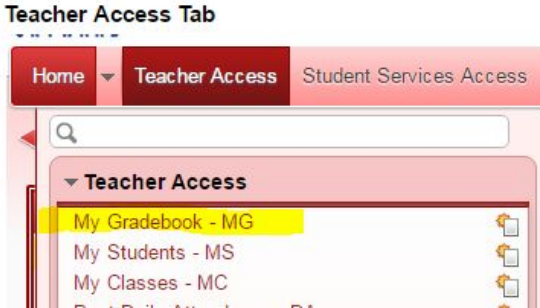
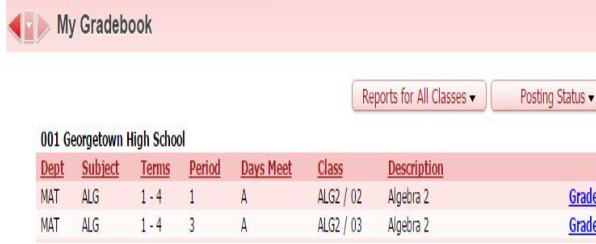
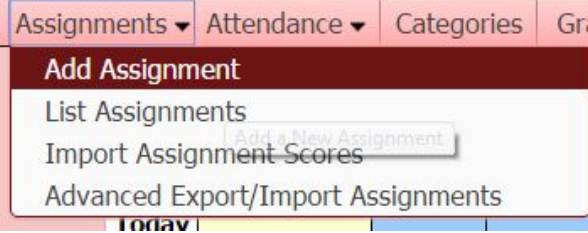
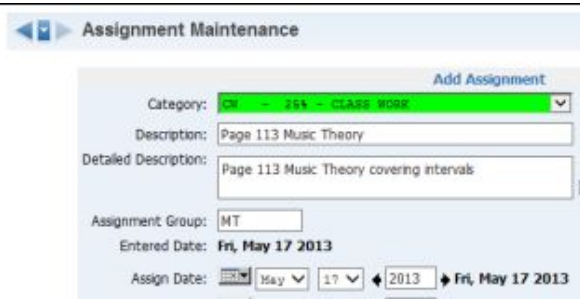




Skyward Attendance & Gradebook

Adding an Assignment

How to Add an Assignment

<p>From the Teacher Access tab, choose My Gradebook.</p>																									
<p>Click the blue Gradebook link to get to the class display screen.</p>	 <table border="1"> <thead> <tr> <th>Dept</th> <th>Subject</th> <th>Terms</th> <th>Period</th> <th>Days Meet</th> <th>Class</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>MAT</td> <td>ALG</td> <td>1 - 4</td> <td>1</td> <td>A</td> <td>ALG2 / 02</td> <td>Algebra 2</td> <td>Grade</td> </tr> <tr> <td>MAT</td> <td>ALG</td> <td>1 - 4</td> <td>3</td> <td>A</td> <td>ALG2 / 03</td> <td>Algebra 2</td> <td>Grade</td> </tr> </tbody> </table>	Dept	Subject	Terms	Period	Days Meet	Class	Description		MAT	ALG	1 - 4	1	A	ALG2 / 02	Algebra 2	Grade	MAT	ALG	1 - 4	3	A	ALG2 / 03	Algebra 2	Grade
Dept	Subject	Terms	Period	Days Meet	Class	Description																			
MAT	ALG	1 - 4	1	A	ALG2 / 02	Algebra 2	Grade																		
MAT	ALG	1 - 4	3	A	ALG2 / 03	Algebra 2	Grade																		
<p>From the class display screen click the Assignments tab.</p> <p>Select Add Assignment from the drop down menu.</p>																									
<p>Select one of the assignment category codes listed in the drop down menu.</p> <p>Add a title in the Description field and complete the assignment information screen.</p> <p>Click Save</p>																									

	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block; margin-bottom: 5px;">Save and Back</div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block;">Save and Add Another</div>
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Entering Assignment Information

Category: Select a category code from the drop-down menu. *Note: The Assignment category codes are maintained by administrators.*

Description: Enter the title of the assignment (maximum of 30 characters). *Example: Chapter 1 Reflection.*

Detailed Description: Enter a detailed explanation of the assignment (maximum of 300 characters). *The Detailed Description can be viewed within Family and Student Access.*

Assignment Group: Allows you to assign an assignment to a student group. Type the group name exactly as it was created.

Add Assignment

Category: Hmwk - 30% - Homework/Classwor

Description:

Detailed Description:

Assignment Group:

Entered Date: **Fri, Aug 5 2016**

Assign Date: This is the date the assignment was given to the students. *It defaults to the current date.*

Proposed Due Date: The date you anticipate the assignment will be due.

Actual Due Date: The final date the assignment is due.

Max Score: This is the highest possible score students can receive for the assignment.

Weight Multiplier: Allows you to make an assignment have a greater, lesser or equal

Assign Date: Sep 14 2016 ◀ ▶ Wed, Sep

Proposed Due Date: Sep 14 2016 ◀ ▶ Wed, Sep

Actual Due Date: 01 2016

Max Score: Post to Family Access

Weight Multiplier: Post to Student Access

value to the other assignments for the class within the category.

Post to check boxes will allow the assignment to post to the Family & Student Access. Uncheck these boxes if you are not ready to share assignments.

A list of your additional classes (if applicable) appears on the screen. Check the box to the left of any class(es) that will be using the same assignment information.

Click **Save** to return to the **Assignments** window or the **Save and Add Another** to continue adding assignments.

Selecting **Save and Score** will allow you to save your entry and enter the assignment's grades immediately.

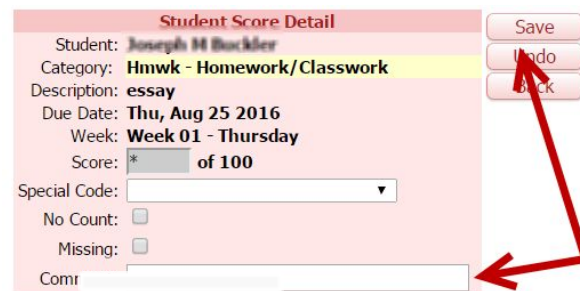
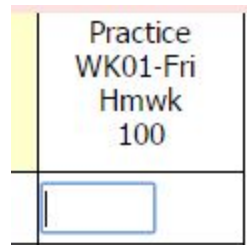
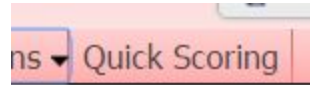
Class Options ?

	Entity	Dept	Sbj	Terms	Prd	Days	Meets
<input checked="" type="checkbox"/>	001	MAT	ALG	1 - 4	1	A	
<input type="checkbox"/>	001	OTH		1 - 4	2	A	
<input checked="" type="checkbox"/>	001	MAT	ALG	1 - 4	3	A	
<input checked="" type="checkbox"/>	001	MAT	ALG	1 - 4	5	A	
<input type="checkbox"/>	001	MAT	OMT	1 - 4	6	B	
<input type="checkbox"/>	001	MAT	OMT	1 - 4	7	B	
<input type="checkbox"/>	001	OTH		1 - 4	7	B	
<input type="checkbox"/>	001	MAT	ALG	1 - 4	8	B	

Entering Comments on Individual Assignments

Select the class to enter comments by clicking on **Gradebook**

Once an assignment has been created click on the **Quick Scoring** Tab, double click directly on the grade cell to access the **Student Score Detail** and enter the comment in the **Comment** field and click **Save**.



How to Mass Populate Grades

Double-click on the assignment in the gradebook to open the **Assignment Options**

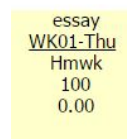
Click on **Score Entry** Button (right side)

The **Mass Assign Options** selections will be on the right.

Mass populate a score for an entire class by entering the score and clicking **apply**

Additional Options:

- Adjust All Scores – This option will adjust all scores by the amount entered.



- b. Remove All Score – This option will mass delete all the current scores for the assignment.
- c. Set All to No Count – This option will have the grade not included in the average.
- d. Remove All No Count – Deletes all No Count check boxes.

Mass Assign Options

- Assign All Scores to: 100 out of 100
- Overwrite scores
- Adjust All Scores by: 0 points
- Remove All Scores
- Set All to No Count
- Remove All No Count
- Remove All Missing

Apply

Giving Extra Credit

There are 2 ways to give extra credit for an assignment:

Create a **new assignment** with a default max score of 100. Enter and save the student's grade with the extra credit. Click **OK** on the max score pop-up.

Score Entry

skyward.iscorp.com says:
The score entered, 101, is greater than the Max Score for this Assignment, 100.

OK

Students	Absent	Score	SI
1		96	
2		101	

Create an **Extra Credit** assignment with a Max score of 0. Designate in the description that this assignment is EXTRA CREDIT. Enter each student's points earned. This process will add extra points to the overall category.

Add Assignment

Category: Hmwk - 30% - Homework/Classwork

Description: EXTRA CREDIT

Detailed Description: on the book report assignment

Assignment Group:

Entered Date: Mon, Aug 8 2016

Assign Date: Sep 14 2016

Proposed Due Date: Sep 14 2016

Actual Due Date: 01 2016

Max Score: 0

Weight Multiplier: 1.00

Post to Family Access

Post to Student Access

Special Codes for Overriding Grades

Open the gradebook for a class.

Double-click on the assignment name to open the **Assignment Options**.

Click on **Score Entry**

The Special Code options are listed on the bottom right. Select the code and enter it in the **Special Code** column for the selected student.

essay
WK01-Thu
Hmwk
100
0.00

Chart
Score
Entry
Assignment

The screenshot shows the 'Score Entry' interface for a class. At the top, it displays 'Week 12 - Wednesday - 09/24/2016' and 'Category: Hmwk - 30%' with a 'Max Score: 100'. Below this is a table with columns: 'Students', 'Absent', 'Score', 'Special Code', 'No Count', 'Missing', and 'Comment'. The 'Special Code' column is highlighted in yellow. A red arrow points from the 'Special Codes' panel on the right to the 'Special Code' column. The 'Special Codes' panel lists several codes: 'AD' (Automated Drop S), 'ABS' (Absent), 'EXC' (Excused), 'INC' (Incomplete), and 'MISS' (Missing). A text box on the left side of the table says 'Student Names listed here'.

Students	Absent	Score	Special Code	No Count	Missing	Comment
1		96				
2		75				
3		*				
4		*				
5		*				
6		*				
7		*				
8		*				
9		*				
10		*				
11		*				
12		*				