

# Grading in Skyward

<http://eaplus.wenatchee.wa-k12.net>

1. Log in to Skyward (same as you do for attendance).
2. Click on **My Classes**.
3. Choose the class you want to grade by clicking on **Class Options** for that class.
4. Click on **Report Card Posting**.
5. Enter the desired grades in **T(1, 2, 3, or 4)** column. (You must manually type in grades.)
  - To continue entering grades you may tab or return through the fields. If you enter lowercase it will automatically turn it into an uppercase letter as you tab through.
6. Enter desired comments.
7. Click on **Save & Back** when you are done. (I would strongly suggest you click **Save & Continue Entering Grades** periodically while you are entering grades, too – you never know when you’ll get interrupted and lose something!)
8. Click on **Class Options** for the same class you just entered grades for.
9. Click on **Reports**.
10. Click on **Grade Proof Sheet**.
11. Verify the term is set to the correct term.
12. Click on “Options” buttons **Display Only the Selected Term** and **Display Regular Comments**.
13. Click on **View Reports for All Students**.
14. This will take a minute or two and will open the report in a PDF file in Adobe Acrobat. Once the report opens, print it out. (File, print.)

**NOTE:** This report will show both current students and previously enrolled students. Previously enrolled students will show with a blank grade. I cannot figure out how to get around this, so don’t worry about it.
15. Close the report window.
16. Click **Back** three times to return to the “All Classes” screen.
17. Repeat steps 3-16 for grading other classes.