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Skyward Educator Access Plus - Microsoft Internet Explorer

EDUCATOR ACCESS™ plus PRODUCT SETUP STUDENT MANAGEMENT HUMAN RESOURCES FINANCIAL MANAGEMENT

User Name: Steve Teacher Login History Print Queue Exit

300 - Grade Posting Status - General Information

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

**What is Grade Posting Status?**  
Grade Posting Status allows teachers to check statistics for their class' posted grades and manage the overall grade posting process.

**Why would you use Grade Posting Status?**  
Teachers need to identify that all grades are final so that school administration knows that report cards can be run. Grade Posting Status provides you the tools to verify that student assignment grades across all of your classes have been recorded properly.

**When would you use Grade Posting Status?**  
When a grading period opens for posting, teachers can use this tool to determine which grades they have or have not already posted.

resources for your school.

nebody@anyschool.com

Edit this Page

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "SKYWARD" and the user is identified as "Teacher: Steve Teacher". There are navigation links for "Home Page" and "My Gradebook", and buttons for "View Tutorial", "Print Queue", and "Back".

At the top, there are two tabs: "Current Year Classes" and "Prior Years Classes". Below these is a "Reports for All Classes" dropdown menu. A "Show All Classes" link is also present.

The main content area displays a table of classes under the heading "400 High School". A yellow callout box points to the "Grade Posting Status" dropdown menu, which is open, showing options for "Grading Periods Open for Posting" and "Previous Grading Periods".

Dept	Subject	Terms	Period				
10	10	1 - 4	1				
10	10	1 - 4	2				
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology	
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology	
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology	
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology	
10	10	3 - 4	7	MTWRF	1170 / 03	Anatomy & Physiology	

**Grade Posting Status** ▾

- Grading Periods Open for Posting
- Grade Posting Status for TERM 4
- Previous Grading Periods
- Grade Posting Status for MIDTERM 1
- Grade Posting Status for TERM 1
- Grade Posting Status for MIDTERM 2
- Grade Posting Status for TERM 2
- Grade Posting Status for MIDTERM 3
- Grade Posting Status for TERM 3
- Grade Posting Status for MIDTERM 4

Select the **Grade Posting Status** button, select a current **Open** grading period.

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Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School  
User Name: Steve Teacher

View Tutorial  
Enter a Customer Service Call  
My Print Queue Back

Home Page | My Gradebook | Grade Post Status

62 days left to post (open from 12:01 AM on 05/24/07 until 11:59 PM on 08/31/07)

Grade Posting Status for TERM 4 (04/01/07 - 08/31/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	<a href="#">1160 / 01</a>	Field Biology	1	22			75.00	80.08	86.00	18		<input type="checkbox"/>
02	<a href="#">1160 / 02</a>	Field Biology					82.92	82.92	82.92	23	2	<input type="checkbox"/>
03	<a href="#">1160 / 03</a>	Field Biology	24				87.00	87.69	92.51	24		<input type="checkbox"/>
04	<a href="#">1160 / 04</a>	Field Biology	25		25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	<a href="#">1160 / 05</a>	Field Biology	25	23			61.45	83.10	93.50	25		<input type="checkbox"/>
06	<a href="#">1160 / 06</a>	Field Biology	25	8	25	65	67.00	83.44	91.67	25		<input type="checkbox"/>
07	<a href="#">1170 / 03</a>	Anatomy & Physiology					86.00	90.47	97.80	3		<input type="checkbox"/>

Mark All as Completed

The columns listed on this screen give the teacher access to information regarding **assignments, grades, and comments** that have yet to be submitted.

To **change** the sort order, click on one of the column **headings** to **sort** by that heading's information.

7 records displayed

Slide 4 - Slide 4

400 High School

62 days left

1:59

Grade Posting Status for TERM 4 (04/01/07 - 08/31/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	1160 / 01	Field Biology	1	22			75.00	80.08	86.00	18		<input type="checkbox"/>
02	1160 / 02	Field Biology					82.92	82.92	82.92	23	2	<input type="checkbox"/>
03	1160 / 03	Field Biology	24				87.00	87.69	92.51	24		<input type="checkbox"/>
04	1160 / 04				25							<input type="checkbox"/>
05	1160 / 05											<input type="checkbox"/>
06	1160 / 06				25	65						<input type="checkbox"/>
07	1170 / 07						86.00	90.47	97.80	3		<input type="checkbox"/>

7 records displayed

Callout 1: This column contains the number of **blank** report card grades.

Callout 2: This column contains the number of **assignments** that are either **marked** as missing or are **past** the due date and do not have a grade entered.

Callout 3: This column contains the number of students who do not have **at least one** comment posted for report cards.

Callout 4: This column contains the number of times that the posted grade is **different** than the corresponding Gradebook grade.

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Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School  
User Name: Steve Teacher

Home Page | My Gradebook | Grade Post Status

62 days left to post (open from 12:01 AM on 05/24/07 until 11:59 PM on 08/31/07)

Grade Posting Status for TERM 4 (04/01/07 - 08/31/07)

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01	<a href="#">1160 / 01</a>	Field Biology					75.00	80.08	86.00	18		<input type="checkbox"/>
02	<a href="#">1160 / 02</a>	Field Biology					82.92	82.92	82.92	23	2	<input type="checkbox"/>
03	<a href="#">1160 / 03</a>	Field Biology					87.00	87.69	92.51	24		<input type="checkbox"/>
04	<a href="#">1160 / 04</a>	Field Biology	25		25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	<a href="#">1160 / 05</a>	Field Biology	25	23			61.45	83.10	93.50	25		<input checked="" type="checkbox"/>
06	<a href="#">1160 / 06</a>	Field Biology	25	8	25	65	67.00	83.44	91.67	25		<input type="checkbox"/>
07	<a href="#">1170 / 03</a>	Anatomy & Physiology					86.00	90.47	97.80	3		<input type="checkbox"/>

7 records displayed

Mark All as Completed

This column contains the class' average posted grade percentage for the grading period.

This column contains the lowest student percentage for the grading period.

This column contains the highest student percentage for the grading period.

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Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School  
User Name: Steve Teacher

View Tutorial  
Enter a Customer Service Call  
My Print Queue Back

Home Page | My Gradebook | Grade Post Status

62 days left to post (open from 12:01 AM on 05/24/07 until 11:59 PM on 08/31/07)

Grade Posting Status for TERM 4 (04/01/07 - 08/31/07)

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02	<a href="#">1160 / 02</a>	Field Biology					82.92	82.92	82.92	23	2	<input type="checkbox"/>
03	<a href="#">1160 / 03</a>	Field Biology	24				87.00	87.69	92.51	24		<input type="checkbox"/>
04	<a href="#">1160 / 04</a>	Field Biology	25		25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	<a href="#">1160 / 05</a>	Field Biology	25	23			61.45	83.10	93.50	25		<input type="checkbox"/>
06	<a href="#">1160 / 06</a>	Field Biology	25	8	25	65	67.00	83.44	91.67	25		<input type="checkbox"/>
07	<a href="#">1170 / 03</a>	Anatomy & Physiology					86.00	90.47	97.80	3		<input type="checkbox"/>

Mark All as Completed

This column contains the number of students who have dropped from the class.

This column contains the current number of active students in the class.

7 records displayed

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Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

100 High School

User Name: Steve Teacher

Home Page | My Gradebook | Grade Post Status

62 days left to post (open from 12:01 AM on 05/24/07 until 11:59 PM on 08/31/07)

**Grade Posting Status for TERM 4 (04/01/07 - 08/31/07)**

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	Posting Complete
+	01 <a href="#">1160 / 01</a>	Field Biology	1	22			75.00	80.08	86.00	18		<input type="checkbox"/>
+	02 <a href="#">1160 / 02</a>	Field Biology					82.92	82.92	82.92	23	2	<input type="checkbox"/>
+	03 <a href="#">1160 / 03</a>	Field Biology	24				87.00	87.69	92.51	24		<input type="checkbox"/>
+	04 <a href="#">1160 / 04</a>	Field Biology	25		25		92.80	92.80	92.80	25		<input type="checkbox"/>
+	05 <a href="#">1160 / 05</a>	Field biology	25	23			61.45	83.10	93.50	25		<input type="checkbox"/>
-	06 <a href="#">1160 / 06</a>	Field Biology	25	8	25	65	67.00	83.44	91.67	25		<input type="checkbox"/>
<p>Expand All Collapse All</p> <ul style="list-style-type: none"> <li>Missing Report Card Grades</li> <li>Missing Assignments</li> <li>Missing Comments</li> <li>Differences</li> <li>Dropped Student Discrepancies</li> </ul>												
+	07 <a href="#">1170 / 03</a>	Anatomy & Physiology					86.00	90.47	97.80	3		<input type="checkbox"/>

7 records displayed

Click the + sign to expand and research the details concerning **Grade Posting**.

To open a Gradebook, click the corresponding **link**.

Mark All as Completed

Slide 8 - Slide 8

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School  
User Name: Steve Teacher

Home Page | My Gradebook | Grade Post Status

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01	<a href="#">1160 / 01</a>	Field Biology	1	22			75.00	80.08	86.00	18		<input type="checkbox"/>
02	<a href="#">1160 / 02</a>	Field Biology					82.92	82.92	82.92	23	2	<input checked="" type="checkbox"/>
03	<a href="#">1160 / 03</a>	Field Biology										<input type="checkbox"/>
04	<a href="#">1160 / 04</a>	Field Biology										<input type="checkbox"/>
05	<a href="#">1160 / 05</a>	Field Biology										<input type="checkbox"/>
06	<a href="#">1160 / 06</a>	Field Biology										<input type="checkbox"/>
07	<a href="#">1170 / 03</a>	Anatomy & Physiology										<input type="checkbox"/>

Mark All as Completed

If all grades have been **posted** and discrepancies have been cleared as needed for **all classes**, click **Mark All as Completed**.

When all grades have been **posted** and discrepancies are cleared as needed, place a checkmark in the **Posting Complete** box.

This will serve two purposes:

- 1) It will remind you that you have **finished** the work for that class for the specified term.
- 2) It will allow school administration to know when you have **finalized** all of your grades.

7 records displayed



Slide 9 - Slide 9

Skyward Educator Access Plus - Microsoft Internet Explorer

High School  
Teacher: Steve Teacher Class: 1160 / 02 Prd:2 Field Bio

View Tutorial

**Score Entry**

Chapter 12 pretest  
Week 36 - Friday - 05/04/2007  
Category: QUIZ - 10% Max Score: 100

Save  
Undo  
Back

Special Codes

Code Description

\*AD Automated Drop Score

ABS Absent

COM Completed

DR

Incomplete

Late

NC

Not Handed In

0 un-scored students: Mark un-scored as 0 and Missing

**WARNING: You have checked grade period TERM 4 as ready for report card printing. Changes to this screen may require reposting gradebook grades and reconfirming that grades are ready for report card printing.**

Students	Score	Special Code
1 Adam M Sarpong	54	
2 Alexandra J Gross	54	
3 Angela W Eigmer	54	
4 Ashley A Truwe	54	
5 Bradley L Jennings	54	
6 Brynm N Clark	54	
7 Cody Jeske	54	
8 Curtis E Helland	54	
9 Daniel J French	54	
10 Donald Jarding	54	
11 Errol R Dotson	54	
12 Grad Student	54	
13 Jenna Heiring	54	
14 Joseph C Lindewurth	54	
15 Kelsey A Schumacher	54	
16 Laura E Spurrier	54	
17 Leia M Nelson	54	
18 Matthew M Shumakov	54	
19 Nathan T Bruce	54	
20 Perry R DeMorett	54	

If you have marked a class as **Posting Complete** and find that you still need to **make changes** to an assignment grade while the posting period is **still open**, proceed to the **score entry** screen in the Gradebook and make the **corrective** entries.

A **message** will appear on the grade entry screen to notify you that may need to **repost** grades if the assignment grade modification **changes** the student's term grade.

Slide 10 - Slide 10

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School  
User Name: Steve Teacher

We value your feedback  
Enter a Customer Service Call  
My Print Queue Back

Home Page | My Gradebook | Grade Post Status

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01	<a href="#">1160 / 01</a>	Field Biology	1	22			75.00	80.08	86.00	18		<input type="checkbox"/>
02	<a href="#">1160 / 02</a>	Field Biology					82.92	83.02	85.32	23	2	<input type="checkbox"/>
03	<a href="#">1160 / 03</a>	Field Biology	24				87.00	87.69	92.51	24		<input type="checkbox"/>
04	<a href="#">1160 / 04</a>	Field Biology										<input type="checkbox"/>
05	<a href="#">1160 / 05</a>	Field Biology										<input type="checkbox"/>
06	<a href="#">1160 / 06</a>	Field Biology										<input type="checkbox"/>
07	<a href="#">1170 / 03</a>	Anatomy & Physiology										<input type="checkbox"/>

Mark All as Completed

Because you made changes to assignment grades within the term, the **Posting Complete** flag is automatically removed.

Re-verify that all grades have been **posted** and **mark** the box as needed.

[This concludes the tutorial.](#)

7 records displayed