

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application. The browser title is "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes the Skyward logo, "EDUCATOR ACCESS™ plus" with an apple icon, and "STUDENT MANAGEMENT" with a person icon. A "Print this tutorial" button is in the top right. The user name "SEAN LEE" is displayed in the center, with links for "Login History", "My Print Queue", and "Exit". The main heading is "Welcome to Educator Access Plus".

A yellow callout box titled "Add New Assignment" is overlaid on the page. It contains the following text:

- Add New Assignment**
Click here to access My Gradebook.
- What is Adding a New Assignment?**
This feature is used to create a new record for tracking student performance on an assigned task.
- Why would I Add a New Assignment?**
Assignments provide a convenient way to track and report course activities along with student performance. This information can also be displayed in Family Access as a tool for increased parent communication.
- When would I Add a New Assignment?**
This option could be used by teachers whenever a new assignment is needed for the selected class.

The left sidebar shows a tree view of navigation options: Educator Access Plus, Teacher Access (My Gradebook, My Students, My Classes, My Lesson Plans, Post Daily Attendance, My Homerooms, My Activities, Teacher Access Tutorial), Student Services Access (Gifted And Talented, My Students as IEP, Student Services Access Tutorial), Advisor Access (My Students, Advisor Access Tutorial), Administrator Access (Gradebook Tracking, Grade Posting Administration, Student Search - By Student, Student Search - By District, Athletic Eligibility Post Tracking, Secondary Progress Report - By Entity, Secondary Progress Report Letter, Secondary Grade Sheet Report - By Entity, Standards Report Cards - By Entity, Standards Gradebook Analysis Report, Administrator Access Tutorial), and My Food Service Information.

The bottom status bar shows "Local intranet | Protected Mode: Off" and a zoom level of "100%".

Slide 2 - Slide 2

Skyward Educator Access Plus - Windows Internet Explorer

Entity (400) Grades 9 to 12
 Teacher: [SEAN LEE \(Team\)](#) Class: [300GE / 002 Prd:5 Geometr](#)

[Home Page](#) | [Gradebook](#) | [Main Screen](#) [View Tutorial](#)
[Customer Access](#)
[My Print Queue](#) [Back](#)

Other Access ▾ | Classes ▾ | **Assignments ▾** | Attendance ▾ | Categories | Grade Marks | Posting ▾ | Reports ▾ | Charts ▾ | Display Options ▾ | Quick Scoring | Export

	Add Assignment	Test #1	Flash Card	Pop Quiz #	Story Prob	Magic 8 Ba
	List Assignments	WK33-Tue	WK33-Mon	WK32-Fri	WK32-Thu	WK32-Wed
		02/03/2010	02/03/2010	02/05/2010	02/04/2010	02/03/2010
		10	10	10	15	10
		8.81	8.75	8.75	13.19	8.56

Choose a class and click **Secondary Gradebook** to access the gradebook Main Screen.

Click **Assignments** and then select **Add Assignment**.

Students

1	CROSWELLSR, FRED						31	8	14	8	
2	DAUGHTRIDGESCR, SEITZ	C+ 78.09%	C+	B-			33	9	14	9	
3	FARIESSCR, ELVA V	A- 91.11%	A-	B+			44	8	13	9	
4	FREENEYSR, LINCOLN R	B 86.67%	B	B+			43	10	15	8	
5	GRAHNSCR, FARRAH N	C- 73.33%	C-	C			33	33	9	13	10
6	GREENLANDSCR, PATRICK A	C 75.56%	C	C			36	32	7	14	8
7	HELLYHAMERSR, EAHMON	B- 82.22%	B-	B			41	33	8	15	9
8	ISHMANSCR, ELISABETH J	C+ 78.89%	C+	C+			40	31	8	13	7
9	JUNGERSR, BRYON A	A 97.78%	A	A-			48	40	9	12	9
10	MARICLESCR, RAMONA V	A+ 98.89%	A+	A-			50	39	8	11	8
11	PACIFICOSR, MELODY H	B 86.67%	B	B			49	29	10	10	10
12	PULICESR, VIRGINA P	A 95.56%	A	A-			50	36	10	12	9
13	ROTONDOSR, EDMUND J	A- 91.11%	A-	B+			47	35	8	13	8
14	TOMASEKSR, KELLI X	B- 81.11%	B-	B-			38	35	9	15	8
15	TREASTERSR, CORY T	B 87.78%	B	B+			42	37	10	15	7
16	WAGEMANSR, ELLIOT B	A- 92.22%	A-	A-			43	40	9	12	10

javascript:Assignment('Add'); Local intranet | Protected Mode: Off 100%

Slide 3 - Slide 3

Entity (400) Grades 9 to 12
 Teacher: SEAN LEE (Team) Class: 300AL1 / 001 Prd:2 Algebr

1. Choose an assignment **Category** (required).

2. Enter a unique assignment **Description** (required).

3. Enter more information under **Detail Description** (optional).
 Click the icon to access a larger window for more descriptive details.

Category: **HWK - 20% - HOMEWORK**
 Description: Chapter 5 Problems
 Detail Description: Answer chapter problems 3-37 (odd), with the

Entered Date: **Thu, Dec 31 2009**
 Assign Date: Dec 31 2009
 Proposed Due Date: Dec 31 2009
 Actual Due Date: 01 2009

Max Score: 10
 Weight Multiplier: 1.00

Post to Family Access:
 Post to Student Access:

Show Assignment Score As: **Score** Show Comments:

Select the Classes where this Assignment should be added							
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	400	PE	MAT	1 to 4	2	MTWRF	300AL1 / 001 Algebra I
<input type="checkbox"/>	400			1 to 4	4	MTWRF	001 / 1 001
<input type="checkbox"/>	400		MAT	1 to 4	5	12	300GE / 002 Geometry
<input type="checkbox"/>	400		MAT	1 to 4	8	MTWRF	300AL2 / 001 Algebra II

- Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates

Slide 4 - Slide 4

Add Assignment

Category: **HWK - 20% - HOMEWORK**

Description: **Chapter 5 Problems**

Detail Description: **Answer chapter problems 3-37 (odd), with the**

Assignment Group:

Entered Date: **Thu, Dec 31 2009**

Assign Date: **Dec 31 2009 Thu, Dec 31 2009**

Proposed Due Date: **Dec 31 2009 Thu, Dec 31 2009**

Actual Due Date: **01**

Max Score: **10**

Weight Multiplier: **1.00**

Show Assignment Score As: **Score**

Detail Description

Answer chapter problems 3-37 (odd), with the exception of problems 11, 19, 29 and 35.

Maximum characters: 300, Remaining characters: 215

Entity	Dept	Sbj	Terms	Prd			
<input checked="" type="checkbox"/>	400	PE	MAT	1 to 4	2	MTWRF	300AL1 / 001 Algebra I
<input type="checkbox"/>	400			1 to 4	4	MTWRF	001 / 1 001
<input type="checkbox"/>	400		MAT	1 to 4	5	12	300GE / 002 Geometry
<input type="checkbox"/>	400		MAT	1 to 4	8	MTWRF	300AL2 / 001 Algebra II

- Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates

Slide 5 - Slide 5

Add Assignment

Category: **HWK - 20% - HOMEWORK**

Description: **Chapter 5 Problems**

Detail Description: **Answer chapter problems 3-37 (odd), with the**

Assignment Group:

Entered Date: **Thu, 2/11/2010**

Assign Date:

Proposed Due Date:

Actual Due Date:

Max Score: **10**

Weight Multiplier: **1.0**

Show Assignment Score

Note: Assignment Groups are an optional feature that allow teachers to create customized assignment groupings. This option requires **Sort Assignments by Assignment Group** to be selected under the **Assignment Display Options**.

An **example** where this option could be used would be assignment groups labeled **Unit 1, Unit 2**, etc. As a result, all assignments with the corresponding **assignment group** would display together on the gradebook **main screen**.

Entity	Dept	Sbj					
<input checked="" type="checkbox"/>	400	PE	MAT				
<input type="checkbox"/>	400		1 to 4	4	MTWRF	001 / 1	001
<input type="checkbox"/>	400	MAT	1 to 4	5	12	300GE / 002	Geometry
<input type="checkbox"/>	400	MAT	1 to 4	8	MTWRF	300AL2 / 001	Algebra II

- Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates

Slide 6 - Slide 6

Skyward Educator Access Plus - Windows Internet Explorer

Entity (400) Grades 9 to 12
Teacher: SEAN LEE (Team) Class: 300AL1 / 001 Prd:2 Algebr

Assignment Maintenance

Add Assignment

Category: **HWK - 20% - HOMEWORK**

Description: Chapter

Detail Description: Answer

Assignment Group:

Entered Date: Thu, Dec 1 2009

Assign Date: Dec 31 2009 Thu, Dec 31 2009

Proposed Due Date: Dec 31 2009 Thu, Dec 31 2009

Actual Due Date: 01 2009

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

1. The Assign Date and Proposed Due Date (required) default with today's date and should be revised as needed.

2. The Actual Due Date should not be filled in at this time (optional).
Note: The Actual Due Date is an optional field used to track due date changes when the teacher wishes to maintain a record of the original due date.
The Actual Due Date should only be filled in when editing an assignment in order to revise an existing due date. An example of this situation could be for assignments that were due on a date missed such as a snow day.

3. Choose an option for viewing the score in the teacher's gradebook (viewing only).

Show Assignment Score As: Score

Entity	Dept	Sbj	Term	Percent	Grade Mark	Days Meet	Class
<input checked="" type="checkbox"/>	400	PE	MAT	1 to 4	4	MTWRF	300AL1 / 001 Algebra I
<input type="checkbox"/>	400		1 to 4	4	MTWRF		
<input type="checkbox"/>	400	MAT	1 to 4	5	12		
<input type="checkbox"/>	400	MAT	1 to 4	8	MTWRF	300AL2 / 001	Algebra II

- Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates

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Slide 7 - Slide 7

1. Set the Max Score (points used to calculate the grade - required) and use the **Weight Multiplier** to boost the assignment weight (optional).

The **Max Score** can be revised any time during an open grading period. This number will **default** to the value entered and set up in the **Assignment Display Options - Assignment Defaults** (required).

Note: The Max Score value is the maximum value a student may receive for **regular credit** on the identified assignment. Extra credit should **not be included** in this number.

Additionally, assignments created to solely track **extra credit** should be created with a total **Max Score of "0"** so that all points awarded will be **applied correctly**.

2. Revise the Weight Multiplier if needed. (Required).

Note: The **Weight Multiplier** should remain at "1" unless you wish to **adjust assignment value** for varying difficulty in assignments.

For example: A teacher may wish to score all homework assignments on a ten point grading scale. Since homework assignments may have **varying difficulty**, the teacher may wish to **adjust the credit** given. By changing the **Weight Multiplier to .5**, an assignment is given **half the value** of a comparable standard weighted assignment. Likewise, a **Weight Multiplier of 2** would **double the effective value** of the assignment.

The screenshot shows the 'Assignment Maintenance' form with fields for Category, Description, Detail Description, Assignment Group, Entered Date, Assign Date, Proposed Due Date, Actual Due Date, Max Score (set to 10), and Weight Multiplier (set to 1.00). There are checkboxes for 'Post to Family Access' and 'Post to Student Access'. A table below shows columns for Entity, Dept, and Sbj with several rows of data.

Slide 8 - Slide 8

Skyward Educator Access Plus - Windows Internet Explorer

Entity (400) Grades 9 to 12
Teacher: SEAN LEE (Team) Class: 300AL1 / 001 Prd:2 Algebr

Assignment Maintenance

Add Assignment

Category: HWK - 20%
Description: Chapter 5 Pr
Detail Description: Answer chap
Assignment Group:
Entered Date: Thu, Dec 31
Assign Date: Dec
Proposed Due Date: Dec
Actual Due Date:
Max Score: 10
Weight Multiplier: 1.00

Show Assignment Score As: Sec

Save and Back
Save and Add Another
Save and Score
Undo
Back
Attach (0)
Make

1. Click **Attach** to upload attachments.

Attachment Maintenance
Geometric Problem.pdf
Save
Back
Delete
C:\Users\shawn\Documents\ASSIGNM Browse... Upload

2. Click **Browse** to navigate and select the file to attach.
Next, select **Upload**.

3. Once the **attachment** has uploaded and displays in Attachment Maintenance, proceed by clicking **Save**.

Note: Attachments will display in Family/Student Access if the assignment has been **posted** either manually or auto.
This option can be an **effective method** of communicating worksheets and homework questions to absent students.

Entity	Dept
<input checked="" type="checkbox"/>	400 PE
<input type="checkbox"/>	400
<input type="checkbox"/>	400
<input type="checkbox"/>	400

- Indicates a Class

Local intranet | Protected Mode: Off | 100%

Slide 9 - Slide 9

1. Indicate if the assignment should be posted to **Family Access** for guardians to view and/or if the assignment should be posted to **Student Access** for students to view.

In this case the options are **grayed out** because the school has chosen to **auto post**.

3. To **Save** the assignment and return to the List Assignments screen, click **Save and Back**. To save this assignment and **create another**, simply click **Save and Add Another** button.

2. **Select the classes** where this assignment should be added.

Select the Classes where this Assignment should be added							
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	400	PE	MAT	1 to 4	2	MTWRF	300AL1 / 001 Algebra I
<input type="checkbox"/>	400			1 to 4	4	MTWRF	001 / 1 001
<input checked="" type="checkbox"/>	400		MAT	1 to 4	5	12	300GE / 002 Geometry
<input type="checkbox"/>	400		MAT	1 to 4	8	MTWRF	300AL2 / 001 Algebra II

- Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates

Slide 10 - Slide 10

Add Assignment

Category: **HWK - 20% - HOMEWORK**

Description: Chapter 5 Problems

Detail Description: Answer chapter problems 3-37 (odd), with t

Assignment Group:

Entered Date: **Thu, Dec 31 2009**

Assign Date: Dec 31 2009

Proposed Due Date: Dec 31 2009

Actual Due Date: 01 2009

Max Score: 10

Weight Multiplier: 1.00

Post to Family Access

Post to Student Access

Show Assignment Score As: **Score**

Select the Classes with

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class
<input checked="" type="checkbox"/>	400	PE	MAT	1 to 4	2	MTWRF 300AL
<input type="checkbox"/>	400			1 to 4	4	MTWRF 001 /
<input type="checkbox"/>	400		MAT	1 to 4	5	12 300GE
<input type="checkbox"/>	400		MAT	1 to 4	8	MTWRF 300AL2

- Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates

1. To save the assignment and enter scores, click the **Save and Score** button.

2. Clicking the **Undo** button will undo the last move, while clicking **Back** will return you to List Assignments **without saving**.

3. To make this assignment available **online**, click the **Make Available Online** button.

This allows teachers to create an **online assignment** which students can the access through **Student Access**.

This concludes the tutorial.