

## Q&A for Skyward EA+

### 1) Can you create a grading category or can you only choose from the original list?

Teachers cannot create a category, but can only choose them. A District Administrator can enter a new category and make them available for teachers. If you would like a new category created, contact Jiovanna Koceski.

### 2) How do I choose my categories? Can I reduce the number of categories?

- Click **Categories**.
- Click **Add/Edit Categories**.
- Select the **Categories** that will be used by putting a checkmark in the **Include column** to the right of the **Category Description**.
- Unchecking a **Category** will deselect this category and no longer allow it to be used when creating an **Assignment**.
- Click **Save**.
- Click **Use These Categories For My Other Classes**.
- Select each class these options will be used for.
- Click **Save** when all selections are completed.
- Click **Back** to return to the **Main Screen**.
- A **Category** cannot be deselected if it has been used in the creation of an assignment.

### 3) What happens in my gradebook if a student transfers out of my section? Do their grades remain in my gradebook?

If the class is dropped, the grades would remain in your gradebook. The student will now display as a Dropped Student and can be shown or hidden by selecting or deselecting the Dropped Students option from the Display Options dropdown, Student Display selections.

### 4) What happens if a student transfers from one section of a class to another section?

If the student transfers from one section of a course code to another section of the same course code, a NEW button will display next to the student's name in the new section. When the NEW button is selected, the software will alert the teacher to whether there are matching assignments from the old section. If so, the teacher has the opportunity to automatically transfer the scores for the matching assignment into the new gradebook. Likewise, the NEW button will also show assignments that don't match between the two sections, giving the new teacher the opportunity to add scores to some of the existing assignments in their gradebook to catch the student up with the class.

- To turn off the **New** designator by the student's name, select **Do not display NEW by this student's name** prior to closing the new student options window.
- If there are matching assignments with scores, select **Transfer Scores** to move the assignment scores to the current section. A window will display the assignment and score information giving the teacher an opportunity to update scores and comments, if desired, prior to the transfer. The teacher will then need to **Save**, **Undo**, or **Cancel** this action based on whether they would like to accept the assignments and scores.
- If assignments exist that do not match assignments in this Gradebook, click the selection **View Assignments**. This opens a new window displaying the non-matching assignments and scores, as well as assignments in this Gradebook that do not match the old section. The software allows for entering scores in the new section assignments to compensate the student for transferring. The teacher will then need to **Save**, **Undo**, or **Cancel** this action based on

whether they would like to accept any assignment scores entered.

### 5) What will the student grade display look like on the web?

Teachers do not have the opportunity to change the student grades display on the web, it is a standardized format. All assignments that are flagged for Family/Student Access will display in the student grade display. All assignments, points earned, points possible, percent earned, grade, special codes, Missing and No Count indicators will automatically display on the web for any assignment flagged for Family/Student Access. Comments for a student on an individual assignment can also be displayed. Shown below is an example of the student grade display on the web.

Assign Category	Date Due	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
Grade for TERM 1 - Q1 09/05/07 - 11/09/07			91.30	101.00	90.40	A-			
<b>ASSESSMENT</b>			34.50	41.00	84.15	B			
ASMT	09/20/07	<a href="#">Quiz 1-1</a>	34.50	41.00	84.15	B			
<b>ASSIGNMENT</b>			56.80	60.00	94.67	A			
ASN	09/07/07	<a href="#">Problem set 15 problems</a>	4.50	5.00	90.00	A-			
ASN	09/10/07	<a href="#">Problem set 2</a>	4.00	5.00	80.00	B-			
ASN	09/11/07	<a href="#">Pg 9: 1-11,14-25</a>	5.00	5.00	100.00	A			

### 6) How do I post an assignment to the web?

When you create the assignment, you check the boxes to post it to family and student access. Future assignments will automatically default to the same settings until you change them.

The screenshot shows the 'Add Assignment' form with the following fields and options:

- Category: ASMT - ASSESSMENT
- Description: [Empty text box]
- Assignment Group: [Empty text box]
- Entered Date: Wed, Oct 24 2007
- Assign Date: Oct 24 2007 (Wed, Oct 24 2007)
- Proposed Due Date: Oct 24 2007 (Wed, Oct 24 2007)
- Actual Due Date: [Empty] 01 2007
- Max Score: 100
- Weight Multiplier: 1.00
- Post to Family Access
- Post to Student Access

On the right side of the form, there are buttons: Save and Back, Save and Add Another, Save and Score, Undo, and Back. The checkboxes for 'Post to Family Access' and 'Post to Student Access' are circled in red.

### 7) What if I don't post an assignment to the web?

If a teacher unchecks the box for posting an assignment, the assignment will not be visible for students/guardians, nor will it calculate into the overall grade the students/guardians see displayed, but it will calculate into their overall grade in your gradebook - leading to a mismatch between the teacher's gradebook and the web grade display.

### 8) Can you change percentage settings for grades (A is 95%, etc.)?

The answer is yes, teachers can modify their grade scales. Click on the Grade Marks tab and then click on the Edit button in the grade marks area. Once you edit the grade marks and select save, you will be able to use that grade scale for that particular course. If you would like to use that grade scale for other courses you teach, you need to modify it in the other courses.

9) **Can I adjust column width?**

Currently this is not an option in the *Secondary Gradebook*

10) **What happens if I don't enter a score for a student's assignment?**

If you don't enter a score and don't mark as missing, it is not included in grade calculations. In other words, it does **not** consider a blank score to be a 0.

11) **What happens if I mark an assignment as No Count?**

**No Count** prevents the assignment from being counted in the term or semester grade for that student.

12) **What happens if I use Missing for an assignment?**

**Missing** causes a **Missing code** to appear in **Family Access** next to the assignment, but doesn't affect how the assignment is calculated in the term or semester grade. An assignment with a score will count toward the student's grade even if the **Missing** box is checked.

13) **What if I want a Missing Assignment to be Scored as a 0?**

Use the **Mark un-scored as 0 and Missing** button to fill in 0's for un-scored students and fill a checkmark in the **Missing** column when entering scores. The assignment will then be calculated with a score of 0.

14) **What happens if I mark a student as Absent (by entering AB) in the special code column when entering scores?**

The assignment is not included in the calculation of the student's grades.

15) **Can I add footnotes to the grades?**

You can use the comment feature for individual assignments.

16) **How long can my assignment comments be?**

The comment column is a free form text field that will hold up to 30 characters.

17) **What if I accidentally delete an assignment?**

If an assignment was deleted by mistake and needs to be reinstated to the *Gradebook*, this tool easily allows the restore.

- Select **Restore Deleted Assignments** from **Display Options** dropdown.
- Highlight the assignment to be restored and click **View Details**. The assignment information and scores will display on the screen.
- Click **Restore Assignment**, to save this assignment information and scores back into the *Gradebook*. Click **Back** to return to the **Main Screen**.

18) **How do I add the same assignment to other sections of the same class?**

When you are creating the assignment, go to the class list at the bottom of the screen and check the boxes for all the classes you would like to include.

If you have already created an assignment and later wish to add it to other classes, click on "assignments", click on "list assignments" from the drop down menu, highlight the assignment, click on "clone" and choose the other classes.