

Grading Individual Assignment

- To start grading an individual assignment **click** on the first asterisk (*) in the column of the assignment you want to grade.
- At this point you are ready to start grading the assignment in the “Score” column
 SKYWARD TIP Use the first letter of the students last name to quickly jump to that student.
- Special Code**- Enter a special code, a list of them can be found on the bottom right side of your screen, to help keep your records up to date. The codes are pre-built and will mark an assignment missing or no count if it applies. (Ex. If a student was absent enter “abse” and both missing and no count will be checked automatically)
- No Count**- If you don’t want the score to count checkmark this box. Perfect for pretests so that students can see their growth.
- Missing**- Two ways to enter an assignment as missing
 - Checkbox**- Check to indicate that the assignment was not turned in. By checking, it will not affect their grade; just missing.
 - Once you have graded every assignment select the “Mark un-scored as 0 and Missing” button at the top of the screen. This will check the missing box of every student who does not have a grade plus a 0 as a score affecting the student’s grade.
- Comments**- Add any comments about the students assignments. Both parents and students can view the comments in Skyward. This is a good way to provide feedback.
- Mass Assign Options**- On the right side of the screen you can assign mass scores, adjustments, and mass check boxes. Once you are done **select** apply.
- Once you are finished **select** save button at the top right of the screen.

Class	08/31
Part	10
	0.00
	*
	*
	*
	*

Class Disclosure
 Week 1 - Friday - 08/31/2012
 Category: **Part** Max Score: **10** Step 5b

Un-scored students: Mark un-scored as 0 and Missing

Absent	Score	Special Code	No Count	Missing	Comment
			<input type="checkbox"/>	<input type="checkbox"/>	
	*		<input type="checkbox"/>	<input type="checkbox"/>	
	*		<input type="checkbox"/>	<input type="checkbox"/>	
	*		<input type="checkbox"/>	<input type="checkbox"/>	

Change blank comments to:

Step 7

Mass Assign Options

Assign All Scores
 to: out of **10**

Overwrite scores

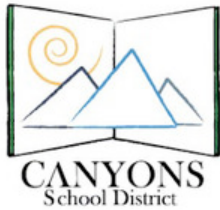
Adjust All Scores
 by: points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing



How to Grade Assignments in Skyward


Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

Grading Multiple Assignments

1. If you have multiple assignments to grade and would like to grade them at the same time, select "Quick Scoring" button from the main class screen ribbon.



2. You will see all of your assignments for that class. Pick the assignment and student and enter their score! You will notice that when you enter a score the box will turn green showing you that you updated that students score.

3. If you want to add comments, mark assignment as missing, or special codes (learned above steps 3-7) double click the textbox.  A pop-up window will appear (right). Once you have finished **select** the save button.

Student Score Detail **Step 3** [My Print Queue](#)

Student: **AMANDA ESTRADA** [Save](#)
Category: **Asgn - Assignment** [Undo](#)
Description: **Canyons** [Back](#)
Due Date: **Mon, Aug 27 2012** [Check Spelling](#)
Week: **Week 01 - Monday**
Score: of 100
Special Code:
No Count:
Missing:
Comment:

Term Grade Q1	Class 08/31 Part 10	CFA 54 08/27 Test 100	Canyon 08/27 Asgn 100
B 85.48%	7.5	89	83
B 83.33%	8	75	92
A 101.43%	8	95	100
D+ 68.18%	7	68	*

Updated score and grade = Green
Ungraded = gray

4. As you grade it is a good idea to **select** the "Save" button every 5 minutes.
5. Once you are finished grading all assignments **select** the "Save and Back" button to return to your Skyward gradebook.