Skyward Directions

I.   Skyward Icon on Desktop
1. Open Internet Explorer (This is the preferred browser for HASD for Skyward)
2. Open the email that was sent to you with the Skyward URL
3. Copy the URL and then paste the URL into Internet Explorer
4. To create a shortcut on the desktop, click on the Blue SKY icon in the address bar and drag to the desktop
5. Once the icon is on the desktop you will not have to open emails or paste URLs

II.   Log In Page
1. Log ID: **same as how you log into district computer and email**
2. Password: **same as your password for district computer and email**

III.   Once Logged In
A. You will be on the EDUCATOR ACCESS PLUS HOME
B. You will be able to organize Widgets and Preferences
C. This is your Home Screen

IV.   Post Daily Attendance
A. Click the tab on the left TEACHERS
B. From the drop down menu select POST DAILY ATTENDANCE
C. Select the Class you want to take attendance; Click BY NAME
D. All students default to Present, you need to select Absent or Tardy for the students
E. When finished taking attendance you must click SAVE
F. When you click save and return to the screen you will see a time stamp when attendance was taken

V.   My Students
A. Click the tab on the left TEACHERS
B. From the drop down menu select MY STUDENTS
C. This will give you the students that you teach for the year with basic information
D. On the left hand corner you will see number of records displayed; you should not exceed 100; the more you display the slower the system will be
E. Click on a student's last name or first name
F. When the screen changes you will be see the Student Profile; Once in the student profile you can change students by using the Drop Down Box
G. On the left hand side, there are various tabs that can be clicked on for information about a student; Academic History

VI.   *My Gradebook*

A. Access Gradebook

    1.   Click the tab on the left TEACHERS

    2.   From the drop down menu select MY GRADEBOOK

    3.   Select a class and click SECONDARY GRADEBOOK

B. After Selecting a class

    1.   You will see the class list; the blue columns will eventually give you the averages once your grade book is set up

    2.   Clicking on M or F will bring you to the PROFILE page that was explained in section V.

    3.   Clicking on the student name gives you specific gradebook information about the student

    4.   Exploring some of the tabs this is the most import part of todays' training

C. Classes TAB

    1.   This Tab allows you to toggle between your classes

D. Grade Marks TAB

    1.   This Tab is the grading scale we use

    2.   Most classes are Default Grade Marks but some courses will be Pass/Fail

E. Display Options TAB

    1.   Click DISPLAY OPTIONS

    2.   Select STUDENT DISPLAY

    3.   You may change how you view your students; DEFAULT is 5 letters of last and 5 letters of first

F. ==Categories TAB*====**

    1.   Click CATEGORIES

    2.   Click CHANGE SCORE METHOD; You have choice of % or total points

    3.   If teacher choose total points, then do nothing else

    4.   If teacher chooses percent, then set up grading

    5.   Click ADD and EDIT CATEGORIES; this allows the teacher to select what categories will be used

    6.   Put a check mark next to the categories that you will use for the quarter

    7.   In the last column allocate the percentages that you will use for the class.

    8.   Then click SAVE

    9.   If you click, USE CATEGORIES FOR MY OTHER CLASSES you put a check box into box you want to add to your classes

G. Assignments TAB

ADD AN ASSIGNMENT

1. Click on ADD ASSIGNMENT
2. Select STUDENT DISPLAY and you see a box
    a. Add Assignment Area
        i. From drop down box select category
        ii. Description and Detailed Description is what you would like to call it
        iii. Assignment group is another level of organizing
        iv. Entered Date cannot change
        v. Assigned Date; Proposed Date; Actual Date can all change
        vi. Max Score can change you do not need to account for Bonus points
        vii. Weight multiplier can change
        viii. Post to Family Access/Student Access for Students must be checked to see in gradebook
    b. Display Options Area
        i. How you choose to display score
    c. Class Options Area
        i. You can check additional classes if this assignment occurs in multiple classes
3. Click one of the three SAVE options
4. After assignment is saved you return to roster page; Click on the * to begin entering grades; always click SAVE when finished
    a. On this page you can label ABS, M, INC
    b. You may add comments
5. You may also enter grades by clicking QUICK SCORE
    a. This does not allow you put in comments
    b. You may not mark as missing, absent etc.

LIST ASSIGNMENTS

1. Click on LIST ASSIGNMENT
2. When you list Assignments, you have the following options ADD, DELETE, CLONE, DELETE, REPORT, ASSIGNMENT DISPLAY, CLONE FROM EXISTING GRADEBOOK (this feature gives option to use another teacher's assignment)

H. RESTORE DELETED ITEMS

1. Click DISPLAY OPTIONS
2. Select RESTORE DELETED ITEMS
3. Select VIEW DETAILS
4. Click RESTORE ASSIGNMENT

I. Reports

    1.   CLASS ROSTER REPORT

        1. Click on REPORTS

        2. Select CLASS ROSTER

        3. Select Student Name & Student Info then click PRINT

        4. When report is complete click DISPLAY REPORT

        5. Then print as you would from PDF file

    2.   GRADE SHEET REPORT

        1. Click on REPORTS

        2. Select GRADE SHEET REPORT

        3. Select #960, 970, 980 (the difference is the size of the font) then click PRINT

        4. When report is complete click DISPLAY REPORT

        5. Then print as you would from PDF file

    3.   PRINTING ALL CLASSES AT ONCE

        1. Click on TEACHER ACCESS

        2. Select MY GRADEBOOK

        3. Click REPORTS FOR ALL CLASSES

        4. Click on REPORTS

        5. Select GRADE SHEET REPORT or CLASS ROSTER

        6. Select desired report then click PRINT

        7. When report is complete click DISPLAY REPORT

        8. Then print as you would from PDF file

VII.   ADDITIONAL RESOURCES

    A. http://www.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Training/Media/General/PDC/PDCUserInstructions.mp4

        1.   Refer to email from Ken Briggs sent on Tuesday, June 9

        2.   This is the module trainings

    B. https://skydoc.skyward.com/Default.aspx?MenuPath=WA*EP*TA*MG

        1.   Find the WA

        2.   Click Educator Access Plus

        3.   Click Teacher Access

        4.   Click My Gradebook

        5.   Click Secondary Gradebook