

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, along with links for "Login History", "My Print Queue", and "Exit". The main content area is titled "Welcome to Educator Access Plus". A left-hand navigation menu lists various access points like "Teacher Access", "Student Services", "Advisor Access", and "Administrator Access". A yellow callout box is overlaid on the page, pointing to the "My Gradebook" link in the menu. The callout box contains the following text:

Edit Assignments from the Assignment List

Click here to access My Gradebook.

What is Edit Assignments from the Assignment List?
This option allows you to modify previously created assignments.

Why would I use Edit Assignments from the Assignment List?
It may be necessary to modify existing assignments, to post them to Family Access, change the due date or add additional attachments.

When would I use Edit an Assignment from the Assignment List?
This option can be used at any point prior to grade posting.

Note: If an assignment was added to multiple classes and modifying of the assignment is needed, it will be necessary to access each class and edit the assignment to make the changes.

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Skyward Educator Access Plus - Windows Internet Explorer

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

[View Tutorial](#) [Customer Access](#)
[My Print Queue](#) [Back](#)

[Home Page](#) | [Gradebook](#) | **Main Screen**

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

Add Assignment
 List Assignments

M3 Options ▾

Test #1 WK33-Tue 02/09/2010
 Flash Card WK33-Mon 02/08/2010
 Pop Quiz # WK32-Fri 02/05/2010
 Online Exe WK32-Thu 02/04/2010
 HMWK 100 0.00
 Story Prob WK32-Thu 02/04/2010
 HMWK 15 0.00
 Magic 8 Ba WK32-Wed 02/03/2010
 ACT 10
 0.00

After selecting a class and clicking the Secondary Gradebook link, click **Assignments** and then select **List Assignment**.

Students

Student ID	Name	Grade	Test #1	Flash Card	Pop Quiz #	Online Exe	Story Prob	Magic 8 Ba
1	CROWELLSR, FRED Y	11	*	*	*	*	*	*
2	FARIESSR, ELVA V	11	*	*	*	*	*	*
3	FREENEYSR, LINCOLN R	11	*	*	*	*	*	*
4	GRAHNSR, FARRAH N	12	*	*	*	*	*	*
5	GREENLANDSCR, PATRICK A	10	*	*	*	*	*	*
6	HELLYHAMERSR, EAHMON	10	*	*	*	*	*	*
7	ISHMANSCR, ELISABETH J	12	*	*	*	*	*	*
8	JUNGERSSR, BRYON A	12	*	*	*	*	*	*
9	MARICLESR, RAMONA V	10	*	*	*	*	*	*
10	PACIFICOSR, MELODY H	12	*	*	*	*	*	*
11	PULICESR, VIRGINA P	10	*	*	*	*	*	*
12	ROTONDOSR, EDMUND J	10	*	*	*	*	*	*
13	TOMASEKSR, KELLI X	10	*	*	*	*	*	*
14	TREASTERSR, CORY T	10	*	*	*	*	*	*
15	WAGEMANSR, ELLIOT B	10	*	*	*	*	*	*

javascrpt:Assignment('List');

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Slide 3 - Slide 3

The screenshot shows the 'Assignments' page in Skyward Educator Access Plus. The page title is 'City (400) Grades 9 to 12'. The class is '300GE / 002 Prd:5 Geometr'. The page includes navigation links like 'Home Page', 'Gradebook', 'Main Screen', and 'Assignments'. A toolbar contains buttons for 'Add', 'Edit', 'Clone', 'Delete', 'Report', 'Score Entry', 'Mass Assign Scr', 'Assignment Display', and 'Clone From Existing Gradebook'. The main content is a table of assignments with columns: Date Due, Week, Day, Category, Assign Group, Description, Weight, Max, OA, Fam, and Stu. The first row is highlighted in light blue. Two callout boxes provide instructions: one pointing to the 'Edit' button and another pointing to the 'Date Due' column header.

2. To modify a highlighted assignment, click **Edit**.

1. The **List Assignments** screen displays all previously entered assignments sorted by the **Due Date**.
To **change** the sort, click any one of the **column headings**.

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
02/09/10	33	Tue	TEST		Test #1	1.00	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/09/10						1.00	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/09/10					ises	4.00	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/09/10					ns #1	1.00	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/09/10					Answers	1.00	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assignment Count: 6


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1. Modify the assignment **Category** (if needed).

2. Modify the assignment **Description** (if needed).

3. Modify the **Detail Description** field if necessary and to enter more detailed information, click the **icon** here to access a **larger window** for more descriptive details and viewing.

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

Category: TEST - Test
 Description: Test #1
 Detail Description: 
 Assignment Group:
 Entered Date: Tue, Feb 9 2010
 Assign Date: Feb 09 2010 Tue, Feb 9 2010
 Proposed Due Date: Feb 09 2010 Tue, Feb 9 2010
 Actual Due Date: 01 2010
 Max Score: 50 Post to Family Access
 Weight Multiplier: 1.00 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 type="checkbox"/>	400	PE	MAT	1 to 4	2	MTWRF	300AL1 / 001	Algebra I
<input checked="" type="checkbox"/>	400		MAT	1 to 4	5	12	300GE / 002	Geometry
<input type="checkbox"/>	400		HLT	1 to 2	7	12	600PE / 002	Physical Education
<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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Entity (400) Grades 9 to 12
Teacher: SEAN LEE (Team) Class: 300GE / 002 Prd:5 Geometr

Edit Assignment

Category: TEST - Test
Description: Test #1
Detail Description:
Assignment Group:
Entered Date: Tue, Feb 9 2010
Assign Date: Feb 09 2010 Tue, Feb 9 2010
Proposed Due Date: Feb 09 2010 Tue, Feb 9 2010
Actual Due Date: 01
Max Score: 50
Weight Multiplier: 1.00

Show Assignment Score As: Score

Detail Description
Test on Chapters 1-5 dealing with shapes, angles and various forms of angle measurement.

Maximum characters: 300, Remaining characters: 212

Entity	Dept	Sbj	Terms	Prd	Class	Course		
<input type="checkbox"/>	400	PE	MAT	1 to 4	2	MTWRF	300AL1 / 001	Algebra I
<input checked="" type="checkbox"/>	400		MAT	1 to 4	5	12	300GE / 002	Geometry
<input type="checkbox"/>	400		HLT	1 to 2	7	12	600PE / 002	Physical Education
<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

The screenshot shows the Skyward Educator Access Plus interface. The main window is titled "Entity (400) Grades 9 to 12" and "Assignment Maintenance". It contains a form for editing an assignment with fields for Category, Description, Detail Description, Assignment Group, Entered Date, Assign Date, Proposed Due Date, Actual Due Date, Max Score, and Weight Multiplier. A table below the form lists assignment entities with checkboxes. An "Attachment Maintenance" pop-up window is open, showing a file named "Geometric Test Problem.pdf" and buttons for Save, Back, Delete, and Upload. A "Browse..." button is also visible. Three yellow callout boxes provide instructions: 1. Click Attach to modify attachments. 2. Click Browse to navigate and select a file to attach. Click Upload. 3. Once the attachment has uploaded and displays in Attachment Maintenance, proceed by clicking Save. A note at the bottom states: "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 (400) Grades 9 to 12
Teacher: SEAN LEE (Team) Class: 300GE / 002 Prd:5 Geometr

Assignment Maintenance

Edit Assignment

Category: TEST - Test
Description: Test #1
Detail Description: Test on Chap
Assignment Group:
Entered Date: Tue, Feb 9 2
Assign Date: Feb
Proposed Due Date: Feb
Actual Due Date:
Max Score: 50
Weight Multiplier: 1.00

Show Assignment Score As: Sec

Attachment Maintenance

Geometric Test Problem.pdf

Save
Back
Delete

C:\Users\shawn\Desktop\Geometric T Browse... Upload

Click Browse to select a file

Entity De
400 PE
400
400
400

- Indicates a

ed Assign and Due Dates

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1. Click Attach to modify attachments.

2. Click Browse to navigate and select a file to attach.
Click 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.

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Edit Assignment

Category: TEST - Test
 Description: Test #1
 Detail Description: Test on Chapters 1-5 dealing with shapes, angles
 Assignment Group:
 Entered Date: Tue, Feb 9, 2010
 Assign Date:
 Proposed Due Date:
 Actual Due Date:
 Max Score: 50
 Weight Multiplier: 1.00

Buttons: Save, Undo, Back, Attach (1), Make Available Online

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	Term	Term	Term	Term	Course	Course
<input type="checkbox"/>	400	PE	MAT	1 to 4	2	MTWRF	300AL1 / 001	Algebra I
<input checked="" type="checkbox"/>	400		MAT	1 to 4	5	12	300GE / 002	Geometry
<input type="checkbox"/>	400	HLT		1 to 2	7	12	600PE / 002	Physical Education
<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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Entity (400) Grades 9 to 12
 Teacher: SEAN LEE (Team) Class: 300GE / 002 Prd:5 Geometr

Assignment Maintenance

Edit Assignment

Category: TEST - Test
 Description: Test #1
 Detail Description: Test on Chapters 1-5 dealing with shapes, angles
 Assignment Group:
 Entered Date: Tue, Feb 9 2010
 Assign Date: Feb 09 2010 Tue, Feb 9 2010
 Proposed Due Date: Feb 09 2010 Tue, Feb 9 2010
 Actual Due Date: 01 2010
 Max Score: 50
 Weight Multiplier: 1.00

Buttons: Save, Undo, Back, Attach (1), Make Available Online

Show Assignment Score As: S

Entity	Dept	Sbj	Term
<input type="checkbox"/>	400	PE	MAT 1 to 4
<input checked="" type="checkbox"/>	400		MAT 1 to 4
<input type="checkbox"/>	400	HLT	1 to 2
<input type="checkbox"/>	400		MAT 1 to 4

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

Callout Box:
 Modify the **Max Score** (points used to calculate the grade) and use the **Weight Multiplier** to boost the assignment weight.
 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**.
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**.

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Slide 9 - Slide 9

The screenshot shows the 'Edit Assignment' form in Skyward Educator Access Plus. The form includes fields for Category (TEST - Test), Description (Test #1), Detail Description (Test on Chapters 1-5 dealing with shapes, angles), Assignment Group, Entered Date (Tue, Feb 9 2010), Assign Date (Feb 09 2010), Proposed Due Date (Feb 09 2010), Actual Due Date (01 2010), Max Score (50), and Weight Multiplier (1.00). There are also checkboxes for 'Post to Family Access' and 'Post to Student Access'. A yellow callout box is overlaid on the form, providing a note and example for the Weight Multiplier.

Revise the Weight Multiplier if needed.

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.

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Entity (400) Grade
Teacher: SEAN LEE (Team) Class: 30

Assignment Maintenance

Edit Assignment

Category: TEST - Test

Max Score: 50 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 type="checkbox"/>	400	PE	MAT	1 to 4	2	MTWRF	300AL1 / 001	Algebra I
<input checked="" type="checkbox"/>	400		MAT	1 to 4	5	12	300GE / 002	Geometry
<input type="checkbox"/>	400		ULT	1 to 2	7	12	600PE / 002	Physical Education
<input type="checkbox"/>	400						00AL2 / 001	Algebra II

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

Buttons: Save, Undo, Back, Attach (1), Make Available Online

Callout 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**.

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

Callout 3: To make the assignment available in **Student Access**, click the **Make Available Online** button.

Callout 4: Clicking the **Undo** button will undo the last move while clicking **Back** will return you to List Assignments **without saving**.

Callout 5: To **Save** the assignment and return to the List Assignments screen, click **Save and Back**.

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Slide 11 - Slide 11

The screenshot shows the Skyward Educator Access Plus interface in a Windows Internet Explorer browser window. The page title is "Entity (400) Grades 9 to 12". The user is identified as "Teacher: SEAN LEE (Team)" and the class is "300GE / 002 Prd:5 Geometr". The navigation menu includes "Home Page", "Gradebook", "Main Screen", and "Assignments". The "Assignments" section is active, displaying a table of assignments. A yellow callout box is overlaid on the table, containing the text: "Once modified and saved, the assignment returns to the List Assignments screen with the updated changes. This concludes the tutorial." The table has columns for Date Due, Week, Day, Category, Assign Group, Description, Weight, Max, OA, Fam, and Stu. The "Assignment Count" is shown as 6.

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
02/09/10	33	Tue	TEST		Test #1	1.00	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/08/10	33	Mon	PA		Flash Cards	1.00	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/05/10	32	Fri					10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/04/10	32	Thu					25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/04/10	32	Thu					15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/03/10	32	Wed					10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assignment Count: 6