

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The browser's address bar and navigation buttons are visible. The application header includes the Skyward logo and several menu items: "EDUCATOR ACCESS™ plus" (with an apple icon), "PRODUCT SETUP" (with a book icon), "STUDENT MANAGEMENT" (with a person icon), "HUMAN RESOURCES" (with a person icon), and "FINANCIAL MANAGEMENT" (with a document icon). The user name "Steve Teacher" is displayed in the top right, along with links for "Login History" and "Print Queue", and an "Exit" button.

The left sidebar contains a tree view of application modules, including "Educator Access Plus", "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access".

A large yellow pop-up box is centered on the screen, containing the following text:

**520 - Missing Assignments Report**  
Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

**What is the Missing Assignments report?**  
This will print a report for each student listing assignments that have been marked as missing or are past the due date and do not have a grade entered.

**Why would you use the Missing Assignments report?**  
The Missing Assignment Report helps students identify assignments that could be made up if allowed.

**When would you use the Missing Assignments report?**  
This report can be used as a handout to students and/or guardians concerned with assignments that have not been reconciled as completed. If make up work is allowed, this report is a convenient way to communicate possible assignments that could be completed.

On the right side of the page, there is a link "resources for your school." and a partially visible email address "body@anyschool.com". At the bottom right, 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". There are navigation links for "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, there is a link "Only Show Current Classes".

The main content area displays a table of classes for "400 High School". The table has columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. The data rows show multiple instances of "Field Biology" classes with different periods and days.

A dropdown menu is open, showing a list of reports for all classes. The menu items are:
 

- 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

A yellow callout box with a pointer to the "Missing Assignments" option contains the text: "Select the Reports for All Classes button, click Missing Assignments."

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 Access Plus logo and a "Print Queue" button. A "Back to Report Ranges" button is located at the top right of the content area.

The main content area is titled "All Classes - Steve Teacher" with a subtitle "Report: Missing Assignments". Below this is a table with two columns: "Seq #" and "Report Template Name".

Seq #	Report Template Name
900	Curr Term;Missing Assign;Ave;No Count;Comments;Sep Pg;Only Std/missing;Sig
910	Curr Term;Missing Assign;Ave;No Count;Comments;No page brk

To the right of the table is a vertical menu of buttons: "Print", "Back", "Add a new Template", "View parameters of Template", "Clone Template", and "Select Different Classes".

A yellow callout box with a pointer to the "Add a new Template" button contains the text: "To create your own version of the report, click **Add a new Template**."

Slide 4 - Slide 4

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo, a "Print Queue" icon, and a "Back to Report Ranges" button. The main content area is titled "Assignments Report." and contains the following elements:

- A "Sequence #" label next to a text input field containing the value "10". A yellow callout bubble points to this field with the text "Enter a name for your report."
- A "Report Template Name:" label next to a text input field containing the value "Sample".
- Two buttons: "Save" and "Back", positioned to the right of the "Report Template Name" field.
- A yellow callout bubble with the text "Click Save." points to the "Save" button.

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1) Select to display assignment information for either a specific term or a date range.

Display Signature Line will add a space for parents/guardians to acknowledge receipt of the report and return.

Indicate if you want assignments that are **not included** in the student's grade to appear on the report.

To print **one** document that contains a listing of **all students** and their missing assignments leave this **unchecked**.

To run a separate report for each student showing their missing assignments, select **Each Student on a Separate Page**.

If you have selected **Each Student on a Separate Page** it may be helpful to select **Exclude Students with No Missing Assignments** so that only students with missing assignments will have a report generated.

The report contains your missing assignments. If you wish to turn any of them in, I will only accept them on or before this Friday. After that day all of them will be recorded as a zero.

Slide 6 - Slide 6

The screenshot shows the 'Skyward Educator Access Plus' web application in a Microsoft Internet Explorer browser window. The page title is '10 - Sample' and the main heading is 'Select Parameters for Missing Assignments'. The interface includes several sections: 'Assignments' with checkboxes for 'Display Assignments for Term' (checked) and 'Display Assignments for Date Range' (unchecked), a 'Current Term' dropdown set to '04/01/2007 - 07/30/2007', and date selection options for 'Sun, Jun 10 2007' and 'Sun, Jul 1 2007'. A 'Fields to Print' section contains checkboxes for 'Assignment Comments' (unchecked), 'Each Student on a Separate Page' (checked), 'Assignment Average Score' (checked), 'Earned and Possible Points' (checked), 'Percent' (checked), 'Grade Mark' (checked), and 'Exclude Students with No Missing Assignments' (checked). A 'Free Form Header' section has four empty text input fields labeled 'Label 2:', 'Label 3:', and 'Label 4:'. A 'Class Comments' section contains a text area with the text: 'This report contains your missing assignments. If you wish to turn any of them in, I will only accept them on or before this Friday. After that day all of them will be recorded as a zero.' On the right side, there are 'Save', 'Undo', and 'Back' buttons. Several yellow callout boxes provide instructions: one points to the 'Save' button saying 'When complete, click Save.'; another points to the 'Display Comments' checkbox saying 'If you want all of your comments for the student's missing assignments to print on the report, place a check in the Display Comments box.'; a third points to the 'Exclude Students with No Missing Assignments' checkbox saying 'To conserve paper and print reports only for students with missing assignments, select Exclude Students with No Missing Assignments.'; a fourth points to the 'Fields to Print' section saying 'Select from the assignment score display options.'; and a fifth points to the 'Free Form Header' and 'Class Comments' sections saying 'Fill in the Free Form Header and Footer information and Class Comments. This area allows you to enter any messages that you want printed on any missing assignment report generated.'

Slide 7 - Slide 7

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. 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 sidebar of action buttons. Three yellow callout boxes provide instructions: 1) "Highlight the report that you wish to print." pointing to the table; 2) "To run the report for only certain classes, click Select Different Classes." pointing to the "Select Different Classes" button; and 3) "Click Print." pointing to the "Print" button.

Seq #	Report Template Name
10	Sample
900	Curr Term;Missing Assign;Ave;No Count;Comments;Sep Pg;Only Std/missing;Sig
910	Curr Term;Missing Assign;Ave;No Count;Comments;No page brk

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

## Slide 8 - Slide 8

http://localhost/skyread/SKR172253HPVSREWC31914.pdf - Microsoft Internet Explorer

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1gbadm20.p High School Date: 07/01/07 Page: 14  
 03.07.02.01.00 Missing Assignments Report for 04/01/07 - 07/30/07 Time: 9:47 PM

Student: Leah H. Olson Grade: 11 Teacher: Teacher, Steve  
 Course: 1160 / FLD BIO Section: 01 Period: 1 Room #:

Date	Assignment	Category	Average	Earned	Possible	Percent	Grade
05/11/07	Sample Homework	HWK	0.00	*	100.00		
06/11/07	Bones Lab II	LAB	57.50	*	100.00		
Total Assignments: 2					200.00		

This report contains your missing assignments. If you wish to turn any of them in, I will only accept them on or before this Friday. After that day all of them will be recorded as a zero.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This is a sample Missing Assignment Report.  
 This concludes the tutorial.