

# Grade Sheet Reports

## for Previous Grading Periods

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In Skyward Gradebook, Click on Reports and choose Grade Sheet Report.

- Any reports you choose from this screen will give you information on the Current Six Weeks only.
- To see a grade sheet report from a previous grading period, you will need to create a new Template.

### Creating New Template

- Click **Add a new Template** button

408181 / 01 Prd:1 DESKTOP P - JENNIFER PRINCE  
Report: Grade Sheet

| Seq # | Report Template Name  |
|-------|---|
| 10    | Simple Average Report   |
| 900   | Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig |
| 910   | Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig |
| 920   | Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig |
| 930   | Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig                   |
| 940   | Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig                   |
| 950   | Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig                   |
| 960   | Curr Term;Blank Grade Sheet;10 Font                                   |
| 970   | Curr Term;Blank Grade Sheet;12 Font                                   |
| 980   | Curr Term;Blank Grade Sheet;14 Font                                   |

Print  
Export to Excel  
Back  
Add a new Template  
Rename Template  
Modify parameters of Template  
Delete Template  
Clone Template  
Select Different Students  
Select Different Classes

- **Name** your new Template. Do not worry about the number that it is assigned.

Add a new Report Template for the Grade Sheet Report.

Sequence #:

Report Template Name:

Save  
Back

- Click **Save**.

- Set all parameters as desired.
  - make sure Display Grades and Assignments for Term is set to the desired grading period

**Select Parameters for Grade Sheet Report for 408181 / 01 Prd:1 DESKTOP P**

**20 - 4th Six Weeks Grade Sheet**

**Assignments**

Display Grades and Assignments for Term  
 4TH : 01/20/2009 - 02/27/2009

Display Grades and Assignments for Date Range  
 Start: Feb 09 2009 Mon, Feb 9 2009  
 End: Mar 02 2009 Mon, Mar 2 2009

**Options**

|   |  |   |
|---|--|---|
| <b>Student Options:</b>                                   | <b>Assignment Options:</b>                                   | <b>Term Options:</b>                                      |
| <input checked="" type="checkbox"/> Show Student Name     | <input checked="" type="checkbox"/> Show Assignments         | <input checked="" type="checkbox"/> Show Term Grade Marks |
| <input type="checkbox"/> Show Student ID                  | <input type="checkbox"/> Show Max Score                      | <input type="checkbox"/> Show Term Grade Percent          |
| <b>Sort Students:</b>                                     | <input type="checkbox"/> Show Average Score                  | <b>Special Code Options:</b>                              |
| <input checked="" type="radio"/> Use Gradebook Sort Order | <input type="checkbox"/> Show Absent Indicator               | <input type="radio"/> Show All                            |
| <input type="radio"/> Random                              | <b>Assignment Legend Options:</b>                            | <input checked="" type="radio"/> Show as Gradebook        |
|   | <input checked="" type="radio"/> Show at Bottom of Each Page | <input type="radio"/> Show None                           |
|   | <input type="radio"/> Show on Separate Page                  | <b>Other Display Options:</b>                             |
|   | <input type="radio"/> Don't Show at All                      | Font Size 10  |
|   |  | <input type="checkbox"/> Show Signature Line              |

Number of Assignments per Page: **15**      Number of Students per Page: **31**

**Free Form Header**

Label 1: \_\_\_\_\_  
 Label 2: \_\_\_\_\_

**Free Form Footer**

Label 1: \_\_\_\_\_  
 Label 2: \_\_\_\_\_  
 Label 3: \_\_\_\_\_  
 Label 4: \_\_\_\_\_

- Click **Save**.
- Highlight the template, click **Print**.

**408181 / 01 Prd:1 DESKTOP P - JENNIFER PRINCE**  
 Report: **Grade Sheet**

| Seq # | Report Template Name  |
|-------|---|
| 10    | Simple Average Report   |
| 20    | 4th Six Weeks Grade Sheet Report                                      |
| 900   | Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig |
| 910   | Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig |
| 920   | Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig |
| 930   | Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig                   |
| 940   | Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig                   |
| 950   | Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig                   |
| 960   | Curr Term;Blank Grade Sheet;10 Font                                   |
| 970   | Curr Term;Blank Grade Sheet;12 Font                                   |
| 980   | Curr Term;Blank Grade Sheet;14 Font                                   |