

Skyward Gradebook Displays

Canyons School District
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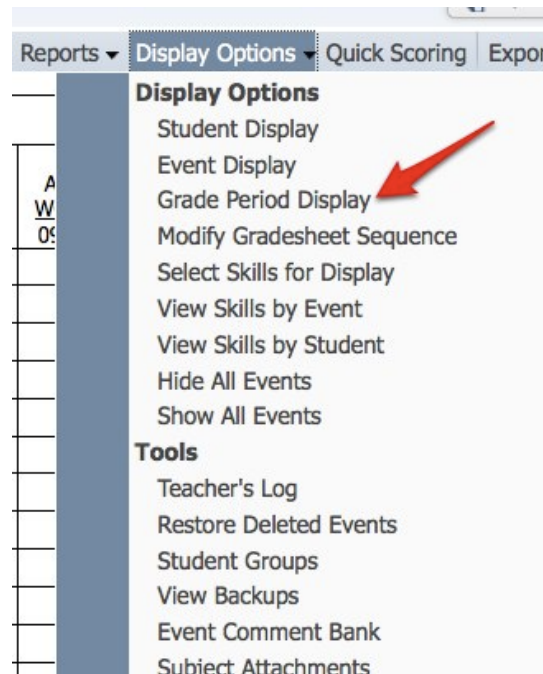
Skyward Gradebook has many display options that allow you to customize your gradebook.

Some options described here are:

- showing only current term grades or all term grades
- arranging students in your gradebook by first or by last name
- arranging students in any preferred order (if you assign students #'s)
- Skyward performs automatic backups so that your grades cannot be lost.

Grade Period Display: Showing all or only one term at a time.

1. From your Gradebook, select "Display Options". Then, choose "Grade Period Display".



2. Check the term box to select one or all terms to display. Term 1 or Term 2 (T1 or T2) will seem to disappear after report card deadlines, but you can always choose to show it again here.

Grade Period Display

Display Grade Period

Hide All

Show All

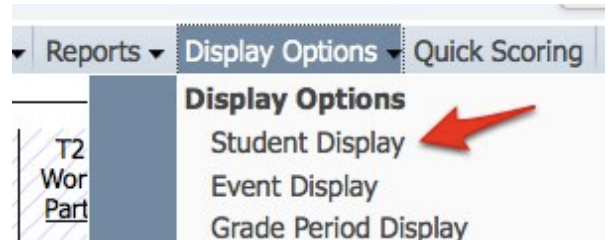
	Grading Period	Date Range
<input checked="" type="checkbox"/>	Trimester 1	08/27/2012 - 11/02/2012
<input checked="" type="checkbox"/>	* Trimester 2	11/05/2012 - 03/01/2013
<input type="checkbox"/>	Trimester 3	03/04/2013 - 06/07/2013

* Signifies the Current Grade Period(s). These cannot be hidden.



Student Display: Arranging students by first or last name

1. Go to “Display Options” and select “Student Display.”



2. Now, select the way you would like your students to appear in your gradebook. Notice all your “Sorting Options” at the bottom.

3. “Sort by Gradesheet Sequence” will allow you to put students in ANY order. This is helpful if you assign student numbers and you have new students added to your class later in the year.

Student Display

Name Display			Sample
<input checked="" type="radio"/> First Last	Full	Separated	Anthony A Anderson
<input type="radio"/> First Last	Full	Grouped	Anthony A Anderson
<input type="radio"/> First Last	Short	Separated	Antho Ander
<input type="radio"/> Last, First	Full	Separated	Anderson Anthony A
<input type="radio"/> Last, First	Full	Grouped	Anderson, Anthony A
<input type="radio"/> Last, First	Short	Separated	Ander Antho
<input type="radio"/> Suppress	Name	Completely	No Name Appears

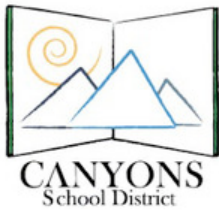
Display Options

- Student ID
- Dropped Students
- Student Grade Level
- Student's School

Sorting Options

- Sort By First Name Last Name
- Sort By Last Name First Name
- Sort By Student's Assigned Seat
- Sort By Gradesheet Sequence ([Modify Gradesheet Sequence](#))

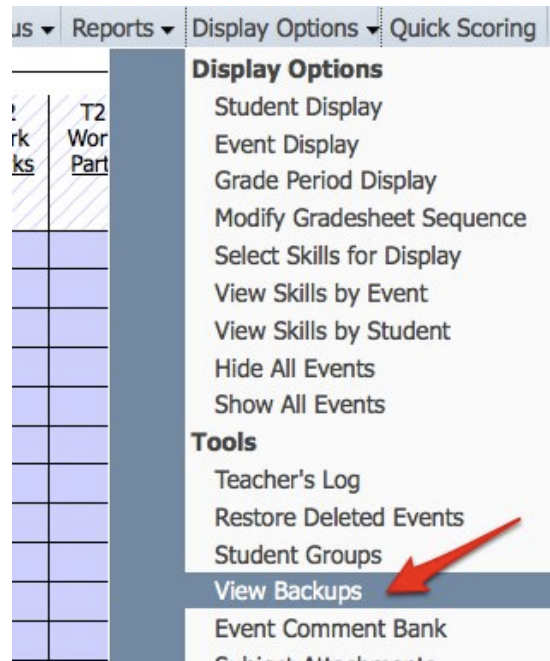
Buttons: Save, Undo, Restore Defaults, Back



View Backups

Skyward performs automatic backups to assure that your grades are not lost.

If you have accidentally deleted a grade, it can be retrieved by going to “Display Options” and “View Backups”.



Select the backup by date, and click on “View Backup”.

