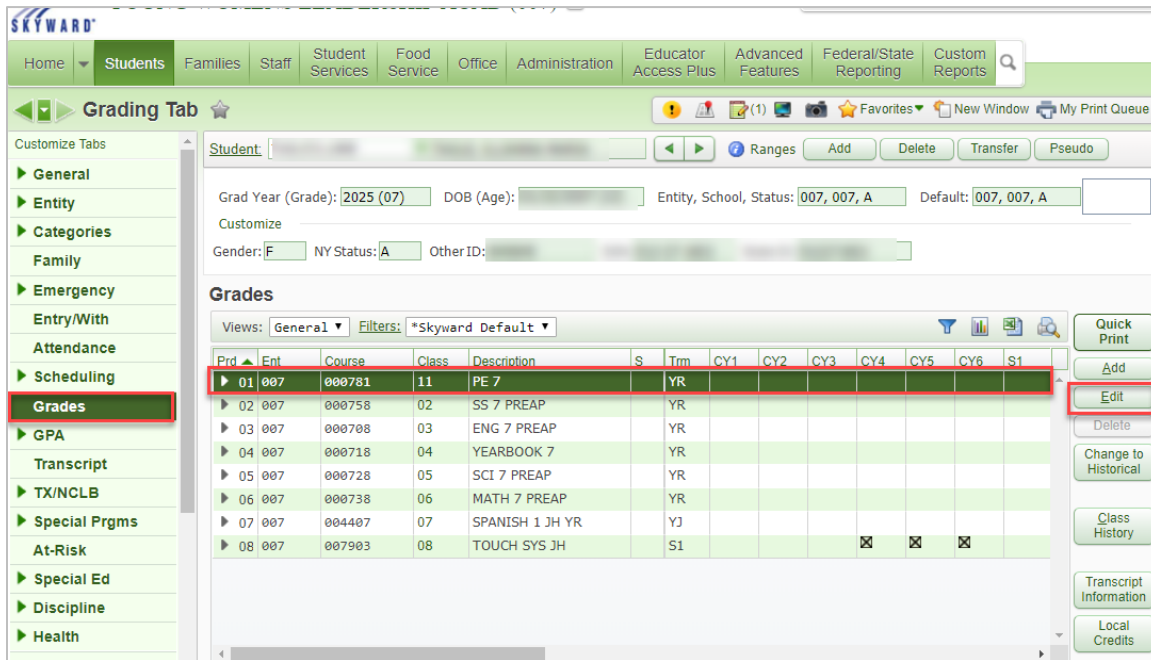
For year-long courses that offer only 0.5 credit at end of the course, use the ^ symbol (shift 6) for those students that should receive the 0.5 credit at the end of the school year so that the system will not give the 0.25 credit for that semester.

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



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

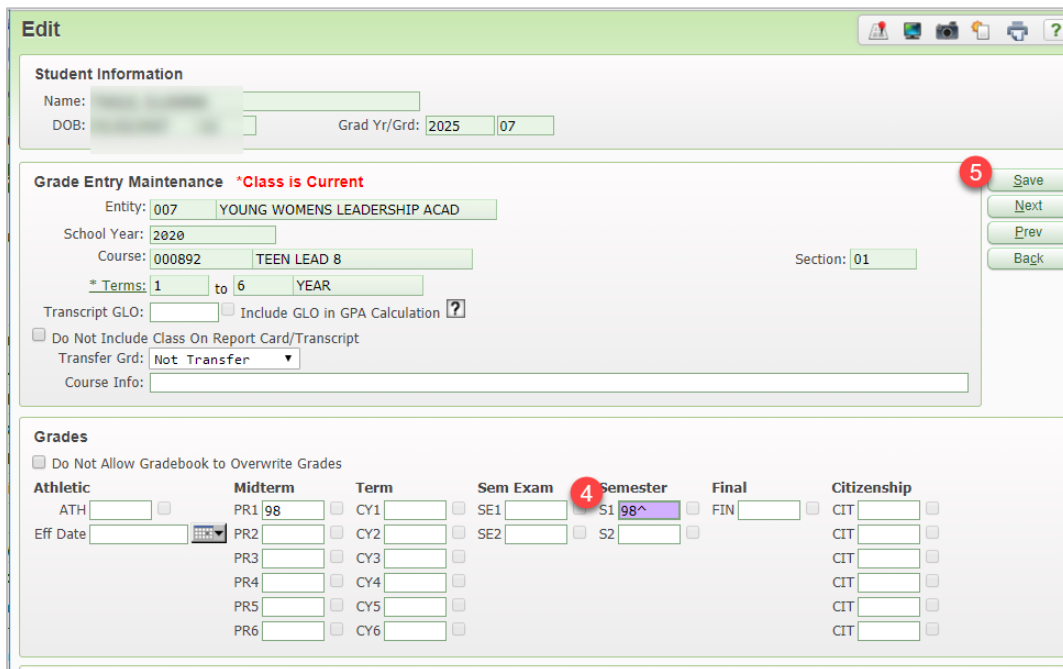
Skyward Secondary Grade Reporting Guide



The screenshot shows the Skyward Grading Tab interface. On the left is a navigation menu with 'Grades' highlighted. The main area displays a table of grades for a student. The table has columns for Prd, Ent, Course, Class, Description, S, Trm, and CY1 through CY6, S1. The first row is highlighted in red, and the 'Edit' button next to it is also highlighted in red.

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				☒	☒	☒	

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



The screenshot shows the 'Edit' form for grade entry maintenance. It includes fields for Student Information, Grade Entry Maintenance, and Grades. A red circle with the number '4' highlights the 'Semester' field in the 'Grades' section, which contains '98^'. Another red circle with the number '5' highlights the 'Save' button.

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 Section: 01
 * 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

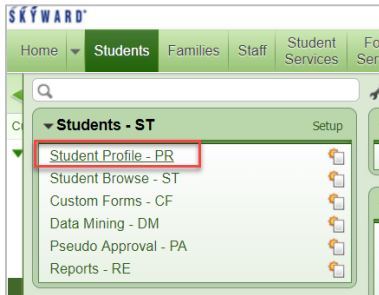
Athletic	Midterm	Term	Sem Exam	Semester	Final	Citizenship
ATH []	PR1 98 []	CY1 []	SE1 []	S1 98^ []	FIN []	CIT []
Eff Date []	PR2 []	CY2 []	SE2 []	S2 []		CIT []
	PR3 []	CY3 []				CIT []
	PR4 []	CY4 []				CIT []
	PR5 []	CY5 []				CIT []
	PR6 []	CY6 []				CIT []

Awarding Credits Earned Prior to 7th Grade

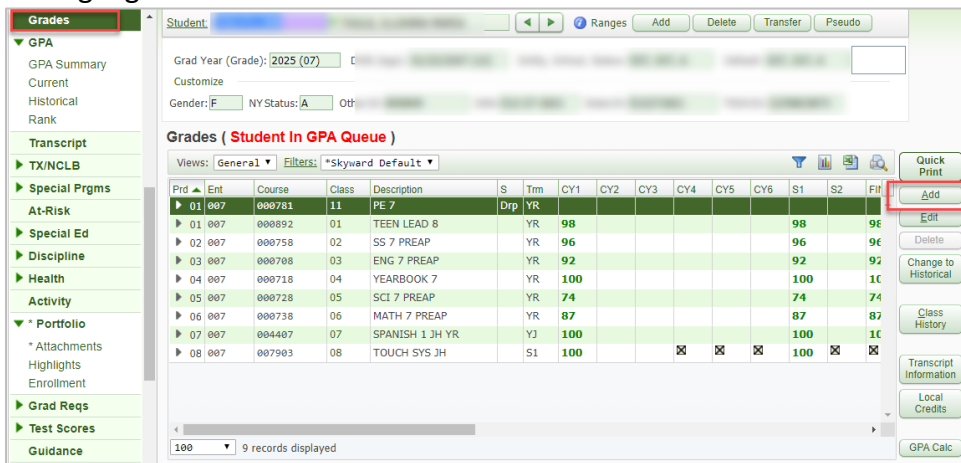
Skyward Secondary Grade Reporting Guide

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.**

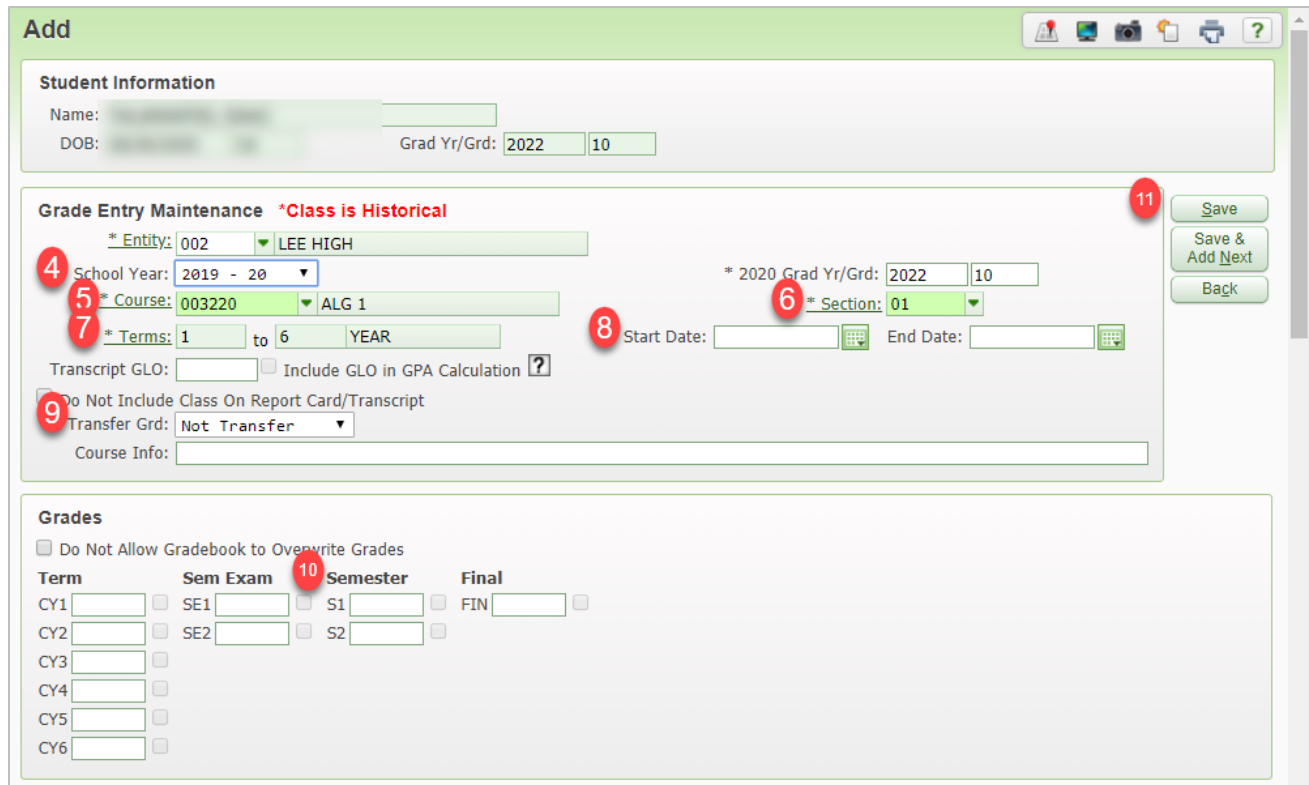


2. Retrieve the student and click the **Grades** tab.
3. Highlight the class and click **Add**.



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:

DOB: Grad Yr/Grd: 2022 | 10

Grade Entry Maintenance *Class is Historical

* Entity: 002 | LEE HIGH

4 School Year: 2019 - 20

* 2020 Grad Yr/Grd: 2022 | 10

5 * Course: 003220 | ALG 1

6 * Section: 01

7 * Terms: 1 to 6 YEAR

8 Start Date: End Date:

Transcript GLO: Include GLO in GPA Calculation ?

9 Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info:

11

Grades

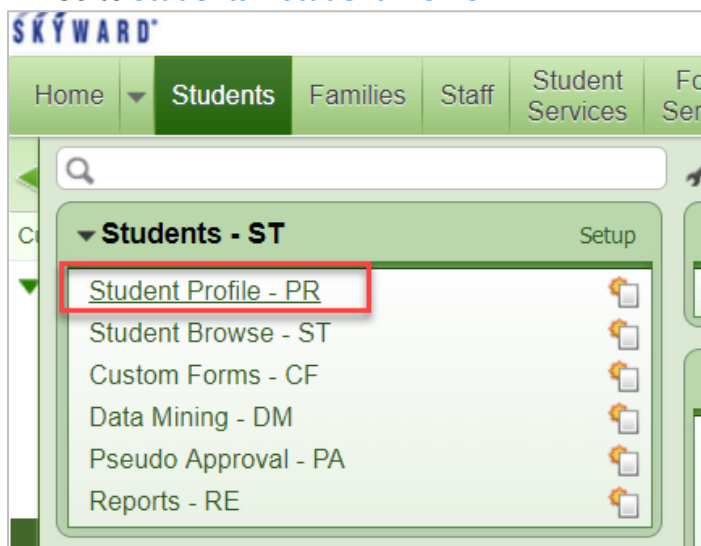
Do Not Allow Gradebook to Overwrite Grades

Term	Sem Exam	10 Semester	Final
CY1 <input type="checkbox"/>	SE1 <input type="checkbox"/>	S1 <input type="checkbox"/>	FIN <input type="checkbox"/>
CY2 <input type="checkbox"/>	SE2 <input type="checkbox"/>	S2 <input type="checkbox"/>	
CY3 <input type="checkbox"/>			
CY4 <input type="checkbox"/>			
CY5 <input type="checkbox"/>			
CY6 <input type="checkbox"/>			

Awarding Credits for Failing Grades

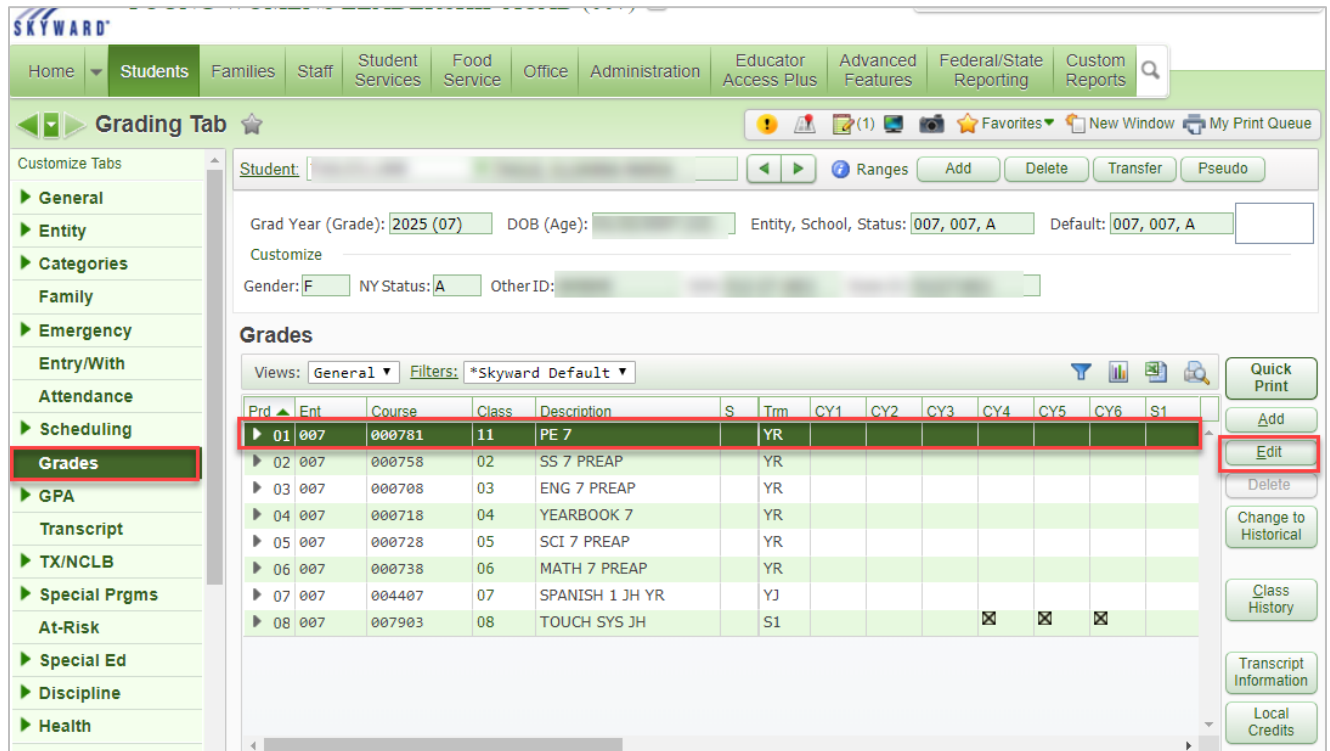
Students will receive a “dot” grade for a credit earned with failing grades.

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**.



Student: [] Ranges Add Delete Transfer Pseudo

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

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

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			☒	☒	☒		

Quick Print Add Edit 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:
 DOB: Grad Yr/Grd:

Grade Entry Maintenance *Class is Current

5

 Entity:
 School Year:
 Course: Section:
 * Terms: to YEAR
 Transcript GLO: Include GLO in GPA Calculation
 Do Not Include Class On Report Card/Transcript
 Transfer Grd:
 Course Info:

Grades
 Do Not Allow Gradebook to Overwrite Grades

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

Earned Credit Info

Override Course Info

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

Current

Skyward Secondary Grade Reporting Guide

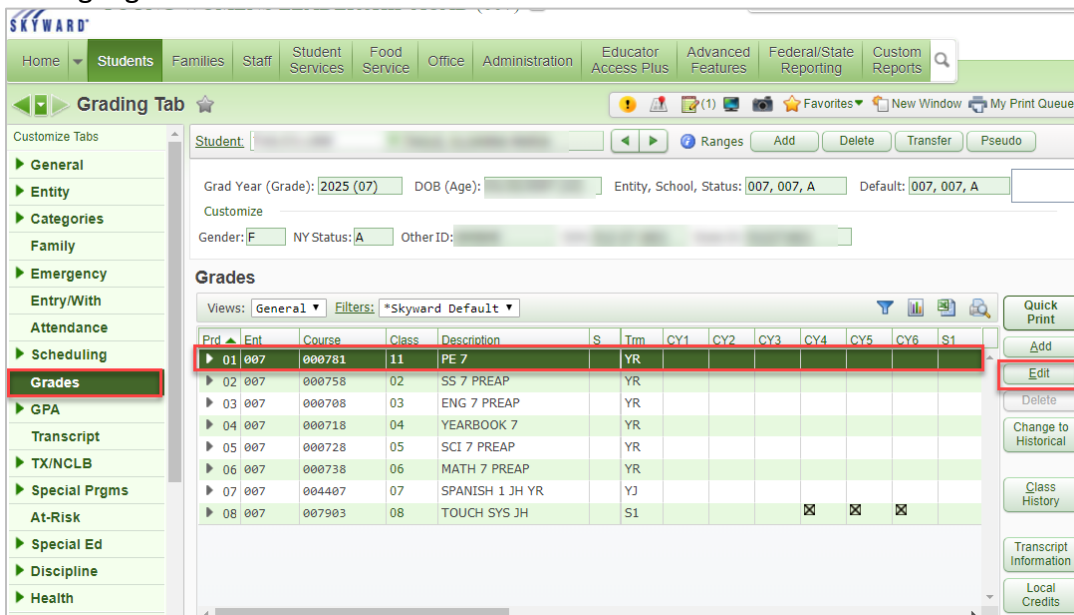
Denying Credit for Special Circumstances

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 5

Entity: 007 YOUNG WOMENS LEADERSHIP ACAD

School Year: 2022

Course: 002230 *BIOL EAS Section: 05

* Terms: 1 to 6 YEAR

Transcript GLO: Include GLO in GPA Calculation

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info:

Grades

Do Not Allow Gradebook to Overwrite Grades


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


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.



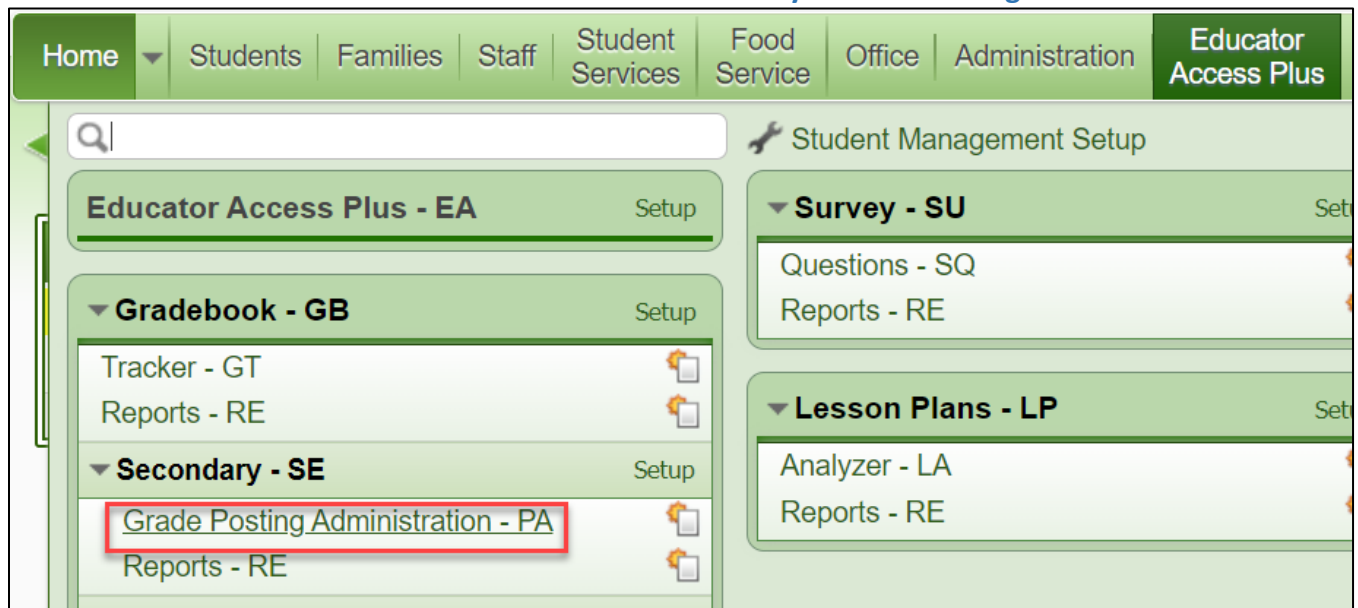
Skyward Secondary Grade Reporting Guide

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:

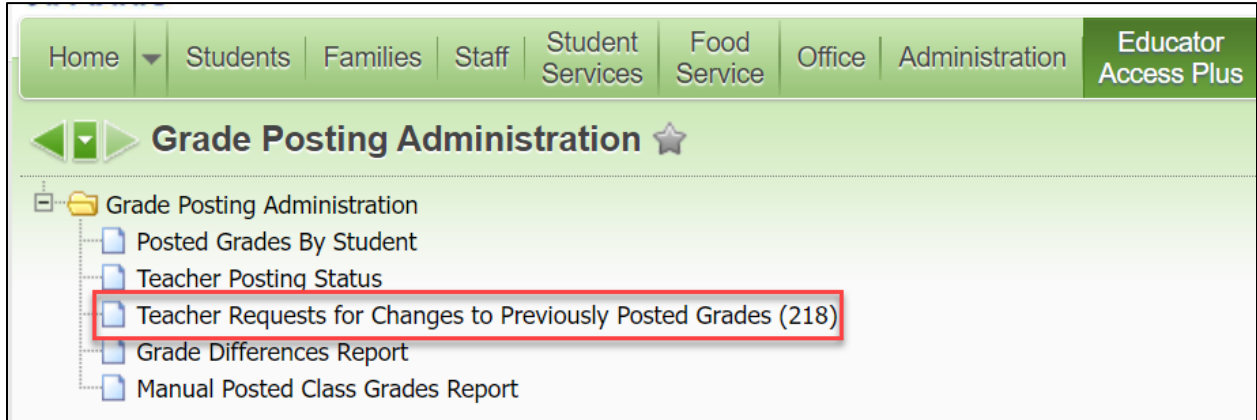
1. Go to **Educator Access Plus > Gradebook > Secondary > Grade Posting Administration.**



The screenshot shows the navigation menu of the Educator Access Plus system. The menu items are: Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, and Educator Access Plus. Under the Administration menu, there are several sub-menus: Educator Access Plus - EA, Gradebook - GB, Secondary - SE, Survey - SU, and Lesson Plans - LP. The 'Grade Posting Administration - PA' item under the Secondary - SE menu is highlighted with a red rectangular box.

Skyward Secondary Grade Reporting Guide

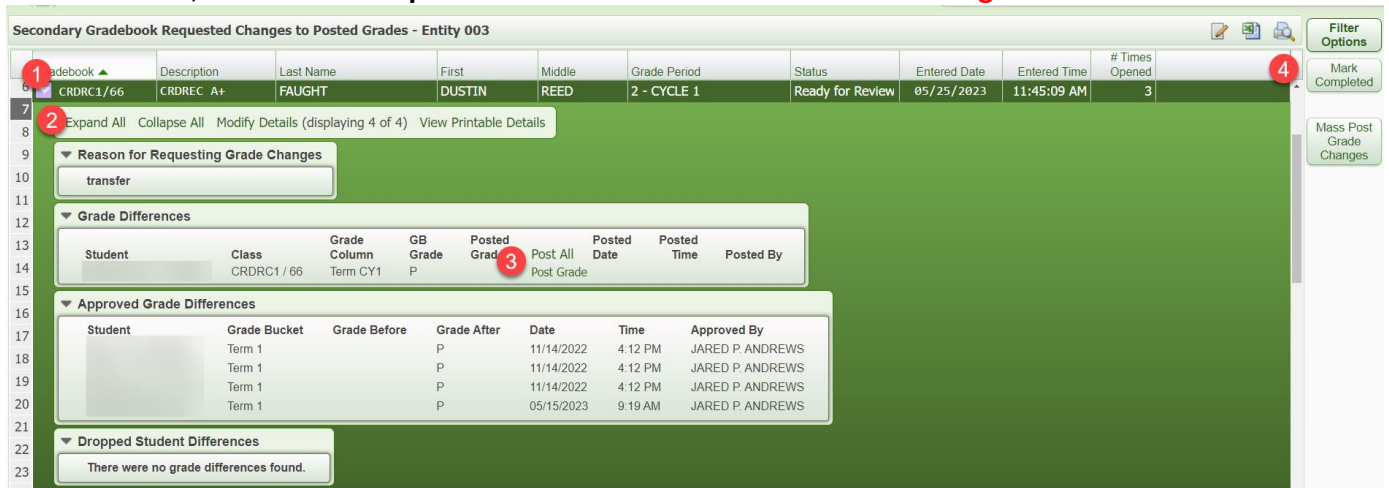
2. Select Teacher Requests for Changes to Previously Posted Grades.



Approving Grade Change Requests

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

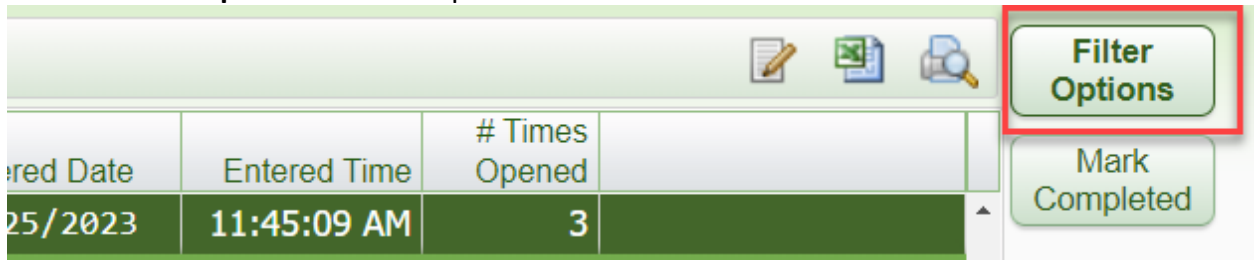
1. Expand the Gradebook to review.
2. Click **Expand All** to see grade change details.
3. Review details and click **Post Grade** for each grade change that needs to be approved or **Post All** if ready to post all grade changes for that teacher. If a grade change will be ignored, do not select Post 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.**



Skyward Secondary Grade Reporting Guide

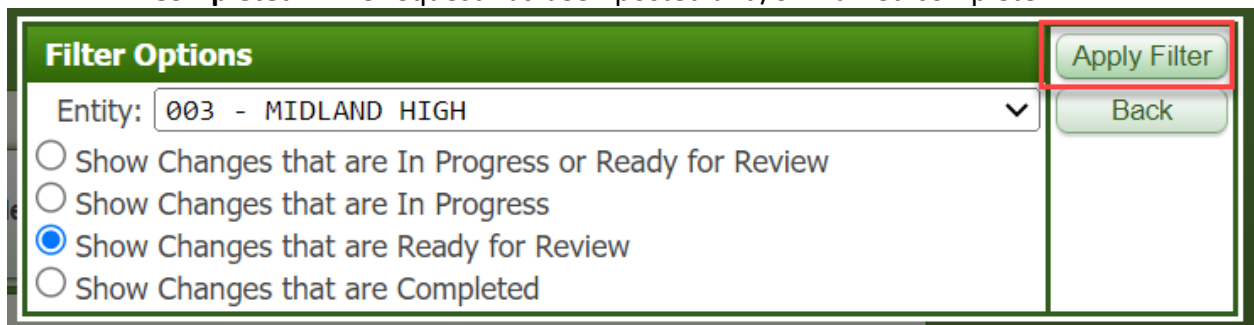
Filter Options for Approving Grade Change Requests

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



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

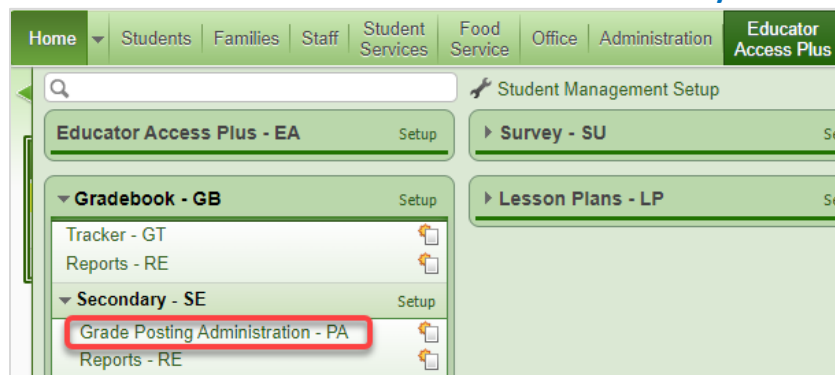
- **In Progress** – The teacher is in progress of making changes.
- **Ready for Review** – The teacher has submitted changes and the request is ready for review and approval.
- **Completed** – The request has been posted and/or marked complete.



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**.

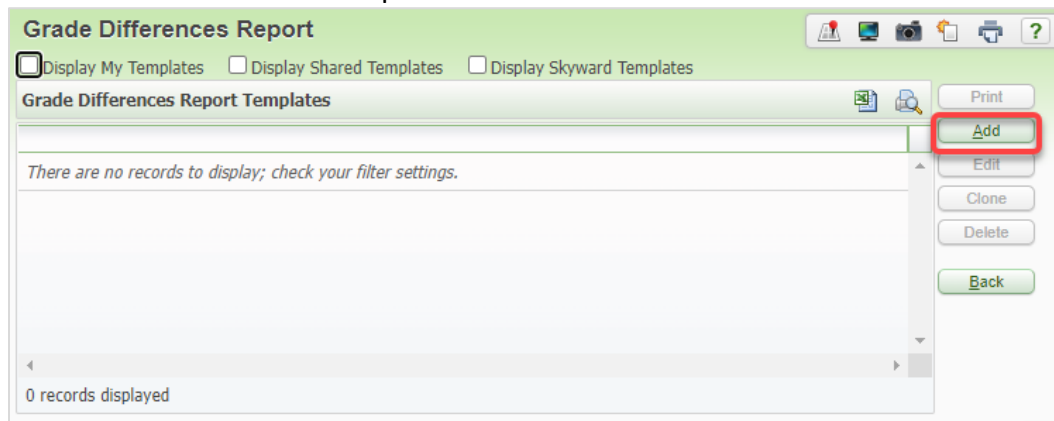


Skyward Secondary Grade Reporting Guide

2. Click **Grade Differences Report**.

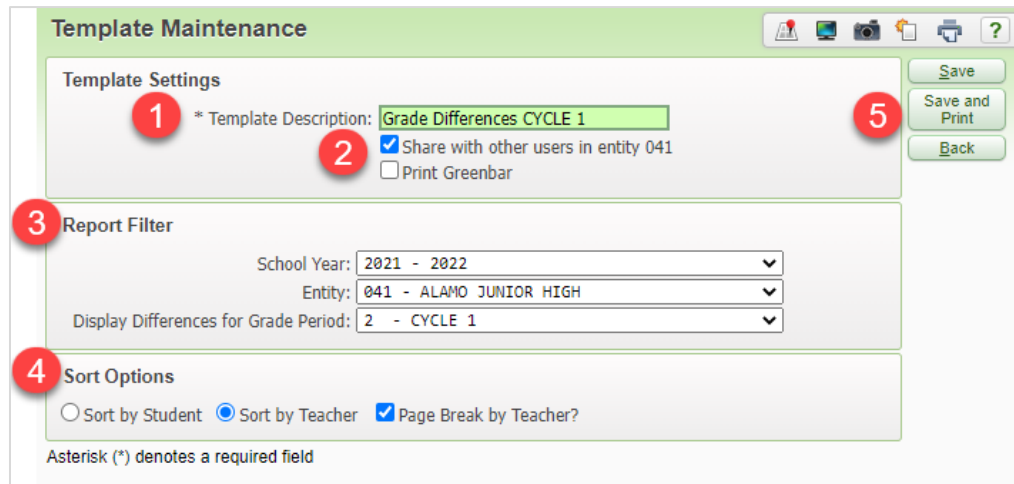


3. Click **Add** to create a template.



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

1 * Template Description:

2 Share with other users in entity 041
 Print Greenbar

3 Report Filter
School Year:
Entity:
Display Differences for Grade Period:

4 Sort Options
 Sort by Student Sort by Teacher Page Break by Teacher?

5 Save
Save and Print
Back

Asterisk (*) denotes a required field

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

Example of report.

Teacher Name (Last, First Middle)	Class	Student	Term	GB Grade	Posted Grade	# Cng Assm Completed	Posted Date	Posted Time	Posted By
	000799/42		CY1	100					

***** 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 there 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

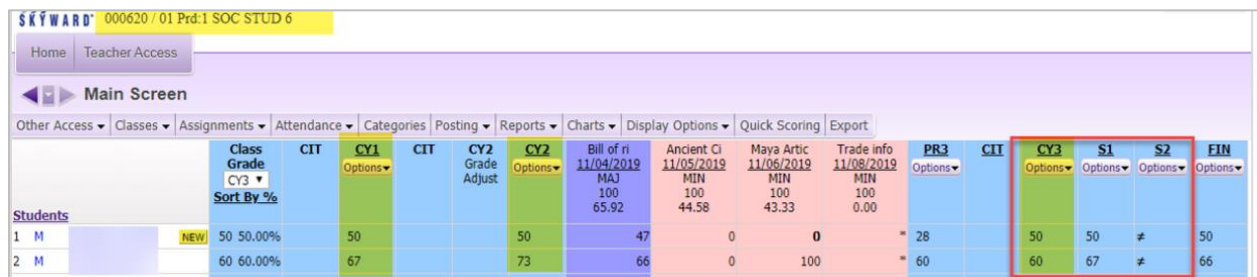
A grade or NG is needed for each cycle in the Teacher’s Gradebook in order to calculate a semester average. The semester average is what gives credit for the course.

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.



Students	Class Grade CY2	Journal Gr WK10-Tue MIN	Color the WK11-Sun MIN	Colonial P WK11-Sun MAJ	States Ide WK12-Mon MAJ	Notebook C WK12-Fri MIN	Discussion WK12-Fri MIN	CIT	CY2 Options	PR3 Options	CIT	CY3 Options	S1 Options	S2 Options	FIN Options
1 M	90 90.00%	100	100	60	100	100	90	90				≠	≠		93
2 M	87 87.00%	100	100	56	98	100	80	87				≠	≠		90

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



Students	Class Grade CY3	CIT	CY1 Options	CIT	CY2 Grade Adjust Options	Bill of ri 11/04/2019 MAJ	Ancient Ci 11/05/2019 MIN	Maya Artic 11/06/2019 MIN	Trade info 11/08/2019 MIN	PR3 Options	CIT	CY3 Options	S1 Options	S2 Options	FIN Options
1 M	NEW 50 50.00%		50		50	47	0	0		28		50	50	≠	50
2 M	60 60.00%		67		73	66	0	100		60		60	67	≠	66

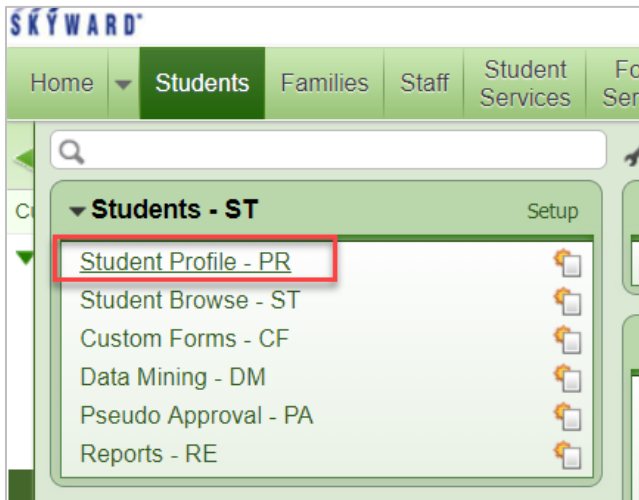
Note: If the secondary campus principal requires a semester exam grade, it will be required in addition to all cycle grades in order to calculate the semester average.

Skyward Secondary Grade Reporting Guide

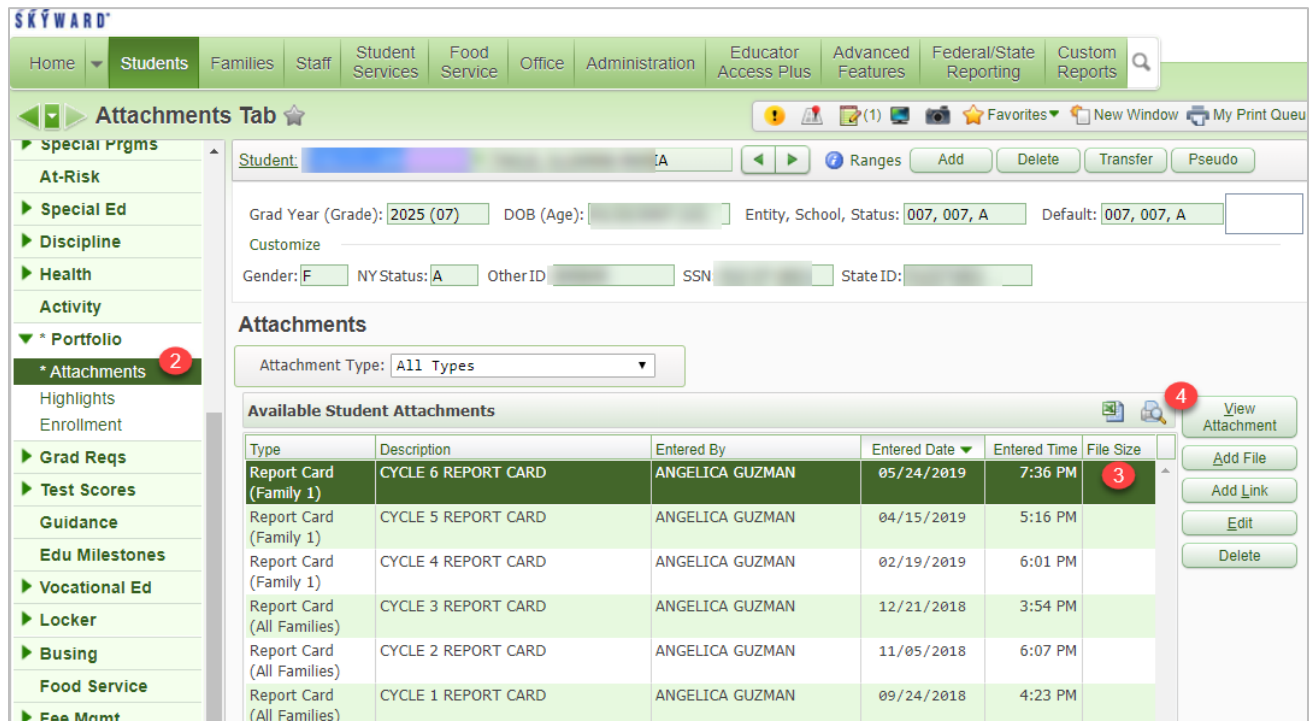
Report Cards

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.**



Attachments Tab

Student: [Redacted] [A] Ranges Add Delete Transfer Pseudo

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

Gender: F NY Status: A Other ID: [Redacted] SSN: [Redacted] State ID: [Redacted]

Attachments

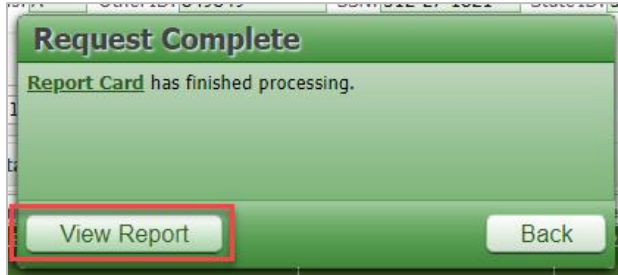
Attachment Type: All Types

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	[Redacted]
Report Card (Family 1)	CYCLE 5 REPORT CARD	ANGELICA GUZMAN	04/15/2019	5:16 PM	[Redacted]
Report Card (Family 1)	CYCLE 4 REPORT CARD	ANGELICA GUZMAN	02/19/2019	6:01 PM	[Redacted]
Report Card (All Families)	CYCLE 3 REPORT CARD	ANGELICA GUZMAN	12/21/2018	3:54 PM	[Redacted]
Report Card (All Families)	CYCLE 2 REPORT CARD	ANGELICA GUZMAN	11/05/2018	6:07 PM	[Redacted]
Report Card (All Families)	CYCLE 1 REPORT CARD	ANGELICA GUZMAN	09/24/2018	4:23 PM	[Redacted]

View Attachment Add File Add Link Edit Delete

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

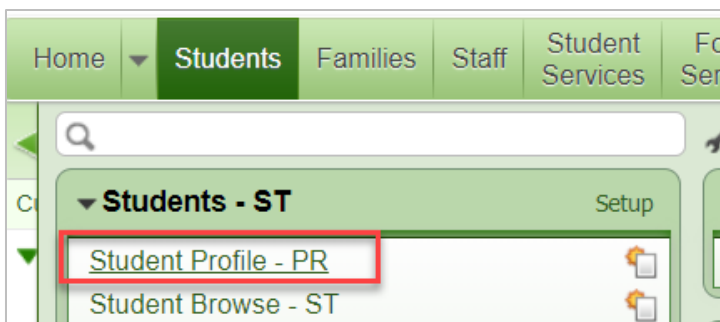
CYCLE 6 2018-19

Entity: 132	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
SERTUCHE, I									

Transcripts

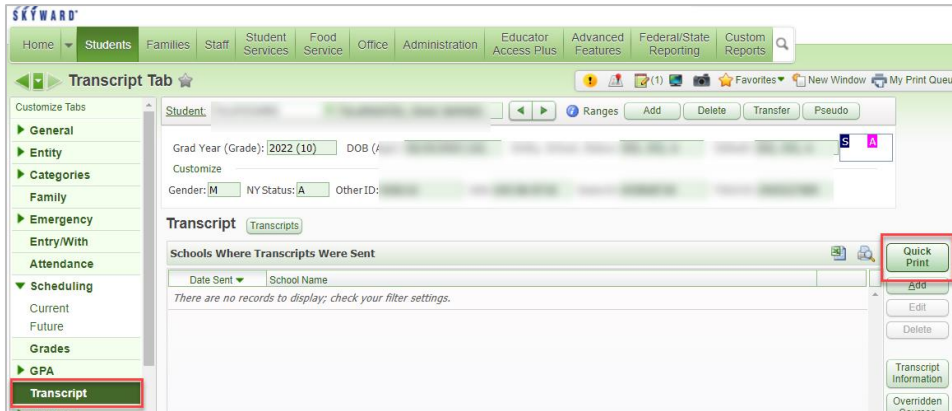
Follow the steps below to print a transcript for an individual student.

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



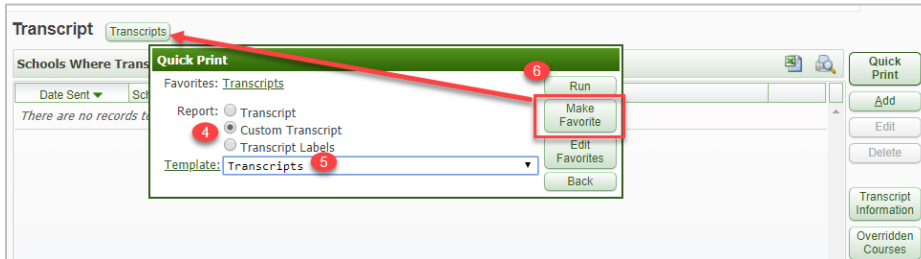
2. Retrieve the student and click the **Transcript** tab.
3. Click **Quick Print**.

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**.

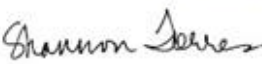

Note: Click **Make Favorite** to create a shortcut for the SIS transcript template.



7. Click **View Report**.

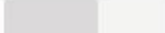
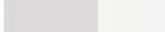


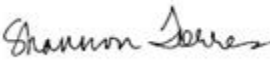

Skyward Secondary Grade Reporting Guide

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

STATE OF TEXAS ACADEMIC ACHIEVEMENT RECORD												05/29/2022	
Name: [Redacted] Student ID: [Redacted] Birth Date: [Redacted] Gender: [Redacted] Eth, Race: Non-Hispanic, White Grade: GD Parent/Guardian:			Exit-Level Assessment: English I English II II Spring 2015 Biology III Spring 2014 Algebra I II Spring 2013 US History III Spring 2016				District: MIDLAND ISD School: LEGACY HIGH 3500 NEELY AVE MIDLAND TX 79707 (432) 240-2000 CBCC: 444743						
Schools Awarding Credit: 2013 165901047/165901047 2014 165901042/165901042 2015 165901002/165901002 2016 165901002/165901002 2017 165901002/165901002													
	SERV ID	S1	S2	AVG	CR		SERV ID	S1	S2	AVG	CR		
LANGUAGE ARTS													
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		90		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		93		0.500							
HEALTH													
2016	HLTH ED	03810100	94			0.500							
P.E./EQUIVALENT													
2014	SUBATH1	PES00000	100	100	100	1.000							
2015	SUBATH2	PES00001	100	100	100	1.000							
2016	SUBATH3	PES00002	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: GPA: 0.00000 4 Pt GPA: 0.00000 State Credits: 27.50 Local Credits: 00													
Date of Certificate of Coursework Completion: 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 C=Correspondence M=Magnet Y=Alternative/non-traditional D=Dual credit O=Xfer from oth district Z=Distance learning E=CBE no prior instr P=Advanced Placement 3=Xfer outside TX public/charter G=Gifted/Talented Q=Pre-Advanced Placement 7=100 min phys act per wk-FHSP H=Honors R=Comp in sum sch, night sch, or other 8=Cs oth than LOTE to satisfy LOTE-FHSP I=Int'l baccalaureate T=CBE w/prior instr 9=4th science for the arts/hum endorse-FHSP J=Completed prior to grade 9 10=Taken as part of the FHSP endors K=Pre-Int'l bacc													

Skyward Secondary Grade Reporting Guide

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

STATE OF TEXAS ACADEMIC ACHIEVEMENT RECORD						08/29/2022	
Name:  Student ID:  Birth Date:  Gender:  Eth, Race: Non-Hispanic, White Grade: GD Parent/Guardian:		Exit-Level Assessment: English I English II II Spring 2015 Biology III Spring 2014 Algebra I II Spring 2013 US History III Spring 2016		District: MIDLAND ISD School: LEGACY HIGH 3500 NEELY AVE MIDLAND TX 79707 (432) 240-2000 CBCC: 444743			
Schools Awarding Credit: 2013 165901047/165901047 2014 165901042/165901042 2015 165901002/165901002 2016 165901002/165901002 2017 165901002/165901002							
ENDORSEMENTS:							
PERFORMANCE ACKNOWLEDGMENTS:							
ACT SCORES:							
Date Taken	Section/Row	Grade Level	Scale Score	Sum Scale Score			
04/01/2016	Admin Grade Level	11					
04/01/2016	Scores						
	English		23				
	Mathematics		26				
	Reading		22				
	Science		21				
	Composite		23				
	Sum Scale Score			092			
	English/Writing		-				
	STEM		24				
	ELA						
SAT SCORES:							
Date Taken	Section/Row	Total Score	EB Read/Writ Score	Math Section Score	Read Test Score	Writ/Lang Test Score	Math Test Score
03/05/2016	Scores	1190	560	630	27	29	31.5
10/01/2016	Scores	1150	560	590	27	29	29.5
COLLEGE BOARD AP/IB EXAMINATION SCORES:							
Date Taken	Section/Row	Scores	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			
							
School Official Signature				Graduation Program Type: RECOMMENDED HIGH SCHOOL PROGRAM			
A=Articulated credit C=Correspondence D=Dual credit E=CBE no prior instr G=Gifted/Talented H=Honors I=Int'l baccalaureate J=Completed prior to grade 9 K=Pre-Int'l bacc				Advanced Measures: Speech Req Date: Peace Officer Int Date: CPR Instr Date: TX Grant Acad Ind:			
L=Local credit M=Magnet O=Xfer from oth district P=Advanced Placement Q=Pre-Advanced Placement R=Comp in sum sch, night sch, or other T=CBE w/prior instr				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

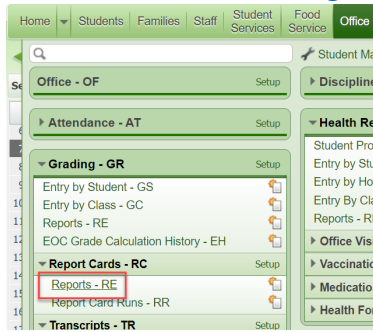
Reports

Skyward Reports

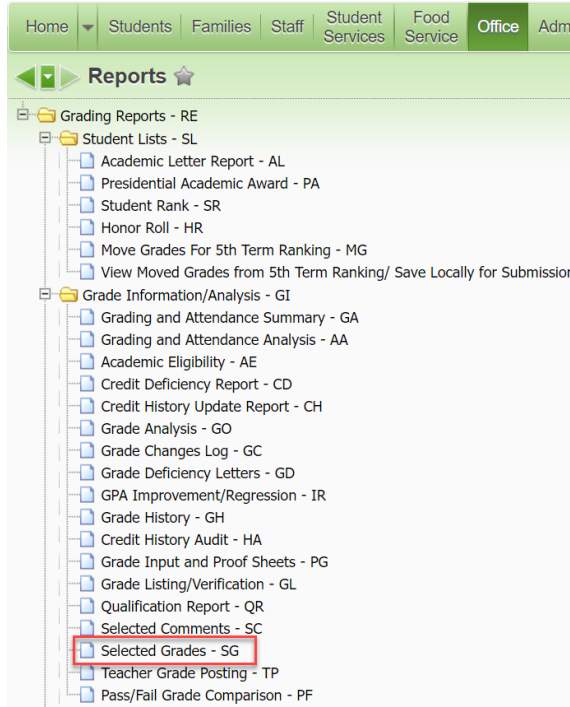
Selected Grades Report

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

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

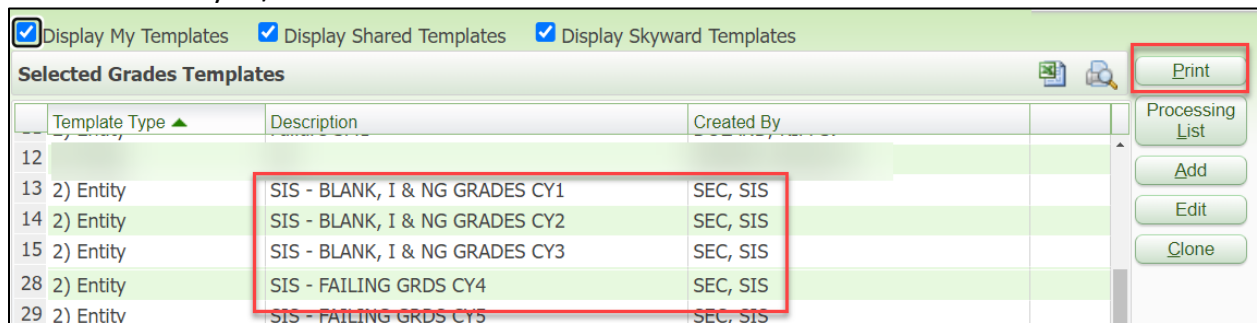


2. Select the **Selected Grades – SG** report.



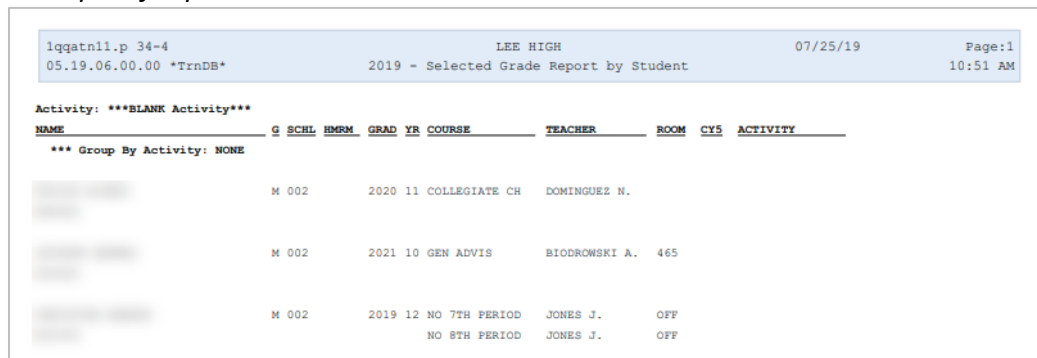
Skyward Secondary Grade Reporting Guide

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.



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

Example of report.



NAME	G	SCHL	HMRM	GRAD	YR	COURSE	TEACHER	ROOM	CYS	ACTIVITY
Activity: ***BLANK 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	JONES J.	OFF		
						NO 8TH PERIOD	JONES J.	OFF		

Skyward Secondary Grade Reporting Guide

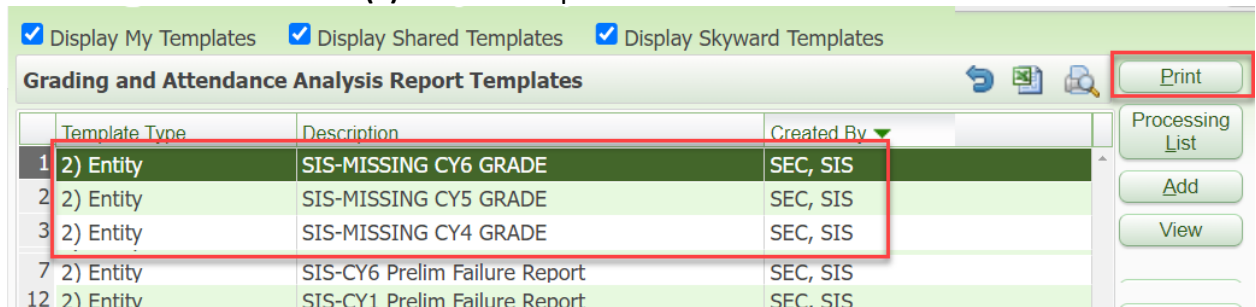
Grade and Attendance Analysis Report

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**.



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



4. Click **View Report**.

Skyward Secondary Grade Reporting Guide

Example of Report

05.19.10.00.00 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				0	
<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				0	
<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				0	

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. The 'Office' tab is selected. Under the 'Reports' section, the 'Grade Information/Analysis - GI' folder is expanded, and the 'Grading and Attendance Analysis - AA' option is highlighted with a red rectangular box.

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 Print

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

Processing List, Add, View

4. Click **View Report**.

Example of Report

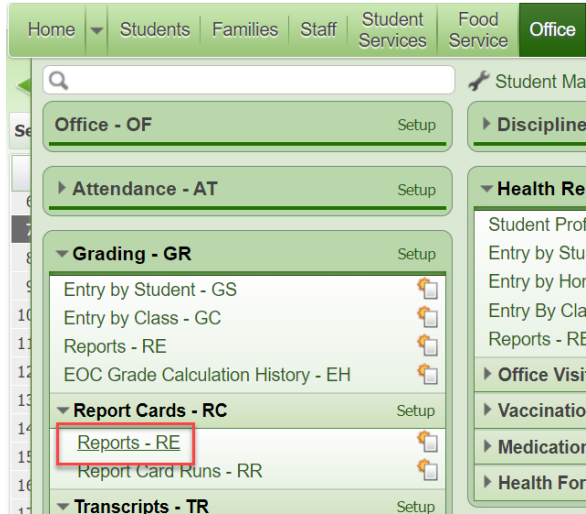
Name	Grad Year - Grade	Entity	School	Calendar	Gender	Homeroom	Advisor	Counselor	Student Type	Race
	2022-10	006	006	006	F					
<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>CY3</u>							<u>CREDITS</u>
002430 /07 CHEM PREAP	219		64							
ABRAHAM, LARRY	2021-11	006	006	006	M					
<u>CLASS</u>	<u>ROOM</u>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

Skyward Secondary Grade Reporting Guide

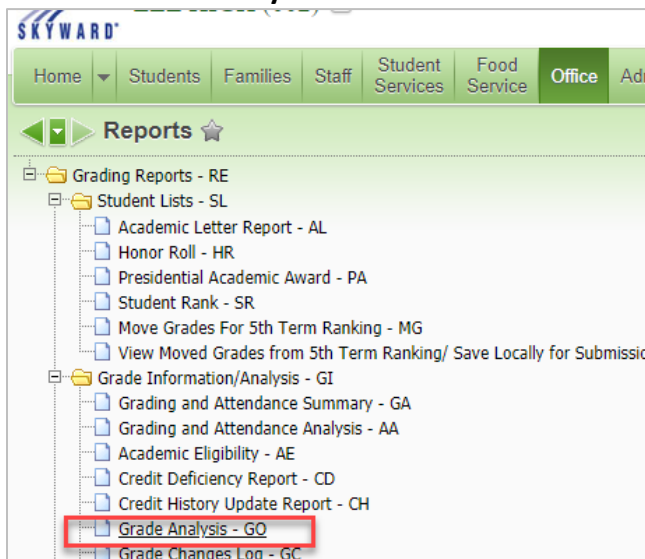
Grade Analysis Report

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

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

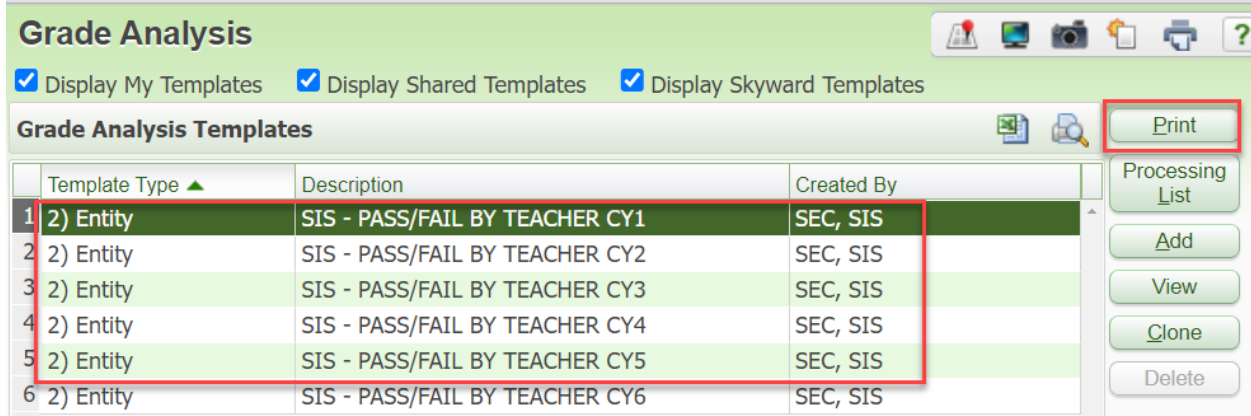


2. Click **Grade Analysis**.



Skyward Secondary Grade Reporting Guide

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



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

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
	<u>FAIL</u>	<u>PASS</u>	<u>Total</u>
Course: 001130 *ENC 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 *ENC 1 EAS subtotal	9	79	88
	10.2%	89.8%	

Texas Honor Roll

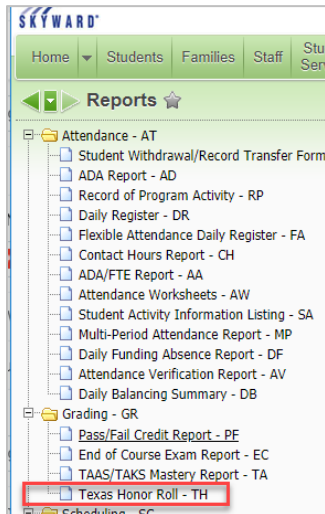
The Texas Honor Roll report is used by administration to generate a list of students who qualify for 'A' or 'AB' Honor Roll based on GPA and Grade Mark requirements.

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



Skyward Secondary Grade Reporting Guide

2. Select Texas Honor Roll.



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.

Texas Honor Roll

Display My Templates
 Display Shared Templates
 Display Skyward Templates

Texas Honor Roll Templates

	Template Type	Description	Created By
1	4) Skyward	Texas Honor Roll	
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](#).



Staff Links

[Claim My Account](#) [Reset My Password](#)
to claim your account if you have claimed your account, this link will allow you to change your own password

Need district technology assistance? [CLICK HERE](#)
[Employee Intranet](#)

- [Ellevation - English Learner Program Manager](#)
- [External Drive Encryption Data Recovery Form](#)
- [Fitnessgram \(Teacher Access\)](#)
- [Fountas and Pinnell Resources Login Directions](#)
- [Frontline Absence Management \(1-800-942-3767\)](#)
- [Frontline Time Clock](#)
- [Skyward - Business Database](#)
- [Skyward - Employee Access](#)
- [Skyward - Student Database](#)
- [Skyward Student Dashboards](#)
- [Skyward Report Manager](#)
- [SmartData Dashboard](#)

[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.

Home > SKYWARD-STUDENT > GRADE REPORTING > TEACHER GRADEBOOK ASSIGNMENTS

Select Campus Less than # of Assignments

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 GRD	GRDBK GRD	POSTED SEM GRD	GRDBK SEM GRD
137 IDEA TRAVIS ACADEMY													
		000640	01V	SCI/HEALTH 5	06				1	98	93		
		000640	01V	SCI/HEALTH 6	06				1		84		


Annotations: Course/Section Number, Teacher's name, Student's ID, Last and First Name, Cycle

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	ε			S1	60*	60	
		00526 C	15	CO-TEACH W HIS	10	ε			S1	70*	70	
		005280	14	W HIST	10	ε			S1	50.	50	
		005280	14	W HIST	10	ε			S1	74*	74	
		005280	14	W HIST	11	ε			S1	50.	50	
		005280	14	W HIST	10	ε			S1	74*	74	