

TX – 5E – Grade Autopost Exclusions Alternate Campus or Courses

What will be covered:

Upon completing this session you should be familiar with the tasks required to set Skyward to allow for direct entry of Report Card grades, teacher processes for posting those grades and have a working knowledge of issues related to this process.

- Objective: Setting up your system to allow for manual grade entry
 - Setting Permission Groups
 - District and Course Settings
- Objective: Process for teachers
 - Overview
 - Instructions for posting
- Objective: Basic Troubleshooting



Texas Skyward User Group Conference

Grade Autopost Exclusions Alternate Campus or Courses

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Grade Autopost Exclusions Alternate Campus or Courses



This session will cover the scenario we have in our district where grades need to be entered directly into the grade buckets by teachers at times other than the posting windows. In our case, our online courses are taught from a self – paced learning management system which has an integrated gradebook. Final grades are reported from that system for those courses as students complete the course requirements. Teachers then directly input final grades at any time during the term.

EXPECTED LEARNING OUTCOME: Upon completing this session you should be familiar with the tasks required to set Skyward to allow for direct entry of Report Card grades, teacher processes for posting those grades and have a working knowledge of issues related to this process.

NOTE: This process is NOT the same as “Post Grades” in the gradebook. That process is tied to posting windows and grades in the gradebook.

- Setting up your system to allow for manual grade entry
- Instructions for teachers
- Basic Troubleshooting

Setting up your system to allow for manual grade entry- Permission Groups



The following steps are required to set your teacher permission group to allow for the manual entry of grades.

Edit your teacher gradebook permissions group

- You can give the permission to all or create a separate group
- If permissions groups are by campus you can set this only for individual campuses

PATH: WA\EP\TA\MC\RP

Set permission level to 5/1 as shown

Security Level Maintenance

System: Web Student Management
 Entity: 001 - GILGAMESH HS 001 9-12
 Group: EA+TCHR.Mr.E - EA+ TEACHER (Mr. Ed)

WS - Web Student Management
 WA - *Web Applications

Sort: Menu Display Order Alphabetical Order
 Show: All Items Items With Assigned Security

WS\WA - Menu Items	Menu Path	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
WA - Web Applications	WS\WA	244/411			
EP - Educator Access Plus	WS\WA\EP	244/403			
TA - Teacher Access	WS\WA\EP\TA	244/282			
MG - My Gradebook	WS\WA\EP\TA\MG			5	5
MS - My Students	WS\WA\EP\TA\MS	36/38			
MC - My Classes	WS\WA\EP\TA\MC	16/18			
AT - Attendance	WS\WA\EP\TA\MC\AT			5	1
DI - Discipline	WS\WA\EP\TA\MC\DI	1/2			
SU - Survey	WS\WA\EP\TA\MC\SU			5	1
FS - Food Service	WS\WA\EP\TA\MC\FS			5	1
TE - Test Scores	WS\WA\EP\TA\MC\TE			5	1
CR - Course Recommendations	WS\WA\EP\TA\MC\CR			5	1
RP - Report Card Posting	WS\WA\EP\TA\MC\RP			5	1
MS - Class Messages	WS\WA\EP\TA\MC\MS			5	1
CM - Curriculum Map	WS\WA\EP\TA\MC\CM			5	1
AP - Athletic Eligibility Posting	WS\WA\EP\TA\MC\AP				

Setting up your system to allow for manual grade entry- District and Course Settings



You will set your EA+ posting settings to allow this at the district level, as well as designate the classes which are excluded from autoposting grades.

Configure the District Posting options and Exclusion list

- The setting applies to the district
- The actual sections that are allowed to perform this manual entry are controlled by an exclusion list.

- You will mark classes that WILL NOT Autopost.

PATH: WS\EA\GB\SE\PS\CF\PD

1. Select to Exclude class sections

2. Choose the "Select Classes to Exclude" to designate the sections allowed.

- The list is all sections grouped by entity.
- You can select one or all sections for an entity
- As an alternate option, you can go to the section master and mark it on the actual section as well.

District Setup - Entity 001 - WS\EA\GB\SE\PS\CF\PD - 7695 - 05.16.06.00.09 - Mozilla Firefox
https://pbroker1.skyward.com:489/scripts/cgiip.exe/WService=11018web/sepgba45.w?isPopUp=true

District Setup

Posting Options - District Setup

- Automatically Post Gradebook Grades to the Report Card for Grading Periods that are Open for Posting
- Do not Automatically Post Citizenship and Other Grades to the Report Card for Dropped Students from the Gradebook
- Exclude Class Sections from Automatically Posting Gradebook Grades to the Report Card [Select Classes to Exclude](#)
- Allow Teachers to Manually Post Gradebook Grades to the Report Card for Individual Students
- Allow Teachers to Post Grades for all Grading Periods Only Allow Teachers to Post Grades for open Grading Periods

Exclude Class Sections

Exclude Class Sections - All Entities

Select	Entity	Course Key	Course Description	Section	S	Control Set
<input type="checkbox"/>	001	708	US HISTORY	03	A	YR
<input type="checkbox"/>	001	708	US HISTORY	04	A	YR
<input type="checkbox"/>	001	709	WORLD HISTORY	04	A	YR
<input type="checkbox"/>	001	709	WORLD HISTORY	07	A	YR
<input type="checkbox"/>	001	709	WORLD HISTORY	08	A	YR
<input checked="" type="checkbox"/>	001	7101	U.S. HISTORY	02	A	YR
<input checked="" type="checkbox"/>	001	7101	U.S. HISTORY	04	A	YR
<input checked="" type="checkbox"/>	001	7101	U.S. HISTORY	06	A	YR
<input checked="" type="checkbox"/>	001	7101	U.S. HISTORY	07	A	YR
<input checked="" type="checkbox"/>	001	7101	U.S. HISTORY	08	A	YR
<input type="checkbox"/>	001	7101B	U.S. HISTORY	01	A	YR

Teacher Process



Using this process, teachers are directly posting into the grade buckets. They can post anytime regardless of posting windows for any grading period.

Accessing the Grade Posting

1. Teacher Access >> My Classes >> Class options >> Report card Posting

2. For the first class, select the grading period.

3. Choose the "Select all" check boxes for the buckets (grades or conduct) you wish to post. You can choose select students if not entering the entire class.

4. Enter the grades or comment codes.

5. Choose: "Save" ("Save and Back" if done)

6. Select "Next" to move to the next class.

NOTE: You have an option at the top of the screen to select or deselect all check boxes at one time.

The screenshot shows the Skyward interface for GILGAMESH HS 001 9-12, 7101 / 06 Prd:6 U.S. HISTORY. The 'Teacher Access' menu is open, and 'My Classes - MC' is selected. A red arrow points to the 'Class Options' link for the 7101 / 07 U.S. HISTORY class. The 'Class Options' screen shows 'Report Card Posting' selected. The 'Grade Entry' screen shows the grading period '11/11/2016 to 12/20/2016 3RD 6 WEEKS' and a table of student grades.

Grad Yr	First Name	Last Name ↑	Alerts	CZ3	3RD	EX1	SM1	G1	C2
Select All: <input type="checkbox"/>									
Default blanks to:									
2018	Helene G	Almarezscr	<input type="checkbox"/>		<input checked="" type="checkbox"/> 88	<input checked="" type="checkbox"/> 90	<input checked="" type="checkbox"/> 89	<input checked="" type="checkbox"/> 003	

If teachers report they cannot enter grades, here are some suggested troubleshooting tips.

Possible Issues

- ✓ If no campus /teacher can enter grades
 - Check to make sure the district setting is configured.
 - Make sure the course sections are set to be excluded from autoposting
 - Check their permissions group. They have to have a level 5/1 in the Report Card Posting Area.
- ✓ If only select teachers cannot post the grade.
 - Check to make sure their section is excluded.
 - They cannot have an assignment or grade in the gradebook- **the methods cannot be mixed!**
- ✓ If only select terms cannot be posted.
 - Check to make sure they are selecting the correct class and term (not a future class)



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THANK YOU FOR ATTENDING!

