

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in a Microsoft Internet Explorer browser window. The browser title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The application header includes the Skyward logo, navigation tabs for "EDUCATOR ACCESS™ plus", "PRODUCT SETUP", "STUDENT MANAGEMENT", "HUMAN RESOURCES", and "FINANCIAL MANAGEMENT", and a user name "User Name: Steve Teacher". There are links for "Login History", "Print Queue", and "Exit".

The left sidebar contains a tree view of navigation options under "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 Talent
  - My Cases as Case Manager
  - My Students as IEP
  - Special Ed
  - Student Services Access Tutorial
- Advisor Access
  - My Students
  - Advisor Access Tutorial
- Administrator Access
  - Gradebook Tracking
  - Grade Posting Administration
  - Student Search - By Entity
  - Student Search - By Class
  - Athletic Eligibility Post Tracking
  - Secondary Progress Report - By Entity
  - Standards Report Cards - By Entity
  - Standards Gradebook Analysis Report
  - Administrator Access Tutorial

A yellow callout box is overlaid on the "My Gradebook" link, containing the following text:

**320 - Grade Posting Status: Missing Assignments**

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

**What is Grade Posting Status: Missing Assignments?**  
This function allows teachers to view any assignments that have either been marked as missing or are passed the due date and ungraded.

**Why would you use Grade Posting Status: Missing Assignments?**  
This feature provides an overall view of how many missing assignments are listed for the class.

**When would you use Grade Posting Status: Missing Assignments?**  
This might be used to verify that assignments should or shouldn't be marked as missing in preparation for final grade posting.  
This tool also helps teachers who prefer to remove the missing flag on any assignments at the end of the term when they enter a zero score.

At the bottom right of the page, there is a link: [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". The navigation bar includes "Home Page", "My Gradebook", "Print Queue", and "Back".

At the top, there are two tabs: "Current Year Classes" (selected) and "Prior Years Classes". Below the tabs is a "Show All Classes" link.

The main content area displays a table of classes for "400 High School". The table has columns for Dept, Subject, Terms, Period, and Class Name. The classes listed are:

Dept	Subject	Terms	Period	Class Name
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

To the right of the table is a "Reports for All Classes" dropdown menu. The "Grade Posting Status" option is selected, which has opened a sub-menu. The sub-menu contains two sections: "Grading Periods Open for Posting" and "Previous Grading Periods".

- 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

A yellow callout box points to the "Grade Posting Status" dropdown menu with the text: "Select the Grade Posting Status button, select a current Open grading period."

Slide 3 - Slide 3

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

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

Grade Posting Status for TERM 4 (04/01/07 - 07/30/07)

Mark All as Completed

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
			1	22			75.00	80.08	86.00	18		<input type="checkbox"/>
							82.92	83.02	85.32	23	2	<input type="checkbox"/>
				24			87.00	87.69	92.51	24		<input type="checkbox"/>
				25	25		92.80	92.80	92.80	25		<input type="checkbox"/>
+	05	1160 / 05		23			61.45	83.10	93.50	25		<input type="checkbox"/>
+	06	1160 / 06		8	25		67.00	83.44	91.67	25		<input type="checkbox"/>
+	07	1170 / 03					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.

This column contains the number of missing assignments currently in the Gradebook.

Slide 4 - Slide 4

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

59 days left (06/31/07)

Grade Posting Summary

Period	Class	Assignments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	1160 / 04			75.00	80.08	86.00	18		<input type="checkbox"/>
02	1160 / 04			82.92	83.02	85.32	23	2	<input type="checkbox"/>
03	1160 / 04			87.00	87.69	92.51	24		<input type="checkbox"/>
04	1160 / 04	Field Biology	25	92.80	92.80	92.80	25		<input type="checkbox"/>
05	1160 / 05	Field Biology	23	61.45	83.10	93.50	25		<input type="checkbox"/>

Mark All as Completed

Expand All Collapse All  
+ Missing Report Card Grad  
- Missing Assignments

1) Click the + sign to expand and research the details concerning Missing Assignments.

Student	Student Group	Due Date	Assignment	Category	Weight	Max Points	Score	Marked Missing	No Count
Arneson, Ashley		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	yes	yes
Borgstrom, Daniel		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Buman, Christopher		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Carlson, Emily		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Chchic, Katie		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Critchfield, Johnathan		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Dalton, Joseph		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Dunham, Zachary		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Gholson, Matthew		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Gopinath, Dustin		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Heinrich, Dustin		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Ihli, Joseph		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Krause, Andrew		06/08/07	Sample Homev						
Maguire, Michael		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Medina, Kayla		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Mogensen, Jared		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Nuhn, Joanna		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Parks, John		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Paulson, Jesse		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Quiring, Kyle		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Solfest, Rebecca		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Stevens, Terrie		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no
Vogel, Kristin		06/11/07	Bones Lab II	LABORATORY	1.00	100	*	no	no

2) A list of students names with assignments either marked as missing or are passed the due date and ungraded will display.

7 records displayed

Slide 5 - Slide 5

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

Home Page | My Gradebook | Grade Post Status  
My Print Queue Back

59 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 - 07/30/07)**

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.
01	<a href="#">1160 / 01</a>	Field Biology	1	22
02	<a href="#">1160 / 02</a>	Field Biology		
03	<a href="#">1160 / 03</a>	Field Biology	24	
04	<a href="#">1160 / 04</a>	Field Biology	25	
05	<a href="#">1160 / 05</a>	Field Biology		
06	<a href="#">1160 / 06</a>	Field Biology	5	
07	<a href="#">1170 / 03</a>	Anatomy & Physiol	3	

Expand All Collapse All

- Missing Report Card Grades
- Missing Assignments  
No missing assignments were found
- Missing Comments
- Differences
- Dropped Student Discrepancies

Mark All as Completed

Return to this screen after **correcting** the issue (if needed).  
If there are **still** any assignments **marked** as missing, or are **ungraded** and passed the **due** date, the corresponding number would display in the column.

If **all** students not have **any** missing assignments, you will see the statement  
**No missing assignments were found.**

**This concludes This Tutorial.**

7 records displayed