

Restoring a Deleted Assignment

From Gradebook main screen-

3. Click Display Options
4. Click Restore Deleted Assignments
5. Double-click Assignment Title under Description
6. Click Restore Assignment

Printing Reports

Two methods of viewing/printing reports:

A) Skyward "Canned" Reports

1. Select the Report tab
2. Choose the desired report

B) User Defined "Cloned" Reports-

Allows you choose what information is included:

1. Click the Report tab
2. Highlight the report to "clone" and click the Add a New Template button (right)
3. Enter a report Title
4. Select the desired options, date ranges, etc. to include
5. Click Save

Suggested Reports:

Class Grade Sheet
Progress Detail
Student Information

Print Queue

Reports will remain in the Print Queue for two days. You can view and open previously run reports

1. From any screen, click My Print Queue (top right)
2. Double-click the Report Description

Exporting Reports to Excel

Several reports allow an Export to Excel. Click the Export to Excel button (if available) to open the report in a spreadsheet



Skyward
Quick Tips



Baldwin-Whitehall
School District

Logging In

1. Double click the Skyward Icon
 2. Enter your Username and Password
- Note: New Users will be prompted to change their password the first time they log in.*

Logging Out

1. Click on the Educator Access Logo
 2. Click the Exit Button (top right)
- Best Practice – Don't close the window by clicking on the X in the top right corner*

Navigating

Skyward Home Page – Displays Navigational Links at left

Return to Home Page – Click Educator Access Logo

My Gradebook – View list of gradebooks

My Students – Searchable list of your students and their demographic information

My Classes – Class options (print rosters, write messages to parents, etc.)

Post Daily Attendance – Attendance options and seating charts

Teacher Access Tutorials – Help section (menu, search, index)

Other methods of navigating:

1. Back Button (top right)
2. Home Button (top left)

Attendance

From the Skyward Home Page:

1. Click Post Daily Attendance (on left)
2. Click By Name Link (on right)
3. Mark absences as needed
4. Click Save (top right)

Opening Gradebook

1. Click My Gradebook (upper left)
2. Select the Gradebook Link (far right)

Display Options

Student Display – Change display of names

1. Select desired options
2. Click Save (top right)

Assignment Display – Change the way assignments display

1. Choose preferences for sorting
2. Click Save (top right)

Grade Period Display – Select the grading period(s) to view

1. Click desired grading periods
2. Click Save (top right)

Modify Gradesheet Sequence – Change the order for students on your list

1. Click student name
2. Click Move Up or Move Down (right)
3. Click Save (top right)

Adding Assignments/Events

From Gradebook main screen –

1. Click the Assignments (Events) button
2. Click Add Assignment (Event)
3. Select appropriate category
4. Enter Assignment Title in Description
5. Enter the Assignment Date and Proposed Due Date
6. Enter the Max Score
7. Select Classes where assignment should be added
8. Choose your save option

Note: Secondary gradebooks use the term Assignment and Elementary gradebooks use the term Events

Entering Student Scores

Quick Scoring – Use to add or edit grades for all Assignments/Events

1. Select the Quick Scoring button
2. Add the Assignment/Event scores
3. Add comments if desired – All comments auto-post to Family Access
4. Click Save (top right)

Mass Assign Scores

1. Open the Assignment
2. Click Mass Assign Score tab (top)
3. Under Mass Assign Options (far right), enter the score assigned to all students
4. Click Apply
5. Change individual scores as needed
6. Click Save (top right)

Editing Grades

From Gradebook main screen –

1. Under the Assignment title, click the asterisk or score to edit
2. Enter new score
3. Click Save (top right)

Deleting an Assignment

From Gradebook main screen –

1. Click the assignment title
 2. Click Delete button at the right
 3. When prompted, click OK
- Note: If this assignment has been assigned to multiple classes, select the other classes and choose your delete option*