

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in a Microsoft Internet Explorer browser window. The user is logged in as 'Steve Teacher'. The interface includes a navigation menu on the left with categories like 'Teacher Access', 'Student Services Access', 'Advisor Access', and 'Administrator Access'. A yellow callout box is overlaid on the page, providing information about the '500 - Grade Proof Sheet Report'. The callout text reads: '500 - Grade Proof Sheet Report. Select Web Access, Educator Access Plus, Teacher Access, My Gradebook. What is the Grade Proof Sheet? This report lists the grades and comments that you have posted for your classes. Why do you need the Grade Proof Sheet? Some teachers prefer a printed format to verify the grades and comments they have posted. Additionally, some schools require that teachers submit a signed copy of their Grade Proof Sheets for record keeping. When would you use the Grade Proof Sheet? You would utilize this report after posting your final Gradebook grades and comments for the open grading period.' The background page shows a header with 'SKYWARD EDUCATOR ACCESS plus' and navigation links for 'Login History', 'Print Queue', and 'Exit'. A footer link 'Edit this Page' is visible at the bottom right.

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The browser title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo, "Teacher: Steve Teacher", and a "View Tutorial" link. Navigation links include "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 link "Only Show Current Classes".

The main content area displays a table titled "400 High School" with the following data:

Dept	Subject	Terms	Period	Days Meet	Class	Description
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology
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	1 - 2	7	MTWRF	1170 / 01	Anatomy & Physiology
10	10	3 - 4	7	MTWRF	1170 / 03	Anatomy & Physiology

To the right of the table is a dropdown menu titled "Reports for All Classes". The menu is open, showing the following options:

- 400 - Secondary Gradebook
  - Attendance
    - Attendance Summary By Class
  - Gradebook
    - Grade Sheet Report
    - Assignment Listing - By Student
    - Missing Assignments
  - Progress Reports
    - Progress Detail
    - Progress Summary
  - Partial Progress Reports
    - Partial Progress Detail
    - Partial Progress Summary
  - Class Information
    - Class Roster
  - Report Cards
    - Grade Proof Sheet

Select the Reports for All Classes button,  
click Grade Proof Sheet.

Slide 3 - Slide 3

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo and "EDUCATOR ACCESS plus". Navigation links for "Print Queue" and "Back to Report Ranges" are visible. The main content area is titled "All Classes - Steve Teacher" with a sub-report of "Grade Proof Sheet". A table lists report templates, and a sidebar contains action buttons. A yellow callout box points to the "Add a new Template" button.

Seq #	Report Template Name
900	Curr Term;All Comments
910	Curr Term;Curr Term Only;All Comments

Buttons in the sidebar:

- Print
- Back
- Add a new Template
- View parameters of Template
- Clone Template
- Select Different Classes

Callout box text: "To create your own version of the report, click **Add a new Template**."

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Skyward Educator Access Plus - Microsoft Internet Explorer

Print Queue Back to Report Ranges

EDUCATOR ACCESS plus

Sequence #: 10 Proof Sheet Report.

Report Template Name: Sample

Save Back

Enter a name for your report.

Click Save.

Slide 5 - Slide 5

The screenshot shows the 'Parameters for Grade Proof Sheet Report' page in a Microsoft Internet Explorer browser window. The page title is 'Skyward Educator Access Plus - Microsoft Internet Explorer'. The browser address bar shows 'Print Queue' and 'Back to Gradebook'. The page content includes a 'Term' section with a dropdown menu set to 'Current Term: 04/01/2007 - 07/30/2007'. Below this is an 'Options' section with two columns of checkboxes. The 'Term Display' column has a checked box for 'Display Only the Selected Term'. The 'Comment Display' column has checked boxes for 'Display Free Form Comments' and 'Display Regular Comments'. On the right side, there are three buttons: 'Save', 'Undo', and 'Back'. Four yellow callout boxes provide instructions: 1) Select the term to display for posted grade and comment information. 2) To print grades and comments for term selected above only, select Display Only the Selected Term. Note: If this option is not selected, posted grades and comments for every grading period will display. 3) Indicate to print posted Free Form comments and/or posted Regular Comments. 4) When complete, click Save.

Slide 6 - Slide 6

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo, a "Print Queue" icon, and a "Back to Report Ranges" button. The main content area features a table of report templates and a list of actions.

Seq #	Report Template Name
10	Sample
900	Curr Term;All Comments
910	Curr Term;Curr Term Only;All Comments

- Print
- Back
- Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Classes

Three yellow callout boxes provide instructions:

- 1) Highlight the report that you wish to print.
- 2) To run the report for only certain classes, click Select Different Classes.
- 3) Click Print.

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http://localhost/skyread/SKR172290BJMWACVD31914.pdf - Microsoft Internet Explorer

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1sogral2.p 03.07.02.01.00		High School Grade Proof Sheet		Date: 07/04/07 Time: 4:41 PM	Page: 11
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Course	1160 FLD BIO	Bldg	Room	Terms	Pd	Days	Teacher
Section	05	400		01-04	05	MTWRF	Steve Teacher
Length	YEAR						
		Gr	ATH T4	SE2	SM2		
Arneson, Ashley M.	.....	11	( )	(A- )	(B+ )	(A- )	
Grd Prd & Comment #			022-	RESPECTFUL			
Borgstrom, Daniel C.	.....	11	( )	(C )	(C+ )	(C )	
Grd Prd & Comment #			022-	RESPECTFUL			
Buman, Christopher J.	.....	11	( )	(C+ )	(C+ )	(C+ )	
Grd Prd & Comment #			022-	RESPECTFUL			
Carlson, Emily S.	.....	11	( )	(C+ )	(B+ )	(C+ )	
Grd Prd & Comment #			022-	RESPECTFUL			
Chchic, Katie L.	.....						
Grd Prd & Comment #							
Critchfield, Johnathan	.....						
Grd Prd & Comment #			022-	RESPECTFUL			
Dalton, Joseph.	.....	11	( )	(C+ )	(B+ )	(C+ )	
Grd Prd & Comment #			022-	RESPECTFUL			
Dunham, Zachary T.	.....	11	(B )	(B )	(D+ )	(B )	
Grd Prd & Comment #			022-	RESPECTFUL			
Fallstad, Brittany.	.....	11	( )	(C+ )	(A- )	(C+ )	
Grd Prd & Comment #			022-	RESPECTFUL			
Grd Prd & Free Form							Brittney did a great job on her recent science olympiad entry.
Gholson, Matthew R.	.....	11	( )	(A- )	(F )	(A- )	
Grd Prd & Comment #			022-	RESPECTFUL			
Gopinath, Dustin B.	.....	11	( )	(B )	(A- )	(B )	
Grd Prd & Comment #			022-	RESPECTFUL			

This is a sample of the Grade Proof Sheet report.

This concludes this tutorial.