



Skyward Gradebook Dickinson ISD

Login and Quick Start Guide

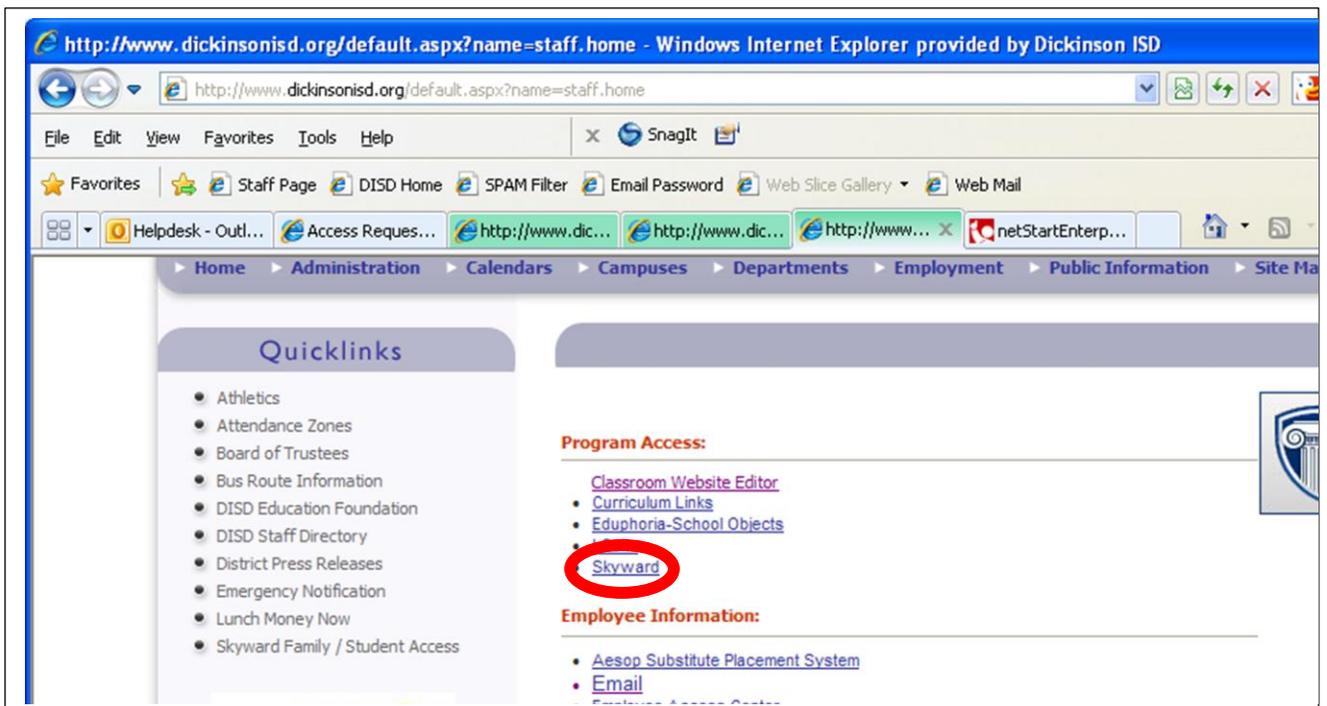
**If you do not have your Skyward Gradebook Login, please contact Janie Gillis at x6108.*

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

And click on the **Staff** button at the top right of the page



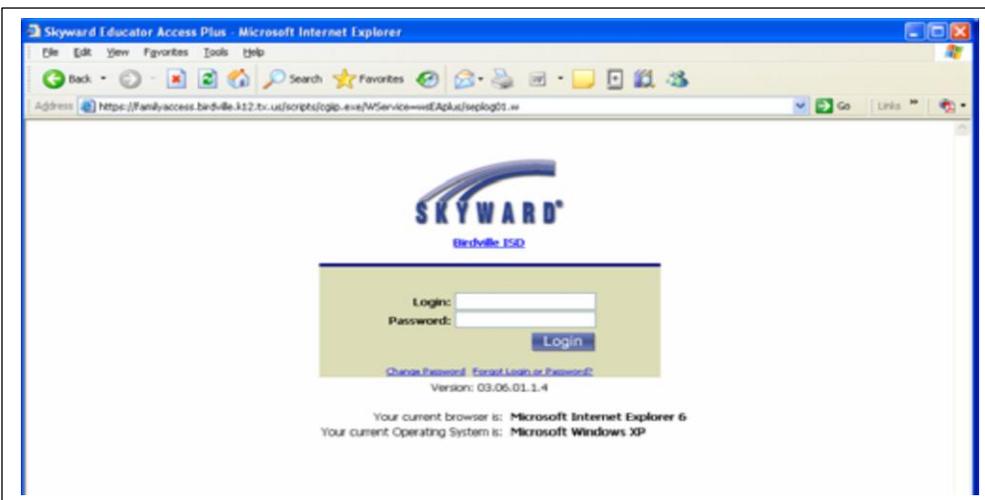
2. Click on Skyward



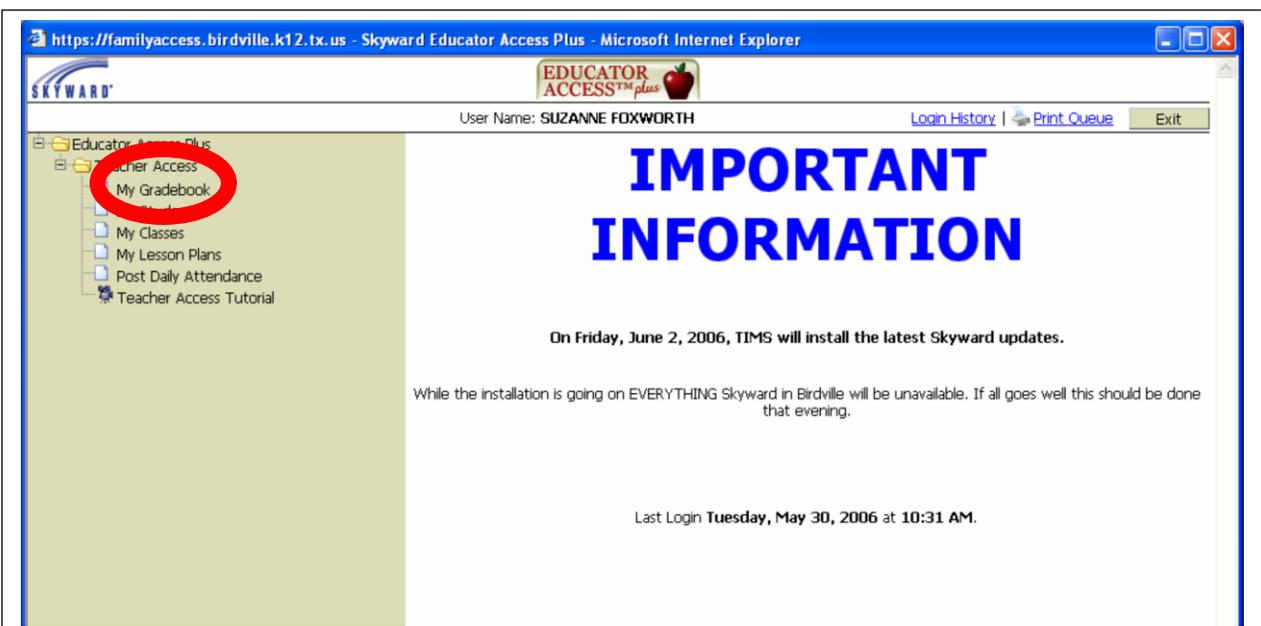
3. If it is not there, you can create a shortcut on your computer desktop to Skyward with these steps

- Go to file
- Hover over Send
- Select “Shortcut to Desktop”
- From the Desktop, you may 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 Current Year Classes. Open a class by clicking on the Gradebook link beside one of your class sections/content areas.

https://familyaccess.birdville.k12.tx.us - Skyward Educator Access Plus - Microsoft Internet Explorer

Birdville ISD
Teacher: SUZANNE FOXWORTH

Home Page | My Gradebook

Current Year Classes | Prior Years Classes

Reports for All Classes

045 Watauga Middle School

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
03	03	1 - 6	1	MTWRF	M75000 / 01	SCIENCE GR7	Secondary Gradebook
03	03	1 - 6	3	MTWRF	M75000 / 09	SCIENCE GR7	Secondary Gradebook
03	03	1 - 6	3	MTWRF	M75100 / 01	PRE-AP SCI GR 7	Secondary Gradebook
03	03	1 - 6	4	MTWRF	M75000 / 03	SCIENCE GR7	Secondary Gradebook
03	03	1 - 6	5	MTWRF	M75000 / 04	SCIENCE GR7	Secondary Gradebook
03	03	1 - 6	6	MTWRF	M75000 / 02	SCIENCE GR7	Secondary Gradebook
03	03	1 - 6	7	MTWRF	M75100 / 02	PRE-AP SCI GR 7	Secondary Gradebook

699 HIGH SCHOOL SUMMER SCHOOL

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
		1 - 3	1	MTWR	S30202 / SS1	BIOLOGY B	Secondary Gradebook
		4 - 6	1	MTWR	S30201 / SS2	BIOLOGY A	Secondary Gradebook

7. Your Gradebook will open in the Main Screen.

Home Page | My Gradebook | Main Screen

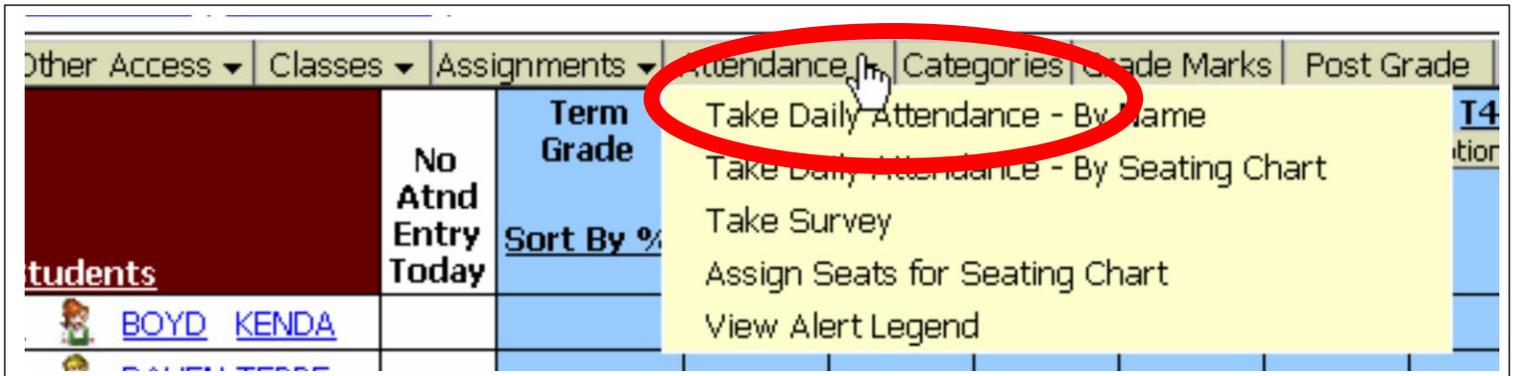
Print Queue Back

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grade | Comments | Reports | Display Options | Quick Scoring | Excel Export

Students	No Atrnd Entry Today	Term Grade	FNL	I6	IP6	I5	IP5	I4	IP4	I3	IP3	I2	IP2	I1	IP1
		Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options
1															
2															
3															
4															
5															
6															
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18															

8. To see student information, click the picture icon 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 Save button in the top right area.



The screenshot shows a software interface with a top navigation bar containing several menu items: 'Other Access', 'Classes', 'Assignments', 'Attendance', 'Categories', 'Grade Marks', and 'Post Grade'. The 'Attendance' menu is currently open, displaying a list of options: 'Take Daily Attendance - By Name', 'Take Daily Attendance - By Seating Chart', 'Take Survey', 'Assign Seats for Seating Chart', and 'View Alert Legend'. A red circle highlights the 'Attendance' menu item in the top bar. Below the menu, a table is visible with columns for 'Students', 'No Atnd Entry Today', and 'Term Grade'. The first row of the table shows a student named 'BOYD KENDA' with a 'Term Grade' of 'T4'.

Students	No Atnd Entry Today	Term Grade
BOYD KENDA		T4

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

Add Assignment

Category: DLY - 100% - Daily ▼

Description:

Assignment Group:

Entered Date: **Mon, Aug 20 2007**

Assign Date: Aug ▼ 27 ▼ 2007 Mon, Aug 27 2007

Proposed Due Date: Aug ▼ 27 ▼ 2007 Mon, Aug 27 2007

Actual Due Date: 2007

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Save and Back
Save and Add Another
Save and Score
Undo
Back

Select the Classes where this Assignment should be added

Entity	Dpt	Sbj	Terms	Prd	Days	Meet	Class	Description
<input type="checkbox"/>	112	12	01	1 to 6	1	MTWRF	E20800 / 02	ENG LANG ARTS
<input checked="" type="checkbox"/>	112	12		1 to 6	2	MTWRF	E20500 / 02	READ/LIT APPRE
<input type="checkbox"/>	112	12		1 to 6	3	MTWRF	E22000 / 02	MATHEMATICS
<input type="checkbox"/>	112	12		1 to 6	4	MTWRF	E23000 / 02	SCIENCE
<input type="checkbox"/>	112	12		1 to 6	5	MTWRF	E24000 / 02	SOCIAL STUDIES
<input type="checkbox"/>	112	99		1 to 6	6	MTWRF	E20000 / 02	CONDUCT
<input type="checkbox"/>	112	99		1 to 6	7	MTWRF	E28000 / 02	WORK HABITS
<input type="checkbox"/>	112	99		1 to 6	8	MTWRF	E26000 / 02	HEALTH
<input type="checkbox"/> - Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates								

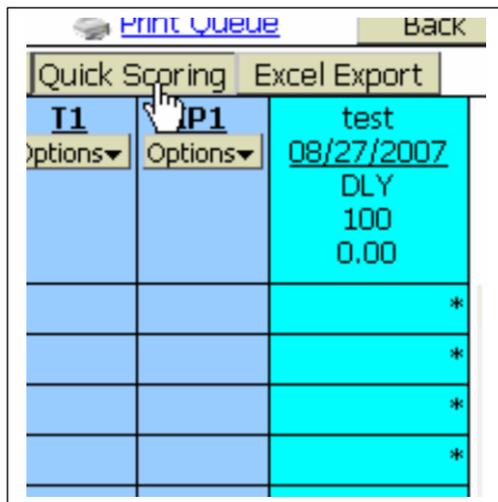
1. Type the name of the assignment in the Description box. The assignment will either be designated as a daily assignment or test. Use the pull down menu to select the proper category.

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.

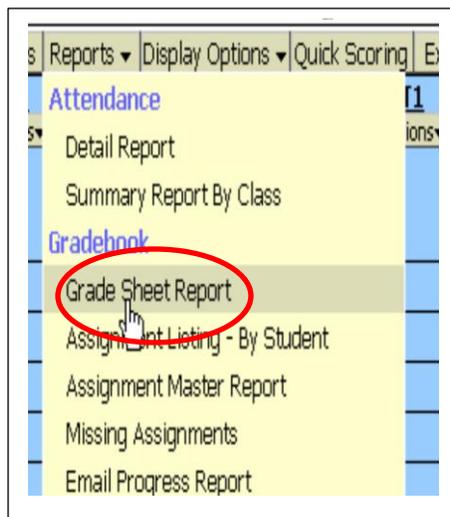
11. When back in the *Main Screen of the Gradebook*, you may enter grades by clicking on the assignment name or by clicking the Quick Scoring button at the top.



*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.

