

Teacher Access

1. Go to www.canyonsdistrict.org
2. Click on the Skyward link
3. Login is email credentials

Daily Attendance and Lunch Count

1. Select the Teacher Access tab
2. Choose **Post Daily Attendance**
3. Choose **By Name** in the first **Homeroom Gradebook**
4. Select the bubbles in the absent or tardy columns as appropriate
5. If the lunch survey is not displayed, select the link that says **Show Survey Questions**
6. Click on the drop down menu next to each lunch choice to select the number of students who have chosen each lunch option
7. Click **Save**

Adding Assignments

1. Select the **Teacher Access** tab
2. Choose **My Gradebook**
3. Select the gradebook you would like to add an assignment to
4. Click **Events**
5. Select **Add Event**
6. Select the Subject and Skill
7. Add a description and detailed description
8. Select due dates
9. Check the Expected Levels of Performance
10. Click **Save and Back** to go back to the gradebook or **Save and Score** to score the assignment

Expected Levels of Performance

1. Teachers will now mark scores using the expected levels of performance. There are three levels: green, yellow and red.
 - * Green – 3 – On track at this time
 - * Yellow – 2 - Progressing
 - * Red – 1 - Insufficient progress

Mass Assign Scores

1. Click the Assignment title of the assignment you want to mass grade
2. Click Mass Assign Score (right side)
3. Enter the score that is assigned to all students. This will enter the same number of points for each student. You can then change just a few students' scores.
4. Click Save

Grading Assignments

1. In the gradebook, click on the score or * of the assignment you want to grade.
2. Enter scores for students
3. Select Save when done adding grades.

Adding Absent, No Count, & more Codes

While grading an assignment you can add "Special Codes," which is located between the grading column and the comments column. The available codes and a brief description are on the far right of your screen. Once you finish be sure to select save.

Quick Scoring (Grading Multiple Assignments)

1. To score more than one assignment at a time click the Quick Scoring tab on the top of the screen. This will allow you to score any assignment within one screen. Once you enter a score the students overall grade will turn green along with the changed assignment.
 - *If you want to add comments or codes to a score, double click on the score you want to add it to.
2. Click Save and Back

Deleting an Assignment

1. Choose the assignment you would like to delete by clicking the heading of the column
2. Click the delete button to the right and confirm

Display Options Tab

1. Student Display- allows you to customize the way your student list appears
2. Assignment Display- allows you to customize the way the individual assignments appear in the column header.
3. Grade Period Display- allows you to customize the number of grading periods you want to view in the main grading screen.

Access Information for a Student in your Class

1. Click the "little person" icon to the left of the students name on the main grading screen.
2. You will find all of the information you may want:

Student Profile	Student Schedule
Student Attendance	Student discipline
Contact Information	AND MUCH MORE

SEPs

1. Click **My Classes**
2. Click **Class Options**
3. Click **Custom Forms**
4. Click on the small arrow by the Name and Student Educational Plan to open the window
5. Click Edit
6. Type in Teacher's Name, Accomplishments and Strengths, Areas for Improvement, and Goals.
7. Click **Save**