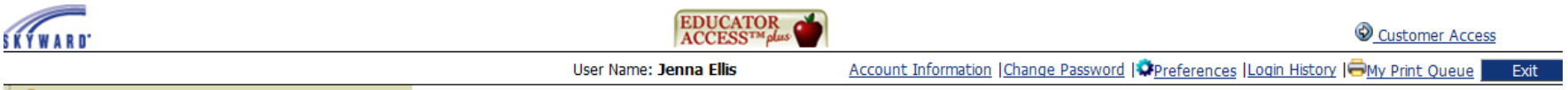
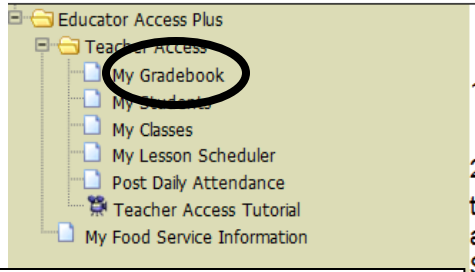




Log into Skyward. Then click on Teacher Access and then choose My Gradebook.

Second Nine Weeks Grading Instructions

1. The grading window will be open on January 20th at 12:00 PM and will close out the posting period on January 25th at 3:00 PM. Please make sure that all grades are completed in this time frame.

2. Make sure your grades are completed and in the gradebooks by the time frame above. The system will run twice a day during the January 20th and January 25th dates. This means that you DO NOT need to worry about posting grades. Once you are done entering the grades in your gradebook, they will be posted to Skyward. The only item that you will need to post is the comments.

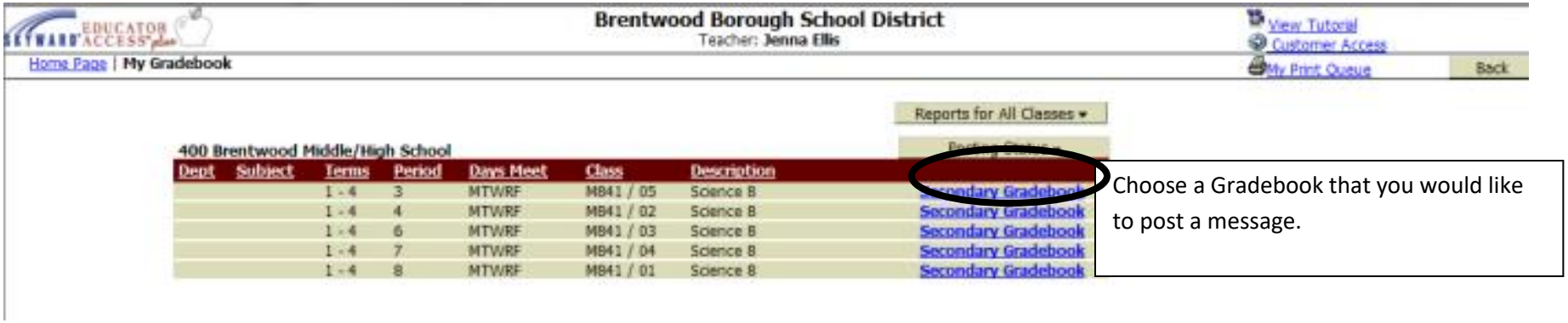
3. To access the comments, from the gradebook view, click on the posting tab in the grey menu. Place a number next to each student's name. The default blank comments are also an option if you wish to give every student the same comment. The explanation of the comments can be found as a link on the left side called 'View Comment Codes.' Click Save.

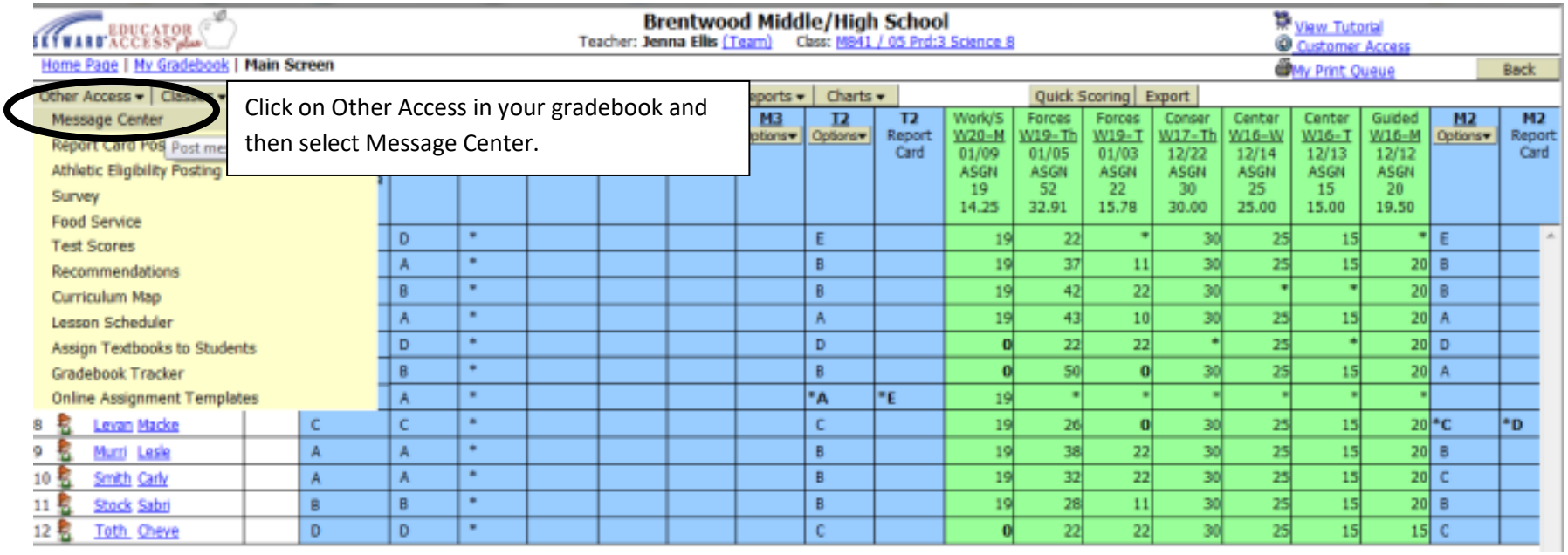
4. If you are teaching a nine week course, please don't forget to make sure that the final grade (FIN) column for the system calculates a Final grade. If it does not, please let the guidance department or myself know immediately.

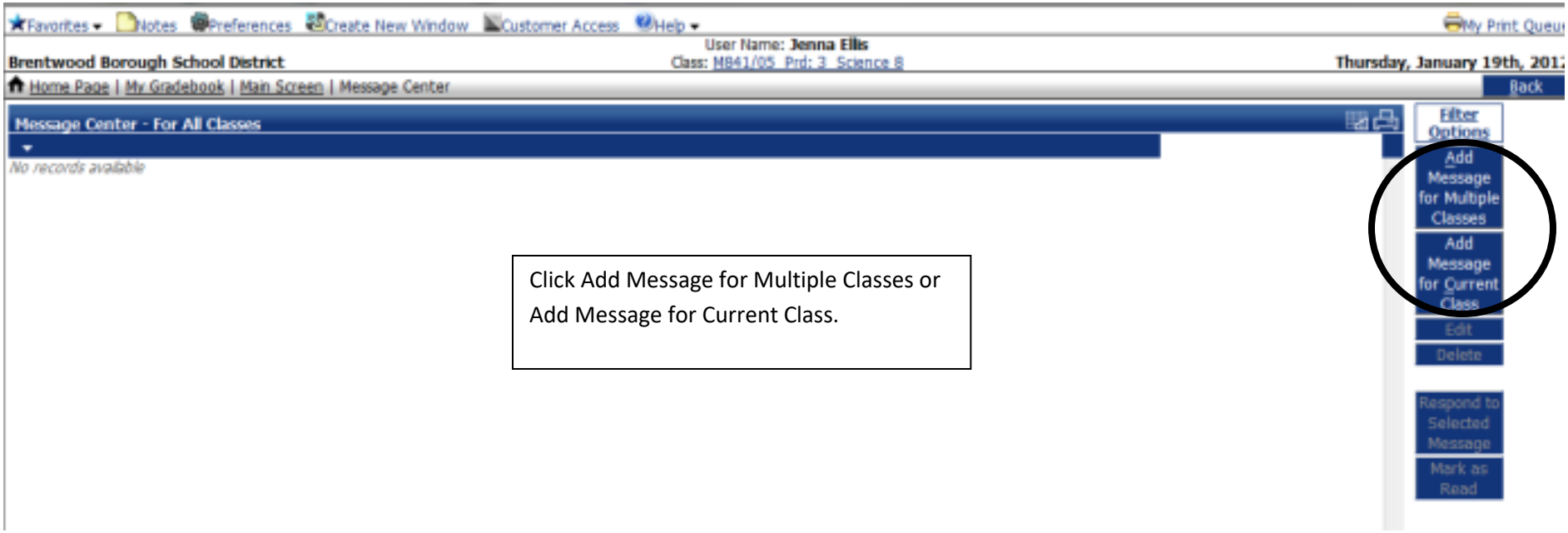
5. Make sure that if you have any *'s in your gradebook for assignments, tests, quizzes, projects, etc... these grades should be flagged as either a no count or missing assignment for each student. If that student has not completed any make-up work for missing assignments, please make sure that you assign them a '0' and also remove the check from missing assignments or no count section. The system will calculate a blank grade if a '0' and a checkmark in one of those categories is present. If you need to assign an incomplete grade, please e-mail Mrs. Dilla at the MS/HS or the building principal at the elementary buildings.

6. The Grade Request Changes will be done through Skyward again this year. Please make sure that you have these requests completed 10 school days after the report cards have been distributed. Also, please make sure that you have removed any Incomplete or Medical grades. At the Middle/High School, please see Mrs. Dilla after the 10 Days have passed for a Grade Change Request. The link for the Grade Request Changes is Here.

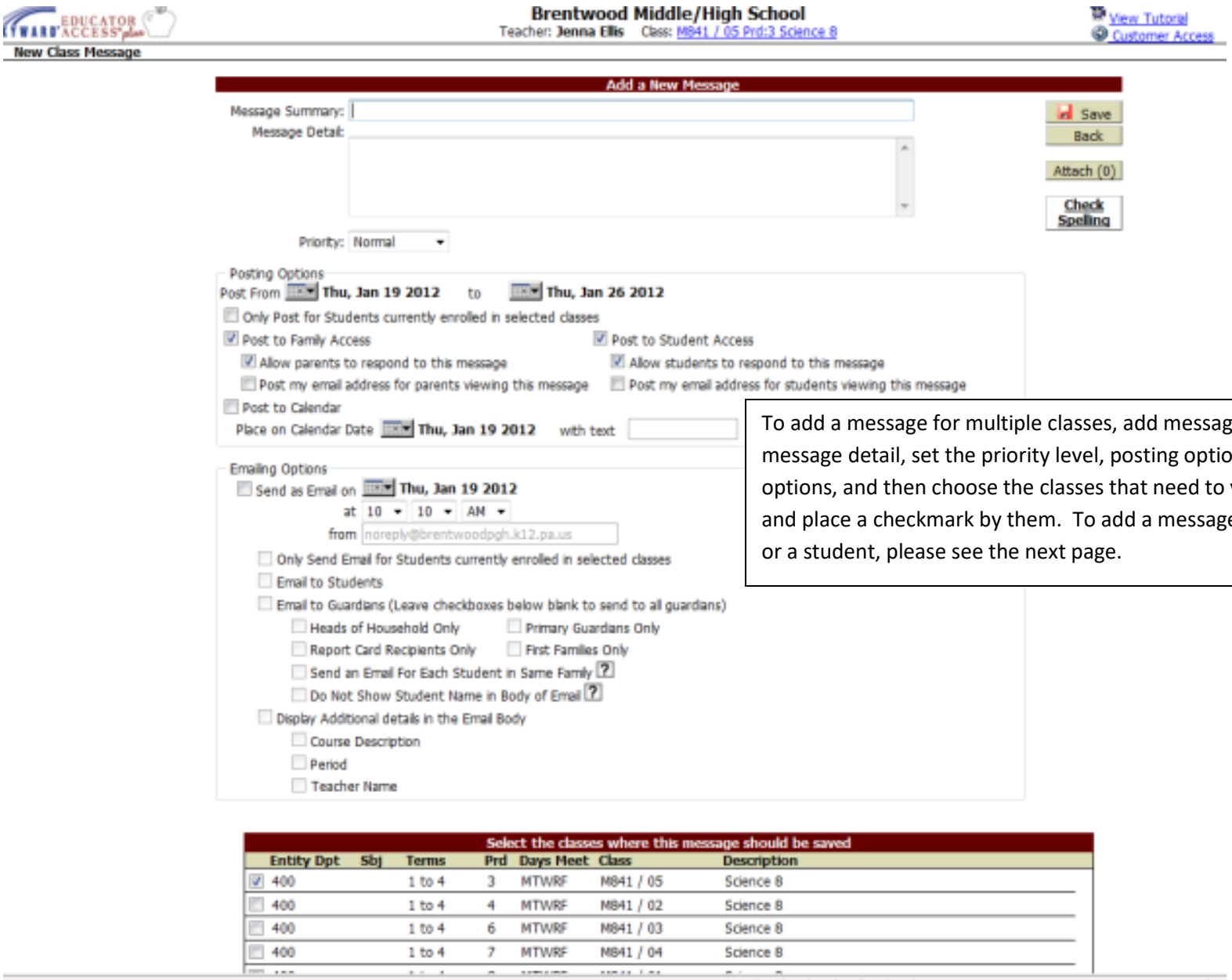
If you have any questions, please contact Melissa Fulmer. mfulmer@brentwoodpgh.k12.pa.us


Brentwood Borough School District
Teacher: Jenna Ellis
View Tutorial
Customer Access
My Print Queue
Back
Home Page | My Gradebook
Reports for All Classes
400 Brentwood Middle/High School
Dept Subject Terms Period Days Meet Class Description
1 - 4 3 MTWRF M841 / 05 Science 8 Secondary Gradebook
1 - 4 4 MTWRF M841 / 02 Science 8 Secondary Gradebook
1 - 4 6 MTWRF M841 / 03 Science 8 Secondary Gradebook
1 - 4 7 MTWRF M841 / 04 Science 8 Secondary Gradebook
1 - 4 8 MTWRF M841 / 01 Science 8 Secondary Gradebook
Choose a Gradebook that you would like to post a message.

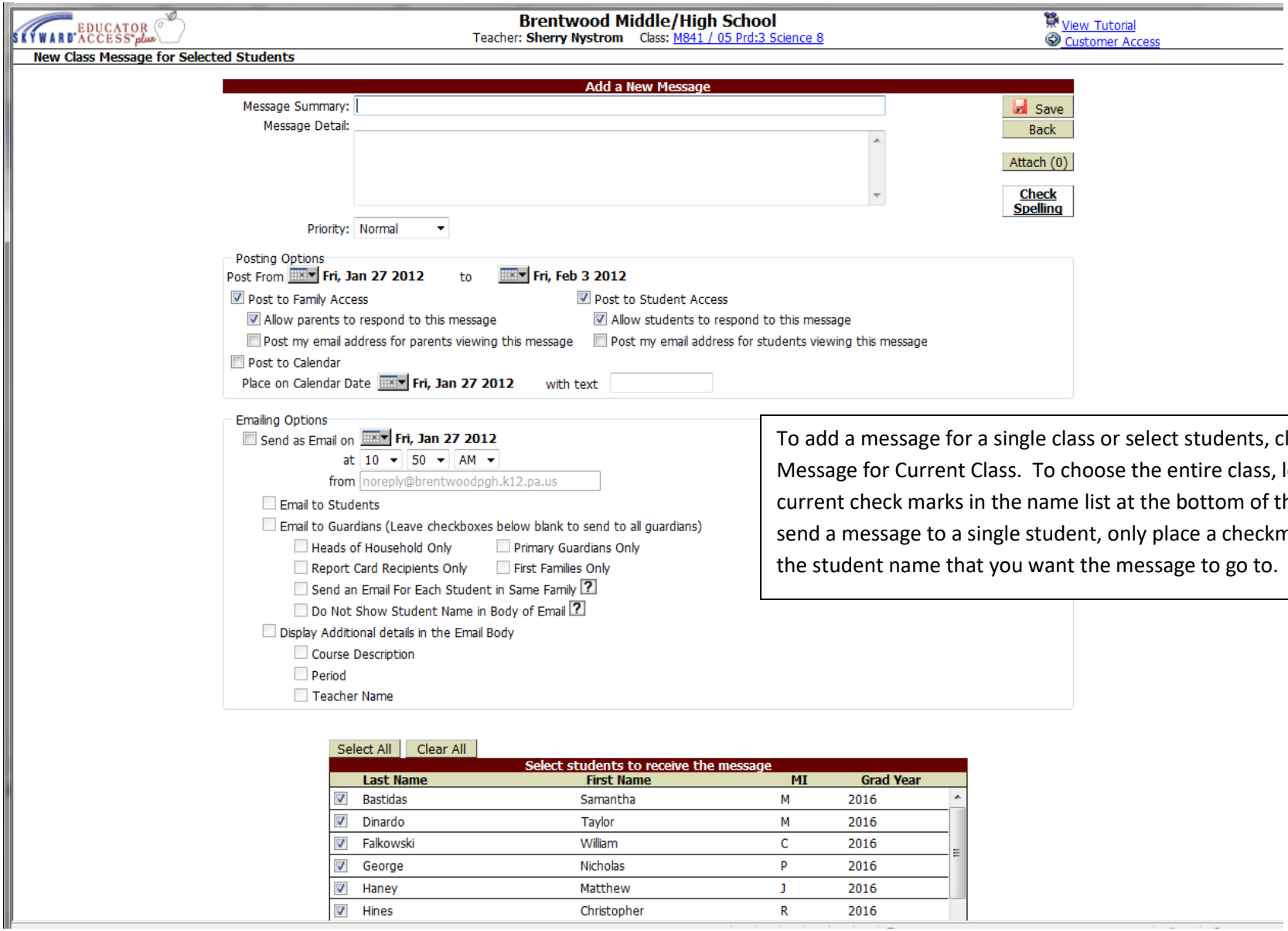

Brentwood Middle/High School
Teacher: Jenna Ellis (Team) Class: M841 / 05 Prd:3 Science 8
View Tutorial
Customer Access
My Print Queue
Back
Home Page | My Gradebook | Main Screen
Other Access | Class
Message Center
Report Card Pos
Athletic Eligibility Posting
Survey
Food Service
Test Scores
Recommendations
Curriculum Map
Lesson Scheduler
Assign Textbooks to Students
Gradebook Tracker
Online Assignment Templates
Click on Other Access in your gradebook and then select Message Center.
Charts
Quick Scoring
Export
M3 Options
T2 Options
T2 Report Card
Work/S W20-M 01/09 ASGN 19 14.25
Forces W19-Th 01/05 ASGN 52 32.91
Forces W19-T 01/03 ASGN 22 15.78
Conser W17-Th 12/22 ASGN 30 30.00
Center W16-W 12/14 ASGN 25 25.00
Center W16-T 12/13 ASGN 15 15.00
Guided W16-M 12/12 ASGN 20 19.50
M2 Options
M2 Report Card
8 Levan Macke C C * E 19 26 0 30 25 15 20 *C *D
9 Murri Lesle A A * B 19 38 22 30 25 15 20 B
10 Smith Carly A A * B 19 32 22 30 25 15 20 C
11 Stock Sabri B B * B 19 28 11 30 25 15 20 B
12 Toth Cheye D D * C 0 22 22 30 25 15 15 C



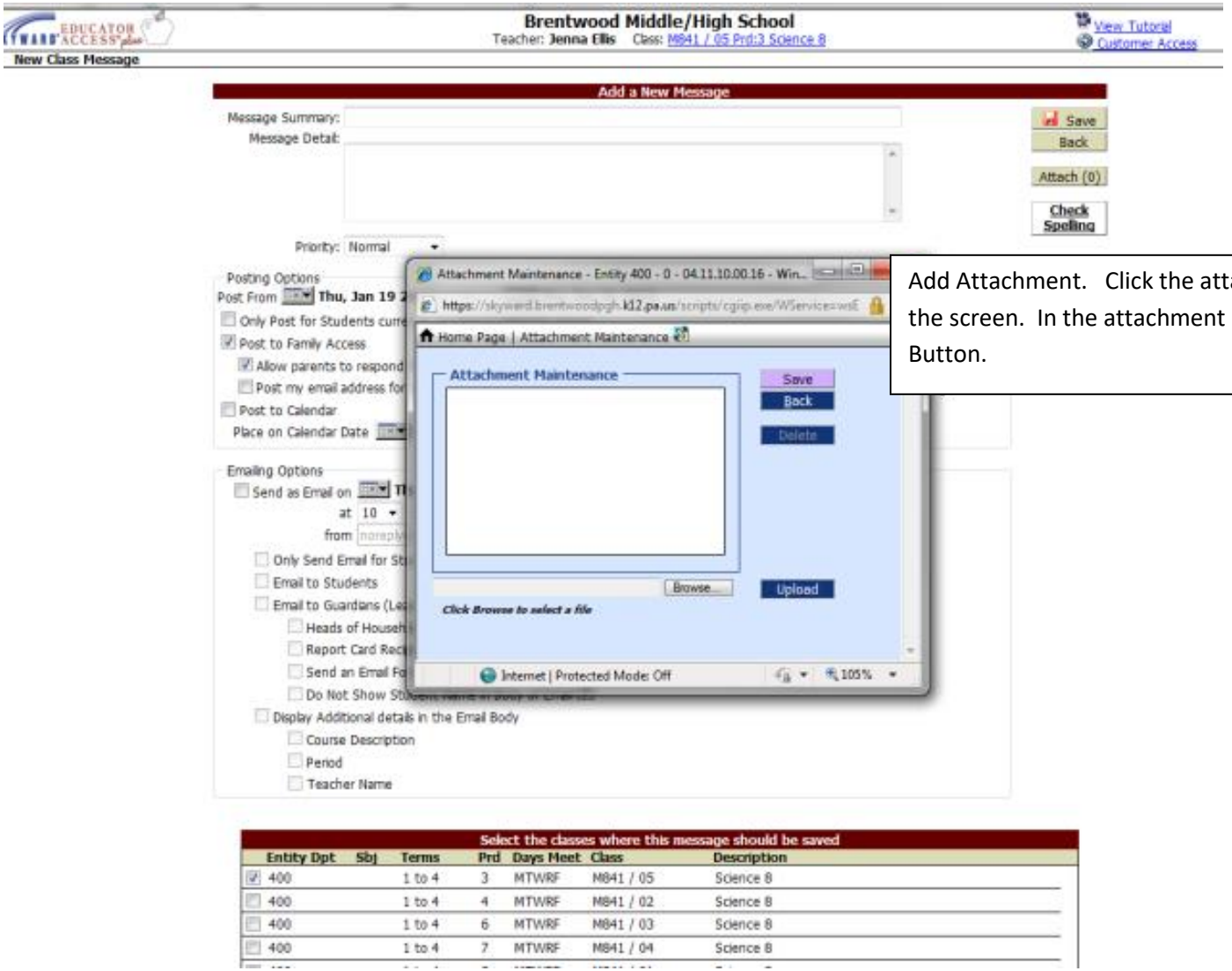
Click Add Message for Multiple Classes or Add Message for Current Class.



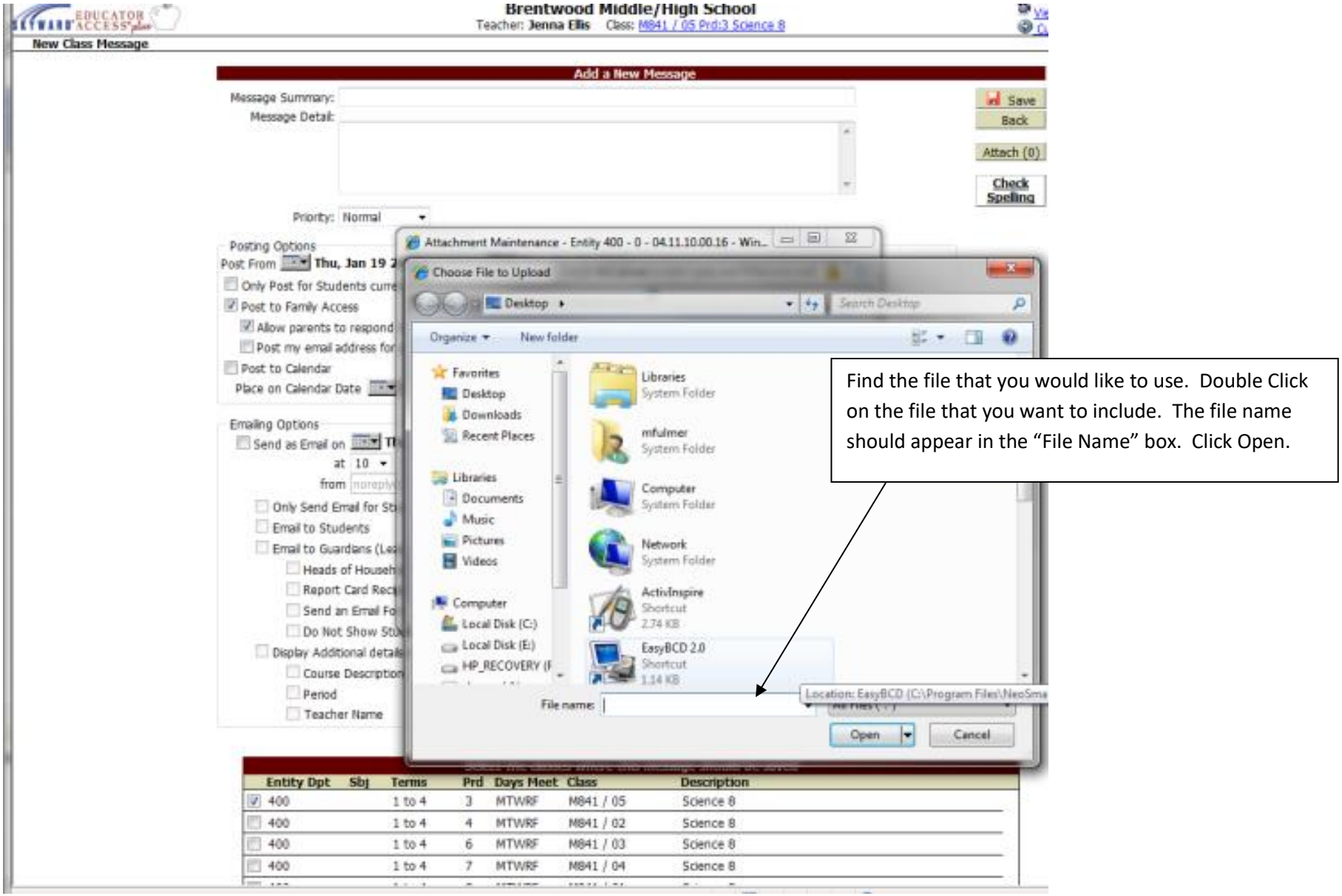
To add a message for multiple classes, add message summary, message detail, set the priority level, posting options, emailing options, and then choose the classes that need to view the message and place a checkmark by them. To add a message for a single class or a student, please see the next page.

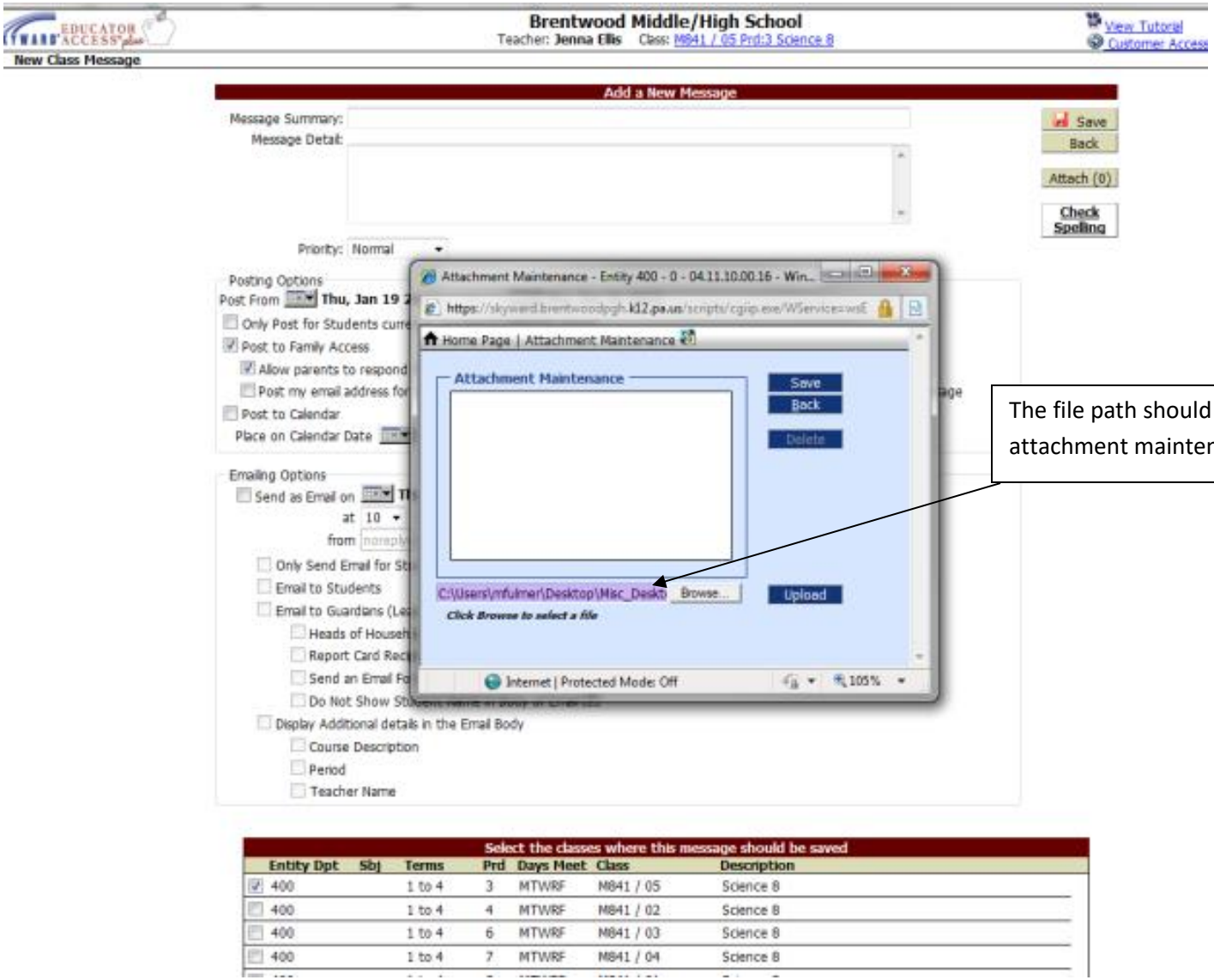


To add a message for a single class or select students, click on Add Message for Current Class. To choose the entire class, leave the current check marks in the name list at the bottom of the page. To send a message to a single student, only place a checkmark next to the student name that you want the message to go to.

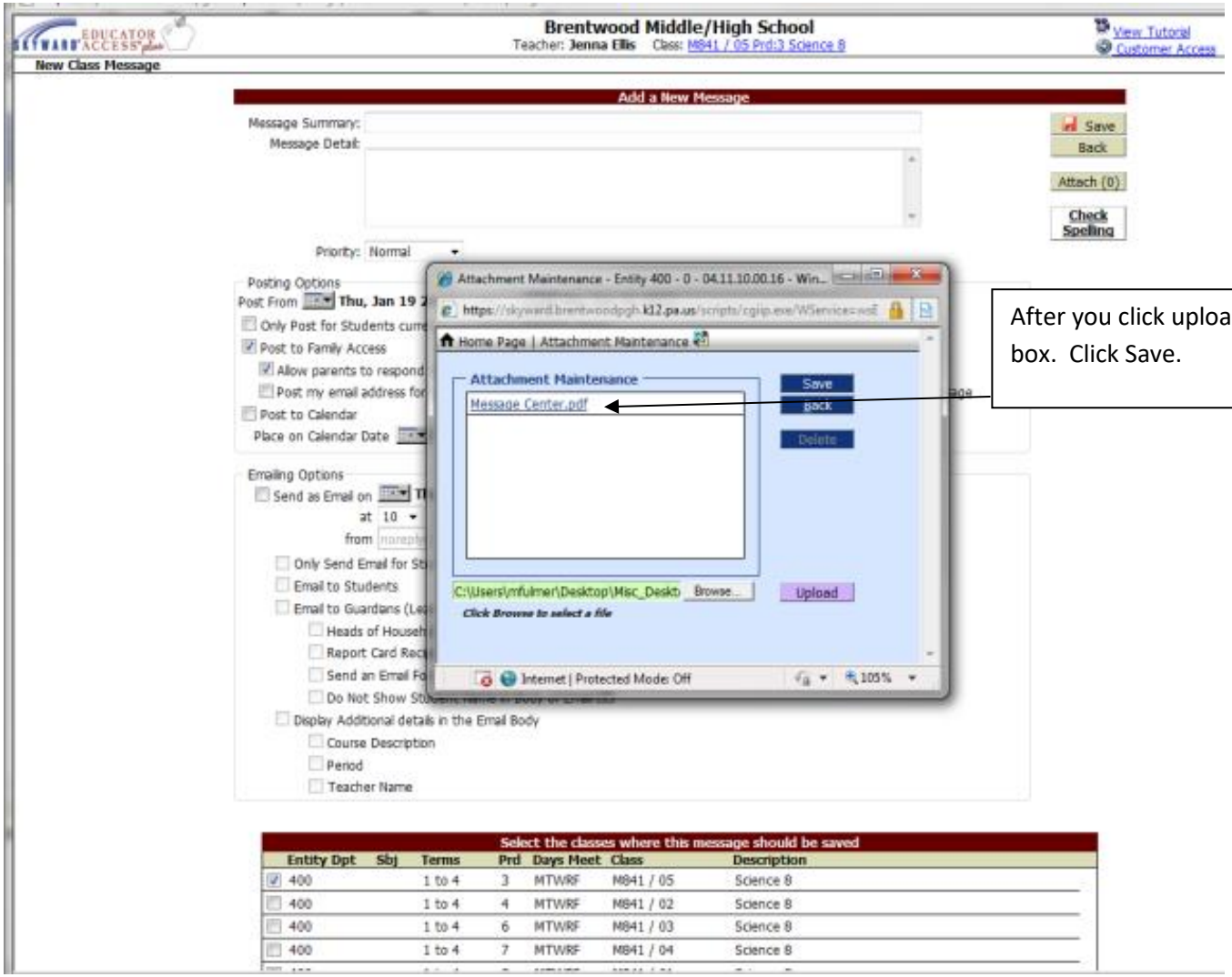


Add Attachment. Click the attachment button on the top right of the screen. In the attachment maintenance screen click the Browse Button.

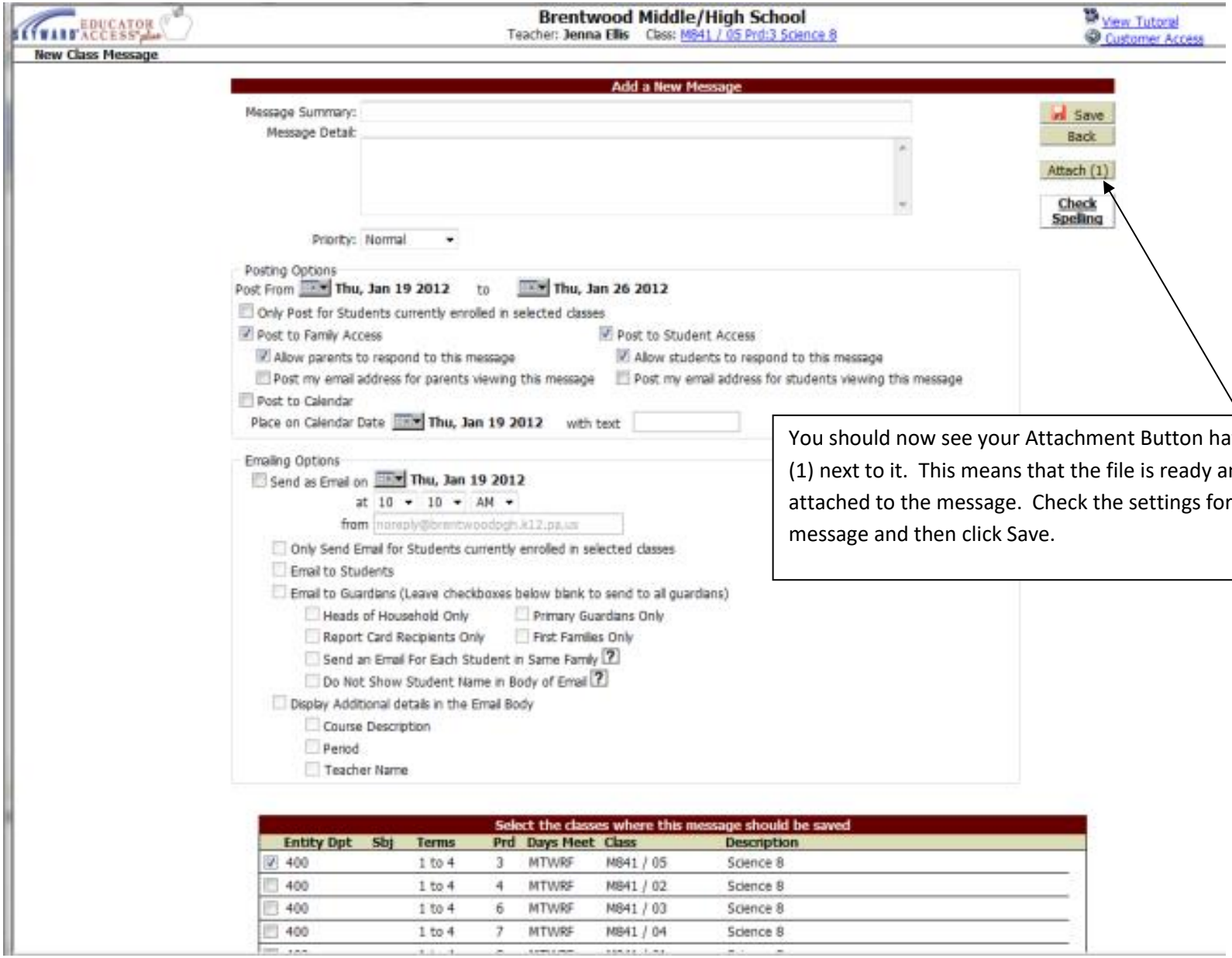

Brentwood Middle/High School
Teacher: Jenna Ellis Class: M841 / 05 Prd:3 Science 8
New Class Message
Add a New Message
Message Summary:
Message Detail:
Save
Back
Attach (0)
Check Spelling
Priority: Normal
Posting Options
Post From Thu, Jan 19
Only Post for Students curre
Post to Family Access
Allow parents to respond
Post my email address for
Post to Calendar
Place on Calendar Date
Emailing Options
Send as Email on
at 10
from noreply
Only Send Email for St
Email to Students
Email to Guardians (Lea
Heads of Household
Report Card Recip
Send an Email Fo
Do Not Show Stu
Display Additional details
Course Description
Period
Teacher Name
Attachment Maintenance - Entity 400 - 0 - 04.11.10.00.16 - Win...
Choose File to Upload
Desktop
Search Desktop
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Local Disk (E:)
HP_RECOVERY (F
Libraries
System Folder
mfulmer
System Folder
Computer
System Folder
Network
System Folder
ActivInspire
Shortcut
2.74 KB
EasyBCD 2.0
Shortcut
1.14 KB
Location: EasyBCD (C:\Program Files\NeoSma
File name:
Open
Cancel
Find the file that you would like to use. Double Click on the file that you want to include. The file name should appear in the "File Name" box. Click Open.
Entity Dpt Sbj Terms Prd Days Meet Class Description
400 1 to 4 3 MTWRF M841 / 05 Science 8
400 1 to 4 4 MTWRF M841 / 02 Science 8
400 1 to 4 6 MTWRF M841 / 03 Science 8
400 1 to 4 7 MTWRF M841 / 04 Science 8



The file path should appear in the message center attachment maintenance screen. Click Upload.



After you click upload, the file should appear in the box. Click Save.



You should now see your Attachment Button have a (1) next to it. This means that the file is ready and attached to the message. Check the settings for the message and then click Save.