

CLONING ASSIGNMENTS IN SKYWARD

- 1) Go to **My Gradebook**
- 2) Select the class where the assignment you would like to clone is located
- 3) Select **"Assignments"** then **"List Assignments"**
- 4) Highlight the Assignment you would like to Clone
- 5) Select **"Clone"**

#3

Skyward Educator Access Plus - Microsoft Internet Explorer
Tuscola Tech
Teacher: Amy Schuette

Home Page | My Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks

Add Assignment
List Assignments

Student Group: Thu 12/21 Atnd Taken

Students	Sort By %	HMWK	Chapte W16-M	W1
1 Dunha Matth	Abs B 86.73%	B	0	34
2 Eisen Matth	Abs A 98.94%	A	35	36
3 Field Natha	Abs E 59.90%	E	0	0
4 Hicks Brand	C 75.55%	C	0	0
5 Janni Nicho	A- 91.51%	A-	35	36
6 Lawhe Jared	Abs C 74.25%	C	0	0
7 Powel Adam	A- 92.21%	A-	35	0
8 Serge Patri	A 95.99%	A	35	34

#5

#4

Skyward Educator Access Plus - Microsoft Internet Explorer
Tuscola Technology Center
Teacher: Amy Schuette Class: NA2 / 02 Prd:2 Computer T

Home Page | My Gradebook | Main Screen | Assignments

Add Edit Clone Delete Report Score Entry Mass Assign Scr Assignment Display Clone From existing Gradebook Print Queue

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Fam	Stu
12/18/06	16	Mon	LW		multimeter lab	1.00	50		
12/18/06	16	Mon	HMWK		Chapter 5 review que	1.00	36		
12/18/06	16	Mon	HMWK		Chapter 5 review wa	1.00	35		
12/13/06	15	Wed	TEST		Chapter 4	1.00	100		
12/13/06	15	Wed	PROJ		CPU timeline	1.00	100		
12/13/06	15	Wed	LW		processor internet x	1.00	10		
12/13/06	15	Wed	HMWK		Chapter 4 additional	1.00	40		
12/13/06	15	Wed	HMWK		Chapter 4 review que	1.00	50		
12/13/06	15	Wed	HMWK		Chapter 4 Review wor	1.00	25		
12/08/06	14	Fri	WSH		Week 4-7 Daily Grade	1.00	150		
12/07/06	14	Thu	PROJ		Dream Computer	1.00	200		
12/07/06	14	Thu	LW		DOS Directory Struct	1.00	75		
12/07/06	14	Thu	LW		Motherboard Comparis	1.00	30		
12/07/06	14	Thu	HMWK		Chapter 3 review han	1.00	30		
11/27/06	13	Mon	HMWK		Chapter 2 Review Qus	1.00	46		
11/27/06	13	Mon	HMWK		Chapter 3 Review Due	1.00	54		
11/22/06	12	Wed	WSH		Week 1-3	1.00	150		

Assignment Count: 23

- 6) Select the Classes where this Assignment should be added.
- 7) **SAVE**

Skyward Educator Access Plus - Microsoft Internet Explorer
Tuscola Technology Center
Teacher: Amy Schuette Class: NA2 / 02 Prd:2 Computer T

Assignment Maintenance

Clone Assignment

Category: TEST - TEST
Description: Chapter 4

Assignment Group:

Entered Date: Wed, Dec 13 2006
Assign Date: Dec 13 2006
Proposed Due Date: Dec 13 2006
Actual Due Date: Dec 13 2006

Max Score: 100
Weight Multiplier: 1.00

Post to Family Access
 Post to Student Access
 Apply this assignment to All Student Groups

Select the Classes where this Assignment should be added

Entity Dpt	Sbj	Terms	Prd	Days Meet	Class	Description
<input type="checkbox"/>	500	1 to 4	1	MTWRF	NA1 / 01	Computer Technology Mgt-AM
<input checked="" type="checkbox"/>	500	1 to 4	2	MTWRF	NA2 / 02	Computer Technology Mgt-PM

- Indicates a class that does not contain the selected Category or selected Assign and Due Dates or selected Student Group.