

# 2017 TSUG Conference

## Gradebook Tips and Online Assessments for the Efficient Teacher







# Creating an Online Assignment

TIP: I use the template so I can share assignments easily and borrow from others!

4. You can create assignments from this screen. You can also access previously created assignments.

The screenshot shows the 'My Gradebook' interface with a table of assignments. The table has columns for Template Name, Questions, Auto Score, and Last Updated. The 'Add' button is highlighted in the top right corner.

Template Name	Questions	Auto Score	Last Up
1 Answer Sheet	1	Y	10/10/
2 Chicago O'Hare Intl Airport	5	Y	11/12/
3 Geo W.U. #10 - The World	10	N	10/24/
4 Geo W.U. #30 - New York City	10	Y	04/10/
5 Geo W.U.#13 & 14 Combined	10	Y	11/18/
6 Geo W.U.#17 - Deserts	10	Y	12/15/
7 Geo WU #21 Part One	5	Y	01/28/
8 Geo WU #21 Part Two	5	N	02/01/
9 Geo Wu#31 - Time Zones	10	Y	04/18/

5. Click "Add" to create assignment and select OK if you get any pop-up window warnings!

The screenshot shows the 'My Gradebook' interface with a 'Pop-up Window Warning' dialog box open. The dialog box contains the text: 'The action you have chosen requires a new window to be opened. Click OK to open the window or Cancel to stay on the current page.' The 'Add' button is highlighted in the top right corner, and the 'OK' button in the dialog box is highlighted with an orange arrow.

Template Name	Questions	Auto Score	Last Up
1 Answer Sheet	1	Y	10/10/
2 Chicago O'Hare Intl Airport	5	Y	11/12/
3 Geo W.U. #10 - The World	10	N	10/24/
4 Geo W.U. #30 - New York City	10	Y	04/10/
5 Geo W.U.#13 & 14 Combined	10	Y	11/18/
6 Geo W.U.#17 - Deserts	10	Y	12/15/
7 Geo WU #21 Part One	5	Y	01/28/
8 Geo WU #21 Part Two	5	N	02/01/
9 Geo Wu#31 - Time Zones	10	Y	04/18/

# Creating an Online Assignment

TIP: Randomize questions and use fewer questions per page to make it more difficult to cheat.

## 6. Begin filling in the Online Assignment Template:

7. Name of assignment

Online Assignment Template - Mozilla Firefox

https://skyweb.eanesisd.net/scripts/wsisa.dll/WService=wsEAplus/sgrbkedit001...?isPopup=true

### Online Assignment Template

My Print Queue ? Help Menu ◀ Back

#### Online Assignment Template Setup Options

\* Name:  Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 250

Randomize Questions

#### Family/Student Access Options

Questions per Page:

Show Correct Answers

Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

#### Online Assignment Template Questions

Export Options Print Browse Save and Add Question

There are no records to display; check your filter settings.

0 records displayed

Asterisk (\*) denotes a required field

8. Points Per Question

9. Description

10. Auto Score to Gradebook

11. Save Here to begin!

# Creating an Online Assignment

TIP: Only change points to “weight” a question. Be sure it adds up to 100!

12. Choose question type.

13. Enter Question

Question Maintenance - Mozilla Firefox  
https://skyweb.eanesisd.net/scripts/wsisa.dll/WService=wsEPlus/sp...redit002.w?vBackProgram=sgrbkedit001.w&mustRefresh2=y&isPopup=true

Question Maintenance

Question for test  
The Auto Score option is checked for this Assignment. Only Multiple Choice, True/False and Matching questions are available.

Academic Standards and Benchmarks: None selected

Question Number: 1

\* Question Type: True/False

\* Question: Football is awesome.

Extra Content:

Points for Question: 20.00

Answers to Question Number 1  
Correct Answer:  True  
 False

Asternsk (\*) denotes a required field

Save and Back  
Save and Add Another  
Attach(0)

14. Modify Points if desired

15. Designate Answer

16. Save and continue

# Creating an Online Assignment

**TIP:** Be sure to give partial credit to matching questions.

17. Choose question type.

18. Enter Question or directions

19. Modify Points if desired

20. Designate Answer

Question Maintenance - Mozilla Firefox  
https://skyweb.eanesisd.net/scripts/wsisd.dll/WService=wsEPlus/sgrbkedit?...w?haddanotherquebank=yes

Question Maintenance

Question for test

The Auto Score option is checked for this Assignment. Only Multiple Choice, True/False and Matching questions are available.

Academic Standards and Benchmarks: None selected

Question Number: 2

\* Question Type: Matching

\* Question: Complete the pair:

Extra Content:

Points for Question: 20.00  Allow Partial Credit

Answers to Question Number 2

Answer	Choices	Matches
1: B	Dog	A: kitten
2: A	Cat	B: puppy
		C:
		D:

Save and Back  
Save and Add Another  
Attach(0)

21. Save and continue  
Or save and back when done

# Creating an Online Assignment

TIP: Don't be afraid to check show correct answers as that can be controlled when assigned to the class.

22. A completed test template looks like:

Online Assignment Template - Mozilla Firefox

https://skyweb.eanesisd.net/scripts/wsisa.dll/WService=wsEApplus/sgrbkedit001.w?isPopup=true

### Online Assignment Template

My Print Queue ? Help Menu ◀ Back

#### Online Assignment Template Setup Options

Name: test Default Points per Question: 50.0

Description: test

Maximum characters: 250, Remaining characters: 246

Randomize Questions

#### Family/Student Access Options

Questions per Page: 5

Show Correct Answers

Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

#### Online Assignment Template Questions

Export Options Print Browse

Number	Type	Question
1	True/False	Football is awesome.
2	Matching	Complete the pair:

2 records displayed

Asterisk (\*) denotes a required field

Save

Save and Back

Add

Edit

Delete

Shuffle Question Order

23. Name

24. Modify if desired

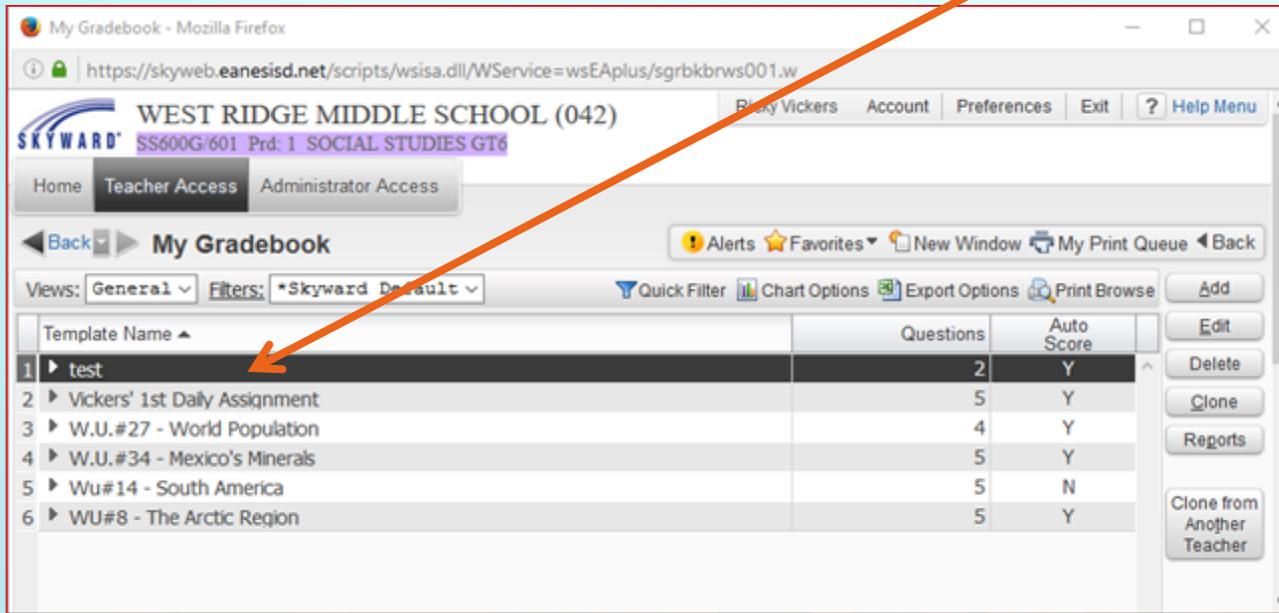
25. Save when done

26. Quickly edit/add questions now or next year!

# Creating an Online Assignment

TIP: Assignments are listed alphabetically so use helpful titles as the list does grow!

27. Your new assignment/test is now listed:



The screenshot shows the 'My Gradebook' interface for West Ridge Middle School (042). The page displays a table of assignments with columns for Template Name, Questions, and Auto Score. The first row, 'test', is highlighted, and an orange arrow points to it from the text above. The table contains the following data:

Template Name	Questions	Auto Score
1 test	2	Y
2 Vickers' 1st Daily Assignment	5	Y
3 W.U.#27 - World Population	4	Y
4 W.U.#34 - Mexico's Minerals	5	Y
5 Wu#14 - South America	5	N
6 WU#8 - The Arctic Region	5	Y

28. Now return to gradebook and go to add assignment.

# Creating an Online Assignment

TIP: Remember when adding an online assignment to the gradebook that there are a few extra steps involved then just recording grades!

29. Click on Add Assignment to open the following box:

The screenshot shows the 'Add Assignment' form in the Skyward Educator Access Plus interface. The form is titled 'Add Assignment' and is located within the 'Assignment Maintenance' section. The form includes the following fields and options:

- Category:** CLAS - 0% - CLASS PARTICIPATION (selected)
- Description:** (empty text box)
- Detailed Description:** (empty text box)
- Assignment Group:** (empty text box)
- Entered Date:** Tue, Sep 27 2016
- Assign Date:** Sep 27 2016 (Tue, Sep 27 2016)
- Proposed Due Date:** Sep 27 2016 (Tue, Sep 27 2016)
- Actual Due Date:** (empty)
- Max Score:** 100
- Weight Multiplier:** 1.00
- Post to Family Access
- Post to Student Access

On the right side of the form, there are several buttons: Save and Back, Save and Add Another, Save and Score, Undo, Back, Attach (0), and Options.

Below the form, there is a 'Display Options' section with 'Show Score As: Score' and 'Show Comments' (unchecked). There is also a 'Class Options' section with a table of class options.

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	042	WC	1 - 4	1	MTWRF	SS600G / 601	SOCIAL STUDIES GT6
<input type="checkbox"/>	042	EL	1 - 2	2	MTWRF	EL616 / 2RV	STUDENT AIDE
<input type="checkbox"/>	042	WC	1 - 4	2	MTWRF	SS600 / 602	SOCIAL STUDIES 6
<input type="checkbox"/>	042	EL	1 - 2	3	MTWRF	EL616 / 3RV	STUDENT AIDE
<input type="checkbox"/>	042	WC	1 - 4	3	MTWRF	SS600G / 603	SOCIAL STUDIES GT6
<input type="checkbox"/>	042		1 - 4	4	MTWRF	PLC / 4	DEPARTMENTAL PLANNING
<input type="checkbox"/>	042	WC	1 - 4	6	MTWRF	SS600 / 696	SOCIAL STUDIES 6

# Creating an Online Assignment

TIP: Keep chocolate nearby to help when doing this for the first time.

30. Click on options

The screenshot shows the 'Add Assignment' form in the Skyward Educator Access Plus interface. The form includes fields for Category, Description, Detailed Description, Assignment Group, Entered Date, Assign Date, Proposed Due Date, Actual Due Date, Max Score, Weight Multiplier, and checkboxes for 'Post to Family Access' and 'Post to Student Access'. There are also 'Display Options' and 'Class Options' sections. The 'Class Options' section contains a table with columns for Entity, Dept, Sbj, Terms, Prd, Days Meet, Class, and Description. An orange arrow points from the 'Options' dropdown menu to the 'Copy from My Online Assignment Template' option.

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	042	WC	1 - 4	1	MTWRF	SS600G / 601	SOCIAL STUDIES GT6
<input type="checkbox"/>	042	EL	1 - 2	2	MTWRF	EL616 / 2RV	STUDENT AIDE
<input type="checkbox"/>	042	WC	1 - 4	2	MTWRF	SS600 / 602	SOCIAL STUDIES 6
<input type="checkbox"/>	042	EL	1 - 2	3	MTWRF	EL616 / 3RV	STUDENT AIDE
<input type="checkbox"/>	042	WC	1 - 4	3	MTWRF	SS600G / 603	SOCIAL STUDIES GT6
<input type="checkbox"/>	042		1 - 4	4	MTWRF	PLC / 4	DEPARTMENTAL PLANNING
<input type="checkbox"/>	042	WC	1 - 4	6	MTWRF	SS600 / 696	SOCIAL STUDIES 6

31. Click on Copy from my Online Assignment Template

# Creating an Online Assignment

TIP: You can search for a template if you can't locate it.

## 32. Locate and click on Assignment/Test

Clone Online Assignment Template - Mozilla Firefox

https://skyweb.eanesisd.net/scripts/wsisa.dll/WService=wsEAppus/sgrbkbrws003.w?isPopup=true

Clone Online Assignment Template

Views: General Filters: \*Skyward Default

Quick Filter Chart Options Export Options Print Browse Clone to Assignment

Template Name	Questions	Auto Score	Date
1 Answer Sheet	1	Y	10/1
2 Chicago O'Hare Intl Airport	5	Y	11/1
3 Geo W.U. #10 - The World	10	N	10/2
4 Geo W.U. #30 - New York City	10	Y	04/1
5 Geo W.U.#13 & 14 Combined	10	Y	11/1
6 Geo W.U.#17 - Deserts	10	Y	12/1
7 Geo WU #21 Part One	5	Y	01/2
8 Geo WU #21 Part Two	5	N	02/0
9 Geo Wu#31 - Time Zones	10	Y	04/1
10 Geo Wu#7 Assignment	5	Y	10/0
11 Government Learning Check	11	Y	12/0
12 Government Test 2014	10	Y	12/1
13 Government Test 2016 Spring	7	Y	03/0
14 India and Its Neighbors	20	Y	04/0
15 India Region - Vocabulary	5	Y	04/0
16 Medieval Test!	19	Y	02/2
17 Middle East Vocabulary Test	21	Y	11/0
18 test	2	Y	09/2

500 23 records displayed

Template Name: ABC

## 33. Choose Clone to Assignment

# Creating an Online Assignment

TIP: The name box doesn't work on this page and give yourself a window before answers appear for students who are sick!

34. Add description

35. Add start/stop dates

The screenshot shows a web browser window titled "Online Assignment - Mozilla Firefox" with the URL "https://skyweb.eanesisd.net/scripts/wsisa.dll/WService=wsEPlus/sgrbkedit001.w". The page is titled "Online Assignment" and contains several sections:

- Online Assignment Setup Options:** Includes a "Name" field, a "Default Points per Question" field set to "50.0", a "Description" field containing "fake test" (highlighted in purple), and checkboxes for "Randomize Questions" (checked) and "Override Multiple Choice/Matching Answer Lettering" (unchecked).
- Family/Student Access Options:** Includes a checkbox for "Do not Make Available in Student Access Online Assignments" (unchecked), "Start Date" and "Stop Date" fields (both set to 09/27/2016), "Questions per Page" set to 5, "Do not Show Results until" field (set to 09/27/2016 at 12:00 AM), and a checkbox for "Show Correct Answers" (unchecked). A note states: "If checked, only Multiple Choice, True/False and Matching questions are available".
- Online Assignment Questions:** A table with columns "Number", "Type", and "Question".

Number	Type	Question
1	True/False	Football is awesome.
2	Matching	Complete the pair:

On the right side of the form, there are buttons for "Save", "Save and Back", and "Save and Add Questions".

37. Save and back when Done

36. Choose when answer might appear!

# Creating an Online Assignment

TIP: If you see (Available Online) then you have done everything correct thus far and are on the home stretch!

38. Fill Assignment Info as you would any other assignment:

Assignment Maintenance

Add Assignment (Available Online)

Category: CLAS - 04 - CLASS PARTICIPATION

Description: Fake Test

Detailed Description:

Assignment Group:

Entered Date: Tue, Sep 27 2016

Assign Date: Sep 27 2016

Proposed Due Date: Sep 27 2016

Actual Due Date: Sep 01 2016

Max Score: 10

Weight Multiplier: 1.00

Display Options

Show Score As: Score

Class Options

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	042	WC	1 - 4	1	MTWRF	SS600G / 601	SOCIAL STUDIES GT6
<input type="checkbox"/>	042	EL	1 - 2	2	MTWRF	EL616 / 2RV	STUDENT AIDE
<input type="checkbox"/>	042	WC	1 - 4	2	MTWRF	SS600 / 602	SOCIAL STUDIES 6
<input type="checkbox"/>	042	EL	1 - 2	3	MTWRF	EL616 / 3RV	STUDENT AIDE
<input type="checkbox"/>	042	WC	1 - 4	3	MTWRF	SS600G / 603	SOCIAL STUDIES GT6
<input type="checkbox"/>	042	PLC	1 - 4	4	MTWRF	PLC / 4	DEPARTMENTAL PLANNING
<input type="checkbox"/>	042	WC	1 - 4		MTWRF	SS600 / 696	SOCIAL STUDIES 6

Save and Back

Save and Add Another

Score

Undo

Back

Attach (0)

Edit Online Assignment

Remove Online Assignment

39. Name/Type of Assignment

40. Assign Classes

41. Save and Back

# Creating an Online Assignment

TIP: If you still see (Available Online) then you are done!

42. The assignment/test is now ready for students!

The screenshot shows the 'Assignment Options' page in Skyward Educator Access Plus. The assignment is titled 'Fake Test' and is currently marked as '(Available Online)'. An orange arrow points to this status. The page includes fields for Category (CLAS - CLASS PARTICIPATION 0%), Description (Fake Test), Entered Date (Tue, Sep 27 2016), Assign Date (Tue, Sep 27 2016), Proposed Due Date (Tue, Sep 27 2016 Week 06 - Tuesday), Actual Due Date, Max Score (10), and Weight Multiplier (1.00). There are also checkboxes for 'Post to Family Access' and 'Post to Student Access'. A 'Display Options' section allows users to show scores as 'Score' and whether to show comments. On the right side, there are buttons for 'Add', 'Edit', 'Clone', 'Delete', 'Report', 'Chart', 'Score Online Assignment', 'Score Entry', 'Assignment Display', and 'Attach (0)'. The top navigation bar includes 'Home', 'Teacher Access', and 'Administrator Access'.

43. Gradebook View

The screenshot shows the 'Main Screen' of the Skyward Educator Access Plus gradebook. An orange arrow points to the 'Quick Scoring' tab. The table displays student performance across various assignments and tests. The columns include 'Term Grade', 'Attendance', 'Categories', 'Grade Marks', 'Posting', 'Reports', 'Charts', 'Display Options', 'Quick Scoring', and 'Export'. The 'Quick Scoring' column shows scores for 'World 09/26 HAJ' and 'Fake T 09/27 CLAS'. The 'Export' column shows scores for 'CIT', 'PR2', 'RC1', 'PR3', and 'PR4'. The table lists students: AMY G, STEVENSON M, and THOMAS C.

Students	Tue 09/27 Atnd Taken	Term Grade RC1	A bit 09/08 SD	Pennan 09/08 SD	W.U.#1 09/08 SD	SCOOT 09/08 CLAS	The Wo 09/08 CLAS	CIT	PR1 Options	World 09/26 HAJ	Fake T 09/27 CLAS	CIT	PR2 Options	CIT	RC1 Options	PR3 Options	CIT	PR4 Options	CIT
1 AMY G		96 95.78%	103	100	100	100	100	100	100	91.5	0.00		96		96				
2 STEVENSON M		94 93.65%	98	100	100	100	100	100	99	89	10		94		94				
3 THOMAS C		96 95.58%	102	100	100	100	100	100	100	91	0.00		96		96				

# Creating an Online Assignment

TIP: Make sure students log on through your districts website!

44. The students should click on the assignment link embedded on their dashboard!

The screenshot shows a student dashboard on an iPad browser. The browser address bar displays "skyweb.eanesisd.net". The dashboard header includes the "SKYWARD" logo and the student's name, "NICHOLAS F. RAMOS". A navigation menu on the left lists options like "Home", "Gradebook", "Attendance", "Student Info", "Food Service", "Schedule", "Fee Management", "Report Cards", and "Login History". The main content area features a message from "TERESA BOWERMAN (ENG LA 8 PREAP / 804, Period 4)" dated "Tue Sep 27, 2016 3:05pm". The message is titled "Field Trip Next Week!" and contains the following text: "We are excited to announce that the WHS drama and TEC students are putting on a show for all 8th graders in the district called 'Nothing But the Truth.' On Oct. 5th from 8:30-12:30, all 8th grade students will be off campus to attend the performance at the PAC. We will return in time for them to eat lunch at WRMS. Please email your child's ELA teacher TODAY if he/she is unable to attend the performance that day AND needs to stay on campus. All 8th grade teachers will be off campus with the students. We are asking each student to bring a \$1.00 donation for the WHS drama and TEC departments. We want to show the high school students some appreciation for the time on spent on the production, as well as time spent making up work from missing classes. Larger donations are accepted and very much appreciated as well. All money will go to these 2 programs. Please email your child's ELA teacher if you have any questions. Sincerely, Eanes 8th ELA Professional Learning Community". Below this message is a "Reply" link. The second message is from "AMERICAN HISTORY 8 / 26, Period 6" dated "Mon Sep 26, 2016 1:55pm". It states: "Online Assignment Learning Check Ch 4 is now available until Monday, September 26, at 2:00 PM." and includes a "Take Assignment" link. The third message is from "ENGLISH LANGUAGE ARTS 8 PREAP / 804, Period 4" dated "Mon Sep 26, 2016 11:32am". It states: "You have completed Online Assignment TEST-NBTT and it has been scored." and includes a "View Results" link. The fourth message is partially visible at the bottom, from "ENGLISH LANGUAGE ARTS 8 PREAP / 804, Period 4". An orange arrow points from the text "44. The students should click on the assignment link embedded on their dashboard!" to the "Take Assignment" link in the second message.

# Creating an Online Assignment

TIP: Nick wanted you to know that there was an 8 point curve!

45. A finished test from a student's point of view:

iPad 11:12 AM skyweb.eanesisd.net 95%

quizzex.com Favorites Student Access 05.16.06.00.09

Class: EN810 / 804 ENG LA 8 PREAP Start Time: 09/26/16 at 10:27 AM  
Assignment: TEST-NBTT Time Spent on Assignment: 1 Hour 5 Minutes  
Questions Answered: 21 out of 21 Points Earned: 92 out of 100  
Grade: 92

----Page 1 of 5----

Question 1 of 21  
Match each character to the correct description (20 points)

Student Answer:

E 1. Philip Malloy	A. Superintendent that wants the school's budget to pass
B 2. Mr. Malloy	B. character who lives vicariously through his son
J 3. Mrs. Malloy	C. opportunistic community member seeking to be elected to the school board
G 4. Miss Narwin	D. recipient of Miss Narwin's letters
A 5. Dr. Seymour	E. protagonist who is suspended
H 6. Dr. Joseph Palleri	F. student advocate for Miss Narwin
I 7. Mr. Lunser	G. English teacher
C 8. Ted Griffen	H. Vice Principal who suspends Philip
F 9. Allison Doresett	I. teacher who isn't very strict
D 10. Anita Wigham	J. Philip's strongest female supporter

Points Earned: 20 out of 20 Correct - Full Credit

Question 2 of 21  
8.6 (A) (4 points)  
The author builds tension at the beginning of the novel when:

Student Answer: A.  
Philip lies to his dad about deciding not to try out for track.

Points Earned: 4 out of 4 Correct - Full Credit

Question 3 of 21  
8.2 (B) (4 points)  
Why would the author use the phrase "blew his stack" in this passage?

# Creating an Online Assignment

## TIPS GALORE!

- Students should open Skyward through your school website not the app
- Remind students to use your school's link not another district's Skyward
- Students must create their own account – not family access
- Click on forgot password to begin student password set-up
- It is easy to change a student password
- Be sure to practice with a simple assignment before doing a test
- If you have fat fingers be careful when selecting answers (from Nick)
- Be aware students can **save and submit** or **save and continue later**
- Monitor by refreshing your skyward page to see who is done

# Creating Online Efficiency

## FINAL TIPS GALORE!

- Use the Message Center to keep parents informed – don't over inform!
- I record grades on paper before entering into Skyward – fewer emails!
- You can email a student's classroom teacher from their info page.
- Explain your Skyward tendencies to your parents
  - How often to look for grades?
  - Can they still improve on online tests?
  - What do missing or empty grades mean?
  - Remind them often that averages are a digital snapshot.
  - No surprises – message center is your friend!

# Thank You! Questions?

- ▶ [rvickers@eanesisd.net](mailto:rvickers@eanesisd.net)
- ▶ <http://wrmsrvickers.weebly.com/>