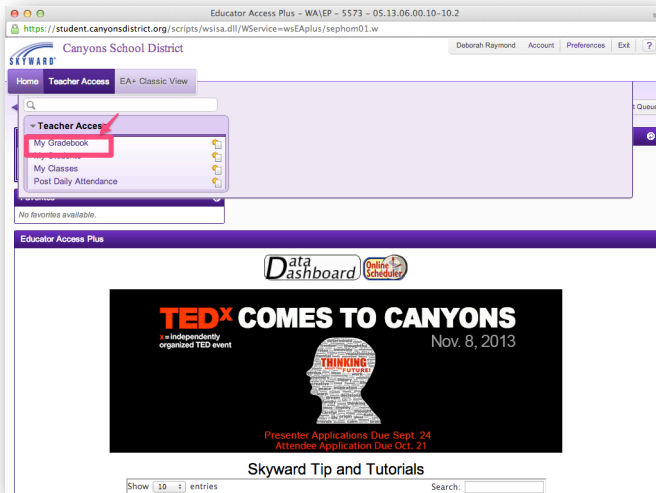




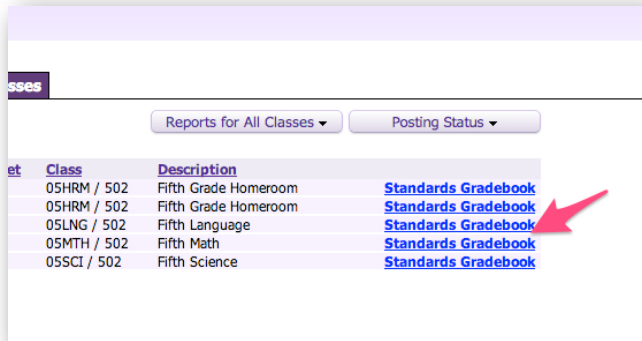
Cloning Events in Skyward

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

Go to <http://skyward.canyonsdistrict.org> and click on Student. Log in with your user name and password.



Click Teacher Access and “My Gradebook” from the pull down menu.

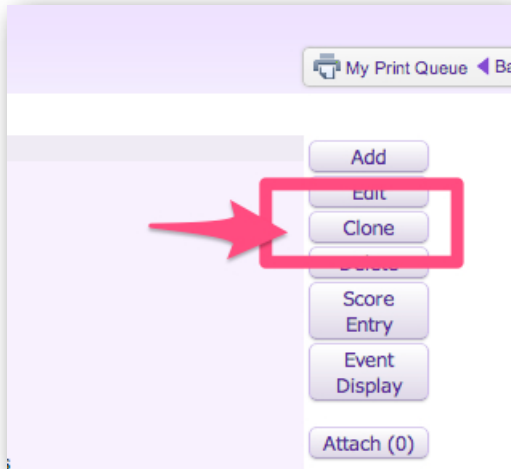
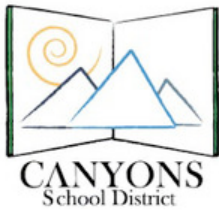


Select the standards gradebook where you want to clone an event.

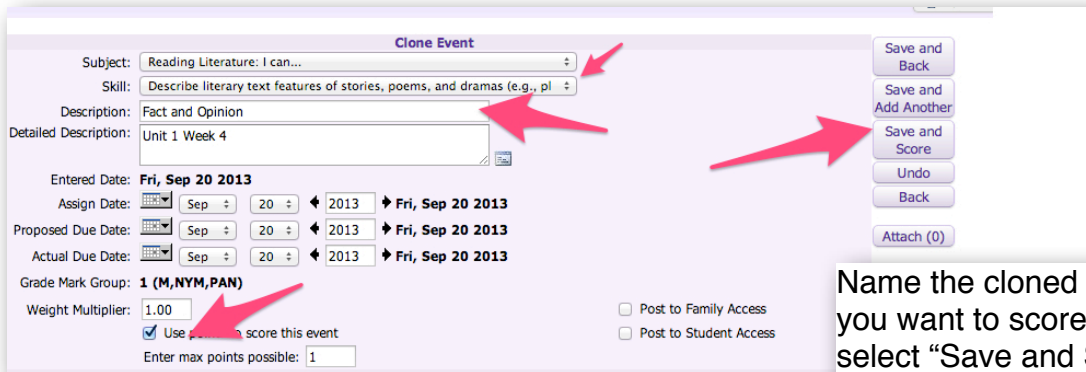
Event Marks	Posting Status	Reports	Class
T1 Readi Descr			T1 Read Expl
M	100.00%	100.00%	

You can clone (or copy) an event. To do this, click on the event from the top of the screen. Click the underlined word in the event. It will take you out to an edit window.

If you do not already have an event created to clone, skip to Page 3.



On the right side of the screen is the word "Clone." Select it.



Name the cloned event, select how you want to score the event, and select "Save and Score," "Save and Back," or "Save and Score."