Skyward Gradebook Dickinson ISD
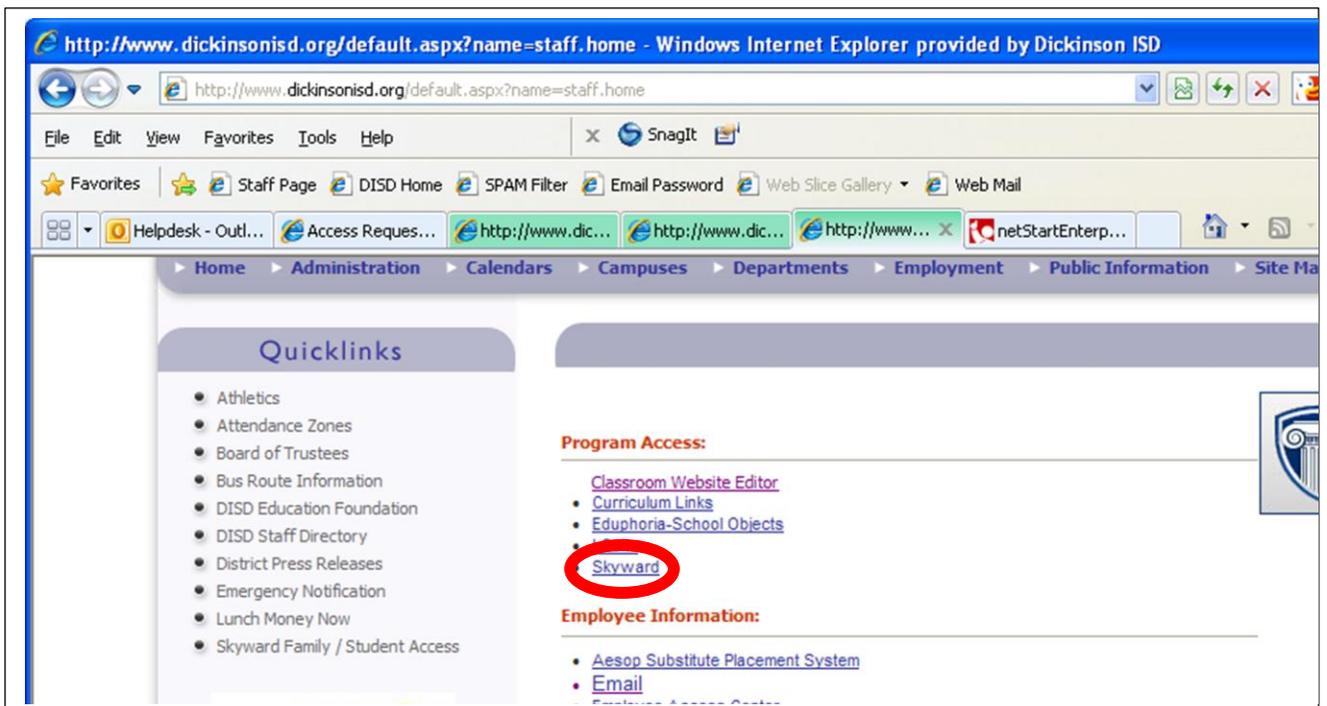
Login and Quick Start Guide

If you do not have your Skyward Gradebook Login, please contact Janie Gillis at x6108.

1. Go to the DISD home page www.dickinsonisd.org

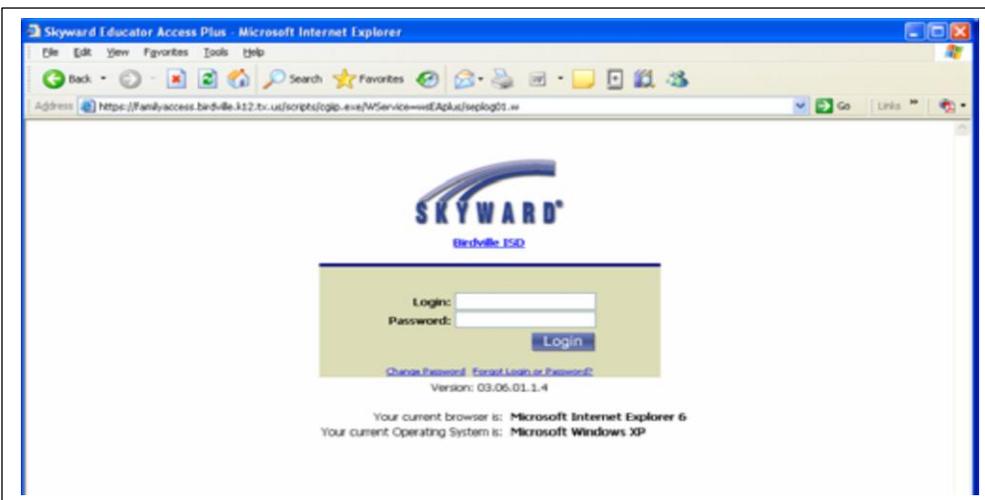And click on the **<u>Staff</u>** button at the top right of the page


2. Click on Skyward

3. If it is not there, you can create a shortcut on your computer desktop to Skyward with these steps

- Go to file
- Hover over Send
- Select "Shortcut to Desktop"
- From the Desktop, you many right-click on the icon and select Rename if you wish

4. Enter your login and password. Click login.

5. You will see the Educator Access Plus Home Page. Click on the My Gradebook link on the left.
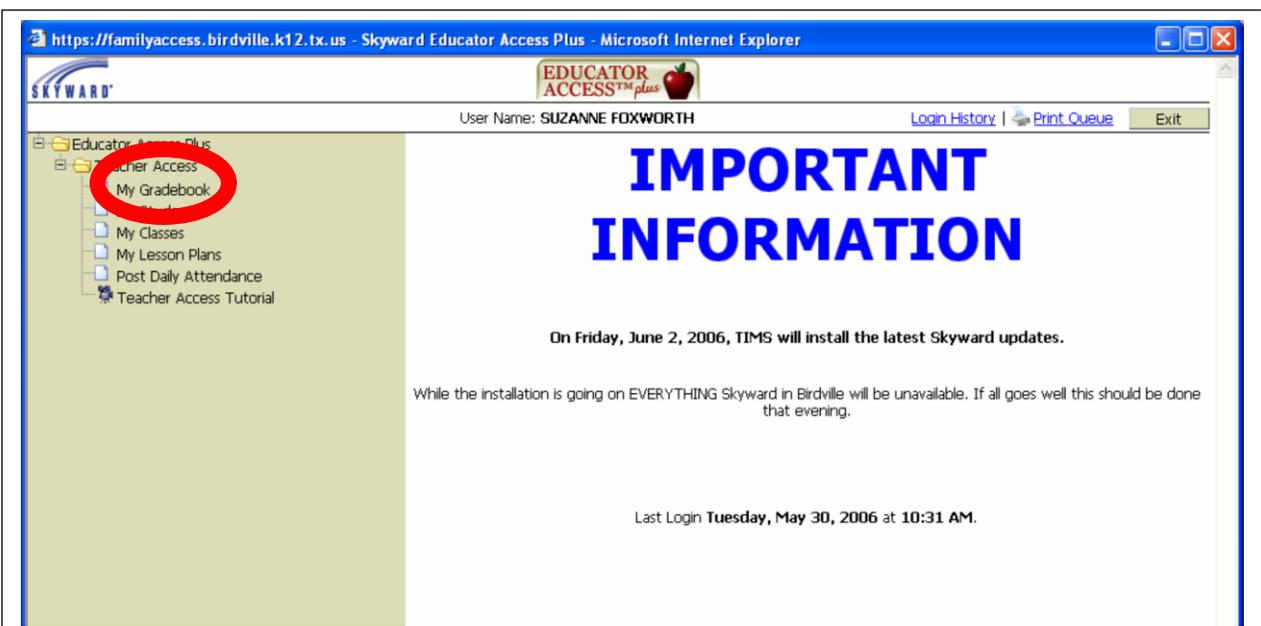
6. You will see your <u>Current Year Classes.</u> Open a class by clicking on the <u>Gradebook</u> link beside one of your class sections/content areas.

7. Your Gradebook will open in the <u>Main Screen</u>.

8. To see student information, click the <u>picture icon</u> to the left of the student name.

9. To take Attendance, click the *Attendance Menu* near the top of the window. After you take attendance, click the <u>Save</u> button in the top right area.

10. To add an assignment, click the Assignments Menu at the top and select *Add Assignment.*

1. Type the name of the assignment in the Description box. The assignment will either be designated as a daily assignment or test. Use the pull down menu to select the proper category.

2. Be sure that the Actual Due Date that you enter is one that is in the designated Six weeks term that you want the grade to be averaged into.

3. You will normally leave the Post to Family Access and Post to Student Access (Student Access for Secondary Students) options checked.

4. 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.

11. When back in the *Main Screen of the Gradebook*, you may enter grades by clicking on the assignment name or by clicking the Quick Scoring button at the top.
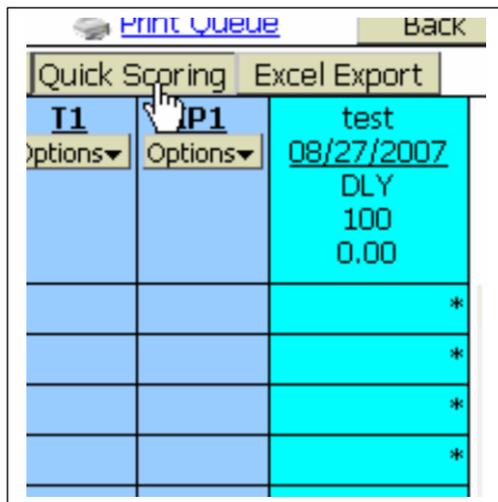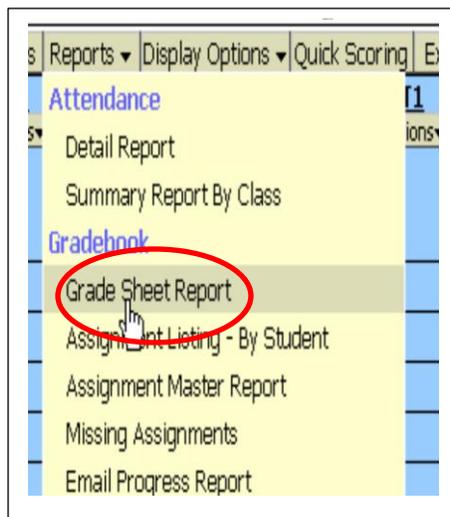

*To change any grade, you can also use the Quick Scoring button.

12. To print (though you can always conserve paper and save electronic versions):

- Rick click on the screen and choose Print, OR
- From the main screen, click on the *Reports* pull down menu and select *Grade Sheet Report* in the Gradebook section. The other reports can be used as needed.

13. To log out of the Skyward Gradebook, always use the _**Back**_ buttons to go back to the **Home Page.**

Or, click on the Educator Access Apple icon or the Home Page link.

14. Always click the _**Exit**_ button in the top right corner to exit the Gradebook.