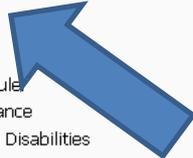


Entering your gradebook

Home

Educator Access Plus Home My Print Queue

- Educator Access Plus
 - Teacher Access
 - My Gradebook
 - My Students
 - My Classes
 - My Lesson Schedule
 - Post Daily Attendance
 - My Students With Disabilities
 - Teacher Access Tutorial
 - Administrator Access
 - Student Search By Entity
 - Administrator Access Tutorial



'Educator Access Plus' Home Page

Once you login this will be the window that opens up. If you click where the arrow is located that will take you to all your classes first semester.



Home

My Gradebook

My Print Queue Back

Reports for All Classes

Posting Status

001 Metamora Twnshp High School

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
NA	OTH	1 - 2	1	MTWRF	0211 / 11	Credit Recovery S1	Gradebook
NA	OTH	1 - 2	2	MTWRF	0211 / 12	Credit Recovery S1	Gradebook
ENG	1EN	1 - 2	3	MTWRF	1521 / 13	World Literature S1	Gradebook
ENG	1EN	3 - 4	3	MTWRF	1522 / 23	World Literature S2	Gradebook
ENG	1EN	1 - 2	4	MTWRF	1521 / 14	World Literature S1	Gradebook
ENG	1EN	3 - 4	4	MTWRF	1522 / 24	World Literature S2	Gradebook
FOR	OFL	1 - 2	5	MTWRF	0811 / 15A	German I S1	Gradebook
FOR	OFL	3 - 4	5	MTWRF	0812 / 25A	German I S2	Gradebook
NA	OTH	3 - 4	6	MTWRF	0212 / 26	Credit Recovery S2	Gradebook
NA	OTH	3 - 4	7	MTWRF	0212 / 27	Credit Recovery S2	Gradebook
FOR	OFL	1 - 2	8	MTWRF	0811 / 18	German I S1	Gradebook
FOR	OFL	3 - 4	8	MTWRF	0812 / 28	German I S2	Gradebook



Here are all your classes for first semester. If you click on any blue link that says gradebook that will open up that individual class.

Printing your Class Roster

iscorp.com https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumetamora122l/sepgrb02.w

Maureen Fandel Account Preferences Sign Out ?

Metamora Twnshp High School
0211 / 11 Prd:1 Credit Recovery S1

Home

Main Screen My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

	No Atrnd Entry Today	Term Grade T1	SE1 Options	T1 Options
1 Cisna Austi			*	
2 Gilfi Paul			*	
3 Thoma Tanne			*	
4 Walle Bradl			*	

Attendance
Detail Report
Summary Report by Class

Gradebook
Grade Sheet Report
Assignment Listing - By Student
Assignment Master Report
Missing Assignments
Email Progress Report
View Emailed Reports
Category Summary Report
Online Assignment Analysis Report

Progress Reports
Progress Detail
Enhanced Multi-Class Progress Report
Progress Summary
Multi-Class Progress Report

Partial Progress Reports
Partial Progress Detail
Partial Progress Summary
Partial Multi-Class Progress Report

Class Information
Class Roster
Student Information
Custom Forms Report

Go to the reports part of the task bar, click on it to bring down the menu, and select class roster under class information.

This window will appear. Click on student name and student information and then click on the print button. The computer will let you know when it is ready to view and actually print off.

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Mozilla Firefox". The address bar shows the URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumetamora122ll/seprpt50.w>. The page title is "Report Templates". In the top right corner, there are buttons for "My Print Queue" and "Back".

The main content area displays the following information:

0211 / 11 Prd:1 Credit Recovery S1 - Maureen Fandel
Report: Class Roster

Seq #	Report Template Name
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

To the right of the table is a vertical column of buttons:

- Print
- Export to Excel
- Add a new Template
- View parameters of Template
- Clone Template
- Select Different Classes

A blue arrow points from the text on the right to the "Select Different Classes" button. At the bottom left of the browser window, the JavaScript code `javascript:selectClasses();` is visible.

You can actually print all your rosters by clicking on select different classes and you can then select all your other classes to print.

Assigning the seating chart and printing off the seating chart

Metamora Twnshp High School
0211 / 11 Prd:1 Credit Recovery S1

Maureen Fandel Account Preferences Sign Out ?

Home

Main Screen My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export

- Take Daily Attendance - By Name
- Take Daily Attendance - By Seating Chart
- Take Survey
- Assign Seats for Seating Chart
- View Alert Legend

Students	No Atnd Entry Today	Seating Chart		
1 Cisna Austi			*	
2 Gilfi Paul			*	
3 Thoma Tanne			*	
4 Walle Bradl			*	

Go back to your main screen. On the task bar find attendance and click on it. On the drop down find assign seats for seating chart. The next window will show you the students in your class. They have been arbitrarily placed there through random sorting. To create your own seating chart first you need to know the number of rows and seats in each of the classrooms you are teaching in. To place students where you want them simply click on the select button where they are placed and move them to the seat of your choice.

Printing off your seating chart



Metamora Twship High School
0211 / 11 Prd:1 Credit Recovery S1

Maureen Fandel Account Preferences Sign Out ?

Home

Main Screen

My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

Attendance

- Take Daily Attendance - By Name
- Take Daily Attendance - By Seating Chart
- Take Survey
- Assign Seats for Seating Chart
- View Alert Legend

Students

	No Atnd Entry Today	Seating Chart		
1 Cisna Austi			*	
2 Gilfi Paul			*	
3 Thoma Tanne			*	
4 Walle Bradl			*	

Click on attendance on the task bar. On the drop down click on take daily attendance – by seating chart.

Printing off your seating chart and taking daily attendance

Home

Take Daily Attendance - By Seating Chart My Print Queue

Take Attendance for **Thursday, July 19, 2012**

Attendance cannot be entered, this class does not meet today.

[Printer Friendly Listing](#)

Austin M Cisna Tardy: 0 Grade: 12 School: H	Paul J Gilfillan Tardy: 0 Grade: 12 School: H	Tanner D Thomas-Webb Tardy: 0 Grade: 12 School: H	Bradley M Wallett Tardy: 0 Grade: 12 School: H
---	---	---	--

Back

Once school begins there will be buttons on each student that allows you to click whether they are tardy or absent.

To print off the seating chart click on printer friendly listing and this will bring you to a window that will show your seating chart and allow you to print it. This printed seating chart is not only useful to expedite your own attendance taking, but is in an invaluable tool for a substitute if you have to be absent from class yourself.

Printing seating chart

Skyward Educator Access Plus - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://skyward.iscorp.com/scripts/wsisd.dll/WService=wshedumetamora1221/sep. Google

Search Shopping Games Travel Amazon eBay

Printing Chart: 0211/11 Prd:1 Credit Recovery S1

J	Tanner D	Bradley M
n	Thomas-Webb	Wallett
12	Grade: 12	Grade: 12
: H	School: H	School: H

Home

Main Screen

My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring ▾ Export



Go back to the main screen. On the task bar click on categories.

		No Atnd Entry Today	Term Grade T1 ▾ Sort By %	SE1 Options ▾	I1 Options ▾
Students					
	Cisna Austi			*	
	Gifi Paul			*	
	Thoma Tanne			*	
	Walle Bradl			*	

Setting up gradebook

Home

Category Maintenance My Print Queue Back

Score Method

Grades based on total points

NOTE: Once a grading period has closed in this Gradebook, you will not be able to modify your Score Method. Please make sure to change your Score Method, if needed, prior to a grading period closing.

[Change Score Method](#)

[Use These Categories For My Other Classes](#)

Categories Used Add/Edit Categories

Category	Category Description
ACT	Acting
ALT	Alternative Activity
ASGN	Assignments
ASMT	Assessments
BKRP	Book Reports
BWRK	Bell Work
CE	Current Events
CLIN	Clinicals
CLN	Clean-up
CONC	Concert
DW	Daily Work
ESAY	Essays
ETT	Essential Terms Test
EW	Essential Words
FLD	Field Reports
FTST	Fitness Test
GRAM	Grammar
GTST	Government Test
HW	Homework
HWQ	Homework Quizzes
ICA	In Class Activities
JOUR	Journals
LABS	Labs
LE	Listening Exercise
LIST	Literature Studies
LR	Formal Lab Report
MM	Math Minute
MT	Music Theory

1.) Score method allows you to set your gradebook to either a point system or a percent system



3.) Click on this box to get started



2.) These are all the possibilities of categories to use as labels for the various assignments you will have over the course of the semester. Some teachers use up to 15 of these categories, others use only the basic three: tests, quizzes, and assignments. It's up to you.



Category Group Maintenance - Entity 001 - 05.12.06.00.07-10.2 - Mozilla Firefox

iscorp.com https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumetamora122il/sgradedit059.w?isPopup=true

Category Group Maintenance

Category		Category Description	Include
ACT		Acting	<input checked="" type="checkbox"/>
ALT		Alternative Activity	<input checked="" type="checkbox"/>
ASGN		Assignments	<input checked="" type="checkbox"/>
ASMT		Assessments	<input checked="" type="checkbox"/>
BKRP		Book Reports	<input checked="" type="checkbox"/>
BWRK		Bell Work	<input checked="" type="checkbox"/>
CE		Current Events	<input checked="" type="checkbox"/>
CLIN		Clinicals	<input checked="" type="checkbox"/>
CLN		Clean-up	<input checked="" type="checkbox"/>
CONC		Concert	<input checked="" type="checkbox"/>
DPRP		Daily Preparation	<input type="checkbox"/>
DW		Daily Work	<input checked="" type="checkbox"/>
ESAY		Essays	<input checked="" type="checkbox"/>
ETT		Essential Terms Test	<input checked="" type="checkbox"/>
EW		Essential Words	<input checked="" type="checkbox"/>
FLD		Field Reports	<input checked="" type="checkbox"/>
FTST		Fitness Test	<input checked="" type="checkbox"/>
GRAM		Grammar	<input checked="" type="checkbox"/>
GTST		Government Test	<input checked="" type="checkbox"/>
HW		Homework	<input checked="" type="checkbox"/>
HWQ		Homework Quizzes	<input checked="" type="checkbox"/>
ICA		In-Class Activities	<input checked="" type="checkbox"/>

Save
Select All
Unselect All

Back

All you need to do is unselect all and then go back and click in only the boxes of the categories you choose to use. Click save. You can individualize all your classes or use the same categories in all your classes.



Home

Main Screen

My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

Add Assignment

List Assignments

		No Atnd Entry Today	Grade T1 Sort By %	Options	Options
Students					
1				*	
2				*	
3				*	
4				*	

Go back to the main screen and find assignments on the task bar. Click on it to bring down the drop down and click on add assignments.



Home

Assignment Maintenance

My Print Queue

Add Assignment

Category: **ACT - Acting**

Description:

Detailed Description:

Assignment Group:

Entered Date: **Thu, Jul 19 2012**

Assign Date: Aug 16 2012 **Thu, Aug 16 2012**

Proposed Due Date: Aug 16 2012 **Thu, Aug 16 2012**

Actual Due Date: 01 2012

Max Score: Post to Family Access

Weight Multiplier: Post to Student Access

Show Assignment Score As: Show Comments

1.) Choose category

2.) Write a brief description

3.) Write a more detailed description of the assignment

-
-
-
-
-
-
-
-

5.) These buttons are used depending on what you need to do next.

4.) Click here if you have any other classes with the same assignment.

Select the Classes where this Assignment should be added

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	001	NA	OTH	1 to 2	1	MTWRF	0211 / 11 Credit Recovery S1
<input type="checkbox"/>	001	NA	OTH	1 to 2	2	MTWRF	0211 / 12 Credit Recovery S1
<input type="checkbox"/>	001	ENG	1EN	1 to 2	3	MTWRF	1521 / 13 World Literature S1
<input type="checkbox"/>	001	ENG	1EN	1 to 2	4	MTWRF	1521 / 14 World Literature S1
<input type="checkbox"/>	001	FOR	OFL	1 to 2	5	MTWRF	0811 / 15A German I S1
<input type="checkbox"/>	001	FOR	OFL	1 to 2	8	MTWRF	0811 / 18 German I S1

- Indicates a Class that either does not contain the selected Category, or the selected Assign and Due Dates.



Metamora Twnshp High School
0211 / 11 Prd:1 Credit Recovery S1

Maureen Fandel [Account](#) [Preferences](#) [Sign Out](#) [?](#)

[Home](#)

[Main Screen](#)

[My Print Queue](#) [Back](#)

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options **Quick Scoring** Export

			Term Grade	SE1	T1
	No Atnd Entry Today		T1	Options	Options
			Sort By %		
1	Cisna Austi			*	
2	Gilfi Paul			*	
3	Thoma Tanne			*	
4	Walle Bradl			*	



If you decide to grade at a later time then go back to the main screen. Find quick scoring on the task bar and click it. This will allow you to score assignments that you might have put in the gradebook earlier. If a student is absent on the day you graded and posted simply click on the enter button when you get to his or her name. That will leave a blank where the grade is supposed to be but that grade will not be figured in on that student's class grade. If the student failed to hand in an assignment then enter a 0 for his or her score.



Home

Main Screen

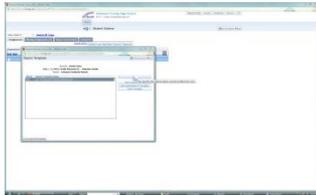
My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

	No Atnd Entry Today	Term Grade	SE1 Options	I1 Options
students		T1 Sort By %		
1 Cisna Austi			*	
2 Gilfi Paul			*	
3 Thoma Tanne			*	
4 Walle Bradl			*	

Printed copy of one student's grades

To obtain a single progress report click on the student's name . Click reports – Category summary report



If you click on the avatar this pulls up more specific information about that student

- Attendance**
 - Detail Report
 - Summary Report by Class
- Gradebook**
 - Grade Sheet Report
 - Assignment Listing - By Student
 - Assignment Master Report
 - Missing Assignments
 - Email Progress Report
 - View Emailed Reports
 - Category Summary Report
 - Online Assignment Analysis Report
- Progress Reports**
 - Progress Detail
 - Enhanced Multi-Class Progress Report
 - Progress Summary
 - Multi-Class Progress Report
- Partial Progress Reports**
 - Partial Progress Detail
 - Partial Progress Summary
 - Partial Multi-Class Progress Report
- Class Information**
 - Class Roster
 - Student Information
 - Custom Forms Report

Printed copy of Class Grades

Go to main screen. On the task bar find reports and click on it to bring down the drop down. Click on category summary report



Home

Educator Access Plus Home

My Print Queue

- [-] Educator Access Plus
 - [-] Teacher Access
 - My Gradebook
 - My Students
 - My Classes
 - My Lesson Scheduler
 - Post Daily Attendance
 - My Students With Disabilities
 - Teacher Access Tutorial
 - [-] Administrator Access
 - Student Search By Entity
 - Administrator Access Tutorial

'Educator Access Plus' Home Page