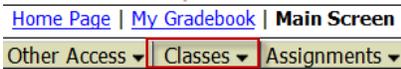


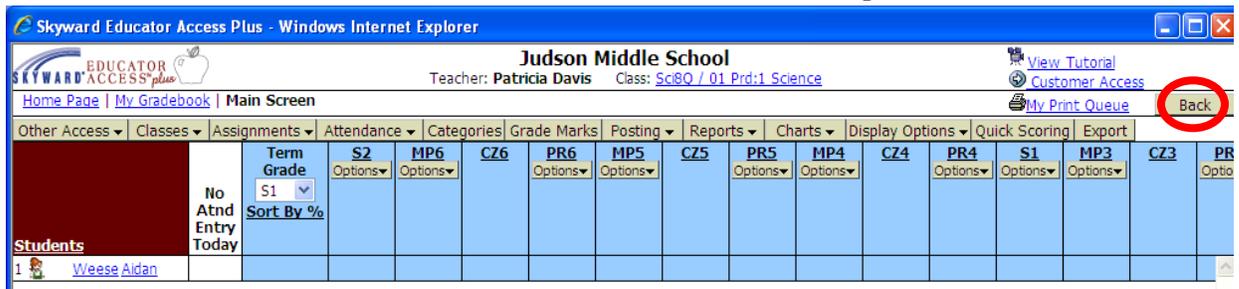
**Skyward Gradebook LISD**  
**Accessible from School or Home**  
**Login and Quick Start Guide**

**Login**

1. Open Internet Explorer or Firefox. Make sure pop-up blockers are turned OFF.
2. From your campus home page click on the **For Staff** link and click “**Skyward Educator Access**” link.
3. The typical Skyward login is 1<sup>st</sup> letter of your first name and full last name. Use your normal LISD user password. (If there is a problem logging into Skyward, contact the Help Desk at 903-446-2400.)
4. Make sure the **Educator Access plus** tab located at the top of the screen is selected.
5. You will see the **Educator Access Plus Home Page**. Click on the **My Gradebook** link on the left.
6. You will see your Current Year Classes listed. Open a class by clicking on the **Gradebook** link beside one of your class sections.
7. Your Gradebook will open up in the Main Screen. Once in the main screen, you can click the **Classes**



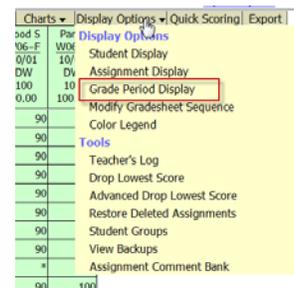
tab and select other classes from the drop down menu.



- a. Always use the **BACK** button to return to a previous screen.
- b. To Logout of the Gradebook **ALWAYS** use the **EXIT** button. If you do not use the **EXIT** button, you will be locked out of the program until your login is auto reinstated after several hours. If you cannot login after several hours, contact the Help Desk, 903-446-2400.  
 To end your Gradebook session, you **MUST** be on your Educator Access plus home page to **EXIT**. The Educator Access plus home page can be accessed by clicking on the **Apple icon** or **Home Page** link in the upper left corner.
8. To see student demographic, scheduling, and discipline information, click the picture icon to the left of the student name.
9. The main screen shows the full year’s marking period, 6<sup>th</sup> six weeks listed first and scrolling all the way to the right you see the first six weeks.
  - a. T6 = 6<sup>th</sup> six weeks average
  - b. IP6 = 6<sup>th</sup> three weeks average
  - c. Term Grade = Final course average
  - d. CZ6 = 6<sup>th</sup> Six Weeks Citizenship grade
  - e. PR6 = 6<sup>th</sup> Six Weeks 3 Weeks Average

**To view only the 1<sup>st</sup> six weeks marking period, click on the Display Options menu and select Grade Period Display.**

Choose **Hide All under Display Grade Period**, then **SAVE** in the right hand column. When the first six weeks ends the second six weeks will automatically be viewed. **DO NOT** use Tools under the Display options until further training!

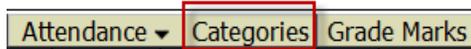


To set the **Student Display** options, click on the **Display Options** menu and select **Student Display**. Choose from the available Sorting Options and click Save.

## Categories/Assignments

1. You **MUST** set the categories before any assignment is made. **These categories are set for the entire length of the course and cannot be changed once an assignment is added.**

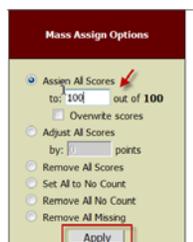
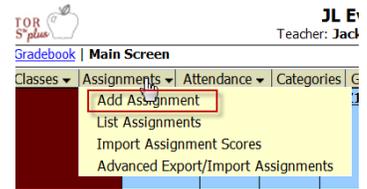
- a. To set categories, click the **Categories** Tab on the Main Gradebook Screen.



- b. Click the “**Change Score Method Button**” and make sure you select “**Base grades on percents assigned to categories**” and click **Save**.
- c. Click the **Add/Edit Categories** button. Before selecting the categories/percentages, check with your campus administrator/department head. (The total must be **100%**.) Uncheck the categories not needed. Type the percentages in the box. Click the **SAVE** button, then click the **Back** button to get to your gradebook. Note: Color of categories cannot be changed.

2. **To add an assignment:**

- a. Click the **Assignments** menu at the top of the Main Gradebook Screen and select **Add Assignment**.
- b. **Select the appropriate category** (required) using the drop down menu.
- c. Type **the name of the assignment in the Description box** (required). (Max of 30 characters)
- d. Detail Description is optional. (Max 300 characters)
- e. Skip the Assignment Group.
- f. Select the **Assign date**.
- g. Select **the Proposed Date due**.
- h. Actual Due Date optional.
- i. You will normally leave the Post to Family Access and Post to Student Access (Student Access for Secondary Students) options checked.
- j. **The Max Score is 100.**
- k. Click **Save and Score** to go directly to entering student grades, or **Save and Add Another** to add another assignment without entering grades for the assignment just entered, or **Save and Back** to return to the Gradebook.
- l. When back to **the Main Screen of the Gradebook**, you may enter grades by **clicking on the assignment name** or by clicking the **Quick Scoring** tab at the top. Remember to click the **SAVE** button often during the recording of grades.
- m. **To change any grade**, click on the **assignment name** and select **Score Entry**. Special codes are listed on the right and if used must be keyed into the Special Code column. Click **SAVE** when you have finished editing. This will return you to your Main Gradebook.
- n. **To mass assign grades**, click **the assignment name** and select **Mass Assign Score**. To the right, fill in the information for mass assigning a grade. Click **Apply**.

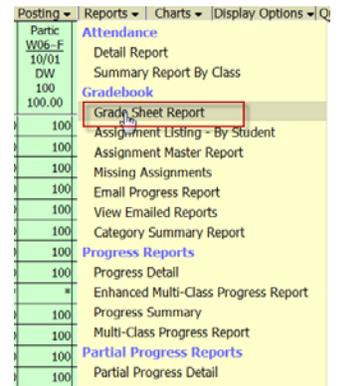


- o. To end your Gradebook session, you **MUST** be on your **Educator Access plus** home page to **EXIT**. The Educator Access plus home page can be accessed by clicking on the Apple icon or Home Page link in the upper left corner.

### To Print:

#### To print a blank gradesheet:

- a. From the **Gradebook main screen**, click on the **Reports** pull down menu and select **Grade Sheet Report** in the Gradebook section.
- b. From the list, highlight a **Blank Gradesheet template** report and click **Print**. Once it states completed, click the **Display Report** button to view and print the pdf document.



#### To print a gradebook report:

- a. From the **Gradebook main screen**, click on the **Reports** pull down menu and select **Grade Sheet Report** in the Gradebook section.
- b. Select **Add New Template**
  - a. Name your **Template and Save**
  - b. On the next screen, select to display assignment information for either a **specific term or a date range**.
  - c. Select **Options** for your report. When complete, click **Save**.
  - d. **Highlight the report** you wish to print then click **Print**.
  - e. You will see the report go into a **Print Queue**. Once it states completed, click the **Display Report**.
  - f. You will see a pdf document. Click **the printer icon**, select your printer, and click **OK**. The report will stay completed in the Print Queue two (2) days.
  - g. If you return to the list of completed reports within two days, you highlight the report and click the View button. To print, refer to instructions above.

### To Take Attendance:

- a. Click the Attendance menu near the top of the window.
- b. After you take attendance, click the Save button in the top right area.
  - A = Absent
  - T = Tardy
  - P = Present (Defaults to Present when Attendance opens)

**Automatic timeout is 15 minutes. You will have to login again. You will lose anything not saved when this happens.**