



Midland Independent School District

Skyward Secondary Grade Reporting Guide

2025-2026

STUDENT DATA SYSTEMS

Skyward Secondary Grade Reporting Guide

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Grading Procedures for Office Staff

It is the job of the office staff to process grades, help to ensure that grades are accurate, and run reports for 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 on the **Student > Student Profile > Grades** tab. Teachers need to be notified of grade differences in order for them to request a grade change to correct the discrepancy. 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 the Failing Grades report. This needs to be run after all grades have been verified and all grade changes have been made. Middle and High school campuses must also run a failure report each 3 weeks to check for UIL eligibility.
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.

High School only: New students that have completed a semester at any other campus should have grades entered into grade history so that they will print on the student's transcript.

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7. At the end of the school year, before end of year report cards are processed 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. 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.

High School only: Texas Transcripts are printed by the SDS department for every graduating senior. The campus is responsible for reviewing them and filing them separate from the students' cumulative folder until ready for archiving by Records Department.

Keying Current Year Grades

For students who enroll in your campus during the current semester and have cycle grades from their prior school or during the current year and have semester 1 non-credit course grades (example: ENG 7, MATH 8, SS 8, SCI 7, etc.), follow the steps below.

For credit course grades for semester 1 of the current school year, follow steps under **Keying Grades from Outside MISD**. If cycle has not ended, grades do not need to be entered in **Grades** tab however do email grades to teacher to be entered into their Gradebook.

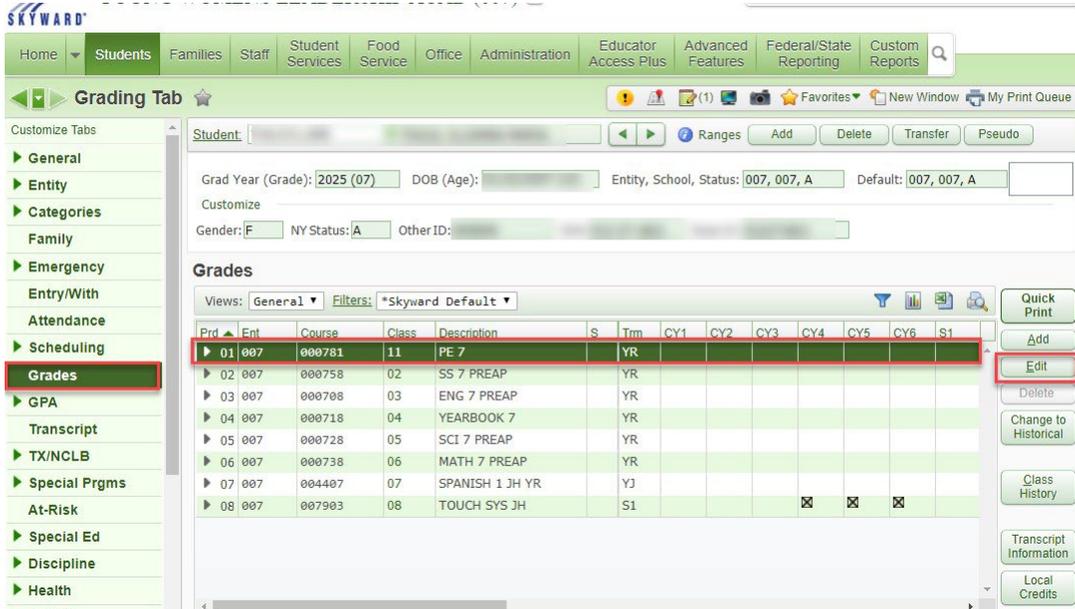
Cycle Grades from Previous School/District

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



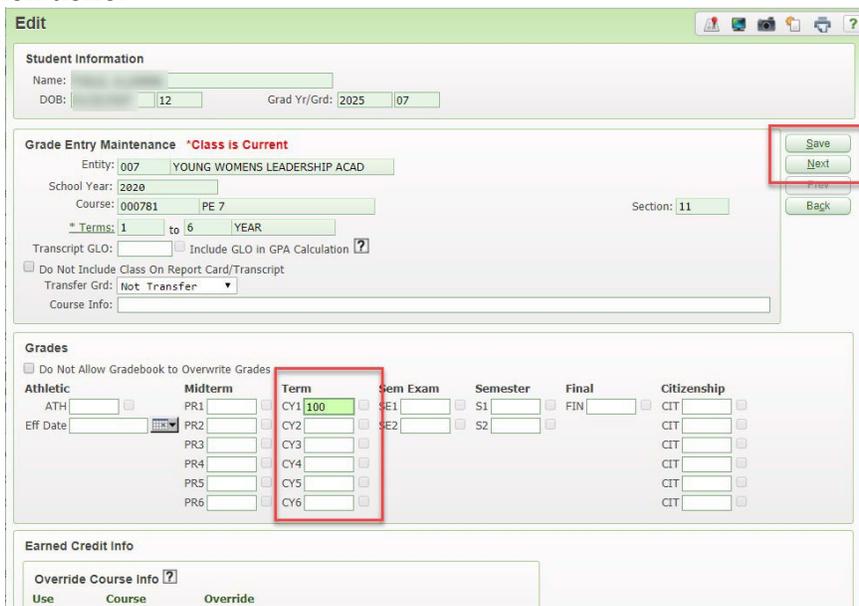
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2. Query student and click on the **Student > Student Profile > Grades** tab.
3. Select the first class and click **Edit**.



The screenshot shows the Skyward Grading Tab interface. The left sidebar contains a 'Customize Tabs' menu with 'Grades' highlighted. The main area displays a 'Grades' table with columns for Prd, Ent, Course, Class, Description, S, Trm, and CY1-CY6. The first row (01 007 000781 11 PE 7) is selected and highlighted in red. To the right of the table, the 'Edit' button is also highlighted in red.

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.

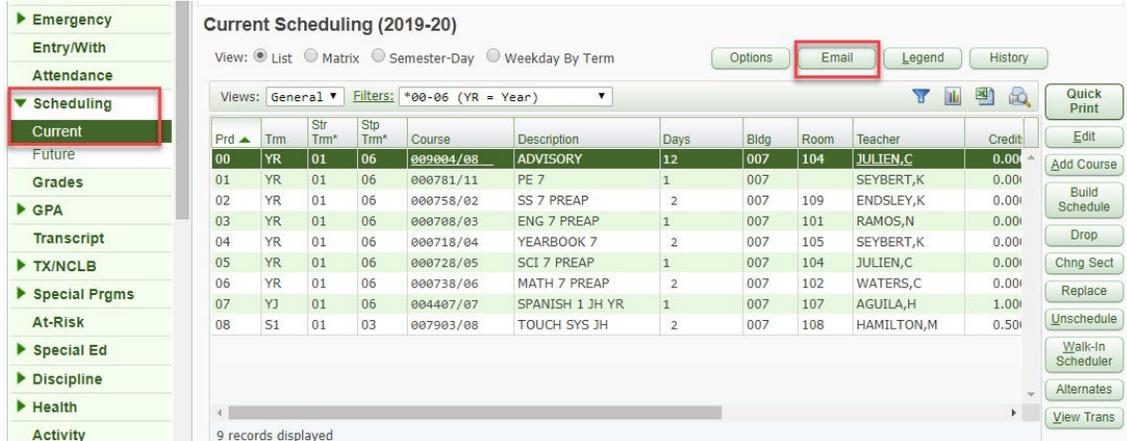


The screenshot shows the 'Edit' grade entry maintenance screen. The 'Grade Entry Maintenance' section is active, showing details for 'YOUNG WOMENS LEADERSHIP ACAD'. The 'Grades' section contains a table for entering grades across six years (CY1-CY6) for six periods (PR1-PR6). The 'Term' column for CY1 is highlighted in red, and the 'Next' button in the top right is also highlighted in red.

ATH	Midterm	Term	Sem Exam	Semester	Final	Citizenship
	PR1	CY1 100	SE1	S1	FIN	CIT
	PR2	CY2	SE2	S2		CIT
	PR3	CY3				CIT
	PR4	CY4				CIT
	PR5	CY5				CIT
	PR6	CY6				CIT

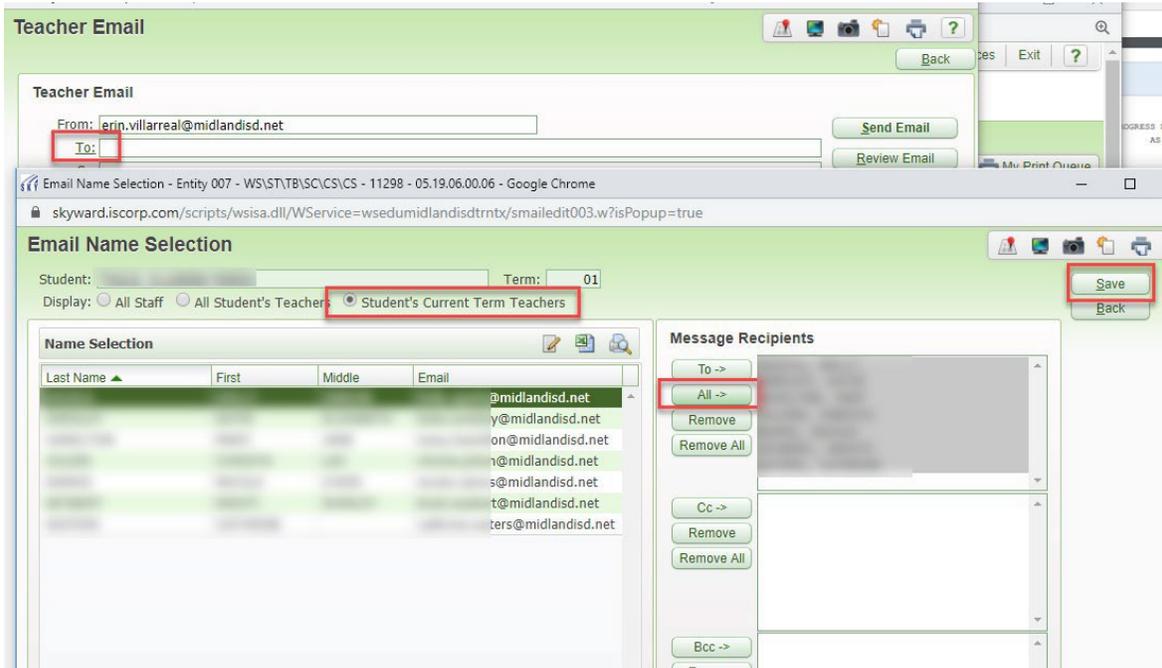
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- To email grades to students' teachers Go to the **Scheduling > Current** tab. Click **Email**.



Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Bldg	Room	Teacher	Credit
00	YR	01	06	000004/08	ADVISORY	12	007	104	JULIEN,C	0.00
01	YR	01	06	000781/11	PE 7	1	007	109	SEYBERT,K	0.00
02	YR	01	06	000758/02	SS 7 PREAP	2	007	101	ENDSLEY,K	0.00
03	YR	01	06	000708/03	ENG 7 PREAP	1	007	105	RAMOS,N	0.00
04	YR	01	06	000718/04	YEARBOOK 7	2	007	104	SEYBERT,K	0.00
05	YR	01	06	000728/05	SCI 7 PREAP	1	007	102	JULIEN,C	0.00
06	YR	01	06	000738/06	MATH 7 PREAP	2	007	107	WATERS,C	0.00
07	YJ	01	06	004407/07	SPANISH 1 JH YR	1	007	108	AGUILA,H	1.00
08	SI	01	03	007903/08	TOUCH SYS JH	2	007		HAMILTON,M	0.50

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



Teacher Email

From: lerin.villarreal@midlandisd.net

To: [Red Box]

Send Email

Review Email

Email Name Selection - Entity 007 - WS\ST\TB\SC\CS\CS - 11298 - 05.19.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsedumidlandisdtrntx/smailedit003.w?isPopup=true

Student: [Redacted] Term: 01

Display: All Staff All Student's Teachers Student's Current Term Teachers

Name Selection

Last Name	First	Middle	Email
[Redacted]	[Redacted]	[Redacted]	@midlandisd.net
[Redacted]	[Redacted]	[Redacted]	y@midlandisd.net
[Redacted]	[Redacted]	[Redacted]	on@midlandisd.net
[Redacted]	[Redacted]	[Redacted]	n@midlandisd.net
[Redacted]	[Redacted]	[Redacted]	s@midlandisd.net
[Redacted]	[Redacted]	[Redacted]	t@midlandisd.net
[Redacted]	[Redacted]	[Redacted]	ters@midlandisd.net

Message Recipients

To ->

All -> [Red Box]

Remove

Remove All

Cc ->

Remove

Remove All

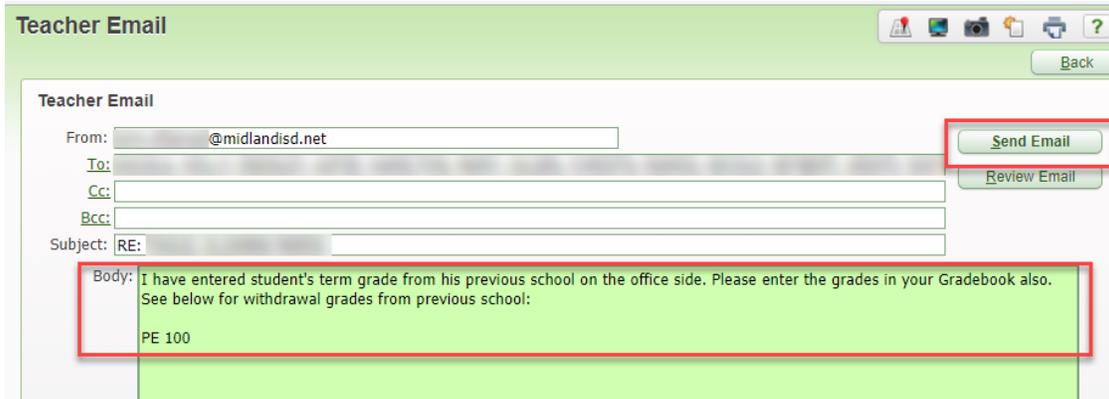
Bcc ->

Save [Red Box]

Back

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11. Enter **Body**.
12. Click **Send Email**.



Teacher Email

From: @midlandisd.net

To:

Cc:

Bcc:

Subject: RE:

Body: I have entered student's term grade from his previous school on the office side. Please enter the grades in your Gradebook also. See below for withdrawal grades from previous school:
PE 100

Send Email

Review Email

Back

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.

Keying Grades from Outside MISD

Data entry to a student's Class History becomes necessary in the following situations:

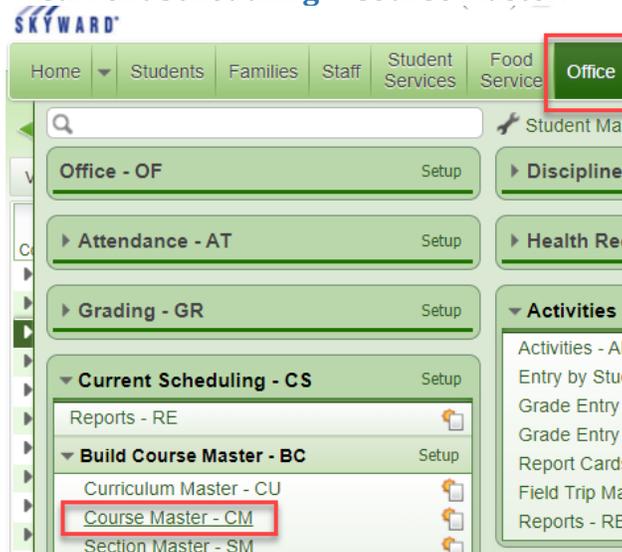
- A student in grade 7th-8th has completed high school credit courses outside of MISD for prior years AND Semester 1 of current year. These will be courses with "JH" in the **Short Description** such as "ALG 1 PREAP JH", "GEOM G-PREAP JH," "SPANISH 1JH YR," ART 1 JH," PRIN HUM SERV JH", "TOUCH SYS JH," etc. Check for a "J" in the **Crs Typ** column in **Course Master**.
- A student in grade 9th-12th has completed high school credit courses outside of MISD for prior years and Semester 1 of current year.
- A student in grades 9th-12th has completed and passed correspondence courses in the previous summer.

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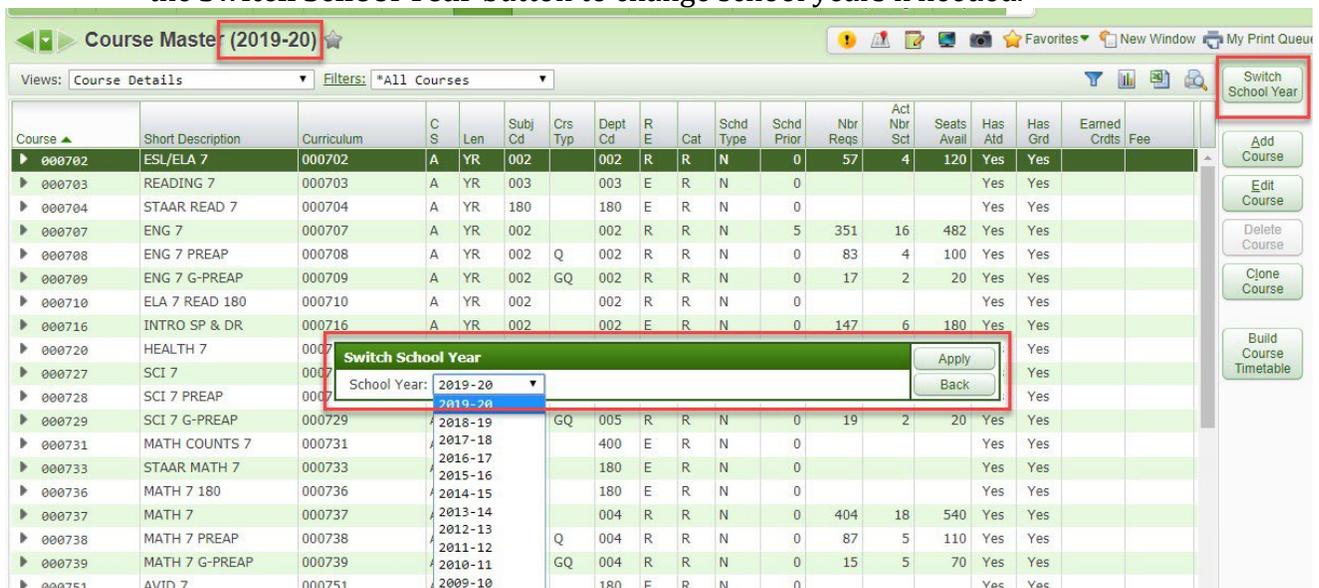
Adding a Transfer Section

When keying grades from outside MISD, a section must first be created in the appropriate school year. If a “transfer section” does not already exist, follow the steps below add a section.

1. Go to **Office > Current Scheduling > Course Master**.



2. Ensure you're in the correct school year that course needs to be added to. Use the **Switch School Year** button to change school years if needed.



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3. Enter course number including leading 0s under **Course** field and hit Enter.

▶ 000733	STAAR MATH 7	000733	A	YR	180	180	E	R	N	0				
▶ 000736	MATH 7 180	000736	A	YR	180	180	E	R	N	0				
▶ 000737	MATH 7	000737	A	YR	004	004	R	R	N	0	404	18	5	
▶ 000738	MATH 7 PREAP	000738	A	YR	004	Q	004	R	R	N	0	87	5	1
▶ 000739	MATH 7 G-PREAP	000739	A	YR	004	GQ	004	R	R	N	0	15	5	
▶ 000751	AVID 7	000751	A	YR	180	180	E	R	N	0				
▶ 000757	SS 7	000757	A	YR	010	010	R	R	N	0	431	20	6	

50 records displayed

Course: 004400

4. Expand Course.

▶	004407	SPANISH 1 JH YR	004407	A	YRJ	006	J	006	R	R	N
---	--------	-----------------	--------	---	-----	-----	---	-----	---	---	---

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

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

Enter the **Section Number**

- If entering grades for a transfer course (grades earned outside of MISD) use TR1 for semester 1 course, TR2 for semester 2 course and TRY for year-long course.

6. Click **Save**.

Add Section

Entity: 046 GODDARD JUNIOR HIGH School Year: 2020 Course Key: 004407 SPANISH 1 JH YR

Status: Active Number of Requests: 349 * Section:

General Properties

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

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

Save Save and Add Meet Back

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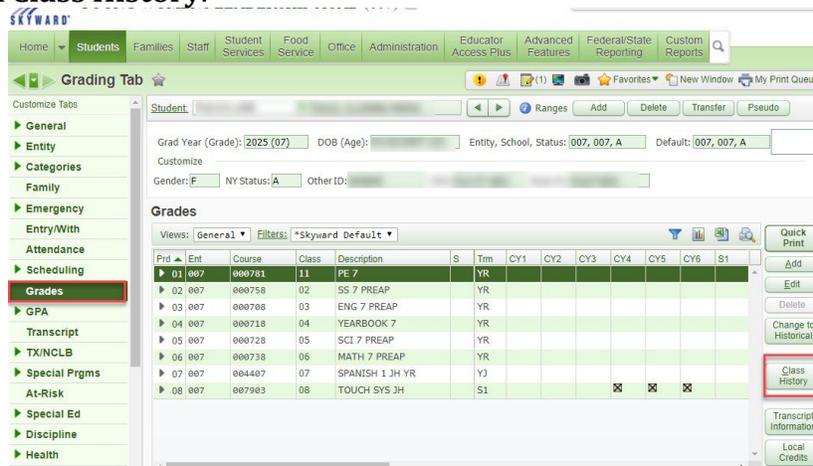
Entering Grades

Follow these steps to enter grades for credit courses and 8th grade non-credit courses for students who completed prior semesters outside of MISD.

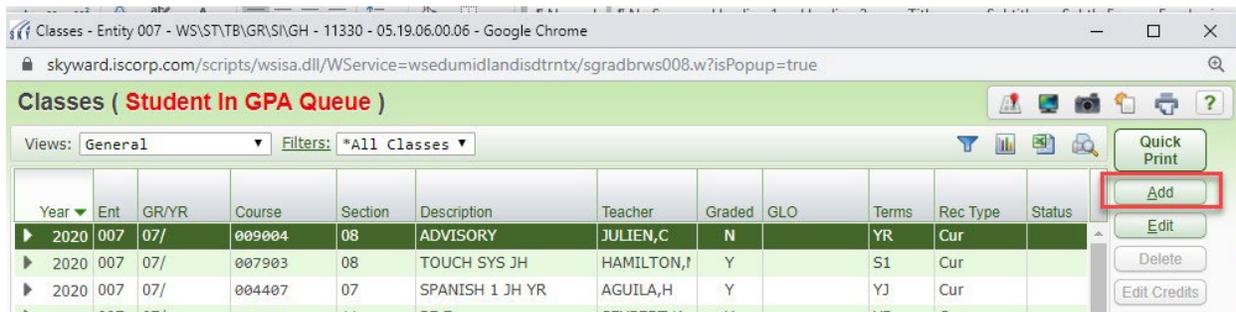
1. Go to **Students > Student Profile - PR**.



2. Query student and click to **Grades** tab.
3. Click **Class History**.



4. Click **Add**.



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5. Select **Entity** credit was earned at. If out of district transfer grade, use current (default) entity.
6. Select **School Year** credit was earned.
7. Verify **Grad Yr/Grd**.
8. Select **Course** – enter course key or select hyperlink to choose from available list of values.
9. Select **Section**.
10. Select **Term** in which credit was earned.
11. For **Transfer Grd**, choose correct semester otherwise select Not Transfer.

Add



Student Information

Name:

DOB: Grad Yr/Grd:

Grade Entry Maintenance *Class is Historical

5 * Entity: YOUNG WOMENS LEADERSHIP ACAD

6 * School Year:

8 * Course:

10 * Terms: to

Transcript GLO: Include GLO in GPA Calculation ?

Do Not Include Class On Report Card/Transcript

11 Transfer Grd:

Course Info:

7 * 2020 Grad Yr/Grd:

9 * Section:

Start Date: End Date:

NOTE: It is necessary that Transfer Grd is updated accordingly. Out of district transfer grades must **NOT** be marked Not Transfer. It must be marked with the correct semester(s) credit/grade was received so it is not reported to PEIMs for funding.

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12. Once **Term** is selected, **Grades** options will appear. Enter grades in appropriate cycles/semesters.
13. Ensure **Earned Credit Info > Course Credits** calculates.
14. Ensure **GPA Credit Info > Course GPA Credits** calculates for GPA-weighted courses.

* Terms: 1 to 6 YEAR Start Date: End Date:

Transcript GLO: Include GLO in GPA Calculation ?

Do Not Include Class On Report Card/Transcript

Transfer Grd: Sem 1

Course Info:

Grades

Do Not Allow Gradebook to Overwrite Grades

Term	Sem Exam	Semester	Final
CY1	SE1	S1	FIN
CY2	SE2	S2	
CY3			
CY4			
CY5			
CY6			

Earned Credit Info

Override Course Info ?

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

Current

Earned Credits: 0.00000 Failed Credits: 0.00000 Variable Credits

GPA Credit Info

Override Course Info ?

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

Current

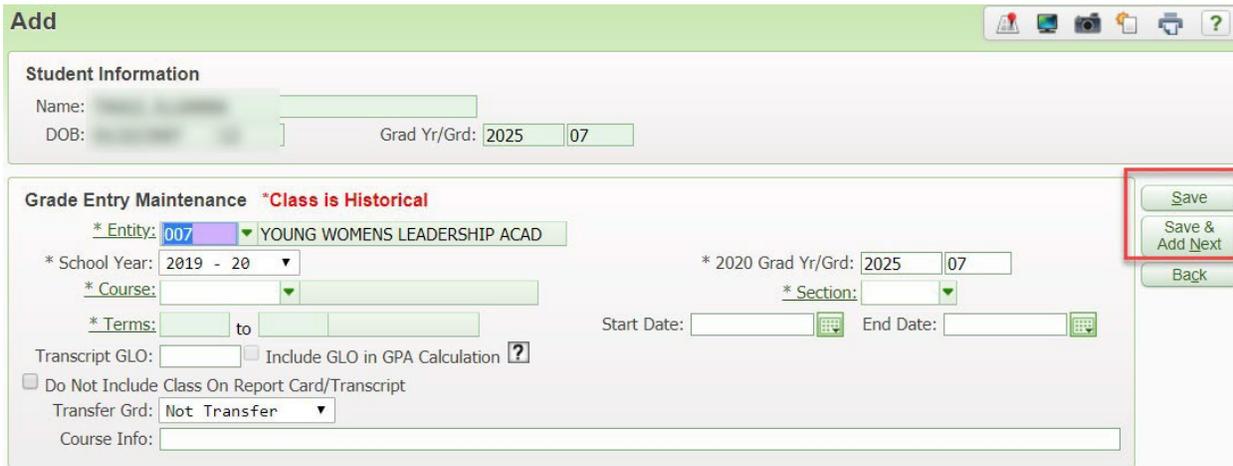
GPA Method	GPA Set	GPA Credits	GPA Points
1 - Weighted	1	0.00000	0.00000
2 - 4.0 Scale	1	0.00000	0.00000

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15. Check **Use Override**.
16. If **Transcript Area** is not correct, contact SDS department to create needed area.
17. For **Course Type**, select **0 - Transfer from another District** for transfer from Texas public schools or **3 - Transfer from non-TX public** for non-Texas and private school transfer AND any other applicable course type(s).



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



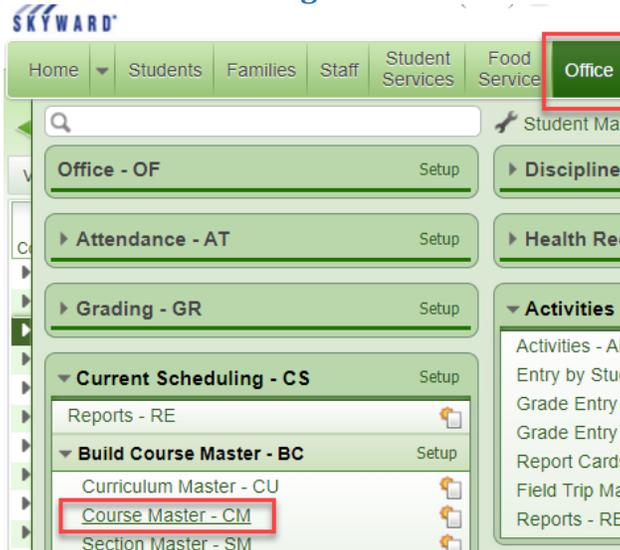
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Keying Non-Traditional Course Grades

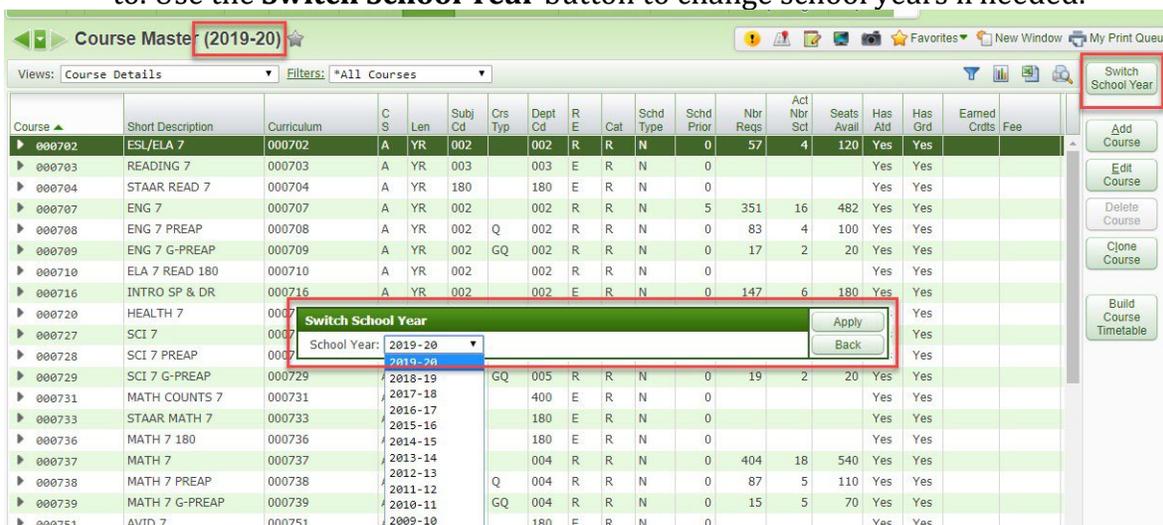
Adding Courses to Campus Course Master

If the course is not on your campus **Course Master**, it will need to be added it under **Office > Current Scheduling > Course Master**.

1. Go to **Office > Current Scheduling > Course Master**.



2. Ensure Course Master is in the correct school year that course needs to be added to. Use the **Switch School Year** button to change school years if needed.



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3. Click **Add Course**.



The screenshot shows the Skyward Course Master interface for the 2019-20 school year. The 'Office' menu is selected. A table of courses is displayed with columns for Course, Short Description, Curriculum, C S, Len, Subj Cd, Crs Typ, Dept Cd, R E, Cat, and Schd Type. The 'Add Course' button is highlighted with a red box.

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type
▶ 003330	GEOM PREAP	003330	A	YRJ	004	QJ	004	R	R	N
▶ 003331	GEOM G-PREAP	003331	A	YRJ	004	GJ	004	R	R	N
▶ 004407	SPANISH 1 JH YR	004407	A	YRJ	006	J	006	R	R	N
▶ 004408	SPAN 1 CBE JH	004408	A	SMJ	006	J	006	R	R	N
▶ 004415	SPANISH 1 AUD	004415	A	YRJ	006	L	006	R	R	N

4. Enter the course number in **Curriculum** field.

- a. Use caution when assigning course numbers for non-traditional courses. Many non-traditional courses have specific course numbers to reflect their non-campus based instruction. For example, Spanish 1 JH CBE uses course number 4408 and awards 1 credit for 1 semester, and Spanish 1 HS CBE uses course number 4409 and awards 1 credit for 1 semester.

5. Click **Save**.

6. If adding a grade, click **Save and Add Section**.



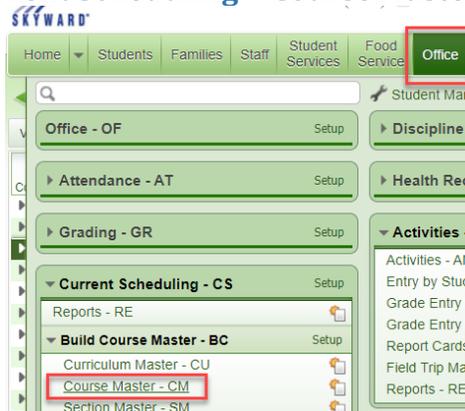
The screenshot shows the 'Add Course' form in Skyward. The 'Entity' field is set to '046' and 'GODDARD JUNIOR HIGH'. The 'School Year' is '2019-20'. The 'Curriculum' field is highlighted with a red circle and the number '4'. The 'Save' button is highlighted with a red circle and the number '5', and the 'Save and Add Section' button is highlighted with a red circle and the number '6'. The 'General Properties' section includes fields for Course Length Set, Grade Set, Course Status, Subject, Type, Department, Grade Ranges, Fees, and Academic Hours.

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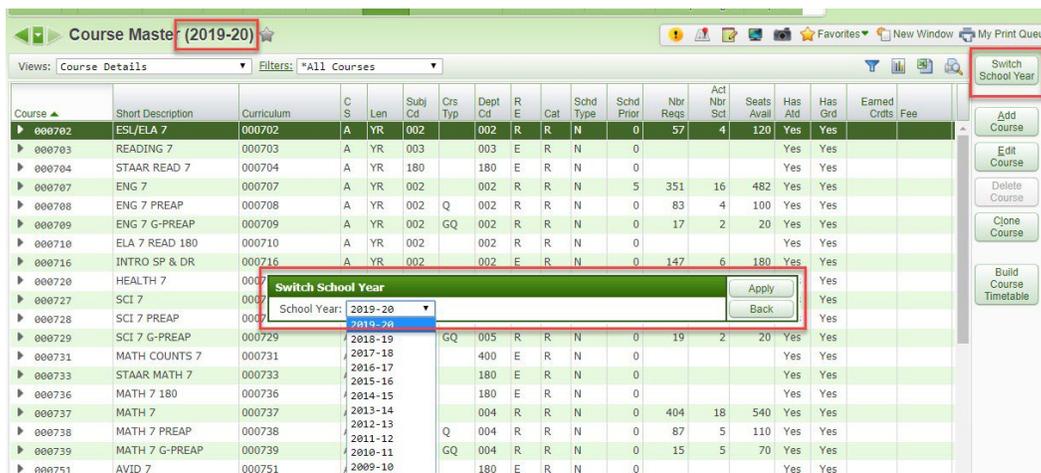
Adding Section for Non-Traditional Course

Separate sections are required for non-traditional courses done during the regular school year from those done after the regular school year ends. **Do NOT** use the same section as these are reported separately for PEIMS.

1. Go to **Office > Current Scheduling > Course Master**.

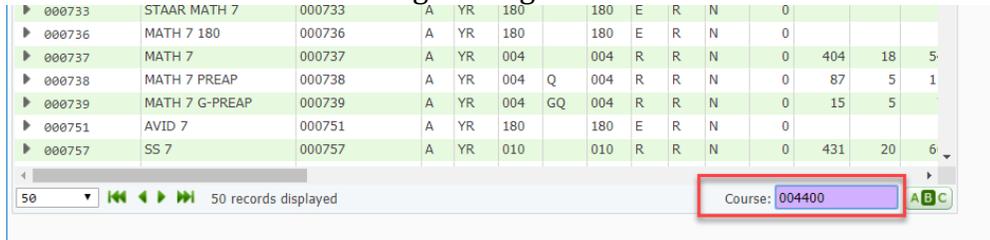


2. Ensure you're in the correct school year that course needs to be added to. Use the **Switch School Year** button to change school years if needed.



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3. Enter course number including leading 0s under **Course** field and hit Enter.



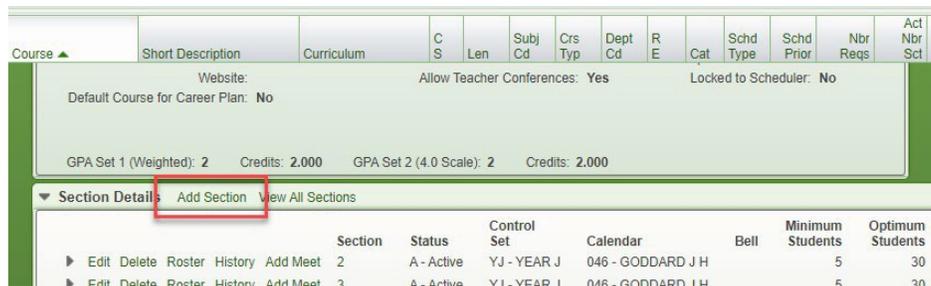
▶ 000733	STAAR MATH 7	000733	A	YR	180		180	E	R	N	0								
▶ 000736	MATH 7 180	000736	A	YR	180		180	E	R	N	0								
▶ 000737	MATH 7	000737	A	YR	004		004	R	R	N	0	404	18	5					
▶ 000738	MATH 7 PREAP	000738	A	YR	004	Q	004	R	R	N	0	87	5	1					
▶ 000739	MATH 7 G-PREAP	000739	A	YR	004	GQ	004	R	R	N	0	15	5						
▶ 000751	AVID 7	000751	A	YR	180		180	E	R	N	0								
▶ 000757	SS 7	000757	A	YR	010		010	R	R	N	0	431	20	6					

4. Expand Course.



▶	004407	SPANISH 1 JH YR	004407	A	YRJ	006	J	006	R	R	N									
---	--------	-----------------	--------	---	-----	-----	---	-----	---	---	---	--	--	--	--	--	--	--	--	--

5. Under **Section Details**, if section needed does not exist, click **Add Section**. If section does exist, click **Edit** and review to confirm **Texas State Specific** fields in step 8 are correct and update as needed.



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

6. Enter **Section Number**.

- a. If entering grades for a transfer course (grades earned outside of MISD) use TR1 for semester 1 course, TR2 for semester 2 course and TRY for year-long course.



Add Section
 Entity: 046 GODDARD JUNIOR HIGH School Year: 2020 Course Key: 004407 SPANISH 1 JH YR
 Status: Active Number of Requests: 349 * Section: 6
 General Properties
 Class Status: Active Minimum Students: 5 Attendance Method: Mixed
 * Class Control Set: YJ | YEAR J Optimum Students: 30 Assian Seats

7. Expand **Texas State Specific**.

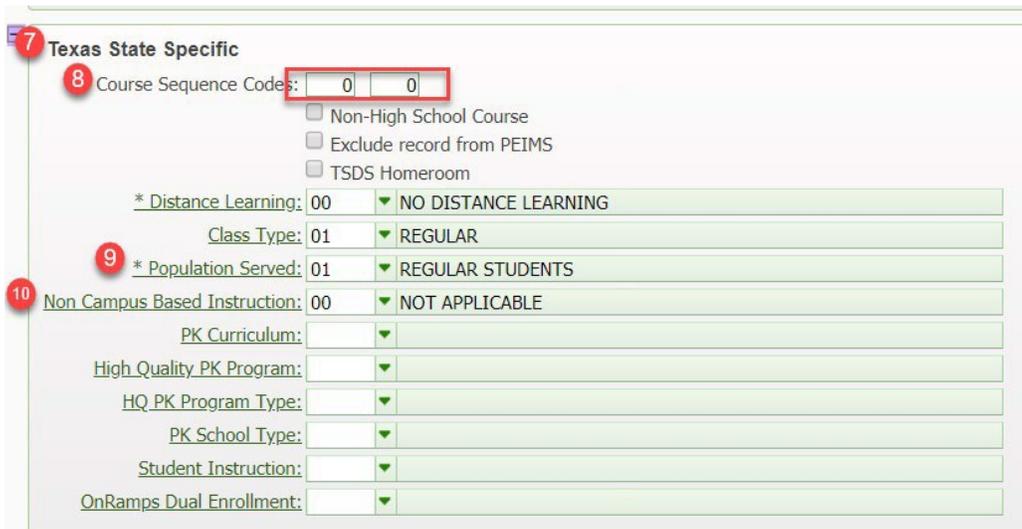
8. Update **Course Sequence Codes**.

- a. For year-long course, enter **1** in first field and **2** in second field.
- b. For first half of a year-long course (i.e. English 1A, Algebra 1A, etc.) enter **1** in both fields
- c. For second half of a year-long course (i.e. English 1B, Algebra 1B, etc.) enter **2** in both fields
- d. For a one semester course, enter **0** in both fields.

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- e. For a single semester dual credit course, **D0** in both fields.
 - f. For the first half of a two semester dual credit course, enter **D1** in both fields.
 - g. For the second half of a dual credit course, enter **D2** in both fields.
9. Update **Population Served** accordingly.
10. Update **Non Campus Based Instruction** as follows:

Program	Non Campus Based Instruction
A+ Lab	02
CBE	08
Correspondence	02
Off Campus PE (9-12)	10
Off Campus PE (7-8)	99



11. Click **Save and Add Meet** so that a “blank meet” (meet detail without a teacher) is created for PEIMS reporting purposes.



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12. On **Add Class Meet** screen, click Save (do not update any fields).



Entering Grades for Non-Traditional Courses

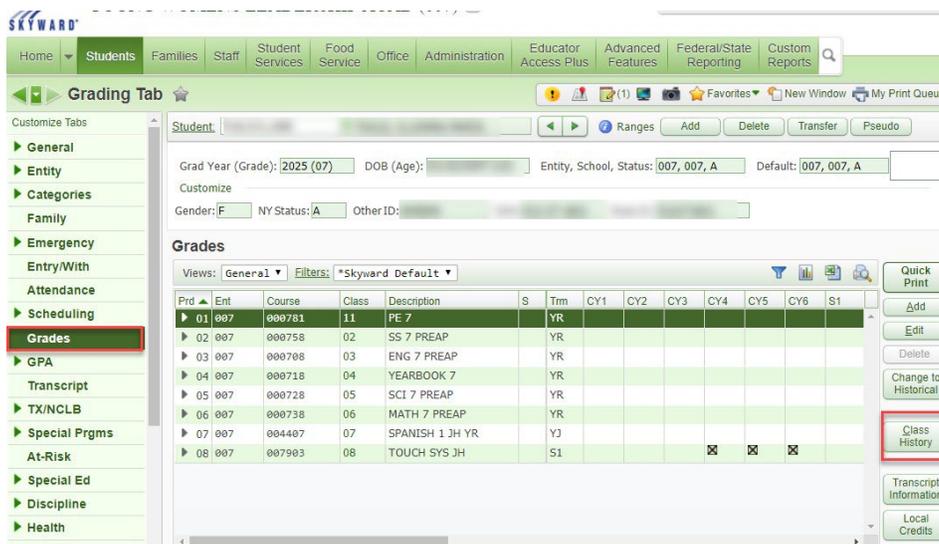
Follow these steps to enter grades for secondary students who enroll during the semester.

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



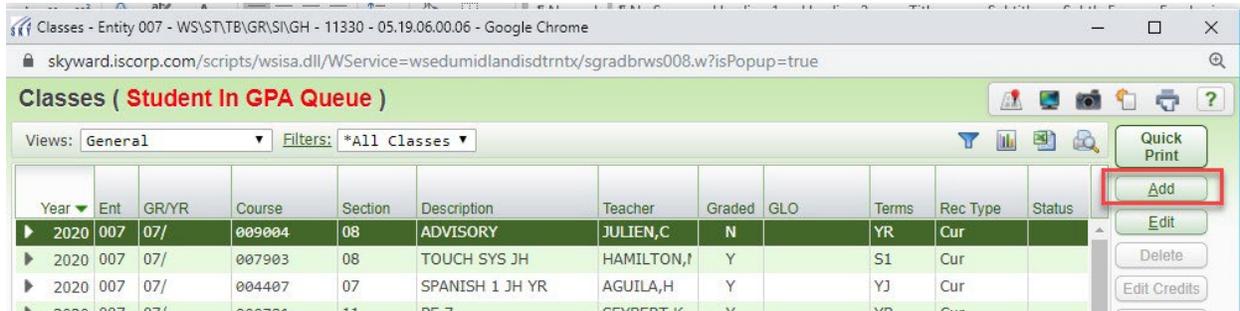
2. Query student and click to **Grades** tab.

3. Click **Class History**.



Skyward Secondary Grade Reporting Guide

4. Click Add.



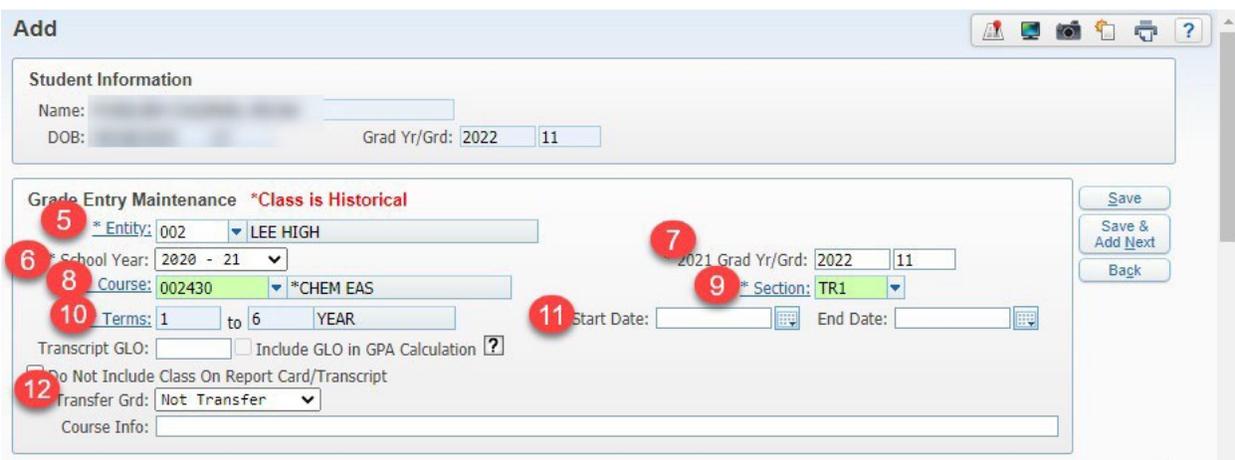
Classes (Student In GPA Queue)

Views: General Filters: *All Classes

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

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

5. Select **Entity** credit was earned at. If out of district transfer grade, use current (default) entity.
6. Select **School Year** credit was earned.
7. Verify **Grad Yr/Grd**.
8. Select **Course** – enter course key or select hyperlink to choose from available list of values.
9. Select **Section**.
10. Select **Term** in which credit was earned.
11. Enter **Start Date** and **End Date**.
 - CBE courses will have the same start and end date according to when they took the exam which should be listed on the completion form.
 - All other courses are based on the start and end dates of the completion form.
12. For **Transfer Grd**, choose correct semester otherwise select Not Transfer.



Add

Student Information

Name: [Redacted] Grad Yr/Grd: 2022 11

DOB: [Redacted]

Grade Entry Maintenance *Class is Historical

5 * Entity: 002 LEE HIGH

6 * School Year: 2020 - 21

7 2021 Grad Yr/Grd: 2022 11

8 * Course: 002430 *CHEM EAS

9 * Section: TR1

10 Terms: 1 to 6 YEAR

11 Start Date: [Calendar] End Date: [Calendar]

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

12 Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info: []

Buttons: Save, Save & Add Next, Back

Skyward Secondary Grade Reporting Guide

13. Once **Term** is selected, **Grades** options will appear. Check **Do Not Allow Gradebook to Overwrite Grades**.
14. Enter grades in appropriate cycles/semesters.
15. Ensure **Earned Credit Info > Course Credits** calculates.
16. Ensure **GPA Credit Info > Course GPA Credits** calculates for GPA-weighted courses.

* Terms: 1 to 6 YEAR Start Date: _____

Transcript GLO: _____ Include GLO in GPA Calculation [?](#)

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info: _____

13 grades

Do Not Allow Gradebook to Overwrite Grades

Term **14** **Sem Exam** **Semester** **Final**

CY1 SE1 S1 FIN

CY2 SE2 S2

CY3

CY4

CY5

CY6

Earned Credit Info

Override Course Info [?](#)

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

Current

Earned Credits: 0.00000 Failed Credits: 0.00000 [Variable Credits](#)

GPA Credit Info

Override Course Info [?](#)

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

Current

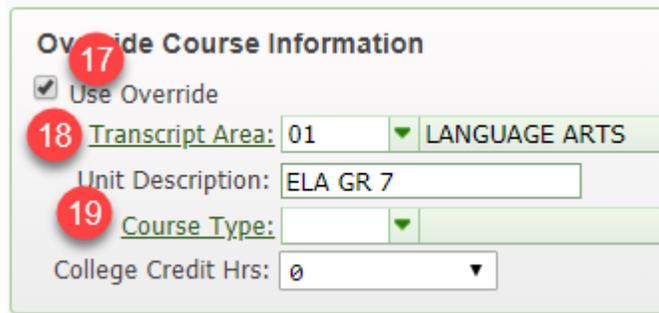
GPA Method	GPA Set	GPA Credits	GPA Points	
1 - Weighted	1	0.00000	0.00000	Variable Credits
2 - 4.0 Scale	1	0.00000	0.00000	Variable Credits

17. Check **Use Override**.
18. If **Transcript Area** is not correct, contact SDS department to create needed area.

Skyward Secondary Grade Reporting Guide

19. For **Course Type**, select appropriate codes from below as well as any other applicable course type(s).

Program	Course Type
A+ Lab	Y
CBE – Student scores 80 or above with NO prior instruction	E
CBE – Student scores 70 or above with prior instruction	T
Correspondence	C
Night School/Summer School	R



Override Course Information

Use Override

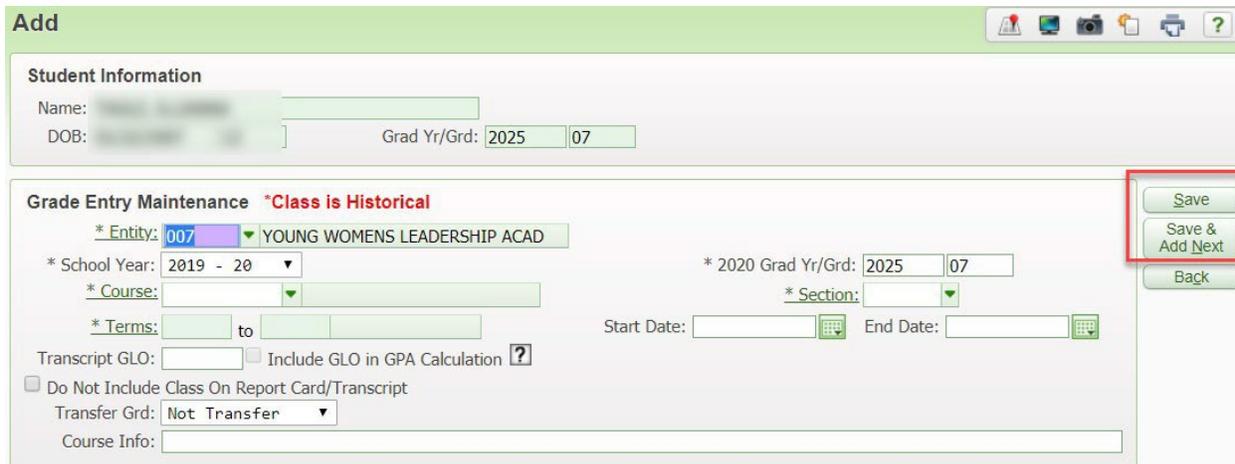
18 Transcript Area: 01 LANGUAGE ARTS

Unit Description: ELA GR 7

19 Course Type: [dropdown]

College Credit Hrs: 0

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



Add

Student Information

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

Grade Entry Maintenance *Class is Historical

* Entity: 007 YOUNG WOMENS LEADERSHIP ACAD

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

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

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

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

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info: [text]

Buttons: Save, Save & Add Next, Back

Skyward Secondary Grade Reporting Guide

Other Grademarks

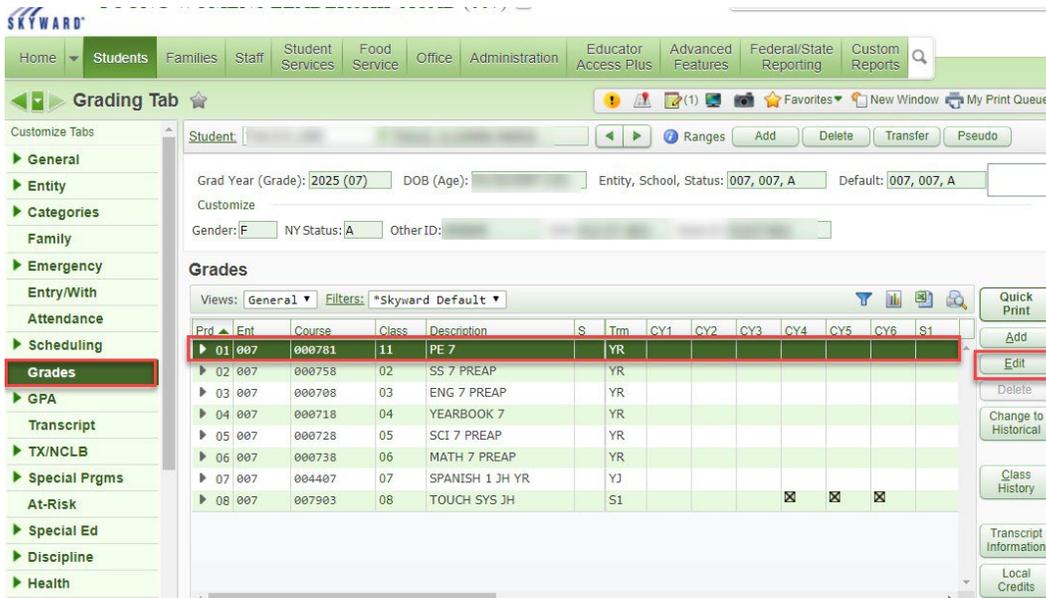
Awarding Credit at End of Course

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

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

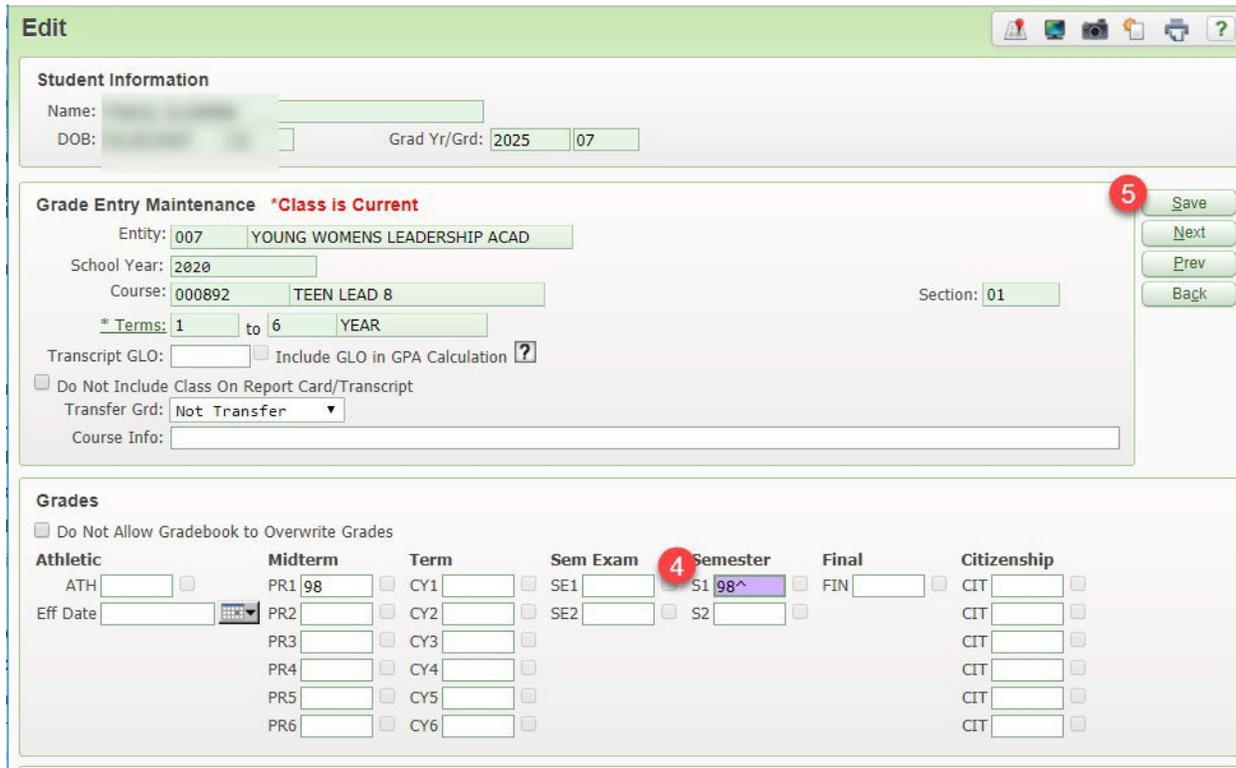


2. Query student and click to **Grades** tab.
3. Select the first class and click **Edit**.



Skyward Secondary Grade Reporting Guide

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



Edit

Student Information

Name:

DOB: Grad Yr/Grd: 2025 07

Grade Entry Maintenance *Class is Current

Entity: 007 YOUNG WOMENS LEADERSHIP ACAD

School Year: 2020

Course: 000892 TEEN LEAD 8 Section: 01

* Terms: 1 to 6 YEAR

Transcript GLO: Include GLO in GPA Calculation ?

Do Not Include Class On Report Card/Transcript

Transfer Grd: Not Transfer

Course Info:

Grades

Do Not Allow Gradebook to Overwrite Grades

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

Awarding Credits Earned Prior to 7th Grade

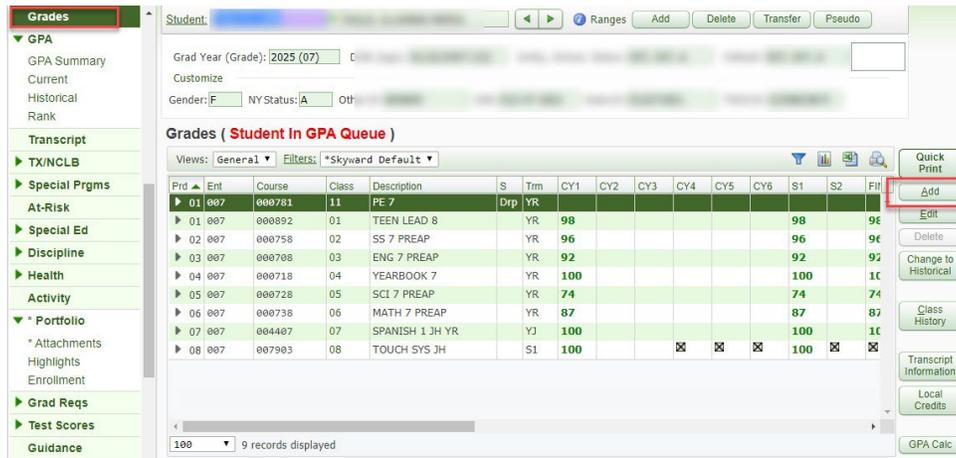
If student earned a credits prior to 7th grade for a course that is usually GPA weighted, they will earn the credit but it will not be GPA weighted. The > symbol is used to identify those courses.

- Go to **Students > Student Profile - PR**.

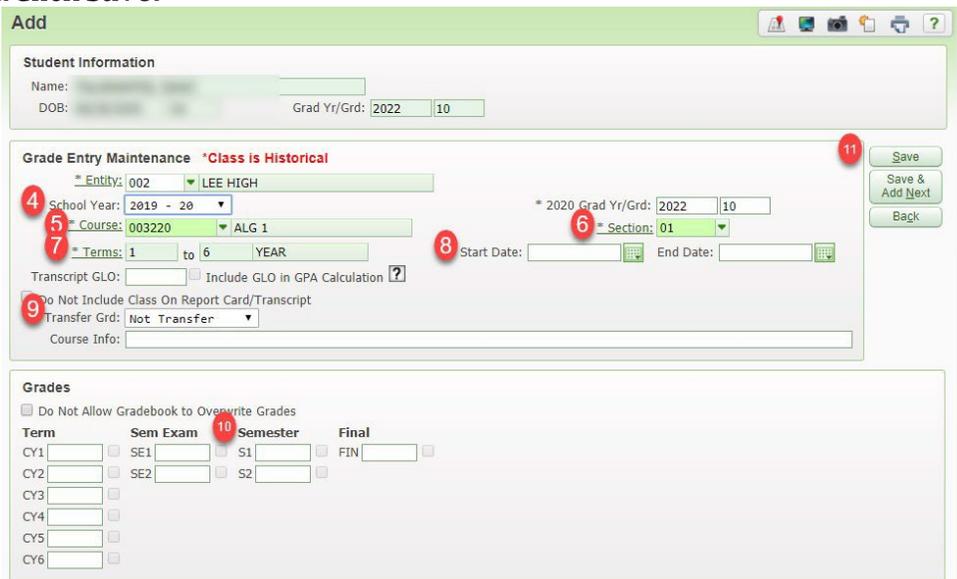


Skyward Secondary Grade Reporting Guide

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



4. Update **School Year** according to when class was taken and credit should have been received.
5. Enter the **Course** number.
6. Enter the **Section** number.
7. Enter **Terms**
8. Enter **Start Date** and **End Date**.
9. Update **Transfer Grd** as needed.
10. In the **Semester** field (shows once **term** is selected), enter the grade + > (98>) for the semester or semesters student is receiving credit for.
11. Click **Save**.



Skyward Secondary Grade Reporting Guide

Awarding Credits for Failing Grades

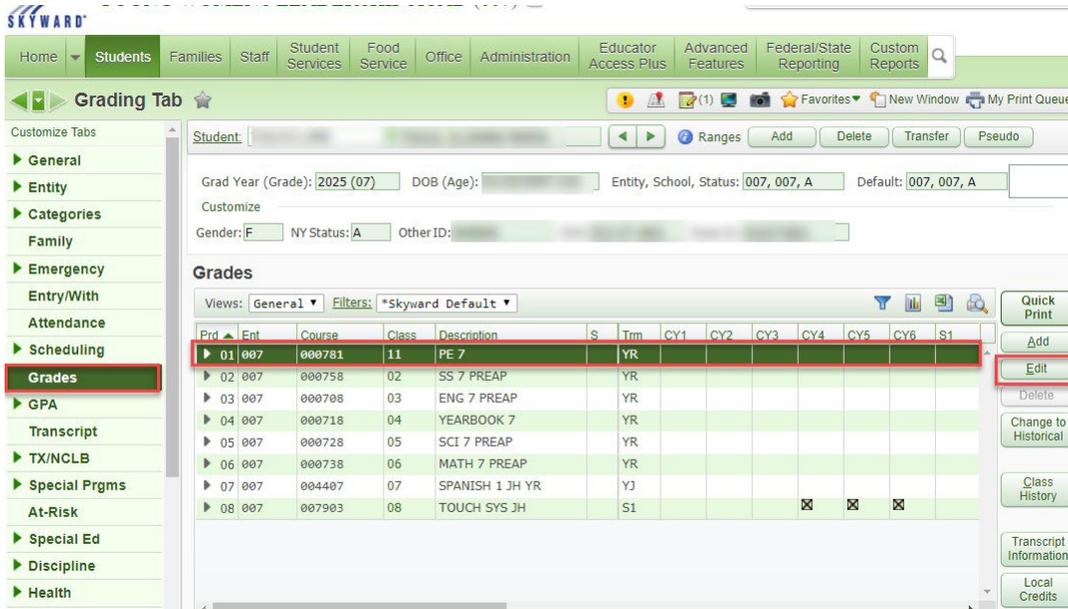
Students will receive a “dot” grade for a credit earned with failing grades.

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



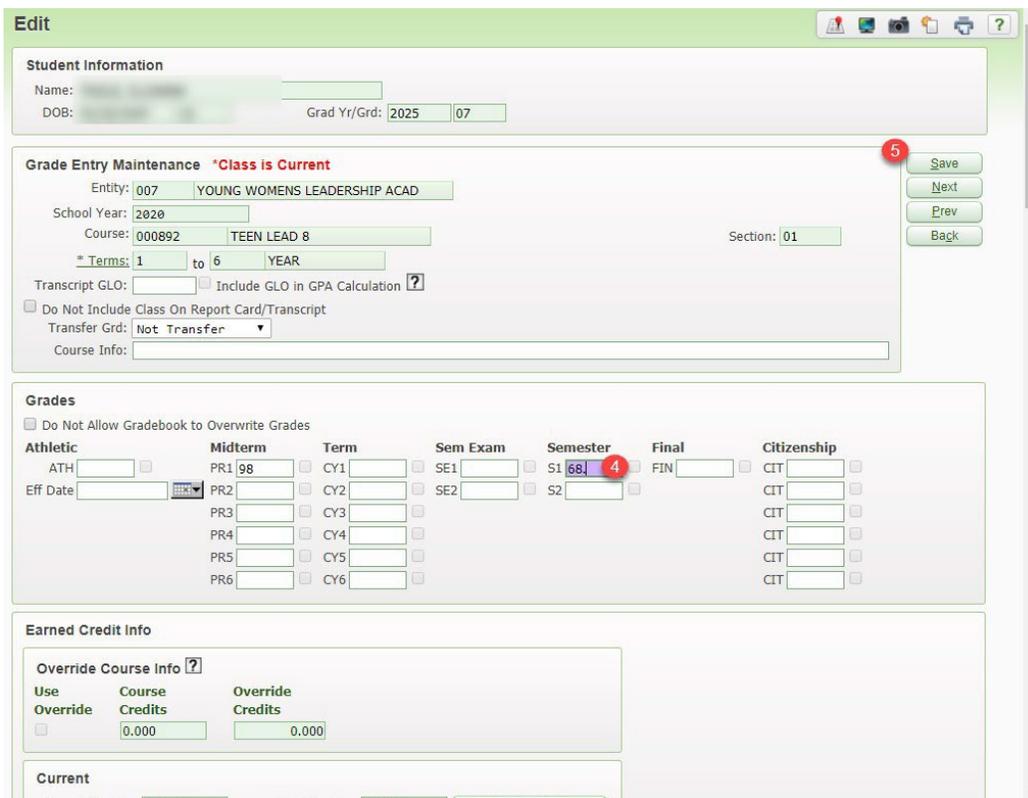
2. Query student and click to **Grades** tab.

3. Select the failed class and click **Edit**.



4. In the semester field, enter the grade + . (.98.).
5. Click **Save**.

Skyward Secondary Grade Reporting Guide



Edit

Student Information
 Name: [Redacted]
 DOB: [Redacted] Grad Yr/Grd: 2025 07

Grade Entry Maintenance *Class is Current 5

Entity: 007 YOUNG WOMENS LEADERSHIP ACAD
 School Year: 2020
 Course: 000892 TEEN LEAD 8 Section: 01
 * Terms: 1 to 6 YEAR
 Transcript GLO: [Redacted] Include GLO in GPA Calculation [?]
 Do Not Include Class On Report Card/Transcript
 Transfer Grd: Not Transfer
 Course Info: [Redacted]

Grades

Do Not Allow Gradebook to Overwrite Grades

Athletic	Midterm	Term	Sem Exam	Semester	Final	Citizenship
ATH [Redacted]	PR1 98 [Redacted]	CY1 [Redacted]	SE1 [Redacted]	S1 68 [Redacted] 4	FIN [Redacted]	CIT [Redacted]
Eff Date [Redacted]	PR2 [Redacted]	CY2 [Redacted]	SE2 [Redacted]	S2 [Redacted]		CIT [Redacted]
	PR3 [Redacted]	CY3 [Redacted]				CIT [Redacted]
	PR4 [Redacted]	CY4 [Redacted]				CIT [Redacted]
	PR5 [Redacted]	CY5 [Redacted]				CIT [Redacted]
	PR6 [Redacted]	CY6 [Redacted]				CIT [Redacted]

Earned Credit Info

Override Course Info [?]

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

Current

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.

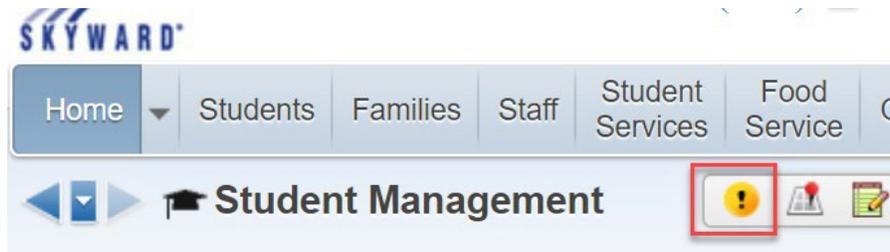
There are two ways to get to **Gradebook Posting Administration** for accessing the grade changes which have been marked as needing approval.

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.

Skyward Secondary Grade Reporting Guide

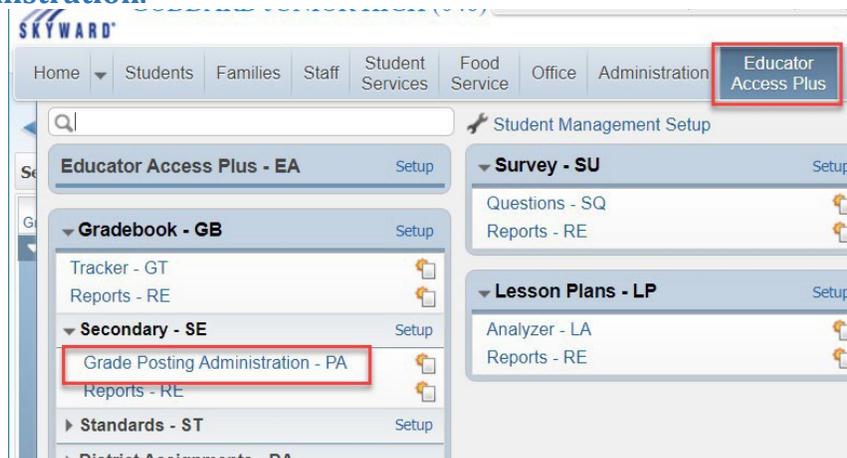


2. Click on the **Gradebook Grade Change Requests** to be made.
 - a. Secondary refers to all Gradebook grades 1-12 that keep averages.
 - b. Standards represent the KG that receive scores.

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.**



Skyward Secondary Grade Reporting Guide

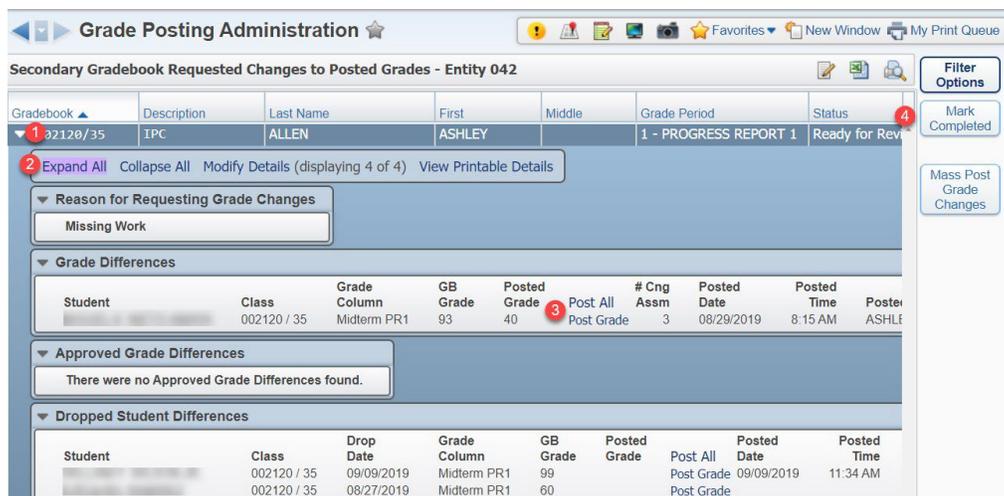
2. Select **Teacher Requests for Changes to Previously Posted Grades.**



Skyward Secondary Grade Reporting Guide

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. Review details and click **Post Grade** or **Post All** if ready to post all grade changes for that teacher.
4. Once details have been verified, click **Mark Completed**.
 - a. Do NOT click **Mass Post Grade Changes**



Filter Options for Approving Grade Change Requests

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



2. Select filter option and click **Apply Filter**.
 - a. **In Progress** means teacher is in progress of making changes.
 - b. **Ready for Review** means teacher has submitted changes and request is ready for review and approval.
 - c. **Completed** means request has been posted and marked complete.

Skyward Secondary Grade Reporting Guide

Filter Options

Entity: 002 - LEE HIGH

Show Changes that are In Progress or Ready for Review
 Show Changes that are In Progress
 Show Changes that are Ready for Review
 Show Changes that are 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.

SKYWARD 000520 / 04 Prd:1 SOC STUD 5

Home Teacher Access

Main Screen

Other Access Classes Assignments Attendance Categories Posting Reports Charts Display Options Quick Scoring Export

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

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

SKYWARD 000620 / 01 Prd:1 SOC STUD 6

Home Teacher Access

Main Screen

Other Access Classes Assignments Attendance Categories Posting Reports Charts Display Options Quick Scoring Export

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

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.

Skyward Secondary Grade Reporting Guide

Reports

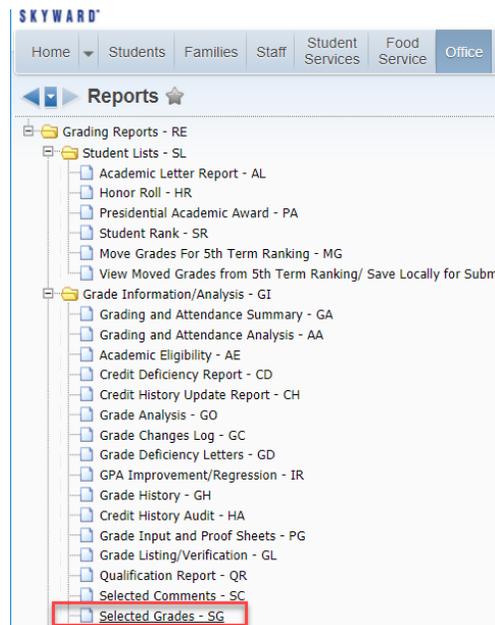
Selected Grades Report

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

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

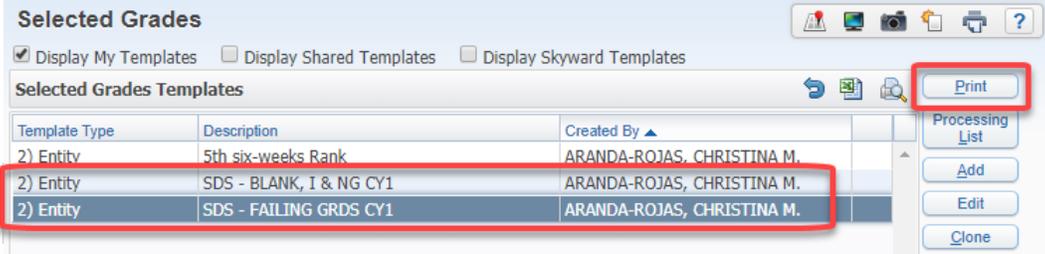


2. Select the **Selected Grades – SG** report.



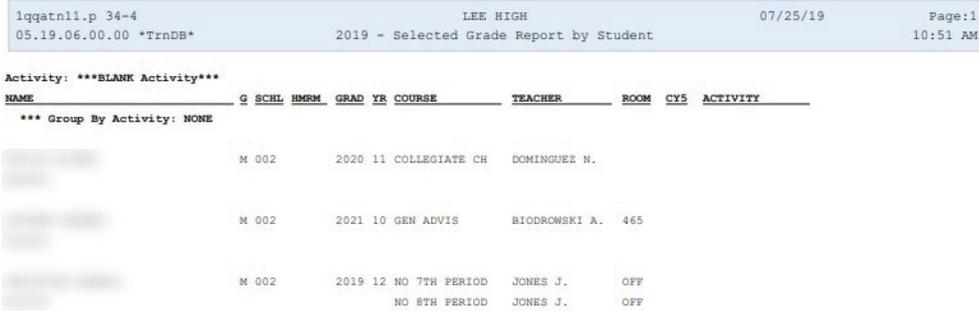
Skyward Secondary Grade Reporting Guide

3. Select the template **SDS - BLANK, I & NG CY1** to view missing grades on the **student profile grade** tab or **SDS – FAILING GRDS CY1** to see a list of students with failing grades for the cycle/semester you need information for. Click **Print**.



Template Type	Description	Created By
2) Entity	5th six-weeks Rank	ARANDA-ROJAS, CHRISTINA M.
2) Entity	SDS - BLANK, I & NG CY1	ARANDA-ROJAS, CHRISTINA M.
2) Entity	SDS - FAILING GRDS CY1	ARANDA-ROJAS, CHRISTINA M.

Sample.



NAME	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 include grades posted for dropped students.

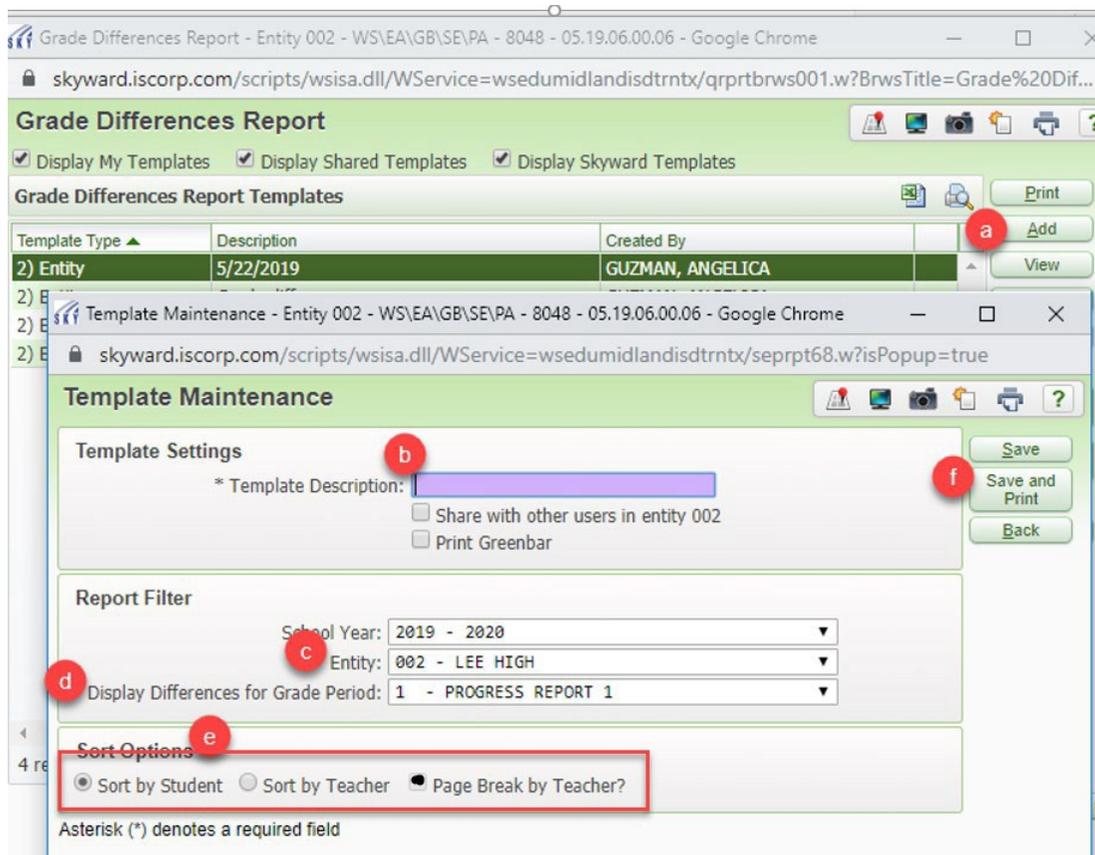
1. Go to **Educator Access Plus > Grade Posting Administration**.
2. Select **Grade Differences Report**.



Skyward Secondary Grade Reporting Guide

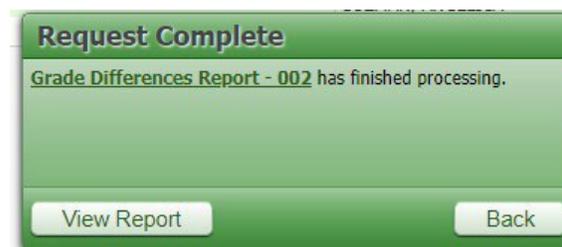
To run the Grade Differences Report:

- 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**



The screenshot shows two browser windows. The top window is titled "Grade Differences Report" and displays a table of templates. The bottom window is titled "Template Maintenance" and shows the configuration options for a report template. Red circles with letters a-f point to specific UI elements: 'a' points to the 'Add' button in the template list; 'b' points to the 'Template Description' input field; 'c' points to the 'Entity' dropdown menu; 'd' points to the 'Display Differences for Grade Period' dropdown menu; 'e' points to the 'Sort Options' section, specifically the 'Sort by Teacher' radio button and the 'Page Break by Teacher?' checkbox; 'f' points to the 'Save and Print' button.

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



Skyward Secondary Grade Reporting Guide

Example of Report (Grade Difference)

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 and what the guardians see in Family Access. Discrepancies could be due to grade changes done after grade posting cut-off time or due to teacher not entering grades for new students.

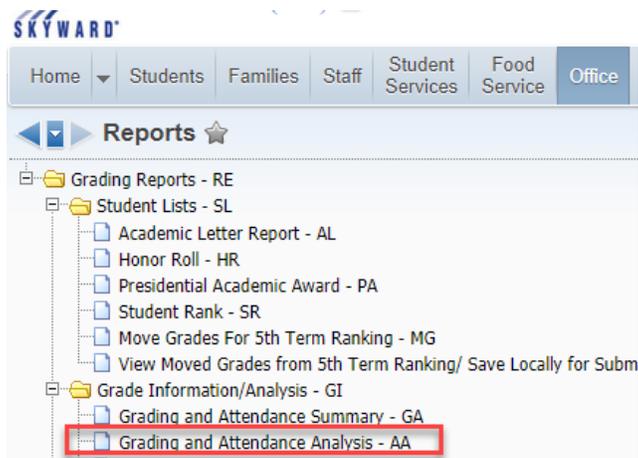
Teacher Name (Last, First Middle)		Term Grade	GB Grade	Posted Grade	# Cng Assm	Completed	Posted Date	Posted Time	Posted By
003260/28		PR1	77	70	1		09/02/19	11:00 PM	
003260/28		PR1	80	73	1		09/02/19	11:00 PM	
003260/28		PR1	81	74	1		09/02/19	11:00 PM	
003260/28		PR1	79	72	1		09/02/19	11:00 PM	
003260/28		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

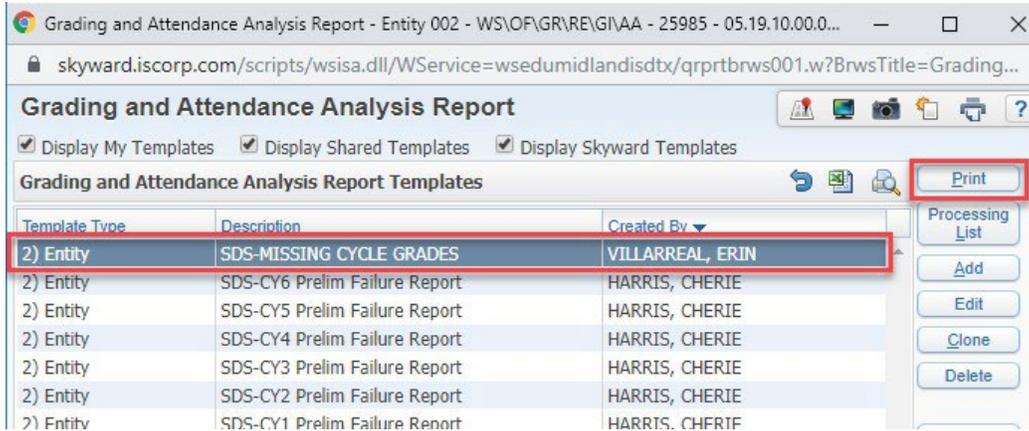
This report allows you to see blank/missing grades from a teacher’s Gradebook grades.

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



Skyward Secondary Grade Reporting Guide

3. Select template **SDS-MISSING CY1 GRADE** and click **Print**.



4. Click View Report when done.

Example of Report (Missing Grades)

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

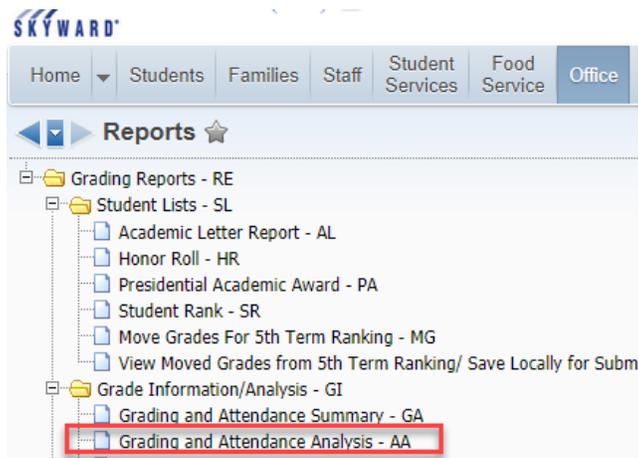
Name	Grad Year - Grade	Entity	School	Calendar	Gender	Homeroom	Advisor	Counselor	Student Type	Race
	2022-10	006	006	006	F					
<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>CY1</u>	<u>CY2</u>	<u>CY3</u>					<u>CREDITS</u>
001655 /B04 PROF COMM D	112									
	2021-11	006	006	006	M					
<u>CLASS</u>	<u>ROOM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

Skyward Secondary Grade Reporting Guide

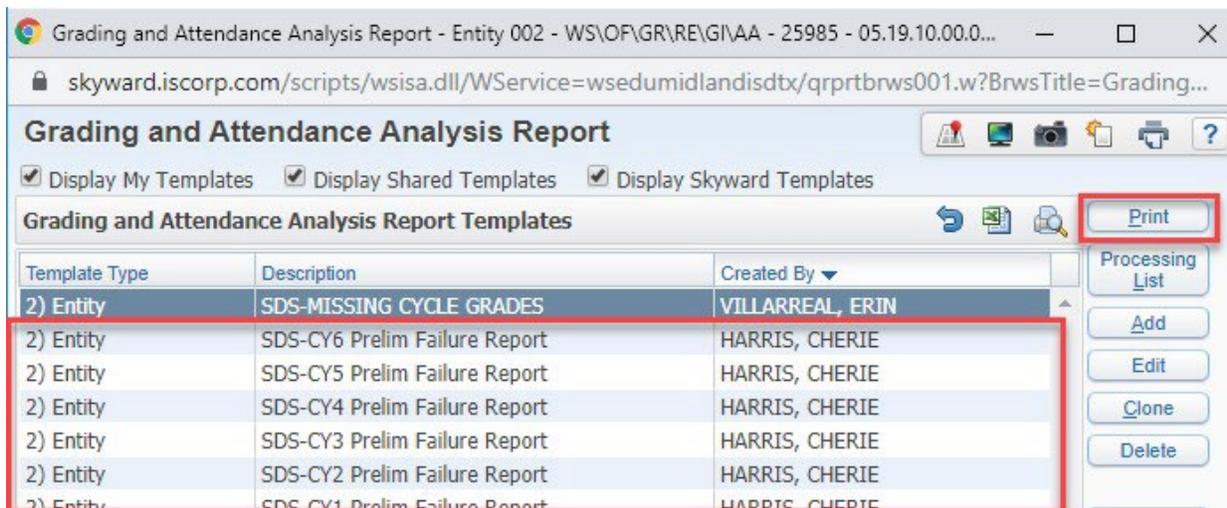
Preliminary Failure Report

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**.



Skyward Secondary Grade Reporting Guide

4. Click View Report when done.

Example of Report (Failure 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					
<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>CY3</u>							<u>CREDITS</u>
002430 /07 CHEM PREAP	219		64							
ABRAHAM, LARRY	2021-11	006	006	006	M					
<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>CY3</u>							<u>CREDITS</u>
002535 /04 *AP PHYS ALG BS	221		50							

Grade Analysis Report

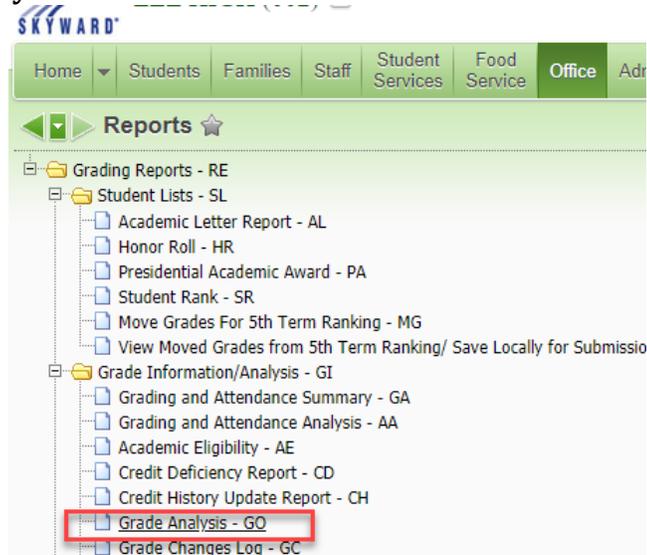
This report can be used for principals to analyze percentages/ratios of passing and failing students.

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

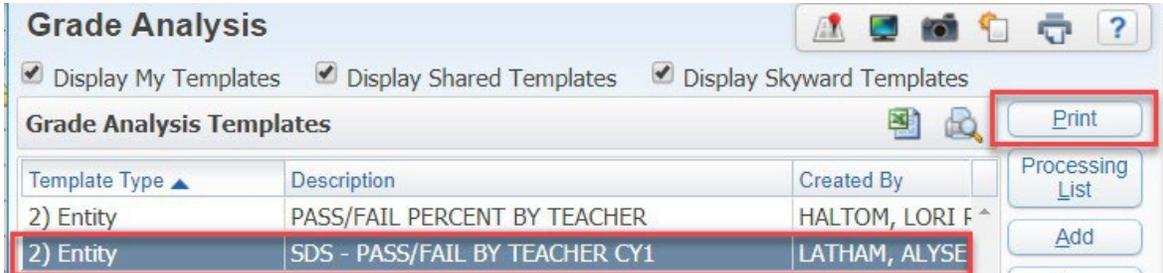


Skyward Secondary Grade Reporting Guide

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

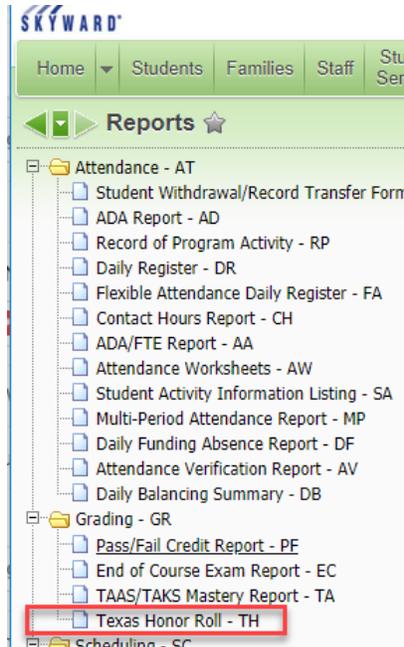
The Honor Roll report is used by administration to generate a list of students who qualify based on GPA and Grade Mark requirements.

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



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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.

4.

Texas Honor Roll

Display My Templates
 Display Shared Templates
 Display Skyward Templates

Texas Honor Roll Templates

Template Type	Description	Created By
2) Entity	All A Honor Roll	HUTSEN, ANITA K.
2) Entity	all a- 4th	REECE, KIMBERLY E.
2) Entity	all lowest	REECE, KIMBERLY E.
2) Entity	SDS - A Honor Roll Report C1	LATHAM, ALYSE M.
2) Entity	SDS - A Honor Roll Report C2	LATHAM, ALYSE M.
2) Entity	SDS - A Honor Roll Report C3	LATHAM, ALYSE M.
2) Entity	SDS - A/B Honor Roll Report C1	LATHAM, ALYSE M.
2) Entity	SDS - A/B Honor Roll Report C2	LATHAM, ALYSE M.
2) Entity	SDS - A/B Honor Roll Report C3	LATHAM, ALYSE M.
4) Skyward	Texas Honor Roll	VILLARREAL, ERIN

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Report Cards

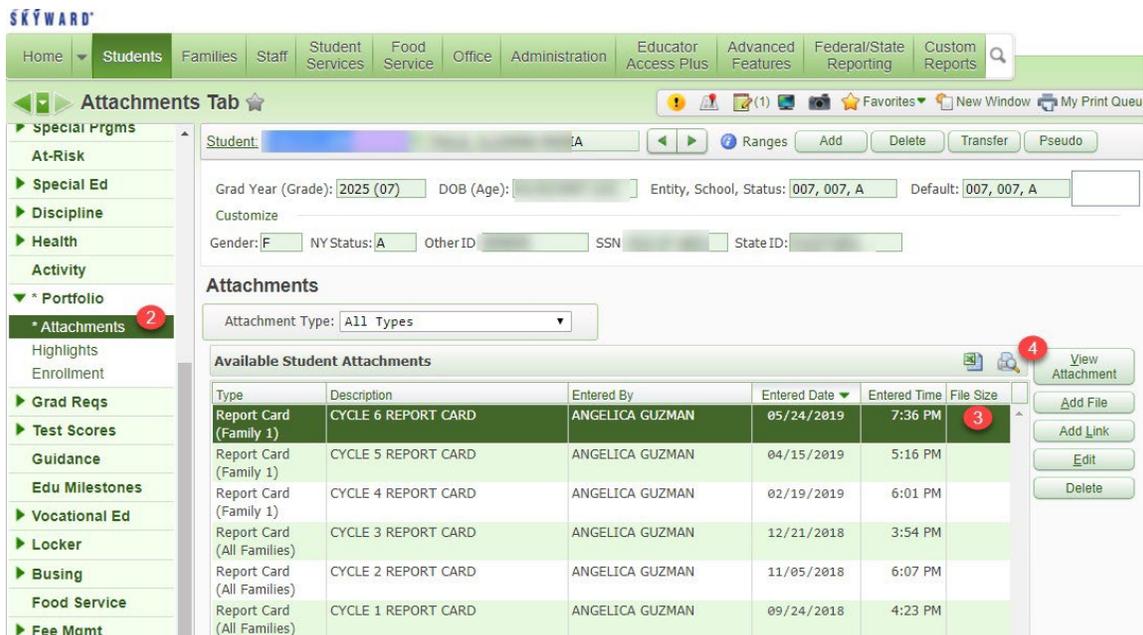
Printing Report Cards

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.**

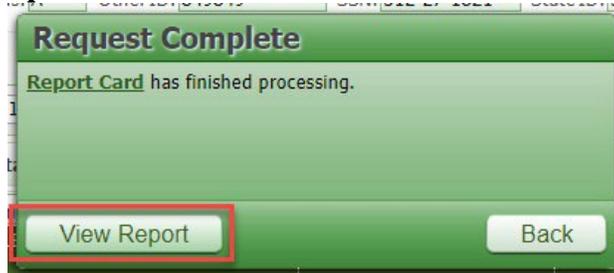


2. Query student and click to **Portfolio > Attachment** tab.
3. Select report card to view.
4. Click **View Attachment**.

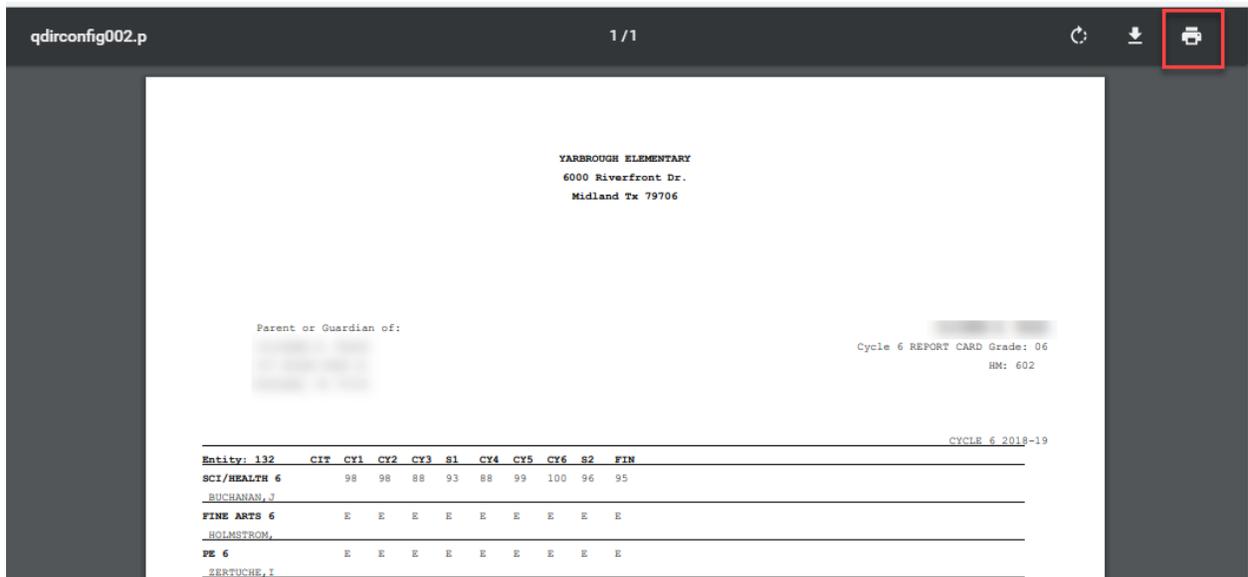


Skyward Secondary Grade Reporting Guide

5. Click **View Report**.



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



Transcripts

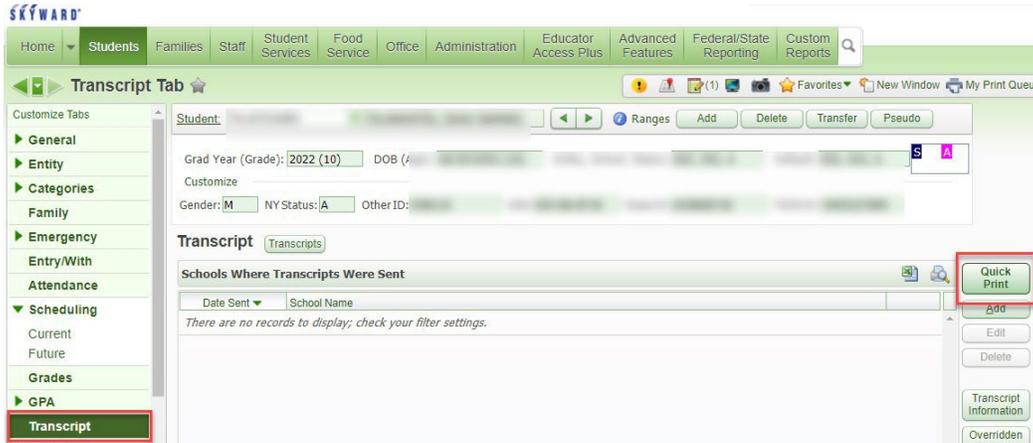
Printing a Transcript

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



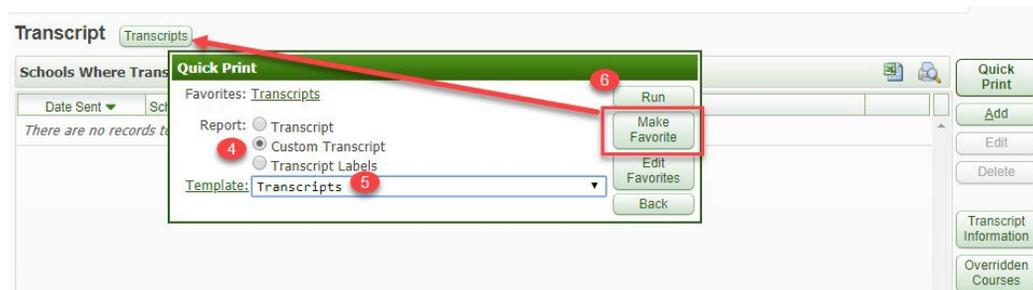
Skyward Secondary Grade Reporting Guide

2. Query student and click to **Transcript** tab.
3. Click **Quick Print**.



4. Select **Custom Transcript**.
5. Select **Template**.
6. Click **Run**.

Note: Click **Make Favorite** to create a shortcut for that transcript. Click the **Transcripts** button to automatically submit to print queue.



7. Click **View Report** and click Transcript as needed.

