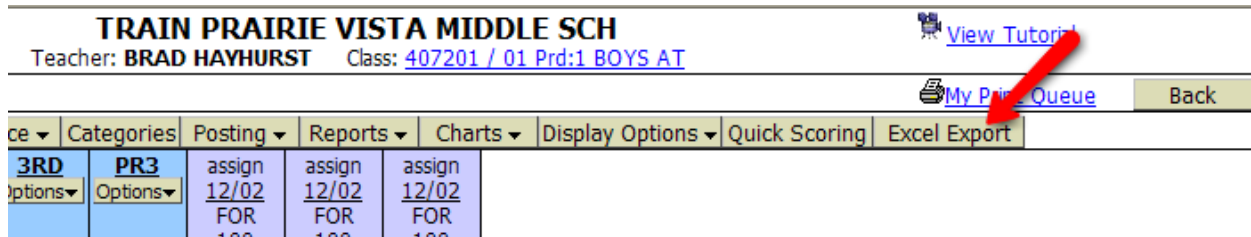
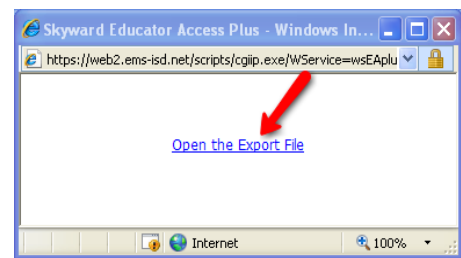


Simple Average Reports in Skyward Gradebook

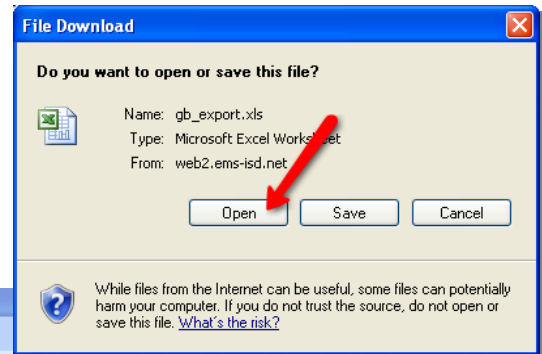
To print a page with multiple students and their current averages, we can export data from the Skyward Gradebook into Excel, adjust the spreadsheet, then print. You can easily cut the information apart that can be sent home with students.



- In the Main Screen of your Gradebook, click the Excel Export button.



- Click the **Open the Export File** link.
- Click the **Open** or **Save** button. An Excel document will open.



Microsoft Excel - gb_export[2].xls

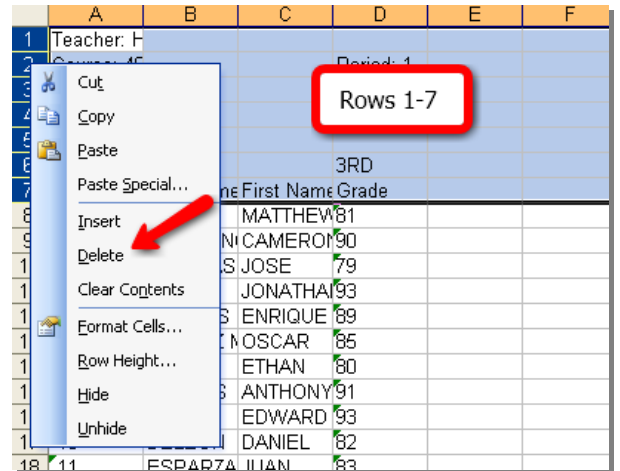
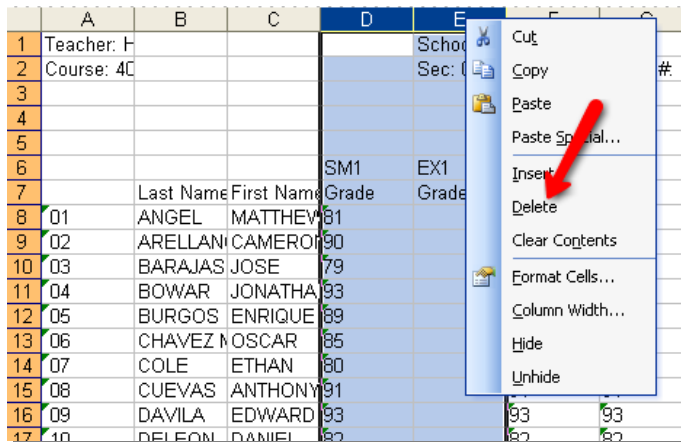
Teacher: HAYHURST, BRAD

	A	B	C	D	E	F	G	H	I	J	K
1	Teacher: H				School Year: 2008-2009						
2	Course: 40				Sec: 01	Period: 1	Room #: G1				
3											
4											
5								assign	assign	assign	
6				SM1	EX1	3RD	PR3	12/02/2008	12/02/2008	12/02/2008	
7		Last Name	First Name	Grade	Grade	Grade	Grade	FOR	FOR	FOR	
8	01	ANGEL	MATTHEW	81		81	81	78	85	80	
9	02	ARELLANI	CAMERO	90		90	90	90	89	90	
10	03	BARAJAS	JOSE	79		79	79	50	97	90	
11	04	BOWAR	JONATHA	93		93	93	100	95	85	
12	05	BURGOS	ENRIQUE	89		89	89	98	94	75	
13	06	CHAVEZ	MOSCAR	85		85	85	97	87	70	
14	07	COLE	ETHAN	80		80	80	68	81	90	
15	08	CUEVAS	ANTHONY	91		91	91	80	99	95	
16	09	DAVILA	EDWARD	93		93	93	85	100	95	
17	10	DELEON	DANIEL	82		82	82	47	100	100	
18	11	ESPARZA	JUAN	83		83	83	50	100	100	
19	12	FLORES	DANIEL	87		87	87	90	85	85	
20	13	FLORES	TYLER	87		87	87	90	97	75	
21	14	FUENTES	EDGAR	88		88	88	98	96	70	
22	15	GALVAN	ZACHARY	84		84	84	80	76	95	
23	16	GARRETT	JUSTIN	69		69	69	78	50	80	
24	17	GREY	CORTEA	85		85	85	90	80	85	
25	18	HERNAND	GARLAND	100		100	100	100	100	100	

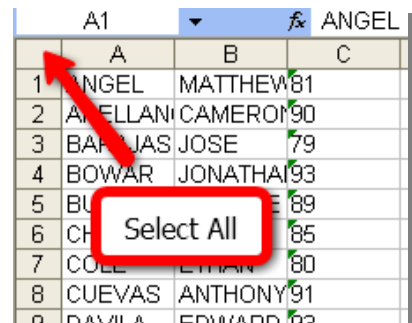
Formatting the Excel Document

- Remove the columns and rows that you do not need by clicking and highlighting the row/column header(s). Right click on the selected rows/columns and click Delete. (This deletes the entire row or column, not just the data in it)

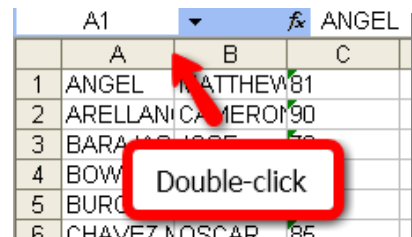
I would leave column B, C, and F – remove all others.



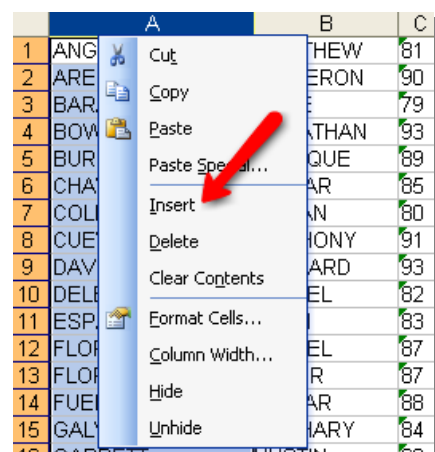
- Select all cells (click on square above the 1 row header, to the left of the A column header).



- Double-click between the A and B column headers or 1 and 2 row headers to resize the cells appropriately.



- To add a column, right-click on a column cell and choose Insert.



- Add your class name (or whatever data) into the first cell of your new column. Copy and paste this information into the other cells of the column.

	A	B	C	D
1	Science	ANGEL	MATTHEW	81
2	Science	ARELLANO	CAMERON	90
3	Science	BARAJAS	JOSE	79
4	Science	BOWAR	JONATHAN	93
5	Science	BURGOS	ENRIQUE	89
6	Science	CHAVEZ MORALES	OSCAR	85
7	Science	COLE	ETHAN	80
8	Science	CUEVAS	ANTHONY	91
9	Science	DAVILA	EDWARD	93
10	Science	DELEON	DANIEL	82

- Select all cells again

- Click on the line between two row headers (1 and 2), and drag the cell down to add more space between the rows of information.

	A	B	C	D	E
1	Science	ANGEL	MATTHEW	81	
2	Science	ARELLANO	CAMERON	90	
3	Science	BARAJAS	JOSE	79	

- Print the document, and cut the strips apart for the individual students.