

HOW TO PRINT GRADE BOOK FOR END OF YEAR

Follow the instructions below to print copy of your gradebook from Skyward.

- 1) While in your gradebook select Reports (Fig 1).
- 2) From the Report Template list, select the Progress Detail Report
- 3) Select **Clone Template**. (Sequence number in the 900.) (Fig 2)
- 4) Give your new template a name and **SAVE**. After saving the new report will appear in the template list. (Fig 3)
- 5) Highlight the new report and select **Modify Parameters**. (Fig 4)
- 6) Grades and Assignments for Data Range. Make sure to **Save**.

#1

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

Menu: Assignments | Attendance | Categories | Grade Marks | Post Grades | Comments | **Reports** | Display Options | Quick Scoring | Exit

Reports menu items:
 Detail Report
 Summary Report by Class
 Gradebook
 Grade Sheet Report
 Assignment Listing - By Student
 Assignment Master Report
 Missing Assignments
 Email Progress Report
 View Emailed Reports
 Category Summary Report
 Progress Reports
 Progress Detail
 Progress Summary
 Multi-Class Progress Report
 Partial Progress Reports
 Partial Progress Detail
 Partial Progress Summary
 Partial Multi-Class Progress Report
 Class Information
 Class Roster
 Student Information
 Report Cards
 Grade Proof Sheet

#2

Access Plus - Microsoft Internet Explorer
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

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

#3

Access Plus - Microsoft Internet Explorer
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**

Buttons: Save, Back

#4

Access Plus - Microsoft Internet Explorer
Report: Grade Sheet

Seq #	Report Template Name
10	TEST REPORT New Report
900	Curr Term;No ID;Assign;Max;Ave;Term Ma
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

Buttons: Print, Export to Excel, Back, Add a new Template, Rename Template, **Modify parameters of Template**, Delete Template, Clone Template, Select Different Students, Select Different Classes

#5

Access Plus - Microsoft Internet Explorer
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: 11/04/2006 - 01/12/2007
 Display Grades and Assignments for Date Range
 Start: Nov 28 2006 Tue, Nov 28 2006
 End: Dec 19 2006 Tue, Dec 19 2006

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
 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:

Buttons: Save, Undo, Back