Midland Independent School District

Skyward Secondary Current Scheduling Guide

STUDENT INFORMATION SYSTEMS

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Midland Independent School District

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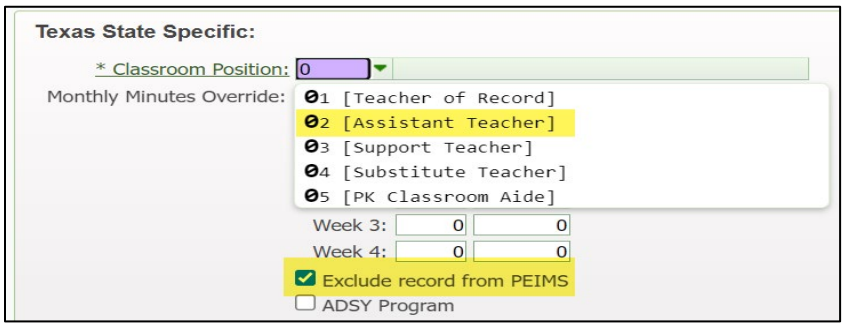
Classroom Instructional Facilitators

The process **must** be followed in order to submit valid data during PEIMS submissions and scheduling.

- **Short Term Substitutes** hired for **less** than 10 days **are not** to be entered in Skyward.
  - To keep the gradebook active a campus administrator such as a Principal, Asst. Principal or Lead teacher should be entered as the meet until the Teacher of Record returns.
  - It is also critical that the administrator/staff member be **excluded** from the class meet PEIMS reporting purposes.

1) Campuses must submit to the SIS department the FMLA SUBSTUTUTES OR NEW TEACHER GRADEBOOK ACCESS REQUEST FORM via SIShelp@midlandisd.net .
   - **Accurate** start and end dates for FMLA positions are critical. Dates are PEIMS reportable and also used to determine the extent of time allotment for Skyward gradebook access.

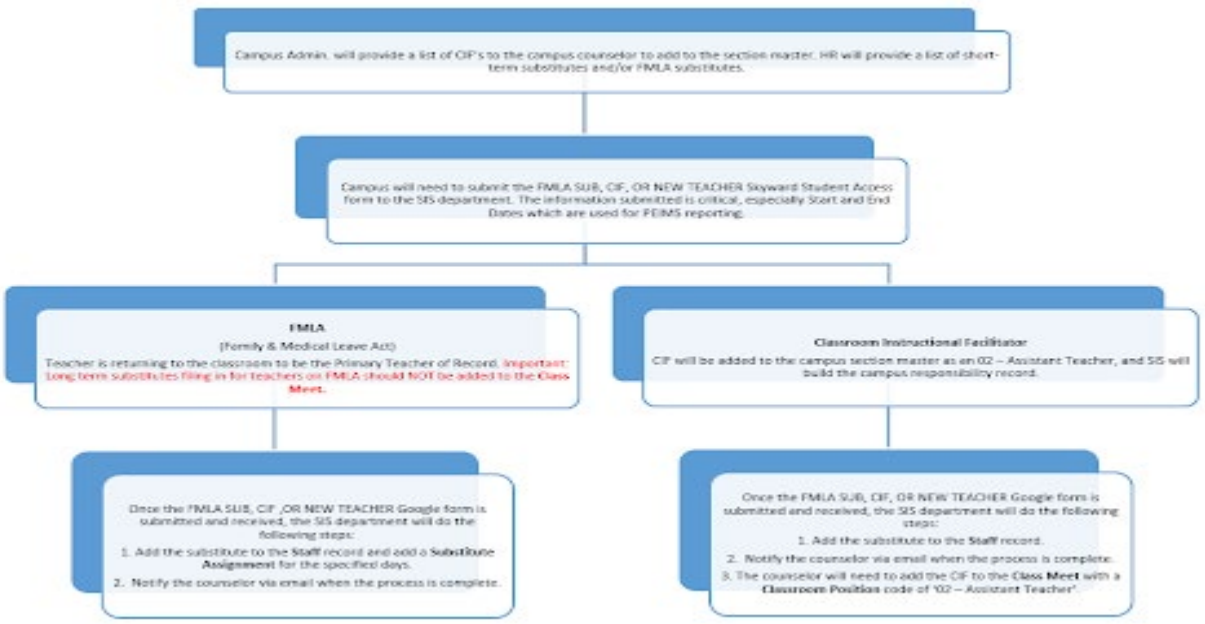
2) **IMPORTANT STEP**: Add the Teacher of Record, then add another meet for the AT. Classroom Position of **02 – Assistant Teacher** under the Edit Class Meet area in Skyward. This record will be **excluded** from PEIMS and the SIS department will build the responsibility for PEIMS.



FMLA substitutes which are considered long term substitutes filling in for teachers on **FMLA** should **NOT** be added to the class meet (Master Schedule) instead;

1) Campuses must submit the FMLA SUBSTUTUTES, NEW TEACHER GRADEBOOK ACCESS REQUEST FORM. Once the form is submitted and received;
2) SIS will create a substitute assignment for the substitute filling in for a **FMLA** position and notify the counselor via email when complete.

CIF and FMLA Sub Flow Chart



Maintain the Course Master

Review each course to determine whether new courses need to be added or existing courses need to be edited, inactivated or deleted. *Note: Your current year and prior year Course Masters are read-only. Contact Student Information Systems (SIS) if you need edits for a course or need a new course added.*

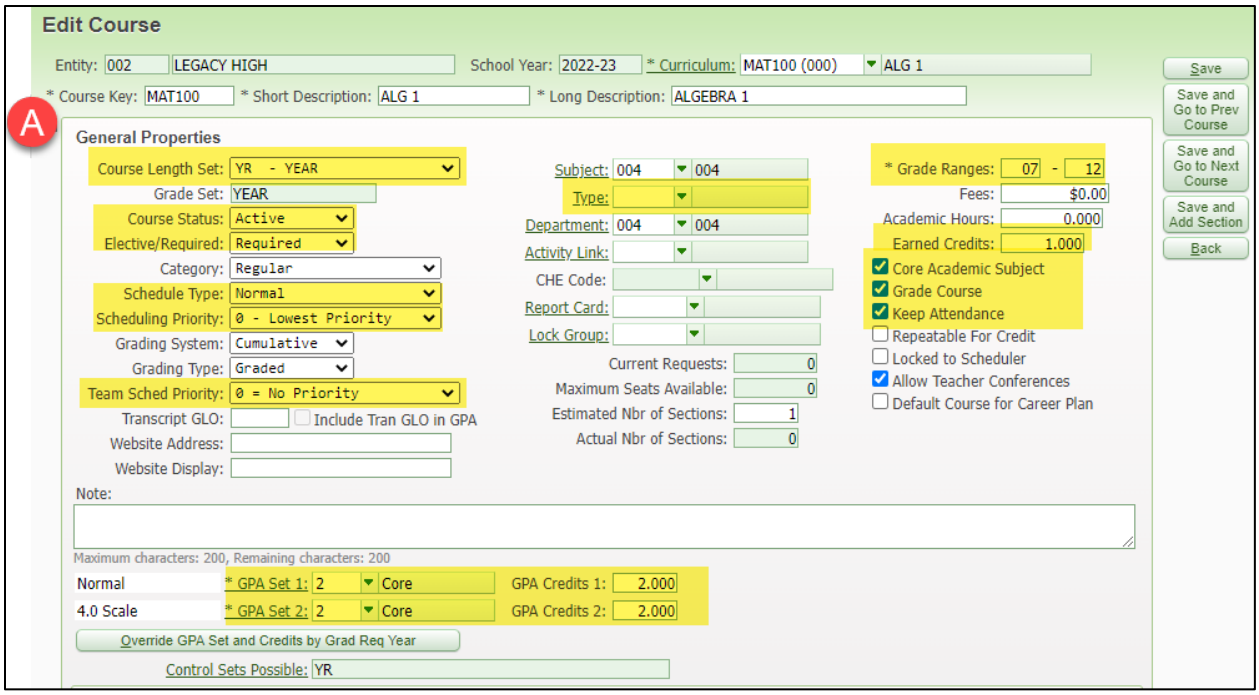
1. In **Skyward,** go to **Office > Current Scheduling > Build Course Master > Course Master.**

2. Verify you are in the 2023-24 school year.
3. OPTIONAL: To add a course, click **Add Course.**
4. Enter or review the following sections:

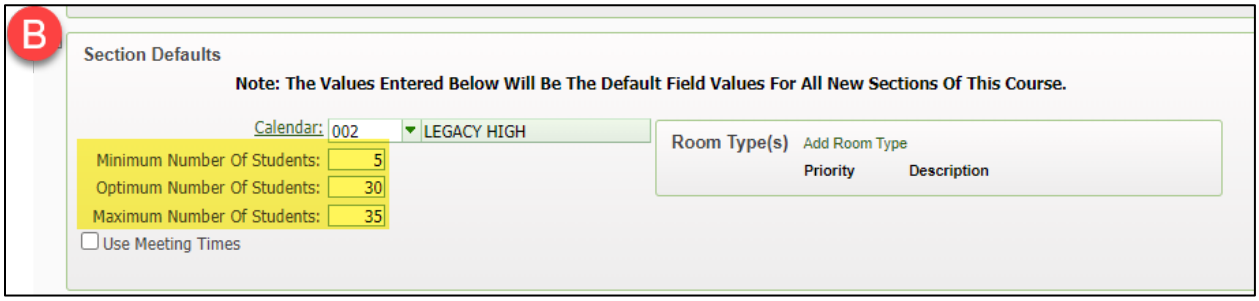
A. **General Properties**

- **Course Length Set** – Length of time a course meets during the school year (i.e. year-long or semester).
- **Course Status** - Determines whether a course is Active or Inactive.
- **Elective/Required** – Defines which courses a student must take verses those they have an option to take.
- **Schedule Type –** Defines how a student is typically enrolled into the course. Most courses have a **Schedule Type** of 'Normal'.
    1. **Manually Scheduled Courses** prevents the Walk In Scheduler and the Auto Scheduler from scheduling a student into the course. Students must be hand-scheduled into Manually Scheduled courses.
    2. **Special Education Courses** defines courses offered only to Special Education students and prevents the Auto Scheduler from scheduling a student into the course. Students must be hand-scheduled into Special Education courses.
- **Scheduling Priority –** Specifies which courses receive scheduling preference when the Walk-In Scheduler or the Auto Scheduler is used. The higher priority, the more attempts the system will make to schedule students into the class.
- **Team Sched Priority –** Priority that a Team-Scheduled course receives compared to a non-Team Scheduled course when students are scheduled into their sections by the Auto Scheduler. The higher priority, the more attempts the system will make to schedule students into the class.
- **Type –** Course type indicates whether the course has a special explanation code (i.e. transfer, honors, etc.).
- **Grade Ranges –** Grade level of students who should take this course. This does not prevent a student from being enrolled in this course if their grade level is outside the range. It does however prevent it from being added to a career plan.
- **Earned Credits –** Credit value a student earns after successfully completing this course. Contact the SIS department if this needs to be updated.
- **Core Academic Subject –** Indicates if the course is a core subject. Contact the SIS department if this needs to be updated.
- **Grade Course –** Indicates whether the course will be graded.
- **Keep Attendance –** Indicates whether attendance will be taken.
- **GPA Set –** Indicates whether the course is 'Core' or 'Enhanced'. This field affects a student's GPA calculation. Contact the SIS department if this needs to be updated.

- **GPA Credits** – GPA value a student earns after completing this course. This value affects a student's GPA calculation. A value of zero indicates, the course is not GPA weighted. Contact the SIS department if this needs to be updated.



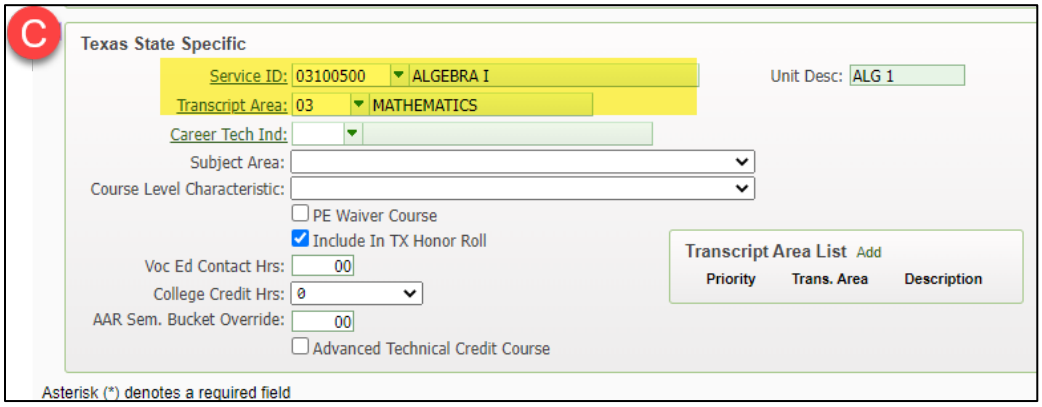
B. **Section Defaults** – If all sections for a course will have the same basic parameters, you can create section defaults. The information in this area is automatically assigned to new sections created for this course.



C. **Texas State Specific**

- **Service ID** – PEIMS code that refers to the type of course. *Note: The description will be printed on the AAR (transcript).* Contact the SIS department if this needs to be updated.
- **Transcript Area –** Indicates the section where the course will be displayed on the AAR (transcript). *Note: Courses tied to Code 15 – Local*

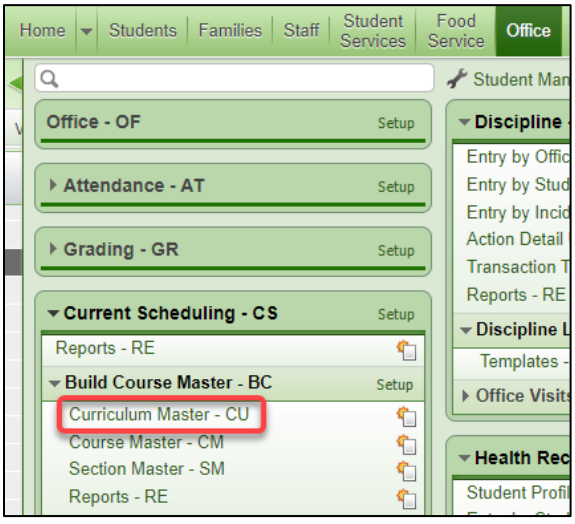
Electives will display earned credits in the 'Local Credits' area on the AAR (transcript). Contact the SIS department if this needs to be updated.



5. Once all fields have been entered or updated, click **Save.**

Notes:

- *If your campus is offering a new course that has not been offered at MISD before, a Course Proposal Request form will need to be submitted.*
- *To view courses that are available at the district level, go to Office > Current Scheduling > Build Course Master > Curriculum Master. Note: The Curriculum Master is not year specific.*



Building the Section Master

GPA Notes: The following information is important information about GPA and how students should be scheduled into classes:

- 2026 Cohort 12th grade- All high school credits count into GPA.

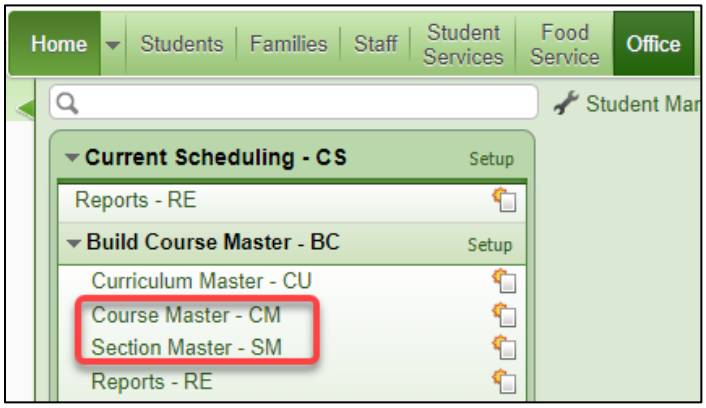
- 2027 Cohort 11th grade and beyond- First 4 English, Math, Science Credits, up to 4.5 Social Studies credits, and the first 2 LOTE credits from the first time level 1 and the first time level 2.
- Students will also receive High Quality Grade Points awarded for the courses calculated into GPA upon receipt of the District's annual AP score report.

AP EXAMS SCORES	GRADE POINT TO BE ADDED
5	0.5
4	0.4
3	0.3
2	0
1	0

Create a Section and Class Meet

Please refer to the instructions below on how to add sections and class meets.

1. In **Skyward,** go to **Office > Current Scheduling > Build Course Master > Section Master** or **Course Master** (if there are no sections).

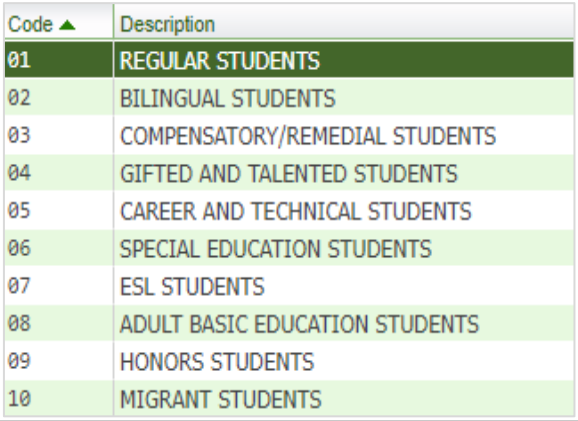


- Verify you are viewing the correct school year (2025-26), highlight the course to add a section to and then click **Add Section.** *Note: If this is the first section, you must first add the section under Course Master.*
- To create the **Section** and **Meet,** follow these steps:
    1. In the **Section** field, enter the section number (up to 3 characters).
    2. In the **General Properties** section, update the following as needed:
        - Class Control Set
        - For campuses with block schedules, enter the appropriate **Bell Schedule.**
        - Verify the **Minimum**, **Optimum**, and **Maximum Students** values are not 0.
        - Add **Scheduling Categories** and/or **Scheduling Teams** if applicable.
        - In the **Attendance Method** field, verify **Mixed** is selected.
    3. Expand the **Texas State Specific** sections and update the following PEIMS fields as needed:

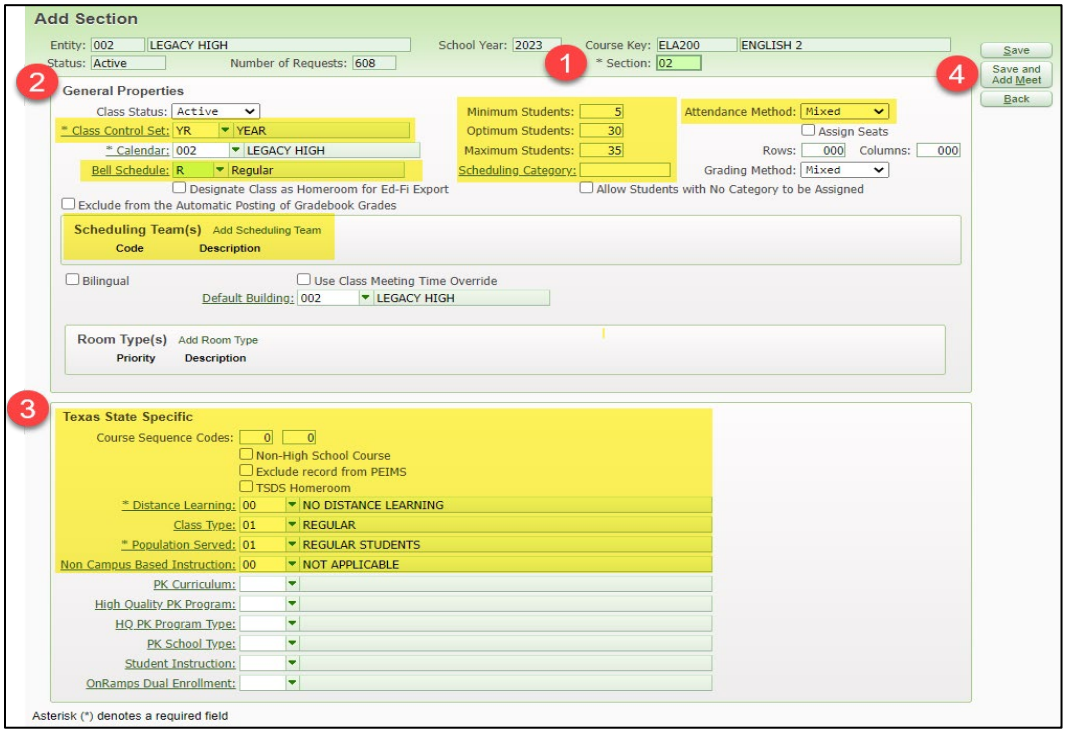
Note: A new popup has been created for Course Sequence Codes and Non-Campus Based Instruction.

Field Name	Description	Field Values
Course Sequence Codes	Identifies when a course is taught during a single grading period or semester or across multiple grading periods or semesters.	• For a year-long course, enter '1' in the first field and '2' in the second field. • For first half of a year-long course (i.e. A Plus courses), enter '1' in both fields. • For second half of a year-long course (i.e. Semester 2 A Plus courses), enter '2' in both fields. • For one semester course, enter '0' in both fields.
Non-High School Course	Identifies non-high school courses.	Junior High campuses must check all sections, except for high school credit courses.
Exclude record from PEIMS	Only check if the section should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box.
Distance Learning		Leave '00'.

Class Type	Identifies the type of class providing instruction to students.	• 01 – Regular
		• 02 – Non-Regular
		  ○ Alternative Education School for Discipline (MAP and Culver)
		  ○ Non-Disciplinary Alternative Education (Coleman)
		  ○ Special Education Setting (if the class is only self-contained special education students)

Population Served	This code is determined by who the class is defined for. For example, if you have special education and regular students in the same class, 01 (regular) would be the population served since the class is not designed specifically for special education students.	
Non Campus Based Instruction	Indicates how the class was offered.	• 01 – College Campus Based, this class takes place at a college campus (Add a blank meet for current year) • 02 – A Plus Lab or Correspondence (Add a blank meet for current year) • 08 – Credit by Exam (CBE) (Add a blank meet for current year) • 10 – Off Campus PE (9^{th} – 12^{th}) • 11 – Online OFSDP(CHS) • 99 – Off Campus PE (7^{th} – 8^{th})

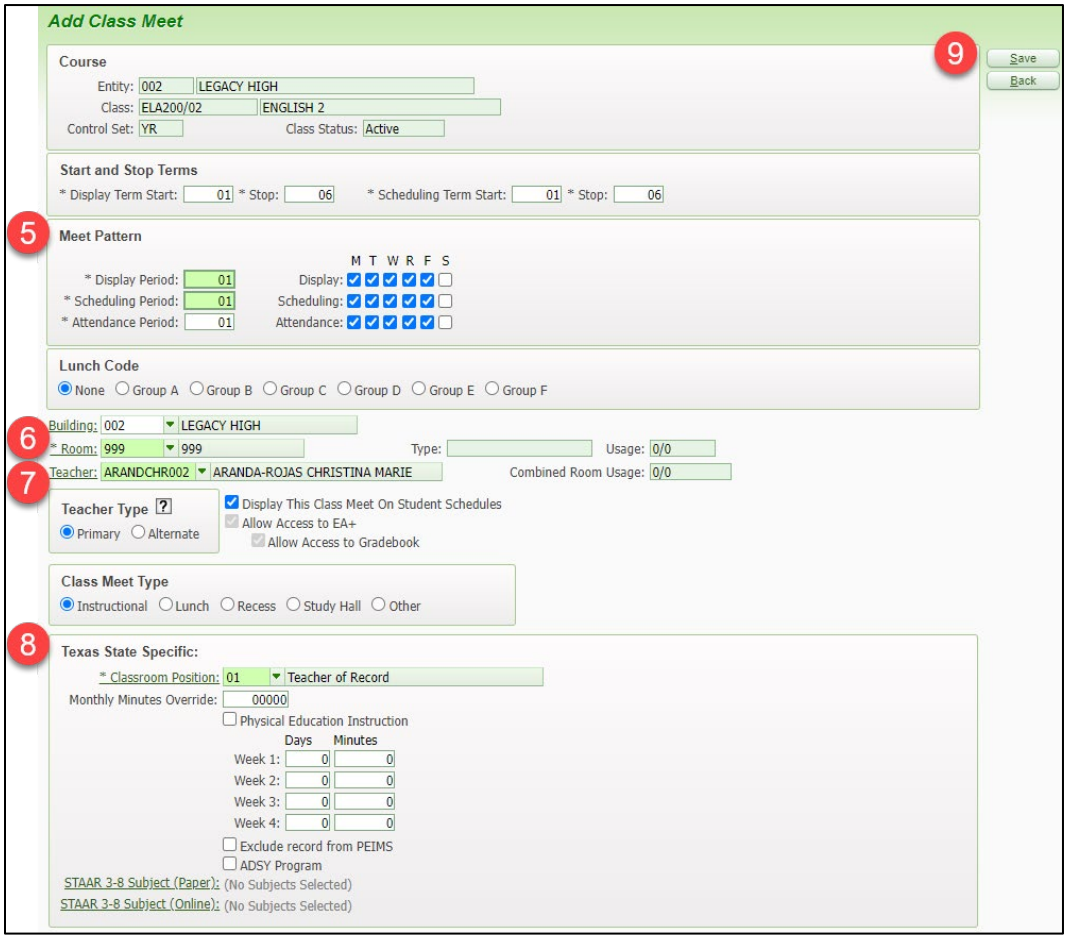
4. Click **Save and Add Meet.**



5. Input the **Display Period, Scheduling Period, and Attendance Period.**
   Important: Students at the secondary campuses should NOT have more than one scheduled class with the same attendance period.
6. Input the **Room Number.**
7. Select the **Teacher** link to select the teacher that will be teaching the course or leave the teacher field blank. *Note: You can **Edit** the meet at a later time to enter a teacher or replace the existing teacher.*
8. In the **Texas State Specific** section, update the following PEIMS fields as needed:

Field Name	Description	Field Values
Classroom Position	Indicates the type of position the staff member holds in the specific class.	• 01 – Teacher of Record • 02 -- Assistant Teacher (Excluded from PEIMS) • 03 – Support Teacher • 04 – Substitute Teacher
Exclude record from PEIMS	Only check if the meet (teacher) should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box.

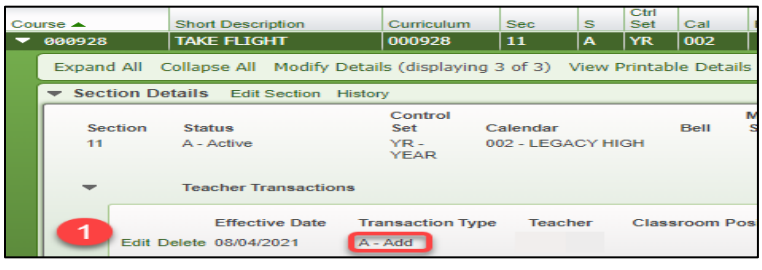
9. Click **Save.**



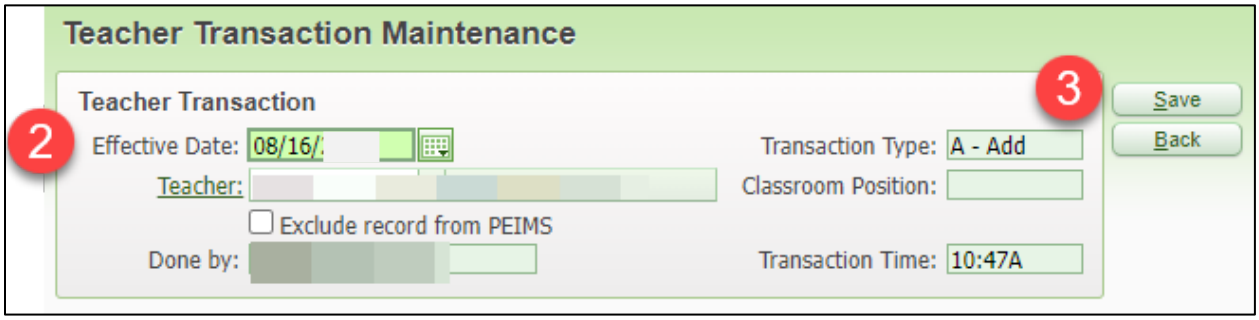
IMPORTANT: Because the effective date for teacher transactions **defaults to the current date**, you will need to **edit and update** the effective date if you are adding teachers who were active in a course section **on a previous or different date** or will be active in a course section **on a future date**. If a future date is entered to drop/add a teacher, the teacher will lose access to their Gradebook immediately and not based on the effective date entered. If the teacher was active since the first day of school, you will delete the transaction details.

To update the effective date to a date other than the first day of school:

1. Select **Edit** next to the Teacher Transaction.

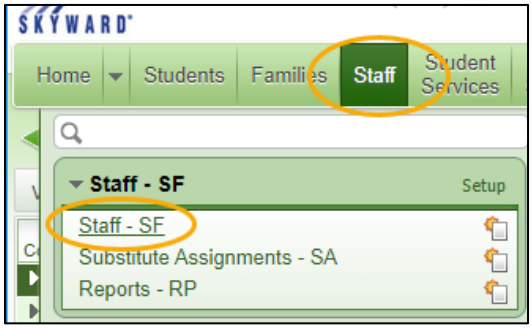


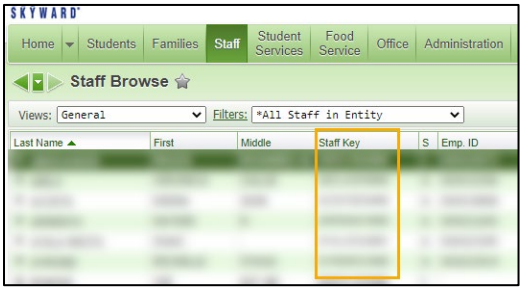
2. In the **Teacher Transaction Maintenance** popup, enter the correct **effective date** for the teacher's first day in the classroom. If a future date is entered to drop/add a teacher, the teacher will lose access to their Gradebook immediately and not based on the effective date entered.
3. Click **Save**.



Change Teachers on the Section Master

Before you get started, make sure that you have the **alphakey** for the staff member that you are going to add. You can locate the **alphakey** on the **Staff** tab by going to **Staff > Staff**. This will pull up all of your staff members.

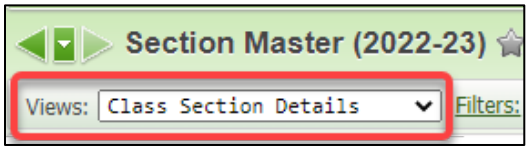




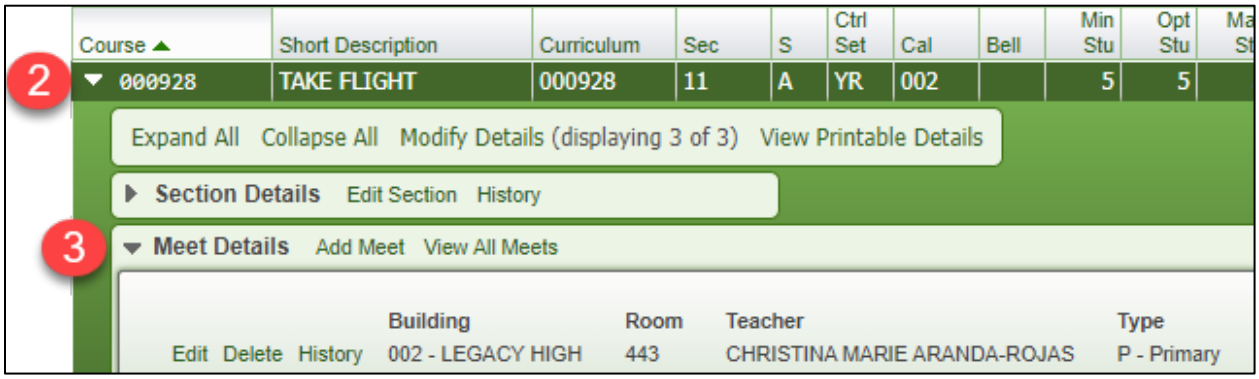
Use these steps to "Edit a Meet" on the course section to move a section from one teacher to another teacher.

Go to **Office > Current Scheduling > Build Course Master > Section Master.**

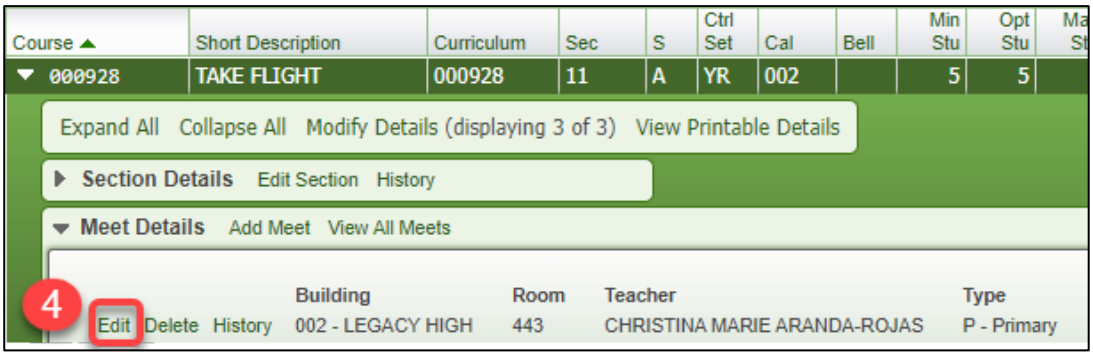
1. Under **Views**, select **Class Section Details** and make sure you are in correct school year.



2. Find the course section that you need to update. Click the arrow to the left of the course number. This will open the section information.
3. Expand the **Meet Details.**

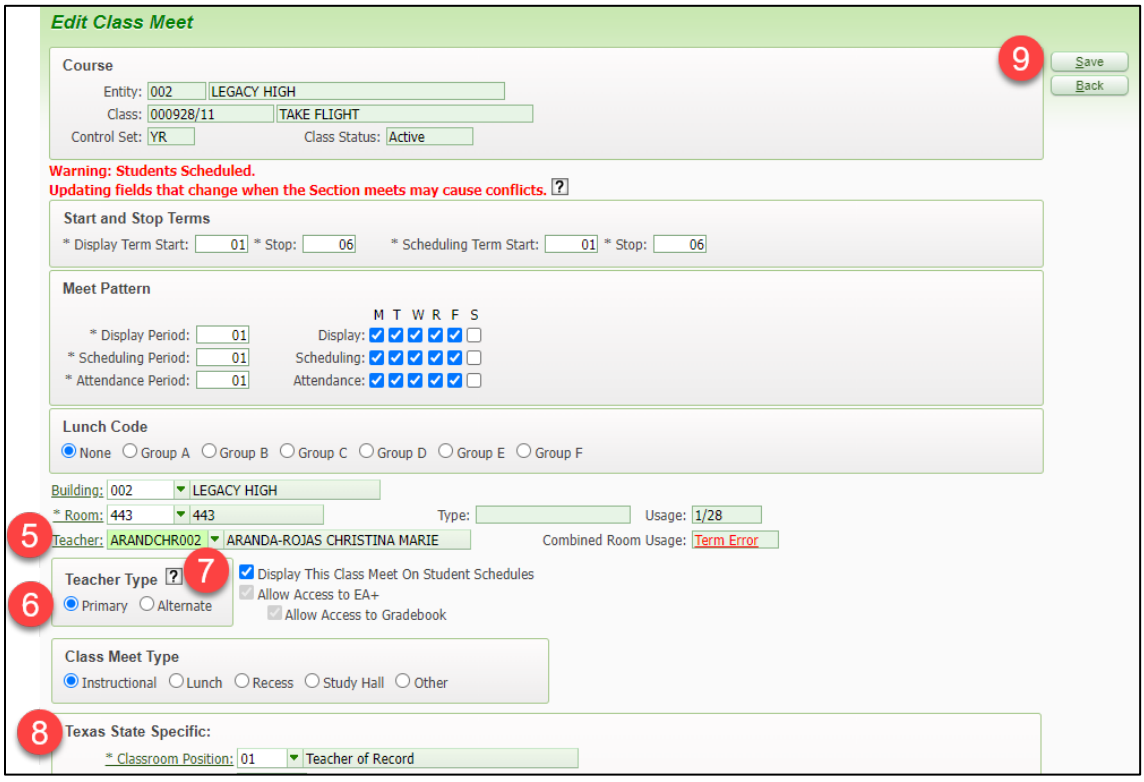


4. Click **Edit** on the **Meet Details.**

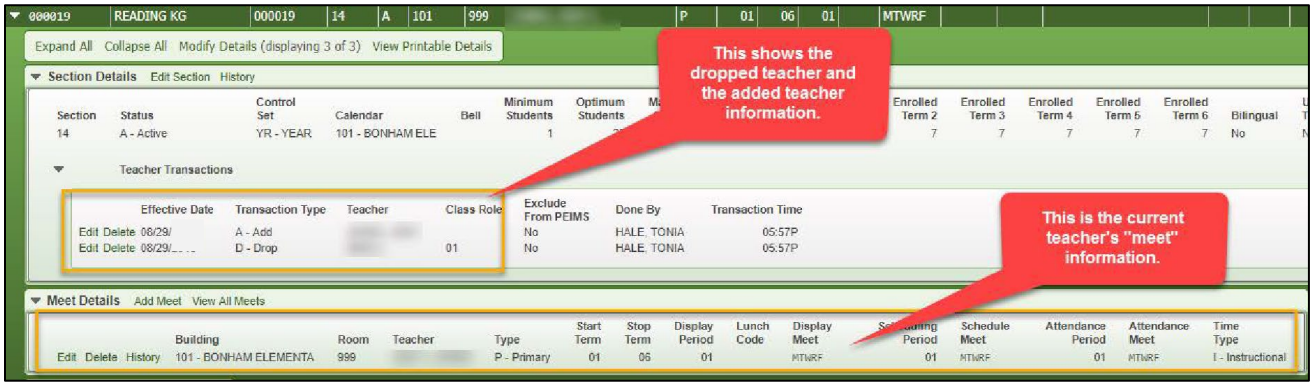


You will get the popup below to Edit Class Meet information.

5. Enter the staff member's alphakey that you found on the **Staff** tab. You may also click on the **Teacher** link to find the teacher if you do not have the alphakey.
6. Select *Primary* under **Teacher Type.**
7. Leave the **Display This Class Meet on Student Schedules**, **Allow Access to EA+**, and **Allow Access to Gradebook** fields checked.
8. In the **Classroom Position** field, select 01 [Teacher of Rec] under the **Texas State Specific** area.
9. Click **Save**.



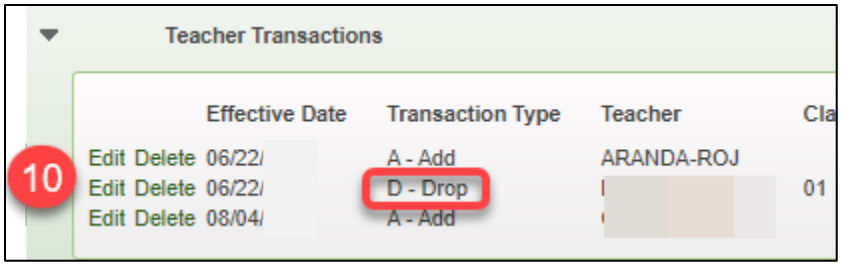
The new teacher's meet will be added to the section and you will see the **Teacher Transaction** details for the "A-Add" and "D-Drop" as well as the effective date of the change.



IMPORTANT: Because the effective date for teacher transactions **defaults to the current date**, you will need to **edit and update** the effective date if you are dropping and adding teachers who were active in a course section **on a previous/different/future date**. If a future date is entered to drop/add a teacher, the teacher will lose access to their Gradebook immediately and not based on the effective date entered. If the teacher was active since the first day of school, you will delete the transaction details.

- Steps 10-13: To update the effective date to a date other than the first day of school.
- Steps 14-15: To update the effective date to the first day of school.

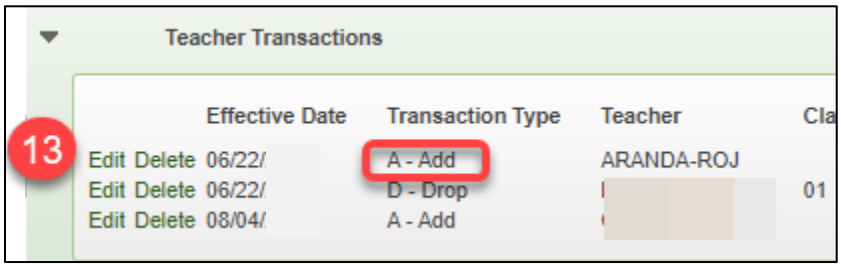
10. Select **Edit** next to the **Teacher Transaction** for the "dropped" record.



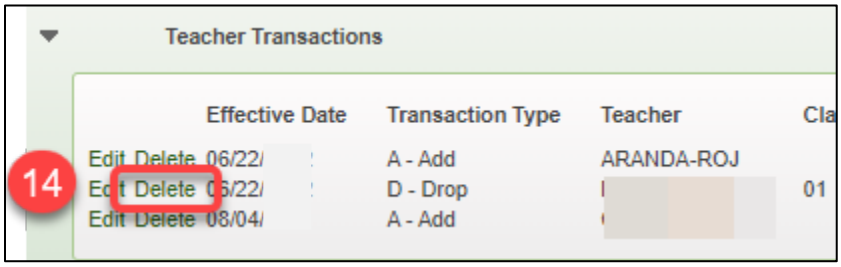
You will get a popup below.

11. Enter the correct **effective date** for the teacher's last day in the classroom as the teacher of record. **This date will be the first day that this teacher no longer serves as the teacher of record.**
12. Click **Save**.

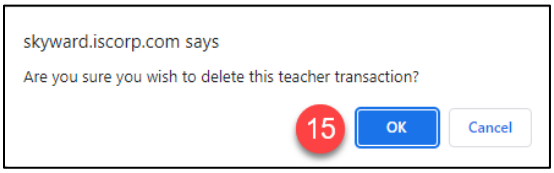
13. Select **Edit** next to the Teacher Transaction for the "add" record. Repeat steps 11 & 12 to update the effective date for the new teacher's first day in the classroom as teacher of record.



14. If the teacher started on the first day of school, select **Delete** next to the Teacher Transaction.



15. Select **OK** on the popup.



In order to verify that the changes have been made, you will need to right-click and reload your screen. You can also do **CTRL+R** and Continue to reload the screen.

You will need to repeat these steps (1-15) for any other course sections that need to be moved from one staff member to another staff member.

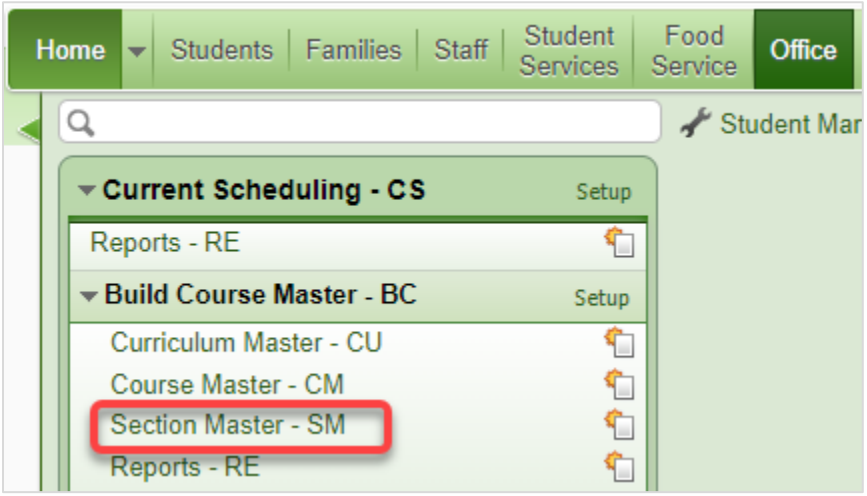
Add Assistance and Support Teachers

Refer to the definitions below to determine if a teacher is considered an assistant teacher or a support teacher.

- **Assistant Teacher** indicates that the teacher is assigned to the class and works with the Teacher of Record providing instruction and/or other instructional services to the students in the class. For MISD this also includes CIF's that provide instruction, however they will be **excluded** from PEIMS.
- **Support Teacher** indicates that the teacher provides specialized services on a regular or irregular basis to students in the class.

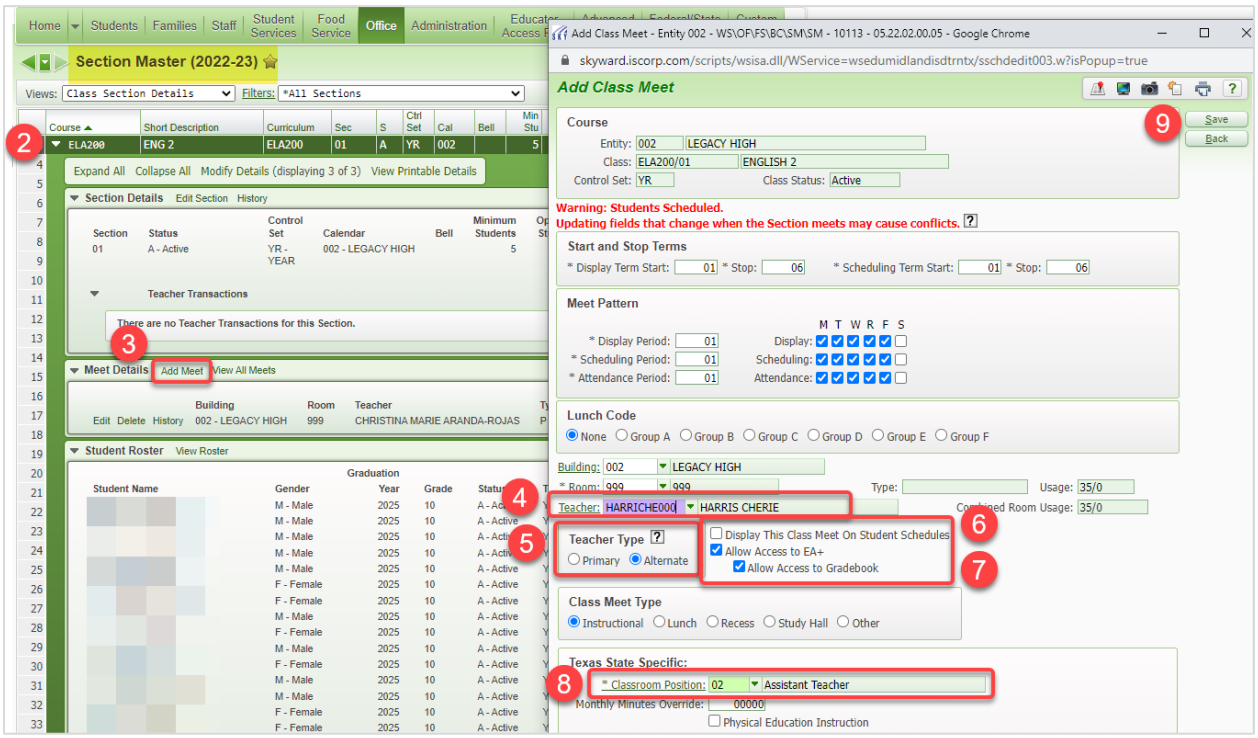
To add an Assistant or Support Teacher:

1. In **Skyward,** go to **Office > Current Scheduling > Build Course Master > Section Master.**

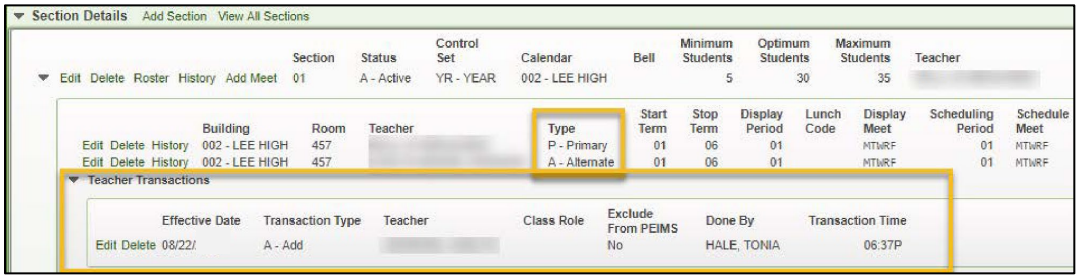


2. Verify you are viewing the correct school year (2023-24), expand the course/section to add an Assistant or Support teacher to.
3. Expand the **Meet Details** and click **Add Meet.**
4. Select the **Teacher** link to select the teacher that will be teaching the course or leave the teacher field blank. *Note: You can **Edit** the meet at a later time to enter a teacher or replace the existing teacher.*
5. In the **Teacher Type** section, select **Alternate.**
6. Uncheck the **Display This Class Meet on Student Schedules** box. If this is left checked, the student will show the class twice on their schedule; once with the Teacher of Record and again with the Assistant/Support Teacher.
7. If you want this staff member to have access to **EA+** or to **Gradebook**, leave these fields checked. Otherwise, remove the checks.
8. Select either 02 [Assistant Teacher] or 03 [Support Teacher] based on the appropriate role for this staff member under the **Texas State Specific** area.

9. Click **Save**.



The Alternate class meet will be added to the section and you will see the **Teacher Transaction** details.



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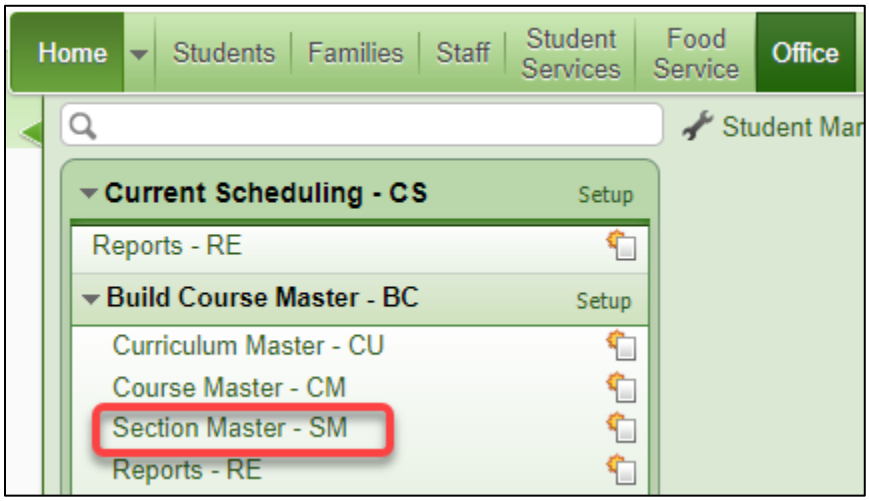
You will need to repeat these steps (1-9) for each course section that the staff member serves as an assistant or support teacher and for any other staff members who serve in these roles.

Close a Section

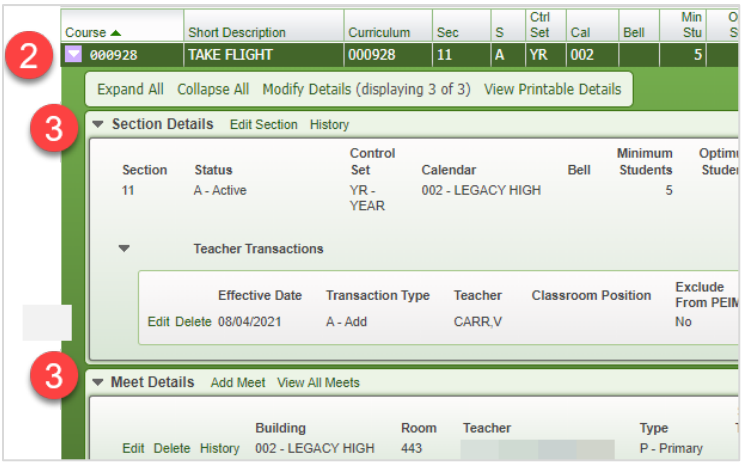
If students are no longer enrolled in a section and the section is no longer available for scheduling, the teacher must be removed so that it no longer appears as if they are still teaching the course section. **DO NOT inactivate a course section in Current Scheduling in which instruction was provided during the current school year as this may not report to PEIMS correctly.**

To close a section:

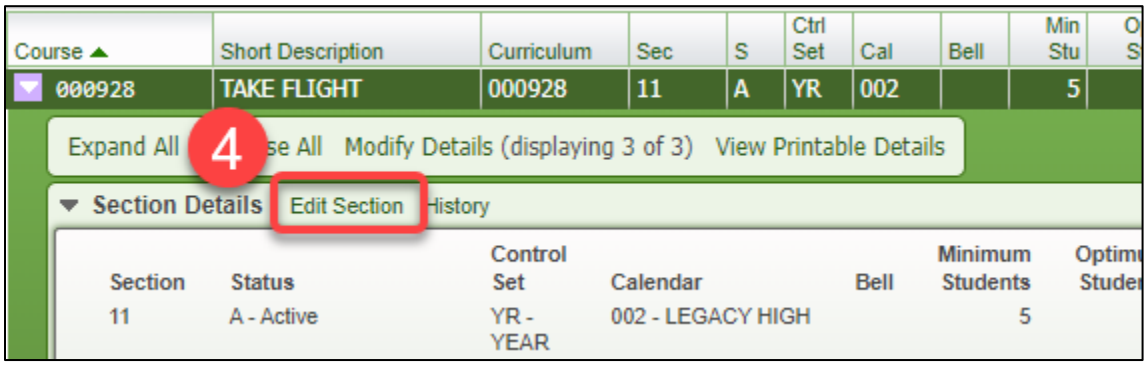
1. In **Skyward,** go to **Office > Current Scheduling > Build Course Master > Section Master.**



2. Verify you are viewing the correct school year (2023-24) and click the arrow to the left of the course section to see section details.
3. Click to expand **Section Details** and **Meet Details**.

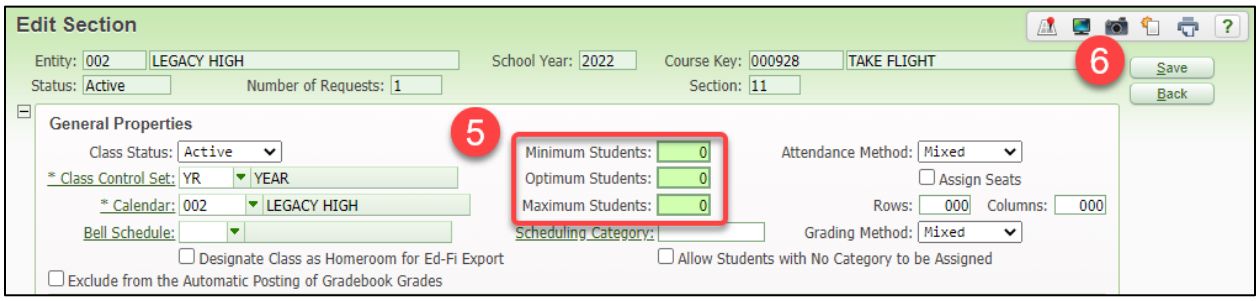


4. Click **Edit Section** on the **Section Details.**

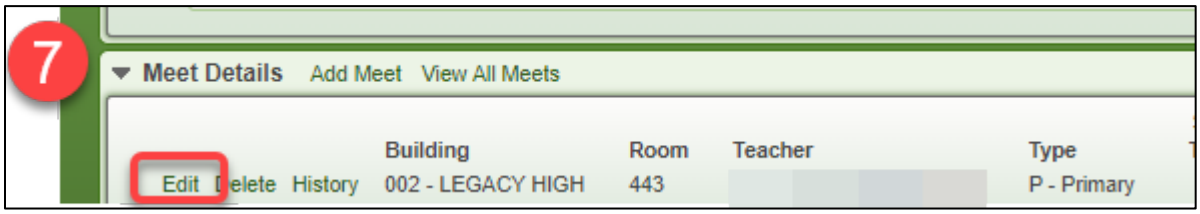


Since we cannot inactivate a class, edit the number of students allowed to enroll to zero. When you auto-schedule a student, this section will not be available for scheduling based on this update.

5. Update the **Minimum Students, Optimum Students** and **Maximum Students** to 0.
6. Click **Save**.

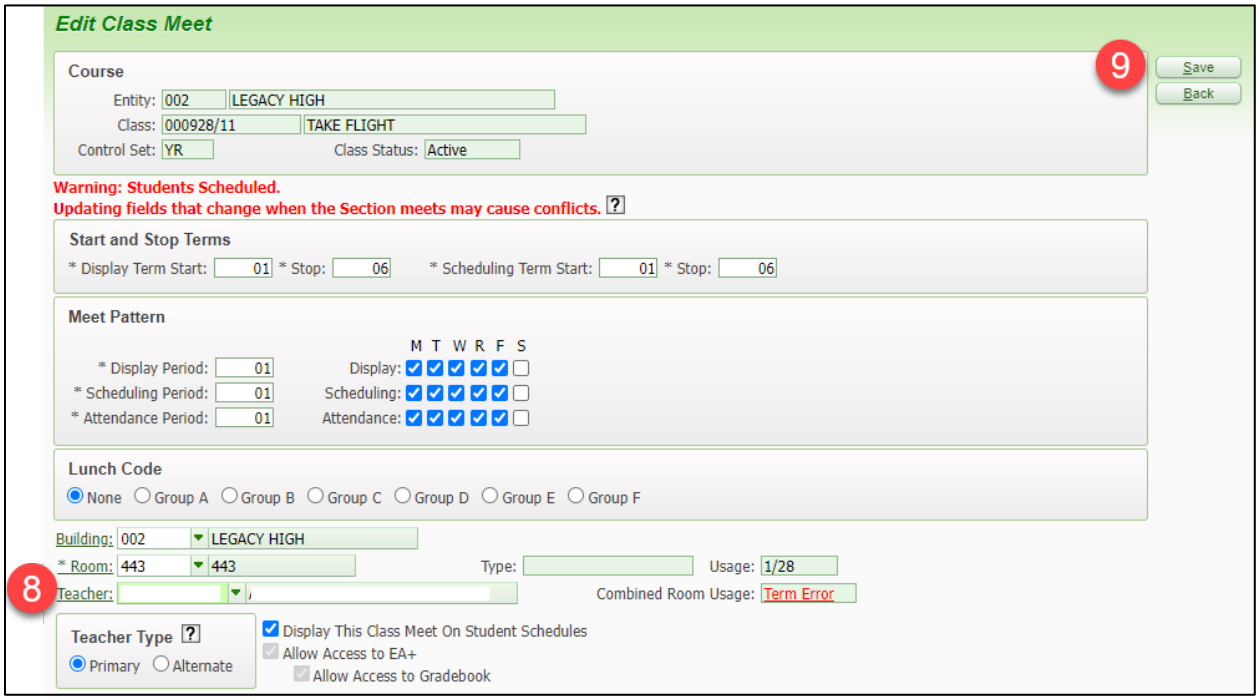


7. Click **Edit** on the **Meet Details.**

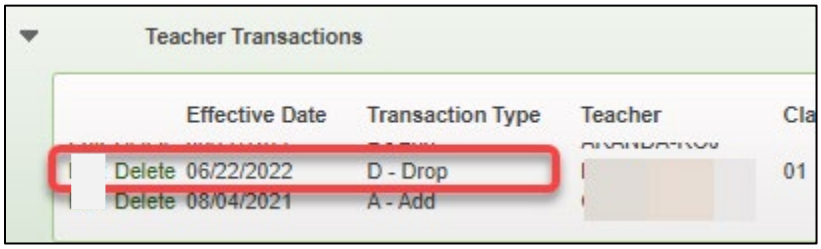


You will get the popup below to Edit Class Meet information.

8. Delete the teacher's name from the **Teacher** field.
9. Click **Save.**



A **Drop** record will be added under **Teacher Transactions.** You may see additional Add or Drop records depending on previous changes made to the meet.



IMPORTANT: Because the effective date for teacher transactions **defaults to the current date**, you will need to **edit and update** the effective date if you are dropping a teacher for a previous or future date. If a future date is entered to drop a teacher, the teacher will lose access to their Gradebook immediately and not based on the effective date entered.

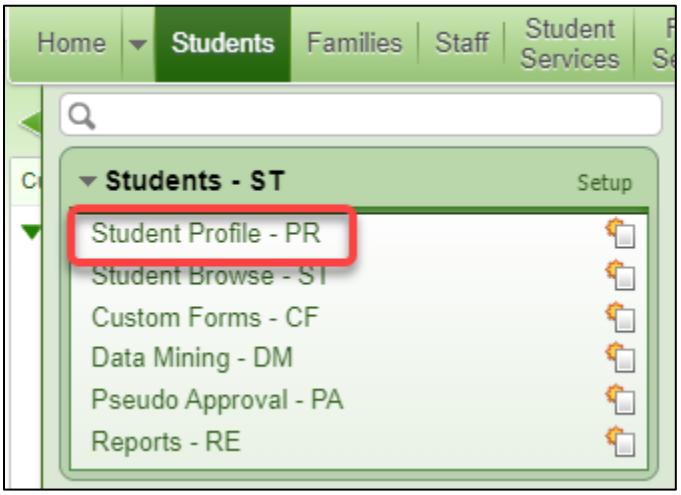
You will need to repeat these steps (1-9) for each section that needs to be closed.

Scheduling Students

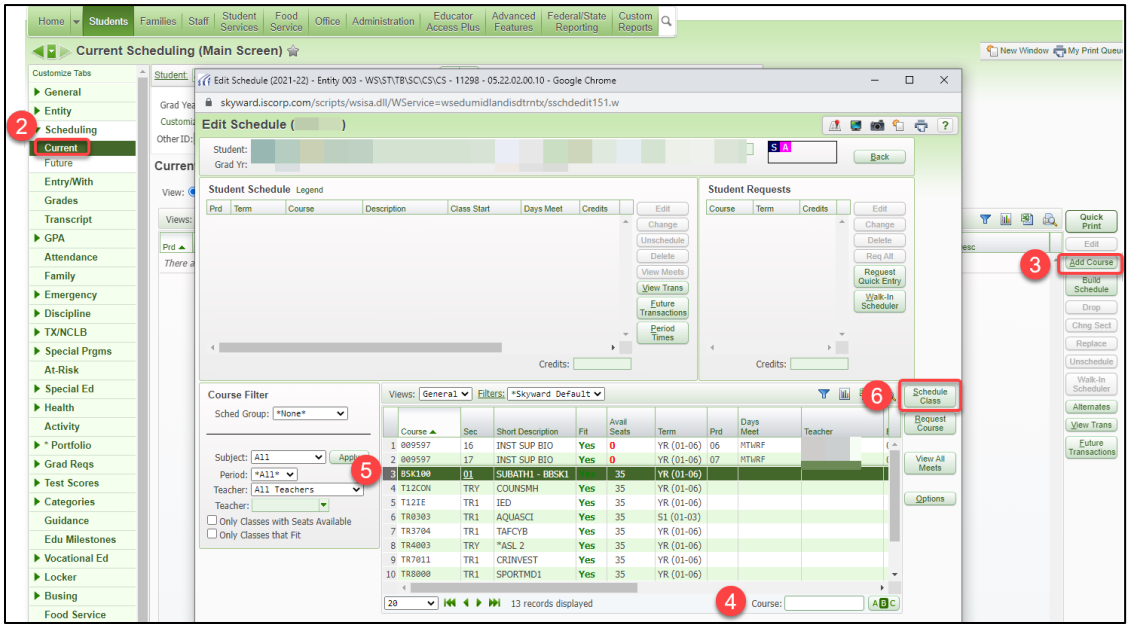
Manually Schedule Individual Students in Sections

To manually schedule a student into a course:

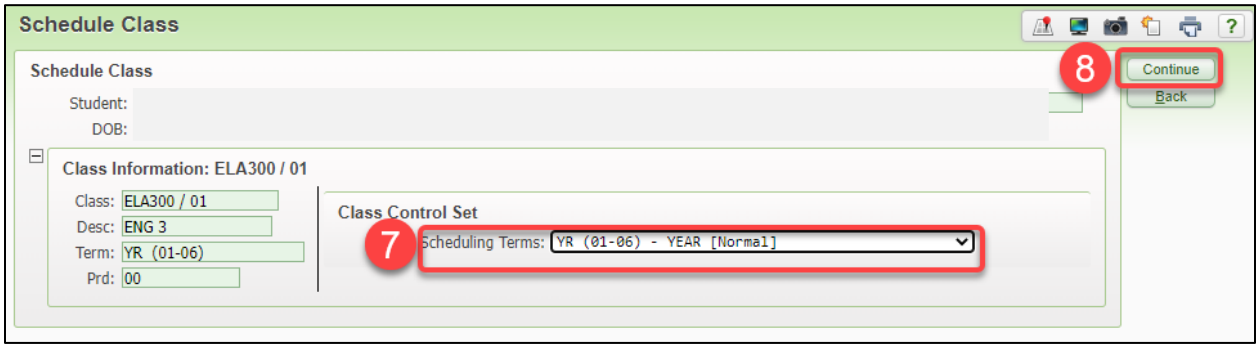
1. In **Skyward,** go to **Students>Student Profile.**



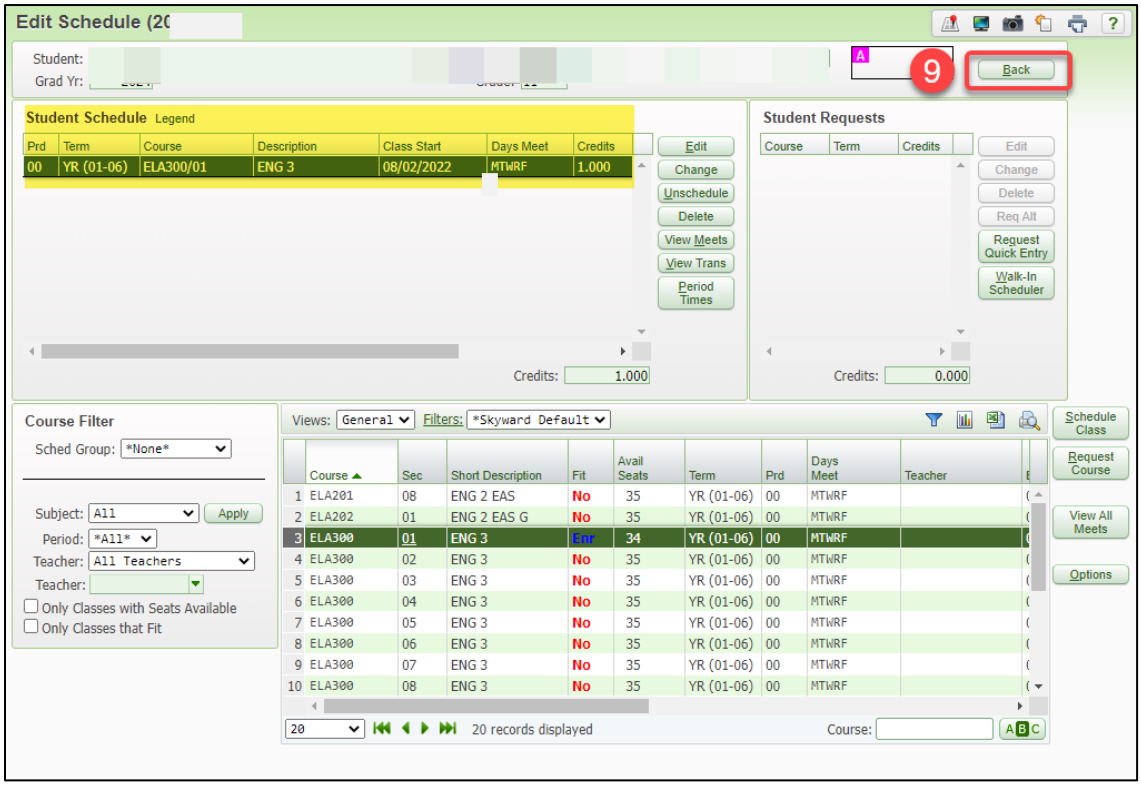
2. Go to the **Scheduling>Current** tab.
3. Click **Add Course.**
4. In the **Course** lookup field, enter the course number.
5. Highlight the Course/Section to schedule.
6. Click **Schedule Class.**



7. Select the appropriate **Scheduling Terms.**
8. Click **Continue.**



9. Click **Back.**



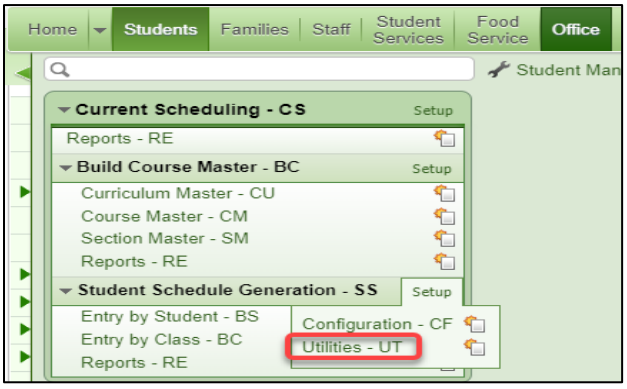
Mass Schedule Multiple Students in Sections

Mass Add/Change/Delete Student Request

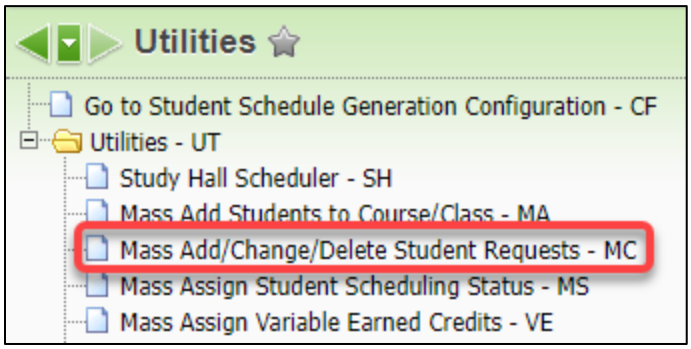
This utility allows you to add, change, or delete requests for a course or courses for many students at once and can be used to schedule students into courses.

To run the Mass Add/Change/Delete Student Request:

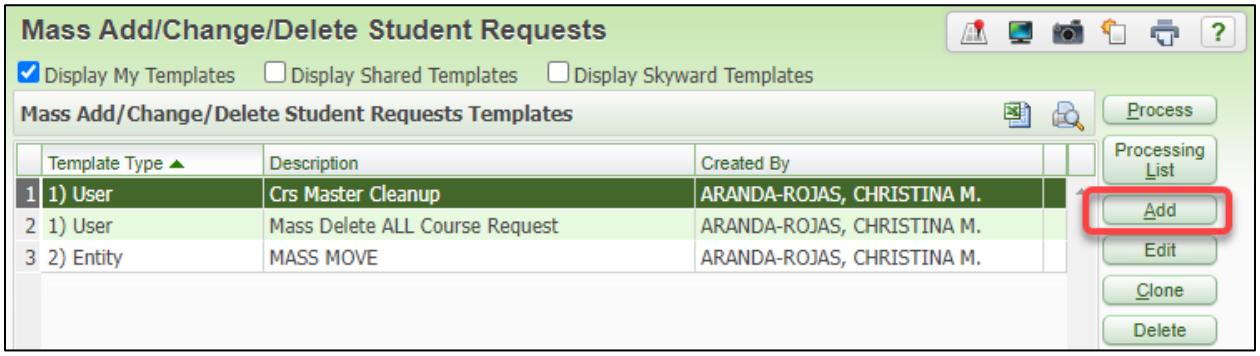
1. Go to **Office>Current Scheduling>Student Schedule Generation**



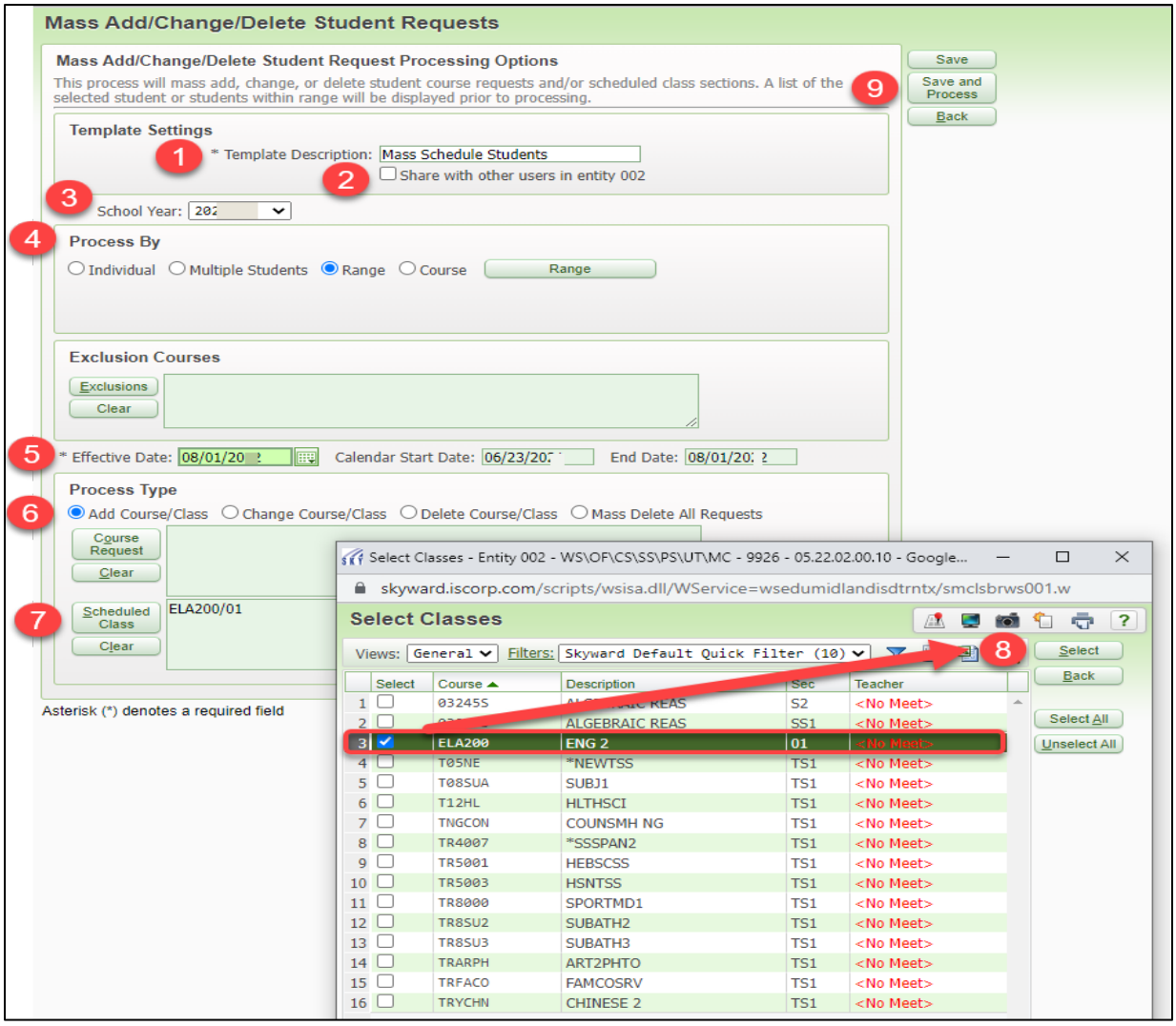
2. Click **Mass Add/Change/Delete Student Requests.**



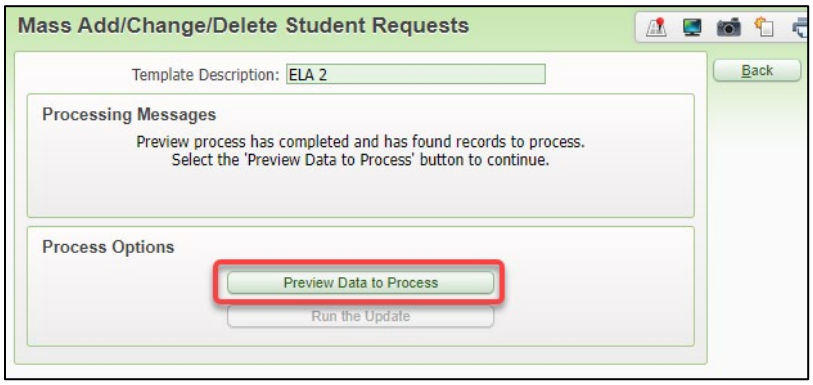
3. Click **Add**.



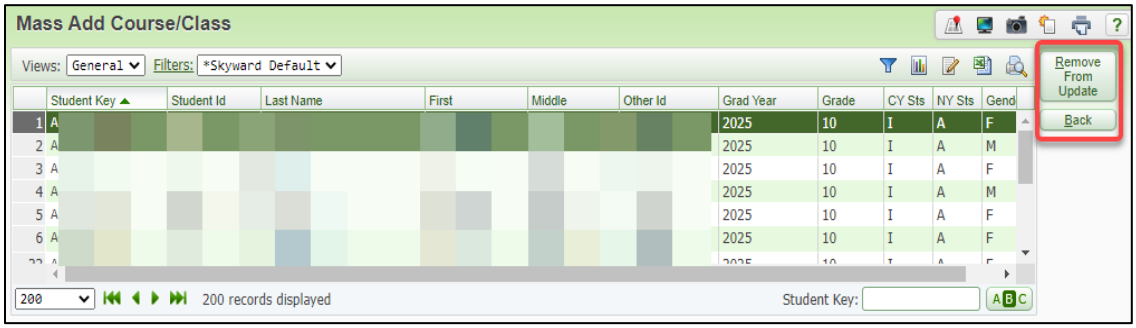
4. To create a template, follow the steps below:
    1. Enter a **Template Description**.
    2. *OPTIONAL:* Click **Share with other users in entity (###).**
    3. Verify the **School Year**.
    4. In the **Process By** section, select one of the following options:
        - **Individual**
        - **Multiple Students**
        - **Range**
        - **Course**
    5. Update the **Effective Date** to date when students will actually be enrolled in class.
    6. In the **Process Type** section, select **Add Course/Class.**
    7. Click **Scheduled Class.**
    8. In the **Select Classes** popup, select the Course(s) to add and then click **Select.**
    9. Click **Save and Process.**



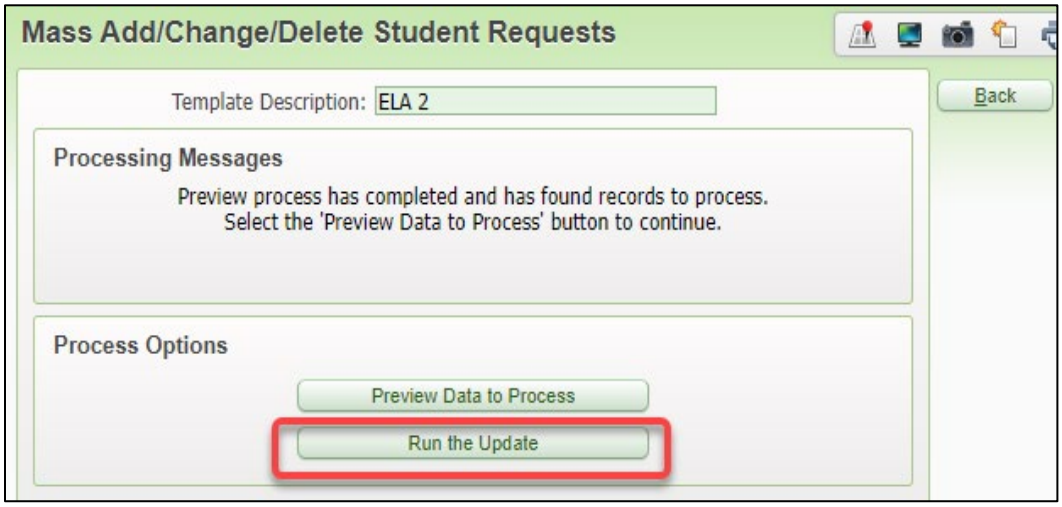
10. Once the utility has completed processing, click **Preview Data to Process.**



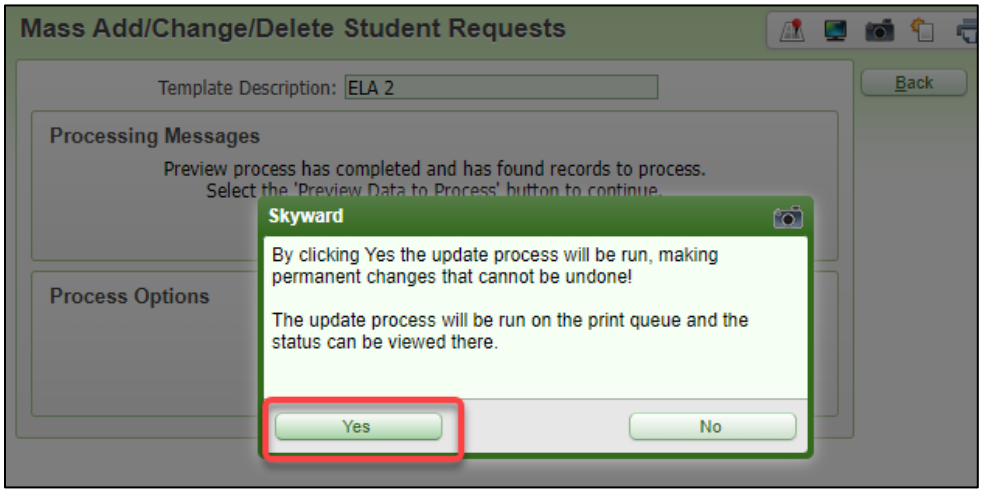
11. Review the students carefully and click **Remove From Update** to remove students as needed OR click **Back.**



12. Click **Run the Update.**

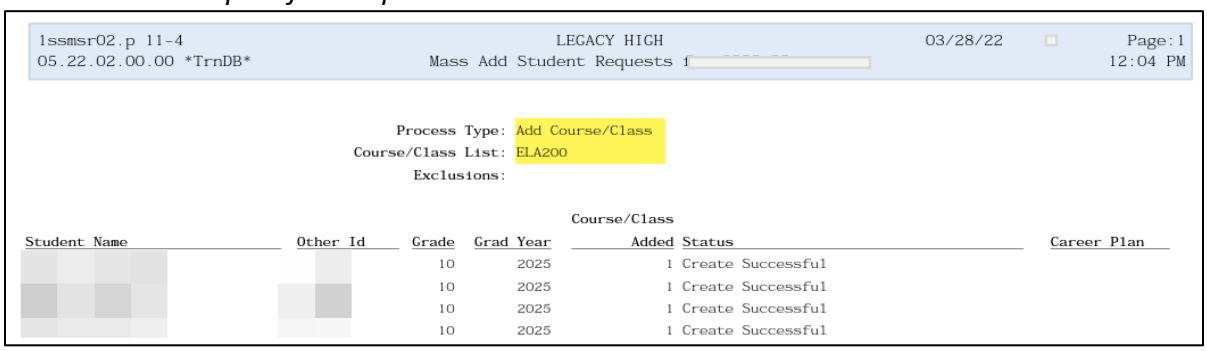


13. Click **Yes.**



14. Once the utility has completed processing, click **Display Report.**

Below is an example of the report



lssmsr02.p 11-4 LEGACY HIGH 03/28/22 Page:1
05.22.02.00.00 *TrnDB* Mass Add Student Requests f 12:04 PM

Process Type: Add Course/Class
Course/Class List: ELA200
Exclusions:

Student Name	Other Id	Grade	Grad Year	Course/Class Added	Status	Career Plan
[redacted]	[redacted]	10	2025	1	Create Successful	
[redacted]	[redacted]	10	2025	1	Create Successful	
[redacted]	[redacted]	10	2025	1	Create Successful	
[redacted]	[redacted]	10	2025	1	Create Successful	

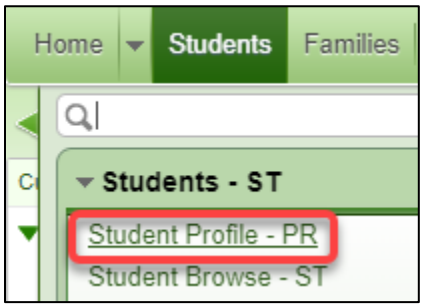
Schedule Change Procedures

Configure the Scheduling Screen Defaults

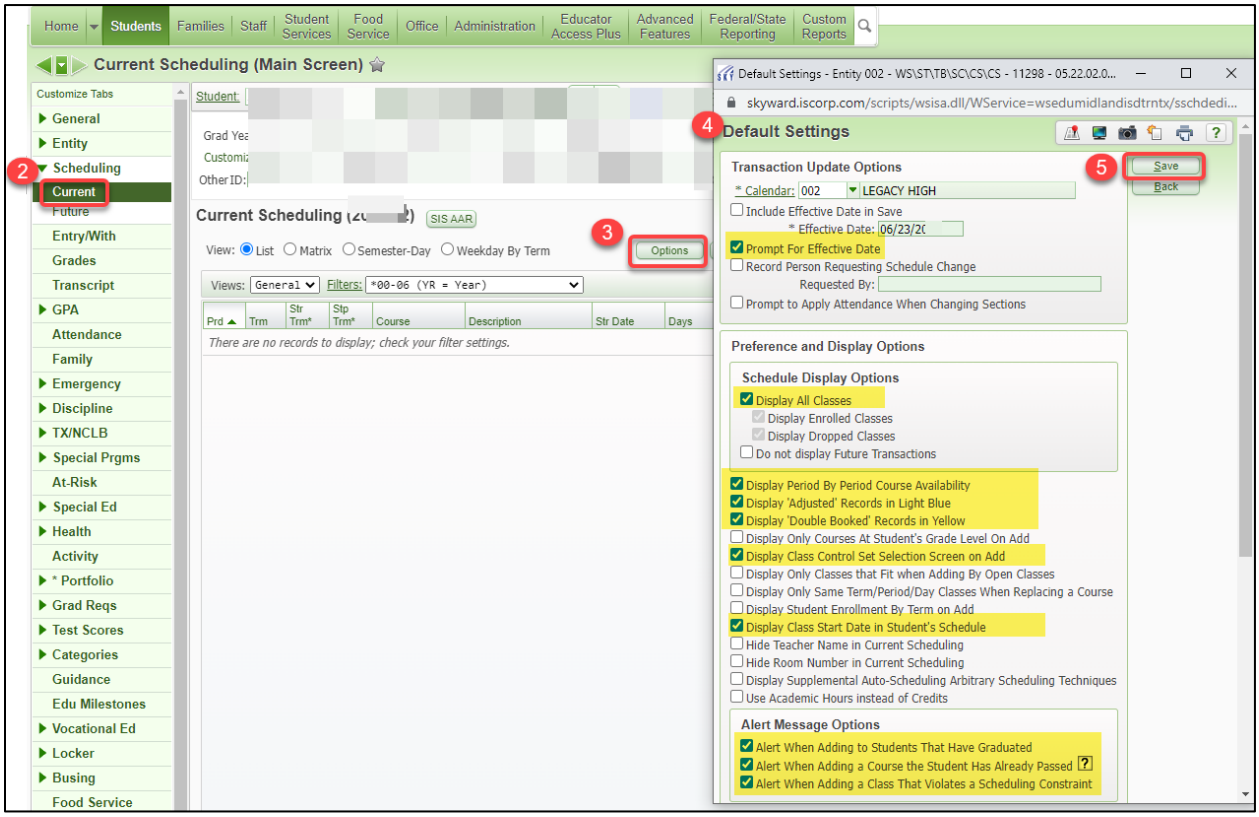
Setup your **Transaction Update Options** default settings as outlined below. This will help ensure schedule changes are being identified correctly.

To setup the **Transaction Update Options:**

1. In **Skyward,** go to **Students > Student Profile.**



2. Expand the **Scheduling > Current** tab.
3. Click **Options.**
4. In the **Default Settings** popup, check the highlighted boxes.
5. Click **Save**.



Schedule Change Options

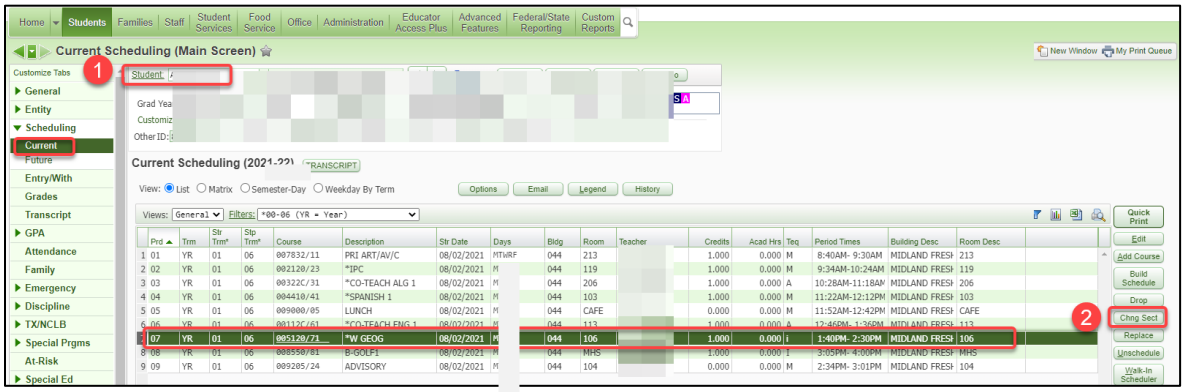
- **Chng Section** – Use this option to move a student from one section of a course to another section of the same course (i.e. 001120.**01** English 1 to 001120.**02** English 1). *This option will also move any cycle/term posted grades for the old class to the new class.*
- **Activate** – This option is available for a dropped course (highlighted in green) and is used to reactivate the previously dropped class.
- **Drop –** This option is used to drop a class that will not be replaced by another course or section.
- **Replace** – This option is used to move from one course to a completely different course. This option should only be used if the student never went to the first course, and has been in the second course all year. Example, a student was put in a GPA weighted course for the year, however, upon further review it turns out the student should have been in the Non-GPA course. The replace option would be used.

Change Section with the SAME Course (Chng Sect)

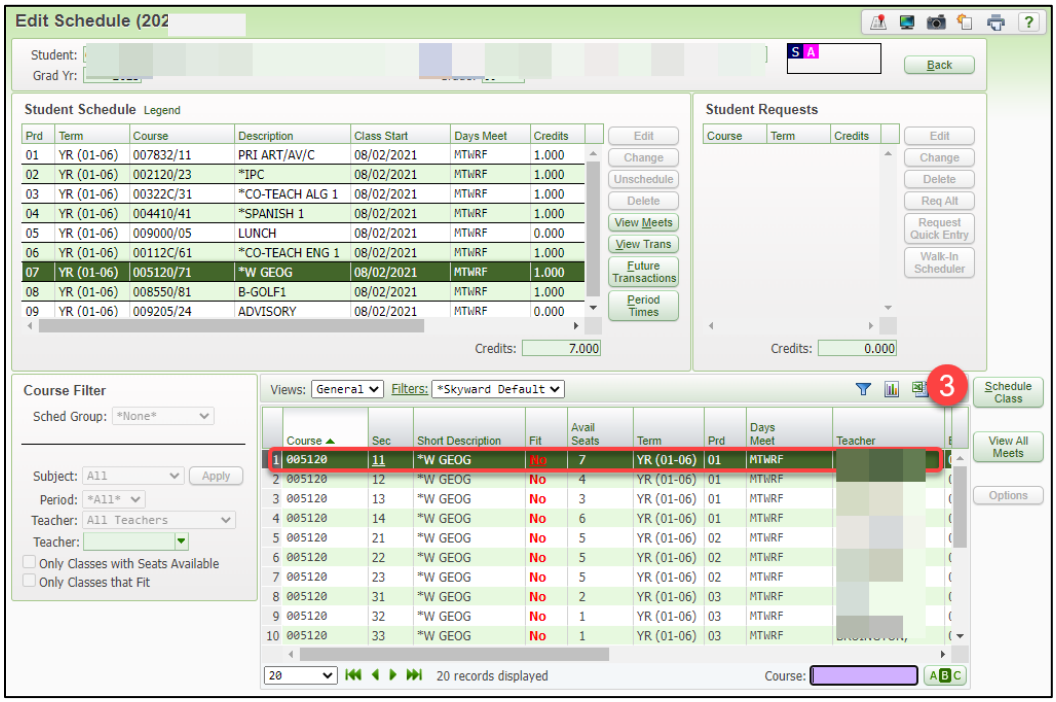
Follow these steps to move a student from one section of a course to another section of the same course.

Example: Move student from English 1 (0707) section 01 to English 1 (0707) section 02.

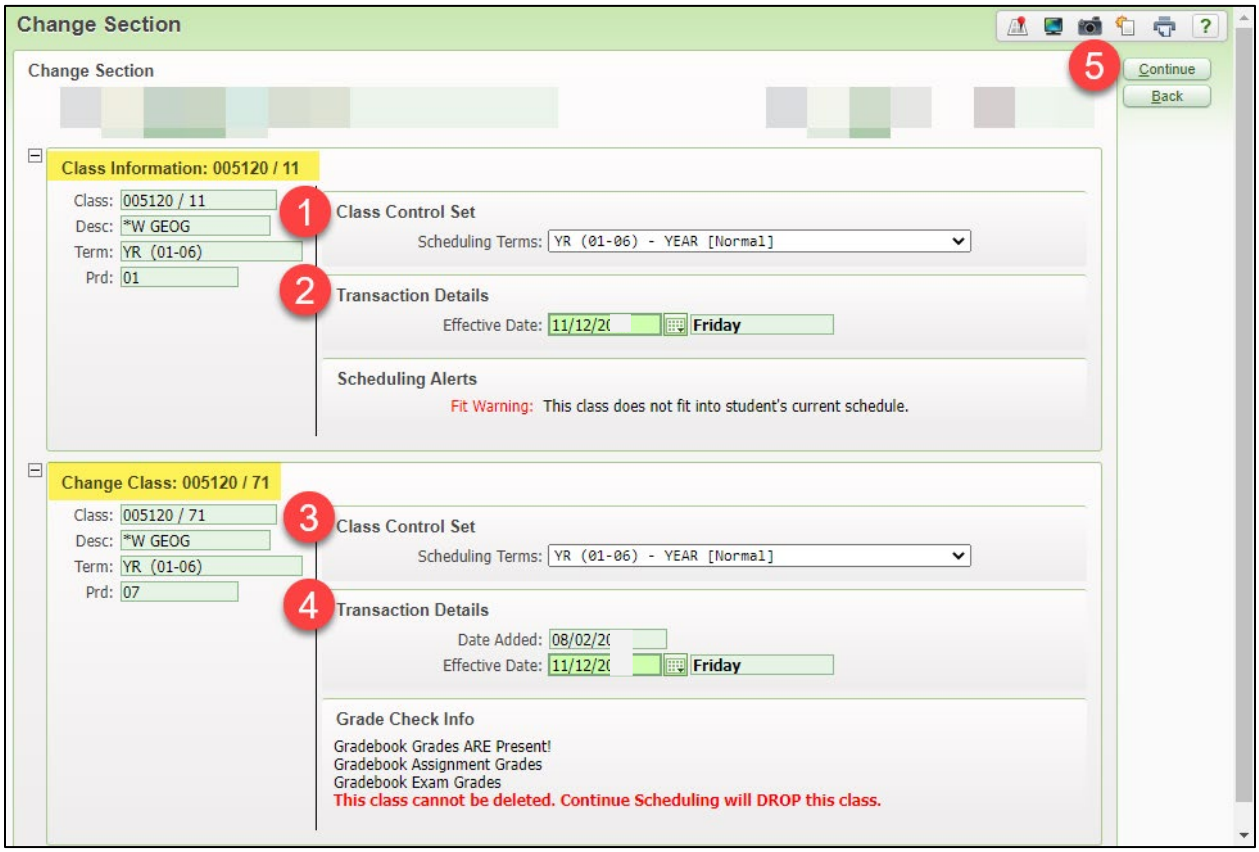
1. Go to the **Scheduling>Current** tab and locate the student by Student ID, Name or by clicking the **Student** link.
2. Highlight the course that needs to be changed and then click **Chng Sect.**



3. Highlight the course to add to the student's schedule and then click **Schedule Class.**

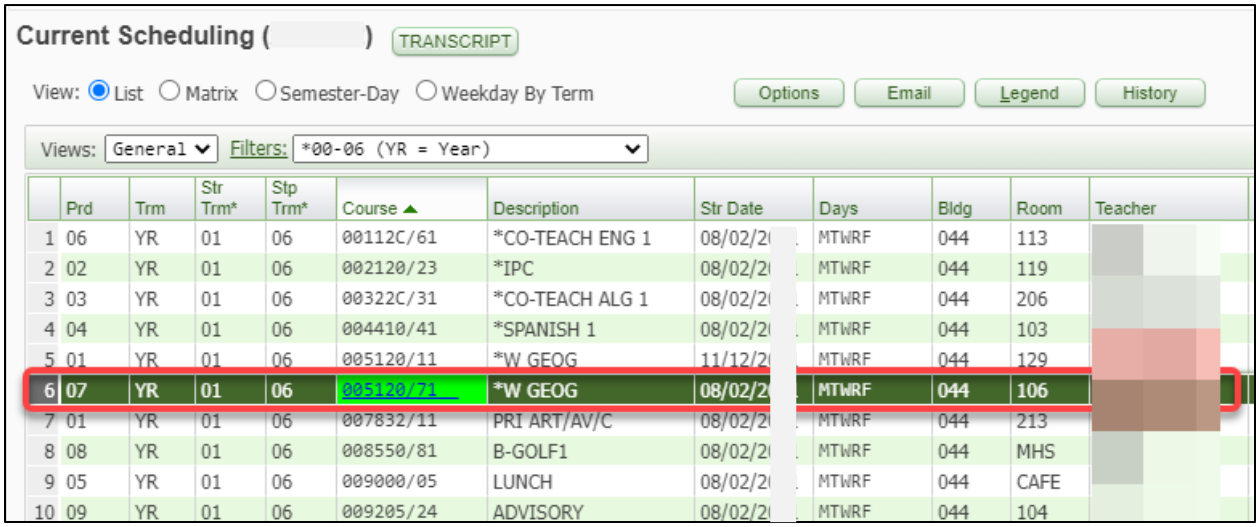


4. In the **Change Section** area, input the following:
    1. Update the **Class Control Set** as needed for the new class/section (*refer to the 'Term Adjustments' section for more information*).
    2. **Transaction Details:** Input the **Effective Date** for the new class/section**.** This date should be the first day the student was enrolled in the new class. A future date can be used.
    3. Update the **Class Control Set** as needed for the old class/section (*refer to the 'Term Adjustments' section for more information*).
    4. **Transaction Details:** Input the **Effective Date** for the old class/section**.** This date should be the first day the student was no longer enrolled in the class. A future date can be used.
    5. Click **Continue.**

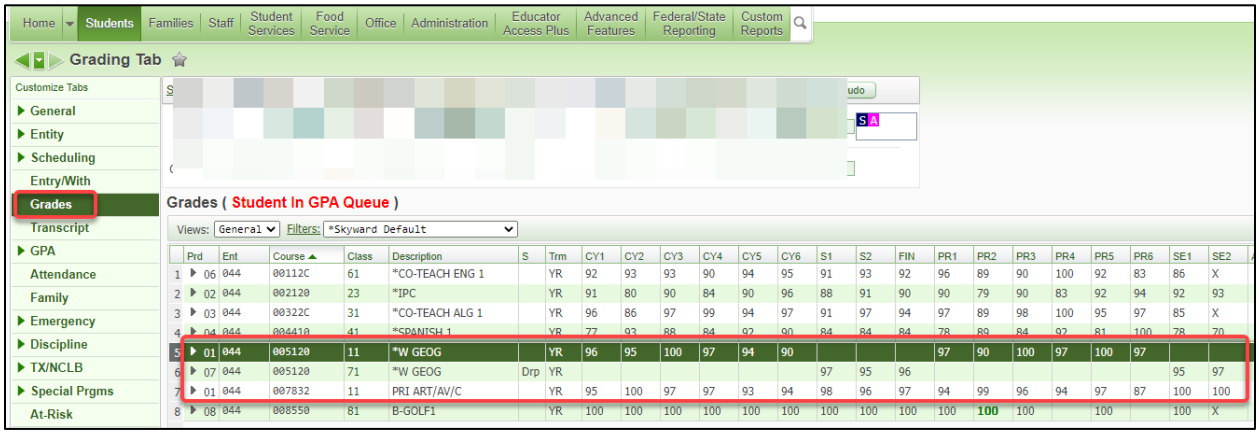


IMPORTANT: *The* ***Effective Dates*** *are PEIMS reportable.*

- The dropped course will now be highlighted in green. ***Note:*** *If you input a future transaction date, the course will not be highlighted until that date.*



- If the student had any <u>cycle/term</u> grades, they will now be moved to the new class on the student's **Grades** tab. *NOTE: The teacher will need to manually transfer the grades by using the 'NEW BUTTON' in their Gradebook.*

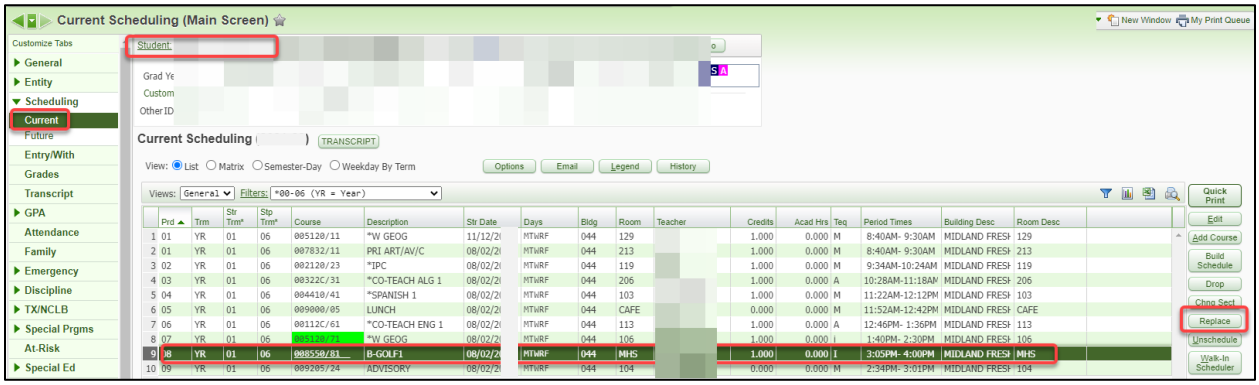


Change Course (Replace)

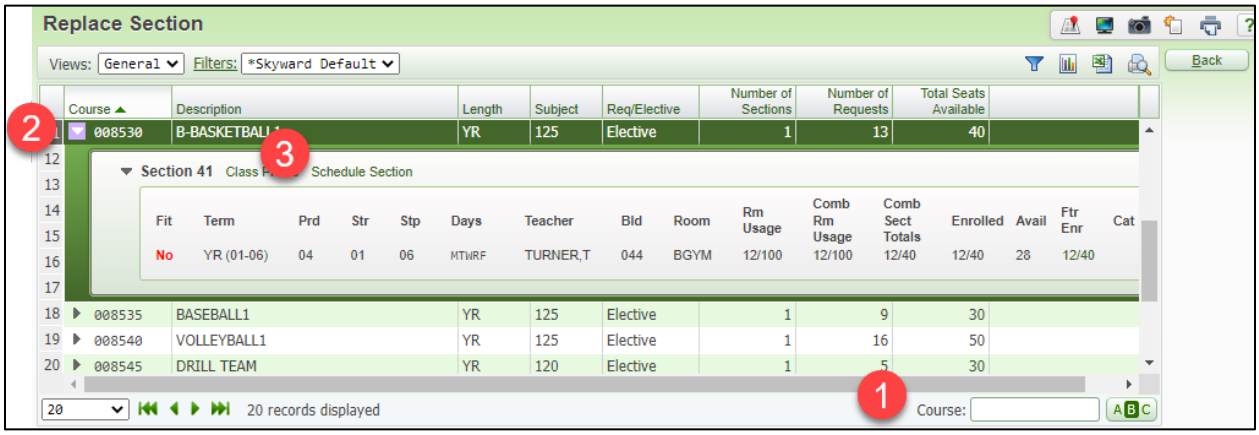
Follow these steps to move a student from one course to a <u>different</u> course. This is only used if the student has never went to the first course and has been in the second course all year.

Example, a student was put in a GPA weighted course for the year, however, upon further review it turns out the student should have been in the Non-GPA course. The replace option would be used.

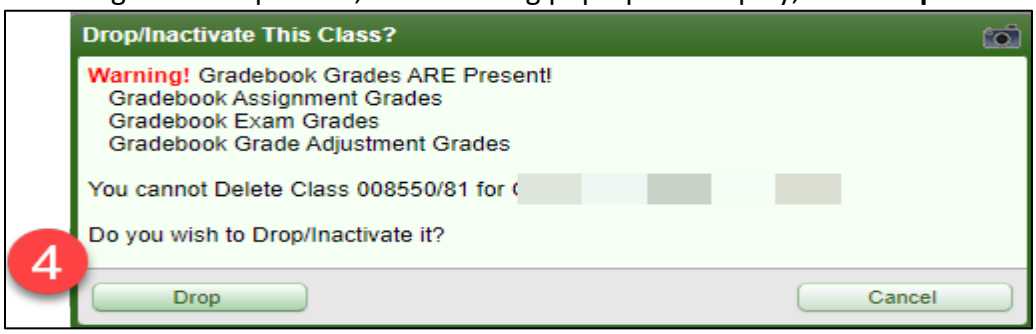
1. Go to the **Scheduling>Current** tab and locate the student by Student ID, Name or by clicking the **Student** link.
2. Highlight the course that needs to be changed and then click **Replace.**



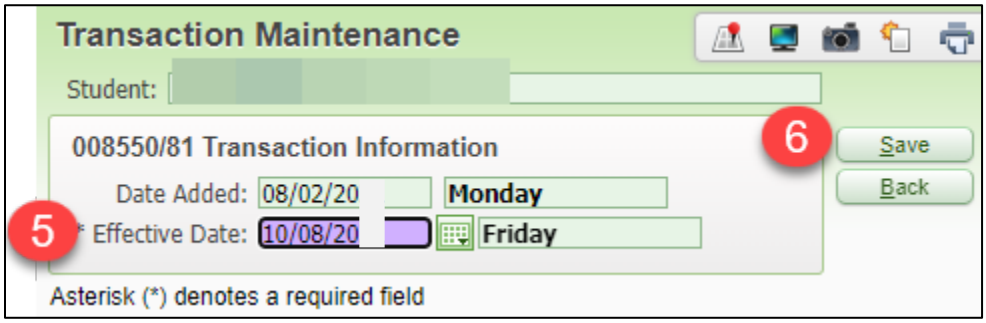
3. In the **Replace Section** area, input the following:
    1. In the **Course** lookup box, input the new course number and then click enter.
    2. Verify the correct course is highlighted and then click the arrow to expand the course.
    3. Select **Schedule Section.**



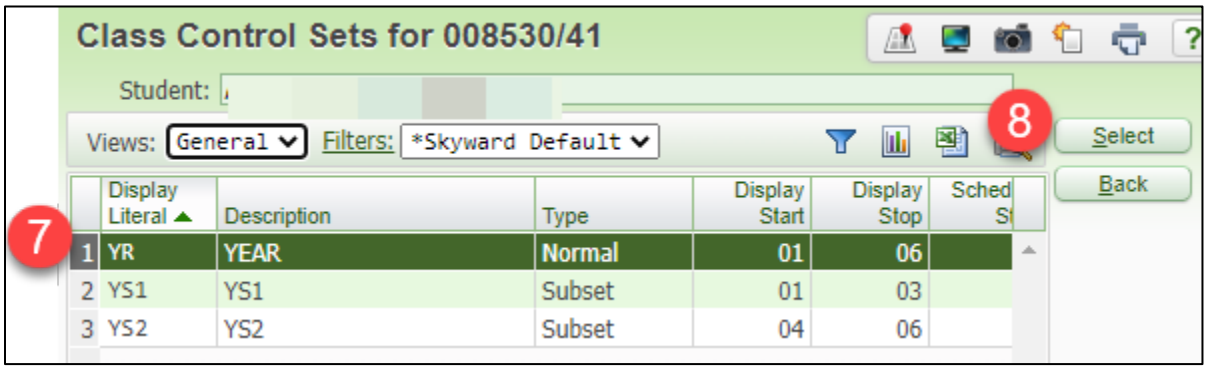
4. If grades are present, the following pop-up will display, click **Drop.**



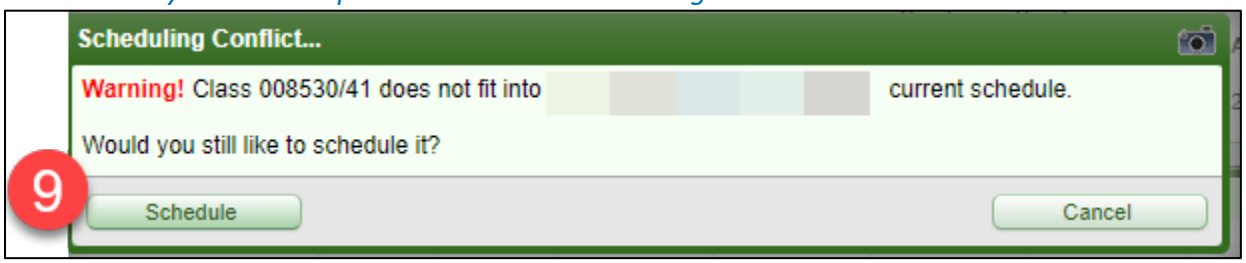
5. Input the **Effective Date.** This date should be the first day the student was no longer enrolled in the class. A future date can be used.
6. Click **Save.**



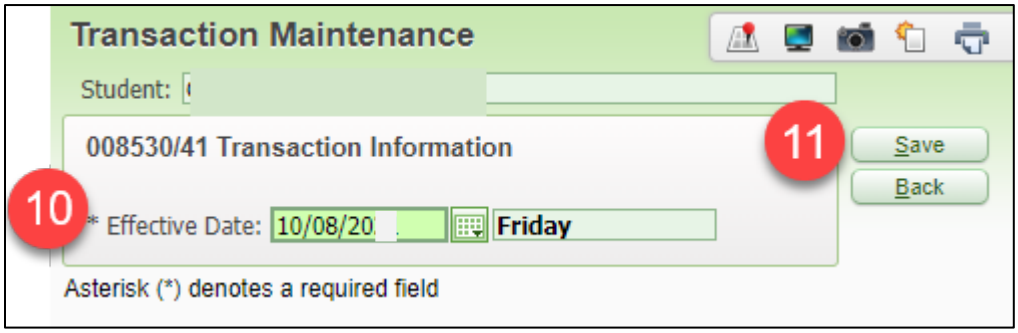
7. Select the appropriate **Class Control Set** (*refer to the 'Term Adjustments' section for more information*).
8. Click **Select.**



9. If there is a scheduling conflict, the following pop-up will display, click **Schedule.**
NOTE: Skyward is setup to allow double scheduling.



10. Input the **Effective Date.** This date should be the first day the student was enrolled in the new class. A future date can be used.
11. Click **Save.**



- The dropped course will now be highlighted in green. ***Note:*** *If you input a future transaction date, the course will not be highlighted until that date.*

- **IMPORTANT:** The dropped grades will NOT automatically transfer to the new course. IF the grades need to be transferred to the new class, have your data clerk or registrar remove the grade from the dropped class and add it to the new class. *NOTE: The teacher will need to manually transfer the grades by using the 'NEW BUTTON' in their Gradebook.*

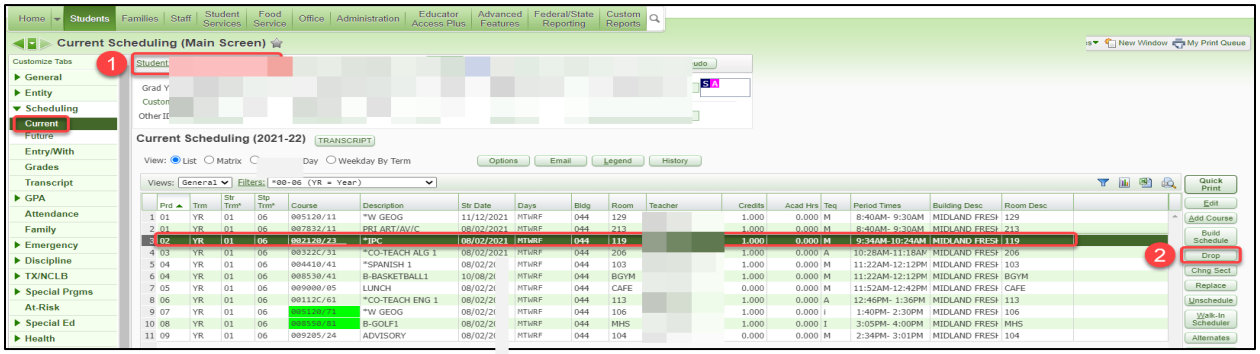
  Please contact the Student Information Systems department for any questions regarding this process.

Drop Course (Drop)

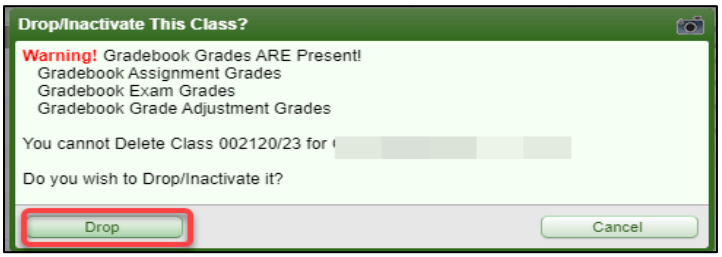
The **Drop** option is used when the student will be dropping a class and NOT replacing it with another class.

Example: A student will be dropping English 4 (1420) and will NOT be replacing it. Instead the student will be taking English 4 as A Plus. This is also used whenever changing CTE courses at the semester.

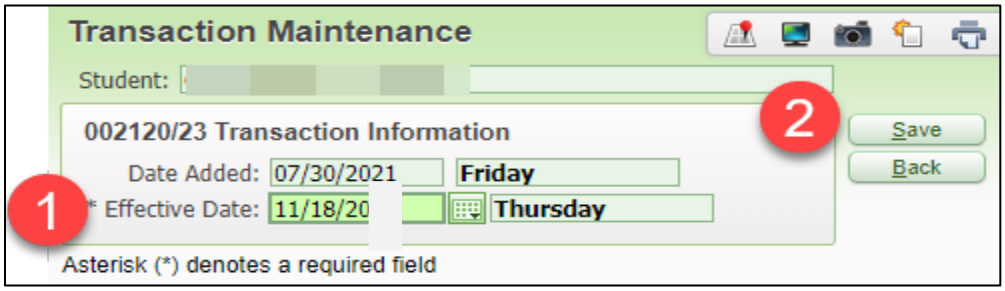
1. Go to the **Scheduling>Current** tab and locate the student by Student ID, Name or by clicking the **Student** link.
2. Highlight the course that needs to be dropped and then click **Drop.**



3. If grades are present, the following pop-up will display, click **Drop.**



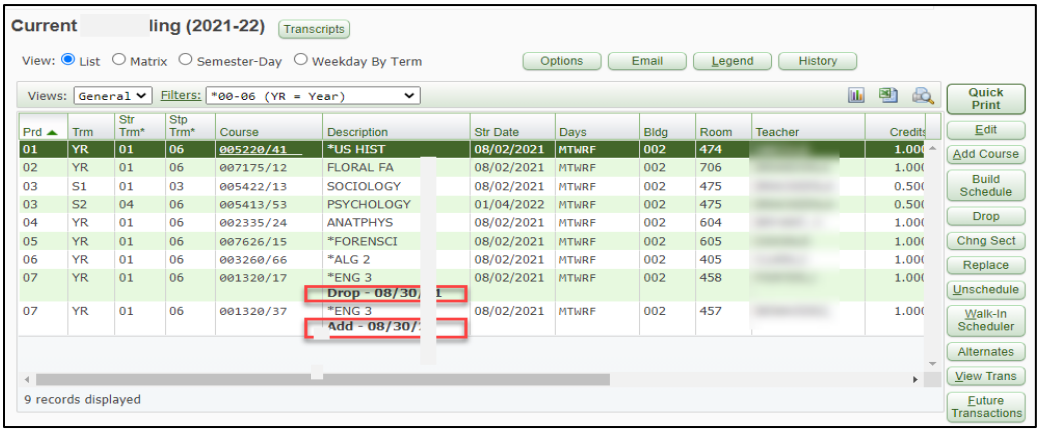
4. In the **Transaction Maintenance** area, input the following:
    1. Input the **Effective Date.** This date should be the first day the student was no longer enrolled in the class.
    2. Click **Save.**



- The dropped course will now be highlighted in green. ***Note:*** *If you input a future transaction date, the course will not be highlighted until that date.*
- The student's grades will remain with the dropped class.

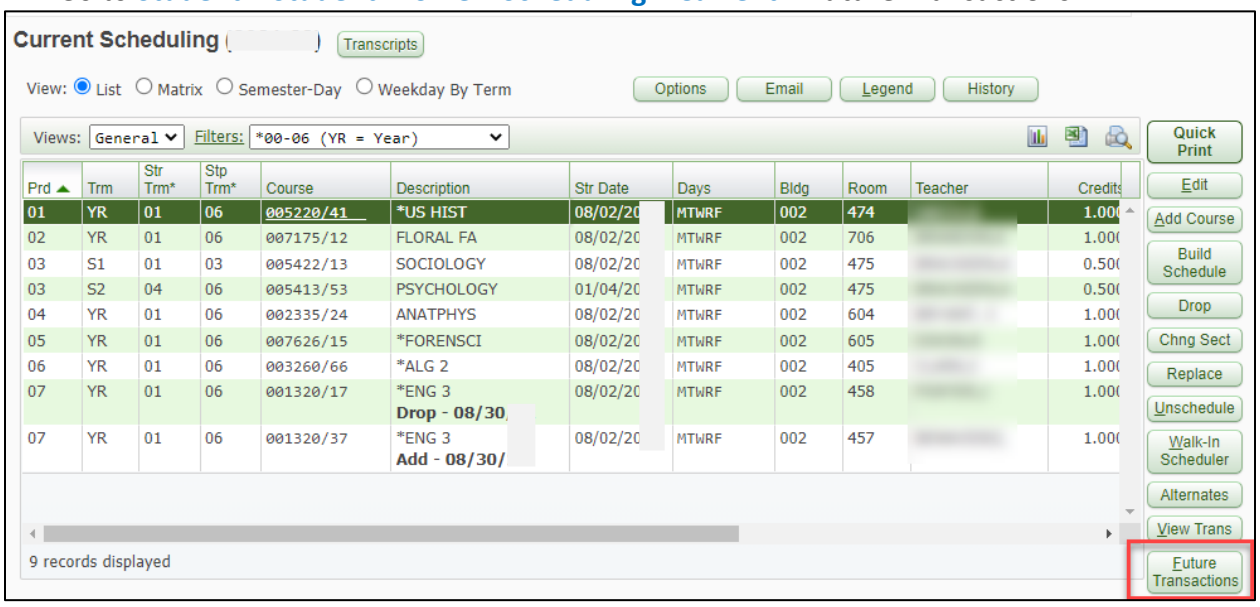
Future Transactions

Schedule changes can be made using a future date. If checked to show in your transaction options, these changes will show under the course until the changes take effect.

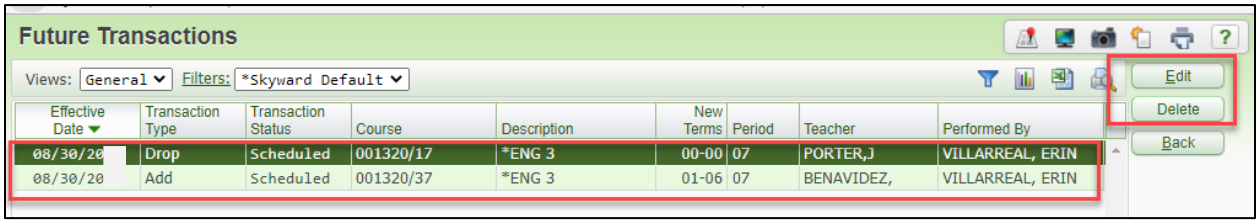


If the future date schedule changes need to be edited or are no longer needed, follow the steps below:

1. Go to **Student > Student Profile > Scheduling > Current > Future Transactions**



2. Select the record to be edited or deleted.
    - Click **Edit** to change the date of the schedule change to a different future date. The **Add** and **Drop** record need to be reviewed and edited as needed.
    - Click **Delete** if the schedule change is no longer deleted. Review and delete the **Add** and **Drop** records as needed.



Term Adjustments

Term adjustments are done to change the **Control Set** of a course. *For example, changing a class for a student from a Year Long course to a Semester 1 or Semester 2 course.*

The following tables will help you determine when to apply Term Adjustments when making schedule changes or creating a schedule for a new student.

IMPORTANT: Ensure you update the Effective Date when making schedule changes or creating a schedule since these are PEIMS reportable.

SCHEDULE CHANGE CHART					
Scenario	**Student enrolls during S1**	**Student enrolls in new class on or for 1st day of S2**	**Student enrolls in new class after S2 begins**	**Office Responsibility** *Detailed instructions will be provided to Office staff.	**Teacher Responsibility** *Detailed instructions will be provided to teachers.
Effective date for DROPPED course = 1st day student NOT present in class. Effective date for ADDED course = 1st day student scheduled to be present in class.					
Junior High ONLY: New to MISD transfer student with a Non-HS credit course	Control Set = YR for year long courses.	Control Set = YR for year long courses or YS2 for semester long courses	Control Set = YR for year long courses or YS2 for semester long courses	• Office MUST enter previous cycle grades from the prior district on the **Student Profile > Grades** tab and **share grades with teacher.**	Teacher MUST use NEW button to enter prior cycle grades in their Gradebook.
New to MISD transfer student with a HS credit course	Control Set = YR for year long courses.	Control Set = YS2	Control Set = YS2	• If student transferred from outside MISD, their Semester 1 grades and credits must be entered in Class History as a transfer grade. *For detailed instructions, refer to the 'Entering Grades' section in the Skyward Secondary Grade Reporting Guide.* • If enrolled during semester, enter grades for completed cycles within that semester and **share grades with teacher.**	Teacher can use NEW button to enter prior cycle grades in their Gradebook for reference purposes only.

MISD transfer (includes Non-HS and HS credit courses)	Control Set = YR for year long courses.	Control Set = YS2	Control Set = YS2	• If student completed semester 1 at an MISD campus, verify that their semester 1 cycle and semester grades from their previous MISD campus are posted on their **Student Profile > Grades** tab and that credit was awarded, if applicable. Do not enter these grades into Class History. • If enrolled during semester, enter grades for completed cycles within that semester. **Share grades with teacher for both scenarios.**	• If enrolled during a semester for a YR long course, use the NEW button to enter completed cycle grades from incoming campus. • If enrolled during a semester for a YS2 course, use the NEW button to enter completed cycle grades within that semester.
Changing a regular student's schedule for same course, NEW section (Change Sect button)	Use **CHNG SECT** option. Control Set = YR for year long courses.	Use **CHNG SECT** option. • Control Set = YS2 for NEW section • If the student moves back to their original S1 section after S2 starts, change the Control Set back to YR. Leave the DROPPED section as is.	Use **CHNG SECT** option. • Control Set = YS2 for NEW section. • Keep DROPPED section as YR. • If the student moves back to their original S1 section after S2 starts, change the Control Set back to YR. Leave the DROPPED section as is.	No action needed.	• If enrolled during a semester for a YR long course, use the NEW button to enter completed cycle grades from incoming campus. • If enrolled during a semester for a YR or YS2 course, use the NEW button to enter completed cycle grades within that semester.
Changing a regular student's schedule to DIFFERENT course (Replace button) *This button should only be used if the student was NEVER in the original class, or if changing a GPA/NON-GPA course to a GPA/NON-GPA course.*	Use **REPLACE** option. Control Set = YR for year long courses.	Use **REPLACE** option. • Control Set = YS2 for NEW section • Keep DROPPED section as YR. • If the student moves back to their original S1 section after S2 starts, change the Control Set back to YR. Leave the DROPPED section as is.	Use **REPLACE** option. • Control Set = YS2 for new section • Keep DROPPED section as YR. • If the student moves back to their original S1 section after S2 starts, change the Control Set back to YR. Leave the DROPPED section as is.	Enter any missing cycle grades and share with teacher.	Follow campus grades' procedures and use the NEW button to enter completed cycle grades.

Scheduling Reports

Class Roster Report

Office > Current Scheduling > Reports

The Class Roster Report generates a list of student names and can include certain student demographic information such as date of birth, address, and home phone. This report can be generated for a single section, for several sections of different courses, or for a range of sections. The contents of the report are determined by the choices you make in the Roster Options, Items to Print, Formatting and Student Ranges areas of the report template.

Student Schedules

Office > Current Scheduling > Reports

The Student Schedules Report generates a student's schedule. The report can be run for a single student, several students or a range of students.

Schedule Cards Report

Office > Current Scheduling > Reports

The Schedule Cards Report is another report that generates a student's schedule. This report has fewer printing options compared to the Student Schedules report because it is intended to be printed on card stock.

Teacher Schedules Report

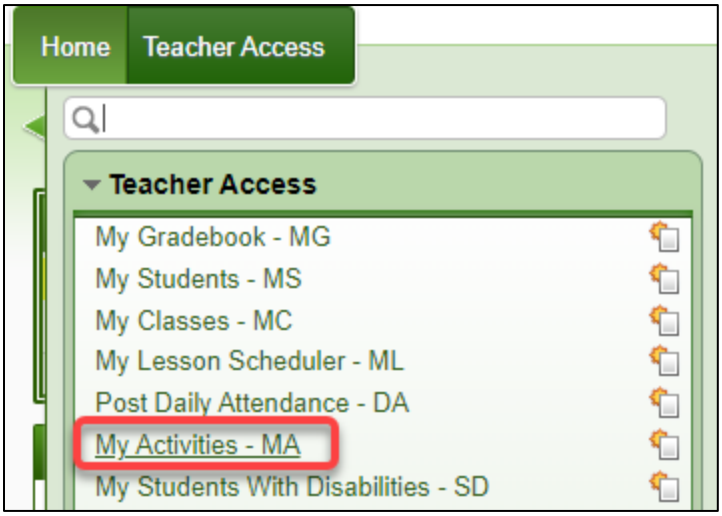
Office > Current Scheduling > Reports

The Teacher Schedules Report generates a matrix view by period of a teacher's assigned sections. You can also use the report to:

- Identify teachers without scheduled classes (select Print Teachers Without Scheduled Classes).
- Identify staff who are assigned scheduled classes but who are not flagged as teachers in the staff table (select Print Staff Members Not Flagged as a Teacher Assigned to a Class).
- Print period times on this report.

Activities

Activities allow you to group students together; usually for extra-credit activities. Activity Leaders and Assistants can access student's information in their gradebook by going to **Teacher Access > My Activities**. Activities are also used throughout Skyward for report ranges and sorting capability.

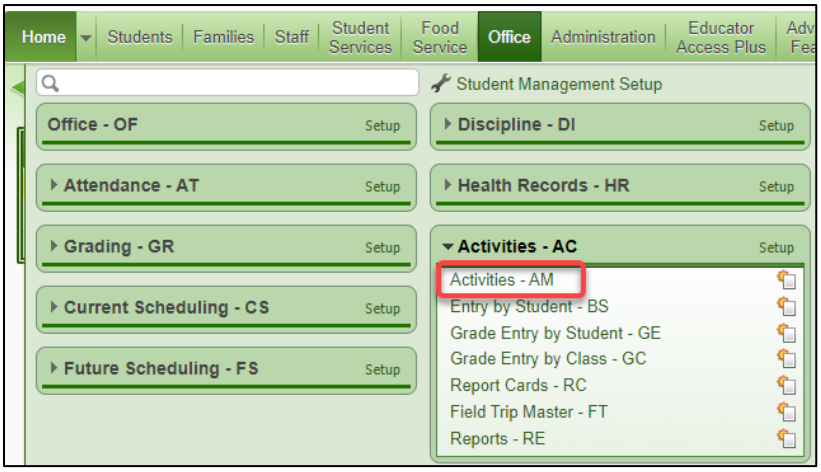


Please use the below chart when creating new activities:

CODE	SHORT DESCRIPTION	LONG DESCRIPTION	EXTRA CURR TYPE
101 thru 149	B Athletics	Boys Athletics – break down by gender and sport	A = Athletic
150 thru 199	G Athletics	Girls Athletics – break down by gender and sport	A = Athletic
200 thru 224	Band	Band - break down by gender and instrument	M = Music
225 thru 249	Orchestra	Orchestra - break down by gender and instrument	M = Music
250 thru 274	Choir	Choir - break down by gender and/or other	M = Music
275 thru 299	Theatre Arts	Theatre - break down by gender and/or other	M = Music
300 thru 399	Department Chair	Department chair by subject or other	C = Academic
400 thru 499	By Program	Bilingual, Special Ed, etc.	O = Organization
500 thru 599	Intervention	Robotics, Academic Decathlon, CIS, etc.	C = Academic
600 thru 899	By course	Use as needed	C = Academic
900 thru 999	Other	Use as needed	

Add an Activity

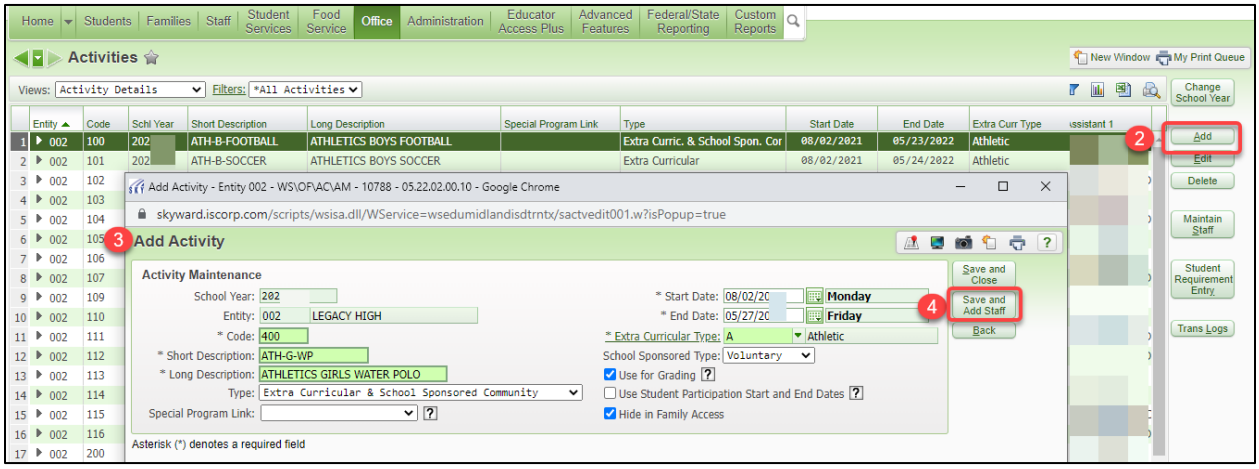
1. Go to **Office>Activities – AC>Activities – AM.**



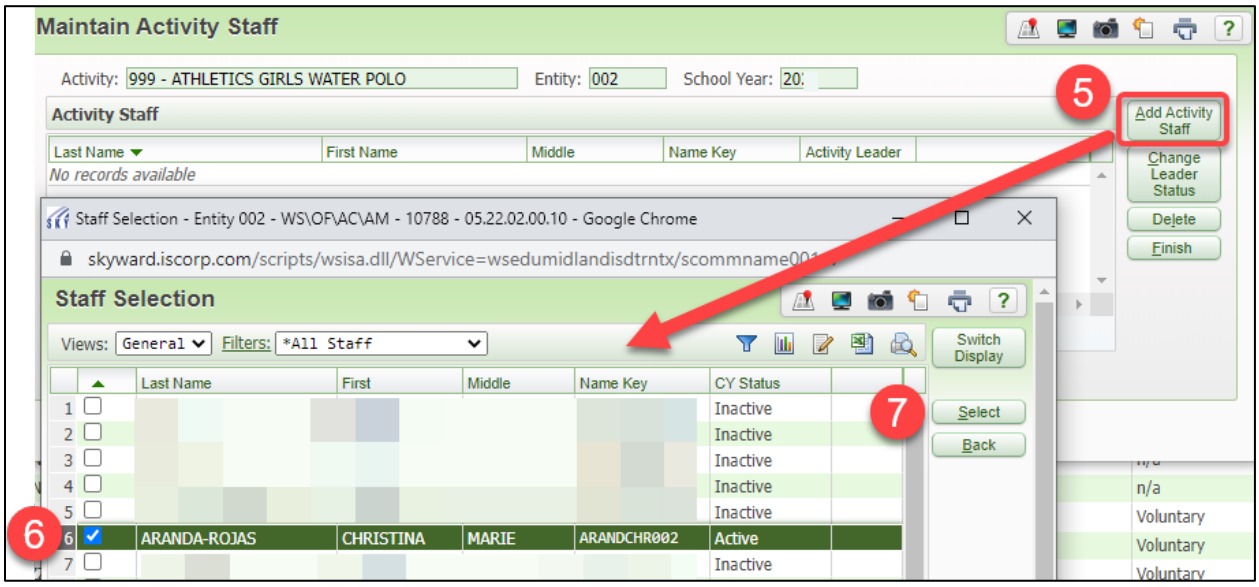
2. Click **Add.**
3. In the **Add Activity** popup, input the following information:
    - **Code** – Enter a code consisting of up to three characters for the Activity. *Refer to the code chart guidelines on the previous page.*
    - **Short Description** – Enter a description for the activity up to 15 characters.
    - **Long Description** – Enter a description for the activity up to 30 characters.
    - **Type** – Select the type of Activity (Extra Curricular, School Sponsored Community, both, or Other).
    - **Special Program Link** – This option will automatically add students to the activities that are linked to the select Special Program.
    - **Start and End Date** – The dates entered here could be the actual dates of the activity or the start and end date of the school year. *NOTE: If you are using Athletic Eligibility, you will want to enter the specific dates of the activities because it will determine the students whose grades will post for Eligibility.*
    - **Extra-Curricular Type** - Extra Curricular Type allows for a further breakdown of the activity.
    - **School Sponsored Type** – If School Sponsored Community or Extra Curricular & School Sponsored Community is selected for the "Type," this field will appear. Select either Required or Voluntary.
    - **Use for Grading** – Select this option if teachers will be posting athletic eligibility grades for the activity. If this option is not selected, you will not see the activity listed on certain grading reports.
    - **Use Student Participation Start and End Dates** – If this option is selected, it will allow you to specify the dates within the activity start and end dates when each student is participating in the activity.
    - **Hide in Family Access** – If you do not wish to have this activity displayed in Family Access, then select this option.

- If you do not want to add staff to this activity (i.e. football coach, etc.), click **Save and Close.**

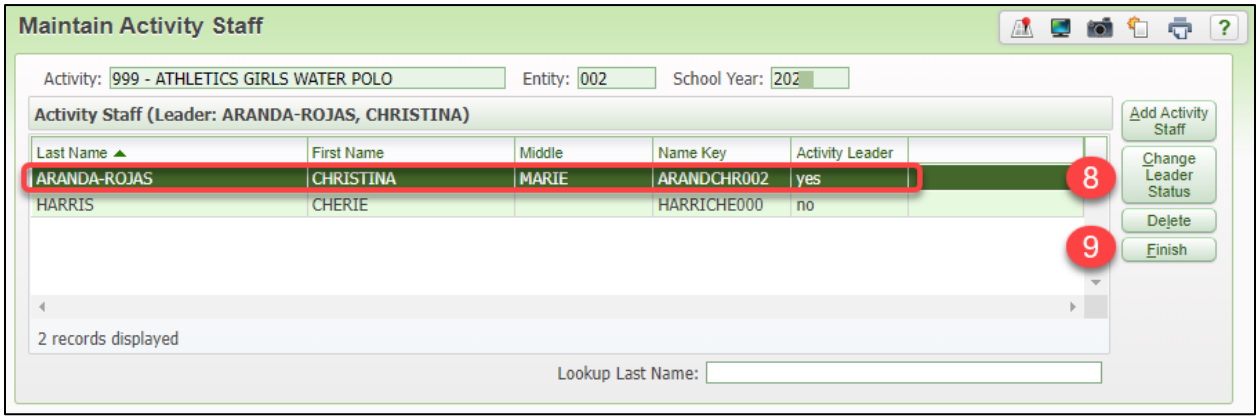
4. If you want to add staff to this activity, click **Save and Add Staff.**



5. Click **Add Activity Staff.**
6. In the **Staff Selection** popup, select on or more staff to add to this activity.
7. Click **Select.**



8. OPTIONAL: If you want to designate a leader of the activity, you will highlight the staff member and select **Change Leader Status**.
9. Click **Finish.**

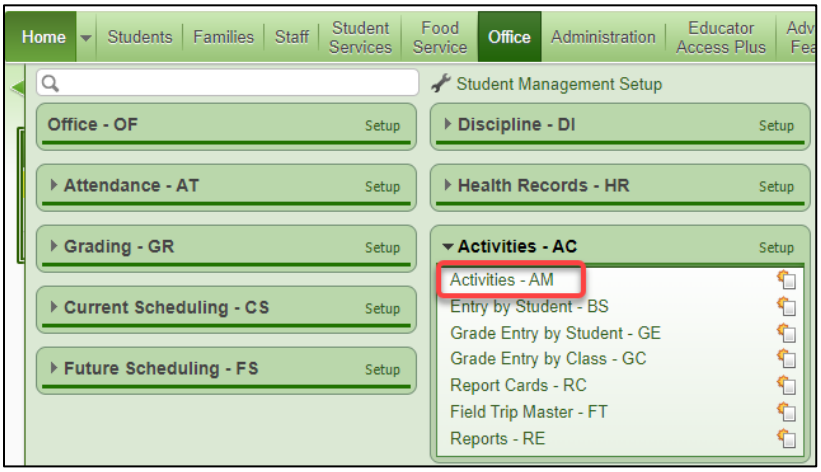


Add Students to an Activity

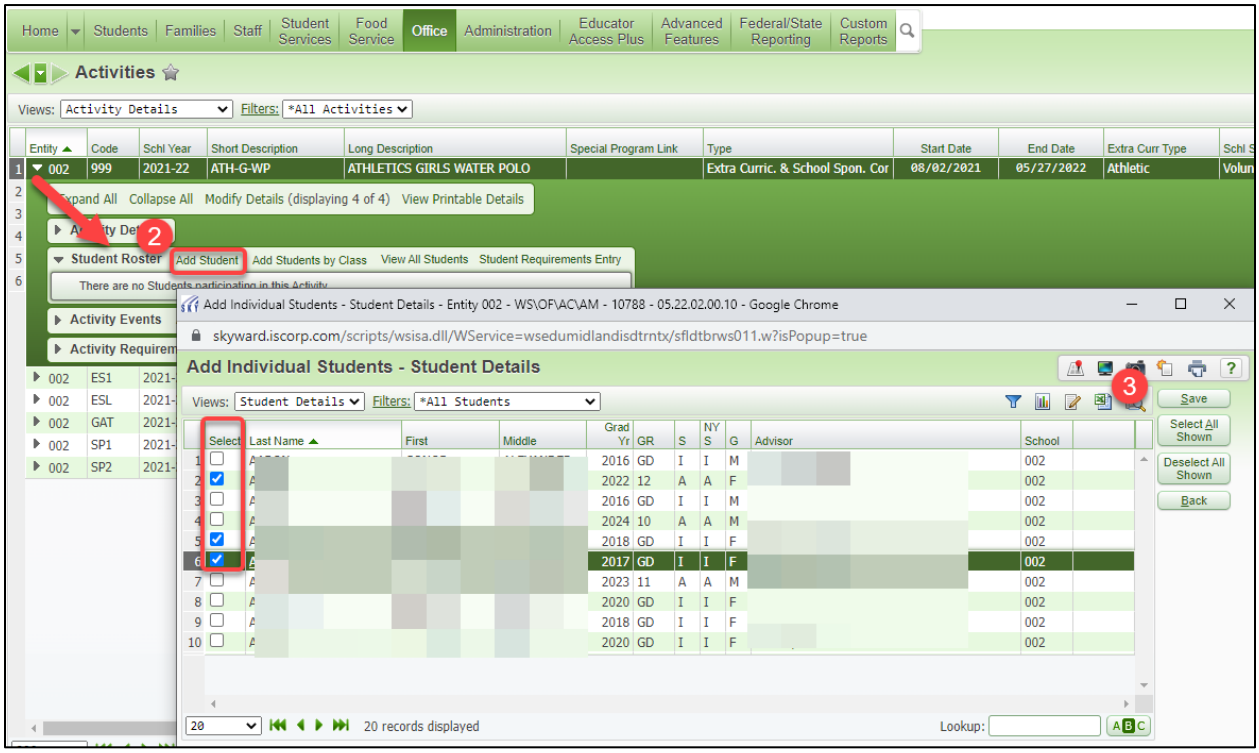
Students can be added to an activity multiple ways.

To add one or more students to activities:

1. Go to **Office>Activities – AC>Activities – AM.**

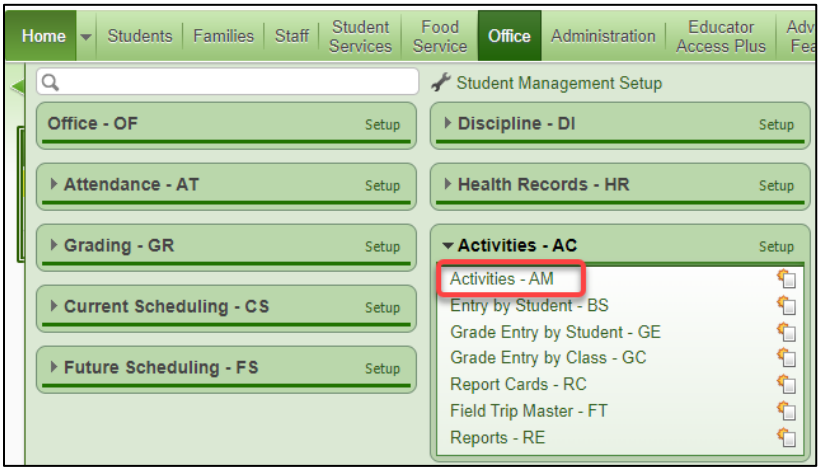


2. Expand the activity to add students to and in the **Student Roster** section, select **Add Student.**
3. In the **Add Individual Students – Student Details** popup, select one or more students to add the activity to and then click **Save.**

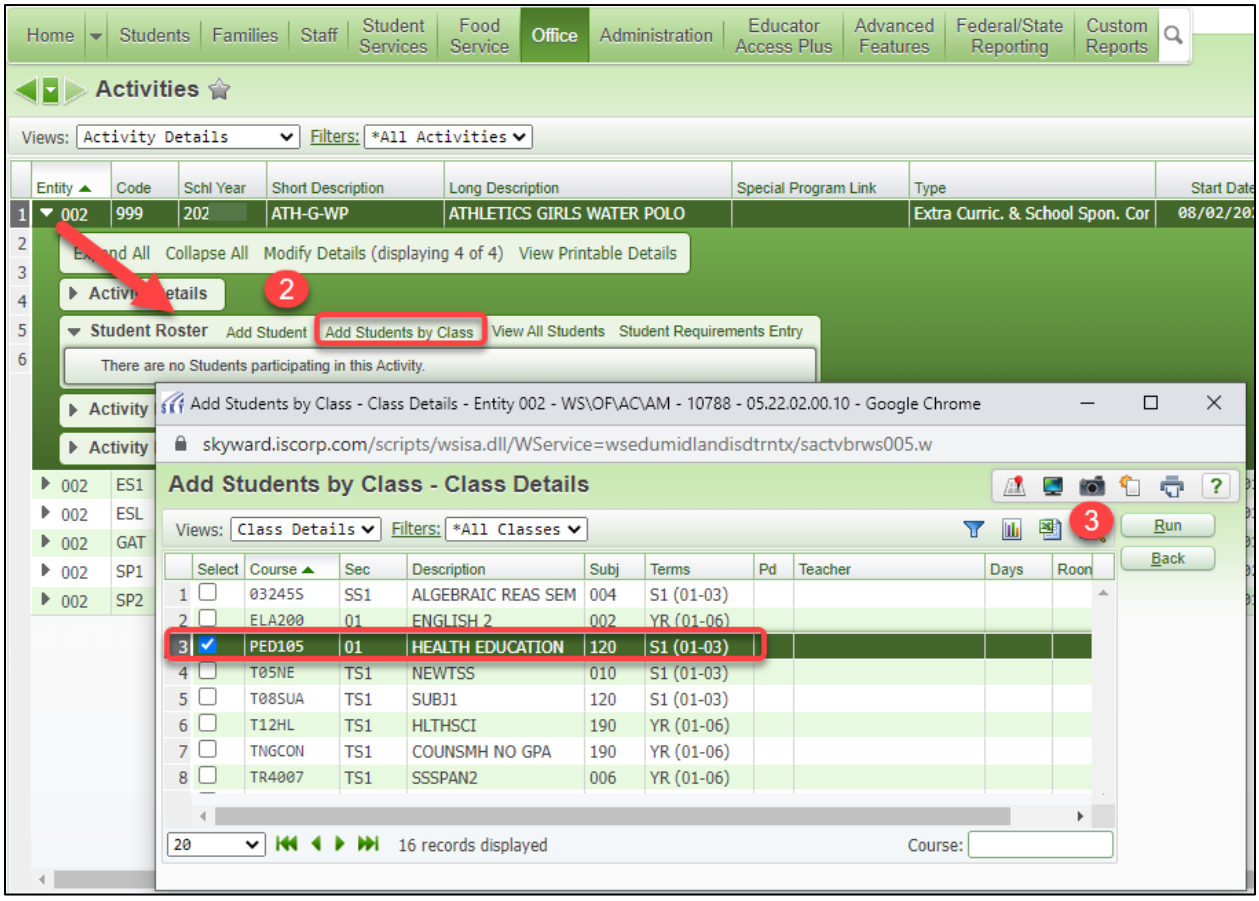


To add students to activities by class:

1. Go to **Office>Activities – AC>Activities – AM.**

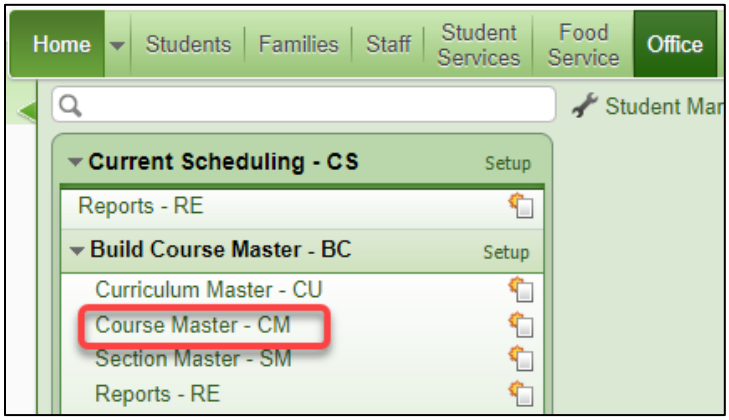


2. Expand the activity to add students to and in the **Student Roster** section, select **Add Students by Class.**
3. Select one or more classes and then click **Run.**

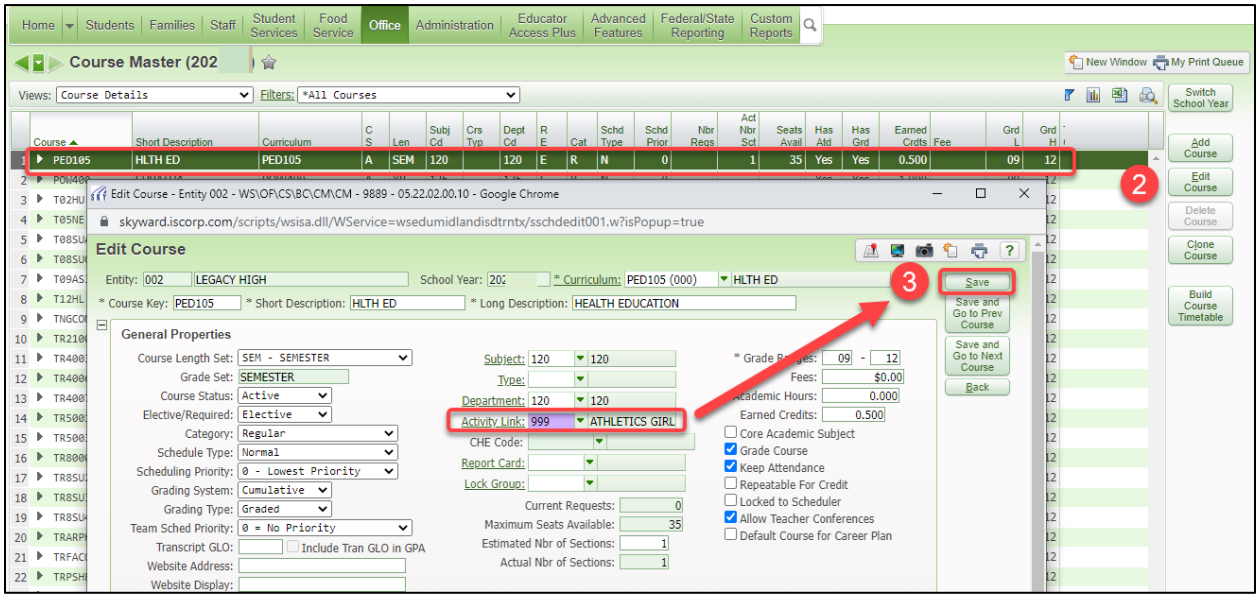


To add students to activities by course:

1. Go to **Office>Current Scheduling - CS>Build Course Master – BC>Course Master - CM.**



2. Highlight the course to add the activity to and then click **Edit Course.**
3. Input the **Activity Link** and then click **Save.**

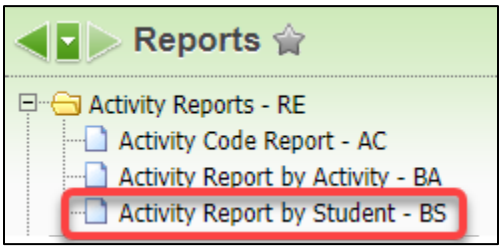


Activity Report by Student

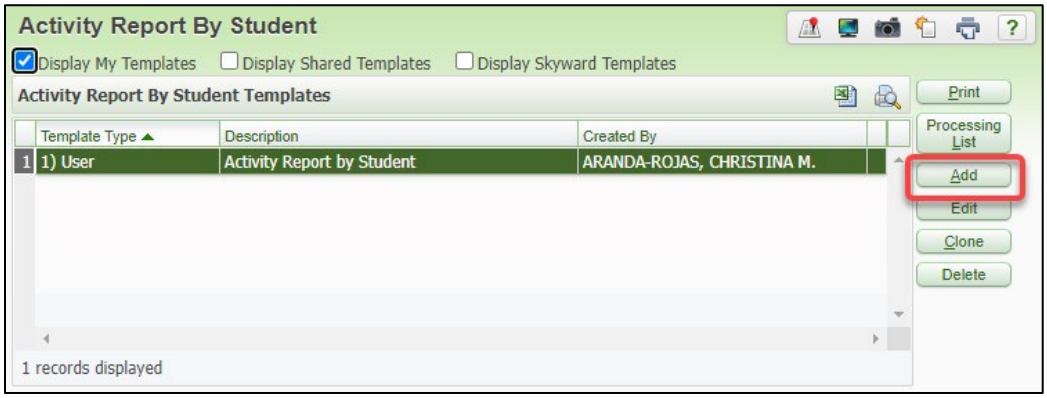
The **Activity Report by Student** lists the students and the activities in which they are enrolled. To run this report, follow the instructions below:

1. Go to **Office>Activities – AC>Reports – RE.**

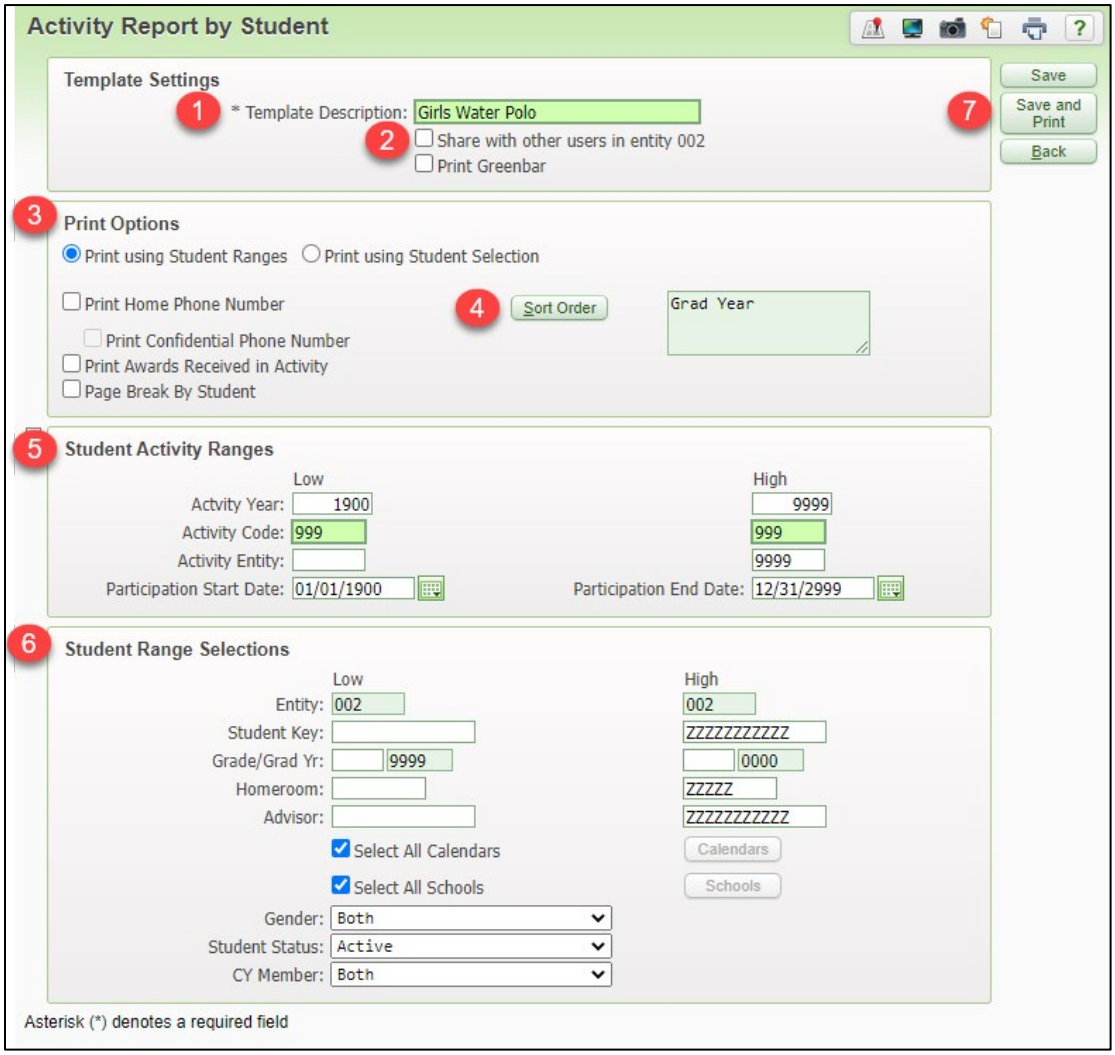
2. Click **Activity Report by Student – BS.**

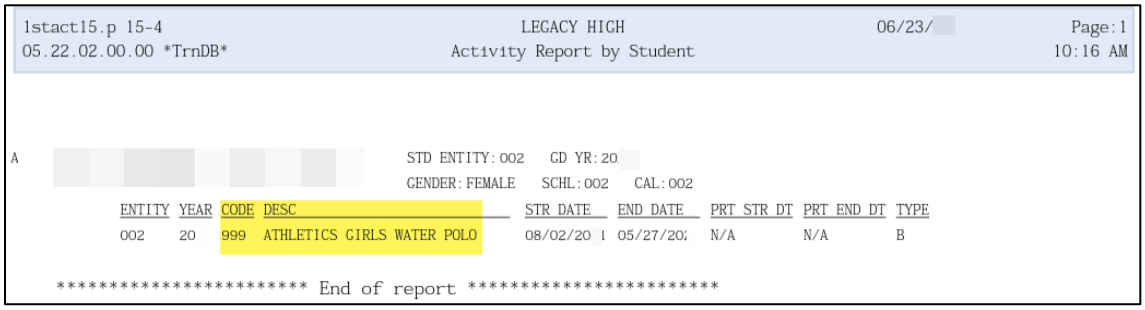


3. Click **Add** to create a template.



4. Input the following information:
    1. Input a **Template Description.**
    2. *OPTIONAL:* Click **Share with other users in entity (###).**
    3. In the **Print Options** section, select the following:
        - **Print using Student Ranges** or **Print using Student Selection** – If you select the option to "Print using Student Ranges," the students displaying will be based on the ranges selected. When you select the option to "Print Using Student Selection," you will need to pick individual students.
        - **Print Home Phone Number** – This option allows you to print the student's home phone number on the report.
        - **Print Awards Received Activity** – Select this option to print any awards the student has received in the activities.
        - **Page Break By Student** – If this option is selected, each student will print on a separate page.
    4. **Sort Order** – Use this to specify how the report will be sorted.
    5. **Student Activity Ranges –** The Student Activity Ranges allow you to determine the activities that will display on the report based on selected ranges.
    6. **Student Range Selections –** The Student Range Selections allow you to determine the students that will print on the report.
    7. After all selections have been made, click **Save and Print.**



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

Example of report.