Sending Progress Reports from the Gradesheet

Skyward's **Send Progress Report** feature allows you to generate individual student progress reports and send them directly to students and/or guardians. You can send reports to the **whole class or limit them to a specific grade range**, such as students currently below 70%.

1. Start the Progress Report

1. Go to **Menu** → **Gradebook** → **Gradesheet**.
2. Open the appropriate class.
3. Click **More** in the upper-right corner.
4. Select **Send Progress Report**.

2. Set Up the Message

On the **Send Progress Report Details** screen:

1. Enter a **Run Description**. (Example: Friday progress report 10/16/26)
2. Enter an **Attachment Display Name**. This is the name recipients will see for the attached progress report. (Example: Science grade as of 10/16/26)
3. Under **Recipients**, select the appropriate recipient, such as **Guardian**, **student, or Guardian and Student.**
4. Choose whether to **Allow Replies**.
5. Enter your **Subject** and **Message**.
6. Use **Preview Message** if you'd like to review the message first.
7. Click **Next**.

3. Choose Who Should Receive a Report

On the **Report Details** screen:

1. Verify the correct **Class(es)**.
2. Set **Only Include Active Students** to **Yes**.
3. Set **Omit Dropped Students** to **Yes**.
4. Under **Grade Bucket Settings**, select the grade bucket you want Skyward to use, such as **PR2**.
5. If you want reports for **everyone**, leave the percentage range unrestricted.
6. If you only want students within a certain grade range, use the **Percent Low/High** fields.

Example: Only students below 70%

Set the **High Percent** to **69.99** (or the appropriate cutoff for your report). This limits the progress reports to students whose grade falls within that range.

4. Choose What Appears on the Report

Review the remaining report settings and choose the information you want included. Options may include items such as:

- Grade percentages

- Grade buckets
- Assignment information
- Standards/subjects
- Category information
- Guardian signature line
- Attendance

5. Send the Reports

1. Review your class, grade bucket, percentage range, and report settings.
2. Select **Save & Send**.
3. Skyward will generate the individual progress reports and send them to the recipients you selected.

Quick Path

Gradesheet → More → Send Progress Report → Choose Recipients → Next → Select Grade Bucket → Set Percent Range (if needed) → Save & Send

Tip: The **Percent Low/High** fields are especially useful when you only want to contact families of students within a particular grade range—for example, sending progress reports only to guardians of students currently below 70%.