



Teacher's Edition

North Kitsap SD Revision

Winter 2016-17

OESD 114

Serving the
Kitsap & Olympic Peninsulas

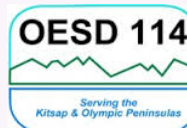
INFORMATION AND REMINDERS FOR WRISC EDUCATORS

Help! My Ungraded Assignments are displaying as Missing in Family Access!

If your Gradebook Administrator enables it, ungraded Assignments will display as missing X number of days past the due date. This option is common for all teachers at the school, so everyone should be in agreement on whether assignments must be scored X days past the due date if using this option. If this feature is not enabled, teachers have total control over whether assignments display as missing by using the Missing check box on the student's assignment score.

Get to know your ESD

Did you know that Student Analysts at ESD 114 provide Skyward support for all district staff, including administrators, food service workers, registrars, counselors, secretaries, nurses and teachers? We offer trainings, consultations and user groups as well as technical support for software issues in Skyward. Contact NKSD District Records if you would like training on using the gradebook, Online Assignments, Other Access features or Educator Access Plus. Request a consultation if your school is making changes to the way the gradebook is configured. We'd love to come out and see you!



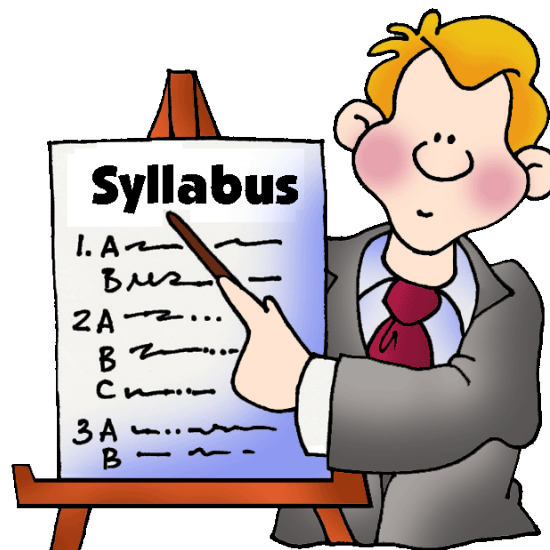
Secondary Gradebook Reminders

Now that a new Semester is starting up, it is important to verify alignment between your grading procedures and the gradebook's configuration. Be sure to check:

- Grade Mark Groups — Are the grade marks displaying correctly? Are the correct percentages in use?
- Categories — Are the needed categories available? Are the correct percentages in use? Is the correct score method in use?

Note: To be sure your gradebook calculations are correct, only select Categories you intend to use. Weights of categories that are selected but are not used are redistributed amongst the categories in use.

- Grading Periods — Is the gradebook displaying the correct grading periods?
- Semester Grade Calculation Setup — Will Semester grades be calculated based on Weighted Term Grades or Cumulated Assignment Scores for All Terms?



Other Access		Classes	Assignments	Attendance	Categories	Gr
			S1 Options	T2 Options	Oral P W15-F 12/12 COM 100	
Students						
1		Michaele Y Acetoscr	AUP	C	C	0
2		Deeanna S Adescr	AUP	A	A	*

Grading Assignments or Events:

Asterisk vs. Zero

One of the most common misconceptions in the gradebook is scoring differences between an Asterisk and a Zero on a student's assignment.



◆ An Asterisk is considered an 'Ungraded' assignment no matter what the Due Date is, and will not be included in the calculation of the grade.

◆ A score of Zero indicates that the assignments points possible should be included in the total calculation of the student's grade.

However, if the Due Date has passed, the assignment is considered Missing for reporting purposes.

TIP: At the top of the Assignment Grading Screen is a button to "Mark un-scored as 0 and Missing".

Using this button to fill zeros is a quick way to be sure the assignment is considered in the student's grade.

Post to Family Access
 Post to Student Access

Week 15 - Friday - 12/12
 Category: COM - 20% Max Score: 100

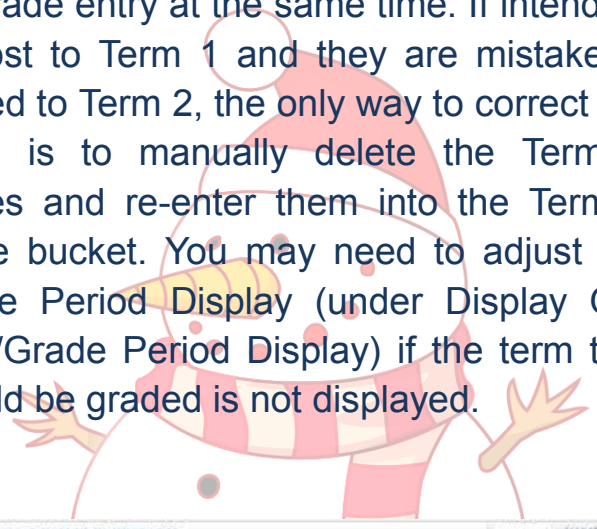
7 un-scored students: Mark un-scored as 0 and Missing

Students	Score	Special Code	No Count	Missing	Comment
1 Michaele Y Acetoscr	*		<input type="checkbox"/>	<input type="checkbox"/>	
2 Deeanna S Adescr	*		<input type="checkbox"/>	<input type="checkbox"/>	
3 Ayana R Andreottiscr	80		<input type="checkbox"/>	<input type="checkbox"/>	

Elementary Standards Gradebook

Entering Term Grades Reminder

When entering grades, be sure to verify that they are being entered in the correct grade bucket (ex. T1, T2, S1) as multiple grading periods and/or grade buckets may be open for grade entry at the same time. If intending to post to Term 1 and they are mistakenly posted to Term 2, the only way to correct the issue is to manually delete the Term 2 scores and re-enter them into the Term 1 grade bucket. You may need to adjust the Grade Period Display (under Display Options/Grade Period Display) if the term that should be graded is not displayed.



Assignment Groups

Did you know you can use Assignment Groups to identify assignments that you feel belong to the same group? For example, you might create many Assignments for a unit on the book *Grapes of Wrath* and call the group "Grapes" (10 character max). Assignment Groups will display on the Gradebook Main Screen (when selected in Assignment Display Options), List Assignments Screen and on the Assignment Master Report. Groups will not display in Family or Student Access.

Categories	Grade Marks	Posti
T1 Options	GW Res W04-M 09/22 DFT 100	GW Ess W03-M 09/15 ESS 100
	Grapes	Grapes
B+	88	89

Assignments					
<input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Report"/> <input type="button" value="Score E"/>					
Week	Day	Category	Assign Group	Des	
8	Mon	ACT		Week	
4	Mon	DFT	Grapes	GW	
3	Mon	ESS	Grapes	GW	

SUQUAMISH ELEMENTARY

Home Teacher Access Administrator Access

Main Screen

Other Access Classes Events Comments Attendance Grade Marks Posting Status Reports **Display Options** Quick Scoring Export

Display Options
 Student Display
 Event Display
 Grade Period Display

Students	Wed 12/14	Thurs 12/15	Fri 12/16	Sat 12/17	Sun 12/18	Mon 12/19	Tue 12/20	Wed 12/21	Thurs 12/22	Fri 12/23	Sat 12/24	Sun 12/25
1	Atnd	Taken										