

Qmlativ Teacher Training

Presented by Katie Odegaard
August 25, 2025

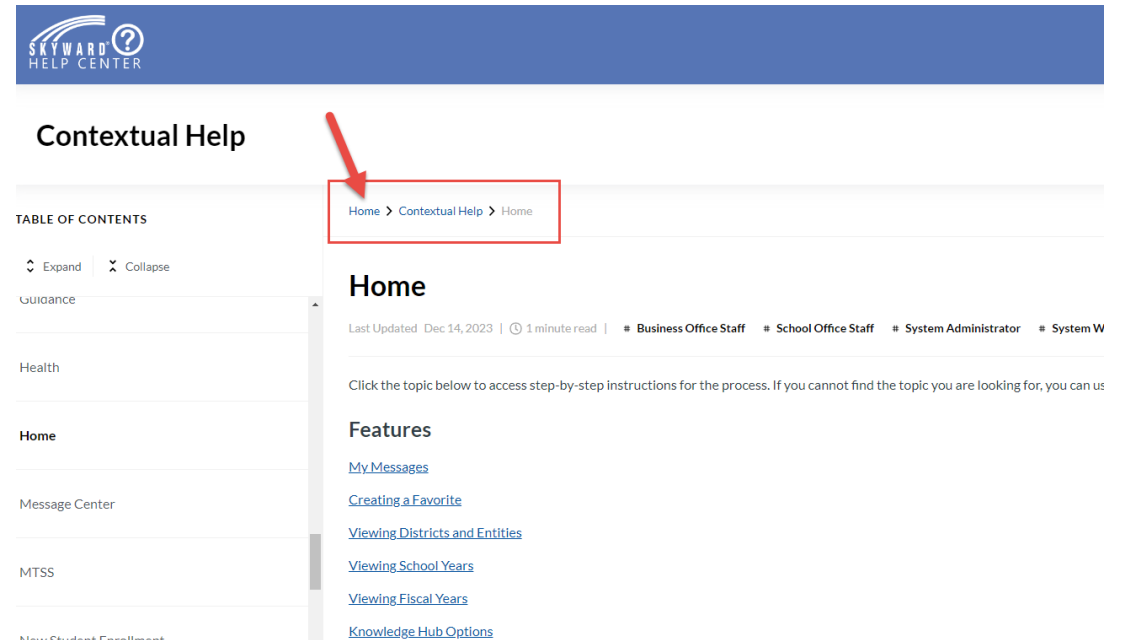


Agenda

- Basic Navigation
- Dashboard Live Tiles
- Attendance
- Lunch Count
- Gradebook (Navigation, Gradesheet Legend, Adding Assignments, Entering Grades)
- Progress Reports
- Message Center

Help Center

- Accessing Help Center –
 - Path – Teacher Access>Main Screen>Knowledge Hub(top righthand corner)>Help Center
 - Help Center takes you in from where you are in the system so once you are in the Help Center it often helps if you click on Home on the bread crumbs and start from the beginning.



Dashboard Live Tiles

Creating Live Tiles (3 ways) –

1. Teacher Access>Home Screen>Select Class Tiles (top righthand corner)
2. Gradebook – Gradebook>Gradesheet>Select Class>More (top righthand corner)>Add Gradesheet Tile to Dashboard
3. Attendance – Attendance>Daily Attendance>Select Class>More (top righthand corner)>Add Daily Attendance Tile to Dashboard

• Live Tiles of Specific Views –

- You can create live tiles of specific views by clicking on the down arrow in the top righthand corner. (Example Student List, Active Students only)



What's New



My Messages



My Tasks & Processes



Knowledge Hub ▾



Sign Out



TEACHER ACCESS



Print Screen



Compress



Dock



New Window

Teacher Access



Select Class Tiles

Layout

Auto

Manual



Dashboard Library

Please select this icon



Capital Region
ESD 113

Select Class Tiles

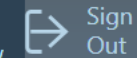
Select Class Tiles To Add Or Delete



Help
Center



New
Window



→ Next Cancel

CLASS TILE DETAILS

Search Sort Number

View: Skyward Default

More ▾

Select Attendance Tile	Select Gradesheet Tile	Display Period Code	Class Description	Course Code	Section Code	Section Length Code	Entity Name	School Year
☒	☒	1	SECOND GRADE	1GRD02	2KO	YR	TUMWATER HILL ELEMENTARY	2025-2026

Select both tiles



Capital Region
ESD 113

Select Class Tiles

Review Class Tiles To Add Or Delete

Help
CenterNew
Window

Previous

Run Process

Cancel

CLASS TILE DETAILS

Search Sort Number



View: Skyward Default

More

Select	Display Period Code	Class Description	Course Code	Section Code	Section Length Code	Display Text	Entity Name	School Year
☒								
☒	1	SECOND GRADE	1GRD02	2KO	YR	Gradesheet	TUMWATER HILL ELEMENTARY	2025-2026
☒	1	SECOND GRADE	1GRD02	2KO	YR	Daily Attendance	TUMWATER HILL ELEMENTARY	2025-2026

IMPORTANT! We must select RUN PROCESS to complete the tile!

50



Total Records

After you close the next pop-up screen you will see your tiles! 😊

Tumwater School District

SKYWARD WSIPC TUMWATER HILL ELEMENTARY - 106

KATIE ODEGAARD 4 What's New 2 My Messages My Tasks & Processes Knowledge Hub Sign Out

TEACHER ACCESS Print Screen Compress Dock New Window

Teacher Access

Select Class Tiles Layout Auto Manual Dashboard Library

Gradesheet

SECOND GRADE Section 2KO Period 1

Daily Attendance

SECOND GRADE Section 2KO Period 1

Capital Region ESD 113

Your tiles! Feel free to customize color by selecting the drop down and configuration

Create Your Class Attendance Tile-15 minutes

The screenshot shows the Skyward Teacher Access interface for Orbit North High School. The interface includes a top navigation bar with various icons and a left sidebar with a list of features. Three steps are highlighted with colored boxes and arrows:

- 1. Make sure you are in Teacher Access click on the 3 lines**: A red box highlights the top navigation bar, specifically the area with three horizontal lines (hamburger menu icon).
- 2. SELECT Attendance**: A yellow box highlights the 'Attendance' option in the left sidebar.
- 3. Under Features SELECT Daily Attendance**: A green box highlights the 'Daily Attendance' option under the 'FEATURES' section in the left sidebar.

The right side of the interface shows a table with the following data:

Data Object Type	Data Object ID	Application	Hostna
	0	SkywardService	eric
	0	SkywardService	eric
	0	Skyward.Web	eric
	0	Skyward.Web	eric
	119	Skyward.Web	eric
		SkywardService	eric

Create Your Class Attendance Tile-15 minutes

The screenshot shows the Skyward web application interface for Orbit North High School - 401. The top navigation bar includes the Skyward logo, school name, and year (2021-2022). A secondary bar contains icons for user profile (Ralph Floyd), notifications, messages, and a search bar. Below this is a tabbed interface with 'ATTENDANCE CLASS LIST' selected. The main content area shows a list of classes for '401 - ORBIT NORTH HIGH SCHOOL'. The first class, 'Art I', is highlighted with a green circle. A green arrow points from a text box labeled 'SELECT your class' to this highlighted class entry.

SKYWARD Orbit North High School - 401
2021-2022 (Current) ▾

Ralph Floyd ▾ What's New My Messages Knowledge Hub Search Sign Out

Reports Print Screen Compress Dock New Window

Attendance Class List

Current Classes All Classes Group By: By Class By Period

401 - ORBIT NORTH HIGH SCHOOL

Art I
ArtI / 0002
Period 1
YR - Year
06/01/2022 - 06/30/2023
1:MTWRF
Art
Art

SELECT your class

Create Your Class Attendance Tile- 15 minutes

The screenshot shows the Skyward Attendance: Daily Attendance interface. At the top, the header includes the Skyward logo, school information (Orbit North High School - 401), and navigation links. The main title is "ATTENDANCE : DAILY ATTENDANCE". Below the title, there are tabs for "Attendance Class List" and "Daily Attendance". The "Daily Attendance" tab is active, showing a table of student attendance data. A green arrow points from a text box to the "Add Daily Attendance Tile to Dashboard" button, which is circled in green.

Save & Back Save Cancel Attendance Mode Student List Previous Week's Attendance Today's Attendance for All Periods Settings Add Daily Attendance Tile to Dashboard

Indicators	Student Name	Grade	Student Number	Absent	Tardy	Present	Excused Count	Unexcused Count	Tardy Count	Fri 6/24	Thu 6/23	Wed 6/22	Tue 6/21	Mon 6/20	Sun 6/19	Sat 6/18	Fri 6/17	Thu 6/16	Wed 6/15	Tue 6/14	Mon 6/13
				☐	☐	☒															
1	Allen, William	11	1234567	☐	☒	☐			1	TU -											

SELECT Add Daily Attendance Tile to Dashboard

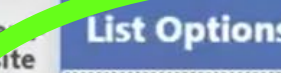
The screenshot shows the Skyward DAILY ATTENDANCE interface. At the top, the header includes 'MERCER ISLAND HIGH SCHOOL - 426' and '2023-2024 (Current) SPANISH 3A - Section 14 - S1 - 4'. The main navigation bar contains icons for menu, star, globe, home, and search, along with the text 'DAILY ATTENDANCE'. Below this, a breadcrumb trail reads 'Attendance Class List > Daily Attendance > Daily Attendance'. The interface includes buttons for 'Save & Back', 'Save', 'Cancel', and 'Attendance Mode' (set to 'Student List'). A dropdown menu for 'Attendance Mode' is visible. The main table has columns: Indicators, Student Name, Grade, Student Number, Absent, Tardy, Tardy 10+ Mi..., Leave Early, and Present On Site. A red box with the text '1. SELECT "More"' points to a 'More' button in the top right corner. A green box with the text '2. SELECT Add Daily Attendance Tile to Dashboard' points to a 'List Options' menu that is open, showing options: Legend, Settings, and 'Add Daily Attendance Tile to Dashboard'.

1. SELECT "More"

2. SELECT Add Daily Attendance Tile to Dashboard

1. SELECT “More”

2. SELECT Add Daily Attendance Tile to Dashboard



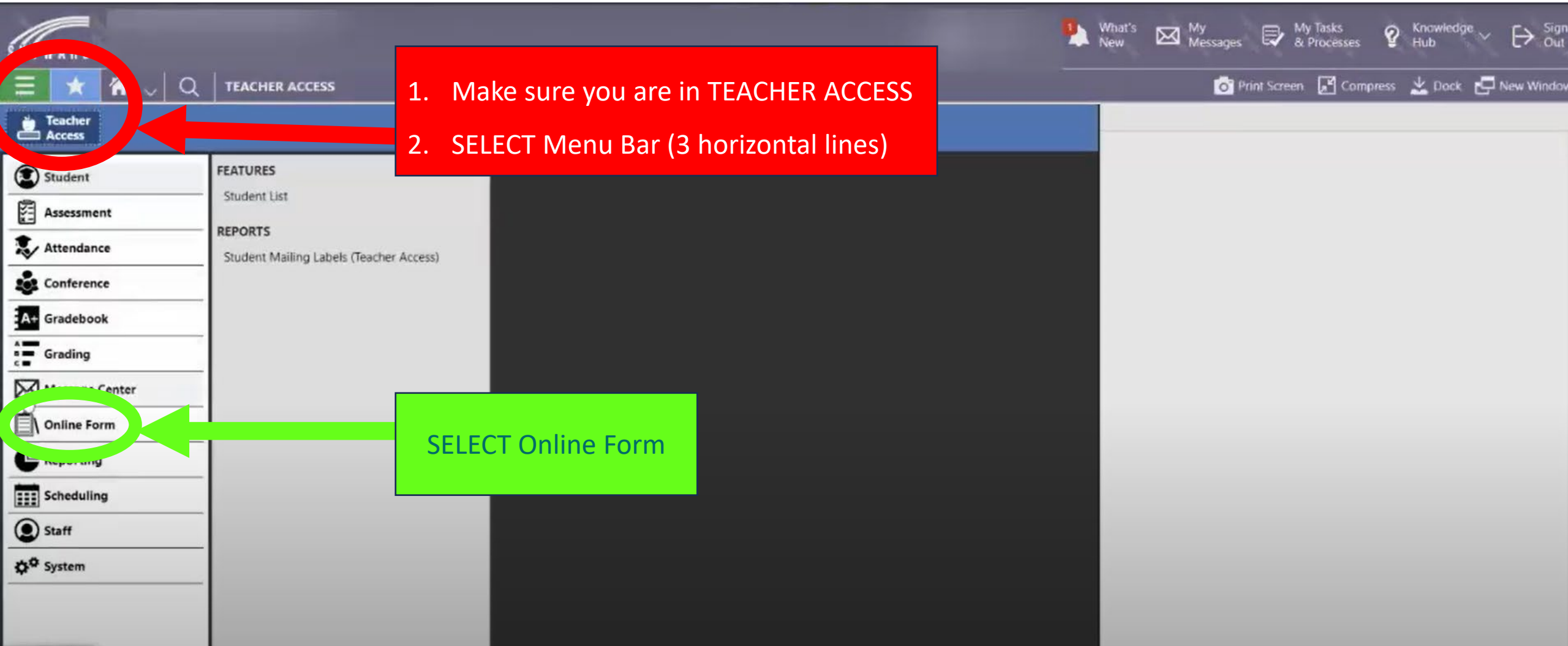
List Options

- Legend
- Settings
- Add Daily Attendance Tile to Dashboard

 Settings

 Add Daily Attendance Tile to Dashboard

Create Your Class Lunch Count Tile -10 minutes



The screenshot shows the Teacher Access interface. A red circle highlights the 'Teacher Access' button in the top left corner, with a red arrow pointing to it from a red box containing two instructions. A green circle highlights the 'Online Form' option in the left sidebar, with a green arrow pointing to it from a green box containing the instruction 'SELECT Online Form'.

1. Make sure you are in TEACHER ACCESS

2. SELECT Menu Bar (3 horizontal lines)

SELECT Online Form

Create Your Class Lunch Count Tile-10 Minutes

North Thurston Public Schools

SKYWARD

What's New

My Messages

My Tasks & Processes

Knowledge Hub

Sign Out

ONLINE FORMS

Print Screen Compress Dock New Window

Online Forms

ONLINE FORMS BY SECTIONS

132 CHAMBERS PRAIRIE ELEMENTARY

ELEMENTARY 3rd Grade

SBGB03 / 212

1

YR - YEAR

09/06/2023 - 06/18/2024

1:MTWRF; 2:MTWRF

0 Online Forms available

MY ONLINE FORMS

Search Status

View: Skyward Default Filter: Open

Status	Status	End Date	Start Date	Form Name	Sub Status Description	Online Form Description	Filter Sub Type	Filter Information	Entity Name
No records to display									

1. SELECT Your Class

2. SELECT "More"

More

Create Your Class Lunch Count Tile-10 Minutes

The screenshot shows the Skyward Online Forms interface. At the top, there is a navigation bar with the Skyward logo, a search bar, and links for 'ONLINE FORMS', 'What's New', 'My Messages', 'My Tasks & Processes', 'Knowledge Hub', and 'Sign Out'. Below the navigation bar, the page title is 'Online Forms'. The main content area is titled 'ONLINE FORMS BY SECTIONS' and shows a list of sections for '132 - CHAMBERS PRAIRIE ELEMENTARY'. The first section is 'ELEMENTARY 3rd Grade SBGB03 / 212 1', which includes details like 'YR - YEAR 09/06/2023 - 06/18/2024' and '1:MTWRF; 2:MTWRF'. A green callout box with the text 'SELECT Add live Tile to Dashboard' has a green arrow pointing to the 'List Options' button in the bottom right corner. The 'List Options' button is circled in green, and the 'Add Live Tile to Dashboard' option is visible below it. The bottom of the page shows a table with columns for 'Status', 'End Date', 'Start Date', 'Form Name', 'Sub Status Description', 'Online Form Description', 'Filter Sub Type', 'Filter Information', and 'Entity Name'. The table is currently empty, displaying 'No records to display'.

SKYWARD

What's New My Messages My Tasks & Processes Knowledge Hub Sign Out

Print Screen Compress Dock New Window

Online Forms

ONLINE FORMS BY SECTIONS

132 - CHAMBERS PRAIRIE ELEMENTARY

ELEMENTARY 3rd Grade SBGB03 / 212 1

YR - YEAR
09/06/2023 - 06/18/2024
1:MTWRF; 2:MTWRF

0 Online Forms available

MY ONLINE FORMS

Search Status View: Skyward Default Filter: Open

Status	End Date	Start Date	Form Name	Sub Status Description	Online Form Description	Filter Sub Type	Filter Information	Entity Name
No records to display								

List Options

Add Live Tile to Dashboard

Dashboard Live Tiles

- Dashboard Management –
 - Layout – Auto vs Manual
 - Dashboard Library
 - Live Tile/Widget Configuration

Attendance

- Attendance – Two Ways

- Path – Teacher Access>Menu>Attendance>Daily Attendance
- Path – Teacher Access>Menu>Attendance>Seating Chart>Room Layouts
 - Start by creating a Room Layout (Click Add Room Layout - top righthand corner)
 - Once you've added Room Layout Details, click Save & Add Seats
 - You can drag and drop Teacher and/or Student Desks into the grid or click Add Multiple Seats
 - Seats can be arranged to mimic the layout of your actual classroom
- Path – Teacher Access>Menu>Attendance>Seating Chart>Seating Charts
 - Provide Seating Chart Details then click Save & Assign Seats
 - You can drag and drop unassigned students into seats or use the Auto Assign Seats functionality
 - You can move a student to a new seat by dragging and dropping their photo bubble

Lunch Count

- Lunch Count
 - Path – Teacher Access>Menu>Online Forms>My Online Forms
 - Located at the bottom of the screen
 - Click More (righthand side of the screen) to Add Live Tile to Dashboard

Creating your Gradebook

Tumwater School District

TUMWATER HILL ELEMENTARY - 106

KATIE ODEGAARD

What's New

My Messages

My Tasks & Processes

Knowledge Hub

Sign Out

Print Screen

Compress

Dock

New Window

#1 Select three bar option bars

Administrative Access

Family Access

Teacher Access

Assessment

Attendance

Conference

Discipline

Food Service

A+ Gradebook

Grading

Message Center

Online Form

Reporting

Scheduling

FEATURES

Assignment Templates

Assignments

Class Groups

Gradesheet

Send Progress Report

REPORTS

Assignment Master

Missing Assignments

Progress Report

Student Progress Report (Activity Access)

Student Progress Report By Class

Student Progress Report By Student (Teacher Access)

CODES

Comment Bank

Question Bank

UTILITIES

Mass Copy Assignments

#2 select grade book

Current Classes

All Classes

Group By: Class

Period

1

W

2KO - SECOND GRADE

3KO - THIRD GRADE

0 Online Forms available

2

W

#3 select Grade Sheet

#1 click on tile

The screenshot shows the 'Gradebook Class List' page for Tumwater Hill Elementary. A search bar is at the top with the text 'Type to search..'. Below it, the section '106 - TUMWATER HILL ELEMENTARY' is highlighted. Under this section, the class 'SECOND GRADE 1GRD02 / 2KO 1' is listed. Below the class name, the school year 'YR - YEAR' is shown as '09/03/2025 - 06/11/2026' with the schedule 'M,T,W,R,F'. At the bottom, it says '10 Students'. A gear icon (settings) is visible next to the class name.

It will open



Student member	Attendance Fri 8/15	S1
class information (names)		

#2 The next page will open, please select settings (Yellow)

The screenshot shows the Tumwater School District dashboard. The top navigation bar includes the user profile 'KATIE ODEGAARD', notification counts (4 for 'What's New', 2 for 'My Messages'), and links to 'My Tasks & Processes' and 'Knowledge Hub'. Below this, a secondary bar contains 'Class List', 'Print Screen', 'Compress', 'Dock', and 'New Window'. The main content area has buttons for 'Enter Scoring Mode', 'Add Assignment', 'Legend', and 'Settings'. The 'Settings' button, represented by a gear icon, is highlighted with a yellow box. A yellow arrow points from a yellow box labeled 'Select settings' to the 'Settings' button.

Select settings



GRADEBOOK : GRADESHEET SETTINGS



Class List



Print Screen



Compress



Dock



New Window

[Gradebook Class List](#) > [Gradesheet](#) > Gradesheet Settings

Copy Gradesheet Display Settings

GRADE AND ASSIGNMENT COLUMNS TO DISPLAY

Search Grading Period Number

View: Skyward Default

Grading Period	Start Date	End Date	Grace Period End Date	Show Assignments	Show Grade Buckets	Include in Missing Assignment Count
S1	09/03/2025	01/23/2026	1/28/2026 4:00:00 PM	☒	☒	☐
S2	01/24/2026	06/11/2026	6/17/2026 11:59:00 PM	☐	☐	☐

50 Total Records

GRADE COLORS

Display Grade Colors ☐

- Display Settings
- Gradesheet Display
- Student Display
- Score Settings
- Academic Standard Display
- Calculation Settings

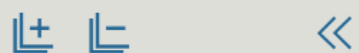
Select Academic Standard Display



GRADEBOOK : GRADESHEET SETTINGS

[Gradebook Class List](#) > [Gradesheet](#) > Gradesheet Settings

Course Code 1GRD02	Class Description SECOND GRADE	Section 2KO	Section Length YR	Start Date 09/03/2025	End Date 06/11/2026	Primary Display Period 1
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Display Settings

Gradesheet Display

Student Display

Score Settings

Academic Standard Display

Calculation Settings +

Save & Back Save Changes Cancel

Copy Gradesheet

ACADEMIC STANDARD DISPLAY

Grade Bucket S1 ▾

#2 Make sure to save your changes!

S1 ACADEMIC STANDARDS

Search Order 🔍 View: Skyward Default

Display	Order	Key	Description	Level	Parent Academic S
☒	1	2nd Grade-1.02.ENGLIS-7	ENGLISH LANGUAGE ARTS	1	
☒	2	2nd Grade-1.02.ENGLIS-7.001	Phonics	2	ENGLISH LANGUAGE
☒	3	2nd Grade-1.02.ENGLIS-7.002	Fluency and Accuracy	2	ENGLISH LANGUAGE
☒	4	2nd Grade-1.02.ENGLIS-7.003	Comprehension: Fiction and Non-Fiction	2	ENGLISH LANGUAGE

#1 Select this box and all the standards will be selected

Course Code
1GRD02Class Description
SECOND GRADESection
2KOSection Length
18Start Date
09/03/2025End Date
06/11/2026Primary Display Period
1

💾 Save & Back

💾 Save Changes

🚫 Cancel

📄 Copy Gradesheet Display Settings

ACADEMIC STANDARD DISPLAY

Grade Bucket S1 ▾

S1 ACADEMIC STANDARDS

Search Order 🔍

👁 View: Skyward Default

More ▾

Display	Order	Key	Description	Level	Parent Academic Standard
☒					
☒	1	2nd Grade-1.02.ENGLIS-7	ENGLISH LANGUAGE ARTS	1	
☒	2	2nd Grade-1.02.ENGLIS-7.001	Phonics	2	ENGLISH LANGUAGE ARTS
☒	3	2nd Grade-1.02.ENGLIS-7.002	Fluency and Accuracy	2	ENGLISH LANGUAGE ARTS
☒	4	2nd Grade-1.02.ENGLIS-7.003	Comprehension: Fiction and Non-Fiction	2	ENGLISH LANGUAGE ARTS

To see your newly set up gradebook select **Gradesheet**

	Indicators	Student Name	Grade	Student Number	Attendance Fri 8/15	S1	ENGLISH LANGUAGE ARTS	MATHEMATICS	SCIENCE	SOCIAL STUDIES
1										
2										
3										
4										
5										
6										
7										

These expand for each standard
You can see individual grading events once expanded.

Gradebook

- Navigation
- Gradesheet Legend –
 - Assignment Icons
 - Grade Column Icons
 - Student Icons
 - Grading Period Icons
 - Misc Icons
 - Grade Colors
 - Hotkeys

Gradebook

- Creating an Assignment
 - Path – Teacher Access>Menu>Gradebook>Gradesheet>Select Class>Add Assignment (top righthand corner)
- Syncing Assignments to a Classroom/Course
 - Path – Teacher Access>Menu>Gradebook>Assignments>Select Class>Mass Copy Assignments to Other Classes (top righthand corner)

Gradebook

- Editing Grades/Scoring –
 - Path – Teacher Access>Menu>Gradebook>Gradesheet>Select Class>Click on Enter Scoring Mode (top righthand corner)
 - Before Entering Scoring Mode be Sure and Expand All of Your Double Arrows/Double Chevrons so That You can See All of Your Assignments
 - Once in Scoring Mode You can Click on the Double Arrows/Double Chevrons on the Assignment Itself and Add Score Clarifiers, Mark as Missing, and Add Comments
 - It Allows You to Move Up and Down With the Arrow Keys but Not Side to Side
 - You can Also Click on the Assignment and Click Mass Score

Reports

- Attendance
 - Path – Teacher Access>Menu>Attendance>Reports
 - Attendance Totals for Students
 - Class Attendance Totals
 - Daily Attendance Class Roster By Teacher
 - Teacher Class Attendance

Reports

- Gradebook
 - Path – Teacher Access> Menu> Gradebook>Reports
 - Missing Assignments
 - Progress Reports
 - Progress Report
 - Student Progress Report (Activity Access)
 - Student Progress Report By Class
 - Student Progress Report By Student (Teacher Access)
 - Student Progress Report By Student (Teacher Access) –WSIPC
 - Send Progress Reports (Student Progress Report)
 - Path – Teacher Access> Menu> Features>Gradesheet>More>Send Progress Report
 - Path – Teacher Access> Menu> Features>Send Progress Report
 - Progress Report Run History
 - Scheduled Progress Reports



Conference options for Strong Start/February

The screenshot displays the Skyward SIS interface for Tumwater Hill Elementary. The top navigation bar includes the Skyward logo, school name, and user information for Katie Odegard. A red circle highlights the three-bar menu icon in the top left, with a red arrow pointing to it from a red box labeled "#1 Select three bar". Below the navigation bar, a blue arrow labeled "look" points to the "Teacher Access" menu. A blue circle highlights the "Conference" option in the left sidebar, with a blue arrow pointing to it from a blue box labeled "#2 Select Conference in menu". A yellow circle highlights the "Conferences" option under the "FEATURES" section in the main content area, with a yellow arrow pointing to it from a yellow box labeled "#3 Select Conferences (under features)". The interface also shows a "CONFERENCE: CONFERENCE LIST" header and a table with columns for "Sign Up Open Date", "Sign Up Open Time", "Sign Up Closed Date", and "Sign Up Closed Time".

#1 Select three bar

#2 Select Conference in menu

#3 Select Conferences (under features)

↑2

Conference Name	Conference Dates	Attendee Type	Conference Type	Conference Methods
	08/12/2025	Guardians	Parent-Teacher	In-Person

Down Arrow

Once you see your conference times, you can click on the down arrow and choose “do not schedule” if there is a time slot you don’t wish to have students.

CONFERENCE DATE TIME SLOT DETAILS

*Facilitator

*Start Time

08:00 AM

*End Time

08:15 AM

*Location

1E

*Families per Time Slot

1

Do Not Schedule

☐

Support Staff

Substitutes

Note to Attendees

Select the box next to “Do Not Schedule”



For parents who need help, you can add an attendee. (creating a conference for them)

Do Not Schedule ☐

Support Staff

Substitutes

Note to Attendees

ATTENDEES

Search Full Name (F1)

Student Name	Course	Section	Guardian Name	Method	Location	Attended	Attendee Note
No records to display							

Select add attendee here

* You can also see who signed up under attendee section

Message Center

- Message Center -
 - Path – Teacher Access>Menu>Message Center>Message Center>Add Message (top righthand side)
- Gradebook –
 - Path – Teacher Access>Menu>Gradebook>Gradesheet>Select Class>Click on “i” (lefthand side) by student’s name>Select Send Message (top righthand side)
- Student List –
 - Path – Teacher Access>Menu>Student>Student List> Select Class>Click “i” next to student's name (lefthand side)>Select Send Message (top righthand side)

Questions?



Thank You!

