

Skyward Skills List

Quick Reference Card



Check off the “I can” statements to assess your understanding of Skyward. The more checks you have, the better your understanding of that feature.

Environment Overview

- ☐ I can [Login to Skyward](#)
 - ☐ I can navigate the [Educator Access Plus Home screen](#)
 - ☐ I can [open a New Window](#)
 - ☐ I can [navigate with Back Button](#)
 - ☐ I can [add the District News Widget](#)
 - ☐ I can [add the Teacher Quick Access Widget to the Dashboard](#) (access gradebook & attendance from home screen)
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Attendance

- ☐ I can [submit Attendance](#) (including for multiple rosters in one gradebook)
 - ☐ I can [print a Class Roster from the Attendance screen](#)
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Gradebook

- ☐ I can [Display Dropped Students](#)
 - ☐ I can change [Grade Period Display](#) | [Video](#)
 - ☐ I can [pull in student grades for NEW students](#)
 - ☐ I can [find the new button for a student when it has been hidden](#)
 - ☐ I can [edit an assignment](#)
 - ☐ I can [drop the lowest grade](#)
 - ☐ I can [export grades from Eduphoria](#)
 - ☐ I can view [posted grades to show in a different color](#)
 - ☐ I can [mark an assignment as missing and count as a zero](#)
 - ☐ I can [assign Extra Credit](#)
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Grade Reporting

- ☐ I can [post comments](#)

- ☐ I can [post citizenship grades](#)
 - ☐ I can [override a grade with an incomplete or grade change](#)
 - ☐ I can [clear an incomplete](#)
 - ☐ I can [request a grade change for a closed grading period](#) | [Video](#)
 - ☐ I can [print a Grade Proof Report for One Class](#) or [All Classes](#) (This report will show you if you have blank MP grades for any students.)
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Reports

- ☐ I can produce a [teacher roster report](#)
 - ☐ I can produce a [failure report](#)
 - ☐ I can produce a [blank gridded roster](#)
 - ☐ I can produce a [grade sheet report with assignments and grades](#) (gradebook print/save)
 - ☐ I can [export a class roster with email addresses](#)
 - ☐ I can create [different reports](#)
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Discipline

- ☐ I can submit [discipline referrals](#)
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Communication

- ☐ I can [email parents a progress report](#) from Skyward
 - ☐ I can [email parents and students](#) through Skyward
 - ☐ I can [send email for missing assignments](#)
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Other

- ☐ I can view [Family Access Login and Passwords](#) to assist parents.
- ☐ I can [Activities - Access for Group Sponsors](#)