

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The user is logged in as 'Steve Teacher'. The left sidebar contains a tree view of navigation options: Educator Access Plus, Teacher Access (My Gradebook, My Students, My Classes, My Lesson Plans, Post Daily Attendance, My Homerooms, My Activities), Student Services Access (Gifted And Talented, My Cases as Case M, My Students as IEP, Special Ed), Advisor Access (My Students, Advisor Access Tutorial), and Administrator Access (Gradebook Tracker, Grade Posting Admin, Student Search - By, Student Search - By, Athletic Eligibility Po, Secondary Progress, Standards Report Cards - By Entity, Standards Gradebook Analysis Report, Administrator Access Tutorial). The main content area is partially obscured by a yellow callout box. The callout box has the title '560 - Mass Assign Scores' and contains the following text: 'Select Web Access, Educator Access Plus, Teacher Access, My Grade Book.', 'What is Mass Assign Scores? Teachers can quickly enter grades for assignments by mass filling as needed. Examples of other available functionality includes options to raise and lower all student grades on an assignment, and mark certain assignments as not counted in the class grade.', 'Why would you use Mass Assign Scores? This option increases efficiency and offers increased score entry flexibility.', 'When would you use Mass Assign Scores? Mass Assign Scores is commonly used when the majority of the class will receive the same score on an assignment.', and 'Example: Weekly participation grade.' The browser window also shows a top navigation bar with 'EDUCATOR ACCESS™ plus', 'PRODUCT SETUP', 'STUDENT MANAGEMENT', 'HUMAN RESOURCES', and 'FINANCIAL MANAGEMENT' icons. The bottom right of the page has an 'Edit this Page' link.

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". Navigation links include "Home Page", "My Gradebook", "View Tutorial", "Print Queue", and "Back".

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

The main content area displays a table of classes for "400 High School". The table has the following columns: Dept, Subject, Terms, Period, Days Meet, Class, Description, and a link to the "Secondary Gradebook".

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology	Secondary Gradebook
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology	Secondary Gradebook
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology	Secondary Gradebook
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology	Secondary Gradebook
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology	Secondary Gradebook
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology	Secondary Gradebook
10	10	3 - 4	7	MTWRF	1170		Secondary Gradebook

A yellow callout box is overlaid on the table, containing the text: "Select a class, click Secondary Gradebook."

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Home Page | My Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grade | Comments | Reports | Display Options | Quick Scoring | Excel Export

Add Assignment
List Assignments

Select the Assignments button, click List Assignments.

Students	ADD Entry Today	Chapter 12 36-Fri QUIZ 100	Sample Hom WK37-Fri HWK 100 84	Newspaper WK38-Thu PRO 100 80.16	Chapter 12 WK40-Thu TST 100 89.00	Sample Hom WK41-Fri HWK 100 0.00	Bones Lab WK42-Mon LAB 100 0.00	T4 Options	SE2 Options	
1 Alisha Long			77	67	95	*	*	B	*	
2 Andrew J Krause			85	76	95	*	*	C+	*	
3 Ashley M Arneson		B+ 88.00%	88	99	88	*	*	B+	*	
4 Brittany Fallstad		B 83.20%	77	66	88	77	95	*	B	*
5 Christopher J Buman		C 74.40%	55	66	77	88	95	*	C	*
6 Daniel C Borgstrom		C 73.10%	55	66	77	88	82	*	C	*
7 Dustin B Gopinath		C 73.30%	88	77	66	55	95	*	C	*
8 Dustin L Heinrich		B- 81.30%	99	88	77	66	76	*	B-	*
9 Emily S Carlson		D+ 68.90%	66	55	66	77	95	*	D+	*
10 Jared T Mogensen		C- 71.70%	88	77	66	55	79	*	C-	*
11 Jesse R Paulson		C 74.40%	55	66	77	88	95	*	C	*
12 Joanna P Nuhn		C 74.80%	88	77	66	66	99	*	C	*
13 John E Parks		A 93.10%	77	88	99	99	95	*	A	*
14 Johnathan L Critchfield		B+ 86.10%	90	89	89	80	67	*	B+	*
15 Joseph Dalton		D+ 69.10%	67	66	66	66	95	*	D+	*
16 Joseph W Ihli		B 85.70%	77	88	88	88	87	*	B	*
17 Katie L Chchic		B+ 88.00%	88	88	88	88	88	*	B+	*
18 Kayla J Medina		D+ 69.80%	67	67	67	67	95	*	D+	*
19 Kristin A Vogel		B+ 87.40%	78	89	90	90	89	*	B+	*
20 Kyle A Quiring		B 85.50%	78	70	89	89	95	*	B	*
21 Matthew R Gholson		B+ 87.70%	90	90	90	90	67	*	B+	*
22 Michael A Maquire		B 83.80%	60	89	89	89	95	*	B	*
23 Rebecca M Solfast		A- 90.20%	100	90	89	89	78	*	A-	*
24 Terrie M Stevens		B+ 87.20%	69	84	93	90	95	*	B+	*
25 Zachary T Dunham		A 96.10%	89	99	99	99	99	*	A	*

Slide 4 - Slide 4

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The user is logged in as "Teacher: Steve Tea". The main navigation menu includes "Home Page", "My Gradebook", "Main Screen", and "Assignments". A secondary menu below contains "Add", "Edit", "Clone", "Delete", "Report", "Score Entry", "Mass Assign Scr", "Assignment Display", "Clone From existing Gradebook", and "Assign Standards".

The "Assignments" table is displayed with the following data:

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Fam	Stu
06/11/07	42	Mon	LAB 20%		Bones Lab II	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06/08/07	41	Fri	HWK 50%		Sample Homework Assi	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/31/07	40	Thu	TST 10%		Chapter 12	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/17/07	38	Thu	PRO 10%		Newspaper project	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/11/07	37	Fri	HWK 50%		Sample Homework	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/04/07	36	Fri	QUIZ 10%		Chapter 12 pretest	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04/20/07	34	Fri	LAB 20%		Bones Lab	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A yellow callout box with a speech bubble icon contains the text: "Highlight the assignment to score, click Mass Assign Scr." The "Mass Assign Scr" button in the secondary menu is highlighted.

At the bottom right of the table area, it says "Assignment Count: 7".

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

View Tutorial

Mass Assign Screen

Prev Next **Bones Lab II** Save
 Post to Family Access Week 42 - Monday - 06/11/2007 Undo
 Post to Student Access Category: LAB - 20% Max Score: 100 Back

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

Students	Score	No Count
Change blank		
1 Alisha Long	98	<input type="checkbox"/>
2 Andrew J Krause	98	<input type="checkbox"/>
3 Ashley M Arneson	98	<input type="checkbox"/>
4 Brittany Fallstad	98	<input type="checkbox"/>
5 Christopher J Buman	98	<input type="checkbox"/>
6 Daniel C Borgstrom	98	<input type="checkbox"/>
7 Dustin B Gopinath	98	<input type="checkbox"/>
8 Dustin L Heinrich	98	<input type="checkbox"/>
9 Emily S Carlson	98	<input type="checkbox"/>
10 Jared T Mogensen	98	<input type="checkbox"/>
11 Jesse R Paulson	98	<input type="checkbox"/>
12 Joanna P Nuhn	98	<input type="checkbox"/>
13 John E Parks	98	<input type="checkbox"/>
14 Johnathan L Critchfield	98	<input type="checkbox"/>
15 Joseph Dalton	98	<input type="checkbox"/>
16 Joseph W Ihli	98	<input type="checkbox"/>
17 Katie L Chchic	98	<input type="checkbox"/>
18 Kayla J Medina	98	<input type="checkbox"/>
19 Kristin A Vogel	98	<input type="checkbox"/>
20 Kyle A Quiring	98	<input type="checkbox"/>
21 Matthew R Gholson	98	<input type="checkbox"/>
22 Michael A Macquire	98	<input type="checkbox"/>

Mass Assign scores provides a series of flexible options.

Utilize the **Assign All Scores** option to fill all student score cells with the indicated score.

If scores have previously been entered, and you wish to replace those scores with the new value select **Overwrite scores** before processing.

Mass Assign Options

Assign All Scores
to: 98 out of 100

Overwrite scores

Adjust All Scores
by: 0 points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

Apply

To modify the grades, click **Apply**.

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There are **two options** to mass fill ungraded student assignments.

One is to select **Mark un-scored as 0 and Missing**. This will place a zero in any empty student score cell and will activate the Missing Assignment flag for that student.

The second option is to select **Assign All Scores** without selecting the option to **Overwrite scores**. This will fill ungraded student assignments with your choice of score.

To modify the grades, click **Apply**.

Bones Lab II
 Week 42 - Monday - 06/11/2007
 Category: **LAB - 20%** Max Score: **100**
 6 un-scored students: Mark un-scored as 0 and Missing

Students	Score	No Count	Missing	Comment
Change blank comments to:				
1 Alisha Long	98	<input type="checkbox"/>	<input type="checkbox"/>	
2 Andrew J Krause	98	<input type="checkbox"/>	<input type="checkbox"/>	
3 Ashley M Arneson	98	<input type="checkbox"/>	<input type="checkbox"/>	
4 Brittany Fallstad	*	<input type="checkbox"/>	<input type="checkbox"/>	
5 Christopher J Buman	98	<input type="checkbox"/>	<input type="checkbox"/>	
6 Daniel C Borgstrom	98	<input type="checkbox"/>	<input type="checkbox"/>	
7 Dustin B Gopinath	98	<input type="checkbox"/>	<input type="checkbox"/>	
8 Dustin L Heinrich	*	<input type="checkbox"/>	<input type="checkbox"/>	
9 Emily S Carlson	98	<input type="checkbox"/>	<input type="checkbox"/>	
10 Jared T Mogensen	98	<input type="checkbox"/>	<input type="checkbox"/>	
11 Jesse R Paulson	*	<input type="checkbox"/>	<input type="checkbox"/>	
12 Joanna P Nuhn	98	<input type="checkbox"/>	<input type="checkbox"/>	
13 John E Parks	98	<input type="checkbox"/>	<input type="checkbox"/>	
14 Johnathan L Critchfield	*	<input type="checkbox"/>	<input type="checkbox"/>	
15 Joseph Dalton	98	<input type="checkbox"/>	<input type="checkbox"/>	
16 Joseph W Ihli	*	<input type="checkbox"/>	<input type="checkbox"/>	
17 Katie L Chchic	98	<input type="checkbox"/>	<input type="checkbox"/>	
18 Kayla J Medina	98	<input type="checkbox"/>	<input type="checkbox"/>	
19 Kristin A Vogel	*	<input type="checkbox"/>	<input type="checkbox"/>	
20 Kyle A Quiring	98	<input type="checkbox"/>	<input type="checkbox"/>	
21 Matthew R Gholson	98	<input type="checkbox"/>	<input type="checkbox"/>	
22 Michael A Macuire	98	<input type="checkbox"/>	<input type="checkbox"/>	

Assign All Scores to: 50 out of 100
 Overwrite scores
 Just All Scores
 by: 2 points
 Remove All Scores
 All to No Count
 Remove All No Count
 Remove All Missing
 Apply

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

View Tutorial

Mass Assign Screen

Prev Next **Bones Lab II** Save
 Post to Family Access Week 42 - Monday - 06/11/2007 Undo
 Post to Student Access Category: LAB - 20% Max Score: 100 Back

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

Students Score No Count Missing Comment

Change blank comments to:

Students	Score	No Count	Missing	Comment
1 Alisha Long	98	<input type="checkbox"/>	<input type="checkbox"/>	
2 Andrew J Krause	0	<input type="checkbox"/>	<input type="checkbox"/>	
3 Ashley M Arneson	98	<input type="checkbox"/>	<input type="checkbox"/>	
4 Brittany Fallstad	98	<input type="checkbox"/>	<input type="checkbox"/>	
5 Christopher J Buman	98	<input type="checkbox"/>	<input type="checkbox"/>	
6 Daniel C Borgstrom	0	<input type="checkbox"/>	<input type="checkbox"/>	
7 Dustin B Gopinath	98	<input type="checkbox"/>	<input type="checkbox"/>	
8 Dustin L Heinrich	98	<input type="checkbox"/>	<input type="checkbox"/>	
9 Emily S Carlson	98	<input type="checkbox"/>	<input type="checkbox"/>	
10 Jared T Mogensen	98	<input type="checkbox"/>	<input type="checkbox"/>	
11 Jesse R Paulson	98	<input type="checkbox"/>	<input type="checkbox"/>	
12 Joanna P Nuhn	0	<input type="checkbox"/>	<input type="checkbox"/>	
13 John E Parks	98	<input type="checkbox"/>	<input type="checkbox"/>	
14 Johnathan L Critchfield	98	<input type="checkbox"/>	<input type="checkbox"/>	
15 Joseph Dalton	98	<input type="checkbox"/>	<input type="checkbox"/>	
16 Joseph W Ihli	0	<input type="checkbox"/>	<input type="checkbox"/>	
17 Katie L Chchic	98	<input type="checkbox"/>	<input type="checkbox"/>	
18 Kayla J Medina	98	<input type="checkbox"/>	<input type="checkbox"/>	
19 Kristin A Vogel	98	<input type="checkbox"/>	<input type="checkbox"/>	
20 Kyle A Quiring	98	<input type="checkbox"/>	<input type="checkbox"/>	
21 Matthew R Gholson	98	<input type="checkbox"/>	<input type="checkbox"/>	
22 Michael A Macquire	98	<input type="checkbox"/>	<input type="checkbox"/>	

Utilize the **Adjust All Scores** option to modify all student score cells by the indicated amount.

Enter the number for a **positive** adjustment.

Enter a - (minus) sign prior to the number for a **negative** adjustment.

Mass Assign Options

- Assign All Scores to: 0 out of 100
- Overwrite scores
- Adjust All Scores by: 2 points
- Remove All Scores
- Set All to No Count
- Remove All No Count
- Remove All Missing

Apply

To modify the grades, click **Apply**.

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

View Tutorial

Mass Assign Screen

Prev Next **Bones Lab II** Save
 Post to Family Access Week 42 - Monday - 06/11/2007 Undo
 Post to Student Access Category: LAB - 20% Max Score: 100 Back

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

Students Score No Count Missing Comment
 Change blank comments to: [v]

1	Alisha Long	98			
2	Andrew J Krause	98			
3	Ashley M Arneson	98			
4	Brittany Fallstad	50			
5	Christopher J Buman	98			
6	Daniel C Borgstrom	98			
7	Dustin B Gopinath	98			
8	Dustin L Heinrich	50			
9	Emily S Carlson	98			
10	Jared T Mogensen	98			
11	Jesse R Paulson	50			
12	Joanna P Nuhn	98			
13	John E Parks	98			
14	Johnathan L Critchfield	50			
15	Joseph Dalton	98			
16	Joseph W Ihli	50			
17	Katie L Chchic	98	<input type="checkbox"/>	<input type="checkbox"/>	
18	Kayla J Medina	98	<input type="checkbox"/>	<input type="checkbox"/>	
19	Kristin A Vogel	50	<input type="checkbox"/>	<input type="checkbox"/>	
20	Kyle A Quiring	98	<input type="checkbox"/>	<input type="checkbox"/>	
21	Matthew R Gholson	98	<input type="checkbox"/>	<input type="checkbox"/>	
22	Michael A Macquire	98	<input type="checkbox"/>	<input type="checkbox"/>	

Mass Assign Options

- Assign All Scores to: 50 out of 100
 - Overwrite scores
- Adjust All Scores by: 2 points
- Remove All Scores
- Set All to No Count
- Remove All No Count
- Remove All Missing

Apply

To clear all student scores on this assignment, select **Remove All Scores**.

To remove this assignment from the classes grade calculation, select **Set All to No Count**.

Example: If you wish to create an extra credit assignment for the class but do **not** want to apply the credit until the end of the term you would set the assignment to "No Count" for the class.

To **remove** all previously set "No Counts" for this assignment, select **Remove All No Count**.

To modify the grades, click **Apply**.

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

We value your feedback

Mass Assign Screen

Prev Next

Post to Family Access
 Post to Student Access

0 out of 22 students

To mass assign comments from the assignment comment bank, select from the drop down list.

Save
Undo
Back

Mass Assign Options

- Assign All Scores to: 50 out of 100
 - Overwrite scores
- Adjust All Scores by: 2 points
- Remove All Scores
- Set All to No Count
- Remove All No Count
- Remove All Missing

Apply

Change blank comments to:

Students	Score	No Count	Missing	Comment
1 Alisha Long	98	<input type="checkbox"/>	<input type="checkbox"/>	
2 Andrew J Krause	98	<input type="checkbox"/>	<input type="checkbox"/>	
3 Ashley M Arneson	98	<input type="checkbox"/>	<input type="checkbox"/>	
4 Brittany Fallstad	50	<input type="checkbox"/>	<input type="checkbox"/>	
5 Christopher J Buman	98	<input type="checkbox"/>	<input type="checkbox"/>	
6 Daniel C Borgstrom	98	<input type="checkbox"/>	<input type="checkbox"/>	
7 Dustin B Gopinath	98	<input type="checkbox"/>	<input type="checkbox"/>	
8 Dustin L Heinrich	50	<input type="checkbox"/>	<input type="checkbox"/>	
9 Emily S Carlson	98	<input type="checkbox"/>	<input type="checkbox"/>	
10 Jared T Mogensen	98	<input type="checkbox"/>	<input type="checkbox"/>	
11 Jesse R Paulson	50	<input type="checkbox"/>	<input type="checkbox"/>	
12 Joanna P Nuhn	98	<input type="checkbox"/>	<input type="checkbox"/>	
13 John E Parks	98	<input type="checkbox"/>	<input type="checkbox"/>	
14 Johnathan L Critchfield	50	<input type="checkbox"/>	<input type="checkbox"/>	
15 Joseph Dalton	98	<input type="checkbox"/>	<input type="checkbox"/>	
16 Joseph W Ihli	50	<input type="checkbox"/>	<input type="checkbox"/>	
17 Katie L Chchic	98	<input type="checkbox"/>	<input type="checkbox"/>	
18 Kayla J Medina	98	<input type="checkbox"/>	<input type="checkbox"/>	
19 Kristin A Vogel	50	<input type="checkbox"/>	<input type="checkbox"/>	
20 Kyle A Quiring	98	<input type="checkbox"/>	<input type="checkbox"/>	
21 Matthew R Gholson	98	<input type="checkbox"/>	<input type="checkbox"/>	
22 Michael A Macquire	98	<input type="checkbox"/>	<input type="checkbox"/>	

To clear all missing assignment flags on this assignment, select Remove Missing.

To modify the grades, click Apply.
This concludes the tutorial.