TEACHER SANDBOX EXPLORATION

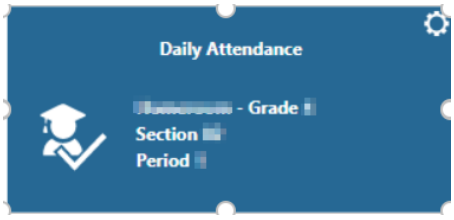


CONTENTS

TASK 1: TAKE ATTENDANCE....2
TASK 2: ADD AN ASSIGNMENT....3
TASK 3: SCORE ASSIGNMENTS....4
TASK 4: USING STUDENT GROUPS....6
MINI TASK: ADD ASSIGNMENT TO STUDENT GROUPS....6
TASK: SUBSTITUTE REPORT....8
TASK 6: LOOKING AT STUDENT GRADES IN OTHER CLASSES....9
TASK 7: SEND A CLASS MESSAGE....11
TASK 8: REFERRAL FOR DISCIPLINE....12
TASK 9: FINDING AN EMERGENCY CONTACT....15
TASK 10: STUDENT INDICATORS....16
MINI TASK: IDENTIFYING STUDENT INDICATOR INFORMATION....17

TASK 1: TAKE ATTENDANCE

*Desktop version. (Note: attendance can be taken anywhere using the Skyward mobile app.)



1. Click the **Daily Attendance** live tile.
2. Select a student, mark them as absent. Mark another as tardy. To the right, see detailed attendance for the students.
3. If the office has entered attendance for the day, you will see a code and not be able to change their entry.

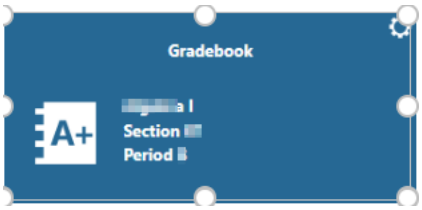
   Example:

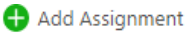
Harris, Jeanette Jennifer	09	2200064			
Harris, Sidney Robin	09	2200065	COL -		
King, Dominique Suzanna	09	2200101			

4. At the top of the screen, switch attendance view:
   a. **Previous Week's Attendance:** Display the students' attendance for this class over the last week.
   b. **Today's Attendance for All Periods:** Display the Students' attendance for all of today's periods.
5. Select **SAVE**. Attendance clerks can now see who is marked present, absent, or tardy.
6. **Attendance by Seating Chart:** change attendance mode from **Student List** to **Seating Chart.**
   a. *Seating charts are customizable, and the teacher can create multiple charts for one class period.*
7. Use the drop-down menu to mark any other students present, absent, or tardy, and save.
8. To print seating charts, select More then select Print

SELECT THE SKYWARD ICON TO RETURN TO THE DASHBOARD

TASK 2: ADD AN ASSIGNMENT

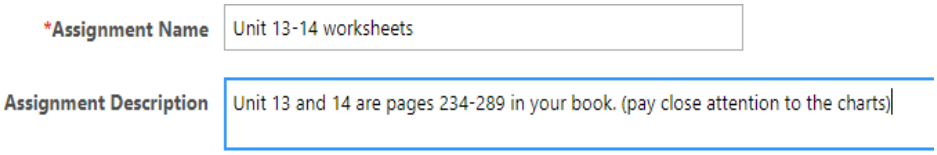


1. Click the **Gradebook** live tile.
2. Select 

3. Enter assigned date and due date:
    a. **Assigned Date:** The day you assign the work to the students.
    b. **Due Date:** The day the students must turn the assignment in.
4. Use the drop-down menu to select the **category** for the assignment (e.g., Lab, Test, Quiz, etc.)



5. Enter **Assignment Name**. Assignment Description is optional to add additional info for students and guardians



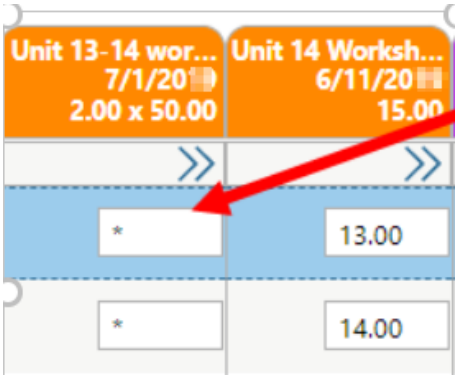
6. Enter the **Max Score** for the assignment. If you choose to use **Weight**, enter here. (i.e.: 50 points x 2 weight = total 100 points)



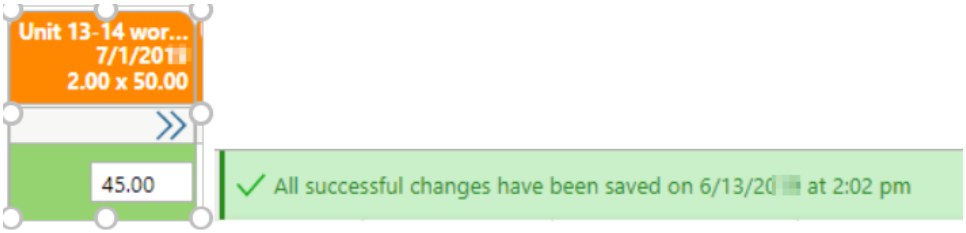
7. Select **SAVE**

TASK 3: SCORE ASSIGNMENTS

1. Select Enter Scoring Mode
2. Click the scoring cell and enter a score



3. Enter score and click or tab away from cell. Autosave will turn the row green with a note "All successful changes have been saved"

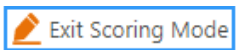


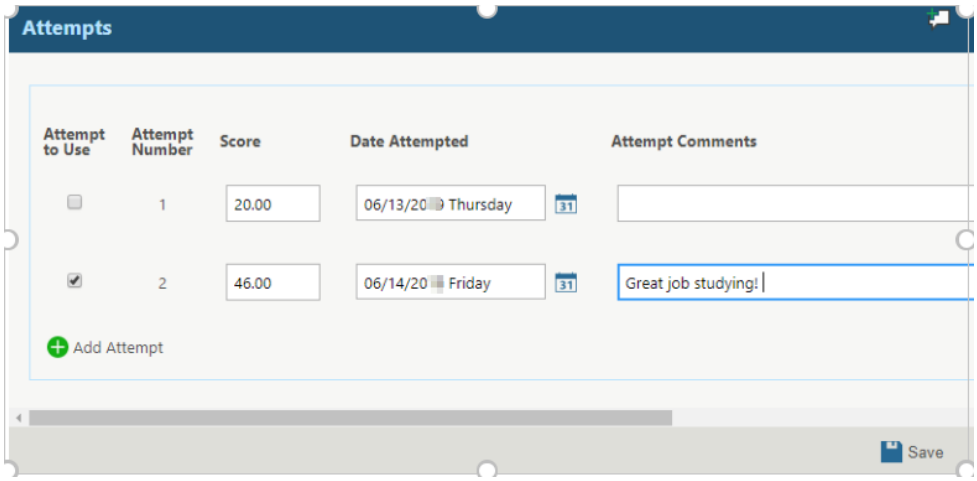
Additional Scoring Options:

1. **Expand assignment**: Click to enter additional assignment information for that student.
2. **Score Clarifier**: Failing, Late, Missing, Exempt, etc.



3. **Attempts:** Enter multiple scores for each attempt on one assignment. Allows teacher to choose which score is used in calculating the final grade.
    a. Click on 1 in the attempts column, select Add Attempt, and add new score and date. Save.

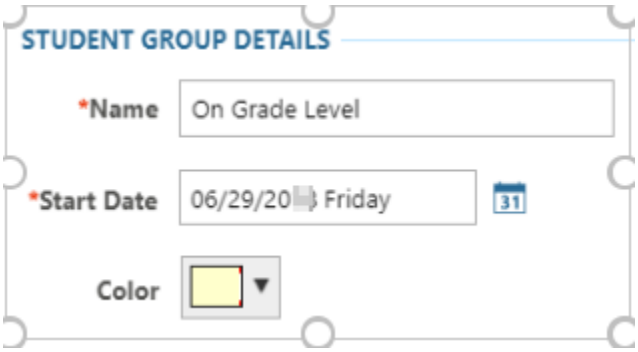
b. To stop scoring, select 



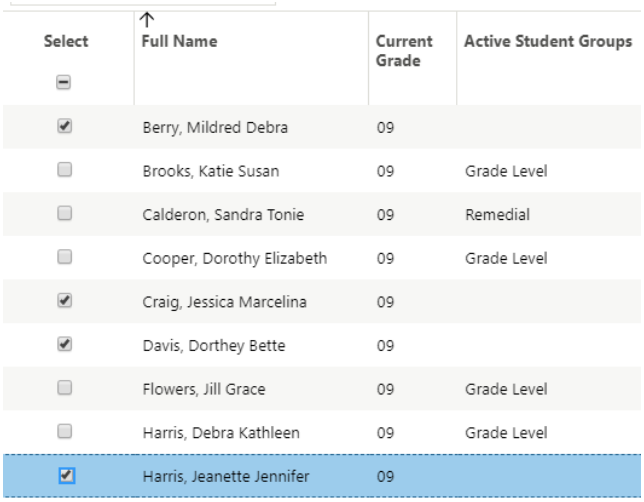
TASK 4: USING STUDENT GROUPS

Student Groups allow teachers to create specific groupings of students, with different assignments within one gradebook (e.g.: reading groups)

1. Within the grade sheet, select Settings then **Display Settings** at left.
2. In the upper right-hand corner, click Add Student Group
3. Enter **Name, Start Date,** and create optional **Color** code for each group. Students can be moved from group to group at any time.



4. Select **Save and Add Students** to add group members. Check each student, and **SAVE.**



Select	Full Name	Current Grade	Active Student Groups
☑	Berry, Mildred Debra	09	
☐	Brooks, Katie Susan	09	Grade Level
☐	Calderon, Sandra Tonie	09	Remedial
☐	Cooper, Dorothy Elizabeth	09	Grade Level
☑	Craig, Jessica Marcelina	09	
☑	Davis, Dorthey Bette	09	
☐	Flowers, Jill Grace	09	Grade Level
☐	Harris, Debra Kathleen	09	Grade Level
☑	Harris, Jeanette Jennifer	09	

MINI TASK: ADD ASSIGNMENT TO STUDENT GROUPS

1. Repeat **Task 2: Steps 2-6**
2. Select **Student Groups** and click to find the group to assign the work to.

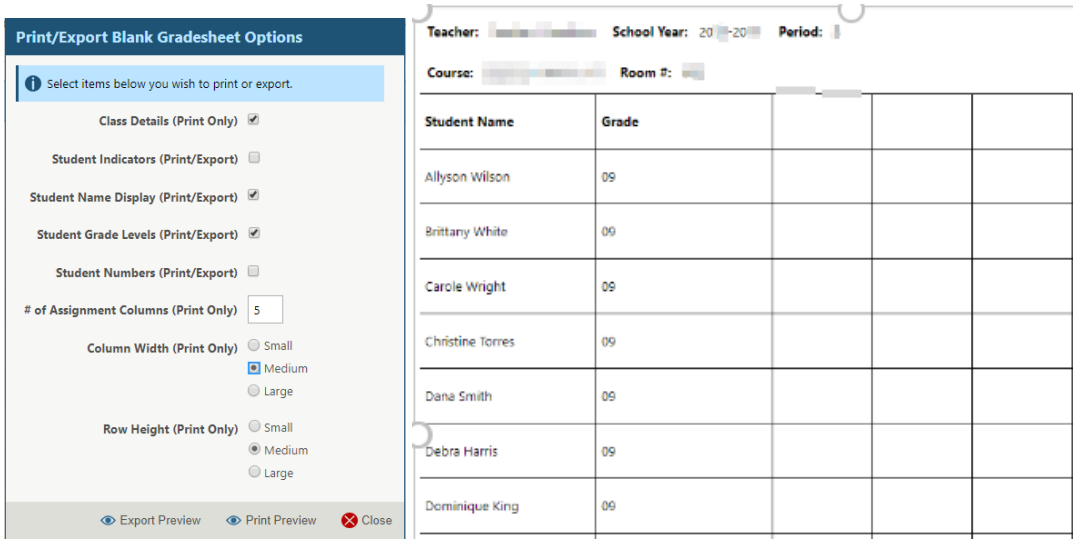
3. Select Enter Scoring Mode. The assignment only has scoring cells for the students in the group. No other student can receive this assignment.



4. Select Exit Scoring Mode

TASK: SUBSTITUTE REPORT

1. **Print class roster** for the substitute folder
    a. Within **Grade Sheet**, select More and click on Print/Export Blank Gradesheet
    b. Select your print options and click **Print Preview.** When finished, click **Print.**
    c. Leave for sub to enter attendance, score assignments, or both.



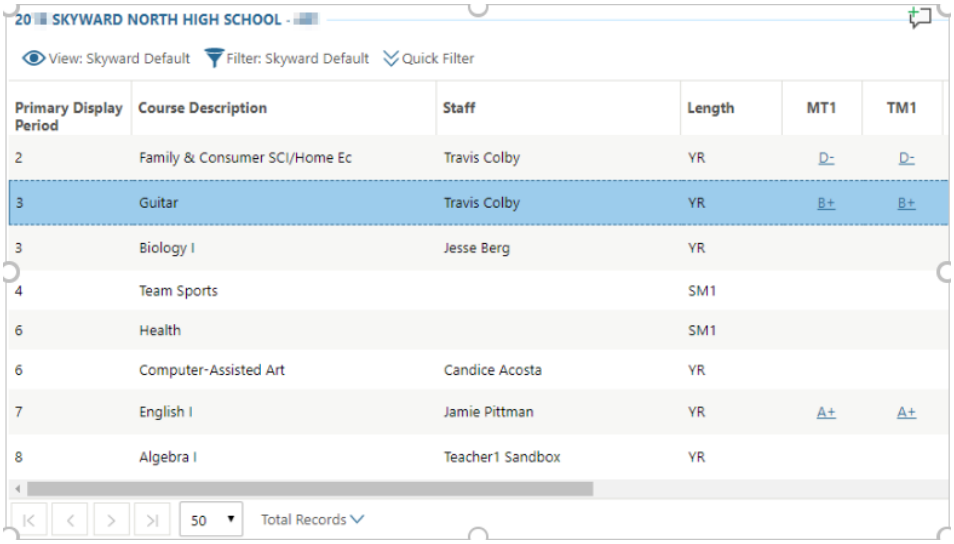
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 6: LOOKING AT STUDENT GRADES IN OTHER CLASSES

Student's Grades from other classes can be found in several areas within Skyward.

1. Select the **MENU** ☰
2. Then click on Gradebook -> Grade Sheet -> find a student and then click on i icon.

   ⓘ
3. Click on A+ Grades
4. Here you can see all of the other course and grades the student is receiving. This information is provided only if your district has given you security access to see it.



5. Click on T1 grade mark for a course to see specific assignment details other teachers have entered.
6. Select ⓘ to access emergency contacts.

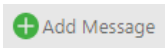
What other areas have the ⓘ symbol?

1. _____
2. _____

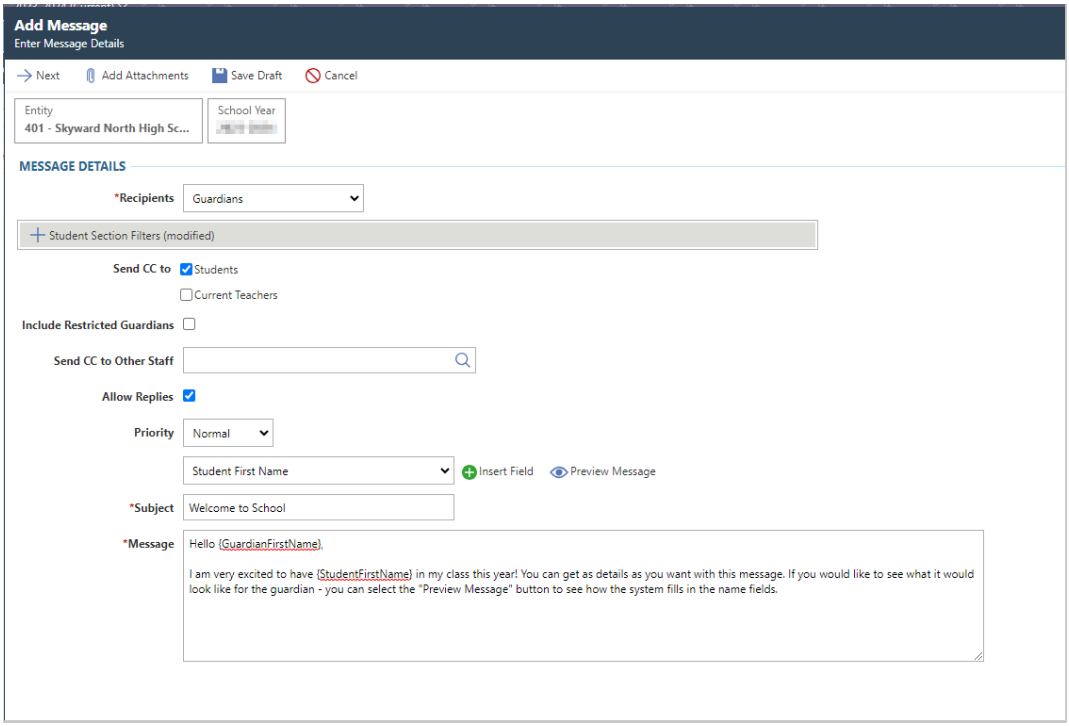
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

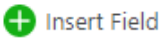
TASK 7: SEND A CLASS MESSAGE

Send a message to families welcoming them to your class and the school year. Use the Message Center to send messages to students or guardians of one or multiple classes, or even individuals.

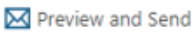
1. Select 

2. Set up the message like below:



- *To use the **Insert Field** option:*
  - *Leave your cursor where you would like the new field to appear.*
  - *Select the field in the drop-down menu.*
  - *Use the* 

button to add it to the message.

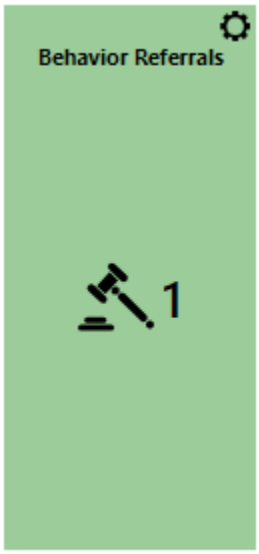
3. When your message is complete, select 

to review who is receiving the message and select **SEND.**

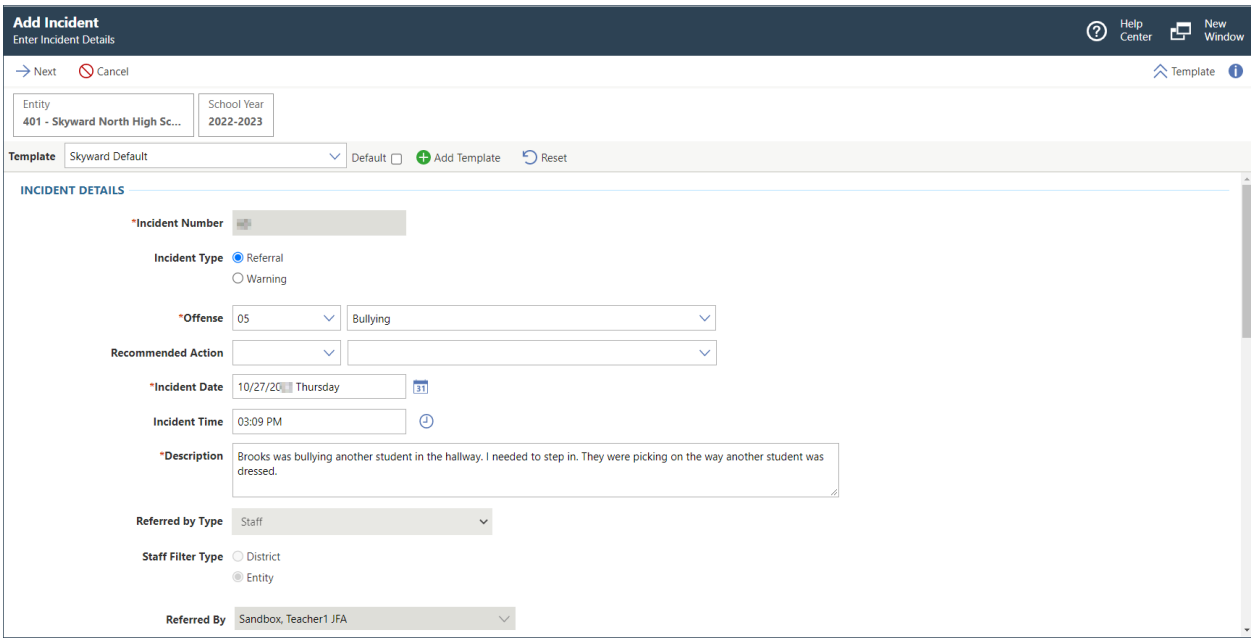
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

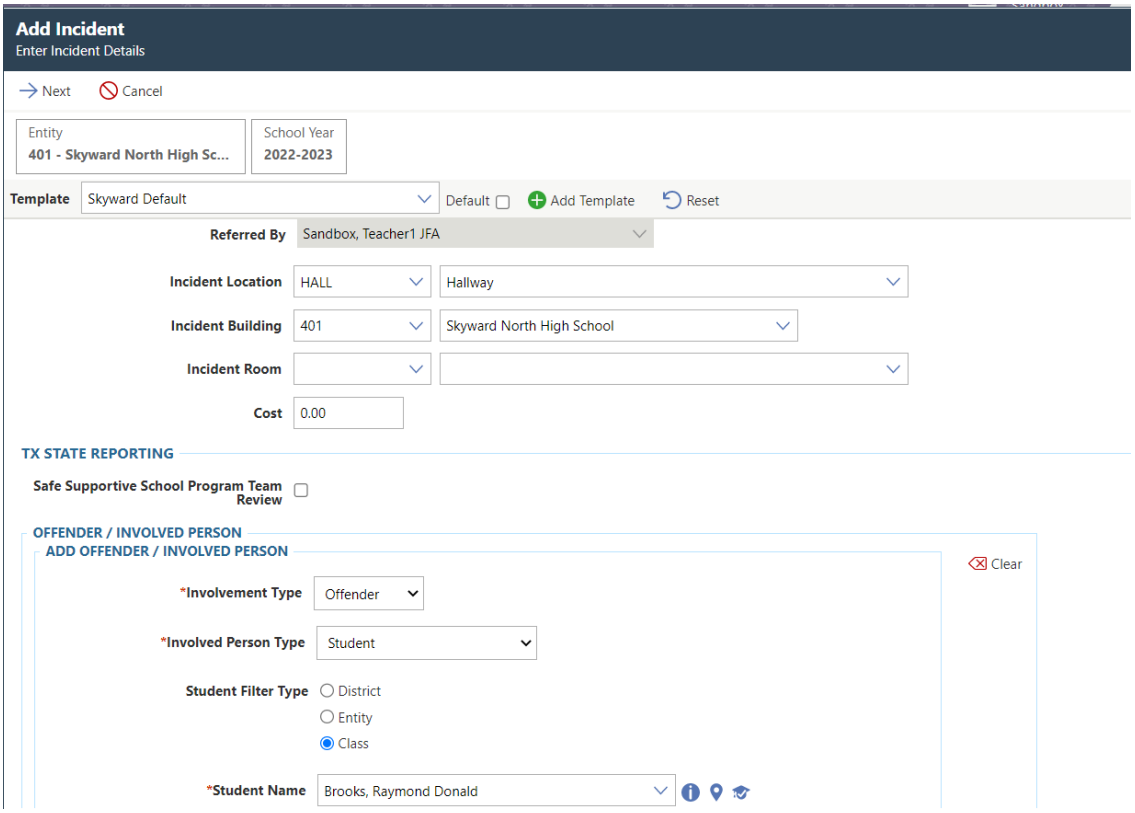
TASK 8: REFERRAL FOR DISCIPLINE

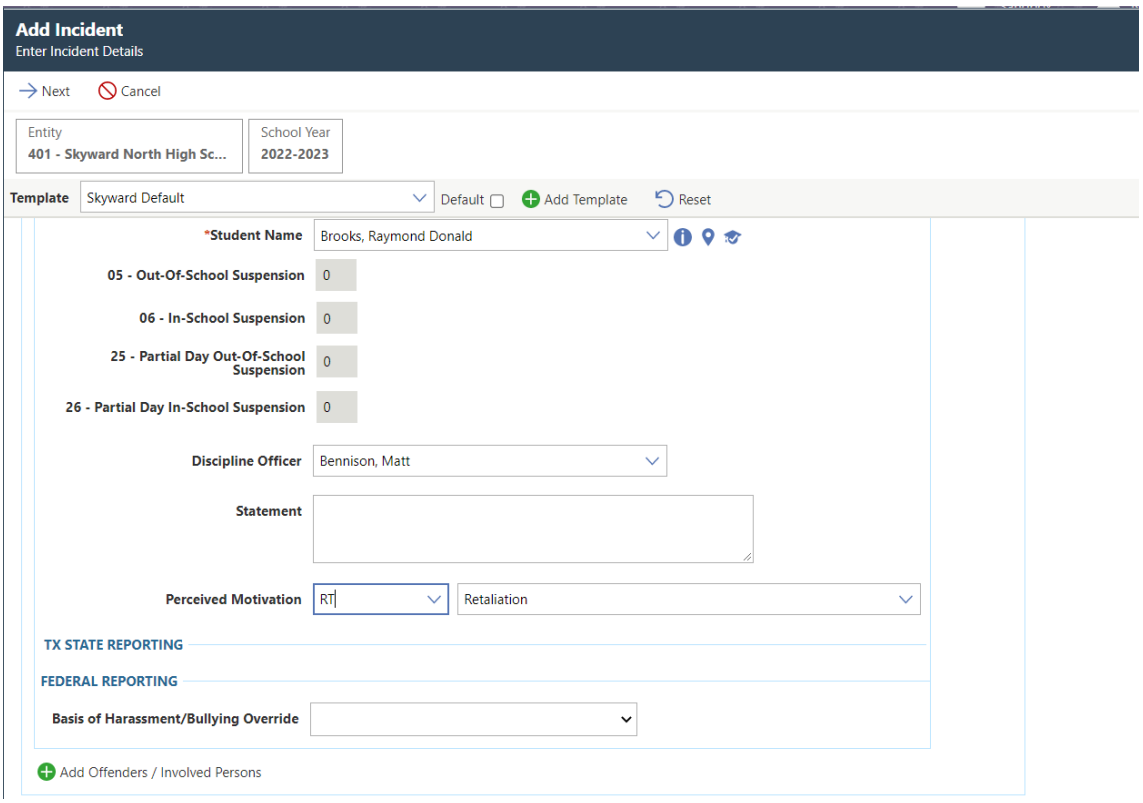
1. Click the **Behavior Referrals** live tile. This live tile provides quick-glance information that there is already one referral made.



2. Review submitted referrals. Click on an **incident number** to see an example action and the action's detail.
3. Add a **new referral** by selecting Add Referral
4. Fill out your screen using the example as a model. Feel free to input any example text you choose. Note: if your state requires specific fields for the discipline entry, you will see those instead:







5. Select **NEXT** then **SAVE.**

6. Teachers can edit and update referrals until a discipline officer has changed the record. To **update:**
    a. Click on the record you just created
    b. Click to view more data
    c. Update the information on the previously-saved referral
    d. Once changes are made, button will appear.

Note: When returning to the dashboard, the live tile will update to reflect the current number of referrals.

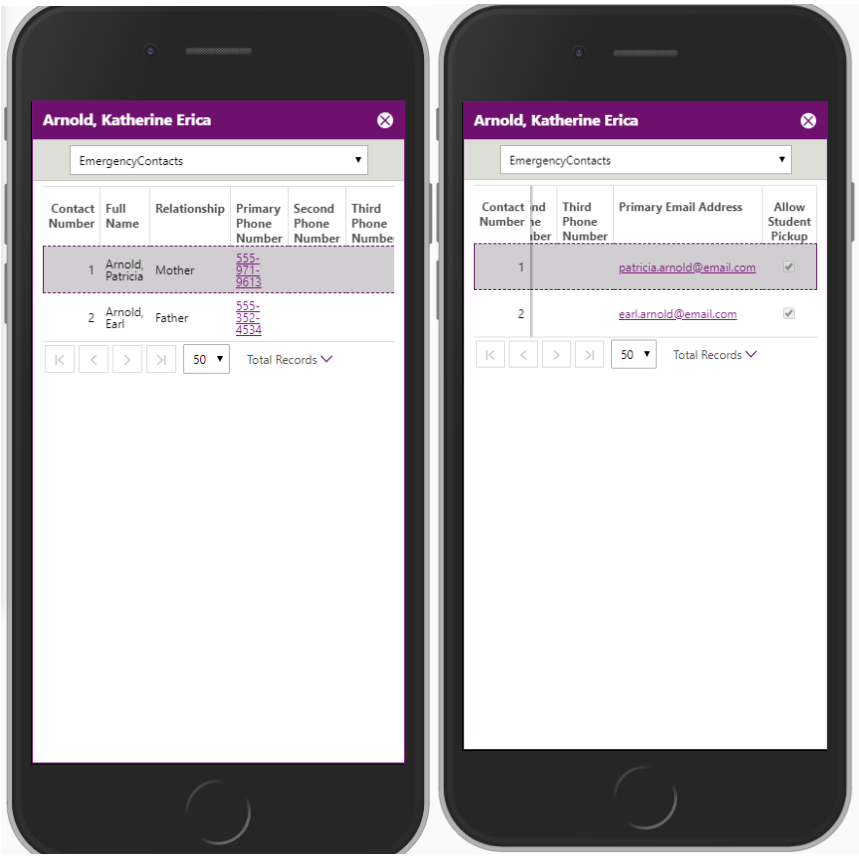
TASK 9: FINDING AN EMERGENCY CONTACT

1. Select the **MENU** ☰
2. Select **Student List**, then click ⓘ
3. Click Emergency Contacts (2)
4. The ⓘ allows you to access emergency contacts wherever you see it. Which other areas have the ⓘ symbol?

    a. _____

    b. _____

5. **In the app:** click on the phone number and call the contact directly.
6. Teachers can scroll right to see the contact's email and whether they are able to pick their student up.



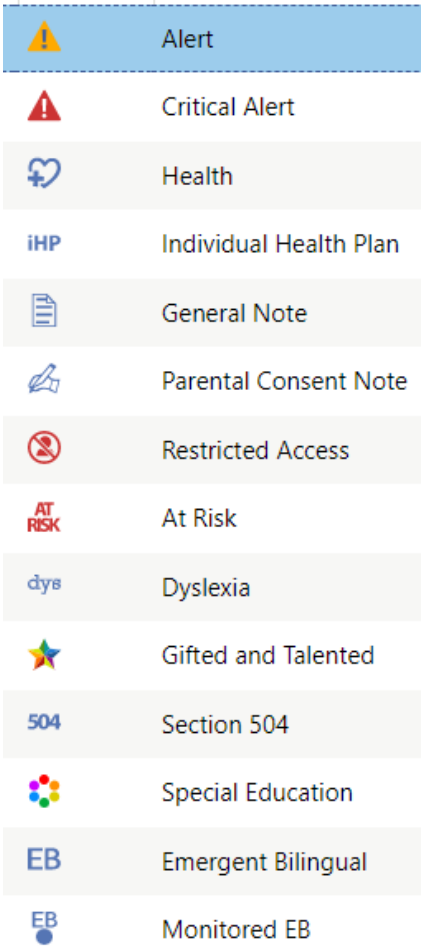
TASK 10: STUDENT INDICATORS



In the tasks today you saw **student indicators** in several areas. Find at least **four** areas where student indicators display:

1. _____
2. _____
3. _____
4. _____

Your district can set up their own indicators based on the following list:



MINI TASK: IDENTIFYING STUDENT INDICATOR INFORMATION

1. Click on each icon pictured below, and write the descriptions listed:

Critical Alert

- Who is this student?:
- What does their alert say?:

Parental Consent Note

- Who is this student?:
- What does their alert say?:

Alert

- Who is this student?:
- What does their alert say?:

AT RISK

- Who is this student?:
- What does their alert say?:

Find a student with multiple indicators:

- Who is this student?:
- What does their alert say?: