SKYWARD®

GRADEBOOK QUICK REFERENCE

Report Cards Grades 9-12

Tasks A, B, C can be completed at any time during the quarter and posting window.
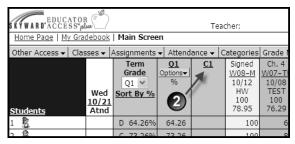*Task D must occur during the posting window.*

Task A – Verify Grade Input

1. Report Card grades are pulled directly from your gradebook.
2. It is essential that you review and verify the accuracy of all assignments and scores in your gradebooks. *If desired, print a gradesheet report as a backup.*
3. Use the "**New**" icon to enter any transfer grades posted for previous quarters (Recommended: Option 2 or 4 "Term Grades Only").
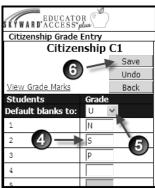
Task B – Enter Conduct Scores (*Optional*)

1. Open a gradebook.
   Note: The C1 (*Citizenship*) column is used to enter conduct scores for Quarter 1. C2 would represent the column for Quarter 2.
2. *Click on the "**C1**" hyperlink or within an empty cell in that column. The column location may be different based on your gradebook settings.*
3. The Score Entry screen appears.

4. **S (Satisfactory)**, **N (Needs Improvement)**, and **U (Unsatisfactory)** are the only valid conduct scores for report cards in grades 6-12 even though other scores are available.
5. To mass assign a score of **S**, **N** or **U** to cells without a value, use the "**Default blanks to**" drop-down.
6. Click "**Save**" when complete.
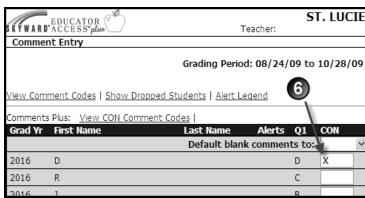7. Repeat the steps 1-6 to enter conduct scores in every class.

Task C – Indicate Conference Request (*Optional*)

1. Open a gradebook.
2. Hover over the "**Posting**" tab.
3. Click "**Post Comments**".
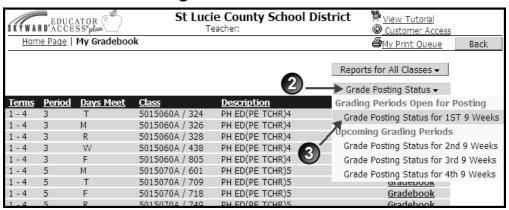4. Click the "**Post Comments**" link for the current grading period.

5. The Comment Entry window appears.
6. In the first column, "**CON**", type an "**X**" in the cell that corresponds to the student for whom a conference is requested.
7. Click "**Save**" when complete.
8. Repeat the steps 1-7 to request a conference for students in other classes.

Task D – Mark Posting Complete

1. To notify your administrator that grade posting is complete, navigate to the screen where you can select your various gradebooks (*My Gradebook Screen*).
2. Hover over the "**Grade Posting Status**" button.

3. Click "**Grade Posting Status for …**" the current grading period.
4. Click the "**Mark All as Completed**" button.
5. Click "**Back**" to return to the My Gradebook screen.