

Entering Skill Marks and Grade Marks in Skyward Standards Grade Book

1. Log in to Skyward Educator Access, just like you would to take attendance
2. Click "My Gradebook"
3. Select a class by clicking the blue "Standards Gradebook" link to the right of a class
 - **Quick Scoring method:** If you record everything in a paper grade book, you may want to use the "Quick Scoring" option to enter letter grades and skill marks for all students from one screen. To do so, click the "Quick Scoring" button from the Main Screen, then enter grades & skill marks as you see below. Make sure you click "Save" frequently!

Quick Scoring

Students	T1 Stude	T1 Stude Exhib	T1 Stude Compl	T1 Stude Shows	T1 Stude Produ	T1 Stude Evalu	T1 Stude Contr	T1 Stude Accep	T1 Stude Respe	T1 Stude Follo	T1 Langu	T1 Langu Choos	T1 Langu Reads	T1 Langu Appl	T1 Langu Justi	T1 Langu Reads	T1 Langu Shows	T1 Lanq	Back
1	A	+	/	#	+	#	/	+	/	#	B	/	+	#	*	*	*	*	Save
2	B	+	/	#	+	/	+	/	+	/	A	+	+	/	*	*	*	*	Save and Back
3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	Undo
4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	Show 'Cell' Details

- **Student-by-Student Method:**
 - **Skill Marks:** Click on any student's name, and the following screen will appear. Click Enter Scores for Skills

All Events | Missing Events (0) | Comments

Special Codes | Grade Marks | Teacher's Log | Reports | Enter Scores for Skills

Academic Area

Student Profile

Exhibits organizational skills	
Completes work	
Shows effort	

- Click in the empty boxes on the far right to enter progress marks (+, /, #) for each skill listed as needed. Click "Save" at the top when you're finished with this screen.

Save

Undo

Back

Special Codes | Grade Marks

Academic Area

Student Profile

Exhibits organizational skills	+
Completes work	/
Shows effort	#
Produces neat & legible work	
Evaluates own learning	

- You'll return to the previous screen. Click your Back button to return to the Main Screen.
- **Skill-by-Skill Method:** Click on any Skill across the top row.

Other Access ▾	Classes ▾	Events ▾	Comments	Attendance ▾	Grade Marks	Grade Posting Status ▾	Reports ▾	Display Options ▾	Quick Scoring				
Students	Thu 10/08	T1 Stude	T1 Stude Exhib	T1 Stude Compl	T1 Stude Shows	T1 Stude Produ	T1 Stude Evalu	T1 Stude Contr	T1 Stude Accep	T1 Stude Respe	T1 Stude Follo	T1 Langu	T1 Lanq
	Atnd Taken												
	Abs												

Over, please → →

- Click in the boxes to the right to enter skill marks.

- Mass Assign Options:** If you feel that most of your students are at a similar skill level, you can click the down-tirangle next to the “Mass Assign Options” window to fill the same mark in all bodes below. You can then go in and edit only those who are at a different skill level (see above).

- Letter Grades:** Using your mouse, point to “T1 Langu” and a box will appear giving you more details. Click the first box for each color to enter letter grades. In this example, click “T1 Langu.”

- Click in the empty boxes next to students’ names under the “Grade” column and type in students’ letter grades. Make sure to click “SAVE”

That's it!
It's really THAT simple!