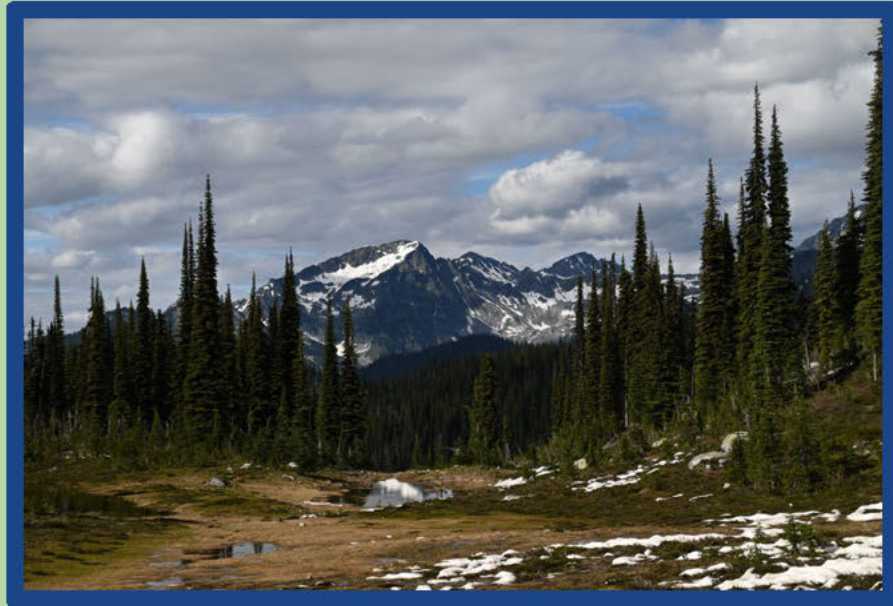


"Q"

...Updated Skyward



"Q" Questions?

Jennifer.hyer@tumwater.k12.wa

tony.harris@tumwater.k12.wa

Bear with us, we
are all learning
new stuff!



Quick Links...

 [Why "Q"?](#)

 [Updating "Q" cell phone app](#)

 [Web link to "Q"/TSD training videos link](#)

 [Navigating "Q" \(options to get to what you need\)](#)

 [Adding Tiles to your dashboard](#)

 [Hidden menus](#)

 [Student lists/information](#)

 [Class Roster \(how to print\)](#)

 [Room Layout/Seating charts \(and printing with pictures!\)](#)

 [Taking Attendance](#)

 [Gradebook... Setting up Categories](#)

 [Gradebook... Adding Assignments](#)

 [Gradebook... Changing Grade Marks](#)

 [Gradebook... Entering Grades](#)

 [Progress Reports](#) (one option)

 [Message Center](#)

 [Printed Grade Sheet](#)

 [Report Card Posting](#)

 [Additional helpful documents](#)

 [IEP or 504 Class Tile](#)

 [Office Referral](#)

 [Finding a class by student name](#)

What is "Q"?*



Qmlativ is the latest version of Skyward's Educational Management System. Tumwater School District utilizes Skyward throughout the district with staff, students and parents. Skyward is used for grading, attendance, transcripts, payroll, staffing, lunch services and many other programs throughout the district.

Why "Q"?*

Tumwater is a member of WSIPC which is a cooperative of school district in Washington state. WSIPC is transitioning its member district to the new Educational Management Systems. The new system has many benefits to help with our operational processes in Tumwater.

***From TSD website**

What is different in "Q"?*

Qmlativ is a system that provides student, human resources, and finance product applications for district and school operations.

Qmlativ is a new product which boasts many improved features:

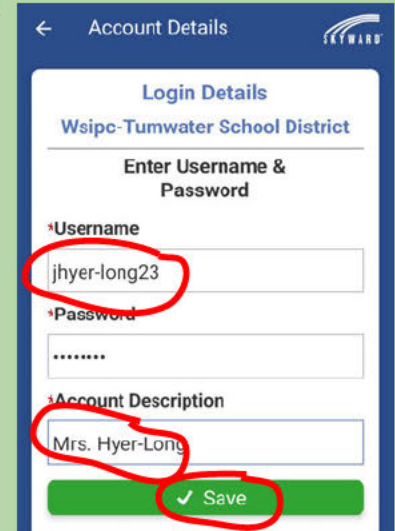
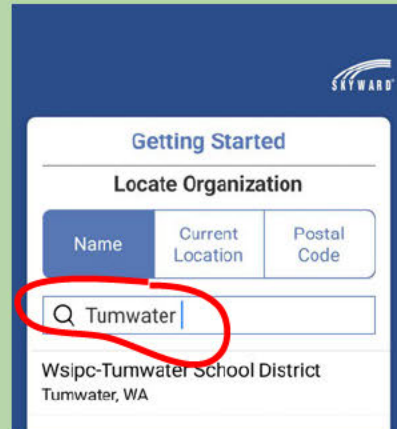
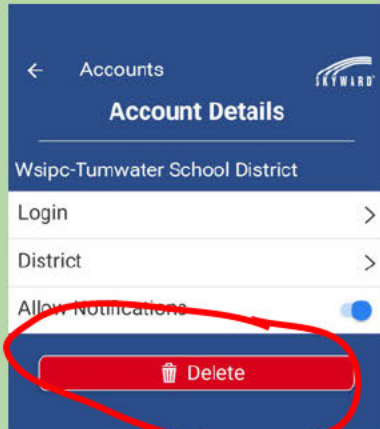
- Advanced search options, shortcuts, and other personalization
- Customized live tiles and charts that display user specified, real-time data, such as current enrollment and demographic data
- Elaborate, cutting-edge reporting - making it easier to find the data you care about, including improved sharing features
- Help Center with easy-to-use search options and streamlined resources, including training videos, tutorials, and interactive flowcharts

***From TSD website**

Update to "Q" mobile app...



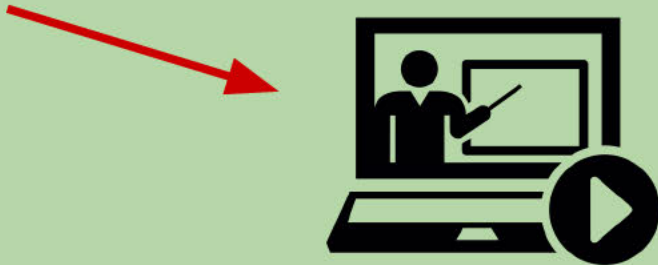
- To update the mobile application, open up the Skyward app already on your phone and choose "*Edit*" on the current account. Select the "*Delete*" option and confirm deletion of the account.
- Next you will be prompted for the name of your organization. Start **typing** the the word **Tumwater** and then select. Add in your **username**, **password** and **account description**. "*Save*"



Log in to "Q"...

- URL: <https://www.q.wa-k12.net/tumwtr> (plan on adding a bookmark, shortcut or pin to your Windows taskbar...)
- Use your old/current Skyward login.

Training videos and documents via TSD website...



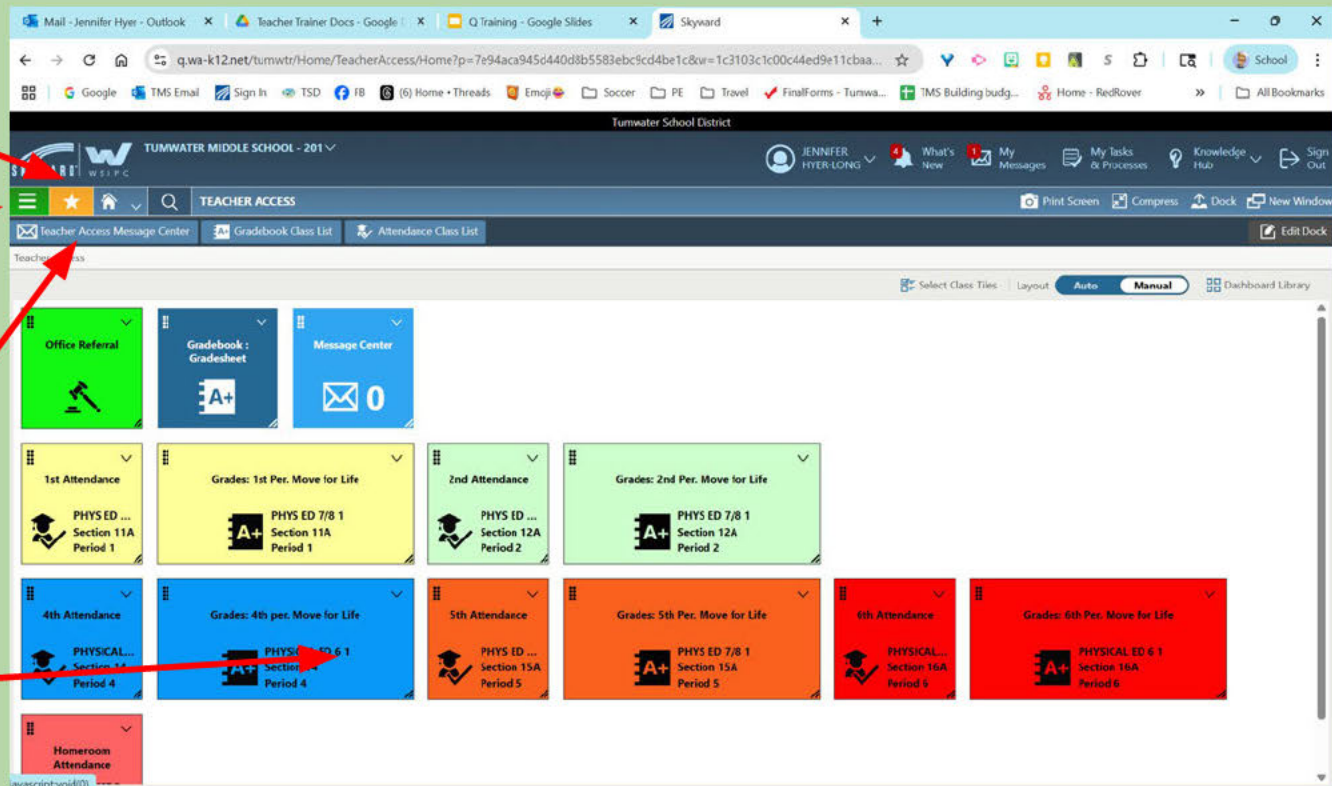
Navigating "Q"... You have options!

Stars... "Star" or favorite to add to the yellow starred pull down menu...

Three bars... Click the three stacked bars and follow menus...

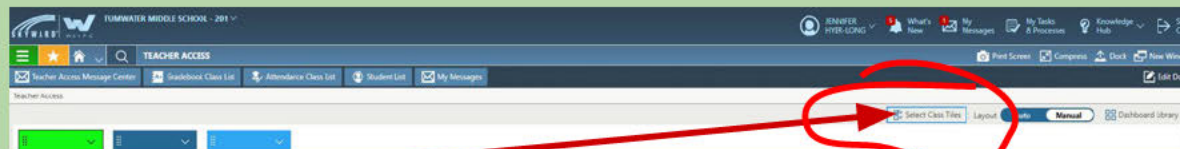
Dock... add links to the "dock bar"

Tiles... Create tiles with nicknames and color codes...



Adding Class/Attendance Tiles to Your Dashboard

✓ Click Select **"Class Tiles"** from your dashboard in the upper right



✓ Check the boxes in the popup to add the desired tiles to your dashboard. Click **"Next"** in the upper left hand corner.

Select Class Tiles
Select Class Tiles To Add Or Delete

→ Next Cancel

CLASS TILE DETAILS

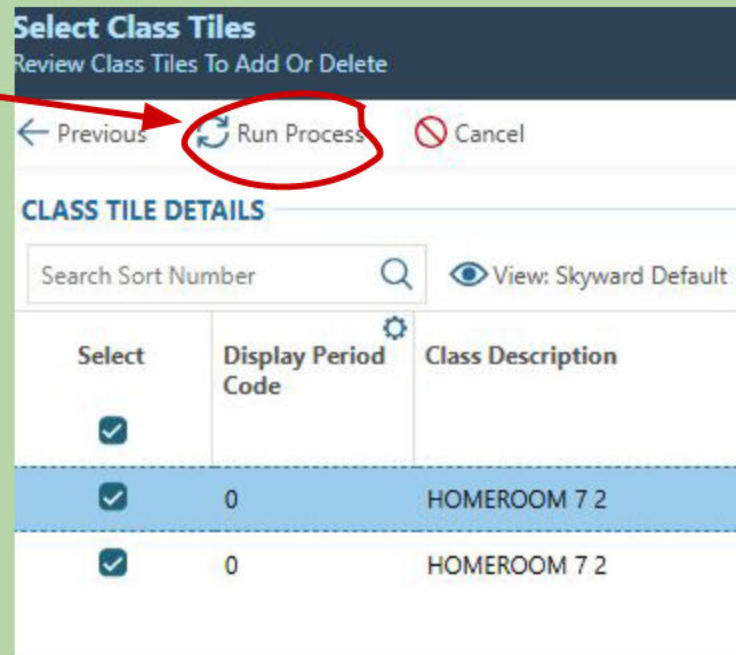
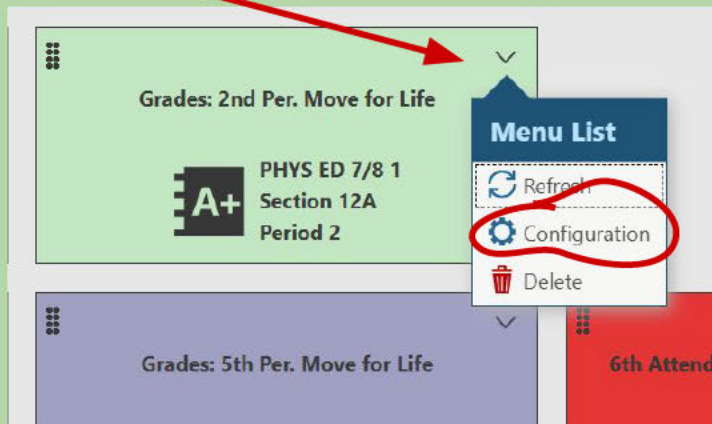
Search Sort Number View: Skyward Default

Select Attendance Tile	Select Gradesheet Tile	Display Period Code	Class Description
☐	☐	0	HOMEROOM 7 1
☒	☐	0	HOMEROOM 7 2
☐	☐	1	PHYS ED 7/8 1
☐	☐	1	PHYS ED 7/8 2
☒	☒	2	PHYS ED 7/8 1
☐	☐	2	PHYS ED 7/8 2
☒	☒	4	PHYSICAL ED 6 1
☐	☐	4	PHYSICAL ED 6 2
☒	☒	5	PHYS ED 7/8 1
☐	☐	5	PHYS ED 7/8 2
☒	☒	6	PHYSICAL ED 6 1
☐	☐	6	PHYSICAL ED 6 2

Adding Class/Attendance Tiles to Your Dashboard

✓ Click "Run Process".

✓ You can customize tiles by renaming or recoloring them. To do this, find the down arrow in the upper right of a tile, click the "⚙️ **configuration**" in the drop down menu...



More Live Tiles...

Live Tiles of Specific Views -

- You can create live tiles of specific views by clicking "More" in the top right hand corner of the screen. (Example student list, office referral, messages...)



The screenshot shows the Skyward Student List interface. At the top, there's a navigation bar with the Skyward logo, school name (TUMWATER MIDDLE SCHOOL - 201), and user information (JENNIFER HYER-LONG). Below this is a search bar and a 'STUDENT LIST' tab. The main area displays a table of student information. A red arrow points from the 'More' dropdown menu in the top right corner to the 'Add Live Tile to Dashboard' option in the 'List Options' menu.

Indicators	Last Name	First Name	Middle Name	Grad Year	Grade	Homeroom Code	Homeroom Staff Name	Active	Gender	Age	Student Email Address
1 2 3 4				2030	08			✓	M - Male	13	
1 2 3 4				2031	07			✓	F - Female	12	
1 2 3 4				2030	08			✓	M - Male	13	
1 2 3 4				2031	07			✓	F - Female	12	
1 2 3 4				2032	06			✓	F - Female	11	
1 2 3 4				2031	07			✓	M - Male	12	
1 2 3 4				2031	07			✓	F - Female	12	
1 2 3 4				2031	07			✓	F - Female	12	

More ▾

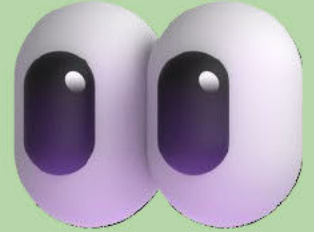
List Options

- Export as CSV
- Export as XLSX
- Add Live Tile to Dashboard
- Add Chart Tile to Dashboard
- Select List Totals

Hidden menus...



There are a few places where it can be tricky to find what you need...



SKYWARD WSPC TUMWATER MIDDLE SCHOOL - 201
2025-2026 (Current) PHYS ED 7/8 1 - Section 11A - S1 - 1

JENNIFER HYER-LONG | What's New | My Messages | My Tasks & Processes | Knowledge Hub | Sign Out

GRADEBOOK : GRADESHEET | Class List | Print Screen | Compress | Dock | New Window

Teacher Access Message Center | Gradebook Class List | Attendance Class List | Student List | My Messages | Edit Dock

Gradesheet

Enter Scoring Mode | Add Assignment | Legend | Settings | **More**

List Options

- Add Gradesheet Tile to Dashboard
- Add Assignment from Template
- Course Recommendations
- Export
- Load Time Stats
- Print/Export Blank Gradesheet
- Send Progress Report
- Tools

	Indicators	Student Name	Grade	Student Number	Attendance Fri 8/22	Q1	Week 0 Partici... 9/5/2025 3.00
1							
2							
3							
4							
5							

Hidden menus... (cont.)

The screenshot displays a web application for 'TUMWATER MIDDLE SCHOOL - 201'. At the top, a navigation bar includes the 'SKYWARD' logo, 'WSIPC', the school name, and a dropdown menu currently showing '2025-2026 (Current)'. A red circle highlights this dropdown menu, and a red arrow points to it from the text 'Drop down menus in a box with a down arrow...'. Below the navigation bar, there is a 'GRADEBOOK' section with a search icon and a 'Teacher Access Message Center' button. A 'Gradesheet' table is visible, with a row for 'PHYS ED 7/8 1 - Section 11A - S1 - 1' highlighted. A dropdown menu is open, showing a list of sections: 'HOMEROOM 8 1 - Section 19 - S1 - 0', 'HOMEROOM 8 2 - Section 29 - S2 - 0', 'PHYS ED 7/8 1 - Section 11A - S1 - 1 (Current)', 'PHYS ED 7/8 2 - Section 21A - S2 - 1', 'PHYS ED 7/8 1 - Section 12A - S1 - 2', 'PHYS ED 7/8 2 - Section 22A - S2 - 2', 'PHYSICAL ED 6 1 - Section 14 - S1 - 4', 'PHYSICAL ED 6 2 - Section 24 - S2 - 4', 'PHYS ED 7/8 1 - Section 15A - S1 - 5', 'PHYS ED 7/8 2 - Section 25A - S2 - 5', 'PHYSICAL ED 6 1 - Section 16A - S1 - 6', and 'PHYSICAL ED 6 2 - Section 26A - S2 - 6'. The dropdown menu is partially obscured by a black rectangular redaction box. To the right of the dropdown menu, there are buttons for 'Student List' and 'My Messages'. Below the 'Gradesheet' table, there is a section for 'Indicators' and 'Student Name' with a list of rows. The first row is highlighted, and a black rectangular redaction box covers the student name column. The table has columns for 'Q1' and 'Week 0 Partic' with dates '9/5/2' and '9/5/2'.

SKYWARD WSIPC TUMWATER MIDDLE SCHOOL - 201 2025-2026 (Current) PHYS ED 7/8 1 - Section 11A - S1 - 1

GRADEBOOK

Teacher Access Message Center

Gradesheet

Indicators Student Name

1 2 3 4 5

PHYS ED 7/8 1 - Section 11A - S1 - 1 (Current)

PHYS ED 7/8 2 - Section 21A - S2 - 1

PHYS ED 7/8 1 - Section 12A - S1 - 2

PHYS ED 7/8 2 - Section 22A - S2 - 2

PHYSICAL ED 6 1 - Section 14 - S1 - 4

PHYSICAL ED 6 2 - Section 24 - S2 - 4

PHYS ED 7/8 1 - Section 15A - S1 - 5

PHYS ED 7/8 2 - Section 25A - S2 - 5

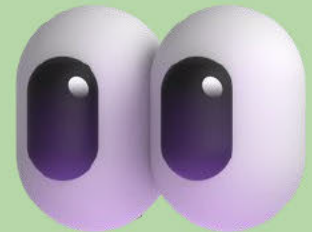
PHYSICAL ED 6 1 - Section 16A - S1 - 6

PHYSICAL ED 6 2 - Section 26A - S2 - 6

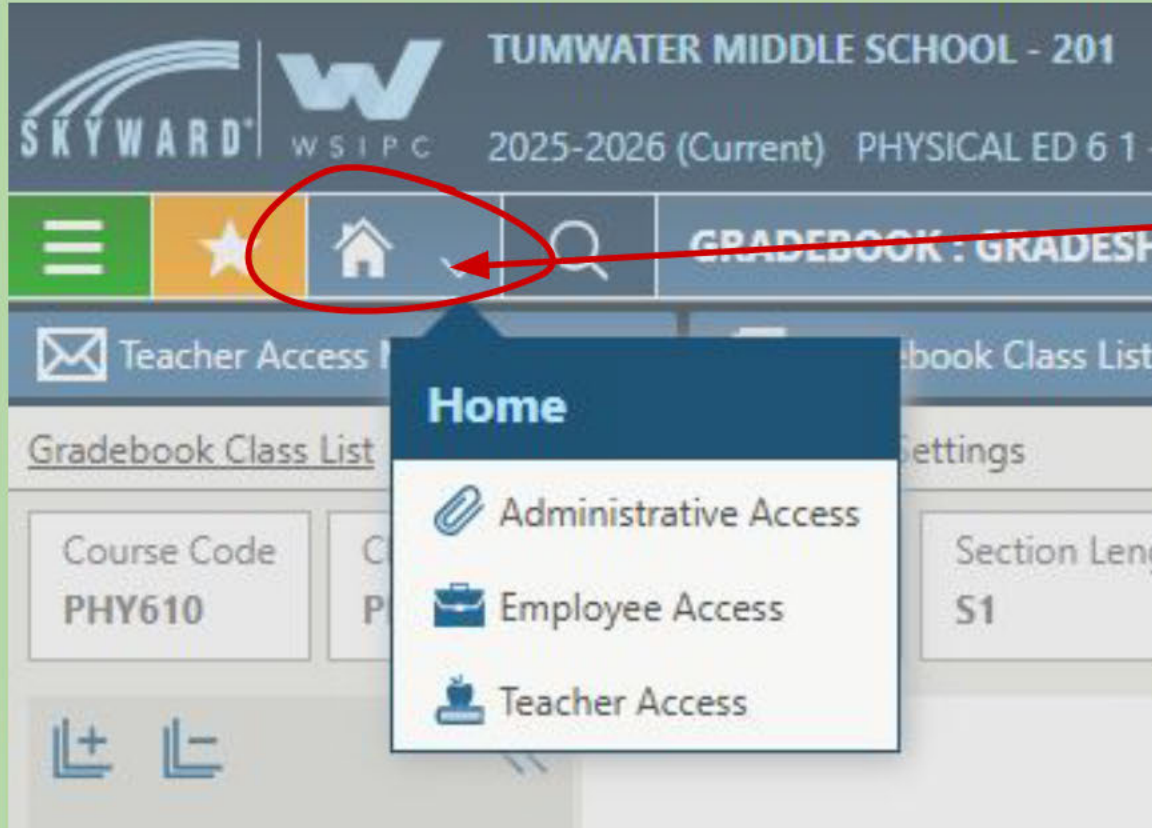
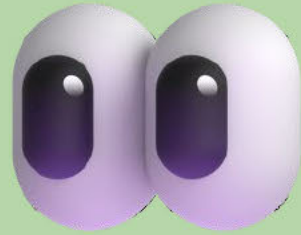
Student List

Q1 Week 0 Partic 9/5/2

Drop down
menus in a box
with a down
arrow...



Hidden menus... (cont.)



Drop down menus in a box with a down arrow...



Hidden menus... (cont.)

INCIDENT DETAILS

*Incident Number

Incident Type ☒ Referral

*Primary Offense

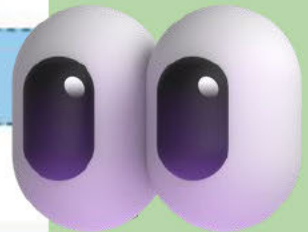
▼

*Incident Date

Incident Time

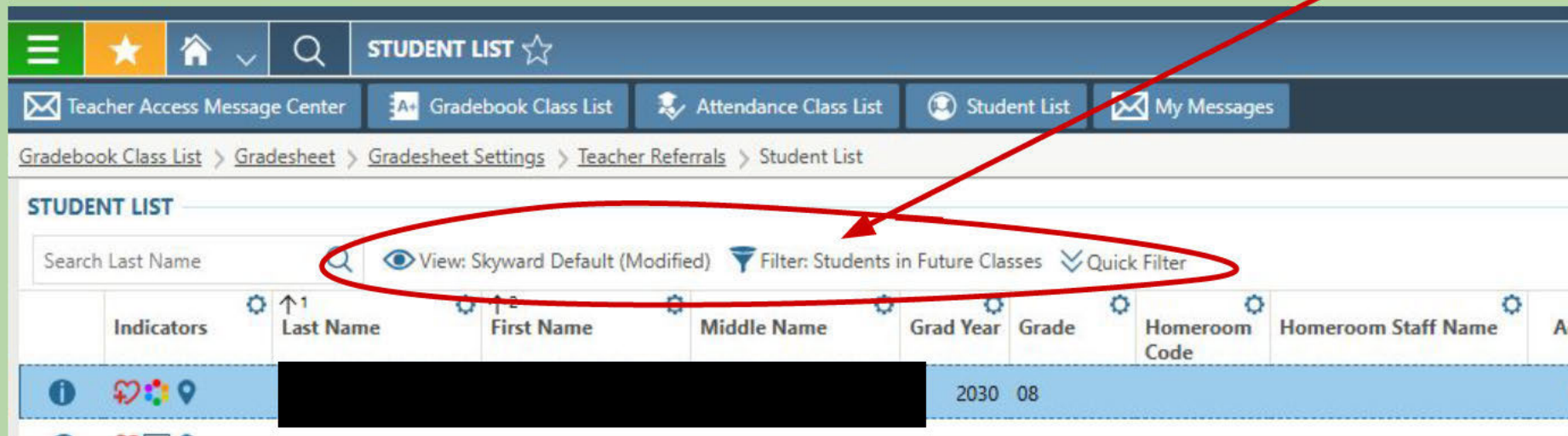
	↑	Offense Code	Offense Description
*Description	Select	0	Attendance
	Select	02	Tobacco/Vape

Drop down menus in a blank box with a down arrow...

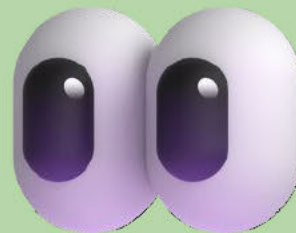


Hidden menus... (cont.)

Filter menus... Click everything!

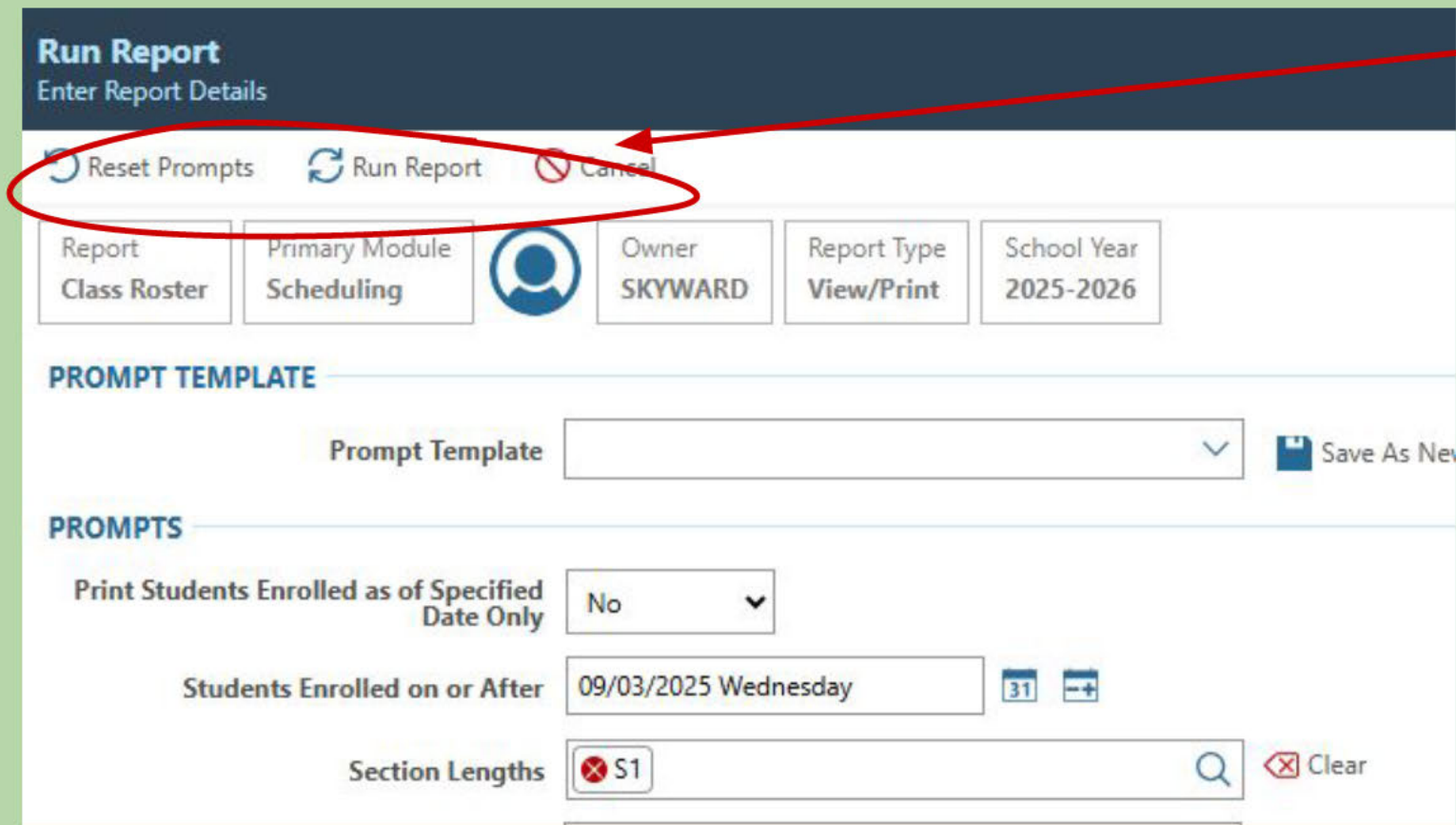


The screenshot shows a web application interface for a 'STUDENT LIST'. At the top, there is a navigation bar with icons for a menu, a star, a home button, and a search icon. Below this is a secondary navigation bar with buttons for 'Teacher Access Message Center', 'Gradebook Class List', 'Attendance Class List', 'Student List', and 'My Messages'. A breadcrumb trail indicates the current location: 'Gradebook Class List > Gradesheet > Gradesheet Settings > Teacher Referrals > Student List'. The main heading is 'STUDENT LIST'. Below the heading is a search bar labeled 'Search Last Name'. To the right of the search bar, a red circle highlights the area containing the text 'View: Skyward Default (Modified)', a funnel icon followed by 'Filter: Students in Future Classes', and a dropdown arrow followed by 'Quick Filter'. Below this highlighted area is a table with columns: 'Indicators', 'Last Name', 'First Name', 'Middle Name', 'Grad Year', 'Grade', 'Homeroom Code', 'Homeroom Staff Name', and 'Ac'. The first row of data shows a student with 'Last Name' [REDACTED], 'First Name' [REDACTED], 'Middle Name' [REDACTED], 'Grad Year' '2030', and 'Grade' '08'. The table has a dashed blue border at the bottom.



Hidden menus... (cont.)

Reports
need to be
“run”...



Run Report
Enter Report Details

 Reset Prompts  Run Report  Cancel

Report Class Roster Primary Module Scheduling  Owner SKYWARD Report Type View/Print School Year 2025-2026

PROMPT TEMPLATE

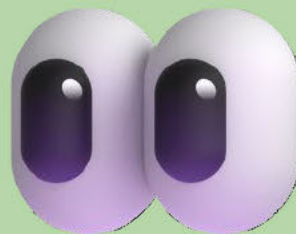
Prompt Template   Save As New

PROMPTS

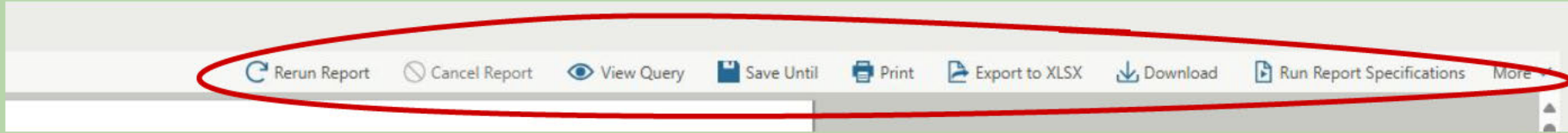
Print Students Enrolled as of Specified Date Only 

Students Enrolled on or After  

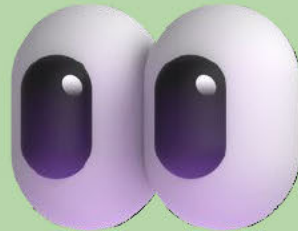
Section Lengths   Clear



Hidden menus... (cont.)



Lots of options!



Hidden menus... (cont.)

Students Enrolled as of Specified Date Only Yes ▾

Students Enrolled as of Date MM/DD/YYYY

Section Lengths Show all values

Periods Show all values

Teachers Show all values

Course Type Show all values

Courses Show all values

Sections Show all values

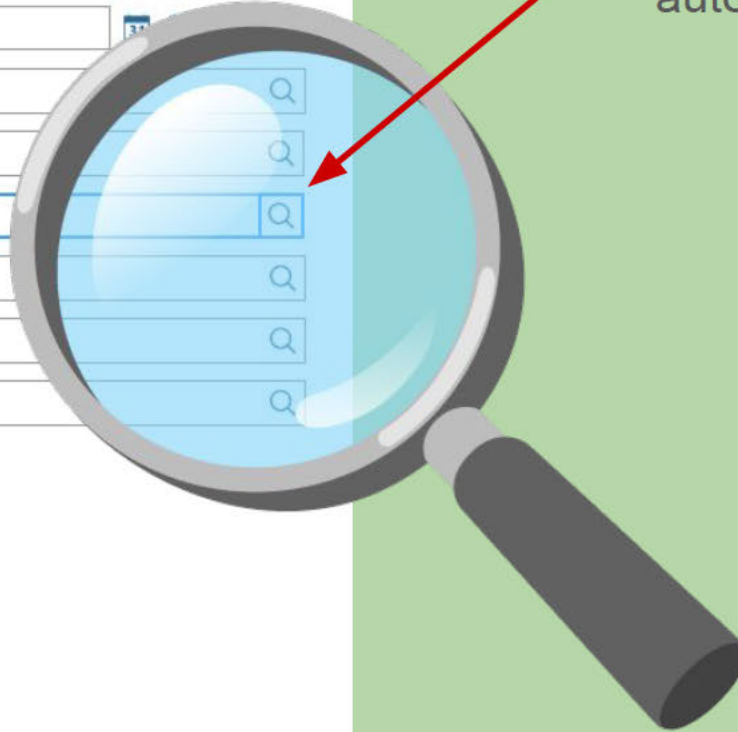
Student Class Start/End Dates Yes ▾

Student Section Length Subset Yes ▾

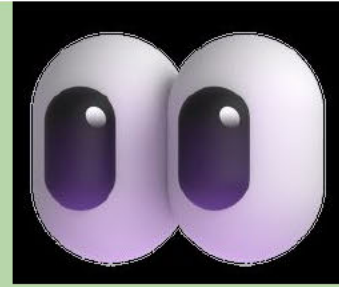
Show Day Rotation Yes ▾

Use Gender Identity Yes ▾

Show Student Pronouns Yes ▾



Blank boxes
usually can be
autofilled...



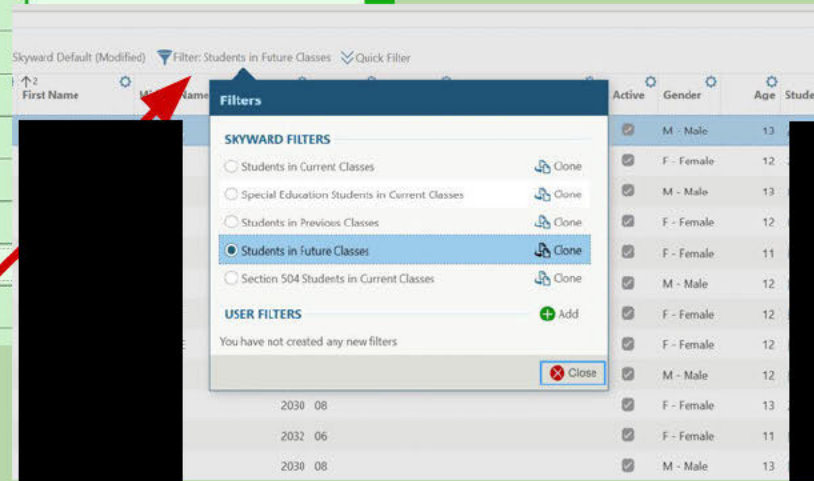
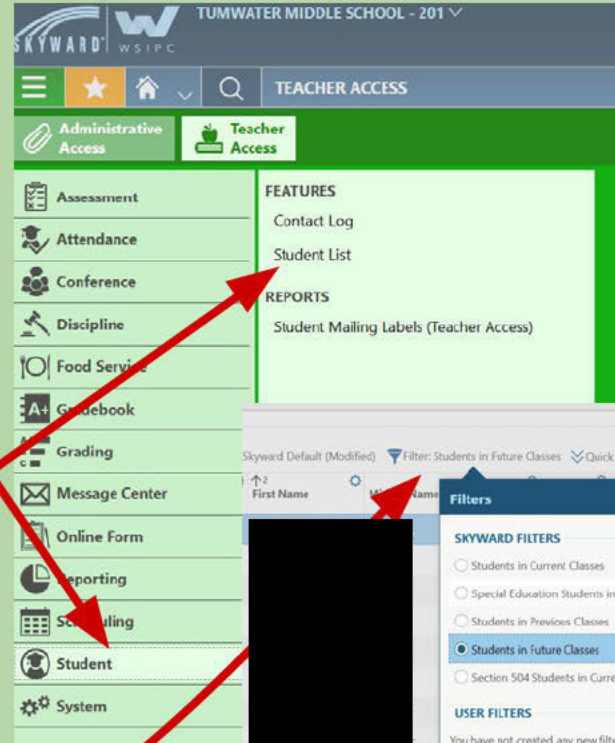
Student lists and information...

To find a list of all of your students and their information...

✓ Click on the green box in upper left (three lines)...

✓ Click on "Student", then "Student List"...

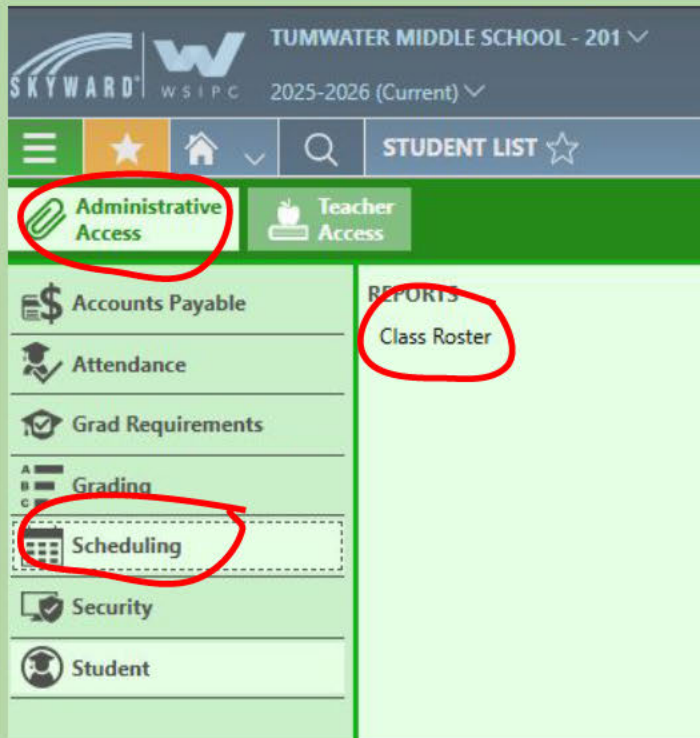
Until the first day of school, choose the filter "Students in future classes".



Class Roster...

✓ To print a Class Roster with some student information...

✓ Green box, "**Scheduling**", "**Class Roster**"...



Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Class Roster Primary Module Scheduling Owner SKYWARD Report Type View/Print School Year 2025-2026

PROMPT TEMPLATE

PROMPTS

Print Students Enrolled as of Specified Date Only No

Students Enrolled on or After 09/03/2025 Wednesday

Section Lengths S1

Periods Show all values

Teachers HYER-LONG

Course Type Show all values

Courses Show all values

Sections 11A 12A 14 15A 16A 19

Show Student Class Start/End Dates No

Show Student Section Length Subset No

Show Day Rotation No

Use Gender Identity No

Show Student Pronouns Yes

✓ Use these settings... Click the  for drop down menus.

✓ Click "**Run Report**"

Class Roster... (cont.)

OL

2025-2026

1 of 0 > >|

 Rerun Report  Cancel Report  View Query  Save Until  Print  Export to XLSX  Download  Run Report Specifications  More

Class Roster

2025-2026

TUMWATER MIDDLE SCHOOL

Class: HMR801 / 10 - HOMEROOM 8 1

Length: S1

From: 09/03/2025 to 01/23/2026

Teacher: JENNIFER HYER-LONG

Day Rotation: M,T,W,R,F

Period: 0

Room: D1

Course Type: R

Students enrolled in course on or after: 09/03/2025

STUDENTS

Student	Student #	Grade	Gender
	08	F	
	08	F	
	08	F	
	08	F	
	08	F	
	08	M	
	08	M	
	08	M	
	08	M	
	08	M	
	08	F	
	08	M	
	08	M	
	08	M	
	08	M	
	08	F	
	08	M	
	08	M	
	08	M	
	08	F	
	08	M	
	08	M	
	08	M	
	08	F	

 Now you have options... print, download, export to an Excel sheet or even "Rerun Report" (takes you back to the original report selections.)

Class Roster... (cont.)

✓ Exported to Excel sheet... (All of my classes downloaded into one sheet.)



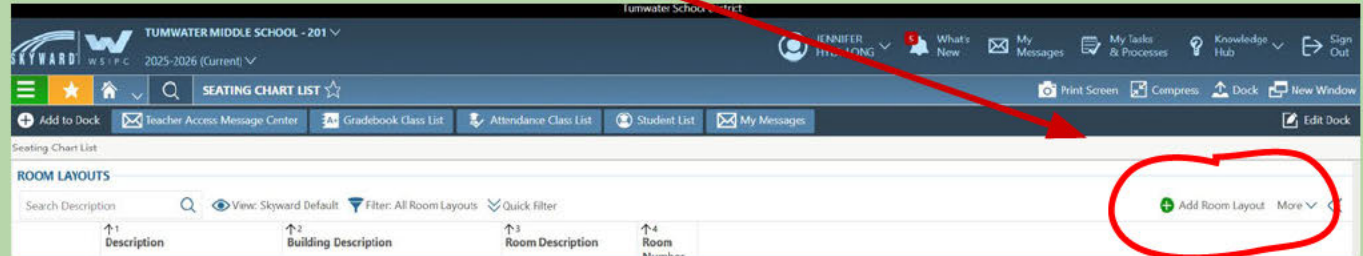
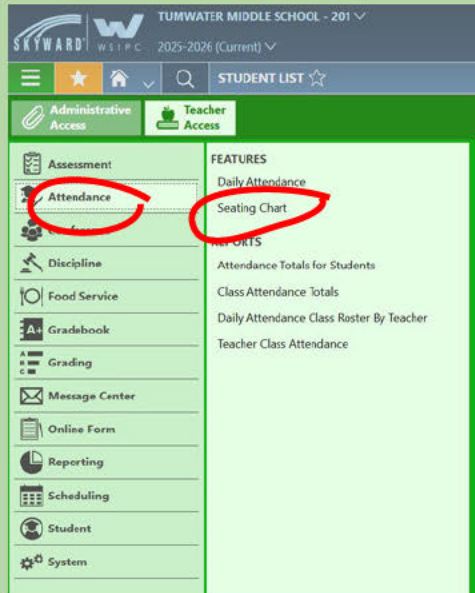
Class Roster [Protected View] - Excel						
File Home Insert Draw Page Layout Formulas Data Review View Help						
PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing						
A1 Class:						
A	B	C	D	E	F	G
Class:	HMR801 / 19 - HOMEROOM 8 1	Length:	S1	From:	09/03/2025	to
		08	F	09/03/2025	01/23/2026	
		08	F	09/03/2025	01/23/2026	
		08	F	09/03/2025	01/23/2026	
		08	F	09/03/2025	01/23/2026	
		08	F	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	F	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	F	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	F	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	
		08	M	09/03/2025	01/23/2026	

Room Layout/Seating charts...

✓ Create a custom room layout for your classroom, assign seats AND take attendance from there! *(This is a great update!)*

✓ Click on the green box in upper left (three lines), then on "Attendance", "Seating Chart"...

✓ Click the "Add Room Layout" in the upper right corner...

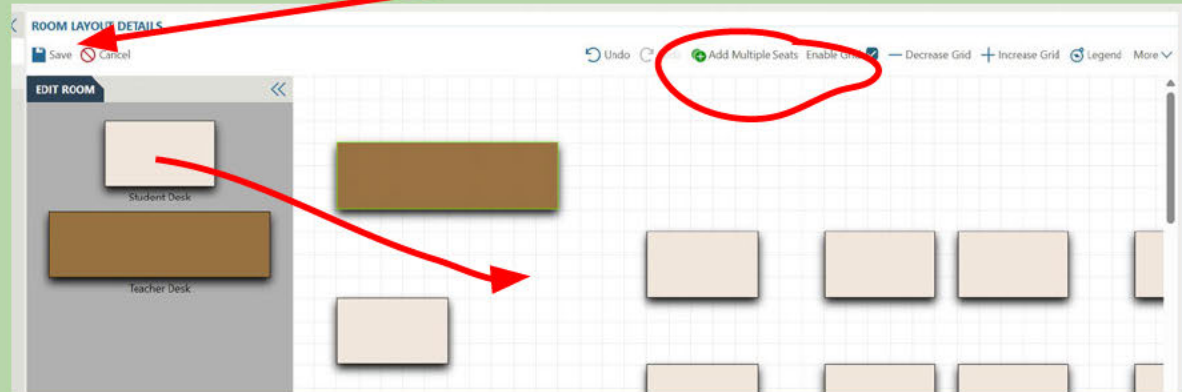
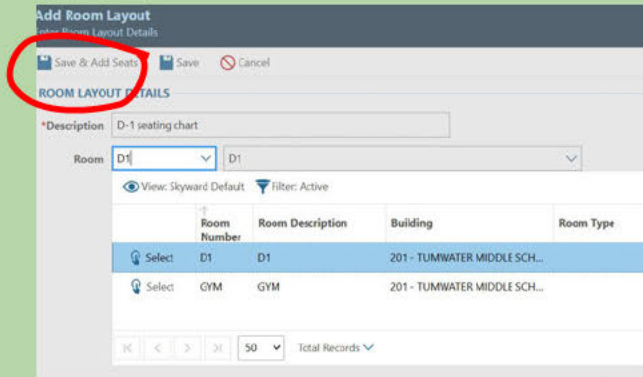


Room Layout/Seating charts... (cont.)

✓ Name your room layout and choose your room number from the pull down menu. Click **"Save and add seats"**...

✓ Drag and drop desks or mass add them (Tip! leave a space above and below each desk or student info will overlap when seats are assigned.)

✓ Click **"Save"** in the upper right corner of this screen.



Room Layout/Seating charts... (cont.)

✓ To create a seating chart for a specific class, Green menu, **"Attendance"**, then **"Seating Chart"**...

✓ Choose **"Add Seating Chart"** in the lower left of the bottom section...

The screenshot shows the Skyward WSPC Teacher Access interface. The top navigation bar includes 'Administrative Access' and 'Teacher Access' tabs. The left sidebar lists various features, with 'Attendance' and 'Seating Chart' circled in red. The main content area displays the 'SEATING CHART LIST' with a table of room layouts. Below this, the 'SEATING CHARTS' section is visible, showing a search bar and a table with columns for Description, Seating Chart Grouping, and Class Meets. A red arrow points from the 'Add Seating Chart' button in the bottom right corner of the 'SEATING CHARTS' section to the 'Seating Chart' option in the left sidebar.

Description	Building Description	Room Description	Room Number
Seating Chart	TUMWATER MIDDLE SCHOOL	D1	D1

Description	Seating Chart Grouping	Class Meets
No records to display		

This screenshot shows the left sidebar of the Skyward WSPC Teacher Access interface. The 'Attendance' option is circled in red, and the 'Seating Chart' option is also circled in red. The 'Seating Chart' option is highlighted with a green background.

- Assessment
- Attendance
- Conference
- Discipline
- Food Service
- Gradebook
- Grading
- Message Center

FEATURES

- Daily Attendance
- Seating Chart

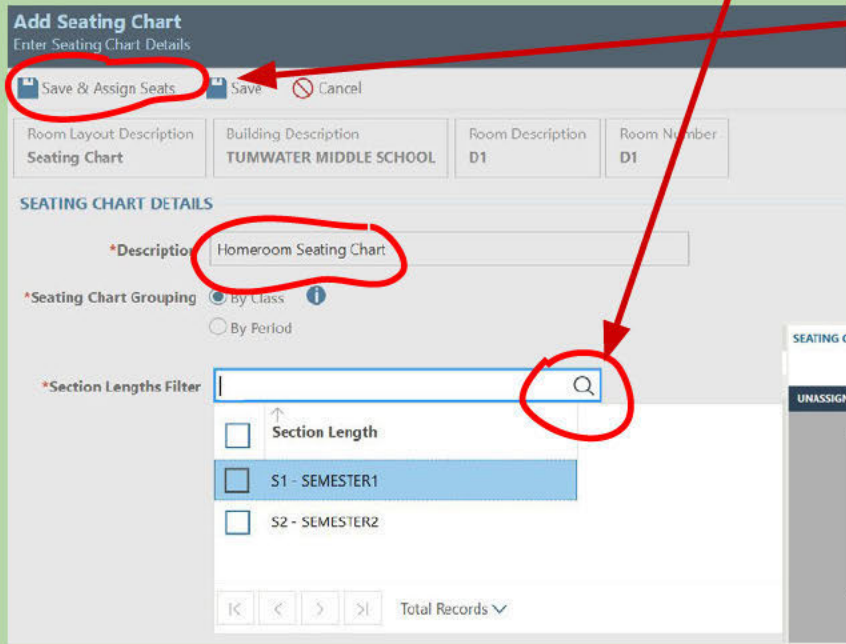
REPORTS

- Attendance Totals for Students
- Class Attendance Totals
- Daily Attendance Class Roster By Teacher
- Teacher Class Attendance

Room Layout/Seating charts... (cont.)

✓ Name your seating chart and group by period or class...

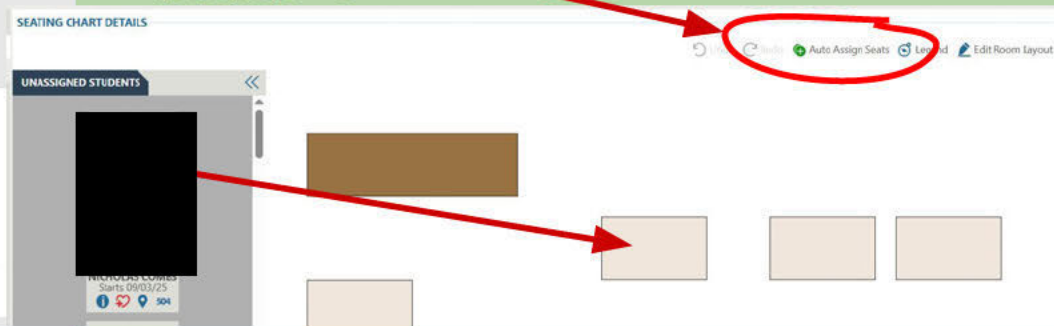
✓ Choose the **"Section Length Filter"** by clicking on the magnifying glass (this was tricky for me to find!)



The screenshot shows the 'Add Seating Chart' form. At the top left, the 'Save & Assign Seats' button is circled in red. Below it, the 'Room Layout Description' is 'Seating Chart', 'Building Description' is 'TUMWATER MIDDLE SCHOOL', 'Room Description' is 'D1', and 'Room Number' is 'D1'. The 'SEATING CHART DETAILS' section has '*Description' set to 'Homeroom Seating Chart'. Under '*Seating Chart Grouping', 'By Class' is selected. The '*Section Lengths Filter' section has a search icon circled in red. Below the search bar, 'S1 - SEMESTER1' is selected. At the bottom, there are navigation arrows and a 'Total Records' dropdown.

✓ Hit **"Save and Assign Seats"** in the upper left corner.

✓ Either drag and drop students or click **"Auto Assign Seats"**.



The screenshot shows the 'SEATING CHART DETAILS' window. At the top right, the 'Auto Assign Seats' button is circled in red. Below it, the 'UNASSIGNED STUDENTS' list is visible. The main area shows a seating chart with a black box labeled 'MICHAEL COMES Starts 09/03/25' and a red arrow pointing to a seat. The bottom right shows a row of three empty seats.

Room Layout/Seating charts... (cont.)

✓ To print this view with the pictures, find "More ▾" in the upper right corner and click "Print Seating Chart."

✓ This view also allows you to click on a student picture to get more information and to see their current location (based on schedule) using the 📍 symbol. (New feature!)

✓ You will be able to take attendance from the seating chart as long as it is a scheduled school day.

The screenshot displays the 'SEATING CHART DETAILS' interface. At the top, there are buttons for 'Save' and 'Cancel', and a toolbar with 'Undo', 'Redo', 'Auto Assign Seats', 'Legend', 'Edit Room Layout', and a 'More ▾' button which is circled in red. Below the toolbar, there is a grid of student cards. Each card has a blacked-out student picture, the text 'Starts 09/03/25', and a row of icons including an information icon, a heart icon, a location pin icon, and a number (e.g., 504). On the right side, a 'List Options' dropdown menu is open, showing 'Clone Seating Chart' and 'Print Seating Chart' options.

Room Layout/Seating charts... (cont.)



The
printout...
not bad!

Note: Leaving
the gap
between desks
when creating
the seating
chart keeps
the photos
from running
into each
other.

Teacher HYER-LONG, JENNIFER JACKLYN Period 0,M,T,W,R,F Classes HMR701 / 17 Room D1

Room Layout Seating Chart Seating Chart Homeroom Seating Chart

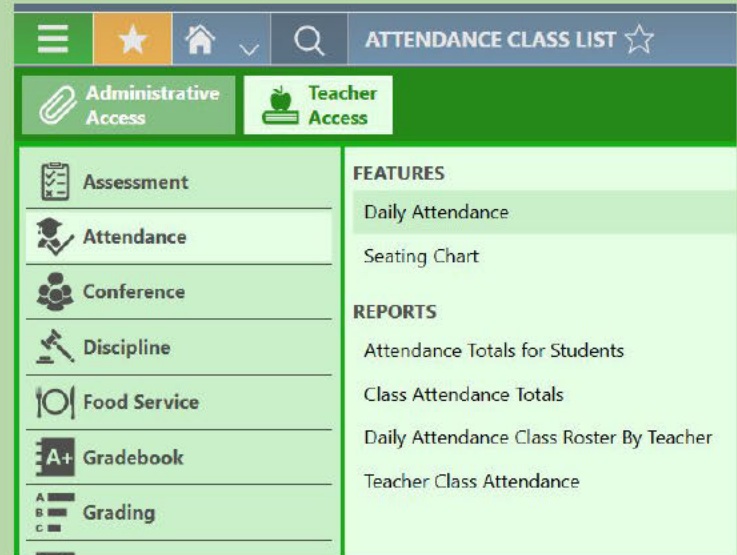
Taking Attendance...

✓ You will be able to take attendance on a scheduled school day two ways.

✓ Choose a **class tile**, if you have made them, or green box, "**Attendance**", then "**Daily Attendance**"... or, from your dashboard just choose the attendance tile you made for each class.

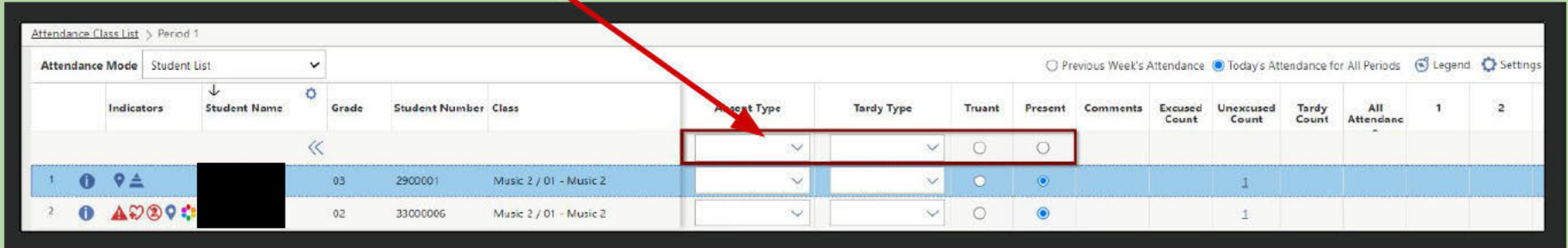


Until an actual school day, you will not be able to see how to take attendance. There are videos in the help section if you want to preview this.



Taking Attendance... cont.

✓ With no seating chart assigned, attendance will look pretty much like it used to...

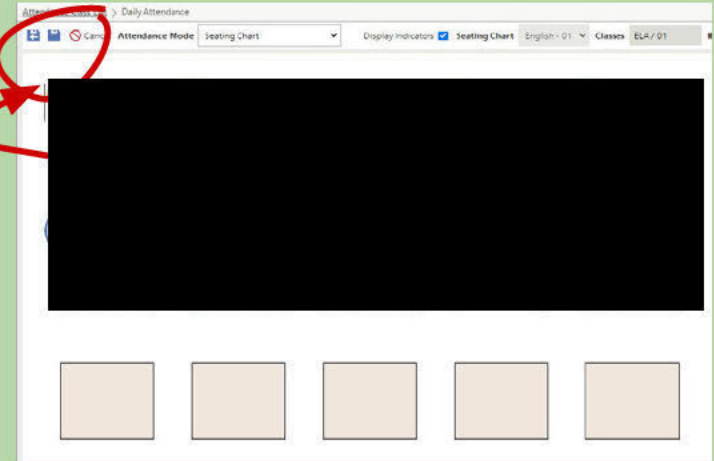


The screenshot shows the 'Attendance Class List' for 'Period 1'. The 'Attendance Mode' is set to 'Student List'. The table has columns for Indicators, Student Name, Grade, Student Number, Class, Absent Type, Tardy Type, Truant, Present, Comments, Excused Count, Unexcused Count, Tardy Count, All Attendance, and two empty columns labeled 1 and 2. A red arrow points to the 'Absent Type' dropdown menu for the first student, which is currently empty.

Indicators	Student Name	Grade	Student Number	Class	Absent Type	Tardy Type	Truant	Present	Comments	Excused Count	Unexcused Count	Tardy Count	All Attendance	1	2
1	[Redacted]	03	2900001	Music 2 / 01 - Music 2											
2	[Redacted]	02	3300006	Music 2 / 01 - Music 2							1				

✓ With a seating chart assigned... Fill in attendance with the drop down menus for each student. (To be fair, I have not seen this live yet.)

✓ Be sure to **"Save"** in the upper left hand corner.



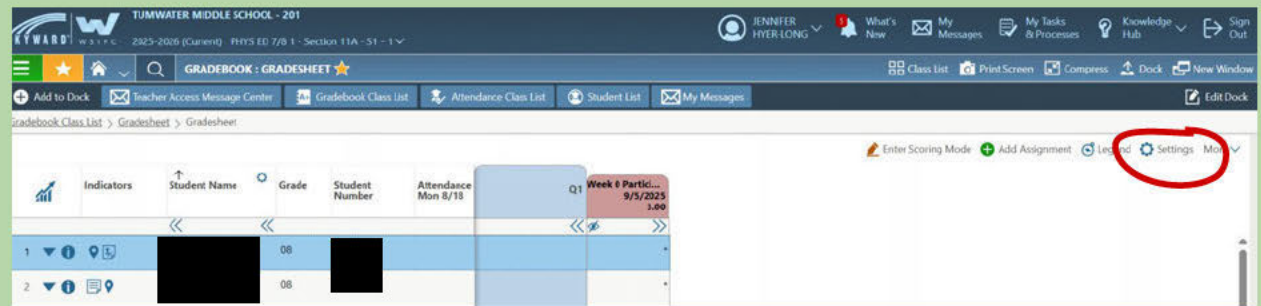
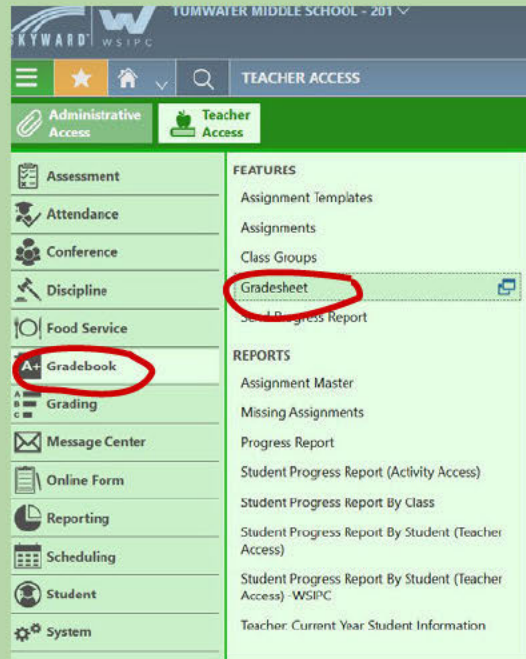
The screenshot shows the 'Attendance Class List' for 'Daily Attendance'. The 'Attendance Mode' is set to 'Seating Chart'. The table has columns for Indicators, Student Name, Grade, Student Number, Class, Absent Type, Tardy Type, Truant, Present, Comments, Excused Count, Unexcused Count, Tardy Count, All Attendance, and two empty columns labeled 1 and 2. A red arrow points to the 'Absent Type' dropdown menu for the first student, which is currently empty.

Indicators	Student Name	Grade	Student Number	Class	Absent Type	Tardy Type	Truant	Present	Comments	Excused Count	Unexcused Count	Tardy Count	All Attendance	1	2
1	[Redacted]	03	2900001	Music 2 / 01 - Music 2											
2	[Redacted]	02	3300006	Music 2 / 01 - Music 2							1				

Gradebook... Setting up Categories

✓ Click on the green box (three lines), down to "Gradebook", then "Gradesheet"...

✓ Find "⚙️ Settings" in the upper right corner...



Gradebook... Setting up Categories

✓ Find "Calculation Settings +" in the column on the left. Click the + and see the drop down menu.

✓ Choose "Grade Calculations"; then select categories and assign percentages (just like the old days), Save!

GRADEBOOK : GRADESHEET SETTINGS

Teacher Access Message Center | Gradebook Class List | Attendance Class List | Student List | My Messages

Gradebook Class List > Gradesheet > Gradesheet > Gradesheet Settings

Course Code	Class Description	Section	Section Length	Start Date	End Date	Primary Display Period
PHY821	PHYS ED 7/8 1	11A	S1	09/03/2025	01/23/2026	1

Display Settings

- Gradesheet Display
- Student Display
- Score Settings
- Calculation Settings**
- Grade Calculations
- Grading Scale
- Student Grading Scales

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
1st Qtr	09/03/2025	11/07/2025	11/10/2025 3:00:00 PM	☒	☒	☐
2nd Qtr	11/08/2025	01/23/2026	1/29/2026 3:00:00 PM	☐	☐	☐

Navigation: < > 50 Total Records

Teacher Access Message Center | Gradebook Class List

Gradesheet > Gradesheet Settings > Grade Calculation Details

Grade Column	Grading Period Start Date	Grading Period End Date
Q1	09/03/2025	11/07/2025

Save & Back **Save Changes** **Cancel**

SECTION GRADE BUCKET DETAILS

Calculation Type: Category Weighting

CATEGORIES - 100.00%

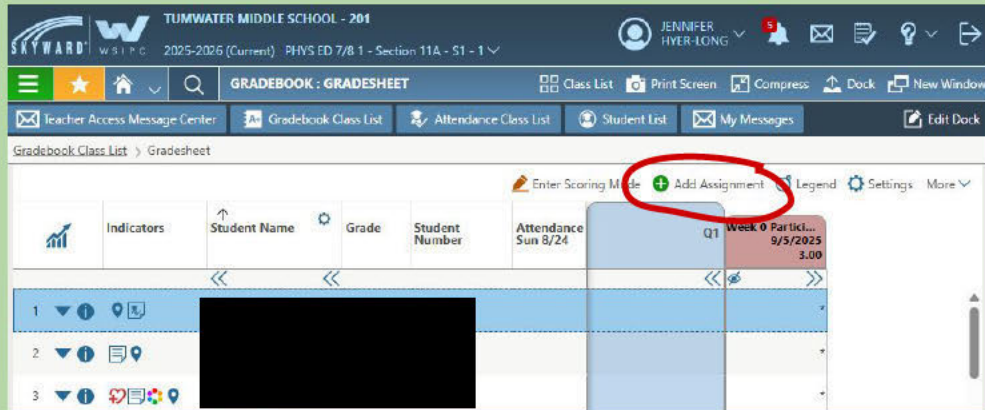
Filter: All Categories

Include	Category Description	Weight Percent
☐		
☒	MOVE FOR LIFE	50.00
☒	PE	50.00
☒	PREPARATION	0.00

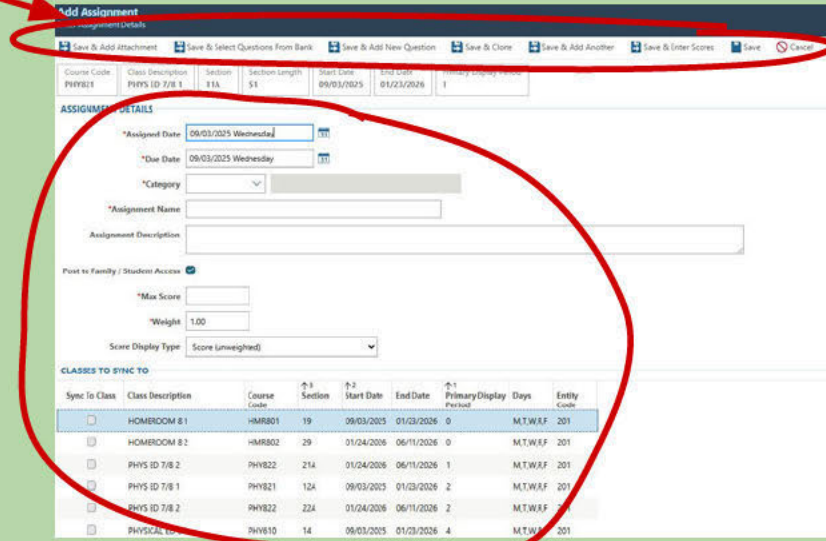
Gradebook... Adding Assignments

✓ Go to "Gradebook"; use the green box, "Gradesheet", then "Gradesheet" or choose the **class tile** (if you set that up)

✓ Choose "  "in the upper right; add your assignment (most of this looks like it used to) and choose which classes to add it to. "Save" or choose from the options above.



The screenshot shows the Skyward Gradebook interface for Tumwater Middle School - 201. The user is logged in as Jennifer Hyer-Long. The interface includes a top navigation bar with a search icon, a home icon, and a list of tabs: Gradebook: Gradesheet, Class List, Print Screen, Compress, Dock, and New Window. Below the navigation bar, there are buttons for Teacher Access Message Center, Gradebook Class List, Attendance Class List, Student List, My Messages, and Edit Dock. The main area displays a table with columns for Indicators, Student Name, Grade, Student Number, Attendance, and a section for Week 0 Part 1. The 'Add Assignment' button is circled in red.



The screenshot shows the 'Add Assignment' form. The form is titled 'Add Assignment' and has a red circle around the 'ASSIGNMENT DETAILS' section. The form includes fields for Course Code, Class Description, Section, Section Length, Start Date, End Date, and Number of Assignments. The 'ASSIGNMENT DETAILS' section includes fields for Assigned Date, Due Date, Category, Assignment Name, Assignment Description, Post to Family / Student Access, Max Score, Weight, and Score Display Type. The 'CLASSES TO SYNC TO' section includes a table with columns for Sync to Class, Class Description, Course Code, Section, Start Date, End Date, Primary Display, Days, and Entry Code.

Sync to Class	Class Description	Course Code	Section	Start Date	End Date	Primary Display	Days	Entry Code
☐	HOMEROOM B1	HMRB01	19	09/03/2025	01/03/2026	0	M.T.W.F.	201
☐	HOMEROOM B2	HMRB02	29	01/24/2026	06/11/2026	0	M.T.W.F.	201
☐	PHYS ID T/B 2	PHYB22	21A	01/24/2026	06/11/2026	1	M.T.W.F.	201
☐	PHYS ID T/B 1	PHYB21	12A	09/03/2025	01/03/2026	2	M.T.W.F.	201
☐	PHYS ID T/B 2	PHYB22	22A	01/24/2026	06/11/2026	2	M.T.W.F.	201
☐	PHYSICAL EDUCATION	PHYB10	1A	09/03/2025	01/03/2026	4	M.T.W.F.	201

Gradebook... Changing Grade Marks

✓ To change settings in the way your gradebook looks or grades are displayed...

✓ Click "⚙️ **Settings**" in the upper right, then find "**Gradesheet Display**" under "**Display Settings**"... choose your needs and "**Save and Close**"...

The screenshot shows the Skyward Gradebook interface for Tumwater Middle School - 201. The top navigation bar includes the Skyward logo, school name, and user information (JENNIFER HYER-LONG). Below the navigation bar, there are tabs for Teacher Access Message Center, Gradebook Class List, Attendance Class List, Student List, and My Messages. The main area displays a Gradesheet table with columns for Indicators, Student Name, Grade, Student Number, Attendance, and a section for Q1 Week 0 Participation. A red circle highlights the "Settings" button in the top right corner of the Gradesheet table.

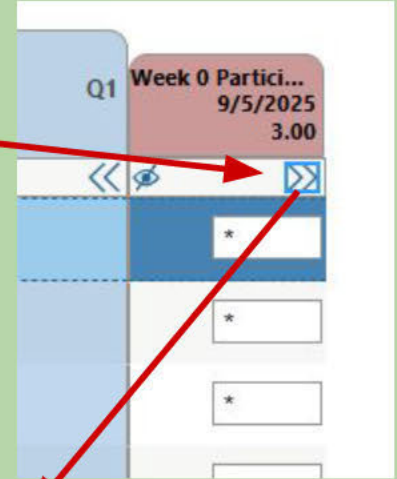
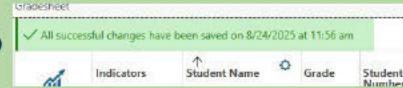
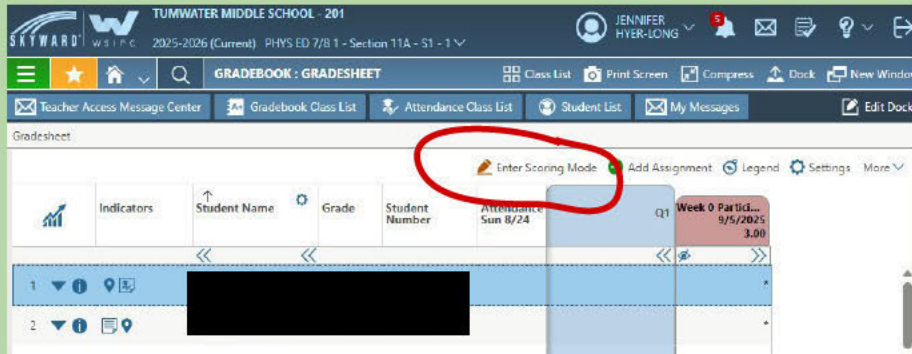
The screenshot shows the "GRADEBOOK : GRADESHEET SETTINGS" window. The "Display Settings" menu is open, showing options like Gradesheet Display, Student Display, Score Settings, Calculation Settings, Grade Calculations, Grading Scale, and Student Grading Scales. A red circle highlights the "Display Settings" menu item. Another red circle highlights the "Save & Back" button. The window also displays a table for "GRADE AND ASSIGNMENT COLUMNS TO DISPLAY" with columns for Grading Period, Start Date, End Date, and Grace Period End Date. Below this, there are sections for "GRADE COLORS" and "ASSIGNMENT DISPLAY" with various configuration options.

Gradebook... Entering Grades

✓ To enter grades, start in the class you wish to enter grades in... Find "  Enter Scoring Mode " and click.

✓ Scoring boxes will appear and you can enter scores. Note! This little double arrow  expands the box for more options!

✓ Once scores are entered they will save on their own. A message will pop up



Q1	Week 0 Partici... 9/5/2025 3.00	Score Clarifier	No Count	Missing	Comments
<<	<<				
	*		☐	☐	
	*		☐	☐	
	*		☐	☐	

Progress Reports...

✓ There are MANY reports that can be run. If you cannot find what you need, ask your trainers.

✓ For individual student progress reports: Green box, "Gradebook", "Student Progress Report by Class", Make your choices and hit "Run Report"; then **print** or other options.

GRADEBOOK : GRADESHEET

Administrative Access

Teacher Access

Assessment

Attendance

Conference

Discipline

Food Service

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 by Class (highlighted)
- Student Progress Report by Student (Teacher Access)
- Student Progress Report by Student (Teacher Access)

Run Report

Enter Report Details

Report From: Run Report

Report: Student Progress Report by Class

Report Type: View/Print

School Year: 2025-2026

Owner: SKYWARD

Prompt Template: PHYS21 / 11A

Classes: PHYS21 / 11A

Students: Show all values

Show Student Promotions: No

Show Gender Identity: No

Grading Periods: Q1

Omit Dropped Students: Yes

Show Parent/Guardian Signature: No

Show Standards/Subjects: Yes

Show Grade Percentages: Yes

Show Standard/Subject Assignment Information: No

Assignments From: Current Date

To: 42 Days from Now

Show Category Legend: Yes

PROGRESS REPORT

TULSA MIDDLE SCHOOL

Student: [REDACTED] Grade: 08

Class: PHYS21 / 11, PHYS ED 7/8 1 Teacher: JENNIFER HYER-LONG Period: 1

GRADES

Description	Grades
Term 1	A / 100.00%
Category Description	Weight
ZPED - PE	50.00 %
MOVE - MOVE FOR LIFE	50.00 %

ASSIGNMENTS

Due Date	Assignment Name	Category	Earned/Possible	Percent	Grade
09/05/2025	Week 0 Participation	ZPED	3.00 / 3.00	100.00	A

CLASS ATTENDANCE

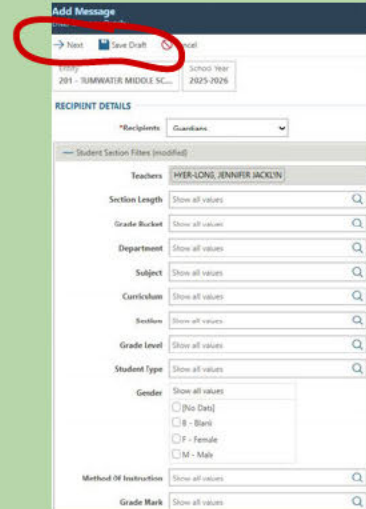
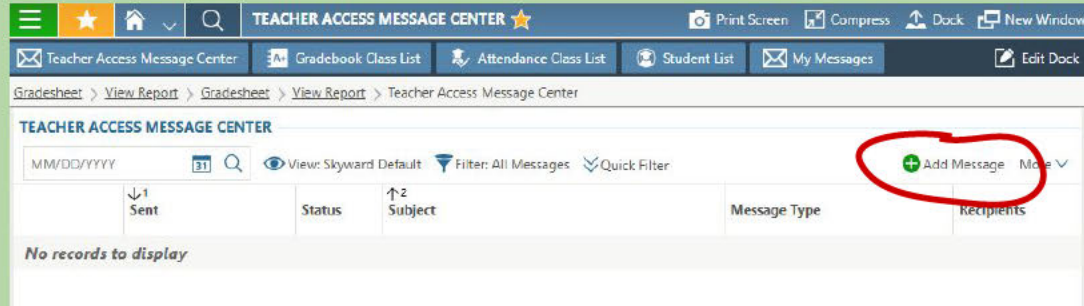
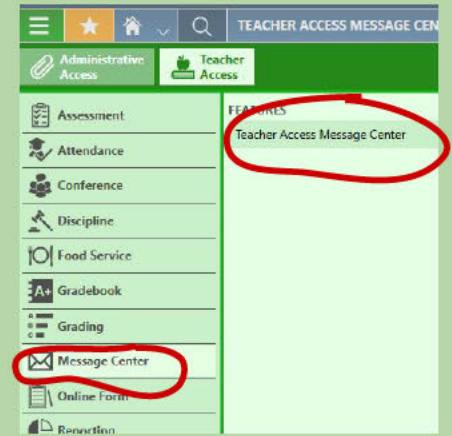
Term	Days Excused	Days Unexcused	Days Other	Tardy Count
1	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

Message Center...

✓ To send a message to students or guardians...

✓ Green box, "Message Center", "+Add Message"

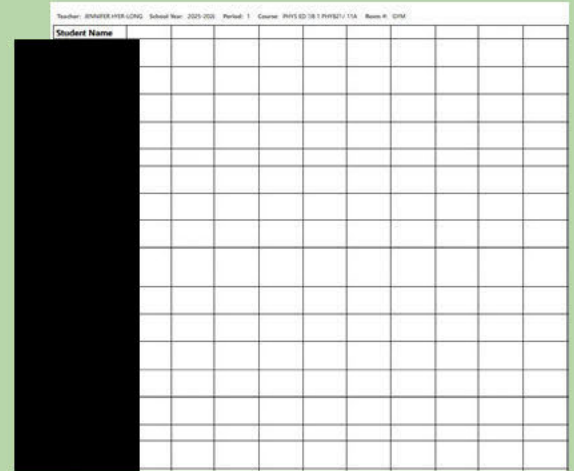
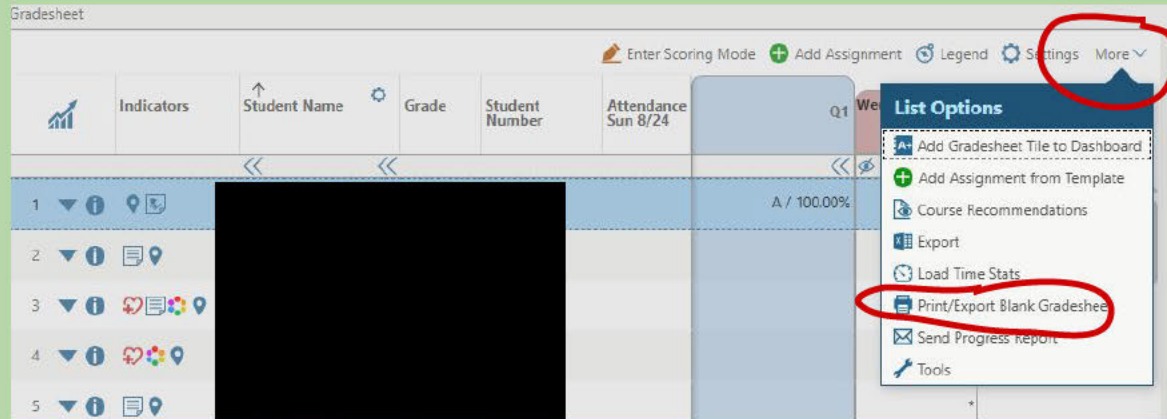
✓ Choose your options and follow instructions along the top. (I was not able to test this completely yet.)



Printed Grade Sheet...

✓ For a class list with boxes that can be printed or downloaded...

✓ From a class gradesheet, find "More" and the drop down menu. Choose "**Print/Export Blank Gradesheet**", pick your options and then print (the print option will work in Microsoft Edge and not in Google...Thanks to Heather for figuring that out!) or download from below.



Report Card Posting...

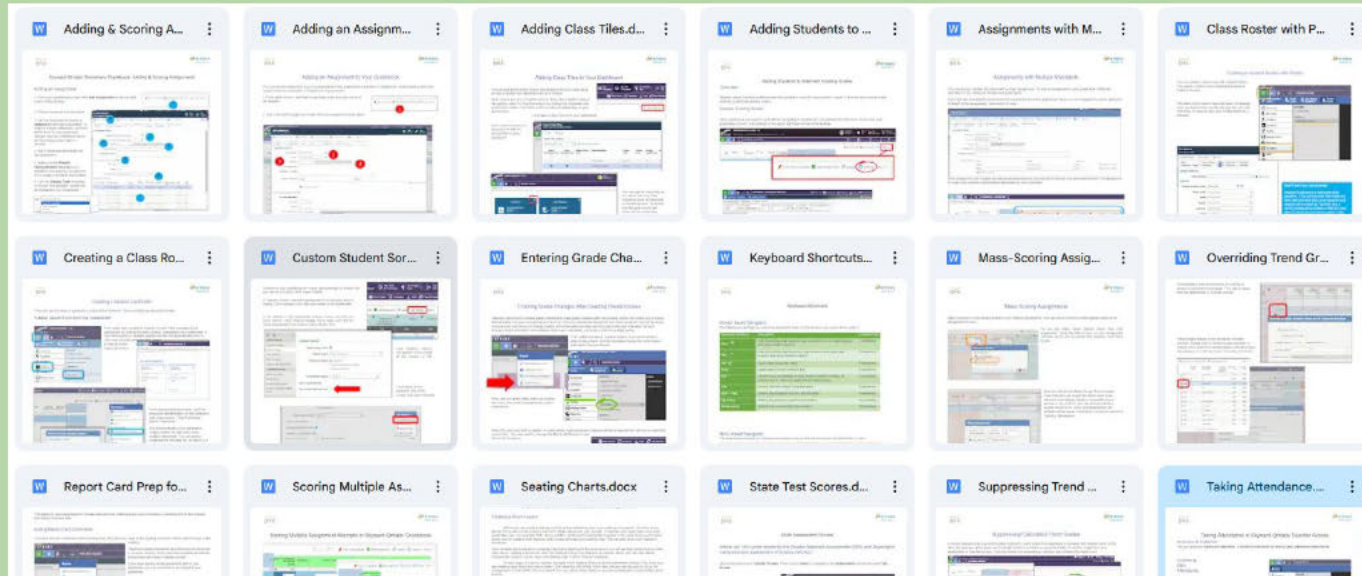
✓ Before the end of the semester, we will get you step by step instructions for report card posting. This [document](#) has instructions if you want to look ahead.



Additional helpful documents...



A teacher from a different district has created documents about a bevy of "Q" topics. You may prefer the format of those and could print them out if needed. They are posted on the TSD website [here](#).

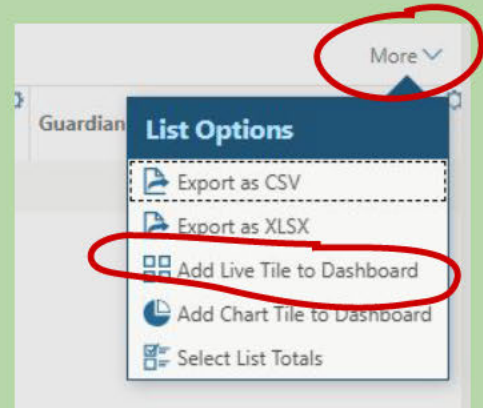
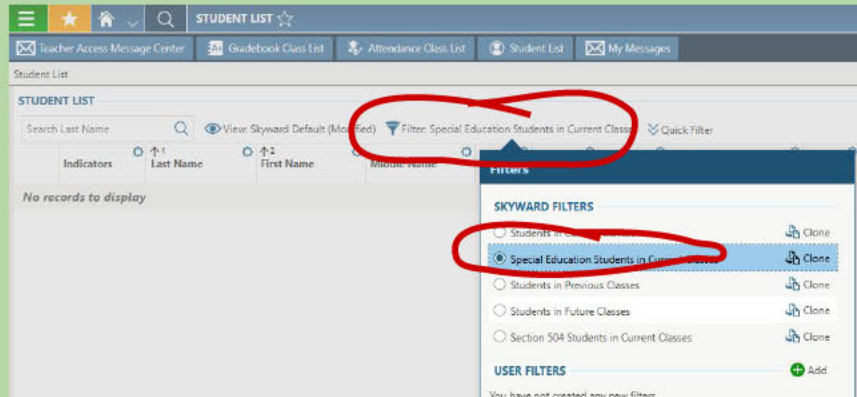
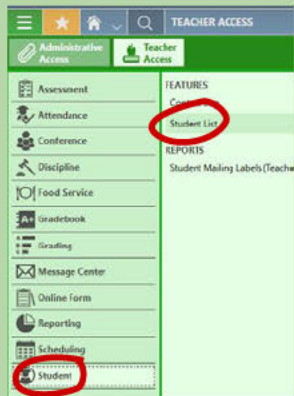


IEP or 504 Class Tile...

✓ A class tile can be put on your dashboard that is a specific list of IEP or 504 students.

✓ Green box (three lines), "Student", then "Student List"...

✓ Find the Filter option up top and change the filter to "Special Education Students in Current Classes", Choose "More", then "Add Live Tile to Dashboard", choose your options and "Save"! Report for the 504 Filter.



Office Referral...



Green box (pancakes), "Discipline", "Referral"...



Choose "+Add Referral" in the upper right corner.



Fill in the boxes. Note: for "Student Name" start typing in the box and your students will auto fill.

Teacher Referrals

INVOLVED PERSONS

Search Incident Number View Skyward Default

↓ ¹	Incident Number	Incident Date & Time	↑ ²	Involved Person's Name	Type	Involvement Type	Incident Location	Description
No records to display								

TEACHER REFERRALS

Administrative Access

Teacher Access

Assessment

Attendance

Conference

Discipline

Food Service

Gradebook

Grading

Message Center

Online Form

FEATURES

Referrals

*Involvement Type

*Involved Person Type

Student Filter Type

*Student Name

Exclude Primary Offense ☐ *Primary Offense

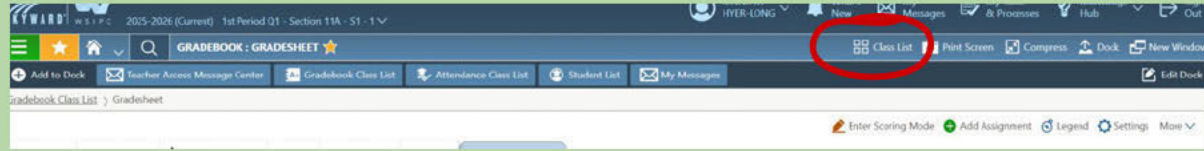
Secondary Offenses

Discipline Officer

Statement

Finding the class by student name...

✓ Cool feature. Can't remember what class a student is in?



✓ From "Gradesheet", find "  Class List " in the upper right. All your classes will appear in boxes. In the blank box above, start typing the first or last name of a student. Click on the student name and it will bring up that class.

