Skyward Elementary Grades Guide

Midland Independent School District

Grading Procedures for Office Staff

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

1. At the end of each reporting period, Progress Reports or Report Cards must be processed for every active student.
2. If a grade needs to be changed, this will require a Grade Change Request by the teacher.
3. Approve all Grade Change Requests by checking periodically (once a week) for Teacher Requests for Changes to Previously Posted Grades in Educator Access+. Any time a teacher does a Grade Change Request, it will have to be approved in order for the teacher's gradebook grade to match the office grade.
4. Grade Differences reports must be run periodically to check for grades in the teacher's gradebook that do not match the grade posted in Student Management > Student > Student Profile > Grades grade. Teachers need to be notified of grade differences in order for them to request a grade change to correct the discrepancy. Also all Incompletes and missing/blank grades are required to be cleaned up in teacher's gradebooks before the end of the next grading period. Blank Grade reports should be run to verify that term grades aren't missing in a specific grade bucket.
5. Grade reports should be run at the end of each six weeks period.
    a. Each campus should run an "A" and "A/B" Honor Roll report. This needs to be run after all grades have been verified and all grade changes have been made.
    b. Each campus should run a Failure report by student and Failure report by teacher. This needs to be run after all grades have been verified and all grade changes have been made. Middle and High school campuses must also run a failure report each 3 weeks to check for UIL eligibility.
6. Previous grades need to be requested for all students that enroll or re-enroll at that campus during the school year. This includes students that are new or have transferred within district. The office staff will enter those term grades on the grades tab and ensure that the grades from the previous campus are given to the teachers. If grades are not available, enter NG or a pre-determined grade approved by the campus principal.
7. At the end of the school year, before end of year report cards are processed and printed by the SDS department:
    a. The office staff must make sure that all Grade Change Requests have been approved and all Grade Differences have been cleaned up.
    b. Elementary and Junior High students' promotion status will be displayed.
    c. Students that are pending due to summer school or STAAR scores have been coded as pending and students that are being retained have been coded as retained.

Entering Grades

Cycle Grades from Previous School/District

Follow these steps to enter grades for elementary students who enroll during the semester.

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

2. Query student and click to **Grades** tab.
3. Select the first class and click **Edit.**

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

6. To email grades to students' teachers Go to **Scheduling > Current** tab. Click Email.

7. Click **To** hyperlink.
8. Select **Display** option **Student's Current Term Teachers** (this should be the default option)

9. Select **All** to send email to all of the student's current term teachers. (Note: You can also CC yourself as documentation/verification that teachers were sent grades)

10. Click **Save.**

11. Enter **Body.**

12. Click **Send Email.**

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

Historical Grades from Outside MISD

If historical grades from previous schools are available for an elementary student, contact SDS department for further instructions.

Approving Grade Changes

The Teacher Request for Changes to Previously Posted Grades area allows you to review any changes a teacher has requested within their gradebook for a closed grading period, and then post the changes.

There are two ways to get to **Gradebook Posting Administration** for accessing the grade changes which have been marked as needing approval.

Option 1:

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

1. Click on the symbol.

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

Items Waiting for My Approval/Attention

Item	# WFM
STUDENT MANAGEMENT CHANGE REQUESTS	1
FAMILY ACCESS CHANGE REQUESTS	1199
NEW ENROLLMENT APPLICATIONS (DISTRICT)	19
FAMILY ACCESS ETHNICITY/RACE CHANGE REQUESTS	22
SECONDARY GRADEBOOK GRADE CHANGE REQUESTS	3
NEW ENROLLMENT APPLICATIONS (ENTITY)	50

Option 2:

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

Approving Grade Change Requests

1. In the **Grade Posting Administration** window, select Teacher Requests for Grade Changes. Expand by clicking the arrow.
2. Click **Expand All** to see grade change details.
3. Once details have been verified, click **Mark Completed.**

Semester Average

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

For example, since there is no cycle 3 grade, semester 1 grade is showing an unequal sign instead of a grade/average.

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

Please note that campuses such as Abell and Coleman have opted to require a semester exam grade in addition to all cycle grades in order to calculate the semester average.

Reports

Selected Grades Report

This report allows you to see Blank Grades or Failure lists.

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

3. Select the Selected Grades – SG report.

4. Select the template **SDS - BLANK, I & NG CY#** to view missing grades or **SDS – FAILING GRDS CY#** to see a list of students with failing grades for the cycle/semester you need information for. Click Print.

Sample.

```
1qqatn11.p 34-4                          LEE HIGH                          07/25/19          Page:1
05.19.06.00.00 *TrnDB*          2019 - Selected Grade Report by Student                    10:51 AM

Activity: ***BLANK Activity***
NAME                          G SCHL HMRM  GRAD YR COURSE        TEACHER        ROOM  CY5  ACTIVITY
  *** Group By Activity: NONE

                              M 002        2020 11 COLLEGIATE CH  DOMINGUEZ N.

                              M 002        2021 10 GEN ADVIS      BIODROWSKI A.  465

                              M 002        2019 12 NO 7TH PERIOD  JONES J.      OFF
                                                   NO 8TH PERIOD  JONES J.      OFF
```

Important: Continue running the report to verify that teachers no longer have blank grades. Notify teachers that have blank grades. All blank grades will need to be cleared according to the grade reporting timeline.

Grade Differences Report

This report allows user to see differences in grades posted in Teacher's Gradebook from grades posted in **Student Profile > Grades** tab. The report does includes grades posted for dropped students.

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

2. Select **Grade Differences Report.**

3. To run the Grade Differences Report:
   - **a.** Select **Add**
   - b. In the **Template Description** field, input the report name.
   - c. Select your **Entity,** if not already selected.
   - d. In the **Display Differences for Grade Period** field, select 2 - Cycle 1 from the drop-down. This will need to be run for **4 – Cycle 2** and **6 – Cycle 3** as well.
   - *e.* In the **Sort Options** section, select *Sort by Teacher* and check *Page Break by Teacher.*
   - **f.** Select **Save and Print**

4. When the report has finished processing, select **View Report.**

Example of Report

The GB Grade shows the grade posted in the Teacher's Gradebook while the Posted Grade shows what is posted in **Student Profile > Grades** tab. Discrepancies could be due to grade changes done after grade posting cut-off time or due to teacher's not entering grades for new students.

1gbrpt22.p 27-4 LEE HIGH 2020 09/04/19 Page:2
05.19.06.00.00 Grade Differences Report for PROGRESS REPORT 1 9:01 AM

Teacher Name (Last, First Middle)

Class	Student	Term Grade	GB Grade	Posted Grade	# Cng Assm	Completed	Posted Date	Posted Time	Posted By
003260/28		PR1	77	70	1		09/02/19	11:00 PM	
003260/28		PR1	80	73	1		09/02/19	11:00 PM	
003260/28		PR1	81	74	1		09/02/19	11:00 PM	
003260/28		PR1	79	72	1		09/02/19	11:00 PM	
003260/28		PR1	66	59	1		09/02/19	11:00 PM	
003260/28		PR1	72	65	1		09/02/19	11:00 PM	
003260/28		PR1	65	58	1		09/02/19	11:00 PM	
003260/28		PR1	66	59	1		09/02/19	11:00 PM	
003260/28		PR1	67	60	1		09/02/19	10:10 PM	
003260/28		PR1	51	44	1		09/02/19	11:00 PM	
003260/28		PR1	72	65	1		09/02/19	11:00 PM	
003260/28		PR1	89	82	1		09/02/19	11:00 PM	
003260/28		PR1	86	79	1		09/02/19	11:00 PM	

Grade and Attendance Analysis Report

Missing Cycle Grades

This report allows you to see blank/missing grades from a teacher's Gradebook grades.

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

3. Select template **SDS-MISSING CYCLE GRADES** and click **Print.**

4. Click View Report when done.

Example of Report

The report will show the student's name and course/teacher they are missing Gradebook grades for.

05.19.10.00.00 Grading and Attendance Analysis Report 10:09 AM

Name	Grad Year - Grade	Entity	School	Calendar	Gender	Homeroom	Advisor	Counselor	Student Type	Race
	2022-10	006	006	006	F					
CLASS / ROOM / TEACHER / CY1 / CY2 / CY3 / CREDITS										
001655 /B04 PROF COMM D / 112										
	2021-11	006	006	006	M				0	
CLASS / ROOM / TEACHER / CY1 / CY2 / CY3 / CREDITS										
005455 /02 SS ADV D ECHS / 218										
ACEVES, ELI X.	2023-09	006	006	006	M				0	
CLASS / ROOM / TEACHER / CY1 / CY2 / CY3 / CREDITS										
005602 /17 PATH CC 1 / 101										
	2022-10	006	006	006	M				0	

Preliminary Failure Report

This report allows you to see failing grades from a teacher's Gradebook.

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

3. Select template **SDS-CY# Prelim Failure Report** and click **Print.**

4. Click View Report when done.

Example of Report

The report will show the student's name and course/teacher they have a failing grade in Gradebook for.

05.19.10.00.00 Grading and Attendance Analysis Report 10:49 AM

Name	Grad Year - Grade	Entity	School	Calendar	Gender	Homeroom	Advisor	Counselor	Student Type	Race
	2022-10	006	006	006	F					

CLASS			ROOM	TEACHER	CY3	CREDITS
002430	/07	CHEM PREAP	219		64	

Name	Grad Year - Grade	Entity	School	Calendar	Gender
ABRAHAM, LARRY	2021-11	006	006	006	M

CLASS			ROOM	TEACHER	CY3	CREDITS
002535	/04	*AP PHY1 ALG BS	221		50	

Grade Analysis Report

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

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

2. Click **Grade Analysis.**

3. Click template **SDS – PASS/FAIL BY TEACHER CY#** depending on what cycle report is needed for. View report when complete.

Honor Roll

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

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

2. Select **Texas Honor Roll.**

3. Select template that corresponds to the cycle and honor roll you are needing (A or A/B) and click **Print**. View report when available.

Printing Report Cards

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

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

2. Query student and click to **Portolio** tab.
3. Select report card to view.
4. Click **View Attachment.**

5. Click **View Report**.

6. Depending on browser, open or view report and print.