# Skyward Secondary Gradebook Training (Grades 1-12)

Starting on August 27, 2013, LISD will be using Skyward for Teacher grade books and Family / Student Access.

## Training Agenda

* Overview of Educator Access +
  + Accessing the System (p.6)
  + Home Screen overview (p.8)
* Taking Attendance
  + Attendance display options (p.9)
  + Taking attendance (p. 10-12)
* Gradebook
  + Main Screen Overview (p.15)
  + Display settings
    - Student Display (p.16)
    - Assignment Display (p.23)
    - Grade Period Display (p.17)
  + Assignments
    - Setting up your categories (Middle and Highs School Only!) (p.22)
    - Creating an assignment (p.24)
    - Grading an assignment (single assignment view) (p.27)
    - Mass Assigning scores (p.28)
    - Grading Multiple assignments (Quick Scoring) (p.29)
  + Reports overview
    - Accessing and Printing a report (p.36)
    - Print queue (p.37)
    - Sample report (step by step demonstration of a sample report) (p.38)
* Posting Procedure Overview (pp.31-34)