SKYWARD Educator Access Training

- **Saving and Back buttons –** Always use these. Do not use the X to close out.
- Go to **www.wallerisd.net** and click on **Staff Resources**
- **Select Skyward Educator Access Plus**
- Enter provided username and password then Sign In
- ***Check your email for login directions the first time***

Educator Access Plus Home

From the Home Screen you can select which widgets you want displayed. To do this, click on the button to select widgets.

Sally Bender
July 2013

Select Widgets you would like displayed

Within each widget you can click the title and customize it

Sally Bender
July 2013

To access your gradebook and attendance

Teacher Access will give you access to your gradebook and attendance screens
Advisor Access will give you access to activity accounts that may be set up for you.
Classic View will give you access to gradebook , attendance, and activity accounts on 1 screen.

Entering Attendance

Click Post Daily Attendance
Click By Name
Students are marked Present—Select to mark them Absent or Tardy

My Students

This tab will show a list of students you have. Click on the students name to see student profile information.

Student Profile Information

This is a list of information available for each student. When info is updated by registrar it is automatically updated for you.

Profile—Student personal information
Class Summary – student grade history
Attendance—attendance history
Schedule—students current and future schedule
Discipline – not sure how we are using this
Academic History – Shows previous years history
Test Scores – previous years STAAR and TAKS results
Family Access History – displays how many times a parent logs in
Activities—shows any groups the student may be associated with
Family Access Display
Gradebook – See what parent sees in their student's gradebook
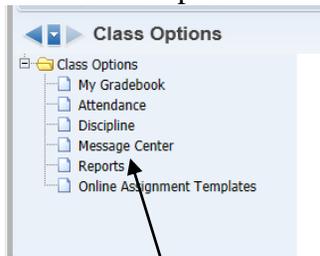**Message Center** – use to send messages to parents when they log in.

Sally Bender
July 2013

My Classes

This tab will show a list of students by class.

JOHN ZEH's Classes

043 SCHULTZ JUNIOR HIGH

Dept	Subject	Terms	Period	Days Meet	Class	Description	
03	03	1 - 6	3	MTWRF	MM7LAB / 01	7TH MATH LAB	Class Options
03	03	1 - 6	4	MTWRF	MM8LAB / 02	PRE-ALGEBRA LAB	Class Options
03	03	1 - 6	5	MTWRF	MM7LAB / 02	7TH MATH LAB	Class Options
03	03	1 - 6	6	MTWRF	MM8LAB / 01	PRE-ALGEBRA LAB	Class Options
03	03	1 - 6	7	MTWRF	MM7LAB / 03	7TH MATH LAB	Class Options
03	03	1 - 6	8	MTWRF	MM8LAB / 03	PRE-ALGEBRA LAB	Class Options

Click Class Options

◄ ▼ ► Class Options

Class Options
- My Gradebook
- Attendance
- Discipline
- Message Center
- Reports
- Online Assignment Templates

Can use the message center here to send out emails to parents

Click to send a message to the current class or to all classes

My Print Queue ◄ Back

- Filter Options
- Add Message for Multiple Classes
- Add Message for Current Class
- Edit
- Clone

Sally Bender
July 2013

Create your message

Type the subject and message here

Select your posting options for family access

Select your emailing options

Select which classes to send the message to

My Gradebook

Click gradebook to see the gradebook for a selected class

Sally Bender
July 2013

Entering Grades
Select Assignments—Add Assignments

Save and Score will allow you to enter grades for the assignment

- Pick a category Major or Minor for secondary, Daily or homework for elementary
- Description – Assignment Name
- Due date defaults to current date.
- If changing due date be sure it falls in the correct progress report period or six weeks period to count.
- Leave the Max score and weight as the default value
- Select the other classes to add the assignment to by clicking in the box
- Attach – you are able to upload documents for assignments for parents and students to access at home.
- Make assignment available online will allow you to create an online quiz

Sally Bender
July 2013

Display Options

- **Grade Period Display**

Current Six Weeks will always show.

Use this to view other grading periods. Check to see previous or hide previous six weeks.

Progress report is only the first 3 weeks average in a grading period

- **Assignment Display**

Options for the way assignments show in your grade book view.

Sally Bender
July 2013

- **Student Display**

Options for how the students are displayed in grade book view.

- **List Assignments**

This is a list of your assignments for this class. You can Add, and clone assignments from other teachers gradebooks here. Use **Clone From Existing Gradebook** to copy assignment to another teachers gradebook.

Sally Bender
July 2013

Reports

Report: Grade Sheet

Seq #	Report Template Name		
120	Term 1		
130	FINAL GRADE		
140	BYRD SEMESTER 1		
150	BYRD SEMESTER 2		
160	BYRD SEM 2		
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig		
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig		
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig		
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig		
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig		
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig		
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
Rename Template
Modify parameters of Template
Delete Template
Clone Template

Select Different Students
Select Different Classes

Select a report to print from the list or create your own. To add your own report, select add a new template

Adding a template—Select the button Add a new Template
Name the template (ex: Byrd Semester 2)
Select the criteria you want to display on your report

Assignments

☐ Display Grades and Assignments for Term
  Current Term : 08/26/2013 - 09/13/2013 ▼

☑ Display Grades and Assignments for Date Range
  Start: Aug ▼ 22 ▼ ◄ 2011 ► **Mon, Aug 22 2011**
  End: Dec ▼ 20 ▼ ◄ 2011 ► **Tue, Dec 20 2011**

Save
Undo
Back

Options

Student Options:
☑ Show Student Name
☐ Show Student ID

Sort Students:
⦿ Use Gradebook Sort Order
○ Random

Assignment Options:
☐ Show Assignments
☐ Show Max Score
☐ Show Average Score
☐ Show Absent Indicator

Assignment Legend Options:
○ Show at Bottom of Each Page
○ Show on Separate Page
⦿ Don't Show at All

Term Options:
☑ Show Term Grade Marks
☐ Show Term Grade Percent

Special Code Options:
○ Show All
⦿ Show as Gradebook
○ Show None

Other Display Options:
Font Size 10 ▼
☐ Show Signature Line

Number of Assignments per Page: **15**   Number of Students per Page: **36**

Free Form Header
Label 1:
Label 2:

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

Click Save

Sally Bender
July 2013

Your new template will now show in the window. Click it to select it and then click the print button
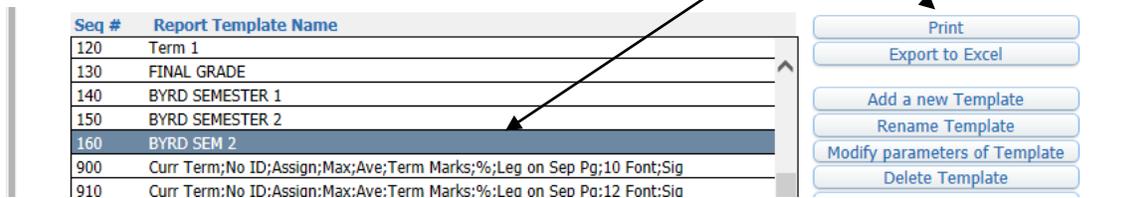
Excel Export – any time you see this button it will take the information on that page and export it into an excel document. This feature is nice for mail merging.

- Click on the print queue icon
- Select the Report
- Click Convert to Excel

- **Quick Scoring**

Quick Scoring will bring a list of your assignments and lets you enter all grades for that class.

Sally Bender
July 2013

New button—shows when you have a new student added to your gradebook. It usually means there are grades that need to be transferred. To transfer the new grades select Manually Enter Scores. Put a check in the do not display box once you have finished grades for the new student.

Option #2 - Transfer Assignment/Term Scores From a Dropped Class	Option not Available
No dropped classes were found	
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

The report card grades are the grades that need to be transferred to your gradebook (current grade column). To do this enter the posted grade (Report Card Grade) in the six weeks column New Grade box.

Enter Term Grades for Class RR7NAC / 01

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
SW1					...	%
SW2					...	%
SW3					...	%
SM1	86	0.00%	86	?		%
SW4	88	88.49%	88	88.49%	...	%

Sally Bender
July 2013