Skyward Gradebook Tips

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Skyward Gradebook Access is a separate login site from the Skyward Employee Access (ERMA).

To sign in: Go to District Website ([www.wayzata.k12.mn.us](http://www.wayzata.k12.mn.us)). Click on “Sign In” button then “Skyward Gradebook”.

Use your Active Directory Login and Password.

Set up your Skyward Dashboard: Click on “Select Widgets” and be sure to select and set up “Teacher Quick Access” for short cut to taking attendance. Watch for any ALERT symbols in front of student names. Click on it for more detail.

To get into Gradebook and enter events/assignments, click on “Teacher Access” –“My Gradebook”.

“Current Year Classes” is the default, but “Prior Years Classes” will give you gradebook history if you have been here more than one year.

Various reports are available through the “Reports for All Classes” drop down list. Check them out. You can add new templates to many of these reports to change the information that is included. You can also email progress reports to parents from here.

To post or email messages via family/student access go to “Message Center” via either “My Classes” – “Class Options” or though “My Gradebook”

To take lunch count: While on Attendance screen, click on “Show Survey Questions” and enter the number of students who want each lunch choice. The lunch count is considered a Survey. (The lunch choices are posted on line and you will also be getting the lunch choices from Culinary Express on a monthly calendar.

Conference Scheduling: The district is now using conference scheduling with the Skyward available through Family Access. New teachers will want to review this area of your gradebook and read any tutorials about it to help prepare.

To enter multiple scores quickly: Use Quick Score within your gradebook.

\*\*\*\*Tutorials are found by clicking on the Question Mark in the upper right corner of your gradebook and selecting SkyDoc.