

SCORING ASSIGNMENTS & MISSING ASSIGNMENTS

1. Go to your Gradebook
2. Select List Assignments (top row of options)
3. Highlight an Assignment to input scores
4. Select Mass Assign (top row of options)

Skyward Educator Access Plus - Microsoft Internet Explorer

Tuscola Technology Center

Teacher: _____ Class: _____ [View Tutorial](#)

Mass Assign Screen

Prev Next Laser Printer step Save

Post to Family Access Week 24 - Thursday - 02/15/2007 Undo

Post to Student Access Category: PROJ Max Score: 25 Back

1 un-scored student Mark un-scored as 0 and Missing

Students	Score	No Count	Missing	Comment	
Change blank comments to: <input type="text"/>					
1	Matth	*	<input type="checkbox"/>	<input type="checkbox"/>	
2	Matth	25	<input type="checkbox"/>	<input type="checkbox"/>	
3	Brand	25	<input type="checkbox"/>	<input type="checkbox"/>	
4	Nicho	25	<input type="checkbox"/>	<input type="checkbox"/>	
5	Jared	25	<input type="checkbox"/>	<input type="checkbox"/>	
6	Adam	25	<input type="checkbox"/>	<input type="checkbox"/>	
7	Patri	25	<input type="checkbox"/>	<input type="checkbox"/>	

Mass Assign Options

Assign All Scores
to: 25 out of 25

Overwrite scores

Adjust All Scores
by: 0 points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

While in Mass Assign you are able to:

1. Enter individual grades for a particular assignment
2. Select No Count or Missing **OR**
3. Mark all un-scored grades as 0 and missing (Use this option when the assignment is past the due date and has not been handed in. This will show in Family Access that the current grade is “0” and is a MISSING ASSIGNMENT.)
4. Write or Select a canned Comment
5. You will also have the ability to use the Mass Assign Options (one example: if most students received a score of 25 you can assign the score to all students then select Apply. You will need then modify the few students who did not receive the 25 score.)
6. Remember to SAVE

Many instructors use the Quick Scoring option to enter grades for **several** different assignments at one time. This is fine, although Quick Scoring does not allow you to select an assignment as missing or no count.

The example below is a parent’s view of a particular students term grades. We received a call from a parent questioning their student’s grade. The instructor informed the parent that the student currently had (2) Work Logs missing causing the grade to be lower. The report the parent was the viewing indicated “There are no Missing assignments for this class”. This is because the assignment was marked as 0 but not marked missing.

Tuscola Technology Center									
TERM 2 - T2 Progress Detail Report for									
There are no Missing assignments for this class									
Assign Category	Date Due	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
Grade for TERM 2 - T2 11/04/06 - 01/12/07			95.00	152.00	62.50	D-			
WORK LOGS			0.00	31.00	0.00	E			
WL	12/11/06	WEEK5	0.00	31.00	0.00	E			
ASSIGN/QUIZ/TEST			95.00	121.00	78.51	C+			
AQT	12/07/06	VOCAB 5	16.00	20.00	80.00	B-			
AQT	12/07/06	VOC 6	8.00	10.00	80.00	B-			
AQT	12/08/06	TOOL1	10.00	10.00	100.00	A			

*Remember, when an * is present for a score the system does not count this in the students grade.*