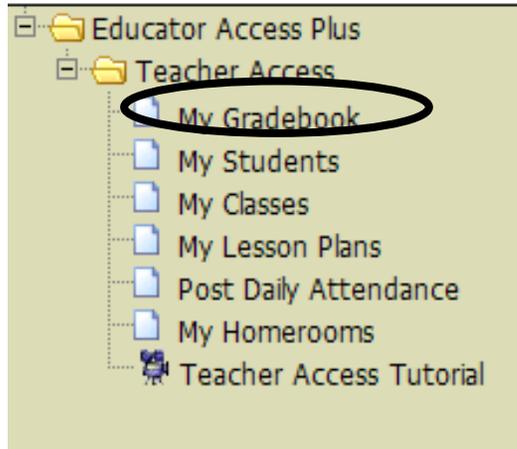


Skyward Online Assignments Training

1. Logon to Skyward by using the district website at: <https://bb-sd.com> and look under the Staff Tab. Click the first Skyward option.
2. Click on Teacher Access and then choose My Gradebook and click on the course that you would like to create the online assignment.



Brentwood Middle/High School
Teacher: **Staff**

[Home Page](#) | [My Gradebook](#)

Reports for All Classes ▾

Posting Status ▾

Dept	Subject	Terms	Period	Days Meet	Class	Description	
VOC	VOC	1 - 4	1	MTWRF	732A / 01	STEEL CENTER AM	Secondary Gradebook
		1 - 4	1	MTWRF	890A / 01	MON VALLEY	Secondary Gradebook
VOC	VOC	1 - 4	3	MTWRF	732A / 01	STEEL CENTER AM	Secd Open the Secondary Grac
		1 - 4	3	MTWRF	890A / 01	MON VALLEY	Secondary Gradebook

3. Once you are in the gradebook screen, click on Assignment and then choose Add Assignment.

The screenshot shows the Skyward Educator Access Plus interface in a Windows Internet Explorer browser. The page title is "Skyward Educator Access Plus - Windows Internet Explorer". The URL is "https://10.10.75.75/scripts/cgiip.exe/WService=wsEApplus/sepgrb02.w". The page header includes the Skyward logo and "Brentwood Middle/High School". The user is identified as "Teacher: Staff (Team)" and the class as "732A / 01 Prd:1 STEEL CEN". The navigation menu includes "Home Page", "My Gradebook", and "Main Screen". The "Assignments" menu item is circled in black. Below the navigation menu, there are various options for "Term Grade" (FIN, FNE, T4, M4, T3, T3 Report Card, M3, T2, T2 Report Card, M2, M2 Report Card, T1, T1 Report Card, M1) and "Sort By %".

This is a close-up of the "Assignments" dropdown menu. The menu items are "Assignments", "Attendance", and "Categories". The "Add Assignment" option is circled in black. Below the dropdown, there are two buttons: "List Assignments" and "Add a New Assignment".

4. On the Filter screen, click on Apply Filter.

Filter Options Number of Records: 1

Browse Views: General

Filters: *Skyward Default

Filter Preferences *Filters with "*" are provided by Skyward*

Locked Columns: 1

Buttons: Add Filter, View Filter, Clone Filter, Delete Filter, Create Temporary Filter, Share Filter, Back

5. When the Online Assignment screen appears click on Add.

Brentwood Borough School District User Name: Staff
Class: 732A/01 Prd: 1 STEEL CENTER AM Friday, April 9th, 2010

Home Page | My Gradebook | Main Screen | Online Assignment Templates Back

Online Assignment Templates - Skyward Default

Template Name ^	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
+ Example	Yes	1.0	No	Yes	5	04/08/2010	04/08/2010
+ Example 2	Yes	1.0	Yes	Yes	5	04/08/2010	04/08/2010

Buttons: Add, Edit, Delete, Clone, Reports

6. The Online Assignment Template Maintenance screen should appear on your screen. This is an important screen to define your Online Assignment.

Template Setup Options

* Template Name:

Description:

Default Points per Question:

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

Show Correct Answers:

Randomize Questions:

Questions per Page:

Save
Save and Back
Back

1. To create a template, first fill in the template Set-up Options.
2. When the Auto Score and Post to Gradebook is selected, only Multiple Choice and True/False can be selected for question types.
3. Click Save and Add Questions.

Template Questions

No records available

Save and Add Questions
Edit
Delete

7. Start creating the questions for the online assignment by filling in the information below:

1. Select the Question Type and create the Question.
2. Verify the Point Value of the question.
3. Enter the Answers. Select the Correct Answer. Attachments can be included for the answers to the question by clicking Attach. There can be more than one correct answer for the questions.
4. Attachments can be added to the question by clicking Attach.
5. When all of the questions have been added, click on the Save and Back Button.

.. | Online Assignment Templates | Online Assignment Template Maintenance | Online Assignment Maintenance

Online Assignment Question for Example

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

Question Number: **1**

* Question Type: **Multiple Choice**

* Question:

Maximum characters: 250, Remaining characters: 216

Points for Question:

Answers to Question Number 1

Answer A:	<input type="text" value="Measure how tall the tree is"/>	<input type="checkbox"/> Correct?	Attach(0)
Answer B:	<input type="text" value="Count the rings of the tree"/>	<input checked="" type="checkbox"/> Correct?	Attach(0)
Answer C:	<input type="text" value="Measure how thick the bark is"/>	<input type="checkbox"/> Correct?	Attach(0)
Answer D:	<input type="text" value="Count the branches"/>	<input type="checkbox"/> Correct?	Attach(0)
Answer E:	<input type="text"/>	<input type="checkbox"/> Correct?	Attach(0)
Answer F:	<input type="text"/>	<input type="checkbox"/> Correct?	Attach(0)
Answer G:	<input type="text"/>	<input type="checkbox"/> Correct?	Attach(0)
Answer H:	<input type="text"/>	<input type="checkbox"/> Correct?	Attach(0)
Answer I:	<input type="text"/>	<input type="checkbox"/> Correct?	Attach(0)
Answer J:	<input type="text"/>	<input type="checkbox"/> Correct?	Attach(0)

Asterisk (*) denotes a required field

8. Attachments can be used for instructions, pictures, math problems, etc. Below is the screen for adding an attachment.

To attach a file to the Online Assignment, click on the Browse button to locate the file on your computer. When the file is selected, click on upload and then Save.

The screenshot displays an online assignment page titled "Online Assignment Question for Example". A red warning message states: "The Auto Score option is checked for this Online Assignment. Only Multiple Choice and True/False questions are available". The "Question Number" is 1. A modal window titled "Attachment Maintenance" is open, showing a file named "ash-tree3-s.jpg" in a list. To the right of the list are buttons for "Save", "Back", and "Delete". Below the list is a "Browse..." button and an "Upload" button. A note below the "Browse..." button says "Click Browse to select a file". In the background, the assignment form includes "Points for Question", "Answers to Question" (with fields for Answer A through J), and "Attach(0)" buttons for each answer. On the right side of the page, there are buttons for "Save and Back", "Back", and "Attach(1)".

Asterisk (*) denotes a required field

9. The Online Assignment that was just created should appear in this window.

★ Favorites ▾ | 📄 Notes | ⚙ Preferences | 🖱 Create New Window | ? Help | 🖨 My Print Queue

Brentwood Borough School District | User Name: Staff | Class: 732A/01 Prd: 1 STEEL CENTER AM | Friday, April 9th, 2010

🏠 Home Page | 📖 My Gradebook | 🖥 Main Screen | ⚙ Class Options | 📄 Online Assignment Templates | 🏠 Back

Online Assignment Templates - Skyward Default

Template Name ▲	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
+ Example	Yes	1.0	No	Yes	5	04/08/2010	04/09/2010
+ Example 2	Yes	1.0	Yes	Yes	5	04/08/2010	04/08/2010

Filter Options

- Add
- Edit
- Delete
- Clone
- Reports

To view the online assignment data, click on the + sign next to the assignment name.

To Edit the Online Assignment click on the Edit button on the right side of the screen.

Online Assignment Templates - Skyward Default



Template Name ^	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated																	
[-] Example	Yes	1.0	No	Yes	5	04/08/2010	04/09/2010																	
Expand All Collapse All Show Details In New Window Modify Details (displaying 2 of 2)																								
[-] Template Details																								
Description: Example of an Online Assignment																								
[-] Questions for Online Assignment Template																								
Add Question																								
<table border="1"> <thead> <tr> <th></th> <th>Type</th> <th>Question</th> <th>Points</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>[+] Edit Delete ↓</td> <td>1</td> <td>Multiple Choice</td> <td>How do you tell how old a tree is?</td> <td>1.0</td> <td>B. Count the rings of the tree</td> </tr> <tr> <td>[+] Edit Delete ↑</td> <td>2</td> <td>Multiple Choice</td> <td>All of the following are types of trees except for:</td> <td>1.0</td> <td>D. Strawberry</td> </tr> </tbody> </table>									Type	Question	Points	Answer	[+] Edit Delete ↓	1	Multiple Choice	How do you tell how old a tree is?	1.0	B. Count the rings of the tree	[+] Edit Delete ↑	2	Multiple Choice	All of the following are types of trees except for:	1.0	D. Strawberry
	Type	Question	Points	Answer																				
[+] Edit Delete ↓	1	Multiple Choice	How do you tell how old a tree is?	1.0	B. Count the rings of the tree																			
[+] Edit Delete ↑	2	Multiple Choice	All of the following are types of trees except for:	1.0	D. Strawberry																			
[+] Example 2	Yes	1.0	Yes	Yes	5	04/08/2010	04/08/2010																	

Filter Options

- [Add](#)
- [Edit](#)
- [Delete](#)
- [Clone](#)
- [Reports](#)

Online Assignment Templates - Skyward Default

Template Name ^	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
+ Example	Yes	1.0	No	Yes	5	04/08/2010	04/09/2010
+ Example 2	Yes	1.0	Yes	Yes	5	04/08/2010	04/08/2010

- [Filter Options](#)
- [Add](#)
- [Edit](#)
- [Delete](#)
- [Clone](#)
- [Reports](#)

Entity: 400 - WA1EP1TAMG - 5619 - 04.10.01.01.00 - Windows Internet Explorer

https://10.10.75.75/scripts/cgiip.exe/WService=wsEaplus/sgrbkedit005.w?isPopup=true Certificate Error

... | [My Gradebook](#) | [Main Screen](#) | [Online Assignment Templates](#) | [Online Assignment Reports](#)

Online Assignment Template: **Example**

Report Type: [Print](#)

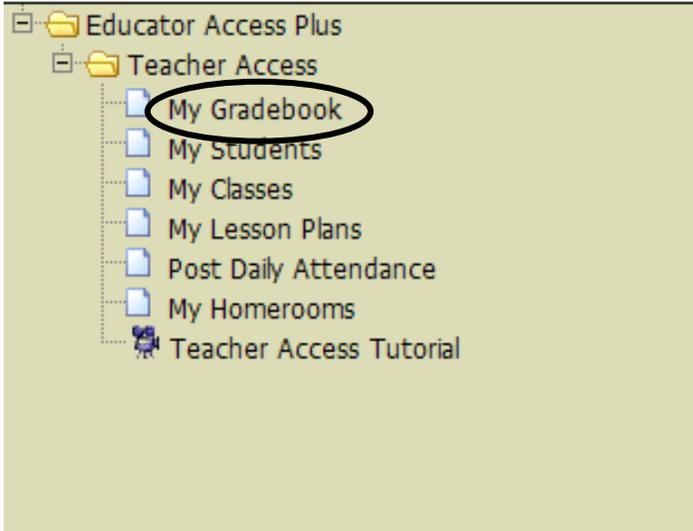
[Back](#)

Report Options

Number of Lines for Essay Questions: (0 to 20)

Questions Per Page: (0 = fit to page) [Set to Same as Online Assignment Template](#)

Two Reports can be generated from the Online Template screen: **Answer Key** and **Hard Copy of Blank Online Assignment Template**. The **Hard Copy of Blank Online Assignment Template** can be used for student who do not have access to Student Access or were sick at the time the assignment was given.



Attaching an Online Template to an Assignment

This process creates a link between the assignment template and one or more assignments within the teacher's gradebook.



Brentwood Middle/High School

Teacher: Staff



[Home Page](#) | [My Gradebook](#)

Reports for All Classes ▾

Posting Status ▾

400 Brentwood Middle/High School

Dept	Subject	Terms	Period	Days Meet	Class	Description	
VOC	VOC	1 - 4	1	MTWRF	732A / 01	STEEL CENTER AM	Secondary Gradebook
		1 - 4	1	MTWRF	890A / 01	MON VALLEY	Secondary Gradebook
VOC	VOC	1 - 4	3	MTWRF	732A / 01	STEEL CENTER AM	Secondary Gradebook
		1 - 4	3	MTWRF	890A / 01	MON VALLEY	Secondary Gradebook

Open the Secondary Gradebook for this class.

Choose the course that you created the online assignment.

Enter in Assignment Information. Once you have added your Assignment information, Click on Make Assignment Available Online.



Assignment Maintenance

Add Assignment

Category: ASGN - Assignment ▼	<input type="button" value="Save and Back"/> <input type="button" value="Save and Add Another"/> <input type="button" value="Save and Score"/> <input type="button" value="Undo"/> <input type="button" value="Back"/> <input type="button" value="Attach (0)"/> <input type="button" value="Make Available Online"/>
Description: <input type="text"/>	
Detailed Description: <input type="text"/>	
Assignment Group: <input type="text"/>	
Entered Date: Mon, Apr 12 2010	
Assign Date: <input type="text"/> Apr ▼ 12 ▼ 2010 ▶ Mon, Apr 12 2010	
Proposed Due Date: <input type="text"/> Apr ▼ 12 ▼ 2010 ▶ Mon, Apr 12 2010	
Actual Due Date: <input type="text"/> ▼ 01 ▼ 2010	
Max Score: <input type="text" value="100"/> <input type="checkbox"/> Post to Family Access	
Weight Multiplier: <input type="text" value="1.00"/> <input checked="" type="checkbox"/> Post to Student Access	
Show Assignment Score As: <input type="text" value="Score"/> ▼ <input type="checkbox"/> Show Comments	

Select the Classes where this Assignment should be added								
Entity	Dept	Sbj	Terms	Prd	Days	Meet	Class	Description
<input checked="" type="checkbox"/>	400	VOC	VOC	1 to 4	1	MTWRF	732A / 01	STEEL CENTER AM
<input type="checkbox"/>	400			1 to 4	1	MTWRF	890A / 01	MON VALLEY
<input type="checkbox"/>	400			1 to 4	1	MTWRF	891A / 02	COLLEGE CLASSES (AM)
<input type="checkbox"/>	400			1 to 4	2	MTWRF	891A / 02	COLLEGE CLASSES (AM)
<input checked="" type="checkbox"/>	400	VOC	VOC	1 to 4	3	MTWRF	732A / 01	STEEL CENTER AM
<input type="checkbox"/>	400			1 to 4	3	MTWRF	890A / 01	MON VALLEY
<input type="checkbox"/>	400			1 to 4	5	MTWRF	892A / 01	CCAC/COLLEGE CLASSES
<input type="checkbox"/>	400			1 to 4	6	MTWRF	891A / 02	COLLEGE CLASSES (AM)
<input type="checkbox"/> - Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates								

★ Favorites ▾ | 📄 Notes | ⚙ Preferences | 🖱 Create New Window | 🆘 Help My Print Queue

Brentwood Borough School District User Name: **Staff** **Monday, April 12th, 2010**

🏠 Home Page | Make Assignment Available Online

Date Range the Assignment will be available in Student Access

* Start Date: * Time: AM

* Stop Date: * Time: PM

Save
Save and Back
Back

Assignment Setup Options

Online Assignment Name:

Description:

Default Points per Question:

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

Show Correct Answers:

Do not Show Results until: AM

Randomize Questions:

Questions per Page:

Clone from Template

Assignment Questions

📄 Save and Add Questions
✎ Edit
🗑 Delete

No records available

Enter the date and time range the assignment will be available. From here, you can add a new question which creates a new template, or you clone from an existing template. If you would like to clone from an existing template, click Clone from Template.

Online Assignment Templates - Skyward Default

Template Name ^	Time Limit	Random	Default Points	Show Correct	Auto Score	Questions Per Page	Date Created	Date Updated
+ Example	NO LIMIT	Yes	1.0	No	Yes	5	04/08/2010	04/09/2010
+ Example 2	NO LIMIT	Yes	1.0	Yes	Yes	5	04/08/2010	04/08/2010

Filter Options
Clone to Assignment
Back

Highlight the template to use and click Clone to Assginment.

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Template Name:

2 records displayed

Date Range the Assignment will be available in Student Access

* Start Date: * Time:
 * Stop Date: * Time:

- Save
- Save and Back
- Back

Assignment Setup Options

Online Assignment Name:
 Description:

Clone from Template

Default Points per Question:

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

Show Correct Answers:

Do not Show Results until:

Randomize Questions:

Questions per Page:

Assignment Questions

Number	Type	Question	Points	Attch
1	Multiple Choice	How do you tell how old a tree is?	1.0	Y
2	Multiple Choice	All of the following are types of trees except for:	1.0	N

- Save and Add Questions
- Edit
- Delete

Cloned questions display in the Assignment Questions browse. At this point, you can add, delete, edit, or change the order of the questions. When you are finished, click Save and Back.

Assignment Maintenance

Edit Assignment		Save
Category: Quiz - Quiz	This Assignment is available Online	Undo
Description: Trees Quiz		Back
Detailed Description:		Attach (0)
Assignment Group:		Edit Online Assignment
Entered Date: Mon, Apr 12 2010		Remove Online Assignment
Assign Date: Apr 12 2010 Mon, Apr 12 2010		
Proposed Due Date: Apr 12 2010 Mon, Apr 12 2010		
Actual Due Date: 01 2010		
Max Score: 0	<input type="checkbox"/> Post to Family Access	
Weight Multiplier: 1.00	<input checked="" type="checkbox"/> Post to Student Access	
Show Assignment Score As: Score	<input type="checkbox"/> Show Comments	

Once an assignment has been added online the options to edit or remove the assignment main screen. Click Save and Back.

Select the Classes where this Assignment should be added									
Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description		
<input checked="" type="checkbox"/>	400	VOC	VOC	1 to 4	1	MTWRF	732A / 01	STEEL CENTER AM	↑
<input type="checkbox"/>	400			1 to 4	1	MTWRF	890A / 01	MON VALLEY	
<input type="checkbox"/>	400			1 to 4	1	MTWRF	891A / 02	COLLEGE CLASSES (AM)	
<input type="checkbox"/>	400			1 to 4	2	MTWRF	891A / 02	COLLEGE CLASSES (AM)	
<input checked="" type="checkbox"/>	400	VOC	VOC	1 to 4	3	MTWRF	732A / 01	STEEL CENTER AM	
<input type="checkbox"/>	400			1 to 4	3	MTWRF	890A / 01	MON VALLEY	
<input type="checkbox"/>	400			1 to 4	5	MTWRF	892A / 01	CCAC/COLLEGE CLASSES	
<input type="checkbox"/>	400			1 to 4	6	MTWRF	891A / 02	COLLEGE CLASSES (AM)	↓
<input type="checkbox"/> - Indicates a Class that does not contain the selected Category or does not contain the selected Assign and Due Dates									

	Term Grade	FIN	FNE	T4	M4	Trees W34-M 04/12 Quiz 0 0.00	T3	T3 Report Card	M3	T2	T2 Report Card	M2	M2 Report Card	T1	T1 Report Card
	FIN	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options
Students	Sort By %														
1	Andri Jelen		*			*									
2	Ascen Justi		*			*									
3	Atkin Victo		*			*									
4	Benne Linds		*			*									
5	Brins Derek		*			*									
6	Calve Chels		*			*									
7	Colli Maris		*			*									
8	Colon Eric		*			*									
9	Csika Chels		*			*									
10	Deah Tyler		*			*									
11	Diski Shane		*			*									
12	Donal Zacha		*			*									
13	Gloec Nikko		*			*									
14	Grady Nicho		*			*									
15	Hanna Chels		*			*									
16	Joyce Dylan		*			*									
17	Kimbr Ja-Ma		*			*									
18	Kinse Keith		*			*									
19	Koeni Maris		*			*									
20	Krest Krist		*			*									
21	Krzysz Danie		*			*									
22	Lemo Sadin		*			*									
23	Luste Joshu		*			*									
24	Maszk Patri		*			*									

The assignment displays in the Gradebook and when you mouse over the assignment, it indicates that it is an online assignment.