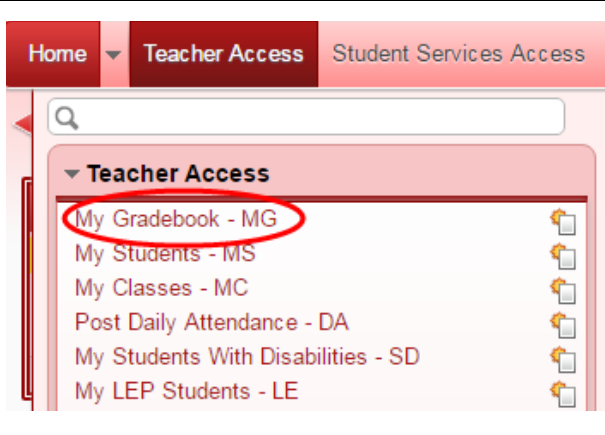




Skyward Accessing Your Gradebook & Combining Classes

How to Access Your Gradebook

To access your Gradebook, log in to Skyward, click on **Teacher Access**, click on **My Gradebook**

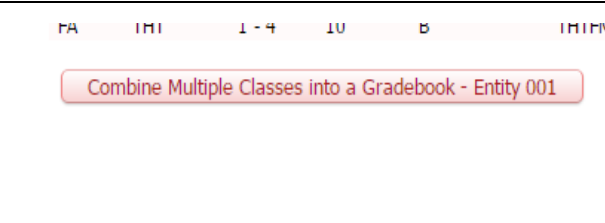


If you teach multiple courses within the same class period i.e. 8th period (Tech Theatre 1, Tech Theatre 2) you can combine sections for attendance and/or gradebook.

FA	THT	1 - 4	5	A	THTFM / 01	Theatre Facility Management	Gradebook
FA	THT	1 - 4	5	B	THTT2 / 02	Theatre Technical 2	Gradebook
FA	THT	1 - 4	6	B	THTT1 / 01	Theatre Technical 1	Gradebook
FA	THT	1 - 4	7	B	THTT1 / 02	Theatre Technical 1	Gradebook
FA	THT	1 - 4	8	B	THTT3 / 02	Theatre Technical 3	Gradebook
FA	THT	1 - 4	8	B	THTT4 / 03	Theatre Technical 4	Gradebook
FA	THT	1 - 4	10	B	THTFM / 02	Theatre Facility Management	Gradebook

Combine Multiple Classes into a Gradebook - Entity 001

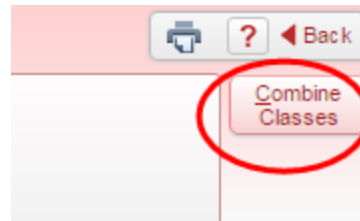
To combine multiple classes into a gradebook, click on the **“Combine Multiple Classes into a Gradebook button”**



****Master Class:** One class must be selected as the **Master Class**.

****Combine Class:** These are the other classes that will be combined with the Master Class. All existing data in these gradebooks will be removed. **More than one course can be selected as a Combine Class.**

Click on the **Combine Classes Button**



A prompt appears reminding you that continuing will delete all data connected to the Combine Classes, and that this cannot be undone. **Click Combine to combine the Gradebooks.** Cancel will void the request to combine the Gradebooks.

The **Gradebook Selection Screen** will look slightly different after loading the Combined Gradebooks. All Combined Gradebooks will be listed under their own tab near the bottom of the page.