

CLONING & MODIFYING REPORTS

Although Skyward offers many report templates already built into the system, you are not able to edit these reports. You may however **CLONE** a report, rename it, and then save it as your own. Once saved as your own you are able to modify parameters of that report.

- 1) Select a **Report** under the Reports tab.
- 2) From the Report Template list, highlight the report that is closest to what you need and select **Clone Template**. (Skyward reports will show a Sequence number in the 900's.)
- 3) **Name** your new template and **SAVE**. After saving the new report will appear in the template list.
- 4) Highlight the new report and select **Modify Parameters**.
- 5) You may now adjust the parameters to meet your needs. Make sure to **Save**.

#1 Access Plus - Microsoft Internet Explorer

Tuscola Technology Center
Teacher: Amy Schuette Class: NA1 / 01 Prd:1 Computer T

Home | Main Screen | Assignments | Attendance | Categories | Grade Marks | Post Grades | Comm | **Reports** | ID | Display Options | Quick Scoring | Exit

Student Group:	Term	Grade	SI	I2	Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6	Chapter 7	Chapter 8	Chapter 9	Chapter 10	Chapter 11	Chapter 12
Students	12/19	Att/Taken	Sort	By %s												
1. Dunha Matt	B+	89.64%	B+	B-	0	34	45	46	30							
2. Egan Blath	A	99.02%	A	A	35	36	50	46	40							
3. Esel Matta	D	61.61%	D	F	0	0	0	0	0							
4. Hicks Brand	C+	77.86%	C+	D+	0	0	45	0	23							
5. Jami Nicho	A-	92.99%	A-	B	35	36	0	46	0							
6. Lawhe Jared	C	70.89%	C+	D	0	0	0	0	44	35						
7. Powell Adam	Abs	91.61%	A-	B+	35	0	48	48	40							
8. Serge Patz	A	97.86%	A	A-	35	34	45	46	0							

#2 Access Plus - Microsoft Internet Explorer

NA1 / 01 Prd:1 Computer Technology Mgt-AM - Amy Schuette
Report: Grade Sheet

Seq #	Report Template Name	
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig	149
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig	150
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig	150
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig	150
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig	150
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig	140
960	Curr Term;Blank Grade Sheet;10 Font	140
970	Curr Term;Blank Grade Sheet;12 Font	150
980	Curr Term;Blank Grade Sheet;14 Font	150

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

#3 Educator Access Plus - Microsoft Internet Explorer

Clone Report Template 900 - Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig.

Sequence #: 10

Report Template Name: TEST REPORT **Name Report**

Save
Back

#4 Educator Access Plus - Microsoft Internet Explorer

NA1 / 01 Prd:1 Computer Technology Mgt-AM - Amy Schuette
Report: Grade Sheet

Seq #	Report Template Name	
10	TEST REPORT New 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

#5 Educator Access Plus - Microsoft Internet Explorer

Parameters for Grade Sheet Report for NA1 / 01 Prd:1 Computer Technology Mgt-AM

10 - TEST REPORT

Display Grades and Assignments for Term
Current Term: 11/04/2006 - 01/12/2007

Display Grades and Assignments for Date Range
Start: Nov 28 2006 End: Dec 19 2006

Options

<input checked="" type="checkbox"/> Show Student Name <input type="checkbox"/> Show Student ID	<input checked="" type="checkbox"/> Show Assignments <input checked="" type="checkbox"/> Show Max Score <input checked="" type="checkbox"/> Show Average Score	<input checked="" type="checkbox"/> Show Term Grade Marks <input checked="" type="checkbox"/> Show Term Grade Percent
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Sort Students:
 Use Gradebook Sort Order
 Random

Assignment Legend Options:
 Show at Bottom of Each Page
 Show on Separate Page
 Don't Show at All

Special Code Options:
 Show All
 Show as Gradebook
 Show None

Other Display Options:
 Font Size: 10
 Show Signature Line

Number of Assignments per Page: 15 Number of Students per Page: 30

Free Form Header
 Label 1:
 Label 2:

Save
Undo
Back