

Date: August 2017



Skyward Teacher Notes

Day 1 - Grades 3 - 12

Category	Category Description	Current Percent	Include	Modified Percent
B	Benchmark Exams	10.00	<input checked="" type="checkbox"/>	10.00
Q	Quizzes	40.00	<input checked="" type="checkbox"/>	40.00
T	Test	50.00	<input checked="" type="checkbox"/>	50.00
C	Classwork	0.00	<input type="checkbox"/>	0.00
D	Daily	0.00	<input type="checkbox"/>	0.00
E	English	0.00	<input type="checkbox"/>	0.00
P	Project	0.00	<input type="checkbox"/>	0.00
R	Reading	0.00	<input type="checkbox"/>	0.00

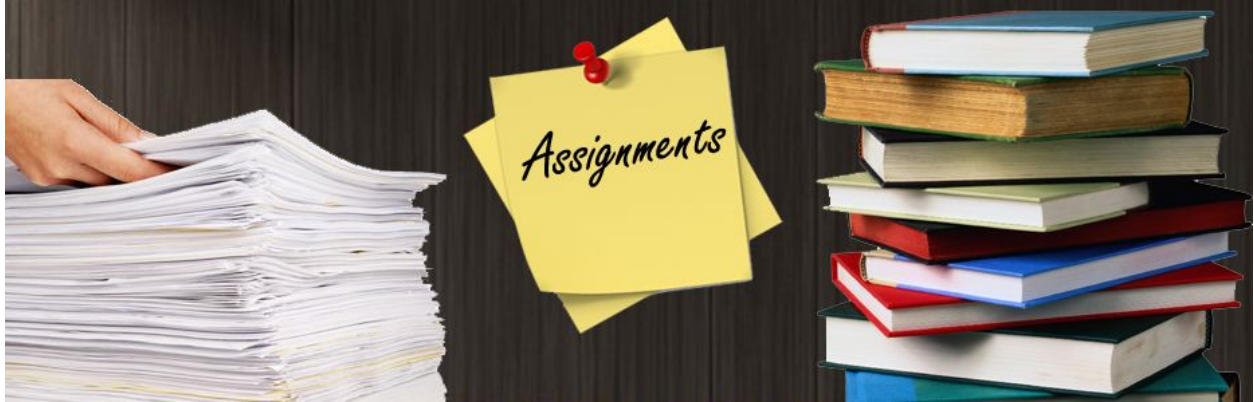
- Course Category set-up. This generates up-to-date grades.
- In Gradebook Go to any current class - enter
 - "Choose a score method" - enter
 - "Base Grades on percents assigned to categories by grade period" - **See your principal** for the category percentages and then SAVE.
 - Modify term percentages based on category (daily grade, test, quiz, etc.)
Percentage total must = 100% SAVE before exiting.

Day 1 - ALL



- Print class rosters. (Even though you know they'll change over the next two weeks. Gotta have 'em to start with)
 - Use Teacher Access or Teacher Quick Access
 - Open Gradebook for any class
 - Reports
 - Class Information
 - Class Roster - choose an existing template or create one of your own design
 - Print the file or Export to Excel - you can adjust settings and print from excel.
- Take attendance - in the computer if you can. And mark it on your printed roster sheet for backup.
- Look at your kids. No, I mean really look at your kids in Skyward. Who has a 504? An IEP? Gifted? Allergic to peanuts? You need to know these.
 - In Gradebook Go to Teacher's Students and click on any name or go into Teacher Access, My Students

Day 2 - Grades 3 - 12



- Add at least one assignment for each class just to start the ball rolling.

Day 3 - Grades 3 - 12



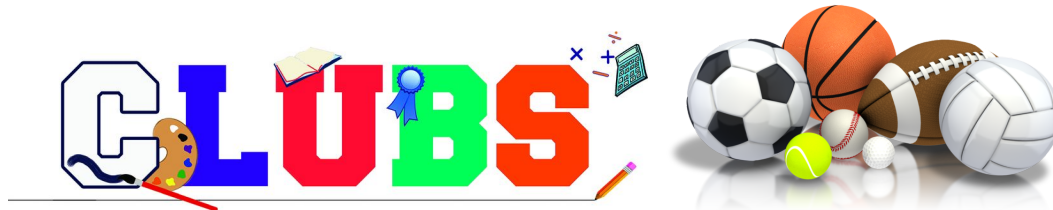
- To change the way a class looks go into Display Options in Gradebook - there are several choices. Example: Grade Period Display allows you to focus on the current grade period only. This is a very user friendly menu.

Day 4 - Grades 3 - 12



- Explore Report Options and Charts. Click on the ? in the upper right hand corner to gain access to Skyward documentation. This links to the Skyward Teacher Guide. It's a massive text, so pick through the menu to get what you need.

Day 5 - Activities



- Coaches and club sponsors can create a roster in Skyward if you would like to track student attendance, behavior, and grades. Talk to your attendance clerk on how to begin.