## **Printing the Master Assignment Report in Skyward Teacher Access**

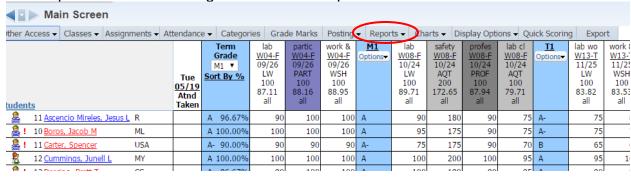
- 1. Login to Skyward Teacher Access
- 2. Click on the Teacher Access dropdown and Select My Gradebook



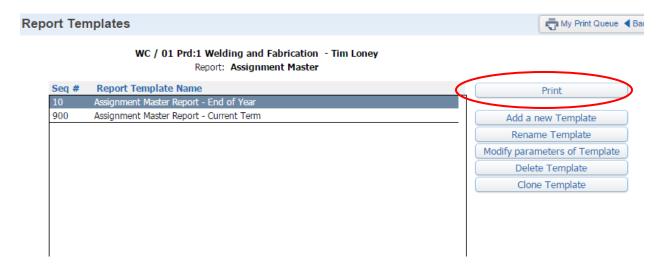
3. Click on the Secondary Gradebook link



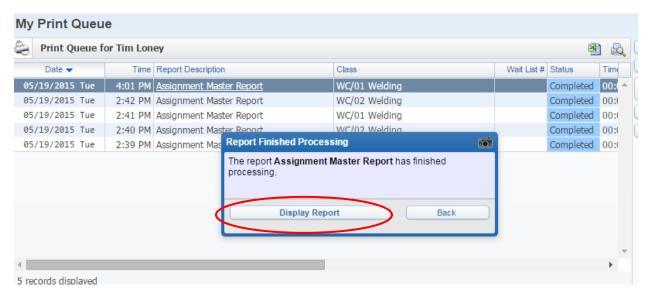
4. Go to Reports and select Assignment Master Report



5. \*Highlight the Assignment Master Report - End of Year Template and click Print



6. When it is done running, click on the Display Report button.



7. When the PDF document comes up, click on the print icon and send the file to the desired printer.

| 1gbrpt28.p<br>05.15.02.00 |                      |            |                          | nment Master Re<br>2/2014 - 06/10/2 |              |                | 05/19/2015<br>4:01:36 PM |
|---------------------------|----------------------|------------|--------------------------|-------------------------------------|--------------|----------------|--------------------------|
| Tuscola                   | Technolo             | ogy C      |                          | -,                                  |              |                | 2014 - 15                |
|                           |                      |            | elding and Fa            | brication                           |              |                | riod: 1                  |
| 1                         | eacher: Tim          | Loney      |                          |                                     |              | Roor           | n #: WC1                 |
| Term: T1                  | Category: A          | ASSIGN     | /QUIZ/TEST<br>Assignment |                                     | Max          |                | Assign                   |
| Week                      | <b>Due Date</b>      | Day        | Group                    | Assignment                          | Score        | Fam/Stu        | Date                     |
| 08                        | 10/24/14             | Fri        | all                      | lab clean up                        | 100          | y/y            | 09/29/14                 |
| 08                        | 10/24/14             |            | all                      | safety                              | 200          | у/у            | 09/29/14                 |
| Term: T1                  | Category: L          | AB WC      | RK<br>Assignment         |                                     | Max          |                | Assign                   |
| Week                      | Due Date             | Day        | Group                    | Assignment                          | Score        | Fam/Stu        | Date                     |
| 08                        | 10/24/14             | Fri        | all                      | lab                                 | 100          | y/y            | 09/29/14                 |
| 04                        | 09/26/14             | Fri        | all                      | lab                                 | 100          | y/y            | 09/02/14                 |
| Term: T1                  | Category: F          | PARTICI    | PATION                   |                                     |              |                |                          |
|                           |                      |            | Assignment               |                                     | Max          |                | Assign                   |
| Week<br>04                | Due Date<br>09/26/14 | Day<br>Fri | Group                    | Assignment participation            | Score<br>100 | Fam/Stu<br>y/y | Date<br>09/02/14         |
|                           |                      |            |                          | рагистрации                         | 100          | 9/9            | 09/02/14                 |
| Term: T1                  | Category: F          |            | SIONALISM<br>Assignment  |                                     | Max          |                | Assign                   |
| Week                      | Due Date             |            | Group                    | Assignment                          | Score        | Fam/Stu        | Date                     |
| 08                        | 10/24/14             |            | all                      | professionalism                     | 100          | у/у            | 09/29/14                 |
| Term: T1                  | Category: V          | NORK 8     | STUDY HAE                | RITS                                |              |                |                          |
|                           | catego. y            |            | Assignment               |                                     | Max          |                | Assign                   |
| Week                      | Due Date             |            | Group                    | Assignment                          | Score        | Fam/Stu        | Date                     |
| 04                        | 09/26/14             | Fri        | all                      | work & study                        | 100          | у/у            | 09/02/14                 |
| Term: T2                  | Category: L          | AB WC      |                          |                                     |              |                |                          |
|                           |                      | _          | Assignment               |                                     | Max          |                | Assign                   |
| Week<br>20                | Due Date<br>01/16/15 | Fri        | Group                    | Assignment<br>lab work              | Score<br>100 | Fam/Stu<br>y/y | Date<br>10/25/14         |
| 13                        | 11/25/14             | Tue        |                          | lab work                            | 100          | y/y            | 10/27/14                 |
| T                         |                      |            |                          |                                     |              |                |                          |
| Term: T2                  | Category: F          |            | PATION<br>signment       |                                     | Ma           | •              | Assign                   |
| Week                      | Due Date             | Day Gr     |                          | Assignment                          | Scor         | e Fam/Stu      | Date                     |
| 20                        | 01/16/15             | Fri all    |                          | class/lab participation             | 10           | 0 y/y          | 10/25/14                 |
| Term: T2                  | Category: 7          | EST        |                          |                                     |              |                |                          |
|                           | catego. J.           |            | Assignment               |                                     | Max          |                | Assign                   |
| Week                      | <b>Due Date</b>      |            | Group                    | Assignment                          | Score        | Fam/Stu        | Date                     |
| 20                        | 01/16/15             | Fri        | all                      | AWS test                            | 100          | у/у            | 10/25/14                 |
| Term: T2                  | Category: V          | NORK L     | OGS                      |                                     |              |                |                          |
|                           |                      |            | Assignment               |                                     | Max          |                | Assign                   |
| Week<br>20                | Due Date<br>01/16/15 | Day<br>Fri | Group                    | Assignment<br>work logs             | Score<br>100 | Fam/Stu<br>v/v | Date<br>10/25/14         |
| 20                        | 01/16/15             | FII        | all                      | work logs                           | 100          | y/y            | 10/25/14                 |
| Term: T2                  | Category: V          | NORK 8     | STUDY HAE                | BITS                                |              |                |                          |
|                           |                      |            | Assignment               |                                     | Max          |                | Assign                   |
| Week                      | Due Date             |            | Group                    | Assignment                          | Score        | Fam/Stu        | Date                     |
| 20<br>13                  | 01/16/15<br>11/25/14 | Fri<br>Tue | all                      | work & study<br>work & study        | 100<br>100   | y/y            | 10/25/14<br>10/27/14     |
| 13                        | 11/23/14             | rue        | an                       | WULK OLSLULY                        | 100          | y/y            | 10/2//14                 |

8. Repeat for all courses/sections and GROUPS (if you have separate groups for first year and second year).

\*The template is currently set for the 14-15 school year (9/2/14-6/10/15). The date ranges will need to be reset each year by modifying the template before printing.