

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the "SKYWARD" logo, the "EDUCATOR ACCESS™ plus" logo with an apple icon, and the user name "User Name: Joe Teacher". Navigation links for "Login History", "Print Queue", and "Exit" are visible. A left-hand navigation menu lists various access points such as "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access".

A yellow informational pop-up box is overlaid on the page, containing the following text:

355 - Excel Export

Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

What is the Excel Export?
By selecting this option, all Educator Gradebook data selected for display will be exported to Microsoft Excel.

Why would you use the Excel Export?
The Excel export would be optionally used if the teacher wishes to utilize the data in the Gradebook for specific spreadsheet activities.

When would you use Excel Export?
This option can be used when it is needed to make Educator Gradebook data available for use in Microsoft Office applications such as in mail merges, graphing, etc.

Slide 2 - Slide 2

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the "Skyward Educator Access Plus" logo, the school name "Elementary School", and the teacher's name "Teacher: Joe Teacher". Navigation links include "Home Page", "My Gradebook", "View Tutorial", "Print Queue", and "Back". A dropdown menu is set to "Reports for All Classes".

Below the navigation, a table lists classes for "100 Elementary School". The table has columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. Two rows are visible, both with a "Standards Gradebook" link.

Dept	Subject	Terms	Period	Days Meet	Class	Description	
1 - 4	1	1	MTWRF	2HOME / 01	2ND GRADE HOMEROOM		Standards Gradebook
1 - 4	2	1	MTWRF	0002 / 1	2ND GRADE		Standards Gradebook

A yellow callout box with a pointer to the second row of the table contains the text: "Select a class, click Standards Gradebook."

Slide 3 - Slide 3

Skyward Educator Access Plus - Microsoft Internet Explorer

EDUCATOR ACCESS plus
Elementary School
 Teacher: **Joe Teacher** Class: [0002 / 1 Prd:2 2ND GRADE](#) [View Tutorial](#)

[Home Page](#) | [My Gradebook](#) | **Main Screen** [Print Queue](#) [Back](#)

Other Access ▾ | Classes ▾ | Events ▾ | Comments | Attendance ▾ | Grade Marks | Reports ▾ | Display Options ▾ | Quick Scoring | **Excel Export**

Students	No Atn Entry Today	T4 Language A	T4 Language A Sample ski	T4 Language A Sample ski	T4 Language A Sample	T4	T4	T4	T4	T4 Science Sample ski	T4 Science Sample ski	
		-	+	+						-	+	+
1 Burne Patri		A	A	A	A	A	A	A	A	A	A	A
2 Burne Savan		A	A	A	A	A	A	A	A	A	A	A
3 Diess Shani		A	A	A	A	A	A	A	A	A	A	A
4 Pavek Josep		A	A	A	A	A	A	A	A	A	A	A
5 Ramad Shawn		A	A	A	A	A	A	A	A	A	A	A
6 Rice Tommy		A	A	A	A	A	A	A	A	A	A	A
7 Rosen Katel		A	A	A	A	A	A	A	A	A	A	A
8 Schro Willi		A	A	A	A	A	A	A	A	A	A	A

Select the Excel Export button.

Slide 4 - Slide 4

http://localhost/skyread/Skyward000206_24_200714_01_24.csv - Microsoft Internet Explorer

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ICQ Search (12)

	A	B	C	D	E	F	G	H
1	Teacher: Joe Teacher				School Year: 2006-2007			
2	Course: 0002 / 2ND GRADE				Sec: 1	Period: 2	Room #	
3								
4				Subject(T4)	Skill(T4)	Event(T4)	Skill(T4)	Event(T4)
5				Language Arts	Language Arts		Language Arts	
6					Sample skill number 4		Sample skill number 5	
7						Sample Homework Assignment		Sample Hom
8						WK44-Fri		WK47-Fri
9	Last Name	First Name				6/1/2007		6/2/
10	Burnell	Patrice	A	A	A		A	A
11	Burnell	Savanna	A	A	A		A	A
12	Diessner	Shanie	A	A	A		A	A
13	Pavek	Joseph	A	A	A		A	A
14	Ramadan	Shawn	A	A	A		A	A
15	Rice	Tommy	A	A	A		A	A
16	Rosenthal	Katelyn	A	A	A		A	A
17	Schroeder	William	A	A	A		A	A
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This is an example
of Gradebook information exported
to Microsoft Excel.

This concludes the tutorial.