

Educational Service District 113
Capital Region Information Service Center

Standards Gradebook

Cloning Events from another Teacher or from prior school years

September 2017



My Partner for Learning Solutions



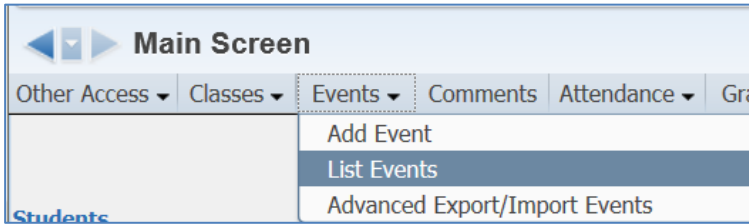
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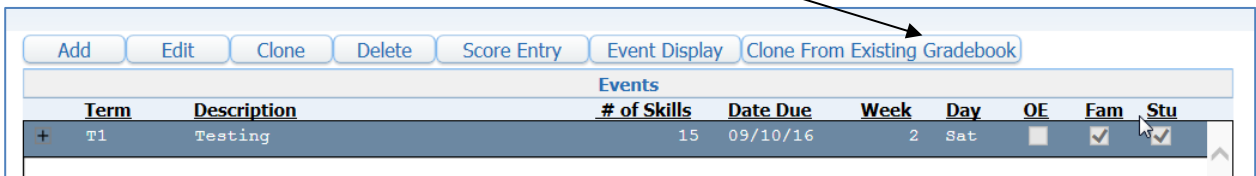


Cloning an Event from another Teacher's Grade book

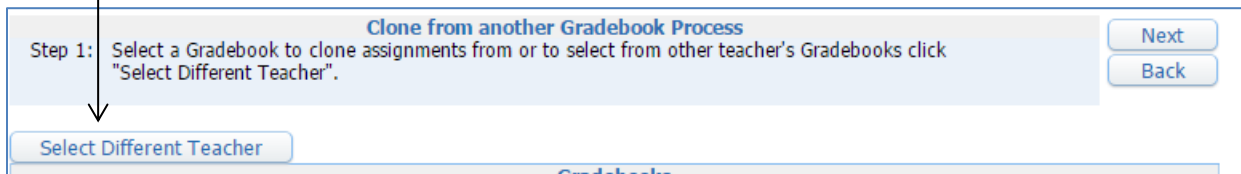
1. Open the Event list screen by clicking on the **Events** button on the Main Screen menu bar and selecting List Events



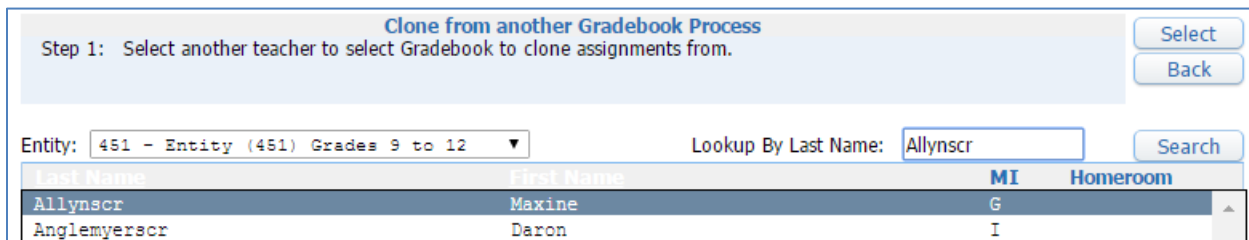
2. Select **Clone from existing Grade book.**



3. Select **Different Teacher** in the upper left corner



4. Use the Entity dropdown menu to select the appropriate Entity



- Use the alphabetical search hyperlinks at the bottom of the screen to look up the desired teacher's last name or use the **Lookup by Last Name** box in the upper right corner to type the teacher's last name

Select letter in Alphabet to search on:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Lookup By Last Name:

Enter name and then the enter key for a list of teacher names.

- Locate the desired teacher in the teacher list and highlight the name and choose Select

- Select the checkbox of the class to clone from.

Clone from another Gradebook Process						
Teacher: Jackie Aloiscr						
Step 1: Select a Gradebook to clone events from or to select from other teacher's Gradebooks click "Select Different Teacher".						
Select Different Teacher		Return to My Gradebooks				
Gradebooks						
Year	Entity	Class	Description	Dept	Subj	
<input type="checkbox"/>	2017	103	GR5REA / RIK	READING	5TH GRADE	
<input type="checkbox"/>	2017	103	GR5REA / SHE	READING	5TH GRADE	
<input type="checkbox"/>	2017	103	GR5REA / KEM	READING	5TH GRADE	
<input type="checkbox"/>	2017	103	GR5REA / WIL	READING	5TH GRADE	
<input type="checkbox"/>	2017	103	GRD005 / SHE	FIFTH GRADE		
<input type="checkbox"/>	2017	103	GRD005 / WIL	FIFTH GRADE		
<input checked="" type="checkbox"/>	2017	103	GRD005 / KEM	FIFTH GRADE		

- Select Next

- Select the Events to Clone to your Gradebook

Clone from another Gradebook Process						
Course: GRD003 / DAV THIRD GRADE			Teacher(s): Celinda Grauerscr, Cathrine Turnesscr, Shantell Matsuurscr, Trista Nestlerscr			
Step 2: Select Events to clone to your Gradebook						
Next						
Back						
Check All						
Uncheck All						
Events						
Term	Week	Day	Event Description	Subject	Skill	
<input checked="" type="checkbox"/>	T1	2	Fri	example	READING	Uses strategies to comp
					READING	Comprehends text: main
					READING	Reads accurately and fl
					READING	Applies new vocabulary
					READING	Demonstrates effort.
					READING	Completes work on time.
<input checked="" type="checkbox"/>	T1	2	Fri	example2	READING	Uses strategies to comp
<input checked="" type="checkbox"/>	T1	2	Fri	example3	READING	Uses strategies to comp

10. Select **Next**

11. Select the classes to link the Events to

Clone from another Gradebook Process

Course: **GRD003 / GEB THIRD GRADE** Teacher(s): **Trista Nestlerscr, Cathrine Turnesscr, Shantell Matsuurascr, Celinda Grauerscr**

Step 3: Select Classes to link Events to

Classes							
Entity	Dpt	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	103		1 to 3	0	MTWRF	GRD003 / GEB	THIRD GRADE
<input type="checkbox"/>	103		1 to 3	0	MTWRF	GRD003 / WHI	THIRD GRADE
<input type="checkbox"/>	103		1 to 3	1	MTWRF	GRD003 / DAV	THIRD GRADE
<input type="checkbox"/>	103		1 to 3	2	MTWRF	GRD003 / DAV	THIRD GRADE

12. Select **Next**

13. The option is now available to change the due dates.

Events			
Date Due	Week	Event Description	Subject
<input type="text" value="Fri, Sep 9 2016"/>	2	example	READING
			READING
			READING
			READING
			READING
			READING
<input type="text" value="Fri, Sep 9 2016"/>	2	example2	READING
<input type="text" value="Fri, Sep 9 2016"/>	2	example3	READING

14. Check the information at the bottom of the screen to be sure all events have been selected.

Number of Events in current Gradebook:	15
Number of Events selected to clone:	8
Number of total Events after clone:	23

15. Select **Finish**

16. The information box will close when the cloning is complete. This will bring you back to your Event lists.

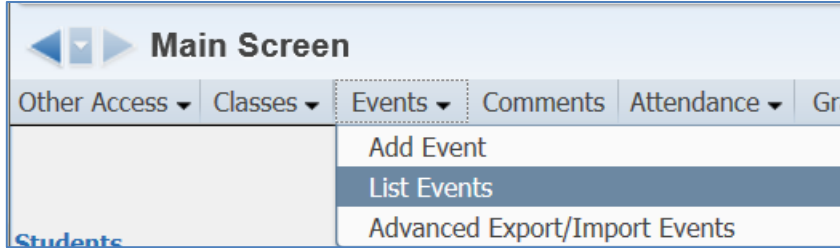
Cloning Assignments... Please wait.
This screen will automatically close.

17. Select **Back** to return to the Gradebook main screen.

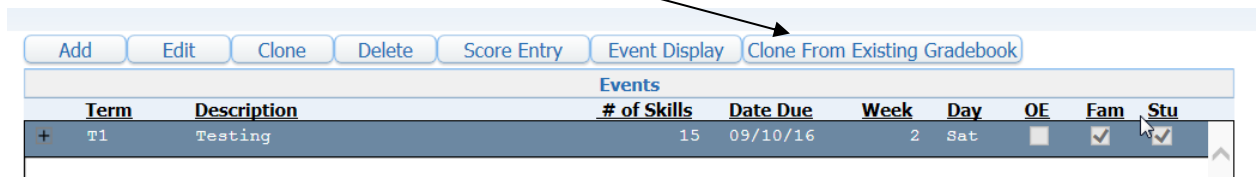


Cloning an Event from your Gradebook – Prior Years

1. Open the Event list screen by clicking on the **Event** button on the Main Screen menu bar and selecting List Events



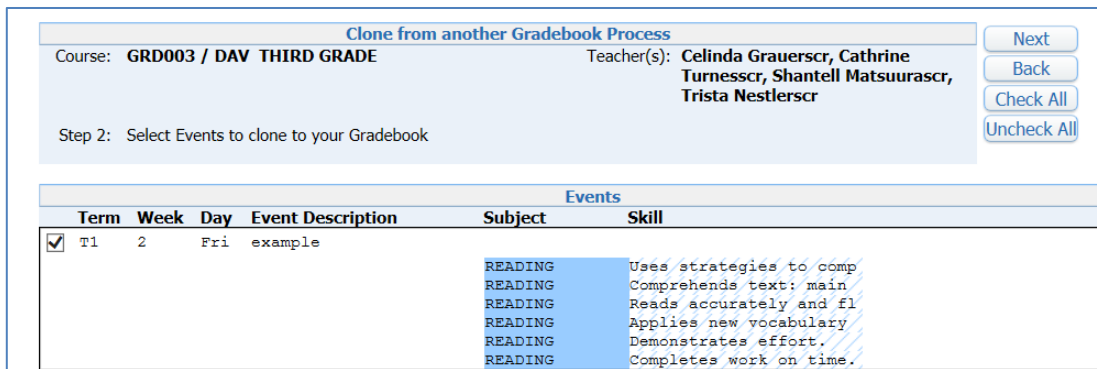
2. Select **Clone from existing Grade book.**



3. All events from prior years are listed. Scroll to the School Year to clone from and select the checkbox

Year	Entity	Class	Description
<input type="checkbox"/>	2017	103	GRD003 / GEB THIRD GRADE
<input type="checkbox"/>	2017	103	GRD003 / WHI THIRD GRADE
<input type="checkbox"/>	2017	103	GRD003 / DAV THIRD GRADE
<input type="checkbox"/>	2017	103	GRD003 / DAV THIRD GRADE
<input type="checkbox"/>	2016	103	GRD003 / GEB THIRD GRADE

4. Select Next
5. Select the check box by the Events to clone (Option button to Uncheck or Check All is available)



6. Select Next

7. Select the classes to link the Events to

Clone from another Gradebook Process

Course: **GRD003 / GEB THIRD GRADE** Teacher(s): **Trista Nestlerscr, Cathrine Turnesscr, Shantell Matsuurascr, Celinda Grauerscr**

Step 3: Select Classes to link Events to

Classes							
Entity	Dpt	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	103		1 to 3	0	MTWRF	GRD003 / GEB	THIRD GRADE
<input type="checkbox"/>	103		1 to 3	0	MTWRF	GRD003 / WHI	THIRD GRADE
<input type="checkbox"/>	103		1 to 3	1	MTWRF	GRD003 / DAV	THIRD GRADE
<input type="checkbox"/>	103		1 to 3	2	MTWRF	GRD003 / DAV	THIRD GRADE

8. Select Next

9. The option is now available to change the due dates.

Events			
Date Due	Week	Event Description	Subject
<input type="text" value="Fri, Sep 9 2016"/>	2	example	READING
			READING
			READING
			READING
			READING
			READING
<input type="text" value="Fri, Sep 9 2016"/>	2	example2	READING
<input type="text" value="Fri, Sep 9 2016"/>	2	example3	READING

10. Check the information at the bottom of the screen to be sure all events have been selected.

Number of Events in current Gradebook: 15

Number of Events selected to clone: 8

Number of total Events after clone: 23

11. Select **Finish**

12. The information box will close when the cloning is complete. This will bring you back to your Event lists.

Cloning Assignments... Please wait.
This screen will automatically close.

13. Select **Back** to return to the Gradebook main screen.