Elementary Teacher Gradebook Guide

SKYWARD®

Table of Contents

Table of Contents – cont.

Logging into Skyward

Introduction
Audience: All Skyward users **Purpose:** How to login to Skyward.

Step 1
Launch your web browser to Fort Bend ISD Home Page https://www.fortbendisd.com/ *Review this link for browser support.*

Step 2
Click on **Staff**, then login using your network ID and password.

Step 3
Click on the **Staff Links** then Click **Skyward.** EP Employee Portal Home   Email / Office 365   District Departments   Staff Links Skyward
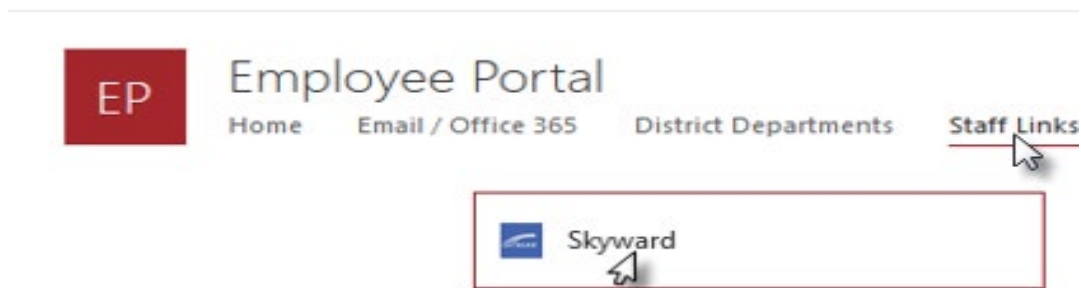
Step 4
Use your network username and password to log onto Skyward. If your network password is changed, it will also be changed in Skyward instantly. ***Note:*** If you forget your username and/or password, you may retrieve through MyFortBendISD or contact FBISD Customer Service Center at x41300 SKYWARD® FORT BEND INDEPENDENT SCHOOL DISTRICT FBISD PRODUCTION Login ID: firstname.lastname Password: ●●●●●●●●●●● Sign In Forgot your Login/Pass... 10.00.15-10.2 Login Area: All Areas

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Documentation Type: End User How-To Guide   P a g e 4
Created by: SIS Support Team
Last Modified on: 10/9/2019
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Widgets: Adding and Configuring
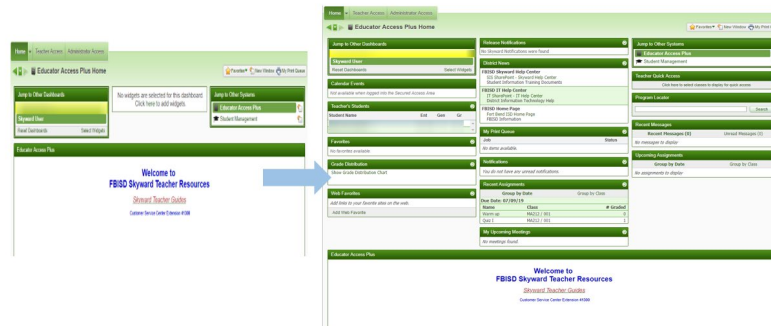
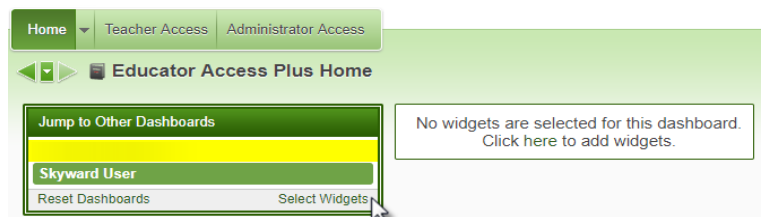| Introduction |
|---|
| **Audience:** Teachers
Purpose: Show how to add widgets and dashboards to the Skyward Teacher home page. |

Overview

Widgets can add additional functionality and convenient shortcuts to personalize your Skyward home page.


Step 1

On your Skyward home page, begin by clicking on **Select Widgets**.

Step 2

**A.** Using the checkboxes, select your desired widgets. It is recommended that you select the following:
- **Web Favorites** displays bookmarks to your favorite websites.
- **District News** displays quick link to the FBISD Home Page, Skyward Help Center, Support Portal, Password Management, and IT Help Center which contains in-district Skyward guides.
- **My Print Queue** displays your most recently generated reports.
- **Recent Assignments** lists the most recent assignments past their due date.
- **Teacher Quick Access** displays links to your current gradebook and attendance.
- **Upcoming Assignments** displays assignments that will be due soon.
- **Recent Messages** displays message replies from parents and students from *Family/Student Access*.
- **Teacher's Students** displays a scrolling list of all your students. See Page 4 for more information.

B. Click **Save**.
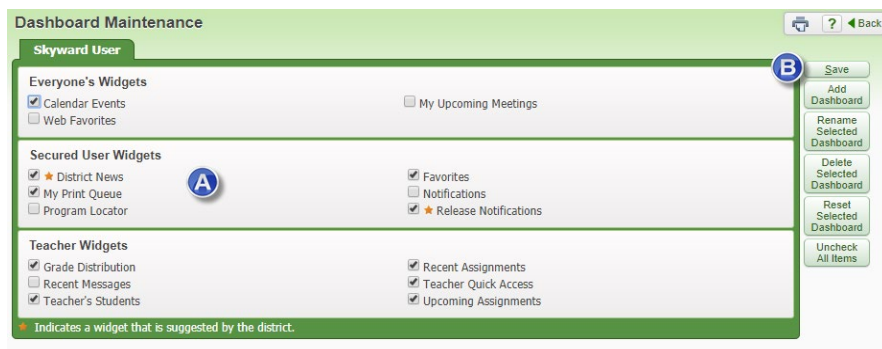
Configuring the Teacher Quick Access Widget

The Teacher Quick Access Widget adds convenience by offering direct links to the gradebook and attendance on your Skyward home page. By properly configuring it, you can make the most out of this indispensable tool.

Teacher Quick Access
Click here to select classes to display for quick access
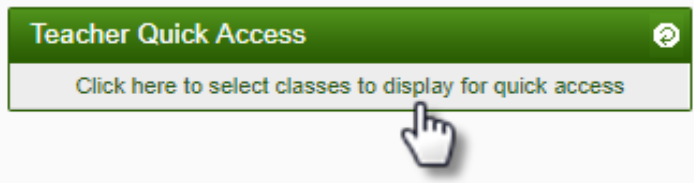
- *Combined gradebooks cannot be accessed through the Teacher Quick Access widget.*
  - You cannot take attendance for multiple class periods using combined gradebooks.
  - Do not separate a combined gradebook after you enter grades. Separating a combined gradebook WILL cause the loss of existing grades and assignments.

Begin by clicking on the link.

Select the appropriate settings

A. Attendance view preference:
  - **By Name** – alphabetically by student last name
  - **By Seating Chart**
  - *By Period* – not applicable to Elementary Schools

B. Access Attendance – choose either option.

C. Classes
  - **Always show all my current term classes** – select this if you do not have any duplicated gradebooks due to a split meet.
  - **Let me select from my current term classes** or **Let me select from all my classes** – choose either of these options if you have duplicated gradebooks due to a split meet. In this example, Math section 402 is listed twice so we can uncheck one of them.

Teacher Quick Access

(A) Which attendance view do you prefer?: ● By Name / ○ By Seating Chart / ○ By Period

(B) When will you access attendance?: ● Any day / ○ Only on attendance days

(C) Which classes do you want to see?: ○ Always show all my current term classes / ○ Let me select from my current term classes / ● Let me select from all my classes

Show	Terms	Period	Days	Class	Description
☑	1 - 4	1	1234	4000 / 403	Homeroom
☑	1 - 4	2	1234	4003 / 403	Math
☑	1 - 4	3	1234	4004 / 403	Science
☑	1 - 4	4	1234	4006 / 403	Health
☑	1 - 4	5	1234	4003 / 402	Math
☐	1 - 4	7	1234	4003 / 402	Math
☑	1 - 4	8	1234	4004 / 402	Science

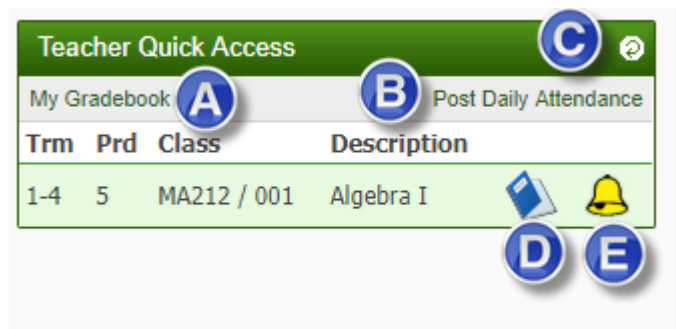## Using the Teacher Access Widget

A. Click on this link to access the **My Gradebook** screen, where you can access all gradebooks (including *Combined Gradebooks*), run reports, and request grade changes.

B. Click on this link to access the **Post Daily Attendance** screen, where you can either take attendance by name or seating chart or you can create a seating chart.

C. Hover over the **Refresh** icon to view other Optional icons to reconfigure this widget.

D. Click on the blue book icon to view the gradebook for the selected subject. Please note that you cannot access combined gradebooks from this widget.

E. Click on the yellow bell icon in the row containing Homeroom to take attendance via the method chosen in the previous step.
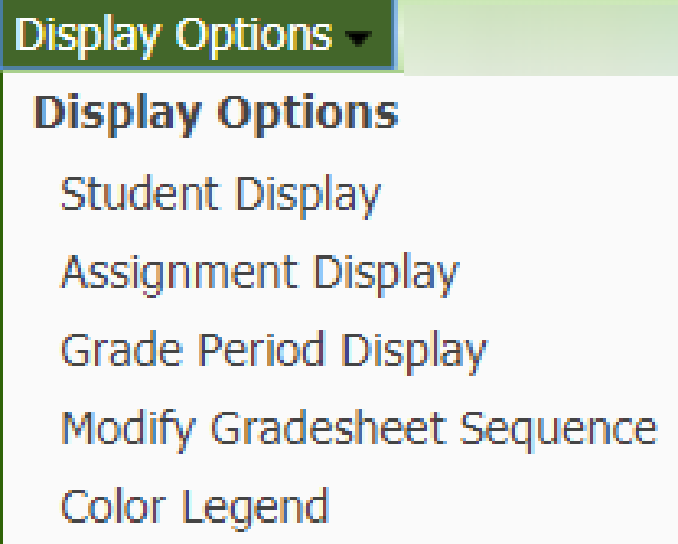
Teacher Quick Access
My Gradebook (A) (B) Post Daily Attendance

Trm	Prd	Class	Description		
1-4	5	MA212 / 001	Algebra I	(D)	(E)

Display Options

Introduction

Audience: Teachers
Purpose: Provide information on the options available to display within the gradebook.

- Student Display allows changes to be made to the order of name display, add information to the student within the gradebook, display dropped students, and name sorting options. *****Dropped Students automatically are removed from your gradebook class roster.*****

- Assignment Display provides you with options to view the assignments within each grading period.

- Grade Period Display allows you to select which grading period and assignments within the grading period you would like to see in your gradebook. Current grading period is not an option to remove.

- Modify Gradesheet Sequence – allows you to rearrange the order of students in your gradebook.

- Color Legend – identifies the assigment category or skill.

Documentation Type: End User How-To Guide   P a g e 7
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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Create and Print Seating Charts

Introduction

Audience: Teachers
Purpose: Create and print a seating chart.

Step 1 – Create a Seating Chart

A. Select **Teacher Access**
B. Click **Post Daily Attendance**
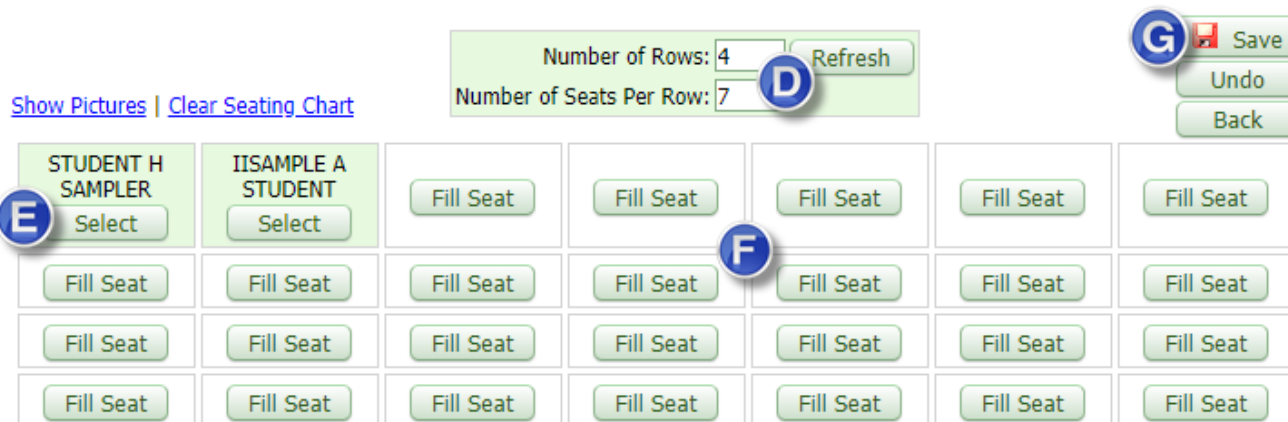

Step 2 – Create a Seating Chart

C. Click **Assign Seats**.
However, if you only need to print a Seating Chart, skip to Step 4.

Step 3 – Create a Seating Chart

D. Set the number of rows and seats per row. Click **Refresh** to update the seating chart.
E. **Select** a student to be moved.
F. **Fill Seat** to place the selected student into the desired location.
G. Click **Save**.

Step 4 - Print a Seating Chart

To print a seating chart, click **By Seating Chart**.

Classes: ⦿ All ◯ Current ◯ Meeting Today   View: ⦿ Class ◯ Period

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
STE	AG1	1 - 4	5	MTWRF	MA212 / 001	Algebra I	By Name | By Seating Chart | Assign Seats

Step 5 - Print a Seating Chart

Click **Printer Friendly Listing**.

Take Attendance for ▯▯▯▯▯▯▯

Back

Show Pictures | Printer Friendly Listing
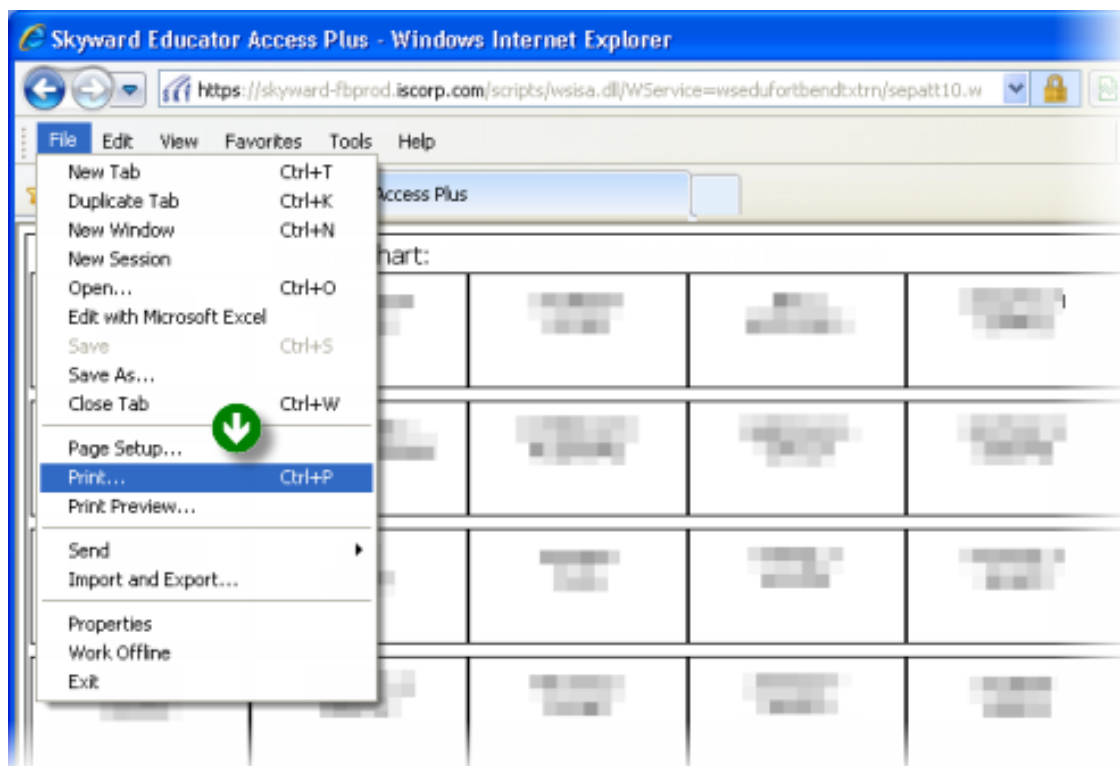
STUDENT H SAMPLER Tardy: 0	IISAMPLE A STUDENT Tardy: 0
A∇	A∇

Step 6 - Print a Seating Chart

Use your browser's Print function to print the seating chart.
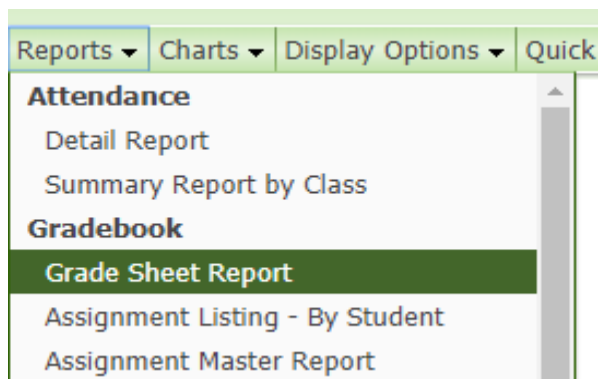
Print Class Roster Spreadsheet

Introduction
Audience: Teachers **Purpose:** Print an empty spreadsheet with the class roster.

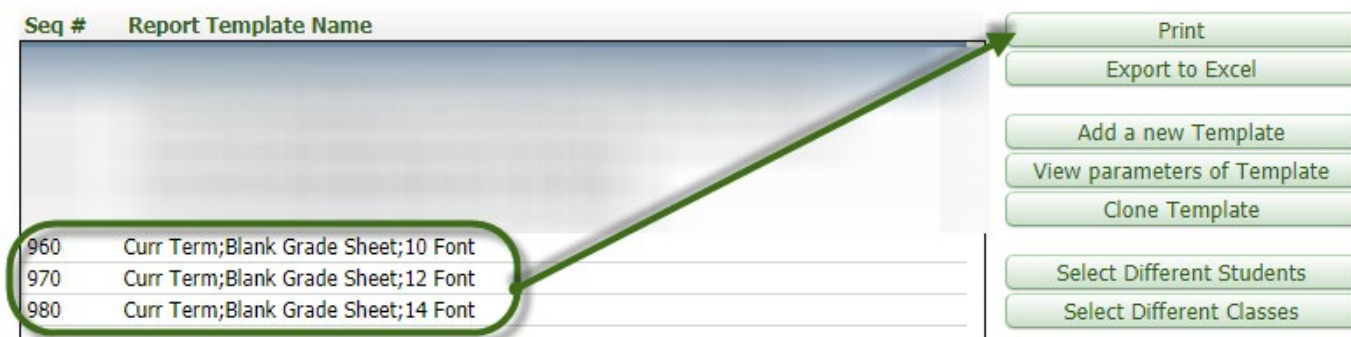| Step 1 |
| --- |

In your gradebook, select **Reports** then **Grade Sheet Report**.

Note:
If you want to print a class roster spreadsheet for all your classes at once, see the Appendix at the end of this document.
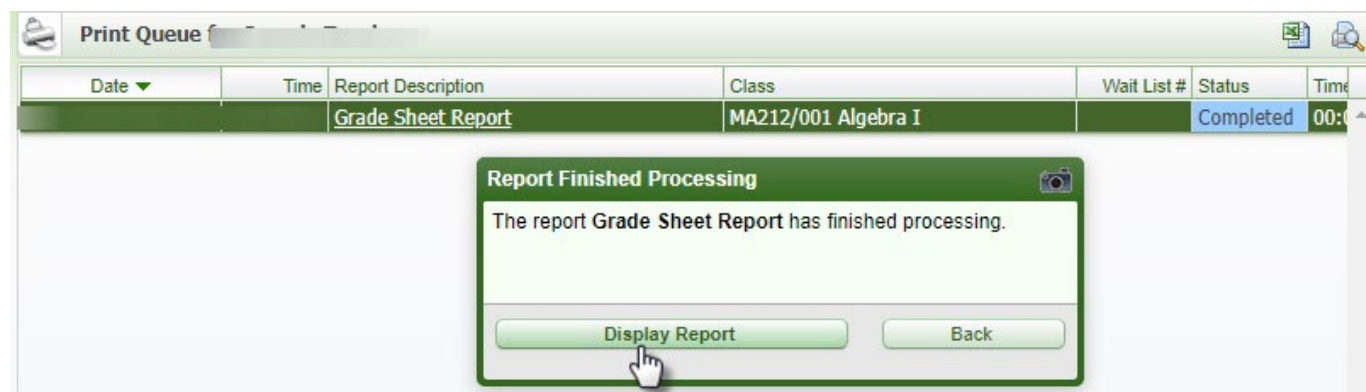
Reports ▾ | Charts ▾ | Display Options ▾ | Quick

Attendance
Detail Report
Summary Report by Class
Gradebook
Grade Sheet Report
Assignment Listing - By Student
Assignment Master Report

Step 2

Select one of the **bottom three templates**, whose only difference is the font size (10-, 12-, or 14-point). Then click **Print**.

Seq #	Report Template Name
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

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

Step 3

Once the report has finished processing, click the **Display Report** button.

Print Queue

Date ▼	Time	Report Description	Class	Wait List #	Status	Time
		Grade Sheet Report	MA212/001 Algebra I		Completed	00:

Report Finished Processing
The report Grade Sheet Report has finished processing.

Display Report | Back

Step 4

The Class Roster Spreadsheet for your selected class will be displayed on the screen, at which point you may choose to print. If you want a Class Roster Spreadsheet for all classes at once, see the Appendix below.

Appendix (Grades 2-12 only)

If you are a grade 2-12 teacher and have multiple rosters of students for which you would like to print a Class Roster Spreadsheet without having to print each class individually, skip Step 1 and start at the My Gradebook Screen as follows. Resume at Step 2 and you will get a multi-page PDF document with a class roster for each class.

- **A.** Click **Teacher Access**.
- **B.** Click **My Gradebook**.
- **C.** Select **Reports for All Classes**.
- **D.** Click **Grade Sheet Report**.
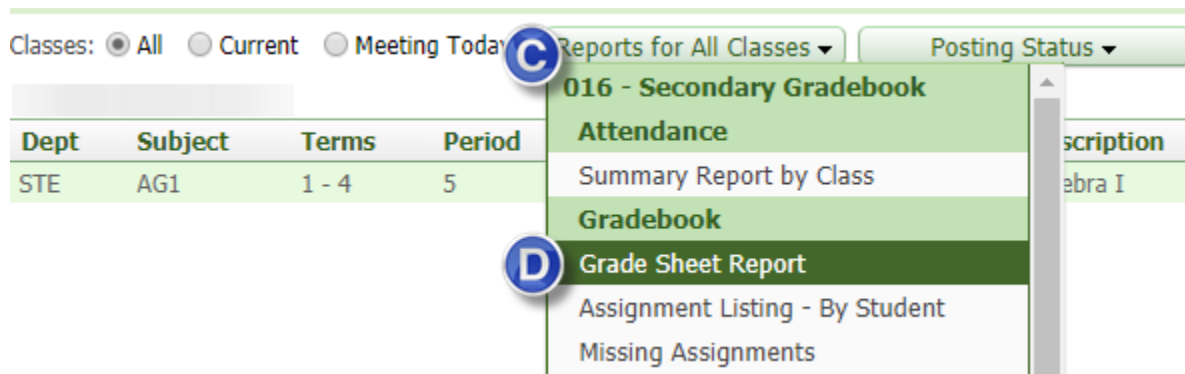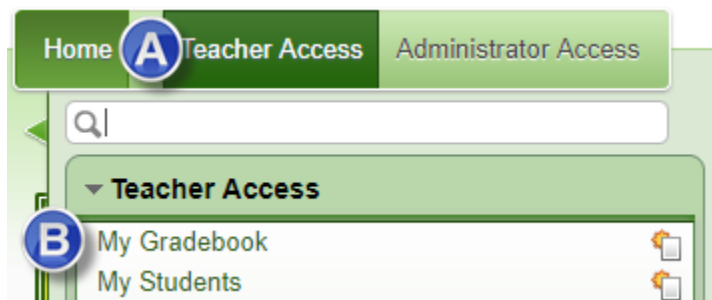
Attendance Procedures for Elementary School Teachers

| Introduction |
| --- |

Audience: Elementary School Teachers
Purpose: Record daily attendance.

Attendance Snapshot

Attendance is taken electronically through Skyward. It must be taken daily for every student on your roster. Teachers are required to take attendance at **10:00 a.m**. (**Elementary Snapshot Time**). Taking attendance at the official attendance snapshot time ensures compliance with TEA.

Step 1

At the Skyward Home Screen, click **Post Daily Attendance**.
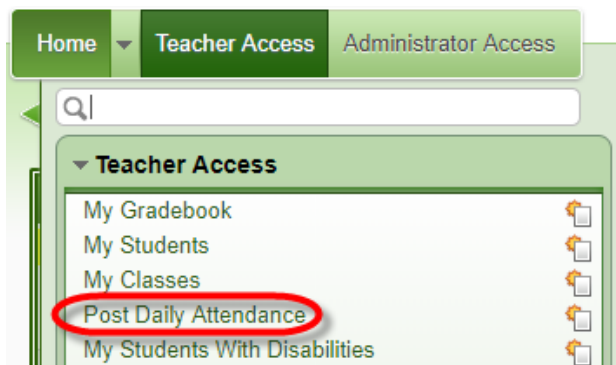
ⓘ Note:
If you enabled your **Teacher Quick Access** widget, you may click on the bell icon next to *Homeroom* to take attendance.

Step 2

Select **By Name** to take attendance by alphabetical listing.

Step 3

Using the radio buttons, record attendance for each student, then click **Save**. (If all students are present, Click **Save**).

Submit a Discipline Referral

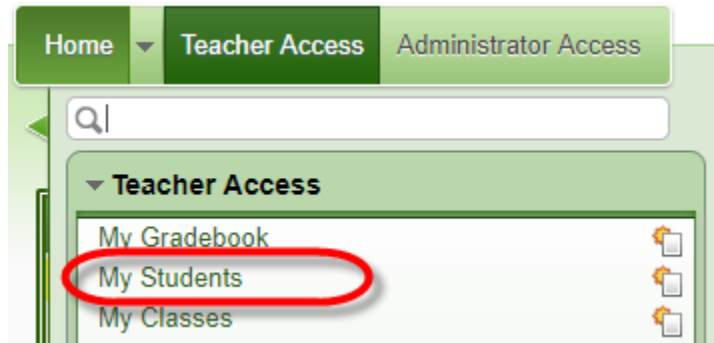| Introduction |
| --- |
| **Audience:** Teachers
Purpose: Submit a discipline referral. |

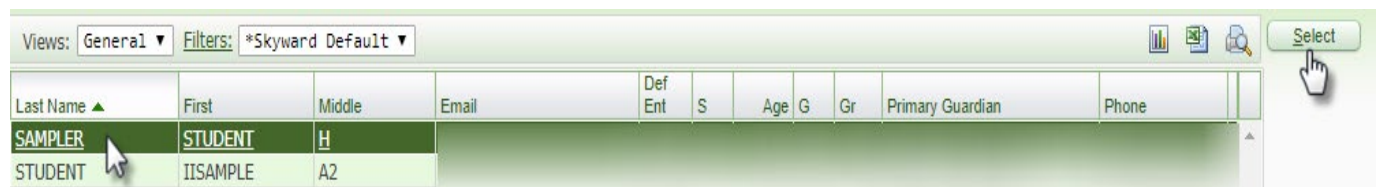| Step 1 |
| --- |
| From the toolbar, select **Teacher Access** and click **My Students**.

Note:
If you do not have the student in your classes, please see the Appendix and resume at **Step 3**. |

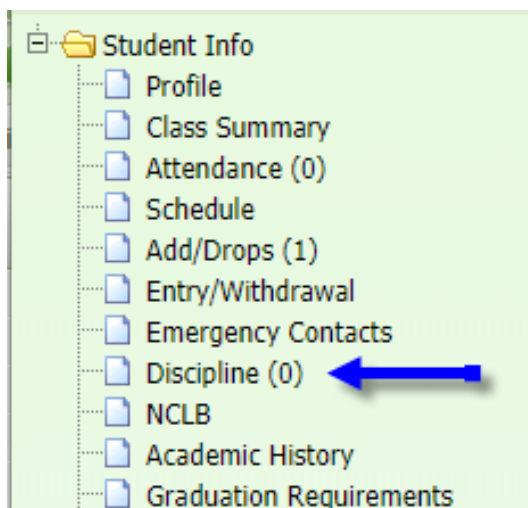| Step 2 |
| --- |
| Select a student and click **Select**. |

Step 3
Click **Discipline**. *Note:* The number next to **Discipline** refers to the number of Discipline Referrals you have submitted for the selected student.

Step 4

Click **Add**.

| SAMPLER, STUDENT H ▾ | Grade: **09** | Add |

There are no Discipline Referrals for STUDENT SAMPLER.

Total Referrals: **0**

Step 5

A. Enter the **Date** of the offense.
B. Enter the **Time** the offense occurred.
C. Enter **Comments** describing this offense. Manually type out the location of the incident in the comments.
D. Click **Save**.

School:		D	Save
Offense:	TR - Teacher Referral ▾		Back
Location:	▾		
Bus:	▾		Attach (0)
(A) Date of Offense:	Aug ▾ 14 ▾ ◄ ► Wed, Aug 14		
(B) Time of Offense:	3 : 35 PM ▾		☐ Parent Notified
(C) Comment:			

Step 6

After you have submitted the referral, the system will return to the main Discipline screen.

Before the principal has reviewed your referral, you have the option of either:

1. Editing your existing referral.
2. Deleting your referral. Once the principal has reviewed your referral, however, both options will be unavailable.

> **Note:**
> You will be unable to Edit or Delete your referral once the principal has reviewed your referral.

| SAMPLER, STUDENT H ▾ | Grade: **09** | Add |

Offense	Location	Officer	Parent Notified
Teacher Referral	Classroom	Referred on:	No Details... ⃝ ⊠

① ②

Total Referrals: **1**

Documentation Type: End User How-To Guide   P a g e **14**
Created by: SIS Support Team
Last Modified on: 10/9/2019
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To refer a student who is not enrolled in any of your classes, do the following:

From the toolbar, select **Administrator Access** and Click **Student Search By Entity**.
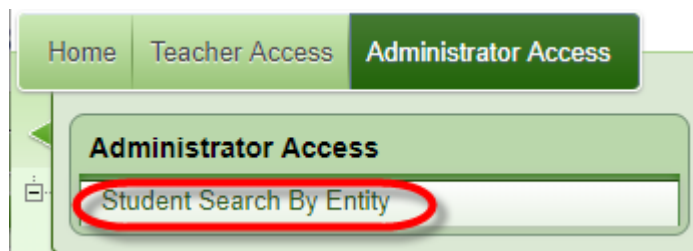
    A. All students at your campus will now be available from which to view. Search for the student by entering up to the first five letters of the student's last name.

    B. Select the student.

    C. Click **View Student Information**. Follow Step 3 through 6 to complete the discipline referral for the student.

Accessing Student 504 Accommodations

Introduction

Audience: Teachers
Purpose: To be able to access attached students 504 accommodations.

Step 1

A. Select **Teacher Access**.
B. Select **My Section 504 Students**.

Step 2

Look for the student and expand name.

C. Expand **Section 504 Attachments**.
D. Click under **Original File** to select and open the attachment.
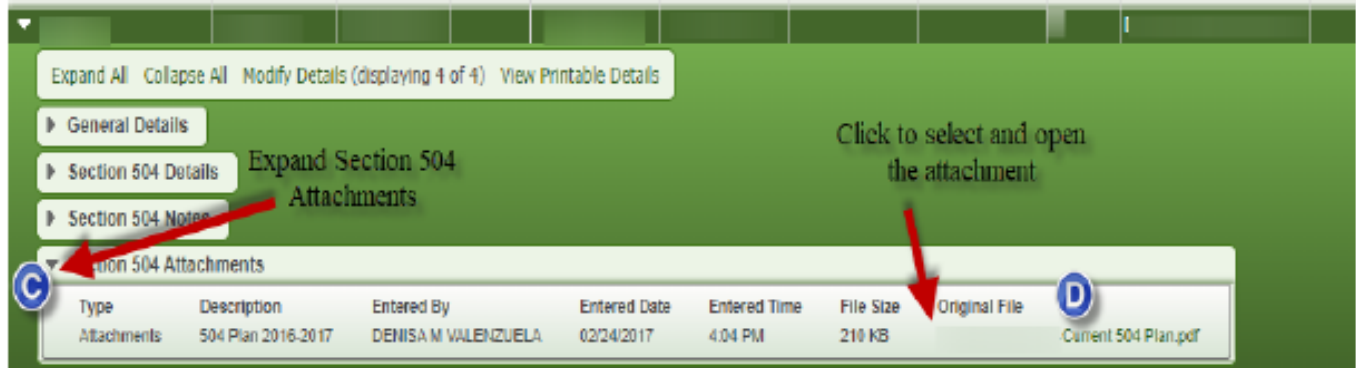
End of Process

Message Center

Introduction
Audience: Teachers **Purpose**: Use the Message Center to post messages to Family Access, Student Access, and/or send an email to parents or students.
Guidelines

- In order for parents and guardians to see Family Access messages and/or receive emails from the Message Center, your campus must have on file the parent/guardian's valid email address in Skyward.

- In order for students to view messages in Student Access, they must log on using their district username (their ID number) and password (6-digit number).

- In order for students to receive emails from the Message Center, they must check their Office365 email account.

- Emails sent from the Message Center will not appear in your Sent Items folder in Outlook.

Step 1

In your gradebook,
- A. Select **Other Access**
- B. Choose **Message Center**.
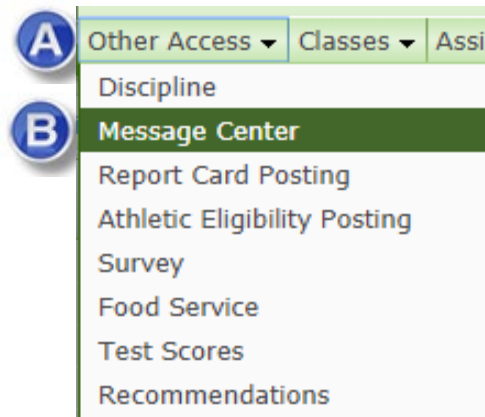
Step 2

This screen lists all sent messages, both via email and Family/Student Access. Six options are available:

A. Add Message for Multiple Classes - post a message/email to all students in at least one class.

B. Add Message for Current Class - post a message/email to some or all students in the current gradebook.

C. Edit - edits a previously sent message. This will not apply to an email that has already been sent.

D. Clone - creates a new message based on the selected message.

E. Recall
- o Deletes a message posted to Family/Student Access. Once deleted, you may choose the "Unrecall" button to restore the message. You cannot recall a Family/Student Access message if a parent/guardian or student has replied to your message, if you chose to allow replies.
- o This option can recall an email that is scheduled to be sent. Once the email has been sent, you can still choose to recall, but it will not be recalled.

F. Defaults - allows you to generate a message that you will use often and can schedule days in advance.

In the **Edit Class Message** window, the **SAVE** button will send the message.
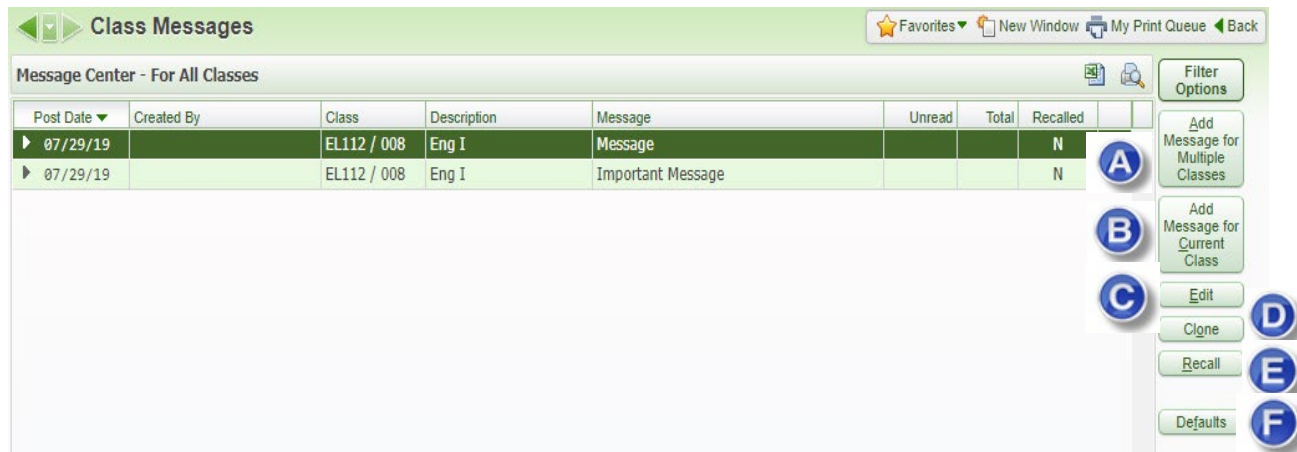
Do not click **SAVE** until you have finished creating the message.

New Class Message for Selected Students

EL112/008 Eng I

* Message Summary: Message   Priority: Normal ▼

* Message Detail: View Style Toolbar: ▼

This is the Message Detail area. Enter the entire message in this area. This can be either an email or a Family/Student Access message.

Save
Attach (0)

Posting Options

Post Date: 07/29/20

☑ Post to Family Access
  ☑ Allow parents to respond to this message
  ☐ Post my email address for parents viewing this message
☐ Post to Calendar
  Place on Calendar Date: 07/29/20   Text:

☑ Post to Student Access
  ☑ Allow students to respond to this message
  ☐ Post my email address for students viewing this message

Emailing Options

☐ Send as Email on [   ] at [   ] from [   ]
  ☐ Email to Students
  ☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)
    ☐ Heads of Household Only   ☐ Primary Guardians Only   ☐ Report Card Recipients Only   ☐ First Families Only
    ☐ Send an Email For Each Student in Same Family ?   ☐ Do Not Show Student Name in Body of Email ?
  ☐ Email to Additional Recipients
  ☐ Display Additional details in the Email Body
    ☐ Course Description   ☐ Period   ☐ Teacher Name

☐ Post to All Students

Select students to receive the message   Select All   Clear All

▲ Last Name	First Name	MI	Grad Year	

Step 3

A. **Message Summary** - Enter the title of the message.

B. **Message Detail** – Enter the full description of your message. Using the **Style Toolbar**, you may modify the appearance of the text with basic style tools.

C. **Priority** - choose from either **Normal** or **High**. High-priority messages will display a red icon 🚩 next to the Message Summary. This does not reflect in personal email accounts.

Edit Class Message for Selected Students

EL112/008 Eng I

Ⓐ Message Summary: Message   Priority: Normal ▼ Ⓒ

Ⓑ Message Detail: View Style Toolbar: ▼

This is the Message Detail area. Enter the entire message in this area. This can be either an email or a Family/Student Access message.

- **Post Date** – set the start and end dates for the Family/Student Access message to remain active. This does not affect emails.

- **Post to Family Access / Post to Student Access** – determines whether this message will post to Family or Student Access. If neither are selected, you must choose to send as an email to students or guardians (see Step 5).

  - **Allow parents/students to respond to this message** – if checked, parents/students can reply to your Family/Student Access message. Replies are not sent as an email and are visible only to you in the Message Center main screen in Step 2.
  - **Post my email address for parents/students viewing this message** – displays your email address which is hyperlinked to allow parents/students to easily email you by clicking on your email address.

Posting Options

Post Date: 07/29/20.

☑ Post to Family Access   ☑ Post to Student Access
   ☑ Allow parents to respond to this message   ☑ Allow students to respond to this message
   ☐ Post my email address for parents viewing this message   ☐ Post my email address for students viewing this message
☐ Post to Calendar
Place on Calendar Date: 07/29/20   Text: [   ]

- **Send as Email on** – If checked, set the date and time for the email to be sent. If you uncheck this option, an email will not be sent at all. The time to send the email defaults to 30 minutes from the current time. The email address provided will be the reply-to email address. In conjunction with this checkbox, you must also select **Email to Students** and/or **Email to Guardians**.

  - **Email to Students** – choose if you want emails sent to the students' Gaggle email account.

  - **Email to Guardians** – choose if you want emails sent to the Guardians. If you do not specify the individual Guardian options, then all Guardians will be selected.

Emailing Options

☑ Send as Email on 07/29/20. at 02:40 PM from teacher.name@fortbendisd.com
   ☐ Email to Students
   ☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)
      ☐ Heads of Household Only   ☐ Primary Guardians Only   ☐ Report Card Recipients Only   ☐ First Families Only
      ☐ Send an Email For Each Student in Same Family [?]   ☐ Do Not Show Student Name in Body of Email [?]
   ☐ Email to Additional Recipients
   ☑ Display Additional details in the Email Body
      ☑ Course Description   ☑ Period   ☑ Teacher Name

Documentation Type: End User How-To Guide   **P a g e 20**
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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Step 6

In Step 2, if you selected **Add Message for Multiple Classes**, you will see a list view of all your classes. Using the checkboxes or buttons, choose to have the Message Center message apply to your current class (default) or to multiple classes.

☐ Post to All Classes

Select the classes where this message should be saved

Select All   Clear All

▲	Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description
☑	016	LIT	EN1	1 to 4	4	MTWRF	EL112 / 008	Eng I
☐	016	LIT	EN1	1 to 4	1	MTWRF	EL112 / 001	Eng I
☐	016	LIT	EN1	1 to 4	1	MTWRF	EL115I / 004	English 1 I
☐	016	LIT	EN1	1 to 4	3	MTWRF	EL112 / 012	Eng I
☐	016	LIT	EN1	1 to 4	5	MTWRF	EL112 / 013	Eng I
☐	016	LIT	EN1	1 to 4	6	MTWRF	EL112 / 006	Eng I
☐	016	LIT	EN1	1 to 4	7	MTWRF	EL112 / 014	Eng I

In Step 2, if you selected **Add Message for Current Class**, you will see a list view of all your students in your current class. Using the checkboxes or buttons, choose to have the Message Center message apply to all your students in the class (default) or to some students.

☐ Post to All Students

Select students to receive the message

▲	Last Name	First Name	MI	Grad Year

23 records displayed

Step 7

When you have finished setting up the Message Center message, click **Save** to send the message.

New Class Message for Selected Students

EL112/008 Eng I

* Message Summary: This is a Normal Priority Message   Priority: Normal ▼   Save   Attach (0)

* Message Detail: View Style Toolbar: ▼

This is the Message Detail area. You will enter your entire message in this box. This can be either an email or a Family/Student Access message.

Posting Options

Post Date: 08/14/20

☑ Post to Family Access
  ☑ Allow parents to respond to this message
  ☐ Post my email address for parents viewing this message

☑ Post to Student Access
  ☑ Allow students to respond to this message
  ☐ Post my email address for students viewing this message

☐ Post to Calendar
  Place on Calendar Date: Text:

Emailing Options

☑ Send as Email on 08/14/20   at 01:54   PM   from teacher.name@fortbendisd.com
  ☐ Email to Students
  ☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)

Note:
You may add an attachment but it is recommended that, to increase efficiency, you include an external link to the attachment instead.

Documentation Type: End User How-To Guide   P a g e 21
Created by: SIS Support Team
Last Modified on: 10/9/2019
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Grading Overview for Pre-K to 1ˢᵗ Grade

Audience: Teachers, Grades Pre-K – 1
Purpose: Overview of grading procedures for the end of each Term.

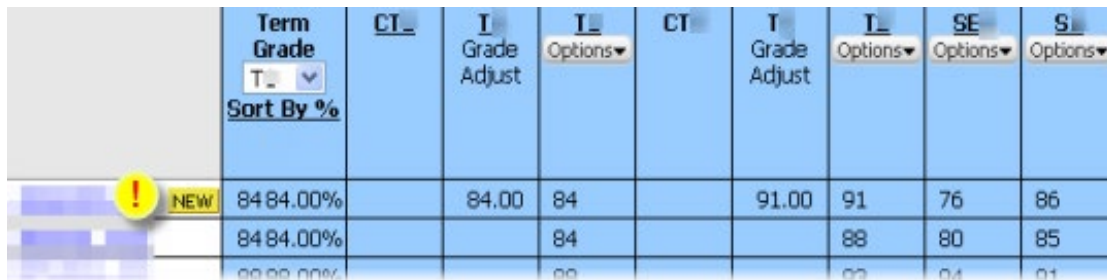## Grading Verification

Verify the following for each term:

A. Grades will be reported using one mark per competency. Students must have a minimum of three marks (opportunities to demonstrate proficiency) on each competency per reporting period.

B. Student progress will be assigned using three levels: Developing (DV), Progressing (PG), or Proficient (PF), as shown below. Students will receive a mark for each competency.

Developing (DV)	Progressing (PG)	Proficient (PF)
		Target - Grade level proficiency

C. Overall student proficiency will be determined using marks for each competency. Student proficiency will be assigned using these descriptors:
    o **M** - Met Standard
    o **DNM** - Did Not Meet Standard

D. Enrichment Courses (Art, PE, Health, Music) student proficiency will be reported using two marks, S or N.

E. The Citizenship (conduct) score must be E, S, N, or U. Citizenship scores may be optional at your campus.

Transfer Grading Verification

For students who are enrolled in your class after the start of a new term, ensure that prior grades have been transferred to your class.   *See New Button Procedures*

	Term Grade T_ ⌄ Sort By %	CT_	T_ Grade Adjust	T_ Options▾	CT	T Grade Adjust	T_ Options▾	SE Options▾	S_ Options▾
⚠ NEW	84 84.00%		84.00	84		91.00	91	76	86
	84 84.00%			84			88	80	85
	99.99.00%			99			99	94	91

To assign grades to a transfer student the records from the previous school(s) should be included in calculations for the current grading period. In cases where the grade format does not align to FBISD grading scales, the District registrar shall be contacted to align grading scales.

See Elementary Grading & Reporting in the Standard Operating Procedures Grading and Reporting Handbook

Grading Overview for 2nd to 5th Grade

Introduction

Audience: Teachers, Grades 2-5
Purpose: Overview of grading procedures for the end of each Term.

Grading Verification

Verify the following for each term:

A. Grades will be reported using a numerical average based on a minimum of (9) grades per subject area per grading period. In each subject area (Reading, Writing, Math, Social Studies, and Science) students should receive (3) major and (6) daily grades. Student grading is on a 100 point scale.

B. Enrichment Courses (Art, PE, Health, Music) grades will be reported using an S or N. Students should have at least three grades per course.

C. Grades for each grading period shall reflect the students' progress towards proficiency of identified priority learning progressions, which are aligned to the Texas Essential Knowledge and Skills. All grades will be weighted as follows:
    o **Major Grades** will count as 50 percent of the student's grading period average.
    o **Daily Grades** will count as 50 percent of the student's grading period average.

D. The Citizenship (conduct) score must be E, S, N, or U. Citizenship scores may be optional at your campus.

Transfer Grading Verification

For students who are enrolled in your class after the start of a new term, ensure that prior grades have been transferred to your class. *See New Button Procedures*

To assign grades to a transfer student the records from the previous school(s) should be included in calculations for the current grading period. In cases where the grade format does not align to FBISD grading scales, the District registrar shall be contacted to align grading scales.

See Elementary Grading & Reporting in the Standard Operating Procedures Grading and Reporting Handbook

Documentation Type: End User How-To Guide
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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Create an Event for Pre-K – 1ˢᵗ Graders

Introduction

Audience: Teachers who have a **Standards Gradebook**
Purpose: How to create an event in the **Standards Gradebook.**

Description	
Orchestra II B 8	**Gradebook**
Beg Orch 1	**Standards Gradebook**

Step 1

A. Click **Events**

B. Select **Add Events**

Main Screen Ⓐ
ss ▾ | Classes ▾ | Events ▾ | Com
Ⓑ Add Event
List Events
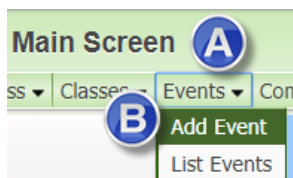
Step 2

C. Choose the Subject
D. Choose the Skill
E. Enter the title of the event under Description and enter a Detail Description (optional)
F. Select the Assign, Proposed Due, and Actual Due date(s) of the event. These dates determine the grading period. For example, a Proposed Due Date occurring within the first term will affect only the Term 1 average.
G. Select the class(es) in which this event will be added, if applicable.
H. Attach document(s) related to this event so that students can access them via Student Access. (optional)
I. Use optional to create an online assignment or to clone (copy) an existing online assignment created by another teacher from your campus. (optional)
J. Choose the appropriate Saving method to exit this screen.

Add Event

Ⓒ Subject:		Save and Back
Ⓓ Skill:		Save and Add Another
Ⓔ Description:		Ⓙ Save and Grade
Detailed Description:		Undo
		Back
Entered Date:		
Ⓕ Assign Date:		Ⓗ Attach (0)
Proposed Due Date:		Ⓘ Options ▾
Actual Due Date:		

☑ Post to Family Access
☑ Post to Student Access

Display Options

Show Student Result As: Grade Mark ▾   ☐ Show Comments

Skill Options [?]

	Subject	Skill
☑		
☐		

Class Options [?]

	Entity	Dpt	Sbj	Terms	Prd	Days Meet	Class	Description	Academic Area
☐		FA	ORC	1 - 4	2	MTWRF	FO6809	Beg Orch 1	FO6XXX – ORCHESTRA 6
☑	Ⓖ	A	ORC	1 - 4	2	MTWRF	FO6819	Orchestra I Violin	FO6XXX – ORCHESTRA 6
☐		FA	ORC	1 - 4	2	MTWRF	FO6829	Orchestra I Viola	FO6XXX – ORCHESTRA 6
☐		FA	ORC	1 - 4	3	MTWRF	FO6809	Beg Orch 1	FO6XXX – ORCHESTRA 6
☐		FA	ORC	1 - 4	3	MTWRF	FO6839	Orchestra I Cello	FO6XXX – ORCHESTRA 6

Create an Assignment for 2nd – 5th Graders

Introduction

Audience: Teachers who have a Gradebook (Secondary)
Purpose: How to create an assignment in the Gradebook (Secondary).

Description	
Orchestra II B 8	**Gradebook**
Beg Orch 1	**Standards Gradebook**

Step 1

A. Select **Assignments**.

B. Click **Add Assignment**.

Main Screen
ss ▾ | Classes ▾ | Assignments ▾ | Att
A
B Add Assignment
List Assignments

Step 2

C. Choose the Category

D. Enter the title of the event under Description and enter a Detail Description (optional)

E. Select the Assign, Proposed Due, and Actual Due date of the assignment. These dates determine the grading period. For example, a Proposed Due Date occurring within the first term will affect only the Term 1 average.

F. Select the classes in which this assignment will be added, if applicable.

G. If necessary, attach documents related to this assignment so that students can access them via Student Access.

H. If necessary, use this to create an online assignment or to clone (copy) an existing online assignment created by another teacher from your campus.

I. Choose the appropriate method to exit this screen.

⚠ **Warning:**
Do not modify the **Max Score** or the **Weight Multiplier** for any assignment in order to comply with district grading procedures, although you may set the **Max Score** to zero to award bonus points.

Add Assignment

C Category:	DAIL - - DAILY ▾
D Description:	
Detailed Description:	
Assignment Group:	
Entered Date:	
E Assign Date:	▾ ▾ ◀ ▶
Proposed Due Date:	▾ 1 ▾ ◀ ▶
Actual Due Date:	▾ 01 ▾
Max Score:	100 ☑ Post to Family Access
Weight Multiplier:	1.00 ☑ Post to Student Access

Save and Back
Save and Add Another **I**
Save and Score
Undo
Back

G Attach (0)
H Options ▾

Display Options

Show Student Result As: Score ▾   ☐ Show Comments

Class Options **F**

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
☑	STE	AG1	1 - 4	5	MTWRF	MA212 / 001	Algebra I

Create an Online Assignment

Introduction

Audience: Teachers, grades 2-12.

Purpose: Create an online assignment that can be automatically graded by Skyward. *This document assumes prior knowledge of how to create regular assignments in Skyward.*

Features

Skyward's online assignments offer:

- Variety of question types:
  - Multiple Choice
  - True/False
  - Matching
  - Short Answer
  - Essay
- Instant grade results for students
- Display of correct answers to students
- Randomized questions

- Sharing online assignments with other teachers
- Variable per-question point values
- Ability for students to stop and resume
- Printing of blank hardcopies of the assignment
- Automatic grading of Short Answer questions with tolerance for possible spelling or variations
- Manual allowance of partial credit
- Alternating Multiple Choice letters
- Displaying pictures for questions and answer choices

What students see

Upon logging into **Skyward Student Access**, the student will see a list of current and upcoming events, including available Online Assignments.

Step 1 - Add Assignment

Create an assignment.

A. Enter the Assignment **Description.**

B. Select **Options.**

C. Select **Create Online Assignment.**

Step 2 - Create an Online Assignment: Setup Options

- **Randomize Questions**: Questions will be in a randomized order for each student.

- **Override Multiple Choice/Matching Answer Lettering**: Allows you to alternate sequence of letter choices among multiple choice questions. For example, question 1 choices are A, B, C, D and question #2 choices are E, F, G, H. This may be useful in mimicking multiple choice styles found in standardized tests.

- **Do Not Allow Other Teachers to Clone:** Denies other teachers from cloning the Online Assignment that you are creating

The following fields do not need to be modified:
- ○ **Name**: this is automatically populated from the **description** in the previous screen.
- ○ **Description**: this is an internal note that is visible only on this screen.
- ○ **Default Points per Question**: sets the default point value for each new question. Setting the points per question will be determined at a later time.

Family/Student Access Options

☐ Do not Make Available in Student Access Online Assignments
    * Start Date: `08/22/20:` 🗓 at `12:00` `AM`   * Stop Date: `08/22/20:` 🗓 at `11:59` `PM`
    Questions per Page: `5`
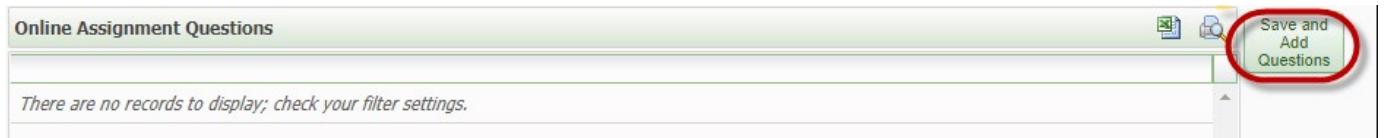   Do not Show Results until: `08/23/20..` 🗓 at `12:00` `AM`   ☐ Show Correct Answers
☐ Auto Grade and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

- **Do not Make Available in Student Access Online Assignments**: leave unchecked unless you need to withhold it from students. If this is checked after an Online Assignment has begun, there will be a message to students stating that the "Online assignment <Assignment_Name> has been taken offline."

- **Start/Stop Date/Time**: Allows you to set the date and time when the assignment will be made available to the students. By default, the online assignment will be made available as soon as you save the assignment until 11:59pm that day.

- **Questions Per Page**: By default, five questions will be displayed to the student per screen. The student will need to click on "Next Page" or "Previous Page" to navigate between the next or previous five questions. After the students have completed the online assignment, separating groups of questions into pages will also affect your ability to easily view each student's responses. For example, if you have 20 questions, as the teacher, you would have to click on "Next Page" four times to view all of the students' responses. If you anticipate viewing each students' responses, it is recommended that you set this field to zero so that both you and students can view all questions on one page. This will assist when you are Manually Scoring the assignments.

- **Do not Show Results until**: Allows you to set a date and time for students to review their results and the correct answers. The "*Do not Show Results until*" date and time must occur <u>after</u> the Online Assignment's *Stop Date*. See Step 9: *Allow Student to Resume*.

- **Show Correct Answers**: If selected, *and* if results have been made available (see *Do not Show Results until* above), students will see the correct answers after completing the assignment.

- **Auto Grade and Post to Gradebook**: If selected, Skyward will grade each question and post the score directly to the gradebook when a student completes an online assignment. This also limits the Online Assignment to Multiple Choice, True-False, and Matching questions only. Short Answer and Essay questions will not be available to use.
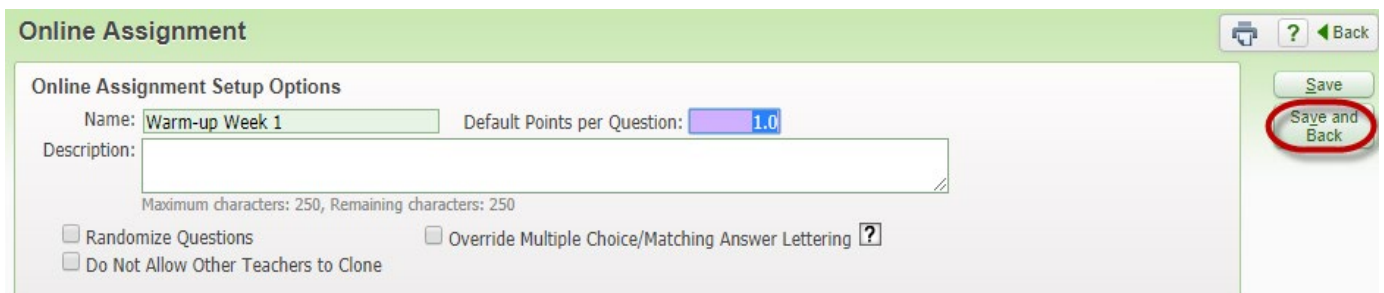
- **Save and Add Questions**: Click to add questions. See Appendix A: *Adding and Editing Questions* for instructions on creating questions. As you add questions, the point value per question will be 1.0 points (see *Step 2: Default Points per Question*).

  NOTE: It is recommended that you leave questions at 1.0 points apiece and only change the value for questions that should be worth more than a 1-point question, but keep the questions based on a 1-point scale. In Step 7, we will convert the questions to a 100-point scale to conform with FBISD grading policies.

Online Assignment Questions

There are no records to display; check your filter settings.

Save and Add Questions

Step 5 – Create an Online Assignment

- **Click Save and Back to return to the previous screen. At this point, the Online Assignment will not be completely saved just yet.**

Online Assignment

Online Assignment Setup Options

Name: Warm-up Week 1   Default Points per Question: 1.0

Description:

Maximum characters: 250, Remaining characters: 250

☐ Randomize Questions   ☐ Override Multiple Choice/Matching Answer Lettering [?]
☐ Do Not Allow Other Teachers to Clone

Save
Save and Back

⚠ **Note:**
Changes to the Online Assignment will **NOT** take effect for the students until you click Save at the Assignment Maintenance screen in the next Step or in Step 8.

• Click on **Change Max Score**.

> ! ***Note:***
>
> • Changes to the **online assignment** will not take effect until you choose to **Save** at this screen.
>
> • To return to the previous screen (Steps 2-5) click on **Edit Online Assignment**.
>
> • To clone this online assignment to multiple classes, check the boxes for each class. Keep in mind that the date/time-specific options will also be cloned.

A. Set Max Score Independently of Question Point Values: Check this box.

B. Assignment Max Score: Enter "100." (This will be automatically changed to "100.0")

C. Enter question point values, which should be based on a 1-point scale. For instance, a question that is worth twice as much as a regular question will be worth 2 points. In the example below, question #5 contains 10 matching items, so up to five points can be awarded. By doing the two previous steps (step 7A and 7B), Skyward will convert the total points into a percentage that conforms to district grading policies.

D. Click **Save**.

Change Max Points

Assignment Max Points

☑ Set Max Points Independently of Question Point Values Ⓐ
Assignment Max Points: 100.0 Ⓑ

Ⓓ Save

Redistribute Question Points

Total Question Points
Current Point Total: 5.0
New Point Total: 25.0

Reset Points

Assignment Questions

Number ▲	Type	Question	Current Points	New Points
1	Multiple Choice	Which city is the capitol of Texas?	1.0	5.0
2	Multiple Choice	How many items are in a dozen?	1.0	5.0
3	True/False	You will learn a lot in my class	1.0	5.0
4	True/False	Charles Dupree was the Superintendent for Fort Bend IS	1.0	5.0
5	Matching	Match the state with it's capital.	1.0	5.0

Ⓒ

Click **Save and Back**. This will finally save all progress performed since **Step 1**.

 Do NOT click on the navigation arrows in the top-left of the screen.

Documentation Type: End User How-To Guide
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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Step 9 – *Administering the Online Assignment*

When students are engaged in or have completed the online assignment, view the assignment by clicking on the assignment name hyperlink and click **Score Online Assignment**.

Step 10 – Score Online Assignment: Student Online Assignment

- **Refresh**: Updates all data in the **Student Online Assignment** screen.

- **Grade Online Assignment**: Opens a window for the selected student showing the answers and the ability for you to override scores for each question (in case you wish to award partial credit or bonus points). Manually Scoring Online Assignments feature is used to grade Short Answer responses and to grade Essay questions.

- **Hide Assignment in Student Access:** This will hide the online assignment in Student Access for just the student. This online assignment will have to be scored as a regular assignment.

- **Allow Student to Resume** (not pictured): Allows a student to resume a prematurely submitted assignment.

- **Reports**: Allows you to print an answer key, print a hard copy of the assignment, or student answer analysis

⚠️ *This concludes the process on Creating and Administering Online Assignments*.

Online Assignment – Appendix A (Adding & Editing Questions)

General Tips

- Click on **View Style Toolbar:** and choose either [image] to insert a picture or [image] to insert a hyperlink. This applies to both the questions and multiple choice answers. You may also apply other types of text formatting tools.

- The **Extra Content** text box creates a separate area of text below the question.

- It is recommended that when adding and editing questions, you **leave the question point value at 1.0 point per question**. For matching questions, change the points to match the number of matching choices. Weigh questions based on a 1-point-per-question scale so that more difficult questions are worth a few more points. **It is at Step 7 where Skyward converts all the question values proportionately to produce a total sum of 100.**

Short Answer Questions

Short Answer questions are automatically graded by Skyward using up to ten possible answer variations that you provide. Do not worry about capitalization since answers are not case-sensitive.

Online Assignments that contain any Short Answer questions will not automatically post to the gradebook so that you have a chance to review the student responses and give partial or full credit to responses that either come close to the correct answer or are correct but not initially anticipated as a possible correct response.

Question Maintenance

Question for Warm-up Week 1

Question Number: **2**
* Question Type: Short Answer
* Question: View Style Toolbar: ▼

Provide information about the 44th President of the United States of America.

Extra Content: View Style Toolbar: ▼

Points for Question: 5.0

Answers to Question Number 2

Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer.

Correct Answer A: Barack Obama
Correct Answer B: Obama
Correct Answer C: President Obama
Correct Answer D: B. Obama

Essay Questions

Essay questions cannot be automatically graded. You must manually score online assignments.
The maximum points allowable for essay questions is 99.9 points.

Question Maintenance

Question for Warm-up Week 1

Question Number: **4**
* Question Type: Essay
* Question: View Style Toolbar: ▼

How do you feel today? Write in detail what affects your feels today?

Extra Content: View Style Toolbar: ▼

Points for Question: 50.0

Answers to Question Number 4

Answers cannot be set up for Essay Questions. You will have the opportunity to manually grade this answer.

Matching

Matching questions allow up to ten answer choices. Similar to all other questions, a Matching question is worth 1 point by default, but you may consider matching its value to the number of choices.

1. Enter the **Question**.

2. Enter the **Choices**. The order of these choices will match that on the actual online assignment.

3. Enter the **Matches**. The order of these matches will match that on the actual online assignment.

4. Specify the correct **Answer** match.

5. Change the **Points for Question** and enable the option to **Allow Partial Credit**.

Online Assignments – Appendix B (Online Assignments Reports)

Online Assignment Reports

To view any of the three types of Online Assignment reports, use the **Reports** button from Step 9: *Reports*.

Online Assignment Reports

Report Options

Online Assignment: **Warm-up Week 1**
Report Type: Hard Copy of Blank Online Assignment ▼
Lines for Essay Questions: Answer Key
Hard Copy of Blank Online Assignment
Questions Per Page: Online Assignment Analysis

- **Answer Key** creates a hard copy of a blank online assignment with the correct answer choice listed, if applicable.

- **Hard Copy of Blank Online Assignment** creates a printable blank assignment. Unlike the other available reports, *if you chose to randomize the sequence of questions*, the questions will be randomized here as well. It is recommended that you disable randomizing of questions before printing a hard copy of the blank online assignment.

- For each question, the **Online Assignment Analysis** lists each student's response which is labeled as "Correct" or "Incorrect."

Online Assignment – Appendix C (Frequently Asked Questions)

Ways in which to implement Skyward's Online Assignments

❖ **Warm-ups, Spelling or Vocabulary Quizzes**
❖ **Daily Writing Journals, Writing Prompts, Science Lab Reports, Current Events, etc.**
Use the Essay feature to prompt students to write. Their responses can be saved as a PDF to make it more convenient to read and it will also eliminate illegibility. Use the typical Mass Score Options to award a "completion grade" if applicable.
❖ **Reinforcement**
Create an online assignment to occur during the evening hours to force the student to recall and reinforce the information learned earlier that day.
❖ **Accommodation for Special-Needs Students**
Create questions with media content, such as graphics, audio, or video files. These multimedia objects can be attached to either the question or the multiple-choice/true-false/matching items.
❖ **Scavenger Hunts**
Include hyperlinks in your questions to encourage students to access those predefined URLs to find the correct answer.
❖ **Practice for STAAR or other Standardized Tests**
To recreate a practice STAAR test, use alternate multiple choice lettering for even-numbered questions, include charts and illustrations as image attachments.

Editing the Online Assignment

❖ **Q. I can't see options to AutoScore and Post to Gradebook or to see correct answers.**
A. Your online assignment contains short answer or essay questions.
❖ **Q. Where is the spell-check feature?**
A. Internet Explorer does not have a built-in spell-check. Consider using Mozilla Firefox, which has a spell-checker, instead.
❖ **Q. Can graphs and charts be added to online assignment questions?**
A. Yes, but they need to be in the form of a picture file and uploaded as an attachment.
❖ **Q. Can Multiple Choice and Matching question choices alternate between A/B/C/D and E/F/G/H to simulate scantron sheets?**
A. Yes, enable the checkbox to **Override Multiple Choice/Matching Answer Lettering** and then enable the checkbox to **Use Alternate Lettering for Even Numbered Questions**. Click on **Select Letters** to choose all the letters that will be used.
❖ **Q. If I attach a large image, will Skyward display the entire image or will it be resized?**
A. Using the **Attach** button, attaching images larger than 550x449 will cause it to be resized. If you use the **Style Toolbar** to attach an image, it is possible to exceed the limit of 550x449, but it is not recommended as it may have adverse effects on the formatting of the entire online assignment. If you must use the **Style Toolbar**, be sure to set the dimensions so as not to adversely affect the formatting of the Online Assignment Question.
❖ **Q. What is the recommended way to set the point values for the Online Assignment?**
A. If all the questions in the online assignment are to be of equal value, simply create all your questions and ignore the 1.0 point value for each question. Afterward, check the box to **Set Max Score Independently of Question Point Values** and enter the **Assignment Max Score** of "100."
However, if some questions will be weighted differently, weigh them on a 1-point scale (where most questions will be 1 point each and more difficult questions will 2 or more points). Then check the box to **Set Max Score Independently of Question Point Values** and enter the **Assignment Max Score** of "100."

❖ **Q. A student will be absent during the online assignment. How do I hide it from them?**
A. Go to **Score Online Assignment**, select the student and click on **Hide Online Assignment From Student**.

❖ **Q. If students have to leave before completing an Online Assignment, how do I allow them to complete it after the stop date/time?**
A. Edit the online assignment to extend the stop time and in the **Score Online Assignment** screen, select the student and click on **Allow Student to Resume**. Even though you extended the stop time, other students would be unable to resume except for the one you allowed to resume.

❖ **Q. I created an Online Assignment, but now I don't see it anymore. I spent a lot of time creating it and I even remember clicking on the SAVE button to save it all.**
A. The **Assignment Maintenance** window is where you would typically go to change the assignment title, assign date, due date, actual due date, and much more. It is also where you can find the **Edit Online Assignment** and **Create Online Assignment** buttons where Skyward launches the **Make Assignment Available Online** window (This is the window that allows you to create questions and set the start/stop dates for the assignment).
There are two windows which require you to save: the **Make Assignment Available Online** window as well as the **Assignment Maintenance** window. Oftentimes, teachers save at the **Make Assignment Available Online** window but will click on the **Back** button (which will warn the teacher of unsaved changes) or the left arrow (which will not warn the teacher) at the **Assignment Maintenance** window.

❖ **Q. The matching question appears in the online assignment but the answer choices do not.**
A. You enabled **Use Alternate Lettering for Even Numbered Questions** and the matching question contains more matching items than the selected alternate letters. Increase the number of alternate letters to match the number of matching items.

❖ **Q. The matching question in the online assignment is not allowing partial credit to students who missed some matching choices.**
A. Be sure to enable **Allow Partial Credit** when editing the Matching question.

❖ **Q. I have to manually score each student assignment. Because my assignment is so long, I have to click to the "Next Page" to view the student's next page of responses. Is there a way to view all responses in one big page by just scrolling?**
A. Yes, edit the online assignment to show "0" **Questions Per Page**.

❖ **Q. I forgot to set the MAX SCORE to 100, and the students have already finished the online assignment. Their posted scores are not on a 100-point scale in the gradebook. How can I fix this?**
A. Follow the same steps from the next question.

❖ **Q. I set the wrong point value for a question, and students have already completed the assignment and the scores were posted to the gradebook. How can I change the point value and re-score automatically?**
A. Edit the Assignment so that you are in the **Assignment Maintenance** screen. To the right of the **Max Score**, click on **Change Max Score**. Adjust your point values for the assignment questions and then click the checkbox in the middle to **Update Student Scores**. Click **Save** and then **Save** again. Now go to **Score Online Assignment**. If the Online Assignment has expired, click on **Mass Post Scores to Gradebook** and choose the second and third checkboxes to **Post Online Assignment Score to Gradebook** and **Override Existing Gradebook Scores**, then click on **Run**.

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Documentation Type: End User How-To Guide
Created by: SIS Support Team
Last Modified on: 10/9/2019
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- ❖ **Q. I set the wrong answer for a question, students have already completed the assignment, and the scores were posted to the gradebook. Can I set the correct answer for the question and re-score automatically?**
  A. Yes, edit the Assignment so that you are in the **Assignment Maintenance** screen. Click on **Edit Online Assignment** and change the answer and click **Save**. Then go to **Score Online Assignment**. If the Online Assignment has expired, then click on **Mass Post Scores to Gradebook** and choose the second and third checkboxes to **Post Online Assignment Score to Gradebook** and **Override Existing Gradebook Scores**, then click on **Run**.

- ❖ **Q. All students have missed a question even though they chose the correct answer.**
  A. Verify that you have selected the correct answer. It is possible to create a True/False, Short Answer, or Multiple Choice question without specifying the correct answer.

- ❖ **Q. Why do some ONLINE GRADES differ from the ONLINE PERCENT scores?**
  A. You have changed point values for certain questions after students have taken the online assignment. The **Online Percent** represents the true score of the online assignment.

- ❖ **Q. Why do some ONLINE PERCENTS differ from the GB SCORE/PERCENT/GRADES?**
  A. The online assignment must have been modified (such as changing point values for a question, changing answer choices, etc.) after those students have completed the assignment. If you click on **Mass Post Scores to Gradebook**, the Online grades will override the GB Grades.
  However, if the Online Score/Percent/Grades are present but the GB Score/Percent/Grade is blank, that indicates that the student has not completed the assignment. Is the student still working on the online assignment? See below.

- ❖ **Q. The Essay or Short Answer question did not allow me to award 100 points.**
  A. You will be unable to award a full 100 points to any question while in the Score Online Assignment screen because the **Points Earned** box allows only a two-digit number. To work around this, simply enter the score in the regular Score Entry screen as you would do for a non-online assignment.

- ❖ **Q. In the gradebook, why do the online assignment scores appear with two decimal places instead of a whole number like other regular assignment grades?**
  A. All assignment scores in the gradebook can be reported as a number with up to two decimal places. It just so happens that teachers do not traditionally enter any assignment scores with decimal places, however they do have that ability. Skyward reports online assignment scores up to two decimal places and rounds online assignment scores to the nearest hundredth.

Score an Assignment 2nd – 5th Grade (Secondary Gradebook)

Introduction
Audience: Teachers who have a Gradebook (Secondary)
Purpose: Score and leave comments for an assignment using the Score Entry screen.

Step 1

Click on an asterisk or assignment grade to enter a score.

Step 2

A. **Score**: Enter scores in this column. If you enter a score higher than 100, you will receive a warning message, but it will not prevent you from entering the score. Leaving a score as an asterisk does not affect the students' average.

B. **No Count**: If checked, this will exempt the student from the assignment and it will not affect their average. If a score is already entered and this box is checked, the grade will not count. If marked as *No Count*, the score will be boldfaced in the gradebook.

C. **Missing**: If checked, it will flag the student as not having submitted the assignment. The Missing Assignment indicator allows you, Administrators, and UIL Activity Sponsors to easily generate a list of missing assignments for students. This indicator has no effect on their average. For a student who receives a "0" for a missing assignment, you will need to enter a "0" as their score in addition to checking this checkbox. If marked as Missing, the score will be boldfaced in the gradebook.

D. **Comment**: If needed, you may leave a short comment (up to 30 characters) regarding the assignment. Assignment comments will be visible to both students and parents.

E. **Mass Assign Options**: This utility allows you to score all students at once.

F. **Mark Un-scored as 0 and Missing**: For any asterisks that remain, after scoring, this utility will change them into a "0" and flag them with the **Missing** indicator.

G. **Prev/Next**: Clicking either *Prev* or *Next* will prompt you to Save before advancing to the previous (left) or next (right) assignment in the gradebook's assignment display order.

H. **Save/Undo/Back**: *Save* will save the scores and return to the previous screen. *Undo* will discard all changes made to the score entry screen. *Back* will return to the previous screen without saving grades.

Quick Grading PK – 1st Grade (Standards Gradebook)

Introduction

Audience: Teachers who have a Standards Gradebook
Purpose: Quick grading allows you to enter scores for multiple Assignments on one screen.

Description	
Orchestra II B 8	**Gradebook**
Beg Orch 1	**Standards Gradebook**

Step 1

From the menu bar in the gradebook, click Quick Grading

Quick Grading

Step 2

- Enter scores freely. Pressing the Enter key will advance to the next student. Arrow keys will facilitate more convenient score entry without the need for a mouse.

- As you enter scores, the Term average will be recalculated in real-time.

- Grades that have changed since entering Quick Scoring will be highlighted in Green.

- Click Save often to save your progress. When done entering scores, click **Save and Back**.

Quick Grading

Students	T1	T1 Writi	T1 Writi Writi	T1 Writi Writi		
1	x	x	PF			Back
2	4	4	PF	4		Save
3	y	y	PF	y		Save and Back
4	x	x	PF	x		Undo
5	4	4	PF	4		Show 'Cell' Details
6	x	x	PF	x		
7	x	x	PF	x		
8	4	4	PF			
9	x	x	PF	x		

My Print Queue

Quick Grading 2nd – 5th Grade (Secondary Gradebook)

Introduction	
Audience: Teachers who have a Gradebook (Secondary) **Purpose:** Quick Grading allows you to enter scores for multiple assignments in one screen.	**Description** Orchestra II B 8 Gradebook Beg Orch 1 **Standards Gradebook**

Step 1

From the menu bar in the gradebook, click on **Quick Grading**.

Step 2

- Enter scores freely. Pressing the Enter key will advance to the next student. Arrow keys will facilitate more convenient score entry without the need for a mouse.
- As you enter scores, the Term average will be recalculated in real-time.
- Grades that have changed since entering Quick Scoring will be highlighted in Green.
- Click **Save** often to save your progress. When done entering scores, click **Save and Back**.
- *Double-click* on a cell to display the **Cell Details** window, where you can mark "No Count," "Missing," or leave a comment for a particular grade (Comments are visible in Student and Family Access).

New Button K – 1ˢᵗ grade (Standards Gradebook)

Introduction	
Audience: Teachers who have a **Standards Gradebook** **Purpose:** To illustrate the best methods by which to transfer prior grades for New Students.	**Description** Orchestra II B 8 **Gradebook** Beg Orch 1 **Standards Gradebook**

Guidelines

For each subject, click on the New button to begin.

> ⚠ **Note:**
> If the student transfers from an out of district campus, please consult with your campus administrator.

Choosing the Correct Option

Check the box labeled, "**Do not display NEW by this student's name.**" For Homeroom, no further action is required after you check this box.

New Student
was added to this class on
☑ Do not display NEW by this student's name

When you click on the New Button, you may be presented with a set of up to 5 Options which allow you to transfer *prior* term grades.

1. The best course of action is to always use **Option 2**.
2. If Option 2 is not available, use **Option 3**. If you have not received the student's prior term grades, ask their prior teacher to provide them to you.

****Option 5**, unlike the other Options, affects the current term average by integrating the student's average from the previous class into your current term gradebook. In Term 1, Option 5 is the only viable option. Beginning with Term 2 and onward, Option 5 may be used in conjunction with Options 2 and 3.**

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course   *Option not Available*
has not dropped any sections of this course

① **Option #2 - Transfer Assignment/Term Scores From a Dropped Class**   **Manually Transfer Scores**
Choose this option to manually transfer or enter assignment and term grades ▼ based on a dropped class
Use Dropped Class: **Not Selected** (Select Dropped Class)

② **Option #3 - Manually Enter Term Scores**   **Manually Enter Scores**
Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course   *Option not Available*
There are no term percents that may be transferred

Option #5 - Enter a Starting Grade Percentage for the Current Term   **Enter a Starting Grade**

Option 2 – Step 1

If available, Option 2 is the preferred method by which to transfer prior Report Card grades.

A. Choose **Term Grades Only**.

B. Click on **Select Dropped Class**.

C. Select the dropped class which matches that of the current subject.

D. Click on **Next**.

Option 2 – Step 2

For each available term, enter the grade marks that you see from the dropped class into your class.

Click on **Save and Next** when complete. Repeat this process for Option 2 for each subject until you have arrived to **Save and Finish**.

Option 3 - Step 1

Use Option 3 if Option 2 is not available. Ensure that you have the student's prior grades before you proceed.

Click on **Next**.

Transfer Grades

Option #3 - Enter Term Grades
Choose this option to enter term grades for closed grading periods

| Next |

Option 3 - Step 2

Enter the grades for each available term and then click on **Save and Next**.

Repeat this process for Option 3 for each subject until you have arrived to **Save and Finish**.

Transfer Skill Term Grades for

| Save and Next |

Enter Grades for 0002 / 05 Reading Kinder
View Grade Marks

Subject/Skill	T1 Grade	T2 Grade	T3 Grade	T4 Grade
Overall Term Grade				
Reading				
Retelling Texts Read Aloud	PF			
Retelling of Independent Reading				
Characters and Themes in Literary Texts Read .				
Monitoring Beginning Reading	PF			
Phonological Awareness	PF			
Phonics, Spelling, and Word Study	PF			
Concepts About Print	PF			
Response to Reading	PF			
Instructional Reading Level				

Special note: To make student's grade change visible on their report card, you must complete and submit a Grade Change Request.

Documentation Type: End User How-To Guide   P a g e **45**
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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New Button 2nd – 5th Grade (Secondary Gradebook)

Introduction

Audience: Teachers who have a Gradebook (Secondary)
Purpose: To illustrate the best methods by which to transfer prior grades for New Students

Description	
Orchestra II B 8	**Gradebook**
Beg Orch 1	**Standards Gradebook**

Guidelines

Every student's Final Average is calculated from their Semester Averages. The Semester Average is calculated from the students' Term and Semester Exam grades. When new students are enrolled in your class, any prior existing report card grades must be transferred into your gradebook in order to calculate an accurate Semester and/or Final Average.

For each subject, click on the New button to begin.

> ⚠ **Note:**
> If the student transfers from an out of district campus, please consult with your campus administrator.

Choosing the correct Option

Check the box labeled, "**Do not display NEW by this student's name.**"

New Student

was added to this class on **Monday,**
From **3006 / 302**

☑ Do not display NEW by this student's name.

When you click on the New Button, you may be presented with a set of up to 5 Options which allow you to transfer *prior* term grades.

3. The best course of action is to always use **Option 2**.
4. If Option 2 is not available, use **Option 3**. If you have not received the student's prior term grades, ask their prior teacher to provide them to you.

****Option 5**, unlike the other Options, affects the current term average by integrating the student's average from the previous class into your current term gradebook. In <u>Term 1</u>, Option 5 is the only viable option. Beginning with <u>Term 2</u> and onward, Option 5 may be used in conjunction with Options 2 and 3.**

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course — *Option not Available*
has not dropped any sections of this course

① **Option #2 - Transfer Assignment/Term Scores From a Dropped Class** — [Manually Transfer Scores]
Choose this option to manually transfer or enter [assignment and term grades ▼] based on a dropped class
Use Dropped Class: **Not Selected** (Select Dropped Class)

② **Option #3 - Manually Enter Term Scores** — [Manually Enter Scores]
Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course — *Option not Available*
There are no term percents that may be transferred

Option #5 - Enter a Starting Grade Percentage for the Current Term — [Enter a Starting Grade]

Option 2 is to be used when a current student has had a level change, changes to another course, or transfers from another FBISD campus.

1. **Term Grades Only**.

2. Click **Show Dropped Classes** (the link will change to *Hide Dropped Classes*).

3. Select the previous class.

4. Click **Manually Transfer Scores**.

5. In the **New Percent** column *only*, enter the prior Term and Semester Exam grades (if applicable).

6. Click **Save Term/Exam Grades and Enter Semester Grades**.

7. The S1 Grade will be automatically calculated based on the scores you entered in Step 5. Do not change the S1 Grade or type a new S1 grade. Click on **Save Semester Grades and Finish**.

Special note: To make student's grade change visible on their report card, you must complete and submit a Grade Change Request.

Documentation Type: End User How-To Guide   P a g e **47**
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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Option 3 is to be used when Option 2 is not available, a student is new to the district, or is returning to FBISD from another school district. Grades are to be provided by campus administration. Grades will be entered in all previous terms (not assignments).

1. Click **Manually Enter Scores**.

Option #3 - Manually Enter Term Scores   [Manually Enter Scores]

Choose this option to manually enter term grade percents for closed grading periods

2. In the **New Percent** column *only*, enter the prior Term and Semester Exam grades (if applicable).

3. Click **Save Term/Exam Grades and Enter Semester Grades**.

4. The S1 Grade will be automatically calculated based on the scores you entered in Step 2. Do not change the S1 Grade or type a new S1 grade. Click **Save Semester Grades and Finish**.

PR1						[ ] ⊞ [ ] %
PR2						[ ] ⊞ [ ] %
T1					94.00%	[94] ⊞ [94.00] %
PR3						[ ] ⊞ [ ] %
PR4						[ ] ⊞ [ ] %
S1						[ ] [ ] %
SE1				Exam Score:	[78] / 100 points	
T2					92.00%	[92] ⊞ [92.00] %

Special note: To make student's grade change visible on their report card, you must complete and submit a Grade Change Request.

③ Save Term/Exam Grades and Enter Semester Grades

④ Save Semester Grades and Finish

Documentation Type: End User How-To Guide
Created by: SIS Support Team
Last Modified on: 10/9/2019
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In Term 1, Option 5 is the only viable option. Beginning with Term 2 and onward, Option 5 may be used in conjunction with Options 2 and 3.

As you can see below, a new student enrolled to class between 1/23 and 1/29; thus, no assignment grades are present.

	Pythag W21-M 01/14 DAIL 100 74.62	Quiz: W21-T 01/15 DAIL 100 73.65	CW: Sp W21-Th 01/17 DAIL 100 85.50	Quiz:P W21-F 01/18 DAIL 100 89.32	Test 1 W22-W 01/23 MAJ 100 72.60	CP5	PR5 Options▾	CW: Tr W23-T 01/29 DAIL 100 90.00
NEW	*	*	*	*	*			86
	100	70	83	94	68		77	92

1. For Option 5, click on **Enter a Starting Grade**.

Option #5 - Enter a Starting Grade Percentage for the Current Term   ① Enter a Starting Grade

2. Enter the student's current Term average from the dropped class. This will affect only the assignment grades whose due dates occur before the student start date.
3. Checkbox: Overwrite existing assignment scores
4. Click Apply Grade Percent.

Set Starting Grade for ▮▮▮▮▮▮▮▮▮   Apply Grade Percent ④

The **Starting Grade Percent** will be applied to each current term assignment that was due before ▮▮▮▮▮▮ **Start Date.**

Starting Grade Percent: 84.00 % 84 ②
Student Start Date: ▮▮▮▮▮ (Enrollment Date is ▮▮▮▮) ③
☑ Overwrite existing assignment scores

NOTE: Due to rounding, the current term percent may not exactly match the Starting Grade Percent that you enter.
All assignments with a max score of zero and those with Benchmarks attached will be marked No Count and not scored.

Option 5 mass assigns the entered grade into all ungraded assignments prior to the students' enroll date in your class. You need to have assignments in the Term to mass assign grades. If there are no assignments, then Option 5 will not work.

	Pythag W21-M 01/14 DAIL 100 74.62	Quiz: W21-T 01/15 DAIL 100 73.65	CW: Sp W21-Th 01/17 DAIL 100 85.50	Quiz:P W21-F 01/18 DAIL 100 89.32	Test 1 W22-W 01/23 MAJ 100 72.60	CP5	PR5 Options▾	CW: Tr W23-T 01/29 DAIL 100 90.00
NEW	84	84	84	84	84		84	86
	100	70	83	94	68		77	92

Special note: To make student's grade change visible on their report card, you must complete and submit a Grade Change Request.

Documentation Type: End User How-To Guide   P a g e 49
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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Combined Gradebooks 2nd – 5th Grade (Secondary Gradebook)

Introduction
Audience: Teachers with multiple Secondary Gradebooks in a given class period. **Purpose:** Combine multiple gradebooks into a Master Gradebook.

Overview

Teachers who teach multiple courses in the **same class period** will have a separate gradebook for each course. This may duplicate the effort needed for grade entry if several classes are to share the same assignments for the entire duration of the course. By combining the gradebooks, you can view and enter grades (but not take attendance) for all students in the same period on the same screen without needing to switch classes.

When combining gradebooks, one of the gradebooks must be set as the **Master Class** while each additional gradebook attached to it will be designated as the **Combined Classes**.

To ensure the integrity of the combined gradebooks, you must heed the following restrictions:

- It is recommended that combining gradebooks is to be done before you create any assignment.

- Classes that are to be designated as a *Combined Class* cannot have any existing assignments. If they do, you must delete them before combining.

- However, if there are any assignments present in the *Master Class* they will remain as a master assignment for all the combined classes.

- The Message Center and most reports do not recognize combined classes.

- <u>You cannot take attendance for multiple class periods using combined gradebooks.</u>

- <u>Do not separate a combined gradebook after you enter grades. Separating a combined gradebook WILL cause the loss of existing grades and assignments.</u>

From the **My Gradebook** screen, click on **Combine Multiple Classes into a Secondary Gradebook.**

Dept	Subject	Terms	Period	Days Meet	Class	Description	
LIT	WG	1 - 4	1	MTWRF	SS411 / 014	World Geo PreA	Gradebook
LIT	WG	1 - 4	2	MTWRF	SS411 / 002	World Geo PreA	Gradebook
LIT	WG	1 - 4	3	MTWRF	SS411 / 001	World Geo PreA	Gradebook
LIT	WG	1 - 4	5	MTWRF	SS411 / 003	World Geo PreA	Gradebook
ATH	PE	1 - 2	6	MTWRF	PB2621 / 001	Basketball 3 YR G	Gradebook
ATH	PE	1 - 2	6	MTWRF	PB2631 / 001	Basketball 4 YR G	Gradebook
ATH	PE	3 - 4	6	MTWRF	PB2622 / 001	Basketball 3 YR G	Gradebook
ATH	PE	3 - 4	6	MTWRF	PB2632 / 001	Basketball 4 YR G	Gradebook
ATH	PE	1 - 2	7	MTWRF	PB2131 / 001	Basketball 1 YR G	Gradebook
ATH	PE	3 - 4	7	MTWRF	PB2132 / 001	Basketball 1 YR G	Gradebook

Combine Multiple Classes into a Gradebook - I

Select a **Master Class**.

Select Classes to Combine into a Gradebook

Master Class	Combine Class	Period	Class	Description	Entity	Course Length	Control Set	Department	Subject	Curriculum
☑	☐	6	PB2621 / 001	Basketball 3 YR G	016	SEMESTER	SEMESTER 1	ATH	PE	PB2621 - Basketball 3 G
☐	☐	6	PB2622 / 001	Basketball 3 YR G	016	SEMESTER	SEMESTER 2	ATH	PE	PB2622 - Basketball 3 G
☐	☐	6	PB2631 / 001	Basketball 4 YR G	016	SEMESTER	SEMESTER 1	ATH	PE	PB2631 - Basketball 4 G
☐	☐	6	PB2632 / 001	Basketball 4 YR G	016	SEMESTER	SEMESTER 2	ATH	PE	PB2632 - Basketball 4 G
☐	☐	7	PB2131 / 001	Basketball 1 YR G	016	SEMESTER	SEMESTER 1	ATH	PE	PB2131 - Basketball 1 G
☐	☐	7	PB2132 / 001	Basketball 1 YR G	016	SEMESTER	SEMESTER 2	ATH	PE	PB2132 - Basketball 1 G

Step 3

Select your **Combine Classes**.

The classes you select as your *Combine Classes* must not have any assignments or you will have to delete them.

Master Class	Combine Class	Period	Class	Description	Entity	Course Length	Control Set	Department	Subject	Curriculum
☐	☑	6	PB2621 / 001	Basketball 3 YR G	016	SEMESTER	SEMESTER 1	ATH	PE	PB2621 - Basketball 3 G
☐	☑	6	PB2622 / 001	Basketball 3 YR G	016	SEMESTER	SEMESTER 2	ATH	PE	PB2622 - Basketball 3 G
☐	☑	6	PB2631 / 001	Basketball 4 YR G	016	SEMESTER	SEMESTER 1	ATH	PE	PB2631 - Basketball 4 G
☐	☑	6	PB2632 / 001	Basketball 4 YR G	016	SEMESTER	SEMESTER 2	ATH	PE	PB2632 - Basketball 4 G
☐	☐	7	PB2131 / 001	Basketball 1 YR G	016	SEMESTER	SEMESTER 1	ATH	PE	PB2131 - Basketball 1 G
☐	☐	7	PB2132 / 001	Basketball 1 YR G	016	SEMESTER	SEMESTER 2	ATH	PE	PB2132 - Basketball 1 G

Step 4

Click on **Combine Classes**.

Combine Classes
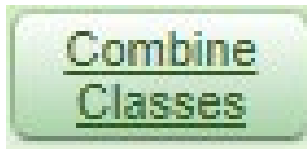
Step 5

You will receive one of two possible prompts:

This prompt allows you to confirm the risks before proceeding with combining the gradebooks. Click on **Combine** to proceed.

Skyward

All Gradebook data will be **deleted**, including backups and archived assignments, from classes that are being combined with the Master Class.
This process **cannot be undone** once you click Combine.

Are you sure you want to combine the selected classes?

Combine   Cancel
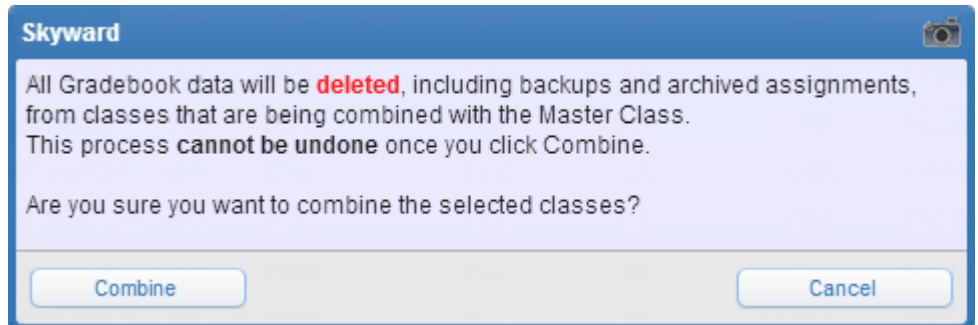
This prompt alerts you that you will be unable to combine because one of the *Combine Classes* has at least one assignment. You will need to delete any assignment before proceeding.

Skyward

You have selected a class that has Gradebook assignments. You must delete all the assignments before the Gradebook can be merged.

OK
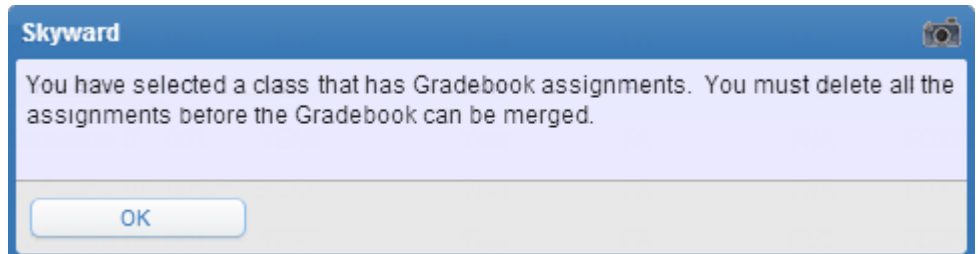
Step 6

A. At the bottom of the screen, you will now be able to select the **Combined Gradebook** to show all students from the selected combined classes.

B. Clicking on **Individual Gradebook** will open the gradebook to show only the students enrolled in that particular class.

C. If necessary, you may continue to combine additional gradebooks by clicking on the **Combine Multiple Classes into a Gradebook** button.

D. The option to **Separate Classes from Combined Gradebook** will now be available to restore the default gradebook selection.

Current Year Classes	Prior Years Classes

Classes: ⦿ All ◯ Current ◯ Meeting Today   [Reports for All Classes ▾]   [Posting Status ▾]

Dept	Subject	Terms	Period	Days Meet	Class	Description	
LIT	WG	1 - 4	1	MTWRF	SS411 / 014	World Geo PreA	Gradebook
LIT	WG	1 - 4	2	MTWRF	SS411 / 002	World Geo PreA	Gradebook
LIT	WG	1 - 4	3	MTWRF	SS411 / 001	World Geo PreA	Gradebook
LIT	WG	1 - 4	5	MTWRF	SS411 / 003	World Geo PreA	Gradebook
ATH	PE	3 - 4	6	MTWRF	PB2622 / 001	Basketball 3 YR G	Gradebook
ATH	PE	3 - 4	6	MTWRF	PB2632 / 001	Basketball 4 YR G	Gradebook
ATH	PE	1 - 2	7	MTWRF	PB2131 / 001	Basketball 1 YR G	Gradebook
ATH	PE	3 - 4	7	MTWRF	PB2132 / 001	Basketball 1 YR G	Gradebook

Combined Gradebooks

Combined Gradebook: **Basketball 3 YR G / 001**   (A) **Combined Gradebook**

Dept	Subject	Terms	Period	Days Meet	Class	Description	
ATH	PE	1 - 2	6	MTWRF	PB2621 / 001	Basketball 3 YR G	Individual Gradebook
ATH	PE	1 - 2	6	MTWRF	PB2631 / 001	Basketball 4 YR G	Individual Gradebook (B)

[Combine Multiple Classes into a Gradebook - Entity 016]   [Separate Classes from Combined Gradebook - Entity 016]

(C)   (D)

Emailing Progress Reports

Introduction
Audience: Teachers, grades 2-5   **Purpose:** Overview of procedures of Emailing Progress Reports.

Step 1

Select any Gradebook, but not the **Standard Gradebook**.

Class	Description↑	
3000 / 304	Homeroom Grade 3	Standards Gradebook
3001 / 303	Lang Arts Grade 3	Gradebook
3001 / 304	Lang Arts Grade 3	Gradebook
3001 / 304	Lang Arts Grade 3	Gradebook
3002 / 303	Reading Grade 3	Gradebook
3002 / 304	Reading Grade 3	Gradebook
3005 / 303	Soc St Grade 3	Gradebook
3005 / 304	Soc St Grade 3	Gradebook

Step 2

A. Highlight the template 900.
B. Click **Clone Template**.

3006 / 301 Prd:2 Health Grade 3 -
Report: **Email Progress Detail**

Seq #	Report Template Name
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals **(A)**
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

- Create Emails
- Add a new Template
- View parameters of Template
- **(B)** Clone Template
- Select Different Classes

Step 3

C. Name your **Report Template**.
D. Click **Save**.

> **Note:**
> Ignore the **Sequence** number. It is used only to change the order of the report templates.

Report Templates   🖨 My Print Queue ◀ Back

Clone Report Template **900** - Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals.

Sequence #: 10   **(D)** Save
Report Template Name: Progress Report **(C)**   Back

E   Email Progress Detail Report for 3006 / 301 Prd:2 Health Grade 3

10 - Progress Report

Grades and Students to Print

Display Grades and Assignments for Term: [Current Term :   ▼]

☐ Only print students with a grade mark of [100 ▼]

☐ Only print students with [less ▼] than [   ] percent

☐ Only print students with [less ▼] than [   ] absences

F   Save

      Undo

      Back

Recipients

☑ Guardians   ☐ Students

Report Format

Header Area

☑ Display Student's Name   ☑ Display Attendance Totals   ☐ Display Student's Advisor

☐ Display Student's ID   ☐ Only for Selected Term   ☐ Display Grades for Previous Terms

     Free Form Header

Label 1: [Progress Report 3]

Label 2: [ ]

Category Totals

☑ Display Category Totals

Assignment Detail

☐ Do Not Print Assignments Marked as 'No Count'

☐ Do Not Print Ungraded (*) Assignments

☐ Do Not Print Assignments Not Posted to Family Access

☐ Group Assignments by Category

Fields to Print

☐ Assignment Comments

☐ Assignment Detailed Description

☐ Missing Indicator and Reason

☐ Earned and Possible Points

☐ Percent Earned

☑ Grade Mark

☐ Special Codes

    ☐ Special Codes Legend

☐ Absences

    ☐ Absences Legend

Date Sequence of Assignments   ○ Descending (newest to oldest)

                                ● Ascending (oldest to newest)

Footer Area

☐ Display List of Missing Assignments

☐ Display Teacher's Log

☑ Display Signature Line

☐ Display Guardian Signature Line with Course and Teacher Names

     Free Form Footer

Label 1: [ ]

Label 2: [ ]

Label 3: [ ]

Label 4: [ ]

Class Comment

[Comments that are entered here will display for all Progress Reports under this template.]

E. Select the grading term and the information you would like included in your progress reports.

Grades and Students to Print

- Display Grades and Assignments for Term: Select the term/semester/final grading period that will be used to generate the Progress Report.
- Only print students with a grade mark of: Allows you to only print the progress report for students receiving the selected grade.
- Only print students with less/greater than＿＿＿＿＿＿percent: Allows you to print the progress report only for students receiving a grade less than or greater than the selected percentage.
- Only print students with less/greater than＿＿＿＿＿＿absences: Allows you to print the progress report only for students with less/greater than the selected amount of absences.
- Recipients: Allows you to determine who will be receiving the email.
  - Guardians
  - Students

Report Format

- Header Area:

  - Display Student's ID
  - Display Attendance Totals - This option will print a single line with summary attendance totals.
  - Only for Selected Term – This option will be available only if you select to Display Attendance Totals. Only the attendance totals for the selected grading period will display with this option selected.
  - Display Student's Advisor
  - Display Grades for Previous Terms – This option lists the overall grades the student has achieved in the same class for each previous term.

- Free Form Header – Allows for information entered in this space to print at the top of each report.
- Category Totals

  - Display Category Totals – Shows how the student performed in each of the categories used in the Gradebook. It will also display how the grade is calculated.

- Assignment Detail

  - Do Not Print Assignments Marked as 'No Count' - Assignments not included in the student's grade will not appear on the report.
  - Do Not Print Ungraded(*) Assignments – Any assignment not scored will not be included in the report.
  - Do Not Print Assignments Not Posted to Family Access - This option allows you to exclude assignment from display that are not selected to display in Family Access. This option may be unavailable (grayed out) because the entity forces all assignments to display in Family/Student Access.
  - Group Assignments by Category – If this option is selected, it will sort the assignments based on category instead of by date.

- Fields to Print
  - Assignment Comments
  - Assignment Detailed Description - If this option is selected, it prints both the description and detailed description.
  - Missing Indicator and Reason - If this option is selected, it prints the statement "Assignment is marked as Count as Missing."
  - Earned and Possible Points
  - Percent Earned
  - Grade Mark
  - Special Codes – Fort Bend does not use.
  - Special Codes Legend – Fort Bend does not use.
  - Absences - This option display a column on the report showing whether the student wasn't in attendance the day the assignment was due.
  - Absence Legend – This option prints a legend of what the Absence codes signify.
- Date Sequence of Assignments: Select how the assignment will sort on the report.
  - Descending (newest to oldest)
  - Ascending (oldest to newest)
- Footer Area
  - Display List of Missing Assignments - This option prints a separate listing of assignments that are either marked as missing or are unscored and past the due date.
  - Display Teacher's Log - This option allows you to print the entries created in the Teacher's Log.
  - Display Signature Line - This option adds a space for parents/guardians to acknowledge receipt of the report.
  - Display Guardian Signature Line with Course and Teacher Names - You can select either this option or the Display Signature line. This option prints a signature line with the label of Guardian Signature. It also prints the course information and teacher name.
  - Free Form Footer/Class Comment – Allows for the information entered in this space to print at the bottom of each report

F. Click **Save**.

Documentation Type: End User How-To Guide
Created by: SIS Support Team
Last Modified on: 10/9/2019
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G. Highlight Report Template
H. Click Create Emails to email to **only One** class
I. Click Select Different Classes to email to **multiple** classes

3006 / 301 Prd:2 Health Grade 3 -
Report: **Email Progress Detail**

Seq #	Report Template Name	
10	Progress Report	G
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals	
910	Curr Term;No Count;Comments;Sig;Attn Totals	
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn	
930	Curr Term;No Count;Comments;Sig;No Attn	

H — Create Emails

Add a new Template
Rename Template
Modify parameters of Template
Delete Template
Clone Template

I — Select Different Classes

The Class Selection displays all classes in your gradebooks that are available to send via email.

J. Click Create Emails

Class Selection   My Print Queue ◄ Back

Class List for
For

Select All   Clear All

	Terms	Period	Class	Description	
☑	1 - 4	2	3006 / 301	Health Grade 3	J — Create Emails
☑	1 - 4	3	3003 / 302	Math Grade 3	Back
☑	1 - 4	5	3004 / 302	Science Grade 3	
☑	1 - 4	8	3006 / 302	Health Grade 3	
☑	1 - 4	9	3003 / 301	Math Grade 3	
☑	1 - 4	10	3004 / 301	Science Grade 3	
☑	1 - 4	11	3000E / 301	Enrichment Grade 3	

The Student/Guardian Selection displays all students and guardians for each class. Individuals without an email address will not be available for email selection. After verifying the recipients of the email and report, click the **Next** button.

Student/Guardian Selection   My Print Queue

Student List for Multiple Classes
For

Select All to Email   Select All to Print   Next
Clear All to Email   Clear All to Print   Prev

− Student List for 3006 / 301 Health Grade 3
Student

Guardian	Email Report	Print Report	Email Address
		☐	.fortbendisd.com
	☑		.@gmail.com
	☑		@fmstex.com
		☐	@student.fortbendisd.com
	☑		@gmail.com
	☑		@fmstex.com

Recipient Options
- Send samples to (yourself) and don't email guardians/parents – This option allows you to send test emails to yourself.
- Send a copy of all emails to (yourself) - This option allows you to send yourself an additional copy of every email generated by this process.

Text Options
- Enter Text of Email – Allows you to enter any text you would like included in the email body.

After verifying the Recipients and Text Options:
K. Click the **Process Email** button. The job processes in the Print Queue. You will receive the progress report for those parents/students without an email address, and you will receive a report showing the error message or email status.

Printing Progress Reports PK – 1st grade (Standards Gradebook)

Introduction

Audience: Teachers, grade levels PK-1
Purpose: Overview of procedures for printing Progress Reports from the Gradebook.

Step 1

A. Click a gradebook.

Class	Description	
0050FD / 001	Prekindergaten Full Day	**(A)** Standards Gradebook

Step 2

B. Click **Reports**.

C. Select **Progress Reports**

Reports ▾ **(B)** ay Options ▾ | Quick Gradi

Attendance
Detail Report
Summary Report by Class
Gradebook
Grade Sheet Report
Progress Report **(C)**
Event Listing

Step 3

D. Click 802 Progress Report

Report Templates

0050FD / 001 Prd:1 Prekindergaten Full Day –
Report: Progress Report

Seq #	Report Template Name
10	SIS Test
800	Deficiency Report
801	PK Progress Report
802	Progress Report **(D)**
900	All Skills;All Events;Attn;Grade Mark Legend;Sig
910	Graded Skills;Graded Events;Attn;Grade Mark Legend;Sig
920	All Skills;No Events;Attn;Grade Mark Legend;Sig
930	Graded Skills;No Events;Attn;Grade Mark Legend;Sig
940	Current Term Only;All Skills;All Events;Attn;Grade Mark Legend;Sig
950	Current Term Only;All Skills;No Events;Attn;Grade Mark Legend;Sig
960	Current Class Only;All Skills;All Events;Attn;Grade Mark Legend;Sig
970	Current Class Only;All Skills;No Events;Attn;Grade Mark Legend;Sig
980	Current Term Only;Current Class Only;All Skills;All Events;Attn;Grade Mark;Sig

Step 4

E.   Click **Print** to print for all classes
F.   To print for selected students only, click **Select Different Students**
G.   To print for only one or multiple classes, click **Select Different Classes**
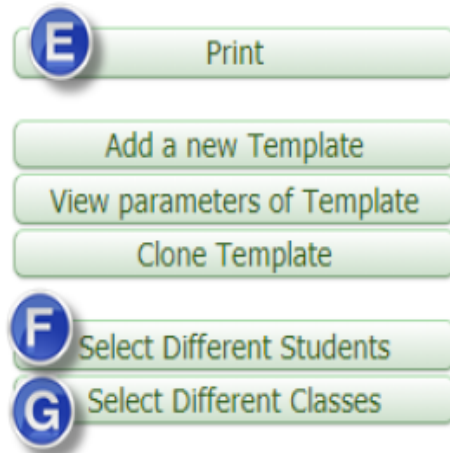
Step 5

H.   Click **Display Report** to preview the report before printing.

Note:
Only graded subjects and skills will print on the progress report.

PECAN GROVE E S   Date:
Progress Report for
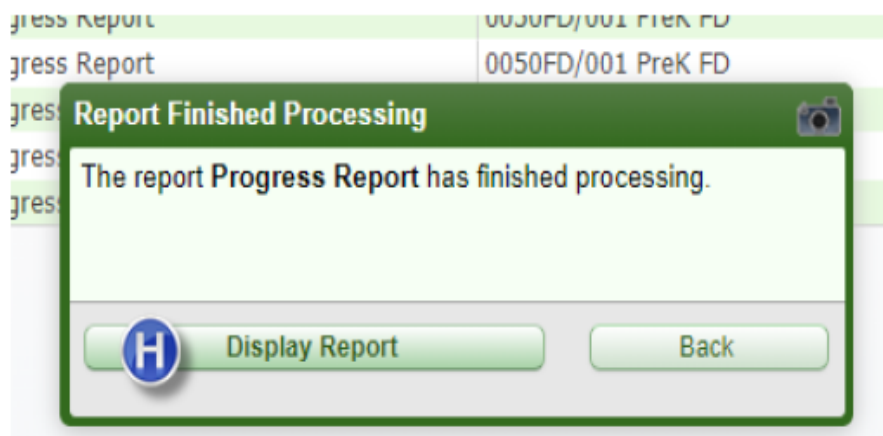
PF = Proficient PG = Progressing DV = Developing
M = Met   DNM = Did Not Meet

Grade Mark Legend
PF=PROFICIENT; PG=PROGRESSING; DV=DEVELOPING; M=MET; DNM=DID NOT MEET;

Course: **0050FD / 001 Prekindergaten Full Day**   Teacher:

	T1
Class Grades	
Subject: Emergent Literacy: Reading and Writing	M
Skill: Syllables	
Skill: Rhyming Words	
Skill: Understanding Word Parts	PF
Skill: Letter Identification	
Skill: Letter Sound Recognition	
Skill: Comprehension of Text Read Aloud	
Skill: Print Concepts	
Skill: Writing as a Process and a Means of Communication	
Subject: Language and Communication	M
Skill: Listening Comprehension	PF
Skill: Speaking (Conversation)	
Skill: Vocabulary	
Skill: Speech Production	
Skill: Sentence Structure	
Subject: Mathematics	M
Skill: Counting	PF
Skill: Adding To/Taking Away	
Skill: Geometry	
Skill: Measurement	
Skill: Sorts	
Skill: Patterns	
Skill: Data and Graphing	
Subject: Social Studies	M
Skill: People, Past, & Present	PF
Skill: Economics	
Skill: Geography	
Skill: Citizenship	
Subject: Science	M
Skill: Physical Science	PF
Skill: Life Science	
Skill: Earth Science	
Subject: Fine Arts	M
Skill: Art	PF
Skill: Music	
Subject: Social Emotional	M
Skill: Self Regulation Behavior	PF
Skill: Emotional Control	
Skill: Self Control - Control of Attention	
Skill: Relationship with Others	
Subject: Physical Development	M
Skill: Gross Motor	PF
Skill: Fine Motor	
Skill: Personal Safety Health	

Documentation Type: End User How-To Guide   P a g e 62
Created by: SIS Support Team
Last Modified on: 10/9/2019
 Fort Bend ISD

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Printing Progress Reports 2nd – 5th grade (Secondary Gradebook)

Introduction

Audience: Teachers, grades 2-5
Purpose: Overview of procedures for Printing Progress Reports.

Step 1

Select any Gradebook, but not the Standard Gradebook.

Class	Description↑	
3000 / 304	Homeroom Grade 3	Standards Gradebook
3001 / 303	Lang Arts Grade 3	Gradebook
3001 / 304	Lang Arts Grade 3	Gradebook
3001 / 304	Lang Arts Grade 3	Gradebook
3002 / 303	Reading Grade 3	Gradebook
3002 / 304	Reading Grade 3	Gradebook
3005 / 303	Soc St Grade 3	Gradebook
3005 / 304	Soc St Grade 3	Gradebook

Step 2

A. Click Reports.

B. Select Enhanced Multi-Class Progress Report.

Reports ▾ | Charts ▾ | Display Options ▾ | Quick

(A)

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

Progress Reports
Progress Detail
(B) Enhanced Multi-Class Progress Report
Progress Summary

Step 3

C. Click Add a new Template

Report Templates

🖨 My Print Queue ◀ Back

3001 / 303 Prd:0 Lang Arts Grade 3 -
Report: **Enhanced Multi-Class Progress Report**

Seq #	Report Template Name
20	Progress Report
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals

Print

(C) Add a new Template

View parameters of Template

Step 4

D. Enter a Report Template Name

E. Click Save

> **Note:**
> Ignore the Sequence number. It is used only to change the order of the report templates.

Report Templates   🖨 My Print Queue ◀ Back

Add a new Report Template for the Enhanced Multi-Class Progress Report.

Sequence #: 30   **E** Save

Report Template Name: Progress Report   **D**   Back

Step 5

- Select a Current Term

- Under Report Header, ☑ Display Student Name.
  - ☑ Display Student ID
  - ☑ Display Student Advisor

  Free Form Header Label 1: Enter the report title.
  Free Form Header Label 2: Enter the current date.

Grades and Students to Print

Display Grades and Assignments for Term: Current Term : ▾

☐ Only Print Students with a Grade Mark of: 100 ▾   ☐ Print Dropped Students

☐ Only Print Students with Less ▾ than ___ Score

☐ Only Print Students with Less ▾ than ___ Absences

Report Header

Student Header	Class Header
☑ Display Student Name	☐ Display Attendance Totals
☑ Display Student Id	☐ Only for Selected Term
☑ Display Student Advisor	

Free Form Header

Label 1: Progress Report #(enter the number 1-8)

Label 2: [Current Date]

Step 6

- ⊙ Print All Classes.

- ☑ Do Not Print Any Assignments or Categories. This will fade out the remaining check boxes in the Report Body options. Whether or not these remaining check boxes are checked is irrelevant.

Report Body

Classes to Print for Selected Students
- ○ Only Print this Class
- ○ Only Print Classes Where I Am the Teacher
- ⦿ Print All Classes

Assignments to Print
- ☑ Do Not Print Any Assignments or Categories
- ☐ Do Not Print Assignments Marked as 'No Count'
- ☐ Do Not Print Ungraded (*) Assignments
- ☐ Do Not Print Assignments Not Posted to Family Access

Assignment Date Order
- ⦿ Ascending (Oldest to Newest)
- ○ Descending (Newest to Oldest)

Category Options
- ☐ Display Category Totals
- ☑ Group Assignments by Category

Fields to Print
- ☑ Assignment Comments
- ☐ Assignment Detailed Description
- ☑ Missing Indicator and Reason
- ☑ Earned and Possible Points
- ☑ Score Earned
- ☑ Grade Mark
- ☑ Special Codes
  - ☐ Special Codes Legend
- ☐ Absences
  - ☐ Absences Legend

Step 7

Report Footer

Student Footer
☑ Display Signature Line

Class Footer
☑ Display Current Class Grade
☐ Display Grades for Previous Terms
☐ Display Missing Assignments
☐ Display Term Comments
☐ Display Teacher's Log

Free Form Footer
Label 1:
Label 2:
Label 3:
Label 4:

Comment

- ☑ Display Signature Line
- ☑ Display Current Class Grade

Step 8

Click Save.

Save

Undo

Back

Step 9

A. Click the newly created Progress Report template.

B. Click Print to print for all classes.

C. To print for selected students only, click Select Different Students.

D. To print for only one or multiple classes, click Select Different Classes.

Report: **Enhanced Multi-Class Progress Report**

Seq #	Report Template Name
20	Progress Report
30 (A)	Progress Report 1
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

(B) Print

Add a new Template

View parameters of Template

Clone Template

(C) Select Different Students

(D) Select Different Classes

Step 10

- Click Display Report to preview the report before printing.

Report Description	Class
Enhanced Multi-Class Progress Report	3001/303 Lang Arts Grd 3

Report Finished Processing

The report **Enhanced Multi-Class Progress Report** has finished processing.

[Display Report]   [Back]

Print Preview

HIGHLANDS E S

Multi-Class Progress Report for T1 (   )

Progress Report 1

Student:	Advisor:	Date:
ID:		

Class: **Math Grd 3 / 304**   Period: **0**   Teacher:

Current Class Grade:72.00% / 72

Class: **Science Grd 3 / 304**   Period: **0**   Teacher:

Current Class Grade:100.00% / 100

Class: **Health Grd 3 / 304**   Period: **0**   Teacher:

Class: **Soc St Grd 3 / 304**   Period: **2**   Teacher:

Current Class Grade:85.00% / 85

Class: **Reading Grd 3 / 304**   Period: **3**   Teacher:

Current Class Grade:76.00% / 76

Class: **Lang Arts Grd 3 / 304**   Period: **4, 7**   Teacher:

Current Class Grade:87.00% / 87

Class: **Music Grd 3 / 304**   Period: **5**   Teacher:

Entering Freeform Comments

Introduction

Audience: Homeroom teachers, grades K-5.
Purpose: Enter freeform comments for students at the end of each term.

Guidelines

Freeform comments:

- Are limited to up to 1,000 characters, including spaces and punctuation marks.
- Must be typed directly into Skyward and not copied/pasted from an external program, like Microsoft Word. Pasting from an external program for even one student can disrupt the Report Card Printing process for the entire campus.
- Spanish characters are acceptable as long as they are not copied/pasted from an external program, like Microsoft Word.
- Question marks are not allowed.

Sample Freeform comment in a Report Card

Teacher Comments

FIRST GRADING PERIOD
**Homeroom-- ▆▆▆▆ is adjusting well to second grade. She has good work habits, and she is an excellent listener. She is doing well in all areas, especially in math with addition and subtraction strategies and place value. Her creative journal writing is right on track. I am so glad to have ▆▆▆▆ in my class this year!
Mrs. ▆▆▆▆

SECOND G

Step 1

A. Within the Homeroom Standards Gradebook, click **Comments**.

Step 2

B. Locate the grade periods open for comment posting and click on **Post Comments**.

C. Type the comments into the top box. Do not copy and paste from an external program, such as Microsoft Word.

D. To assist in typing the comment, click the rectangle button to enable the Free Form Comment Entry text box.

E. Click Save when done.

Entering INC Grade

Introduction
Audience: Teachers **Purpose:** Enter an Incomplete grade "INC" into the gradebook. **You must receive approval from your administrator prior to entering an INC for a student.**
Step 1
Click on a grading box under the appropriate term. In the example below, the first student will receive an INC for Term 2.
Step 2
A. For the student who is to receive an INC, click on the **Override** drop-down box. B. Select the **INC Incomplete** override code. C. Click **Save**

Documentation Type: End User How-To Guide   P a g e **69**
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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Result

The student's grade box will now show an INC which will override any average that was previously calculated in the grade box.

> ⚠️ **Note:**
> To remove and update the override of INC, please see your campus Data Entry (Middle School) or Registrar (High School).

| Test-M W15-F 12/04 MAJ 100 89.00	Parall W16-W 12/09 DAIL 100 88.25	Perime W17-M 12/14 DAIL 100 86.75	Test W17-W 12/16 DAIL 100 85.50	CT2	T2 Options ▾
*	*	*	*	S	INC
100	99	100	89	S	96
78	79	73	88	E	77
100	100	78	100	S	81
78	75	96	65	S	80

Drop the Lowest Score (Secondary Gradebook)

Introduction

Audience: Teachers, grades 2-5.
Purpose: Use Skyward's **Advanced Drop Lowest Score** utility to drop assignment scores within the gradebook and to restore scores that were dropped. Due to the similarity of both the Advanced Lowest Score and Drop Lowest Score utilities, this document will focus on the former of the two.
The second-half of this document shows how to reverse this utility and restore dropped scores.

Step 1
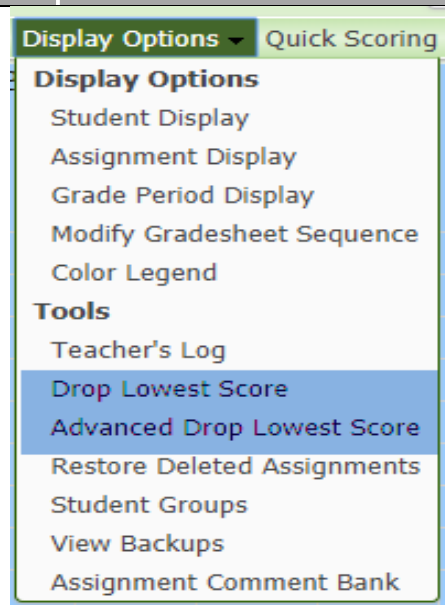
To access the utilities in your gradebook, select **Display Options** from the menu bar.

There are two utilities to drop the lowest scores in the gradebook, both of which operate similarly.

- **Drop Lowest Score** is used to drop only a single assignment grade.

- **Advanced Drop Lowest Score** can be used to drop any number of assignment grades.

This document will cover the usage of the **Advanced Drop Lowest Score** utility because it functions exactly the same as Drop Lowest Score and can also drop more than just one score per session.

Bear in mind that *after* dropping the lowest scores, there must remain a required minimum number of un-dropped assignments grades for each subject that average into the students' Term average.

Step 2

Select **Advanced Drop Lowest Score** for a specific *Grade Bucket*.

Advanced Drop Lowest Score Process

Step 1: Select a grade bucket to run the Advanced Drop Lowest Score Process.

This process allows for multiple assignment score drops within the same grade bucket.
The dropping of assignment scores can be done from a single category or from multiple categories.

Grade Bucket	Date Range	Process Option
PR1 - Term 1		Advanced Drop Lowest Score
PR2 - Term 2		Advanced Drop Lowest Score
T1 - Term 3		Advanced Drop Lowest Score
PR3 - Term 4		Advanced Drop Lowest Score
PR4 - Term 5		Advanced Drop Lowest Score
T2 - Term 6		Advanced Drop Lowest Score
S1 - Semester 1		Advanced Drop Lowest Score
PR5 - Term 7		Advanced Drop Lowest Score
PR6 - Term 8		Advanced Drop Lowest Score
T3 - Term 9		Advanced Drop Lowest Score
PR7 - Term 10		Advanced Drop Lowest Score
PR8 - Term 11		Advanced Drop Lowest Score
T4 - Term 12		Advanced Drop Lowest Score
S2 - Semester 2		Advanced Drop Lowest Score

Step 3

All students within this class will be included in processing the utility. If you need to exclude students, unselect their checkmark. Otherwise, click **Next**.

Advanced Drop Lowest Score Process

Grade Bucket: **S1 - Semester 1** that spans multiple Grading Periods (View)   Date Range:

Step 2: Review list of students included in the process.
          To exclude a student from the process uncheck the corresponding box.

	EL112 / 008 Prd:4 Eng I	Students enrolled		
	Last Name	**First Name**	**MI**	**Grad Year**
✔				2023
✔				2023
✔				2023
✔				2022
✔				2023

Step 4

- **A.** Select the number of scores to drop
- **B.** Within Option 1, *always* check the box to **Bypass rounding percentage validation.**
- **C.** Using the checkboxes, exclude or include assignments (or assignment categories) from this utility.
- **D.** Click **Next**. *Note*: the scores will not be dropped until the end of the next step.

Advanced Drop Lowest Score Process

Grade Bucket: **S1 - Semester 1** that spans multiple Grading Periods (View)   Date Range:

Step 3: Review Categories and Assignments included in the process.
          To exclude an assignment or category from the process uncheck the corresponding box.

Select the number of scores to drop: [1 ▼] **(A)**

Drop Options

◉ **Option #1 - Drop across Categories using the Gradebook score calculations**
(B) ☑ Bypass rounding percentage validation when determining what low scores to drop [?]

○ **Option #2 - Drop from a Single Category to reach Highest Percent in that Category**

○ **Option #3 - Drop from Multiple Categories to reach Highest Percent in each Category**

Categories & Assignments

	Due Date	**Description**	**Weight**	**Max**
☑	DAILY			
(C) ☑		Warm up [	1.00	100.00

> ⚠ ***Note:***
> Options 2 and 3 will not be discussed in this document.
> Choose only **Option 1** and select the checkbox to *bypass rounding percentage validation*.

Step 5	

As Skyward determines which score to drop, you will need to wait a moment. Do not click on **Prev** or **Back**. This process may take a minute or more, depending on how many other teachers are running the utility simultaneously, so please be patient.

Processing Assignments... Please wait.
This screen will automatically load the assignments to be dropped, after this process has completed.

Prev
Back

Step 6	

A summary of assignment scores to be dropped for each student will be displayed. If you are satisfied with the results, select **Process Drops** to confirm the automated drop of these scores.

Advanced Drop Lowest Score Process

Grade Bucket: **S1 - Semester 1** that spans multiple Grading Periods (View)   Date Range: ▇▇▇▇▇▇ ▇▇▇▇▇▇

Process Drops
Prev
Back

Final Step: Review assignment scores that will be dropped for each student.
Click the "Process Drops" button to automatically place a "*AD" in the Special Code and mark score as No Count.

These are the scores that will now be set to dropped with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
		MAJO	Creative		1.00	100.00	85.00	85.00	85
		MAJO	Creative		1.00	100.00	85.00	85.00	85
		DAIL	Warm up[		1.00	100.00	77.00	77.00	77
		MAJO	Creative		1.00	100.00	79.00	79.00	79
		MAJO	Creative		1.00	100.00	77.00	77.00	77

Step 7	

Upon completion, you will be returned to this screen. Since scores have been dropped, the **Undo Drop Lowest Score** process is now available to use. Click **Back** to finally return to your gradebook.

◀ ▼ ▶ **Advanced Process Options**   🖶 My Print Queue ◀ Back

Advanced Drop Lowest Score Process

Step 1:   Select a grade bucket to run the Advanced Drop Lowest Score Process.

This process allows for multiple assignment score drops within the same grade bucket.
The dropping of assignment scores can be done from a single category or from multiple categories.

Grade Bucket	Date Range	Process Options	
PR1 - Term 1		Advanced Drop Lowest Score	Undo Drop Lowest Score
PR2 - Term 2		Advanced Drop Lowest Score	Undo Drop Lowest Score
T1 - Term 3		Advanced Drop Lowest Score	Undo Drop Lowest Score
PR3 - Term 4		Advanced Drop Lowest Score	
PR4 - Term 5		Advanced Drop Lowest Score	
T2 - Term 6		Advanced Drop Lowest Score	
S1 - Semester 1		Advanced Drop Lowest Score	Undo Drop Lowest Score

Documentation Type: End User How-To Guide   P a g e **73**
Created by: SIS Support Team
Last Modified on: 10/9/2019
Fort Bend ISD

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Step 8

Scores that have been dropped by the utility will be marked with the code ***AD** (Advanced Drop) and have the **No Count** checkbox enabled for the assignment.

4.5 gr W09-M DAIL 100	4.5 Qu W09-W DAIL 100	4.5 4 W12-M DAIL 100	5.2 tr W12-W DAIL 100	Test # W13-W MAJ 100	quiz 4 W15-F DAIL 100	Test # W16-Th MAJ 100	Comple W17-M DAIL 100	CT2	T2 Options▾	SE1 Options▾	S1 Options▾
88	94	*AD	99	67	106	66	100		84	*	89
91	91	*AD	100	75	89	76	100		87	*	88
98	*AD	97	99	80	100	88	100		91	*	92
*AD	92	92	88	78	106	84	90		89	*	89

> ⚠ **Note:**
> To view the original assignment score for a dropped grade, click on the ***AD** code or enter *QuickScoring* and double-click on the ***AD** code. Refer to the documentation on *Assignments-Quickscoring*.

This concludes the process of running the **Advanced Drop Lowest Score** utility.

Grade Change Request

Introduction
Audience: All Teachers **Purpose:** Perform a grade change request to modify grades in a closed grading period.

Step 1

- Grade Change Requests are used to make changes to grades for a locked grading period.
- If a student has a 'New Button' this process should occur after entering all grades for prior teacher or district.
- Grade Change Requests apply to an entire class and not to any single student. You are free to modify grades for multiple students with a class during a Grade Change Request.

Select the appropriate **Gradebook** where a grade change needs to be made.

Period	Days Meet	Class	Description	
1	1234	3000 / 303	Homeroom Grade 3	**Standards Gradebook**
2	1234	3006 / 303	Health Grade 3	Gradebook
3	1234	3003 / 304	Math Grade 3	Gradebook
5	1234	3004 / 304	Science Grade 3	Gradebook
8	1234	3006 / 304	Health Grade 3	Gradebook
9	1234	3003 / 303	Math Grade 3	Gradebook
10	1234	3004 / 303	Science Grade 3	Gradebook

A. Mouse over the **Options** tab under the appropriate **Grading Term** where changes need to be made.
B. select **Grade Posting Status for Term**.
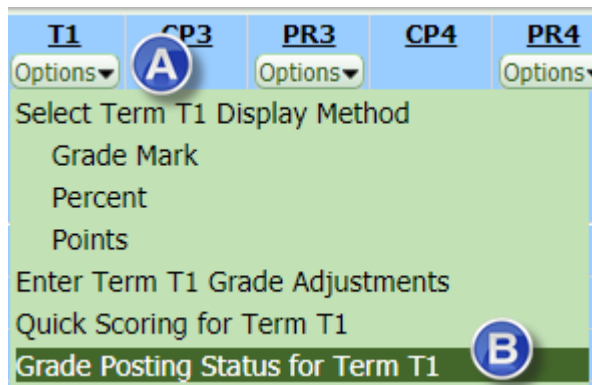
Step 2

C. Click on **Request Grade Changes**.
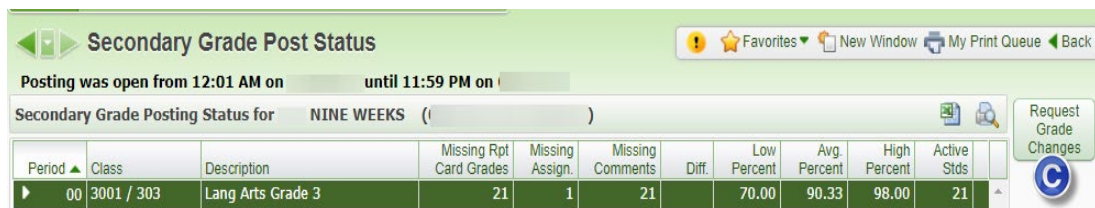
D. Type a reason for the grade change request. Be sure to include the name of the student(s) affected by the grade change request.

E. Click **Yes** and you will be returned to the gradebook for that class.

If you proceed, you will be allowed to modify your gradebook for the closed grading period ___ **NINE WEEKS** for course **3001 / 303**.

You will be allowed to make changes from now until **5:54 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes: (D)
Enter the reason for the Grade Change|

Do you want to proceed?
(E) Yes   No

F. Proceed to make any necessary grade changes by clicking once on the column graded area of the assignment. Then, Edit the grade and Save.

Note:
Grade Change Requests apply to an entire class and not to any single student. You are free to modify grades for multiple students within a class during a Grade Change Request.

Step 5

G. When you have finished making corrections, click on the **Back** button to return to the same screen from Step 2.
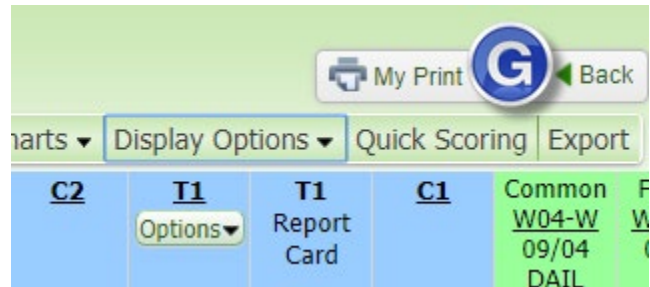
Step 6

H. Click **Complete Grade Changes**.

> **Note:**
> If the button is labeled "*Request Grade Changes,*" instead of "*Complete Grade Changes,*" ensure that the correct class is selected.

Step 7

I. Click **Yes** to complete the grade change request.
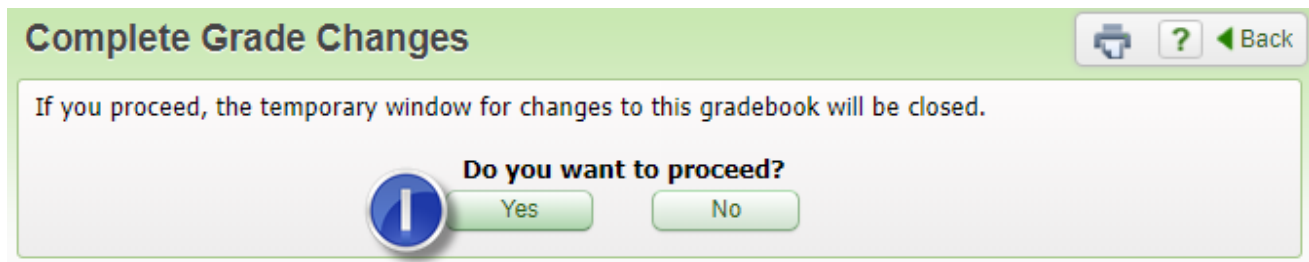
Step 8

J. Send an email informing your Principal about your grade change request. At that point your principal will review it before officially posting the changes.

Documentation Type: End User How-To Guide
Created by: SIS Support Team
Last Modified on: 10/9/2019
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Print Grade Sheet Report

Introduction

Audience: Teachers
Purpose: How to print a grade sheet report.

Step 1

In your gradebook, Click on **Reports** then select **Grade Sheet Report**

Step 2

Select one of the **templates** highlighted, whose only difference is the font size (10,12, or 14 point.
Then click **Clone Template**.
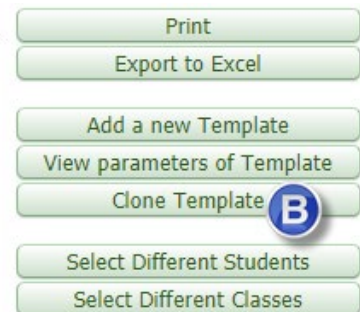
Enter a template name in the **Report Template** field. Click **Save**.

Select the grading term from the dropdown list under **Assignments**. Set the **Options** area fields as shown in the screenshot. Click **Save**.

Highlight the new report template and click **Print**.

Once the report finishes processing, click on the **Display Report** button in the pop-up box..

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Results

The Class Roster Spreadsheet for your selected class will be displayed on the screen. You may choose to printout the roster. If you want a Class Roster Report for all your classes at once, proceed to the next page.

```
1sogra13.p 46                                                                    Page:1
05.19.06.00.01              Grade Sheet Report for PR1              11:10 AM
```

Teacher:
Course: EL112 / 008 Eng I

School Year: 2019-2020   **Period:** 4
Room #: L216

	Assignment Week/Day Due Date Category	1 T1	2 PR2	3 PR1										
01.														
02.		100	100	100										
03.		96	96	96										
04.		77	77	77										
05.		85	85	85										
06.		82	82	82										
07.														
08.														
09.														
10.														
11.														
12.														
13.														
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20.														
21.														
22.														
23.														
24.														

Signature _____   Date _____

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If you are a grade 2-12 teacher and have multiple rosters of students for which you would like to print a Class Roster Report without having to print each class individually, skip Step 1 and start at the My Gradebook Screen as follows. Resume at Step 2 and you will get a multi-page PDF document with a Class Roster for each class.

    A.   Click on Teacher Access
    B.   Click on My Gradebook
    C.   Select Reports for All Classes
    D.   Click on Grade Sheet Report