

Educator Access Plus Standards Gradebook For Teachers



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Skyward Standards-Based Gradebook Overview

Features	Benefits
Seamlessly connect to Skyward's web-based Student Management Suite	Teachers no longer have to spend valuable time creating or entering basic demographic data Teachers have access to the most current information
Direct posting of grades for report cards, progress reports, and Family Access	Saves teachers time; easy to use Family Access can increase parent involvement and improve communication between the community and school district
Centralized setup	We have standardized grade marks and categories
Verify attendance and access detailed student information such as test scores, attendance history, academic history, and discipline	Centralizes teacher functions and eliminates the need for multiple passwords in different applications
Email progress reports directly to parents and post assignments to Family Access	Centralized maintenance of email addresses allows all teachers to use current information Shows upcoming assignments and student progress.
Custom report card builder	Build a custom report card or create one from a template Use different layouts based on grade level Print report cards at a building level or by a teacher directly from Standards GradeBook
Unlimited academic areas such as reading, math, and language arts	True elementary structure specific to the needs of elementary teachers who use skill and standards-based grading
Unlimited skills for each academic area	Every grade level and teacher can use a different skill bank
Evaluate skills directly or create "activities" to track skill completion or performance	Allows teachers to track a student's progress toward mastery or certain skills or a set of skills, all from one simple screen
Accessible through Skyward's Family Access module	Keeps parents up-to-date on their student so there are no surprises at conference time
Student Quick Score entry screen	All student scores can be entered from one screen, individually, or by class
Teacher log	Maintain individual anecdotal items on each student Teachers can choose if they wish to post these to Family/Student Access

Skyward Elementary Gradebook Startup Guide

Accessing Gradebook

The current link to the Educator Access Plus system is located under the Staff tab, left-hand side, Quick Links, Skyward Student.

Use this link since it will always be updated to get you connected to the system should any of the connection parameters change.

Log in using the username and password you have been using all along for term grading.

The Educator Access Main Screen

For the purpose of this support document we will focus on the **My Gradebook** link. Click that link to get to a screen that displays the classes for which you are the assigned teacher.

032 KEMPTON ELEMENTARY SCHOOL							Posting Status ▾
Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 4	1	MTWRF	5TH GR. / 02	5TH GRADE	Standards Gradebook
		1 - 4	2	MTWRF	5TH GR. / 02	5TH GRADE	Standards Gradebook

The far right column contains a link to the gradebook for each class listed on the screen. Click the link next to the class you wish to begin editing.

Gradebook Setup

Grade Marks

Grade Marks control the way grades are calculated when grading assignments. At this time, teachers are unable to edit this grading scale. The following chart details the current Grade Marks settings:

Grade Marks				
<i>Hover over a grade mark group to see subjects/skills that use it</i>				
1 (A,B,C,D,E)				
Mark	Description	Grade Value	Range	Default Value
A	Advanced	100.99%	- 90.00%	95.00%
B	Proficient	89.99%	- 80.00%	85.00%
C	Partially Profi	79.99%	- 70.00%	75.00%
D	Not Proficient	69.99%	- 60.00%	65.00%
E	Not Progressing	59.99%	- 0.00%	0.00%

2	
<i>Used for Special G</i>	
Special G	
Mark	Description
1	Advanced
2	Proficient
3	Partially Profi
4	Not Proficient

Options

From the current gradebook screen you can click the **Display Options** link. From this screen you have the following choices:

Student Display – You can change the name display, whether you see the student ID or dropped students, and the sort order using this option.

Event Display – You specify whether or not to display average score, assignment group, Term grade in a fixed column, comments for all assignments, and the sort order for assignments. You can also set maximum score default, suppress warning message received when entering a score higher than the maximum, and you can change the way the assignment details appear in the heading.

Grade Period Display – This option allows you to set which items to show for which grading periods. If your class spans more than one term you can choose to show assignments and grade periods for the duration of the course.

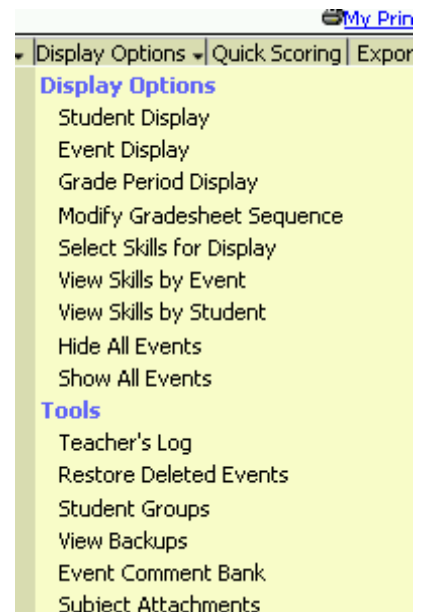
Modify Gradesheet Sequence – This option allows you to arrange your class list into any order you wish.

Select Skills for Display – You specify which skills to display

Teacher's Log – Allows you to add logs to specific students to be displayed in Family Access.

Student Groups (*not a recommended feature*) – This area allows you to organize student into groups for grading or viewing purposes. You can create up to ten different groups. Once you've activated this area by creating at least one group, all students must be assigned to a group. If you create only one group, then all of the students are assigned to it. To delete a group, blank its group Description and click Save. Events can be assigned/added by Student Group, but a student can only be a member of one group. To remove a student from a group you must delete any scores for any events attached to the current student group

Event Comment Bank (*max of 100 characters per comment*) – As you add individual comments to student's Events, those comments are stored in the Event Comment Bank. You can add, edit and delete comments in this area. Storing these comments streamlines the Event comment entry for frequently used comments.



Events

Events are the Standards Gradebook version of Assignments. If you move the mouse to the Events menu you will get two options... **Add Events** and **List Events**. We will begin with the **Add Events** option.

The screenshot shows the 'Add Event' form with the following fields and options:

- Subject: MATHEMATICS ACHIEVEMENT
- Skill: Multiplication/Division
- Category: ASSM - Assessment
- Description: (empty text box)
- Detailed Description: (empty text box)
- Entered Date: Sun, Sep 18 2011
- Assign Date: Sep 19 2011 → Mon, Sep 19 2011
- Proposed Due Date: Sep 19 2011 → Mon, Sep 19 2011
- Actual Due Date: (empty date picker)
- Grade Mark Group: 1 (A,B,C,D,E)
- Post to Family Access
- Post to Student Access
- Enter max points possible: 20
- Show Event Score As: Score
- Show Comments

Buttons on the right side of the form include: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), and Check Spelling.

Below the form is a table titled 'Select the Skills where this Event should be added':

Max Points	Subject	Skill
<input type="checkbox"/> 20	MATHEMATICS ACHIEVEMENT	Coordinate System
<input type="checkbox"/> 20	MATHEMATICS ACHIEVEMENT	Properties of Plane Figures
<input type="checkbox"/> 20	READING COMPREHENSION	Comprehends and applies elements of narrative text
<input type="checkbox"/> 20	READING COMPREHENSION	Comprehends and applies elements of informational
<input type="checkbox"/> 20	READING COMPREHENSION	Understands and applies grade-level vocabulary
<input type="checkbox"/> 20	WRITING STRATEGIES	Writes an opinion piece with a clearly-stated posi
<input type="checkbox"/> 20	WRITING STRATEGIES	Writes an informational piece with a clear topic a
<input type="checkbox"/> 20	WRITING STRATEGIES	Writes a narrative piece that is engaging and well

- Indicates the selected Due Date is not in the Terms the Skill is graded for

On the Add Event screen you add a description, set a due date (the assign and due date defaults to the current date). **You do not need to fill in the “Actual Due Date”**.

The “Grade Mark Group” option is there to allow teachers to use different grading scales for assignments, but at this time the default “A, B, C” should be used.

There are two check boxes on this screen that will allow the assignment to be viewed from Family Access and Student Access. Make sure the box is checked if you want families to be able to see this assignment when they log in. **NOTE: even if you do not display an assignment, the term grade will still appear when the family is looking at the class.**

IMPORTANT: Grading and Grade Calculation

It is important to understand that the elementary gradebook is set up so that all assignments are weighted equally.

The “Use Points to Score This Event” option should be checked if you want to have the gradebook calculate the letter grade for you. In this case you can assign a point value, then type in the score for each student and the gradebook will display the score using the method you choose (see below). If you do not use points to score the event, then all you have to do when scoring the event is type in the letter grade the student earned (under the grade mark column) or type in the percent correct (under the % column).

The “Show Event Score As” option simply allows you to choose how the grade is displayed in the gradebook.

If you are teaching multiple sections of the same course, you should see them displayed below all of the event options. By checking the box next to each section, you will add the current event to those sections. This eliminates the need to create the event multiple times for more than one class.

Select the skill in which this event should be added By default, the current skill box is checked. If the assignment can be used across several skills put a check mark next to the skill. Each skill can have a specific score value.

Once the above tasks are complete you have three options... **Save and Back** returns you to the gradebook, **Save and Add Another** moves you to a new event, and **Save and Score** moves you to the scoring section of the assignment.

Save and Score

All scores come up the first time with an asterisk in the field. This is the standard code for “**Do Not Count**”. The event will not count against the student’s overall grade until you enter a score. Click in the “Score” field next to the student’s name to enter your scores. You can move to the next student on the list simply by hitting return on the keyboard. If a student has not handed in an assignment, then you can enter a zero for that student and check the “**Missing**” box next to that student’s name on the list. When the assignment is handed in, you can edit the score and un-check the Missing indicator. **NOTE: If an assignment is past its due date and has not been scored, it will appear on Family Access as Missing.**

There are also several special codes you can use. These codes are simply short-hand comments that either count the score or not based on the reason described by the special code.

Click **Save** to save changes made at the Score Entry screen.

The List Events Option

Events										
Term	Description	Cat	# of Skills	Date Due	Week	Day	Max	OE	Fam	Stu
T1	vocabulary test-hypothesis	ASSM	1	09/16/11	3	Fri	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SCIENCE ACHIEVEMENT		Life Sciences-Animal and Plant Systems		Score Entry						
T1	Money in the Bank	CA	1	09/14/11	3	Wed	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
READING COMPREHENSION		Comprehends and applies elements of informational tex		Score Entry						
T1	Exaggerations	CA	2	09/14/11	3	Wed	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
T1	Kinds of Sentences	CA	1	09/13/11	3	Tue	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WRITING STRATEGIES		Correctly uses appropriate grade-level mechanics - gr		Score Entry						
T1	A25/ A28 add/sub whole numbers	CA	1	09/13/11	3	Tue	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MATHEMATICS ACHIEVEMENT		Problem Solving		Score Entry						
T1	pg 367 place value	CA	1	09/13/11	3	Tue	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MATHEMATICS ACHIEVEMENT		Problem Solving		Score Entry						
T1	add/sub whole numbers pg 19	CA	1	09/13/11	3	Tue	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MATHEMATICS ACHIEVEMENT		Problem Solving		Score Entry						
T1	Chapter 2 Vocabulary	CA	1	09/12/11	3	Mon	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SOCIAL STUDIES ACHIEVEMENT		Understands effects of historical events		Score Entry						

Event Count: 12

Note that by default, events are sorted by “Date Due”.

The events view lists all created events. Buttons across the top have the following functions:

Add – Adds a new assignment

Edit – Edits the selected assignment

Clone – Allows you to clone the selected assignment to other classes

Delete – Deletes the selected assignment

Score Entry – brings you to the score entry screen of the selected assignment

Event Display – Provides you with options that control how the assignments appear in your gradebook

Clone from Existing Gradebook – Allows you to copy assignments from several sources. This can include your current year gradebooks, past year’s gradebooks, or even another teacher’s gradebook.

The Quick Scoring Option

Among the top row of buttons on the gradebook screen you should see the “Quick Scoring” option. By clicking this button your gradebook essentially turns into a large spreadsheet that allows you to quickly enter grades for students. When you have finished entering scores, be sure to Save.

Reporting

From the main gradebook you should see the “Reports” menu at the top of the screen. There are two ways to go about printing reports; from Templates, or from the standard list of available reports. When you hold the mouse over the “Reports” menu a pop-down list shows you all of the reports available. Clicking any of these report options takes you to a list of Templates for that particular report. This is often confusing for the first time user.

Instead, it is suggested that users simply click on the word “Reports” on the menu. This takes you to another page with a list of the same reports. Clicking on any of those reports takes you to a page that allows you to set up the parameters for that particular report (something the templates do not immediately allow you to do). Most of these reports offer options to allow you to select one or more classes, or one or more students. Each report is processed in a Report Queue...

Reports are automatically deleted after 2 days.

Print Queue				
Report	Status	Date	Time	Viewed
Class Roster Report	Queued	01/22/2006	8:29 AM	No
Status : Queued - The report has been placed in the report queue. Info : Class Roster Report				

[View](#)
[Delete](#)
[Refresh](#)

The report queue was designed to speed the processing of multiple print requests. When your current report is finished processing it will automatically open in Adobe Acrobat or Preview and you can print to your regular printer. Reports processed within the last two days are available for printing.

Attendance Reports – Use these for either detailed or summary attendance data for individual students or an entire class.

Grade Sheet Report – Essentially a printout of your gradebook. You have several options regarding items that can appear on the report, sort order and assignment date ranges.

Progress Report – Prints a summary containing Percent and Grade for the students chosen.

Event Listing – Gives you the option to choose from All, Completed or Missing events.

Standards Report Card – This is where teachers go to print the report card for their homeroom students. The output of this report is a report card containing all grades for all classes for which the student is scheduled (including those you do not teach).

Missing Events – Prints just missing assignments for selected students.

Progress Detail Report – An individual student report detailing all assignment information you wish to display according to the options you choose (Including the option to print for multiple classes). This report can be printed with a signature line to be sent home to parents.

Class Roster – These reports allow you to print a class roster or individual student data.

Student Information – A basic report of student information.

When you have tried some of these reports and are comfortable running them, you may wish to begin experimenting with Templates (see intro to this section). By creating templates you can save time by saving commonly used parameters in your templates.

Posting Grades

Grades are not “Posted” when using the Standards gradebook. Instead, you will print the Standards Report Card, which will pull the calculated grade based on the points the student earned in all term events.

Looking at your gradebook, you should see columns in several colors similar to the following:

Term Grade T1	T1 Options*	T1 MATHEMATIC	T1 READING CO	T1 WRITING ST	T1 SOCIAL STU	T1 SOCIAL STU Understand	Chapt 09/12	T1 SOCIAL STU Understand
		+	+	+	-	-		-
A 98.00%	A	A	A	A	A	A	9/9	A
A 92.00%	A	B	A	A	A	A	9/9	A
A 97.00%	A	A	A	B	A	A	9/9	A
B 85.00%	B	B	C	B	B	A	9/9	C

T1 MATHEMATIC Problem So	A26/A 09/13	pg 36 09/13	add/s 09/13
-			
A	10/10	15/15	10/10
B	9/10	11/15	9/10
A	10/10	15/15	10/10
B	9/10	13/15	9/10

In the case of T1 the grade is calculated based on 20% Mathematics grade, 20% of Reading, 20% Writing, 20% Social Studies and 20% Science. This is considered the class grade.

In this case, the first “T1 Mathematics” column lists the Subject. The gradebooks are set to grade a subject based on total points of all skills within the subject. The next column lists the Skill grade for Term 1. This Skill grade is based upon total points earned in events for the current term. This is the grade that is printed on the Standards report card.

It is possible for a teacher to modify the skill grade:

1. Click on the column heading for the skill grade you want to modify. In the illustration above you would click on "T1 Mathematics"
2. You should see a screen similar to the following:

T1		Grade Marks			Save
MATHEMATICS ACHIEVEMENT					Undo
					Back
Calculated Grade	%	Adjustment Grade	Amt	Cmt	Total Percent
A	100.00				
B	82.86				
A	100.00				
B	88.57				

3. Find the student who will receive the adjusted grade and click in the "Grade" field across from their name.
4. Enter the letter grade you would like to display on the Standards report card.
5. Make similar adjustments to any other students.
6. Click "Save" and return to the main gradebook screen.

When the Standards report card is printed, the term skill grade for any modified students will appear as you typed them.

The, visual arts, physical education, music and personal conduct/career skills development grade in not maintained in the gradebook by event and will only be graded during report card posting. Using the grade marks 1, 2, 3 or 4.

Mark	Description
1	Advanced
2	Proficient
3	Partially Profi
4	Not Proficient

Example Report Card

SCHOOL DISTRICT OF SAGINAW CITY

ELEMENTARY SCHOOL

2011 - 2012

Principal:

Student:

Homeroom:

Attendance	
Excused	: 0
Unexcused	: 0
Tardy	: 1

Class : **5TH GRADE**
Teacher:

Class Grades			
	T1	T2	SM1
Class Grades	A		

MATHEMATICS ACHIEVEMENT			
	T1	T2	SM1
MATHEMATICS ACHIEVEMENT	A		A
Multiplication/Division	*	*	*
Fractions/Decimals/Percents	*	*	*
Problem Solving	A	*	A
Volume/Area	*	*	*
Data/Graphs	*	*	*
Conversions	*	*	*
Geometry	*	*	*
Coordinate System	*	*	*
Properties of Plane Figures	*	*	*

READING COMPREHENSION			
	T1	T2	SM1
READING COMPREHENSION	A	A	A
Comprehends and applies elements of narrative text	A	*	A
Comprehends and applies elements of informational text	A	*	A
Understands and applies grade-level vocabulary	A	*	A

WRITING STRATEGIES			
	T1	T2	SM1
WRITING STRATEGIES	A		A
Writes an opinion piece with a clearly-stated position and logically supported reasons	*	*	*
Writes an informational piece with a clear topic and well-supported and organized details	*	*	*
Writes a narrative piece that is engaging and well-organized	*	*	*

WRITING STRATEGIES			
	T1	T2	SM1
WRITING STRATEGIES	A		A
Correctly uses appropriate grade-level mechanics - grammar, punctuation and spelling	A	*	A

SOCIAL STUDIES ACHIEVEMENT			
	T1	T2	SM1
SOCIAL STUDIES ACHIEVEMENT	A		A
Understands effects of historical events	A	*	A
Understands principles of geography	A	*	A
Understands and applies Core Democratic Values	*	*	*

SCIENCE ACHIEVEMENT			
	T1	T2	SM1
SCIENCE ACHIEVEMENT	A		A
Understands scientific method	*	*	*
Life Sciences-Animal and Plant Systems	A	*	A
Life Sciences-Evolution and Traits of Organisms	*	*	*
Earth Science-Position and Motion of Objects in the Sky	*	*	*
Physical Science-Measuring Changes in Motion	*	*	*

VISUAL ARTS			
	T1	T2	SM1
VISUAL ARTS			

PHYSICAL EDUCATION ACHIEVEMENT			
	T1	T2	SM1
PHYSICAL EDUCATION ACHIEVEMENT			

MUSIC EDUCATION			
	T1	T2	SM1
MUSIC EDUCATION			

PERSONAL CONDUCT/CAREER SKILLS			
	T1	T2	SM1
PERSONAL CONDUCT/CAREER SKILLS			
Collaborative Worker	*	*	*
Community Contributor	*	*	*
Quality Producer	*	*	*
Complex Thinker	*	*	*

Grade Mark Legend		Grade Mark Legend	
A	Advanced	1	Advanced
B	Proficient	2	Proficient
C	Partially Profi	3	Partially Profi
D	Not Proficient	4	Not Proficient
E	Not Progressing		

Additional Details

Cloning an Event

After you've created an Event in Gradebook, you can clone the Event to other Standard Gradebook classes that you teach that are assigned to the same Academic Area. Events can be cloned only to classes that are in session. You can also clone an Event to the same class.

1. Open the Event list screen by clicking **Events** on the Gradebook main screen menu bar then clicking the **List Events** menu item, or click the Event heading.
2. Highlight the Event in the Event list.
3. Click **Clone**.
4. Check the box beside each class to which the Event should be cloned. The check boxes are located in the area at the bottom of the screen called Select the Classes where this Event should be added.
5. Click **Save**.

Clone From existing Gradebook

If your Standards Gradebook Administrator has selected the appropriate Gradebook District Setup option you can clone another teacher's Events from their Gradebook to yours.

1. Open the Event list screen by clicking **Events** on the Gradebook main screen menu bar then clicking the **List Events** menu item.
2. Click **Clone From existing Gradebook**. The classes you're currently assigned to appear on the **Select Class to clone events from** screen.
3. Click **Select Different Teacher**.
4. Select an **Entity** and a **Lookup By Last Name** (this is the teacher from whom you are going to clone Events) then click **Search**.
5. Highlight and double-click the name of the teacher from whom you're cloning Events.
6. Check the box for the class from which you'd like to clone the Event then click **Next**. You can only clone Events from classes that are assigned to the same Academic Area to which your gradebook is assigned.
7. In the Events browse list, check all Events you'd like to clone then click **Next**.
8. Change the **Date Due** on each Event if necessary and click **Finish**.
9. The Event now appears in your Events browse and Gradebook main screen.

Indicators

You may occasionally see indicators in Gradebook whose meaning isn't apparent. This section discusses the indicators that are currently available.

New student icon

If a student is transferred into your class from another section of the same course, a yellow button containing the word "New" will appear beside the student's name on the Gradebook main screen. If you click the **New** button, a new screen opens and the following message appears with the appropriate information in the brackets:

"[Student name] transferred into this class on [date] from [previous class]."

Below this message, Gradebook lists the number of *scored* Events that exist in the previous class for that student. Gradebook also lists the number of Events from the previous class that don't match Events in the new class, as well as the number of Events in the new class that don't match an Event in the old class. The software uses Due Date, Subject, Skill, Max Score, Grade Mark Set and Student Group to determine whether an Event in one class has a match in the other.

Example:

A student has six scored Events in the class she is transferring out of (MUSGR4/01). The new class (MUSGR4 / 02) contains only four assignments that match from the old class; two don't match. The following message would appear:

“6 assignments scored in MUSGR4 / 01
4 matching assignments found in MUSGR4 / 02
2 do not match assignments in MUSGR4 / 02”

You can then click the **View Events** hyperlink on the right side of the screen. A new screen appears containing two sections: Unmatched Events for Previous Class and Unmatched Events for New Class. These sections contain detailed information about the Events. This screen serves two primary purposes:

- *Unmatched Events for Previous Class* allows you to easily see which Events, if any, were scored in the old class but don't have a match in your class. If desired, you can then make preparations to have the points from these Events added to your class.
- *Unmatched Events for New Class* allows you to add Events information for this student to Events that exist in your class but did not exist in the old class. For example, from this screen you can check all of the unmatched assignments for this student as No Count so that they won't be counted in the student's grade.

You can also add a comment or a Special Code, and can award scores to this student for Events in your class.

When you're finished working with this screen, click **Save** to save any changes you've made. You'll be returned to the previous screen. On this screen, you can check the box **Do not display NEW** by this student's name. This removes the yellow **New** button on the Gradebook main screen.