

Skyward Tips

- To set up percentages for semester exams, click on S1

The screenshot shows a gradebook table on the left and a 'Grade Calculations' panel on the right. An arrow points from the 'S1' column header in the gradebook to the 'Semester S1 Options' section in the panel.

| Mindpl 10/08 CW 100 74.67 | T1 Options▼ | T2 Options▼ | SE1 Options▼ | S1 Options▼ |
|---------------------------------------|----------------|----------------|-----------------|----------------|
| 43 | 087 | | * | 087 |
| 100 | 095 | | * | 095 |
| 81 | 093 | | * | 093 |

Grade Calculations

Semester S1 Options
View Semester Score as: Grade Mark ▼

Semester S1 Calculation Options
 Weighted Term Grades + Weighted Exams
 Cumulated Assignment Scores for All Terms + Weighted Exams

Calculation Option Setup

| Formula | Grade | Percent |
|--------------|-------|---------|
| T1 - 1: | 45 | |
| T2 - 2: | 45 | |
| SE1 - 1: | 10 | |
| Semester S1: | 100 | |

- Under "Categories," you can change your scoring method to be total points or weight your categories (50% tests, 25% writing assignments, etc.) You can't change your method once the grade period has closed, so second quarter of a skinny class has to have the same grading method as first quarter.

The screenshot shows the 'Category Maintenance' page. It includes a 'Score Method' section with a 'Change Score Method' button and a 'Categories Used' table.

Score Method
Grades based on percents assigned to Categories by Grade Period
Total Percent Allocated for Current Term of FIRST QUARTER: 100%
NOTE: Once a grading period has closed in this Gradebook, you will not be able to modify your Score Method. Please make sure to change your Score Method, if needed, prior to a grading period closing.

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

Categories Used

| Category ▲ | Category Description | Click Here to Modify % FIRST QUARTER | Click Here to Modify % SECOND QUARTER |
|------------|----------------------|--|---|
| CW | CLASSWORK | 40% | 40% |
| RDG | READING ASSIGNMENTS | 60% | 60% |

- Adding comments to the report card
 - Go to "posting" and "post comments."
 - You can view comment codes. Chose you comment and type that number in the first column. You can give up to three comments. You can also give everyone the same comment under "default blank comments to:."

The screenshot shows the 'Comment Entry' page for the grading period 09/02/15 to 11/05/15 (FIRST QUARTER). It includes a table with columns for Grad Yr, First Name, Last Name, Alerts, T1, C1, and C2. A dropdown menu is visible under the C1 column header.

Comment Entry
Grading Period: 09/02/15 to 11/05/15 FIRST QUARTER

[View Comment Codes](#) | [Show Dropped Students](#) | [Hide Grade Columns](#)

| Grad Yr | First Name | Last Name | Alerts | T1 | C1 | C2 |
|----------------------------|------------|-----------|--------|----|----|----|
| Default blank comments to: | | | | | ▼ | ▼ |

Skyward Tips

- To set up a student to get a pass/fail grade instead of a percentage grade, click on the “grade marks” tab, highlight “pass fail,” and choose the “assign students” button to choose the student.
- When you have all of your grades completed, you need to let the office know that you are done. Go to “my gradebook” and choose “posting status” and the proper quarter. You can choose individual classes to post, or you can post all of your classes as complete.

My Gradebook My Print Queue

Current Year Classes **Prior Years Classes**

Reports for All Classes ▾ Posting Status ▾

[How All Classes](#)

100 BONDUEL HIGH SCHOOL

| Dept | Subject | Terms | Period | Days Meet | Class | Description | |
|------|---------|-------|--------|-----------|-------------|-------------------|-------------------------------------|
| OTH | | 1 - 2 | 2 | MTWRF | ENGLIT / 11 | ENGLISH LITERACY | Secondary Gradebook |
| ENG | | 1 - 1 | 3 | MTWRF | EUWGA / 11 | UWGB 552-100 | Secondary Gradebook |
| ENG | | 1 - 1 | 4 | MTWRF | ENGSP / 11 | SPORTS LITERATURE | Secondary Gradebook |
| ENG | | 1 - 1 | 6 | MTWRF | ENG1AT / 11 | ENGLISH I | Secondary Gradebook |

- If you have a student who received an incomplete for medical or extenuating circumstances, you will have to denote that on the report card. If you click on their percentage grade under the T1 or S1 (etc.) column, you can choose incomplete, medical, or exempt (as in the case of a student who is excused from a semester exam.) I believe you can only see these options once the grading window opens. You can also do grade adjustments here.
- If you gave an incomplete, you will have to go in within 10 days and request a grade change to give the student a final grade. I have a separate handout for that if you need one.
- If you get a new student in your class, you can click on the “new” button next to his or her name. This will give you the option to enter the student’s incoming grade from his or her last school. All of your assignments that the student missed will receive the incoming grade from the last school, and these will be automatically averaged with the new assignments from your class so you won’t have to manually adjust the student’s grade to reflect grades from both schools.

| | | |
|--|-----------------------------|------------|
| | ALLEN CHELS | |
| | BIERH JOSHU | |
| | BOHM PARKE | |
| | BUNNE SELEN | NEW |
| | CRUZ JOSHU | |