

# HOW TO PRINT GRADE BOOK FROM SKYWARD

To print a copy of your Skyward Gradebook for the entire year, follow the instructions below.

- 1) While in your gradebook select Reports then select the Grade Sheet Report (Fig 1)
- 2) Select **Clone Template**. (Fig 2)
- 3) Name the new report template (ex: End of the Year Report) and **SAVE** (Fig 3)
- 4) Click the drop down for **Display Grades and Assignments for Data Range** select start date as 9/5/2006 and end date 6/7/2007 and **SAVE**. (Fig 4)
- 5) **Print** (You must run the report separately for each session and each group)

**#1**

Access Plus - Microsoft Internet Explorer  
Tuscola Technology Center  
Teacher: Amy Schuette Class: NA1 / 01 Prd:1 Computer T

Reports > Display Options > Quick Scoring > Exit

Student Group:	Term Grade	S1 Options	S2 Options	Chapte W/Goal	Chapte W/Goal	Chapte W/Goal	Chapte W/Goal	Chapte W/Goal	Chapte W/Goal	Average
1. Dumba Matth	B+ 89.64%	B+	B-	0	34	45	46	30		4.4
2. Eisen Matth	A 99.02%	A	A	35	36	50	46	40		4.7
3. Baki Natha	D- 61.61%	D-	E	0	0	0	0	40		0
4. Hicks Brand	C+ 77.86%	C+	D+	0	0	48	0	23		3.4
5. Jami Nicho	A- 92.59%	A-	B	35	36	0	46	0		4.0
6. Lavine Jared	C- 70.89%	C+	D	0	0	0	44	35		2.7
7. Powell Adam	A- 91.61%	A-	B+	35	0	48	48	40		4.0
8. Serge Patn	A 97.86%	A	A-	35	34	45	46	0		4.0

**#2**

Access Plus - Microsoft Internet Explorer  
NA1 / 01 Prd:1 Computer Technology Mgt-AM - Amy Schuette  
Report: Grade Sheet

Seq #	Report Template Name
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

Print  
Export to Excel  
Back  
Add a new Template  
View parameters of Template  
**Clone Template**  
Select Different Students  
Select Different Classes

**#3**

EDUCATOR ACCESS plus  
Clone Report Template 900 - Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig.

Sequence #: 10

Report Template Name: TEST REPORT **Name Report**

Save  
Back

**#4**

EDUCATOR ACCESS plus  
Select Parameters for Grade Sheet Report for NA1 / 01 Prd:1 Computer Technology Mgt-AM

10 - TEST REPORT

Assignments  
 Display Grades and Assignments for Term  
Current Term : 03/17/2007 - 06/07/2007

Display Grades and Assignments for Date Range  
Start: Sep 05 2006 End: Jun 07 2007

Options  
Student Options:  
 Show Student Name  
 Show Student ID

Assignment Options:  
 Show Assignments  
 Show Max Score  
 Show Average Score

Term Options:  
 Show Term Grade Marks  
 Show Term Grade Percent

Sort Students:  
 Use Gradebook Sort Order  
 Random

Assignment Legend Options:  
 Show at Bottom of Each Page  
 Show on Separate Page  
 Don't Show at All

Special Code Options:  
 Show All  
 Show as Gradebook  
 Show None

Other Display Options:  
Font Size 10  
 Show Signature Line

Number of Assignments per Page: 15  
Number of Students per Page: 30

Free Form Header  
Label 1:  
Label 2:

Free Form Footer  
Label 1:  
Label 2:  
Label 3:  
Label 4: