SOUTH KITSAP SCHOOL DISTRICT

VIEWING THE MIDDLE SCHOOL GRADEBOOK

Middle school gradebooks are visible through Skyward Family access through either the desktop or mobile application.

Desktop View

1. If you have more than one student, select a student from the dropdown menu at the top of the screen.
2. Select the **Gradebook** tab.
3. **Missing Events** (assignments) are visible at the top of the gradebook screen.
4. **Course details**, including the full course name, the period of the course, and the teacher's name, are shown under the Class heading.
5. **Current** terms are highlighted in yellow.
6. If **Comments** from the teacher are present on an Event you will see a blue circle with an I; if Semester comments from the teacher are present, you will see a speech bubble . Click the blue circle or the bubble to view comments.
7. To **Print** a copy of your student's grades, click the printer icon next to the Class Grades header.

1

Mobile App View

8. Grades are assigned to **Course Skills** (blue) and **Course Work Habits** (pink)**.**

9. Once <u>three or more</u> events have been graded, a **grade is generated** for the corresponding Course Skill or Work Habit.

10. Course Skills or Work Habits that have **<u>not</u>** had three or more events graded will **<u>not</u>** have a grade generated.

1. If you have more than one student, select a student from the **dropdown** menu at the top of the home screen.

2. Select the **method** in which you want to view grades (Current Grades, Previous & Current Grades, All Grades, Custom Grade Display) under the school name.

3. Tap the three **dots** in the upper right corner of the course and Semester to view grades for skills within the course.

2

4. Grades are assigned to **Course Skills** (blue) and **Course Work Habits** (pink).

5. Once <u>three or more</u> events have been graded, a **grade is generated** for the corresponding Course Skill or Work Habit.

6. Use the **arrow** buttons to see teacher comments

Course Skill Grade

Three graded events