

Skyward Secondary BOY Grades Training for Data Clerks

2025-2026

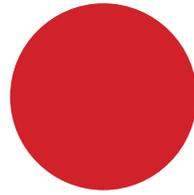
STUDENT INFORMATION SYSTEMS

August 28, 2025

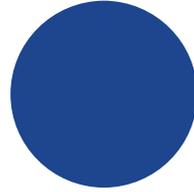




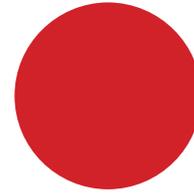
OVERVIEW



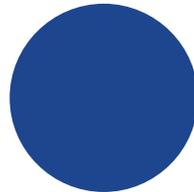
**GRADING
PROCEDURES FOR
STAFF**



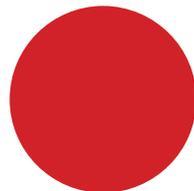
**KEYING CURRENT
YEAR GRADES**



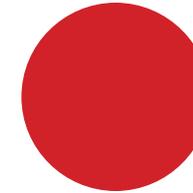
**KEYING GRADES FROM
OUTSIDE MISD**



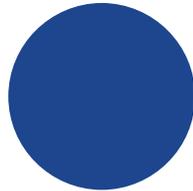
**KEYING
NON-TRADITIONAL
COURSE GRADES**



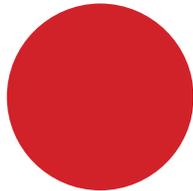
SEMESTER AVERAGE



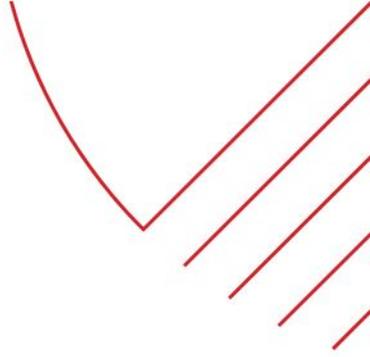
REPORTS



TRANSCRIPTS



**GRADE REPORTING
TIMELINE**



GRADING PROCEDURES FOR OFFICE STAFF

- **It is the job of the staff to process grades, help to ensure that grades are accurate, and run reports for teachers to help with the grading process.**
- At the end of each grade reporting period, SIS will process Report Cards for every active student.
- If a grade needs to be changed, this will require a Grade Change Request by the teacher.
- Campus Admin need to approve all Grade Change Requests by checking periodically for Teacher Requests for Changes to Previously Posted Grades in Educator Access+.

GRADING PROCEDURES FOR OFFICE STAFF

- **Grade Difference reports must be run periodically to check for grades in the teacher's gradebook that do not match the grade on the office side.**

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.

- **Grade reports should be run at the end of each six weeks' period**

Each campus should run an "A" and "A/B" Honor Roll report.

Each campus should run a Failure report by student and Failure report by teacher.

**** BOTH of these reports need to be run after all grades have been verified and all grade changes have been made. ****

GRADING PROCEDURES FOR OFFICE STAFF

- 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 the district.

****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.

KEYING CURRENT YEAR GRADES



- For students who enroll in your campus during the current semester and have cycle grades from their prior school or enroll during semester 2 and have semester 1 non-credit course grades (example: ENG 7, MATH 8, SS 8, SCI 7, etc.), follow the steps on page's 4-13 entitled '[Current Year Non-Credit Grades](#)' of the 'Skyward Secondary Grade Reporting Guide'. (See page 4 Grade Reporting Guide)

- For credit course grades for semester 1 of the current school year, follow steps on page's 10-15 of the Skyward Secondary Grade Reporting Guide under '[Keying Grades from Outside MISD](#)'. Grades only need to be entered in the **Student > Student Profile > Grades** tab for completed cycles and all grades including starting averages need to be emailed to the teacher to be entered into their Gradebook.

KEYING GRADES 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.
 - 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.

CREDIT GRADES FROM OUTSIDE MISD



After getting the Transcript Build Form proceed with the following steps:

- Contact the SIS department for any courses that need to be added to your course master.
- Add a Transfer Section:

Term	Section
Year	TYR
Semester 1	TS1
Semester 2	TS2

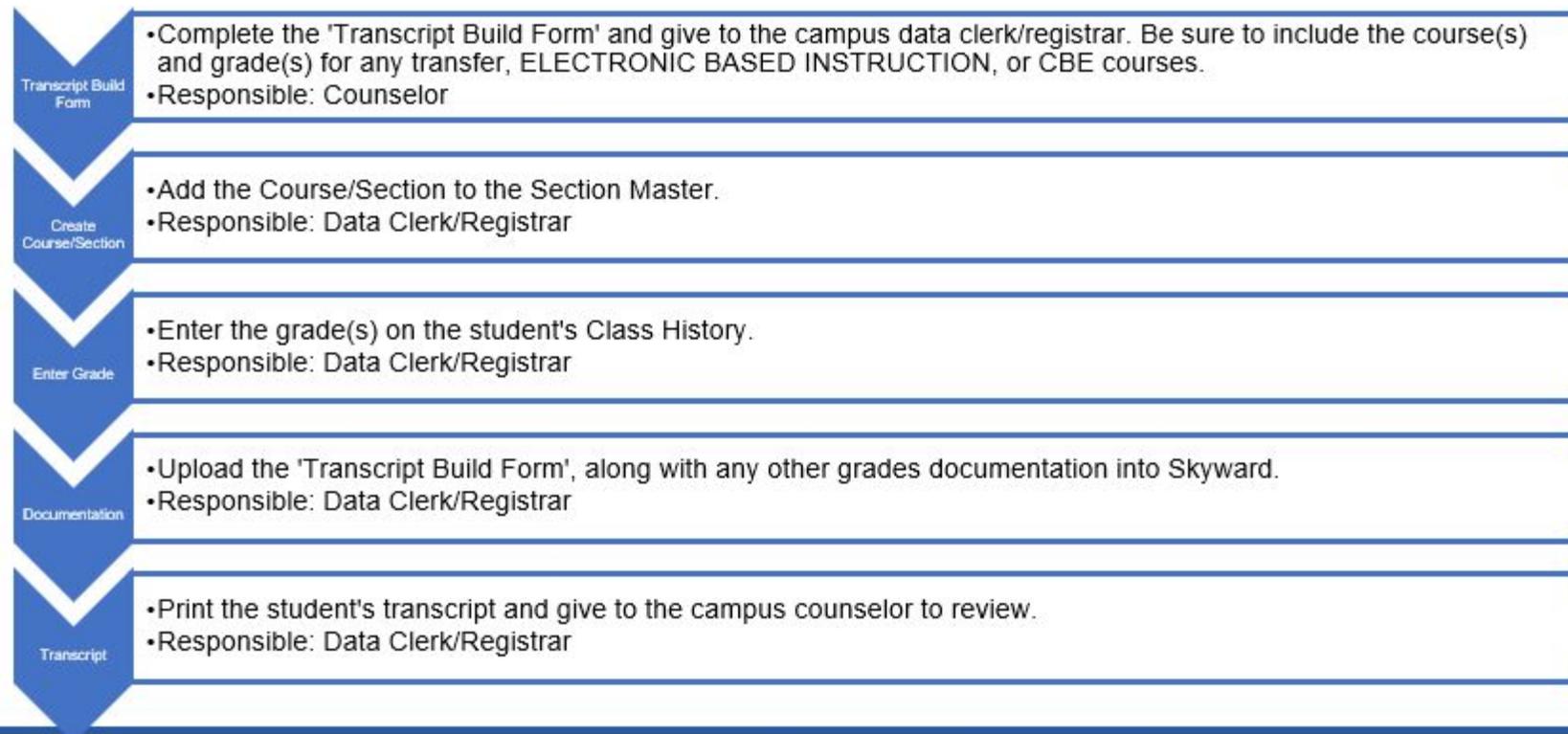
Reference to page 14 of the Grade Reporting Guide for detailed steps on entering transfer grades and non traditional grades such as A+ and CBE grades.

CREDIT GRADE FLOWCHART



Refer to this flowchart when entering grades into Skyward for the following scenarios:

- If a student enrolls at your campus and has completed high school credit courses outside of MISD for prior years and/or S1 of current year.
- If a student completes ELECTRONIC BASED INSTRUCTION (A+, Edmentum, and Texas College Bridge).
- If a student completes Credit by Exam (CBE).



Transcript Build

NAME _____
 ID # _____

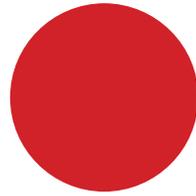
4.0 CREDITS

E1	E2	A1	Bio	US
Entered into Skyward?				

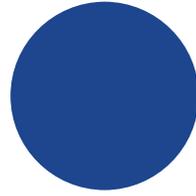
CREDITS AWARDED FROM Florence High School

AREA	YR: 22 GR: 8	GRADE		CR	SPEC CONS	GPA WT.	AREA	GR:	GRADE		CR	SPEC CONS	GPA WT.
	CRS NUM & NAME	S1	S2					CRS NUM & NAME	S1	S2			
ELA							ELA						
SPEECH							SPEECH						
MATH							MATH						
	3102500 Inpd Math Study		73	1 JO	Y								
SCIENCE							SCIENCE						
SS	SST100 - W GEO		70	0.5 JO	Y		SS						
	SST504 - SPTSS SIP		66	0.5 JO	Y								
ECON							ECON						
HEALTH							HEALTH						
PE							PE						
OTH. LANG							OTH. LANG						
FINE ART							FINE ART						
COMP. S							COMP. S						
CTE							CTE						
	13011300 TSDATA		63	1 JO	Y								
OTH. ELE							OTH. ELE						
	03221800 Ind Eng		78	1 JO	Y								
LOC. CR							LOC. CR						
4.0						0.0							

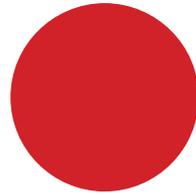
Adding a Transfer Section



Go to Office>Current Scheduling>Section Master or Course Master if a section does not exist.



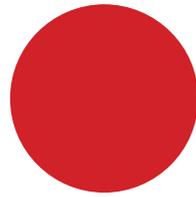
Ensure you're in the correct school year the course needs to be added to. Use the "Switch School Year" button to change school year if needed.



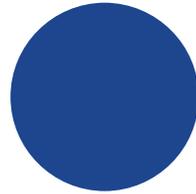
Enter the course number in the Course lookup field and hit Enter. *If a course is not found on your campus Course Master, email sishelp@midlandisd.net to add the course to your campus Course Master? Please provide the following information to ensure accuracy:*

- Service ID/Course Number
- Course Length
- Credit
- GPA Weighted/Non-GPA Weighted
- Year the course was taken

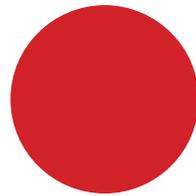
Adding a Transfer Section



Expand Course

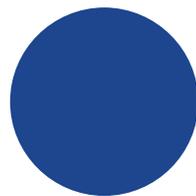


Under Section Details, click Add Section



Enter the Section Number as follows:

Term	Section
Year	TYR
Semester 1	TS1
Semester 2	TS2



Click Save.

Enter Transfer Grades



1. Go to Student>Student Profile
2. Retrieve the student and click the Grades Tab.
3. Click Class History
4. Click Add
5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the transfer **Section** (TYR, TS1, or TS2)
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table on page 13 in the Guide.**

Enter Transfer Grades



11. If the grade was earned prior to 9th grade and needs to be included in GPA calculation, enter **09** in the **Transcript GLO** field and check to **Include GLO in GPA Calculation**. See examples below:

- If a current year 9th grade student took Algebra 1 during their 7th grade year at ECISD and received credit, these fields need to be populated.
- If a current year 9th grade student enrolls at your campus Semester 2 and has received credit for Geometry in Semester 1 **DO NOT update these fields**.

12. For **Transfer Grd**, select the semester the credit was received so it is not reported to PEIMS.

- For a year-long course, select **Sem 1 and 2**.
- For a semester course, select **Sem 1**.

Enter Transfer Grades



13. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester(s) grades.
16. In **Override Course Information** section, check **Use Override**.
17. If the **Transcript Area** is incorrect, email SIShelp@midlandisd.net to update.
18. For **Course Type**, select **O – 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) (G/T, Honors, etc.)
19. Click Save or Save and Add Next if another course needs to be added.

Grade Documentation



The 'Transcript Build Form' and any other grade documentation (i.e. Report Cards, Transcript, etc.) from the prior school district(s) must be uploaded into Skyward under:

**Student>Student
Profile>Portfolio>Enrollment**



Entering Non- Traditional Grades

- ◆ Non-Traditional grades (Electronic Based Instruction(A+ or Edmentum) Credit by Exam (CBE), and Texas College Bridge (TCB) must be entered in the student's Class History.
- ◆ **Important:** Refer to the 'Transcript Build Form' provided by your counselor throughout this process.

Adding an Electronic Based Instruction Section



1. Go to Office>Current Scheduling>Section Master or Course Master if a sections does not exist.
2. Ensure you're in the correct school year that the course needs to be added to. Use the Switch School Year button to change school year if needed.
3. Enter the course number in the **Course** lookup field and hit Enter. *If a course is not found on your campus Course Master, email SIShelp@midlandisd.net to add the course to your campus Course Master. Please provide the following information to ensure accuracy:*
 - Service ID/Course Number
 - Course Length
 - Credit
 - GPA Weighted/Non-GPA Weighted
 - Year the courses was taken

Adding an Electronic Based Instruction Section



4. Expand Course
5. Under Section Details, click Add Section
6. Enter the Section Number and

Class Control Sets follows:

Term	Section	Control Set
Semester 1	1A	S1
Semester 2	1B	S2

7. Expand Texas State Specific Section
8. Update the Course

Sequence Codes as follows:

Course Length	First <u>Crs Seq</u> Field	Second <u>Crs Seq</u> Field
Year	1	2
First half of a Year Long Course	1	1
Second half of a Year Long Course	2	2
One Semester Course	0	0

Adding an Electronic Based Instruction Section



9. Update Population Served accordingly. (ask Counselor)
10. In the Non Campus Based Instruction field, enter 02-ELECT/INTER/CORRESP BASED COURSE.
11. Click **Save and Add Meet** to create a “blank meet” (meet detail without a teacher) for PEIMS reporting purposes.
12. On **Add Class Meet** screen, populate the following required fields and then click **Save**.
 - In the **Room** field, enter the classroom room number or ‘999’.
 - In the **Classroom Position** field, enter ‘01-Teacher of Record’.

Enter Electronic Based Instruction Grades



1. Go to Student>Student Profile
2. Retrieve the student and click the Grades Tab.
3. Click Class History
4. Click Add
5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the **Section** (IA or 1B)
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table on page 13 of the Guide.**

Enter Electronic Based Instruction Grades



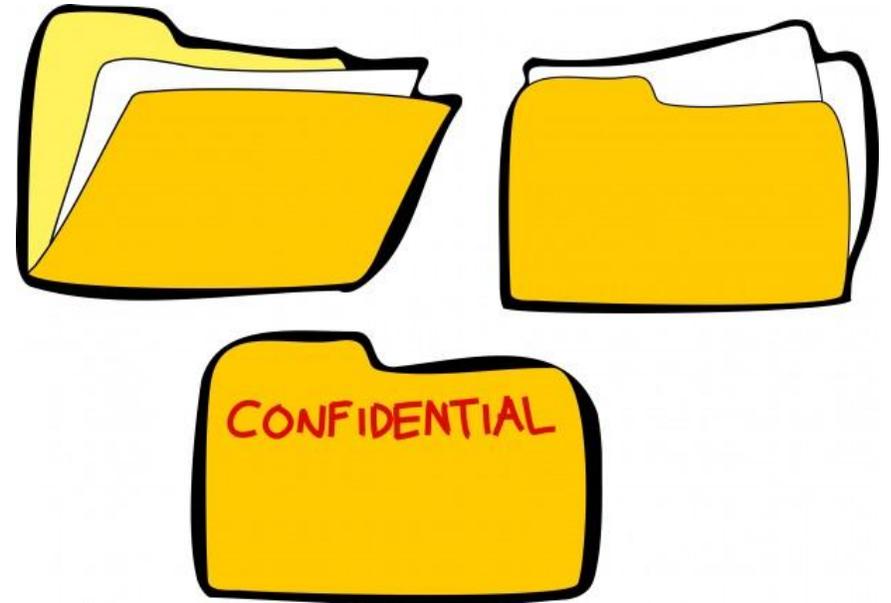
11. Enter the Start Date and End Date
12. For **Transfer Grd**, select **Not Transfer**, unless the Electronic Based Instruction course was completed outside of MISD.
13. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester(s) grades.
14. In the **Earned Credit Info** section, verify the **Course Credits** calculates. Do NOT check to **USE Override**. If credit is not calculated correct, email SIShelp@midlandisd.net to verify course setup.
15. In the **GPA Credit Info** section, verify the **Course GPA Credits** calculates for GPA-weighted courses. Do NOT check to **USE Override**. If credit is not calculated correctly, email SIShelp@midlandisd.net to verify course setup.
16. In **Override Course Information** section, check **Use Override**.
17. If the **Transcript Area** is incorrect, contact the SIS department to update.
18. For **Course Type**, select **Y – ALTERNATIVE, NON-TRADITIONAL** AND any other applicable course type(s) (G/T, Honors, etc.)
19. Click Save or Save and Add Next if another course needs to be added.

Grade Documentation



The 'Transcript Build Form' and any other grade documentation (i.e. ELECTRONIC BASED INSTRUCTION FORM, etc.) must be uploaded into Skyward under:

**Student>Student
Profile>Portfolio>Enrollment**



Adding a Section for Non-Traditional Courses Completed After the Last Day of School

- 1. Create a **separate** section to be used for course completions after the last day of school. Do NOT use sections that were also used for kids during the regular school year.
- 2. When creating these sections, expand the "Texas State Specific" area when adding a section and check the box to "Exclude from PEIMS". Do NOT click "Save and Add Meet", only click "Save". These classes do not need a blank meet.

Adding a CBE Section

1. Go to Office>Current Scheduling>Section Master or Course Master if a sections does not exist.
2. Ensure you're in the correct school year that the course needs to be added to. Use the Switch School Year button to change school year if needed.
3. Enter the course number in the **Course** lookup field and hit Enter. *If a course is not found on your campus Course Master, email SIShelp@midlandisd.net to add the course to your campus Course Master. Please provide the following information to ensure accuracy:*
 - Service ID/Course Number
 - Course Length
 - Credit
 - GPA Weighted/Non-GPA Weighted
 - Year the courses was taken

Adding a CBE Section

4. Expand Course
5. Under Section Details, click Add Section
6. Enter the Section Number field, enter CBE.
7. Expand Texas State Specific Section
8. Update the Course Sequence Codes as follows:

Course Length	First Crs Seq Field	Second Crs Seq Field
Year	1	2
First half of a Year Long Course	1	1
Second half of a Year Long Course	2	2
One Semester Course	0	0

Adding a CBE Section

9. Update Population Served accordingly.
10. In the Non Campus Based Instruction field, enter 08 – CREDIT BY EXAM
11. Click **Save and Add Meet** to create a “blank meet” (meet detail without a teacher) for PEIMS reporting purposes.
12. On **Add Class Meet** screen, populate the following required fields and then click **Save**.
 - In the **Room** field, enter the classroom room number or ‘999’.
 - In the **Classroom Position** field, enter ‘01-Teacher of Record’.

Entering CBE Grades

1. Go to Student>Student Profile
2. Retrieve the student and click the Grades Tab.
3. Click Class History
4. Click Add
5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the **Section** (CBE)
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table on page 13 of the Guide.**

Entering CBE Grades

11. If the grade was earned prior to 9th grade and needs to be included in GPA calculation, enter **09** in the **Transcript GLO** field and check to **Include GLO in GPA Calculation**. See examples below:
 - If a current year 9th grade student took Algebra 1 during their 7th grade year at ECISD and received credit, these fields need to be populated.
 - If a current year 9th grade student enrolls at your campus Semester 2 and has received credit for Geometry in Semester 1, **DO NOT** update these fields.
12. Enter the Start Date and End Date. The Start Date and End Date should be the date the student took the exam.
13. For **Transfer Grd**, select **Not Transfer**, unless the CBE course was completed outside of MISD.
14. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester(s) grades.

Entering CBE Grades

15. In the **Earned Credit Info** section, verify the **Course Credits** calculates. Do NOT check to **USE Override**.
If credit is not calculated correct, email SIShelp@midlandisd.net to verify course setup.
16. In the **GPA Credit Info** section, verify the **Course GPA Credits** calculates for GPA-weighted courses. Do NOT check to **USE Override**. If credit is not calculated correctly, email SIShelp@midlandisd.net to verify course setup.
17. In **Override Course Information** section, check **Use Override**.
18. If the **Transcript Area** is incorrect, contact the SIS department to update.
19. For **Course Type**, select **E – CBE NO PRIOR INSTRUCTION** or **T – CBE WITH PRIOR INSTRUCTION**
AND any other applicable course type(s) (G/T, Honors, etc.)
20. Click Save or Save and Add Next if another course needs to be added.

Grade Documentation



The 'Transcript Build Form' and any other grade documentation (i.e. CBE form, etc.) must be uploaded into Skyward under:

**Student>Student
Profile>Portfolio>Enrollment**





TEXAS COLLEGE BRIDGE PROCEDURES

Texas College Bridge course in Midland ISD are completion only (P/F) and are not factored into grade point average or class ranking when used supplementally. Students must meet the state criteria for Institutions of Higher Education to award credit.



Adding a TCB Section



1. Go to Office>Current Scheduling>Section Master or Course Master if a sections does not exist.

Electronic Instruction Course	
Math	NMA430
ELA	NEL500
In-Person Instruction Course	
Math	NMA430 (non GPA) or MAT430 (GPA)
ELA	NEL500 (non GPA) or ELA500 (GPA)

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

3. Enter the course number in the **Course** lookup field and hit Enter. *If a course is not found on your campus Course Master, email SIShelp@midlandisd.net to add the course to your campus Course Master. Please provide the following information to ensure accuracy:*

- Service ID/Course Number
- Course Length
- Credit
- GPA Weighted/Non-GPA Weighted
- Year the courses was taken

Adding a TCB Section



4. Expand Course
5. Under Section Details, click Add Section
6. Enter the Section Number field, enter TCB.
7. Expand Texas State Specific Section
8. Update the Course Sequence Codes as follows:

Course Length	First Crs Seq Field	Second Crs Seq Field
Year	1	2

Adding a TCB Section



9. Update Population Served accordingly.
10. In the Non Campus Based Instruction field, enter 02.
11. Click **Save and Add Meet** to create a “blank meet” (meet detail without a teacher) for PEIMS reporting purposes.
12. On **Add Class Meet** screen, populate the following required fields and then click **Save**.
 - In the **Room** field, enter the classroom room number or ‘999’.
 - Teacher** field, for the student that received instruction electronically, with an appointed teacher or counselor.
 - In the **Classroom Position** field, enter ‘01-Teacher of Record’.

Entering TCB Grades



Who Enters Grades?	
Electronic Instruction Course	Data Clerk/Registrar
In – Person Instruction Course	Teacher

1. Go to Student>Student Profile
2. Retrieve the student and click the Grades Tab.
3. Click Class History
4. Click Add
5. In the **Entity** field, leave the default entity. *It should be your campus.*
6. Select the **School Year** credit was earned. *For example, for the 2020-2021 school year select 2021.*
7. Verify the **Grad Yr/Grd**. This is automatically populated based on the school year selected and should correspond to what grade level they were in for the selected school year.
8. Enter the **Course** or select the hyperlink to view all courses.
9. Enter the **Section** (TCB)
10. Verify the **Terms** in which credit was earned. This field determines which grade buckets are displayed. **A PEIMS error is generated if the Term is not populated as outlined in the table on page 13 of the Guide.**

Entering TCB Grades



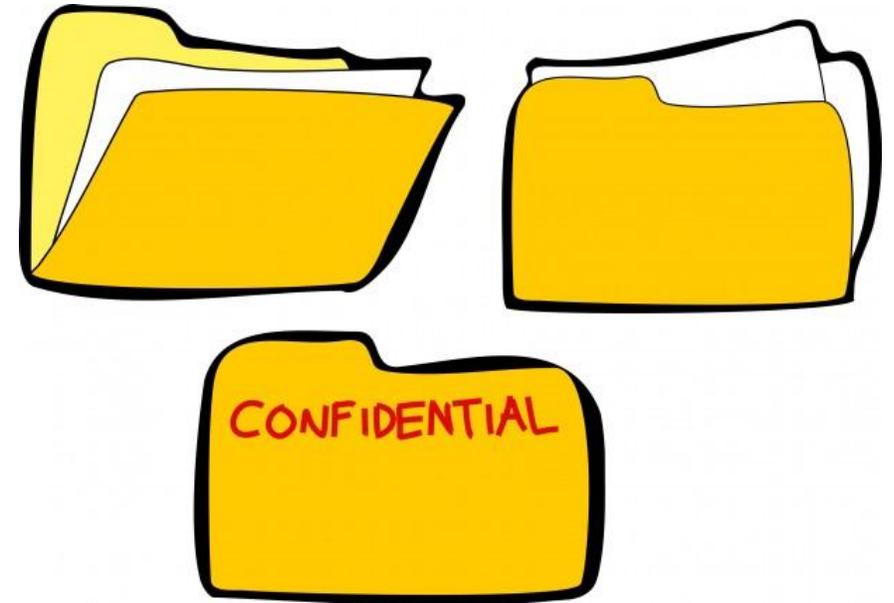
11. Enter the Start Date and End Date. The Start Date and End Date should be the date the student took the course.
12. For **Transfer Grd**, select **Not Transfer**, unless the TCB course was completed outside of MISD.
13. Select the **Do Not Allow Gradebook to Overwrite Grades** box and then enter the Semester(s) grades.
14. In the **Earned Credit Info** section, verify the **Course Credits** calculates. Do NOT check to **USE Override**. If credit is not calculated correct, email SIShelp@midlandisd.net to verify course setup.
15. In the **GPA Credit Info** section, verify the **Course GPA Credits** calculates for GPA-weighted courses. Do NOT check to **USE Override**. If credit is not calculated correctly, email SIShelp@midlandisd.net to verify course setup.
16. In **Override Course Information** section, check **Use Override**.
17. If the **Transcript Area** is incorrect, email SIShelp@midlandisd.net to update.
18. For **Course Type**, select **Y – ALTERNATIVE, NON-TRADITIONAL** AND any other applicable course type(s) (G/T, Honors, etc.)
19. Click Save or Save and Add Next if another course needs to be added.

Grade Documentation



The 'Transcript Build Form' and any other grade documentation (i.e. TCB form, etc.) must be uploaded into Skyward under:

**Student>Student
Profile>Portfolio>Enrollment**



ADDITIONAL GRADE DETAILS



For more detailed instructions reference page 48 of the guide for the following:

- Other Grademarks
- Awarding Credit at End of Course
- Awarding Credits Earned Prior to 7th Grade
- Awarding Credits for Failing Grades
- Denying Credit for Special Circumstances
- Approving Grade Changes

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								
100.00	100	100	57.83	94.87	100	100	88.26								
100.00	100	100	57.83	94.87	100	100	88.26								
90 90.00%	100	100	60	100	100	90		90				≠		≠	93
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	CY2	Bill of ri	Ancient Ci	Maya Artic	Trade info	PR3	CIT	CY3	S1	S2	FIN
	CY3		Options		Grade Adjust	Options	11/04/2019	11/05/2019	11/06/2019	11/08/2019	Options		Options	Options	Options	
	Sort By %						MAJ	MIN	MIN	MIN			Options	Options	Options	
100	100						65.92	44.58	43.33	0.00						
50 50.00%	NEW		50		50		47	0	0		28		50	50	≠	50
60 60.00%			67		73		66	0	100		60		60	67	≠	66

FALL PEIMS SNAPSHOT



•October 31, 2025

•Information that is reported as it relates to course/section master and schedules:

•Section Information

- Course Sequence
- Non-High School Course
- Exclude Report from PEIMS
- Class Type
- Population Served
- Non-Campus Based Instruction

•Class Meet information

- Teacher information

•If there is a vacancy please put an admin in the class meet.

Task: Send the list of all you associate teachers and TAs to Elda and Wayne by Oct 17th.

•Student Schedules

•Courses student are enrolled in

- PE Instruction
- Class Minutes

GRADE REPORTING REPORTS-SKYWARD



Grading and Attendance Analysis

[Office>Grading>Reports>Grading and Attendance Analysis](#)

- The **SIS-MISSING CY (#) GRADE** template lists all students who have a blank, I, or NG in the teacher's Gradebook for the selected cycle.
- The **SIS – PRELIM FAILURE RPT CY(#)** template lists all students who have at least one course in the teacher's Gradebook with a grade less than 70 for the selected cycle.

Texas Honor Roll

[Federal/State Reporting>Texas State Reporting>Reports>Texas Honor Roll](#)

- The **SIS - A HONOR ROLL RPT (C#)** template lists students with a grade of 90 or above for all courses for the selected cycle.
- The **SIS A/B HONOR ROLL RPT (C#)** template lists students with a grade of 80 or above for all courses and excludes students included in the A Honor Roll report for the selected cycle.

GRADE REPORTING REPORTS-SKYWARD



Selected Grades

[Office>Grading>Reports>Selected Grades](#)

The **SIS – FAILING GRDS CY(#)** template lists all students who have at least one course with a grade less than 70 for the selected cycle.

Report Card

[Student Profile>Portfolio> Attachments](#)

All report cards are saved to this page for each student.

The screenshot shows the Skyward Attachments Tab interface. The left sidebar contains a navigation menu with the following items: Entry/With, Grades, GPA, Attendance, Family, Emergency, Discipline, TX/NCLB, Special Prgms, At-Risk, Special Ed, Health, Activity, Portfolio, Attachments, Highlights, and Enrollment. The 'Attachments' item is highlighted with a red circle '1'. The main content area shows the 'Attachments Tab' for a student. It includes a 'Student' profile section with fields for 'Grad Yes', 'Custom', and 'Other ID'. Below this is an 'Attachments' section with a dropdown menu set to 'All Types'. The 'Available Student Attachments' table is displayed with the following data:

Type	Description	Entered By	Entered Date	Entered Time	File Size
Report Card (Family 1)	REPORT CARD S2C2 2021-2022	CHRISTINA MARIE ARANDA	04/11/2022	4:04 PM	
2 Report Card (Family 1)	REPORT CARD S2C1 2021-2022	CHRISTINA MARIE ARANDA	02/21/2022	4:43 PM	
3 Report Card (Family 1)	REPORT CARD S1C3 2021-2022	CHRISTINA MARIE ARANDA	12/17/2021	6:00 PM	
4 Report Card (Family 1)	REPORT CARD S1C2 2021-2022	CHRISTINA MARIE ARANDA	11/01/2021	4:19 PM	
5 Report Card (Family 1)	REPORT CARD S1C1 2021-2022	CHRISTINA MARIE ARANDA	09/13/2021	4:31 PM	

On the right side of the table, there is a vertical toolbar with buttons for 'View Attachment', 'Add File', 'Add Link', 'Edit', and 'Delete'. A red circle '3' is placed over the 'View Attachment' button. A red circle '2' is placed over the first row of the table.

GRADE REPORTING REPORTS-REPORT MANAGER



GRADE DIFFERENCES BY TEACHER

CMP	TCH EMP ID	CRS NBR	CRS SEC	CRS TITLE	GRD LVL	STU ID	LAST NAME	FIRST NAME	CYC	POSTED CYC GRD	GRDBK GRD	POSTED SEM GRD	GRDBK SEM GRD
137 IDEA TRAVIS ACADEMY													
		000640	01V	SCI/HEALTH 5	06				1	98	93		
		000640	01V	SCI/HEALTH 6	06				1		84		

- If there is a **POSTED** grade, but not a **GRDBK** grade, the teacher must enter a grade using the NEW button.
- If there is a **GRDBK** grade, but not a **POSTED** grade, the office needs to enter the grade in Skyward on the [Student>Student Profile>Grades](#) tab.
- If there is a **POSTED** grade and **GRDBK** grade:
 - 1.The office needs to make sure there are no pending Grade Change Request that needs to be approved.
 - 2.If there are no pending Grade Change Requests, the office needs to verify which grade is correct with the teacher.
 - 3.Depending on which grade is correct, either the office needs to correct the grade on the [Student>Student Profile>Grades](#) tab or the teacher needs to correct it in their Gradebook.

GRADE REPORTING REPORTS-REPORT MANAGER



Grade Differences Cont.



- Grade Difference by Teacher – Cycle

<http://adm-vm-ssrs/reports/report/SKYWARD-STUDENT/GRADE%20REPORTING/GRADE%20DIFFERENCES%20BY%20TEACHER%20-%20CYCLE>

- Grade Difference by Teacher – Semester

<http://adm-vm-ssrs/reports/report/SKYWARD-STUDENT/GRADE%20REPORTING/GRADE%20DIFFERENCES%20BY%20TEACHER%20-%20SEMESTER>

- A Plus Grades

<http://adm-vm-ssrs/reports/report/SKYWARD-STUDENT/GRADE%20REPORTING/A%20PLUS%20GRADES>

- CBE Grades

<http://adm-vm-ssrs/reports/report/SKYWARD-STUDENT/GRADE%20REPORTING/CBE%20GRADES>

Teacher Gradebook Assignments

<http://adm-vm-ssrs/reports/report/SKYWARD-STUDENT/GRADE%20REPORTING/TEACHER%20GRADEBOOK%20ASSIGNMENTS>

HONOR ROLL REPORTS



•Federal State Reporting>Texas State Reporting>Reports>Texas Honor Roll

- A Honor Roll
- A/B Honor Roll

Template Type	Description	Created By
1) Entity	23	KOTHMANN, KATHRYN S.
2) Entity	Honor Roll	KOTHMANN, KATHRYN S.
3) Entity	SIS - A HONOR ROLL RPT C1	ELEM, SIS
4) Entity	SIS - A HONOR ROLL RPT C2	ELEM, SIS
5) Entity	SIS - A HONOR ROLL RPT C3	ELEM, SIS
6) Entity	SIS - A HONOR ROLL RPT C4	ELEM, SIS
7) Entity	SIS - A HONOR ROLL RPT C5	ELEM, SIS
8) Entity	SIS - A HONOR ROLL RPT C6	ELEM, SIS
9) Entity	SIS - A HONOR ROLL RPT S1	ELEM, SIS
10) Entity	SIS - A/B HONOR ROLL RPT C1	ELEM, SIS
11) Entity	SIS - A/B HONOR ROLL RPT C2	ELEM, SIS
12) Entity	SIS - A/B HONOR ROLL RPT C3	ELEM, SIS
13) Entity	SIS - A/B HONOR ROLL RPT C4	ELEM, SIS
14) Entity	SIS - A/B HONOR ROLL RPT C5	ELEM, SIS
15) Entity	SIS - A/B HONOR ROLL RPT C6	ELEM, SIS

TRANSCRIPTS



Printing transcripts is necessary to confirm that transfer credits were entered correctly and will show on the transcript.

A screenshot of a web application interface. On the left is a navigation menu with categories: Entity, Grad Reqs, Family, and Scheduling. The 'Transcript' option is highlighted with a red box. The main area shows a student record for ID 1141, Gender: F, and Phone: (832)995-6500. A 'Quick Print' dialog box is open, showing 'Favorites: SIS AAR', 'Report: Custom Transcript' (selected), and 'Template: SIS AAR' (highlighted with a red box). To the right of the dialog are buttons: Run, Make Favorite, Edit Favorites, and Back. On the far right of the interface, a 'Quick Print' button is also highlighted with a red box, along with other buttons like Add, Edit, Delete, Transcript Information, and Overridden.

2025-2026
I MISD GRADE REPORTING TIMELINE
 (DATES & TIMES ARE SUBJECT TO CHANGE)



SEMESTER ONE

CYCLE 1: AUG. 19 TH – SEPT. 19 TH	CAMPUS PROCEDURES AND SIS PROCESS
Tues. Aug. 19 th – Thurs. Sept. 18 th	<ul style="list-style-type: none"> ▪ Campus must run the following reports to monitor grades in the teacher’s gradebook: <ol style="list-style-type: none"> 1. Skyward > Office > Grading > Reports > Grading and Attendance Analysis > Template: SIS-MISSING CY 1 GRADE 2. Skyward > Office > Grading > Reports > Grading and Attendance Analysis > Template: SIS-CY1 Prelim Failure Report 3. Skyward Report Manager > Skyward Student > Grade Reporting > <u>TEACHER GRADEBOOK ASSIGNMENTS</u>
Fri. Sept. 5th	<ul style="list-style-type: none"> ▪ End of 3rd week cycle.
Thur. Sept. 4th– Mon. Sept. 8th	<ul style="list-style-type: none"> ▪ Auto-posting window is open for PR1. ▪ Campus must run the following report to monitor grades on the Student Profile > Grades tab: <ol style="list-style-type: none"> 1. Skyward > Office > Grading > Reports > Selected Grades > Template: SIS – BLANK, I & NG GRADES PR1
Mon. Sept. 8th @ 12 p.m. From 12 p.m. – 2 p.m. by 2 p.m. @ 2 p.m.	<ul style="list-style-type: none"> ▪ Auto-posting window closes for PR1 and the teacher’s gradebook progress report grades will post in Skyward. ▪ Campus must run the following report to monitor grades on the Student Profile > Grades tab: <ol style="list-style-type: none"> 1. Skyward > Office > Grading > Reports > Selected Grades > Template: SIS – BLANK, I & NG GRADES PR1 ▪ Teachers need to submit the Teacher Request for grade changes to PR1 posted grades if needed. ▪ Campus must review and approve any pending teacher Grade Change Requests in Skyward ▪ SIS will submit IPR’s.
Tues. Sept. 9 th	<ul style="list-style-type: none"> ▪ SIS will save the following IPR report in your school’s admPEIMS_Imgs drive>Report Cards>2025-2026 folder: <ol style="list-style-type: none"> 1. S1C1 IPR
Fri. Sept. 19 th	<ul style="list-style-type: none"> ▪ End of the 1st six weeks.
Thur. Sept. 18 th – Mon. Sept. 22 nd	<ul style="list-style-type: none"> ▪ No Course Changes during these dates! Auto-posting window is open. ▪ Campus must run the following report to monitor grades on the Student Profile>Grades tab: <ol style="list-style-type: none"> 1. Report Manager > Skyward-Student > Grade Reporting: <u>GRADE DIFFERENCES BY TEACHER - CYCLE</u>
Mon. Sept. 22 nd @ 12 p.m. From 12-2 p.m. by 2 p.m. @ 2 p.m.	<ul style="list-style-type: none"> ▪ Auto-posting window closes for CY1 and the teacher’s gradebook grades will post in Skyward. ▪ Campus must run the following report to monitor grades on the Student Profile > Grades tab: <ol style="list-style-type: none"> 1. Skyward Report Manager > Grade Reporting: <u>GRADE DIFFERENCES BY TEACHER - CYCLE</u> ▪ Teachers need to submit the Teacher Request for grade changes to CY1 posted grades if needed. ▪ Campus must review and approve any pending teacher Grade Change Requests in Skyward. ▪ Campus can run the following report to identify students with failing grades: <ol style="list-style-type: none"> 1. Skyward > Office > Grading > Reports > Selected Grades > Template: SIS – FAILING GRDS CY1 ▪ SIS will submit Report Cards and post to Family Access.
Tues. Sept. 23 rd	<ul style="list-style-type: none"> ▪ SIS will save the following Report Card report in your school’s admPEIMS_Imgs drive>Report Cards>2025-2026 folder: <ol style="list-style-type: none"> 1. S1C1 RC

GRADE REPORTING TIMELINE



QUESTIONS

sishelp@midlandisd.net



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