

## Printing the Master Assignment Report in Skyward Teacher Access

1. Login to Skyward Teacher Access
2. Click on the Teacher Access dropdown and Select My Gradebook



3. Click on the Secondary Gradebook link

Current Year Classes | **Prior Years Classes**

Reports for All Classes | Posting Status

[Show Grades Posted Message](#)

Dept	Subject	Terms	Period	Days Meet	Class	Description	
<b>500 Tuscola Technology Center</b>							
1 - 4	1	MTWRF	WC / 01	Welding and Fabrication			<a href="#">Secondary Gradebook</a>
1 - 4	2	MTWRF	WC / 02	Welding and Fabrication			<a href="#">Secondary Gradebook</a>
<b>510 Tuscola Technology Center-Tri</b>							
1 - 3	1	MTWRF	WC / 01	Welding and Fabrication-Tri			<a href="#">Secondary Gradebook</a>
1 - 3	2	MTWRF	WC / 02	Welding and Fabrication-Tri			<a href="#">Secondary Gradebook</a>

4. Go to Reports and select Assignment Master Report

Main Screen

Teacher Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | **Reports** | Charts | Display Options | Quick Scoring | Export

Term	Grade	lab W04-F	partic W04-F	work & W04-F	M1 Options	lab W08-F	safety W08-F	profes W08-F	lab cl W08-F	T1 Options	lab wo W13-T	work W13-T
Sort By %		09/26	09/26	09/26		10/24	10/24	10/24	10/24		11/25	11/25
Tue 05/19	Atnd Taken	LW 100	PART 100	WSH 100		LW 100	AQT 200	PROF 100	AQT 100		LW 100	WSH 100
87.11		all	88.16	88.95		89.71	172.65	87.94	79.71		83.82	83.53
all			all	all		all	all	all	all		all	all
11 Ascencio Mireles, Jesus L	R	A 96.67%	90	100	100	A	90	180	90	75	A-	75
10 Boros, Jacob M	ML	A 100.00%	100	100	100	A	95	175	90	75	A-	75
11 Carter, Spencer	USA	A- 90.00%	90	90	90	A-	75	175	90	70	B	65
12 Cummins, Junell L	MY	A 100.00%	100	100	100	A	100	200	100	95	A	95

5. \*Highlight the Assignment Master Report - End of Year Template and click Print

Report Templates My Print Queue

**WC / 01 Prd:1 Welding and Fabrication - Tim Loney**  
Report: **Assignment Master**

Seq #	Report Template Name
10	Assignment Master Report - End of Year
900	Assignment Master Report - Current Term

Print

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

6. When it is done running, click on the Display Report button.

My Print Queue

Print Queue for Tim Loney

Date	Time	Report Description	Class	Wait List #	Status	Time
05/19/2015 Tue	4:01 PM	Assignment Master Report	WC/01 Welding		Completed	00:00
05/19/2015 Tue	2:42 PM	Assignment Master Report	WC/02 Welding		Completed	00:00
05/19/2015 Tue	2:41 PM	Assignment Master Report	WC/01 Welding		Completed	00:00
05/19/2015 Tue	2:40 PM	Assignment Master Report	WC/02 Welding		Completed	00:00
05/19/2015 Tue	2:39 PM	Assignment Mas			Completed	00:00

**Report Finished Processing**

The report **Assignment Master Report** has finished processing.

Display Report Back

5 records displayed

7. When the PDF document comes up, click on the print icon and send the file to the desired printer.

1gbrpt28.p  
05.15.02.00.00

### Assignment Master Report 09/02/2014 - 06/10/2015

05/19/2015  
4:01:36 PM

**Tuscola Technology Center**

**2014 - 15**

**Class:** WC / 01 Welding and Fabrication  
**Teacher:** Tim Loney

**Period:** 1  
**Room #:** WC1

**Term:** T1 **Category:** ASSIGN/QUIZ/TEST

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
08	10/24/14	Fri	all	lab clean up	100	y/y	09/29/14
08	10/24/14	Fri	all	safety	200	y/y	09/29/14

**Term:** T1 **Category:** LAB WORK

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
08	10/24/14	Fri	all	lab	100	y/y	09/29/14
04	09/26/14	Fri	all	lab	100	y/y	09/02/14

**Term:** T1 **Category:** PARTICIPATION

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
04	09/26/14	Fri	all	participation	100	y/y	09/02/14

**Term:** T1 **Category:** PROFESSIONALISM

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
08	10/24/14	Fri	all	professionalism	100	y/y	09/29/14

**Term:** T1 **Category:** WORK & STUDY HABITS

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
04	09/26/14	Fri	all	work & study	100	y/y	09/02/14

**Term:** T2 **Category:** LAB WORK

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
20	01/16/15	Fri	all	lab work	100	y/y	10/25/14
13	11/25/14	Tue	all	lab work	100	y/y	10/27/14

**Term:** T2 **Category:** PARTICIPATION

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
20	01/16/15	Fri	all	class/lab participation	100	y/y	10/25/14

**Term:** T2 **Category:** TEST

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
20	01/16/15	Fri	all	AWS test	100	y/y	10/25/14

**Term:** T2 **Category:** WORK LOGS

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
20	01/16/15	Fri	all	work logs	100	y/y	10/25/14

**Term:** T2 **Category:** WORK & STUDY HABITS

Week	Due Date	Day	Group	Assignment	Max Score	Fam/Stu	Assign Date
20	01/16/15	Fri	all	work & study	100	y/y	10/25/14
13	11/25/14	Tue	all	work & study	100	y/y	10/27/14



8. Repeat for all courses/sections and GROUPS (if you have separate groups for first year and second year).

\*The template is currently set for the 14-15 school year (9/2/14-6/10/15). The date ranges will need to be reset each year by modifying the template before printing.