

Skyward Educator Access: Basic Overview

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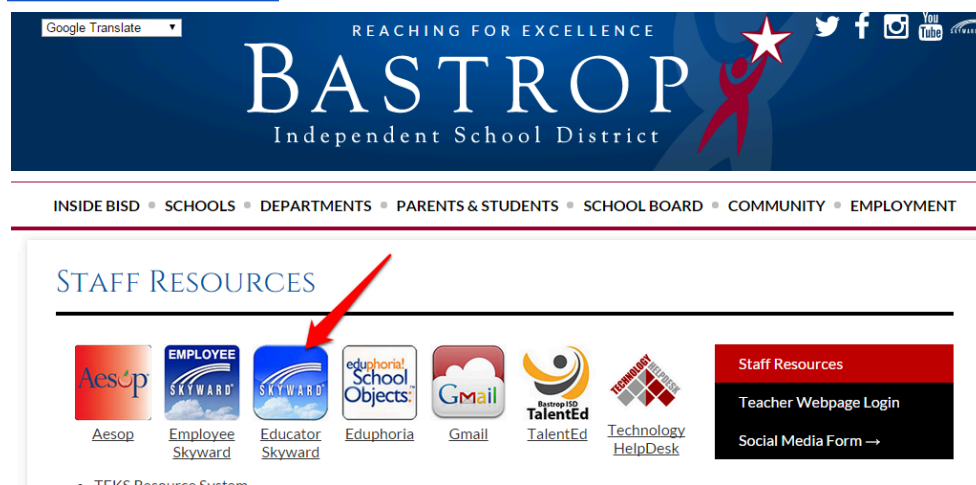
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1. Gradebook Basics (most used functions)

- Logon to live gradebooks (*tip: create shortcut to logon screen on desktop or bookmarks bar*)

- [BISD Home Page](#)
- [BISD Staff Resources](#)



- [Educator Access \(Gradebook\) Logon](#)

- Display options
 - Students ([Gdoc video](#), [YouTube](#))
 - Custom sort *modify gradesheet sequence* ([click here to view screenshot](#))

- Grade period ([Gdoc video](#), [YouTube](#))
- Add a new assignment ([Gdoc video](#), [YouTube](#))
- Enter grades for an assignment ([Gdoc video](#), [YouTube](#))
- Take attendance for a class period ([Gdoc video](#), [YouTube](#))
- Create Seating Charts ([Gdoc video](#), [YouTube](#))

2. Student Information

- Student Profile Page Overview ([Example page](#))
- Student login information: [ARMs logon](#) (*only available at work*) or campus TIG
- RUP permission form ([RUP \[English\]](#); [RUP \[Spanish\]](#)) ([Authorization screen example](#))

3. Time savers!

- Clone repeating assignments
- Mass assign scores ([Gdoc video](#), [YouTube](#))
- Quick scoring *with immediate averaging effects* ([Gdoc video](#), [YouTube](#))

4. Reports

- Create Gradesheet Report ([Gdoc video](#), [YouTube](#))
- Class roster report ([Gdoc video](#), [YouTube](#))

5. Additional topics

- Posting grades (grades post automatically)
 - If you're adding assignments after the last day of the grading period, ensure the new assignment dates fall within the window for that grading period!
- Transfer grades (*Display options > Students Display > check Dropped Students box*)
- Grade changes and filling in missing grades (*check with registrar or TIG near the end of the grading period for instructions*)
- Points vs. Percents
 - [Grading Scoring Demo Worksheet](#)
- Other Skyward Resource: [BISD Skyward Portal](#)