

## Skyward help sheet

To show only current term on your gradebook:

- Teacher Access
- My Gradebook
- Select gradebook
- Display Options
- Grade Period Display
  - Uncheck the grading periods you don't want to see on your current gradebook and click save. Current grading term cannot be unchecked.

Display options/ student display

- Allows you to change how the students' name is shown on your gradebook.

Display Options/ Modify Gradesheet Sequence

- Allows you to change the sequence of the students' names. This is great for when you accidentally place students in the wrong place in your paper gradebook or when a new student comes in and is at the bottom of your paper gradebook.

Display Options/ Drop Lowest Grade

- Process that allows you to drop the lowest grade.

NEW button

This shows when a new student has been added to your class.

- When you click on the NEW button, you will see any transfer grades for the student that have been entered. You will then be able to place them in your grade book.
  - Right now, you can also check to not show the student as new.... This is for those students who had scheduling issues at the beginning of the year