



Skyward Gradebook BISD Login and Quick Start Guide

*If you do not have your Skyward Gradebook Login, please see your school Secretary. The Technology will have emailed all logins to your secretary.

1. Go to the BISD home page www.birdvilleschools.net and click on the Staff button at the top of the page.



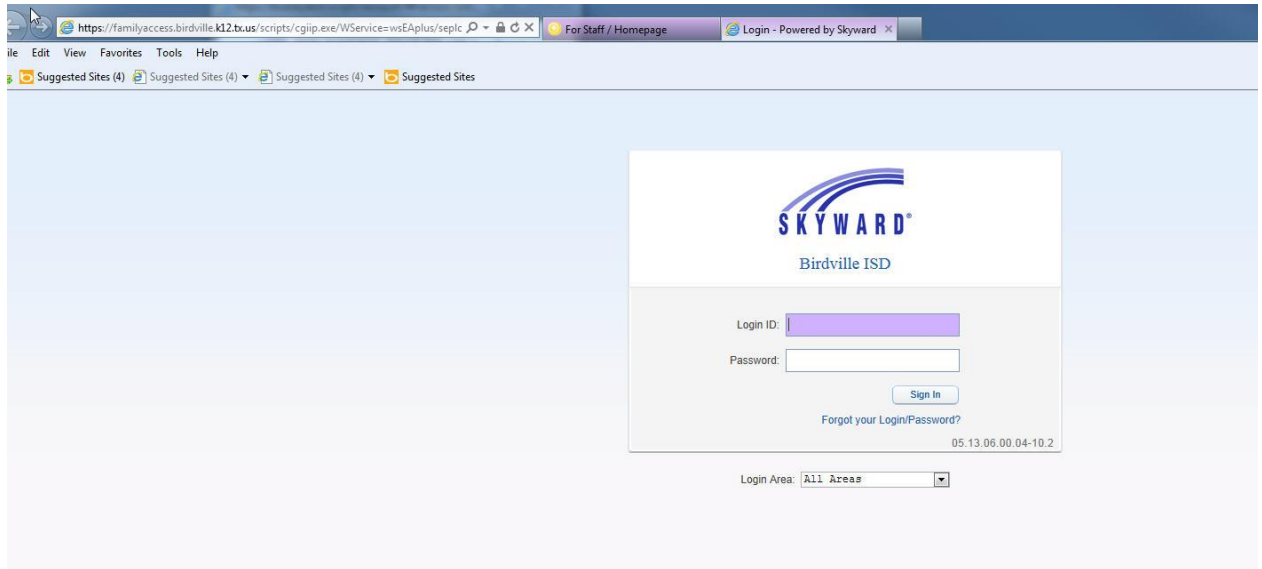
2. Click on the Skyward Gateway link on the left.

- Membership
- MUNIS Employee Self Service
- Print Request
- Professional Learning
- Professional Services Timesheet
- SafeSchools Training
- Skyward Gateway
- Technical Services Request
- Technology
- University Graduate Programs

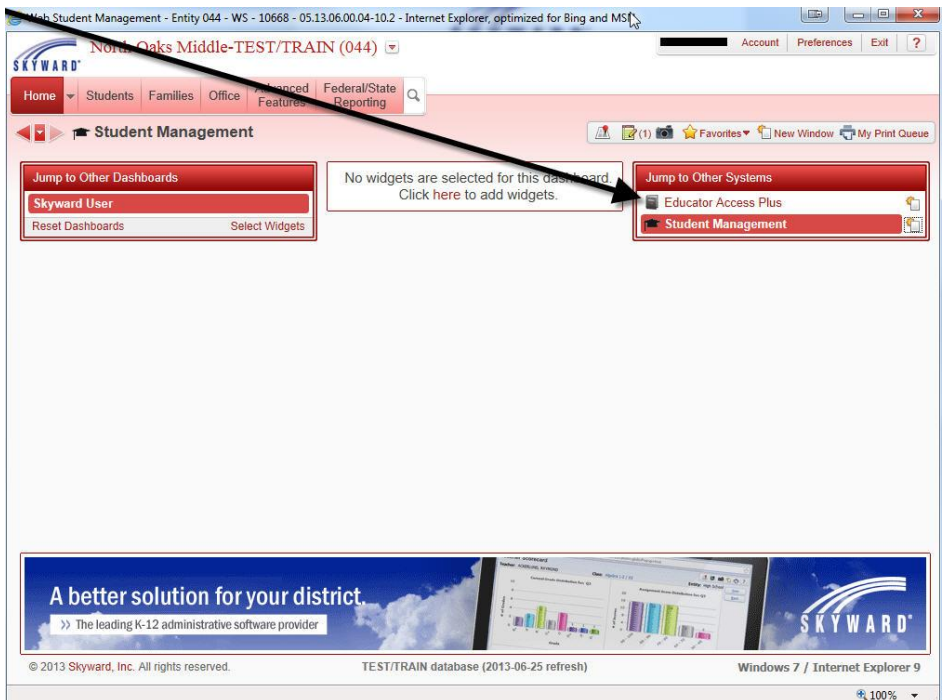
3. Click the BISD Skyward Web link

[BISD Skyward Web](#) (used to be labeled "Educator Access Plus (LIVE)" here)

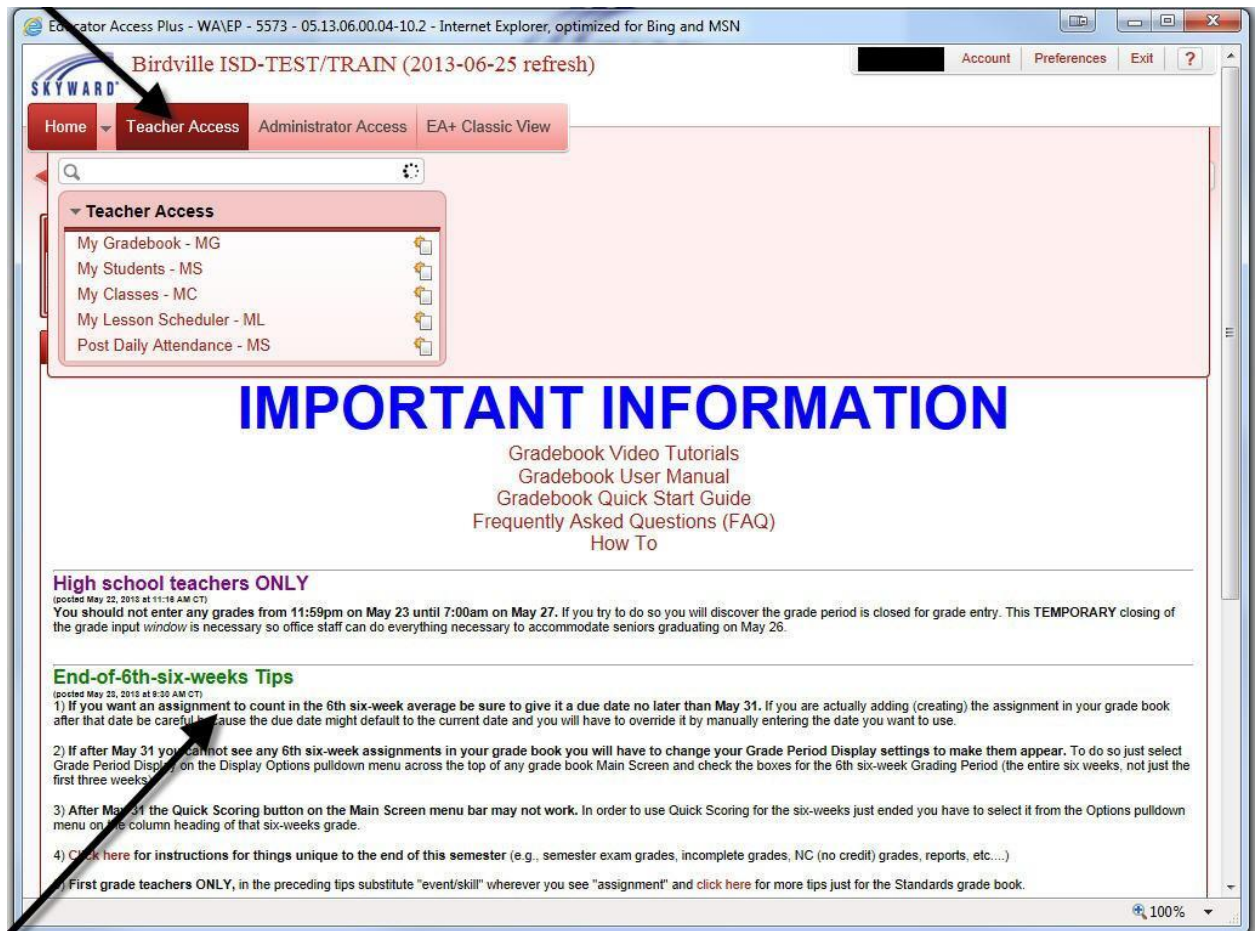
4. You can create a shortcut on your computer desktop to the Skyward Gradebook program by dragging the blue Internet Explorer icon that appears in the address pane over to your desktop, or right click on the login page in a white area and choose “Create Shortcut” from the menu and then click “OK.”
5. Enter your login and password. Click Login.



6. You will see the home screen. Select Educator Access Plus link

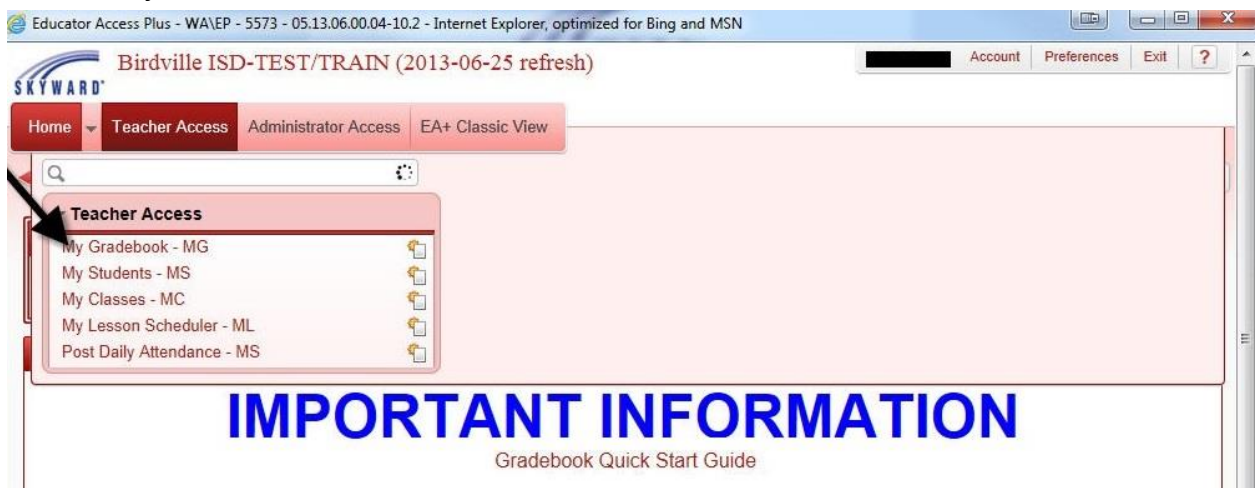


7. Select Teacher Access Tab



8. Note the time sensitive announcement area

9. Click on My Gradebook link



10. You will see your Current Year Classes. Open a class by clicking on the Gradebook link beside one of your class sections/content areas

North Oaks Middle-TEST/TRAIN

Home Teacher Access Administrator Access EA+ Classic View

My Gradebook My Print Queue Back

Current Year Classes Prior Years Classes

Reports for All Classes Posting Status

| Dept | Subject | Terms | Period | Days Meet | Class | Description | Gradebook |
|------|---------|-------|--------|-----------|-------------|--------------------------|---------------------------|
| 01 | | 1 - 6 | 0 | MTWRF | M80300 / 01 | PRE-AP ENG LA GR8 | Gradebook |
| 01 | | 1 - 6 | 2 | MTWRF | M70500 / 01 | PRE-AP ENG LANG ARTS | Gradebook |
| 01 | | 1 - 6 | 3 | MTWRF | M70500 / 02 | PRE-AP ENG LANG ARTS | Gradebook |
| 01 | 01 | 1 - 6 | 4 | MTWRF | M70301 / 01 | PRE-AP READING 7TH GRADE | Gradebook |
| 01 | | 1 - 6 | 5 | MTWRF | M80300 / 02 | PRE-AP ENG LA GR8 | Gradebook |
| 01 | 01 | 1 - 6 | 7 | MTWRF | M70301 / 02 | PRE-AP READING 7TH GRADE | Gradebook |

11. Your Gradebook will open up in the Main Screen.

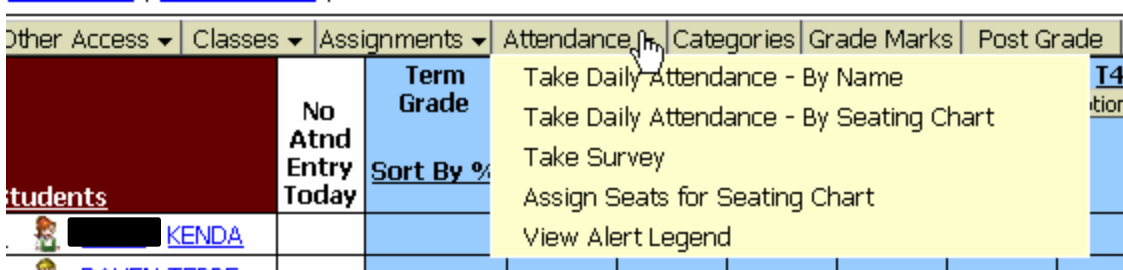
Home Page My Gradebook Main Screen Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Post Grade Comments Reports Display Options Quick Scoring Excel Export

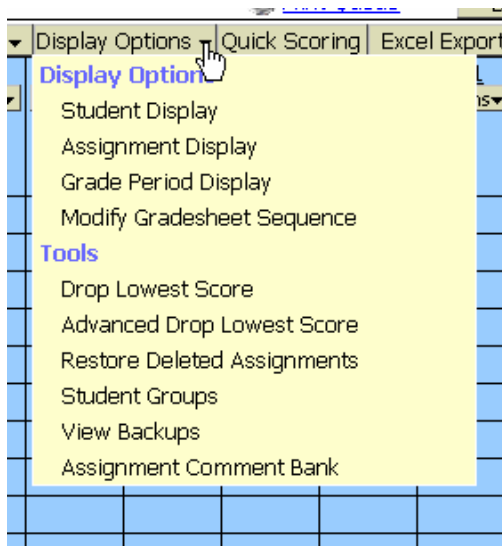
| Students | No Atnd Entry Today | Term Grade FNL Sort By % | FNL Options | I6 Options | IP6 Options | I5 Options | IP5 Options | I4 Options | IP4 Options | I3 Options | IP3 Options | I2 Options | IP2 Options | I1 Options | IP1 Options |
|----------|---------------------|--------------------------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|
| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | |

12. To see student information, click the picture icon to the left of the student name.

- To take Attendance, click the Attendance menu near the top of the window. After you take attendance, click the Save button in the top right area.



- The Display Options menu will allow you to select different display options for student display, assignment display and grade period display.



T = Six Weeks Term
 IP = Middle of Six Weeks Progress Grade

15. To add an assignment, click the Assignments menu at the top and select Add Assignment

| Entity | Dpt | Sbj | Terms | Prd | Days | Meet | Class | Description |
|-------------------------------------|-----|-----|--------|--------|-------|-------------|----------------|---------------|
| <input type="checkbox"/> | 112 | 12 | 01 | 1 to 6 | 1 | MTWRF | E20800 / 02 | ENG LANG ARTS |
| <input checked="" type="checkbox"/> | 112 | 12 | 1 to 6 | 2 | MTWRF | E20500 / 02 | READ/LIT APPRE | |
| <input type="checkbox"/> | 112 | 12 | 1 to 6 | 3 | MTWRF | E22000 / 02 | MATHEMATICS | |
| <input type="checkbox"/> | 112 | 12 | 1 to 6 | 4 | MTWRF | E23000 / 02 | SCIENCE | |
| <input type="checkbox"/> | 112 | 12 | 1 to 6 | 5 | MTWRF | E24000 / 02 | SOCIAL STUDIES | |
| <input type="checkbox"/> | 112 | 99 | 1 to 6 | 6 | MTWRF | E20000 / 02 | CONDUCT | |
| <input type="checkbox"/> | 112 | 99 | 1 to 6 | 7 | MTWRF | E28000 / 02 | WORK HABITS | |
| <input type="checkbox"/> | 112 | 99 | 1 to 6 | 8 | MTWRF | E26000 / 02 | HEALTH | |

- Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates

1. Type the name of the assignment in the Description box. The assignment will either be designated as a daily assignment or test. Use the pull down menu to select the proper category.
2. Be sure that the Actual Due Date that you enter is one that is in the designated Six weeks term that you want the grade to be averaged into.
3. Click Save and Score to go directly to entering student grades, or Save and Add Another to add another assignment without entering grades for the assignment just entered, or Save and Back to return to the Gradebook.

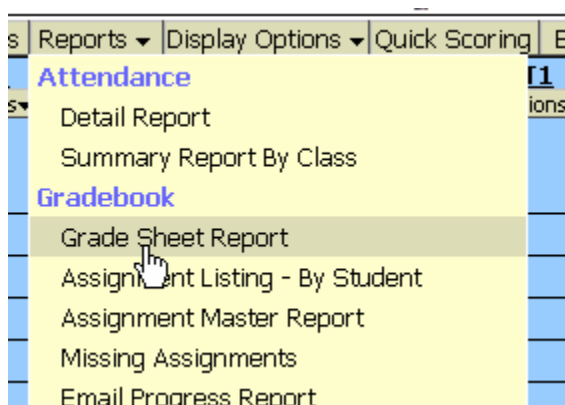
16. When back to the Main Screen of the Gradebook, you may enter grades by clicking on the assignment name or by clicking the Quick Scoring button at the top.

| Assignment | Options | Grade |
|------------|---------|----------------------------------|
| test | Options | 08/27/2007 DLY 100 0.00 |
| | | * |
| | | * |
| | | * |
| | | * |

*To change any grade, you can also use the Quick Scoring button.

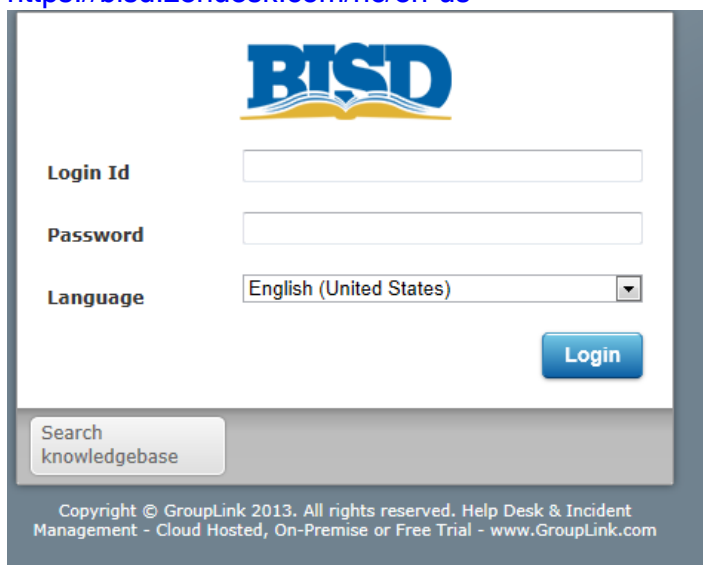
17. To print:

- Right click on the screen and choose Print
- OR
- From the main screen, click on the Reports pull down menu and select Grade Sheet Report in the Gradebook section. The other reports can be used as needed.



18. If you need further assistance you can make a service request by emailing your problem to HelpDesk - BISD helpdesk@birdvilleschools.net in the global address book, or

19. <https://bisd.zendesk.com/hc/en-us>



The login Id and password are the same ones you use to log into your computer.

