

Educational Service District 113

Capital Region Information Service Center

STANDARDS GRADEBOOK

Quick Tip Sheets

Logging in to Skyward

**Gradebook: Display options, Adding Assignments, Accessing Student Information
and entering Attendance**

September 2017



My Partner for Learning Solutions

TERMS OF USE

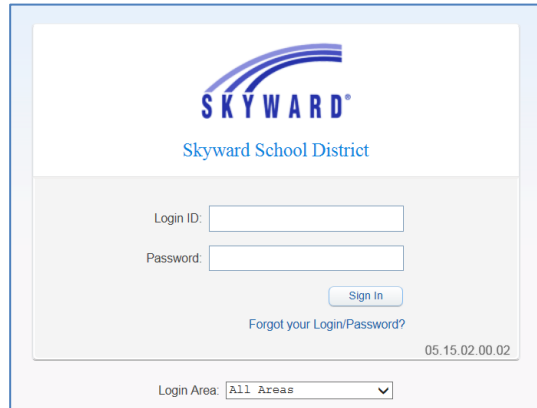
The information contained herein is licensed, trade-secret and proprietary and may not be used, disclosed or reproduced without permission of the licensing authorities, WSIPC and/or Skyward, Inc. As a condition of use, the User agrees to protect and keep the information from disclosure or falling into the public domain. The failure to comply with this agreement may result in the immediate termination of the User's right to access the information.

Logging in Educator Access Plus and the homepage options

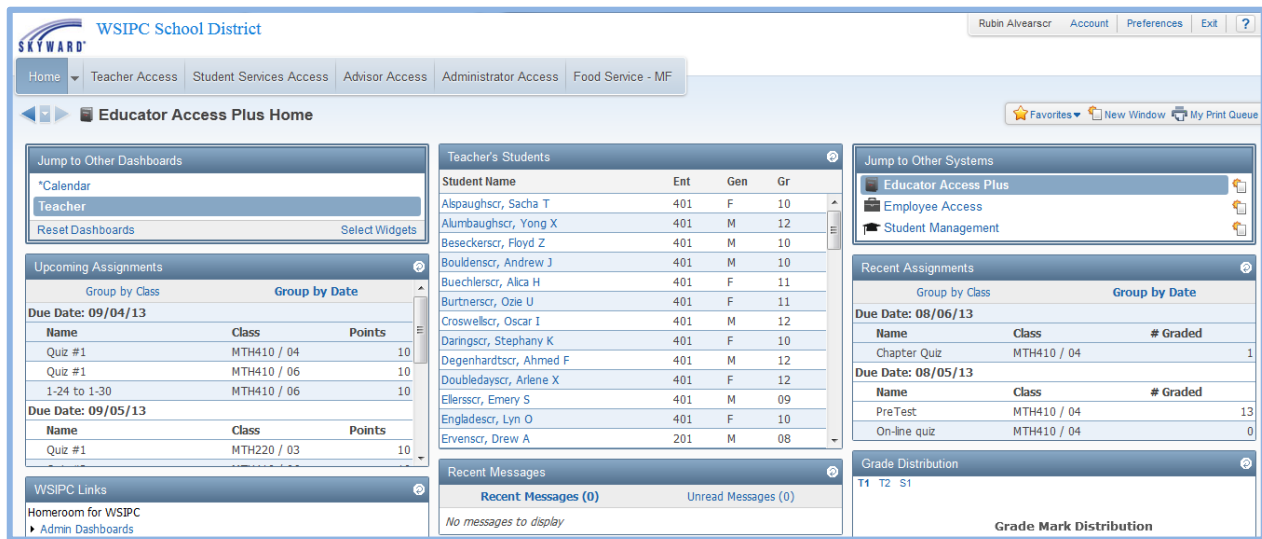
Skyward URL:

<http://eaplus.steilacoom.wa-k12.net>

- Enter Login ID
- Enter Password
- Select Sign in



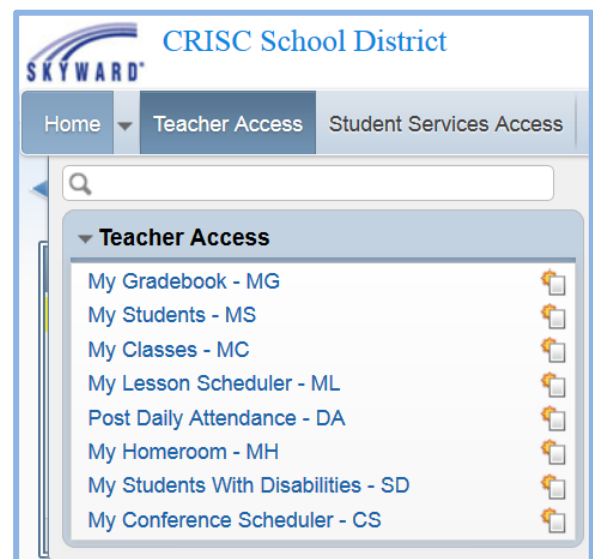
Home Page:



- Access to Gradebook
- Access to Student Information in your classes
- Access to Class information
- Access to Daily Attendance Posting

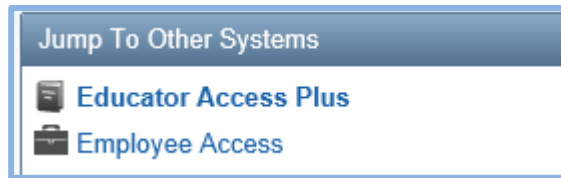
Additional Areas – If Enabled

- Access to My Homeroom
- Access to Lesson Scheduler
- Access to Students with Disabilities
- Access to Conference Scheduler

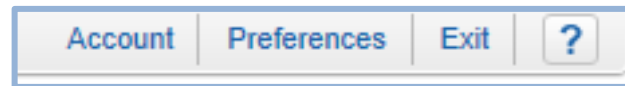


Jump to Other Systems –Dependent on security access

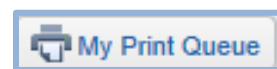
- Access to Employee Access
- Student Management



- Account setting – Password changes
- Preferences – Color changes, automatically open reports etc.
- ? for SkyDoc documentation and Tutorials



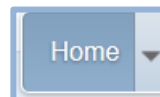
- The **Print Queue** icon is available in all areas of EA+ -



- Select the icon to view or print a document in the Print Queue.
- Access to the Print Queue (with an example of a report that was run)
 - Clicking on the report hyperlink will open up the report in a PDF document and then it is necessary to select the printer icon to print the report. All reports go to the Print Queue and need to be viewed and then printed by selecting the printer icon.

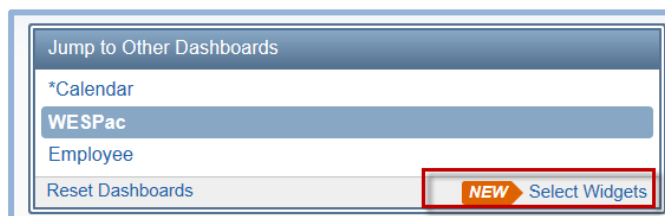
Date ▼	Time	Report Description	Class	Wait List #	Status
09/13/2013 Fri	9:22 AM	Class Roster Report	PE678/05 PE 678		Completed

- Selecting the **Home** tab will return to the main page



Helpful Teacher Widgets: (Must be enabled at the district level):

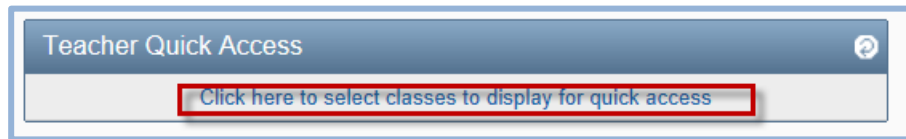
- On the homepage – select the **SELECT WIDGETS** hyperlink in the *Jump to Other Dashboards* area. The widgets available to choose are set up at the district level.



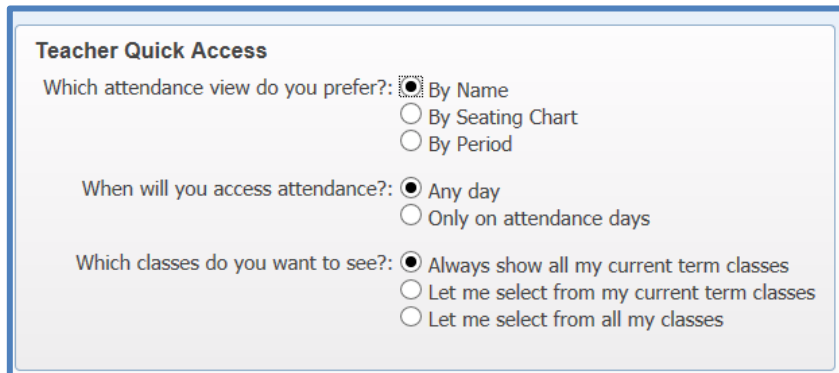
- The Quick Access Widget will enable the option to click on attendance or gradebook from the home screen.



- Once it is selected, the teacher then needs to set up the options under the dashboard by selecting the *Click here to select classes to display for quick access* hyperlink




- Make the appropriate selections and Save



The Quick Access Gradebook and Attendance icons are now on the homepage for easy access. Once attendance is taken the bell turns gray noting that it has been taken for the day (or period).

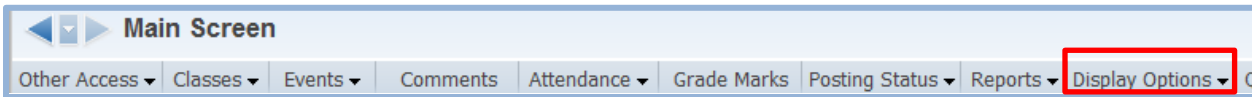
Gradebook

Display Options – setting up the view of gradebook with individual preferences

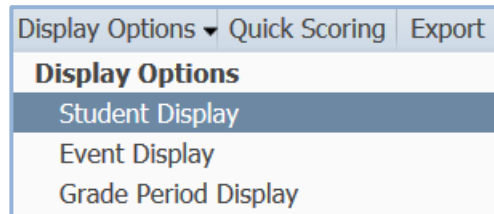
- From your Homepage, select the book icon  in the Teacher Quick Access widget or Teacher Access Tab - My Gradebook
- Select [Standards Gradebook](#) hyperlink

Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 3	0	MTWRF	GRD003 / GEB	THIRD GRADE Standards Gradebook
		1 - 3	0	MTWRF	GRD003 / WHI	THIRD GRADE Standards Gradebook

- Move cursor over the **Display Option** tab at the top of the gradebook



- Student Display** – *This option sets up how you want the students to display in your gradebook.*



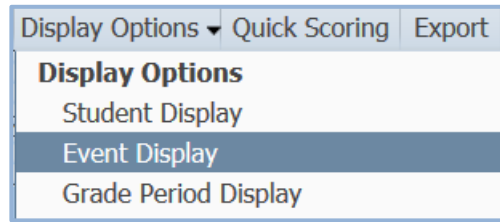
Make selection for Name, Display, and Sorting Options per your preference

Modify Gradesheet Sequence will give you the option to put students in an order other than alphabetically.

Select Save button when Student Display Options are set

Name Display	Example
<input type="radio"/> First Last	(Full Name, Separated) Anthony A Anderson
<input checked="" type="radio"/> First Last	(Full Name, Grouped) Anthony A Anderson
<input type="radio"/> First Last	(Short Name, Separated) Antho Ander
<input type="radio"/> Last, First	(Full Name, Separated) Anderson Anthony A
<input type="radio"/> Last, First	(Full Name, Grouped) Anderson, Anthony A
<input type="radio"/> Last, First	(Short Name, Separated) Ander Antho
<input type="radio"/> Suppress	(Name hidden completely) No Name Appears
<input type="checkbox"/> Display the student's Other Name (when available) instead of the First Name and Middle Initial	
Display Options	
<input type="checkbox"/> Student ID	
<input type="checkbox"/> Dropped Students	
<input type="checkbox"/> Student Grade Level	
<input type="checkbox"/> Student's School	
Sorting Options	
<input type="radio"/> Sort By First Name Last Name	
<input checked="" type="radio"/> Sort By Last Name First Name	
<input type="radio"/> Sort By Student's Assigned Seat	
<input type="radio"/> Sort By Gradesheet Sequence (Modify Gradesheet Sequence)	

- **Event Display** - This option sets up how you want your assignments to display



Make selections for:

Event Display Options

Skill Heading - (recommended option shown)

Event Defaults – leave as shown

Event Score Entry

Event Heading – (recommended option shown)

Select Save when Event Display options are set

- **Grade Period Display** - This option sets up what grading periods you want to view in gradebook (the current grading period is always checked and unchecking is not an option)

Display Options ▾ Quick Scoring Export

Display Options

Student Display

Event Display

Grade Period Display

Grade Period Display Save Undo

Display Grade Period

Hide All

Show All

	Grading Period	Date Range
<input checked="" type="checkbox"/>	* FIRST TRIMESTER	08/17/2017 - 11/17/2017
<input checked="" type="checkbox"/>	SECOND TRIMESTER	11/18/2017 - 03/09/2018
<input checked="" type="checkbox"/>	THIRD TRIMESTER	03/10/2018 - 06/07/2018

* Signifies the Current Grade Period(s). These cannot be hidden.

- All boxes are unchecked (except current grading period)
- Select what grading periods you want viewable in gradebook
- **Events by Date Range** - option to select what time frame you want to see. If selecting this option, the checked areas above are not honored.

Events By Date Range

Only Show Events Within Date Range

to

- Select Save when Grade Period Display options are set
- **Modify Gradesheet Sequence** - This option allows you to change the student display order within the Gradebook

Highlight the student and select the Move Up or Move Down button to change order

You can move all Dropped students to the bottom of the list

Select Save when sequence changes are completed

New Sequence	Old Sequence	Last Name	First Name
1	12	Nylandscr	Desmond U.
2	1	Alspaughscr	Sacha T.
3	6	Heyenscr	Teisha D.
4	2	Beseckerscr	Floyd Z.
5	3	Bouldenscr	Andrew J.
6	4	Ellersscr	Emery S.
7	5	Engladescr	Lyn O.
8	7	Jacomescr	Tempie P.
9	14	Pickertscr	Florene J.
10	16	Valdiviezosc	Isaiah G.
11	8	Lamerscr	Domingo R.
12	15	Ravencraftscr	Oliver K.
13	10	Loiaconosc	Maxwell G.
14	11	Nedrowscr	Natasha I.
15	13	Passeroscr	Aline R.
16	9	Laschscr	Lora U.
17	17	Zdenekscr	Ed N.

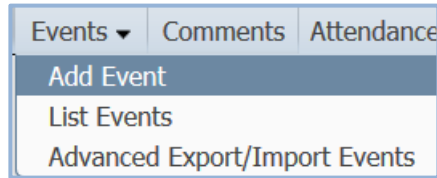
- Save
- Undo
- Back
- Move Up
- Move Down

(D) indicates that the student has been dropped

Adding Events

- Move cursor over the Events option tab at the top of the gradebook

- Select Add Event



- Choose Subject
- Choose Skill
- Enter in Short description of Skill
- Use of Detailed description is optional
- Dates do not need to be changed from current date unless you choose to change them.
- Actual Due Date does not need to be added unless you choose to make it different than the Proposed Due Date

Add Event

Subject:

Skill:

Description:

Detailed Description:

Entered Date: **Mon, Sep 11 2017**

Assign Date:

Proposed Due Date:

Actual Due Date:

Grade Mark Group: Post to Family Access

Weight Multiplier: Post to Student Access

Use Points
Max Points:

Display Options

Show Student Result As: Show Comments

- Select Show Score As – pull-down selection
- Next select if you want the Skill to be graded in other Subject area (optional – if other than the selected subject)

Skill Options ?			
Max Points	Subject	Skill	Academic Area
<input checked="" type="checkbox"/>	1	READING	Reads text accurately, fluently, and with expressi
<input type="checkbox"/>	1	READING	Reads and understands literature by applying compr
<input type="checkbox"/>	1	READING	Reads and understands informational text by applyi
<input type="checkbox"/>	1	WRITING	Produces writing in which the development and orga
<input type="checkbox"/>	1	WRITING	Improves and strengthens writing by planning, revi
<input type="checkbox"/>	1	WRITING	Uses research to build and present information.

- Select Save and Grade

Event Grade Entry My Print Q

Prev Next

Post to Family Access Post to Student Access

T1 READING
Reads text accurately, fluently, and with expression to support comprehension.
 Week 5 - Monday - 09/11/2017
Unit 2

29 Nongraded Students:

Students	Absent	Grade	Score	Special Code	No Count	Missing	Comment
Change blank comments to: <input type="text"/>							
1 Cornell G Retterscr		*			<input type="checkbox"/>	<input type="checkbox"/>	
2 Julian N Pagliascr		*			<input type="checkbox"/>	<input type="checkbox"/>	
3 Alfonso C Weingartscr		*			<input type="checkbox"/>	<input type="checkbox"/>	
4 Armanda W Chaverascr	W	*			<input type="checkbox"/>	<input type="checkbox"/>	
5 Aundrea O Houseworthscr		*			<input type="checkbox"/>	<input type="checkbox"/>	

Mass Assign Options

Use this area to assign the same score to every student and then change the unique scores on the individual student.

- Select the Score
- Select Apply

Hide Mass Assign Options

Assign All Grades
 to:

Overwrite grades

Remove All Grades

Set All to No Count

Remove All No Count

Remove All Missing

Scoring an individual student

Students	Absent	Grade	Score	Special Code	No Count	Missing	Comment
Change blank comments to: <input type="text"/>							
1 Cornell G Retterscr		*			<input type="checkbox"/>	<input type="checkbox"/>	

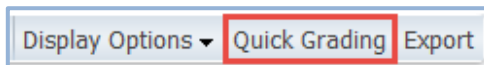
- Double clicking in the individual cell will allow for grade entry
- Special Codes are entered in the next cell and the key is located to the right of the screen. If you only see the title and a + sign, select the plus sign to expand the table.
- Check boxes are for No Count & Missing tracking
- Comment box is for any comments on the individual student for this assignment
- Select the Save, Undo, or Back button located in the upper left of the heading when scores are entered

- The event is now in the gradebook main screen to the right of the Skill chosen when creating the Event.

Other Access		Classes	Events	Comments	Attendance	Grade Marks	Posting Status	Report
		No Atnd Entry Today	T1 READING	T1 READING Uses strat		Lesson 2.1 09/13/2016	Testing 09/10/2016	
1	Rosalyn O Bososcr				3	*	3	
2	Danilo D Cookinghamscr				IEP	*	3	
3	Otha X Dahlemscr				3	*	3	

- To edit or delete the event, click on the event heading
- Select the option you want to do (Edit to change the current information, Delete, Score, etc.)
- Add will take you to the screen to add a new event

Scoring screen for Multiple Event Entry – Quick Grading Tab



- Select Quick Grading Tab
- Single click in first cell, enter score, tab, enter score, tab....etc.

Quick Grading											
Students	T1 LANGUAGE	T1 LANGUAGE Applies st	MobyMax 11/03/2017	Personific 10/26/2017	There Thei 10/13/2017	T1 LANGUAGE Applies gr	Personal N 11/10/2017	First Peop 10/31/2017	T1 LANGUAGE Demonstrat	Content Ar 11/09/2017	
1 Cornell G Retterscr		1	1	3	IEP	1	IEP	2	1	1	
2 !Julan N Paglascr		3	2	3	3	2	2	2	1	1	
3 Alfonso C Weingartscr		1	2	3	IEP	1	IEP	2	1	1	
4 Armanda W Chaverascr		3	2	3	4	2	2	2	4	4	
5 Aundrea O Houseworthscr		3	3	4	3	2	2	2	3	3	

Accessing Student Information

- Selecting the icon to the left of Student Name will give you Student Demographic Information
- Selecting the Student Name Hyperlink will give you a different view for grading (mostly used for final grade input)

Student Icon example:

The screenshot displays a student profile for Nell L. Forrerscr, a 6th grader. The page is divided into several sections: a left-hand navigation menu, a main profile area with personal details, a school information section, and two tables for family and emergency contacts.

Profile

Forrerscr, Nell L. Grade: **06** [Email Teachers](#)

No Image Available

3570 Scramble avenue
Scramble, WV 55555
Primary Guardian:
OLETA FORRERSCR
(555) 867-7171

Alert Info:

Note:

Second Phone:
School Email: scramblehome15507@scr36.com

Third Phone:
Home Email: Scramble13065@start.com

Student Access Logn: **FORRENEL000** Student Access Password: **password**

Student Id: **3975** Birthday: **07/18/2005** Language: **English**
Internal Id: **15507** Age: **11** Gender: **Female**
Status: **Active** Locker: Fed/State Ethn: **Not Hispanic**
Other Name: Federal Race: **5**

School Information

Enty: **201/CRISC Middle Sc** Advisor:
School: **WSIPC Middle School** Hr Teacher:
Homeroom: Disc Officer:

Family 1

Guardian Name	Background Check	Relation	Phone	Email
OLETA FORRERSCR	No	Father	(555) 867-7171	
PAULETTE GRASSMANSR	No	Stepmother		Guardian@guardian.com
Sibling Name	Status	Relation	Grade	Entity

Emergency Contacts

Contact Name	Background Check	Relation	Phone	Email
RAMONA HILDENBRANDSCR	No	GRANDPARENT	(555) 267-6252	
RHETT HARTZFELDSCR	No		(555) 867-6450	

Student Hyperlink
Example:

Bosocr, Rosalyn O [Rosalyn O Bosocr](#)

All Events | **Missing Events (0)** | **Comments**

[View Skills by Event](#) | [Special Codes](#) | [Grade Marks](#) | [Teacher's Log](#) | [Reports](#) | [Score Skills](#)

Academic Area							T1
READING							
-	Uses strategies to comprehend text: questioning, visualizing, using prior knowledge, making connections. (details)						3
	Term	Date Due	Description	Fam	Stu	Change History	Absent
	T1	09/13/16	Lesson 2.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		*
	T1	09/10/16	Testing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	3
+	Comprehends text: main idea/details, infer, predict, summarize and sequence. (details)						
+	Reads accurately and fluently at grade level: Fall-80 wpm, Winter-85 wpm, Spring-110 wpm. (details)						3
+	Applies new vocabulary in meaningful ways. (details)						3
	Demonstrates effort. (details)						3
	Completes work on time. (details)						3
WRITING							
	Understands/uses writing process. (details)						2
-	Organizes writing in a logical structure. (details)						2
	T1	09/10/16	Testing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	3

Entering Attendance

From the Gradebook



- Move cursor over the Attendance Tab
- Select Take Daily Attendance option (by name, by seating chart)
- All students are defaulted to Present
- Select Absent or Tardy for appropriate students

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Tuesday, September 13, 2016**

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	A	E	U	O	T	Period 1	Period 2	Period 3	Period 4	Period 5	
	SE	Ceperoscr	Gaston A	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										L -	L -
		Cheirsscr	Burma V	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2	2									
		Dalzielscr	Juliana P	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>											
	S	Dejarnetsscr	Kortney H	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>											
		Everysscr	Dalka G	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>											
		Forrerscr	Nell L	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>											
	S	Freeneyscr	Orval I	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>											
		Heiseyscr	Carolynn V	06	201	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>											

From the Home Screen – Three options to post attendance:

Teacher Access:

- Select **Post Daily Attendance** menu item
- Select By Name or By Seating Chart
- Select Absent or Tardy
- Select Save

Teacher Quick Access:

- Select Bell icon

