

Quick Reference - Scoring Assignments

SCORING ASSIGNMENTS FROM LIST ASSIGNMENTS

Assignments can be scored from multiple locations within the Gradebook. These locations include:

Scoring Assignments from List Assignments

The screenshot shows the 'Main Screen' of the Skyward system. The 'Assignments' tab is selected, and a dropdown menu is open, showing options: 'Add Assignment', 'List Assignments' (highlighted with a red arrow), 'Import Assignment Scores', and 'Advanced Export/Import Assignments'. The background shows a student list with columns for 'Students', 'ATTN', and various assignment categories like 'SE2', 'T4', 'P4', 'T3', 'Weekly W29-F', 'Music W29-T', 'Weekly W28-F', and 'P3'.

Select **List Assignments** from the Assignments tab.

The screenshot shows the 'Assignments' screen. The 'Score Entry' button is highlighted with a red arrow. Below the menu bar, there is a table of assignments with columns: 'Date Due', 'Week', 'Day', 'Category', 'Assign Group', 'Description', 'Weight', 'Max', 'OA', 'Fam', and 'Stu'. The table lists three assignments: 'Weekly Participation' (03/14/14, Week 29, Fri, CLPA), 'Music Theory Assignment' (03/11/14, Week 29, Tue, THEORY), and 'Weekly Participation' (03/07/14, Week 28, Fri, CLPA).

Highlight the assignment you want to score and click on the **Score Entry** button.

The screenshot shows the 'Score Entry' screen for a 'Music Theory Assignment'. The assignment is for 'Week 29 - Tuesday - 03/11/2014' with a category of 'ASGN' and a max score of 100. There is a note: '1 un-scored students: Mark un-scored as 0 and Missing'. The screen is divided into three main sections: a student list table, 'Mass Assign Options', and 'Special Codes'.

Students	Absent	Score	Special Code	No Count	Missing	Comment
1 Abbot Jon	E-ME	*		☒	☐	
2 Aburt Russe		98		☐	☐	
3 Fenne Agnes		85		☐	☐	
4 Griev Megan		76		☐	☐	
5 Immes Vince		100		☐	☐	
6 Jenni Zina		87		☐	☐	
7 Kluck Amber		86		☐	☐	
8 Loren Rhond		97		☐	☐	
9 Mump Lesli		94		☐	☐	
10 Oberh Terri		75	LAT	☐	☐	
11 Osmun Austi		*		☐	☒	
12 Schl Yetta		86		☐	☐	
13 Smith John		78		☐	☐	
14 Trous Les		99		☐	☐	
15 Yearg Sergi		100		☐	☐	
16 Zahar Logan		100		☐	☐	
17 Zaua Elean		97		☐	☐	

Mass Assign Options

- ☒ Assign All Scores to: 100 out of 100
- ☐ Overwrite scores
- ☐ Adjust All Scores by: 0 points
- ☐ Remove All Scores
- ☐ Set All to No Count
- ☐ Remove All No Count
- ☐ Remove All Missing

Special Codes

Code	Description
*AD	Automated Drop Score
AB	ABSENT
EX	EXCUSED
IN	INCOMPLETE
LAT	LATE
LS	LATE SLIP
MOD	Modified Assignment
NC	NOT CHANGED
RD	REDO/RETEST
REF	REFUSED

The **Score Entry** screen allows you to update individual student scores and also mass assign scores to the class.

SCORING ASSIGNMENTS FROM QUICK SCORING

Main Screen My Print Queue Back

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Posting ▾ Reports ▾ Charts ▾ Display Options ▾ **Quick Scoring** ▾ Export

	Term Grade S2 ▾ Sort By %	S2 Options ▾	SE2 Options ▾	T4 Options ▾	P4 Options ▾	T3 Options ▾	Weekly W29-F 03/14 CLPA 100 0.00	Music W29-T 03/11 ASGN 100 90.53	Weekly W28-F 03/07 CLPA 100 0.00	P3 Options ▾
Students	Thu 03/13 Atnd									
1 ! Abbot Jon *			*				*	*	*	
2 P Aburt Russe (12) NEW	A 98.00%	A	*			A	*	98	*	
3 Fenne Agnes AUP	B- 85.00%	B-	*			B-	*	85	*	
4 Griev Megan (1) AUP	P 76.00%	P	*			P	*	76	*	
5 Immes Vince AUP	A 100.00%	A	*			A	*	100	*	

Click **Quick Scoring** from the main screen of the Gradebook.

Quick Scoring My Print Queue

Learning Center

	Term Grade T3	Weekly W29-F 03/14 CLPA 100	Music W29-T 03/11 ASGN 100	Weekly W28-F 03/07 CLPA 100
Students				
1 ! Abbot Jon*	A 96.00%	*	*	96
2 P Aburt Russe	A 93.00%	*	98	87
3 Fenne Agnes	C+ 80.00%	*	85	75
4 Griev Megan	P 76.00%	*	76	
5 Immes Vince	A 100.00%	*	100	*
6 Jenni Zina	B 87.00%	*	87	*
7 Kluck Amber	B 86.00%	*	86	*
8 Loren Rhond	A 97.00%	*	97	*
9 Mumpe Lesli	A- 94.00%	*	94	*
10 Oberh Terri	C- 75.00%	*	LAT	*

Back
Save
Save and Back
Undo
Show 'Cell' Details

This method of score entry is similar to a spreadsheet layout. All assignment scores may be entered/updated for the **current grading period**. You can navigate through the score cells by using the tab key to move across, the enter key to move down and the arrow keys. Cells highlighted in green are scores that were modified. The term cells are highlighted in green because the student's term percentage changed because of the scores entered/modified.