



TEAMS User Guide

Student Skillbook

First Edition

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This section describes how to configure skills for which grade information can be recorded in the TEAMS Skillbook.

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Overview

With Skillbook functionality, districts can configure skills for which grade information can be recorded in the TEAMS Skillbook, which teachers access from Gradebook tabs in the Enter Classroom Grading function.

Skillbook Grades

If grades are going to be used with the Skillbook, the following functions must be configured:

- **Skill Book Grade Scale:** Use to define the grade scales available for selection (page 1.3)
- **Skill Book Grade:** Use to define the grades available for selection in the Skillbook, the numeric equivalent and numeric range, and to associate the grade with one or more grade scales (page 1.4).

Skillbook Hierarchy

Use the functions below to arrange the hierarchy of Skillbook information in the Enter Classroom Grading function.

- **District Skill Book Group:** Use to configure the highest level in the Skillbook hierarchy. Skillbook groups contain Skillbook categories (page 1.8)
- **District Skillbook Category:** Use to configure the category level of the Skillbook hierarchy. Skillbook grades and grade scales can be associated with categories, if desired. Categories are associated with Skillbook groups in the District Skill Book Group function (page 1.6).
- **District Skill Book Sub Category:** Use to configure the sub-category level of the Skillbook hierarchy. In the District Skillbook Sub-Categories function, sub-categories are associated with categories. Skillbook grades and grade scales can be associated with sub-categories, if desired. (page 1.10).
- **District Skill Book Skill:** Use to configure the skills that will be displayed in the Skillbook. Skills are the lowest level in the Skillbook hierarchy and are associated with a category/sub-category combination. Skillbook grades and grade scales can be associated with skills, if desired (page 1.12).

Skill Book Grade Scale

Use the Skill Book Grade Scale function to set up and maintain grade scales that will be associated with Skillbook grades. The defined scales are used to group a set of Skillbook grades that will be used to translate to a calculated value.

How to Add a Skill Book Grade Scale

1. Navigate to the TEAMS Home page and locate the Skillbook Management menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Skill Book Grade Scale** link. The Skill Book Grade Scale tab opens in a new browser window.

Skill Book Grade Scale Table Maintenance

Scale Name: *

Scale Description:

Scale Begin Year: *

Scale End Year: *

Skill Book Grade Scale

Sort | Clear Sorted by: (default)

Scale Name	Scale Description	Scale Begin Year	Scale End Year
Specials	Specials and Citizenship	2000	2020
Subjects	Subjects	2000	2020
Yes/No	Yes or No	2000	2020

record count: 3 of 3

Figure 1.1: Skill Book Grade Scale tab

3. In the **Scale Name** field, enter the name for the new scale.
4. In the **Scale Description** field, enter a description for the scale.
5. In the **Scale Begin Year** field, enter the first year that the scale will be active.
6. In the **Scale End Year** field, enter the last year that the scale will be active.
7. Click the **Add** button. The new scale is added to the Skill Book Grade Scale list.
8. Click the **Close Window** button to return to the TEAMS Home page.

Skill Book Grade

Use the Skill Book Grade function to define the grades that can be awarded for skills in the Enter Classroom Grading function.

How to Add a Skill Book Grade

1. Navigate to the TEAMS Home page and locate the Skillbook Management menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Skill Book Grade** link. The Skill Book Grade tab is displayed in a new browser window.

SkillbookGradeCd	Numeric Equivalent	Numeric Range
E	95.0	90.00000 - 100.00000
I	70.0	70.00000 - 79.99990
M	85.0	80.00000 - 89.99990
N		
No	50.0	0.00000 - 69.99990
P	75.0	71.00000 - 79.99990
S	90.0	80.00000 - 100.00000
U	60.0	0.00000 - 69.99990
Yes	100.0	70.00000 - 100.00000

Figure 1.2: Skill Book Grade tab

3. In the **SkillbookGradeCd** field, enter the code that will be used for the grade.
4. Enter the **Numeric Equivalent** field of the grade.
5. Enter the **Numeric Range** for the grade.
6. Click the **Add** button. The grade is added to the SkillbookGradeCd list.

How to Associate a Skillbook Scale With a Grade Scale

1. In the **SkillbookGradeCd** list, select the grade.
2. Click the **Assign Scale** button. The Skillbook Scale Assign tab is displayed, as shown in the following figure.

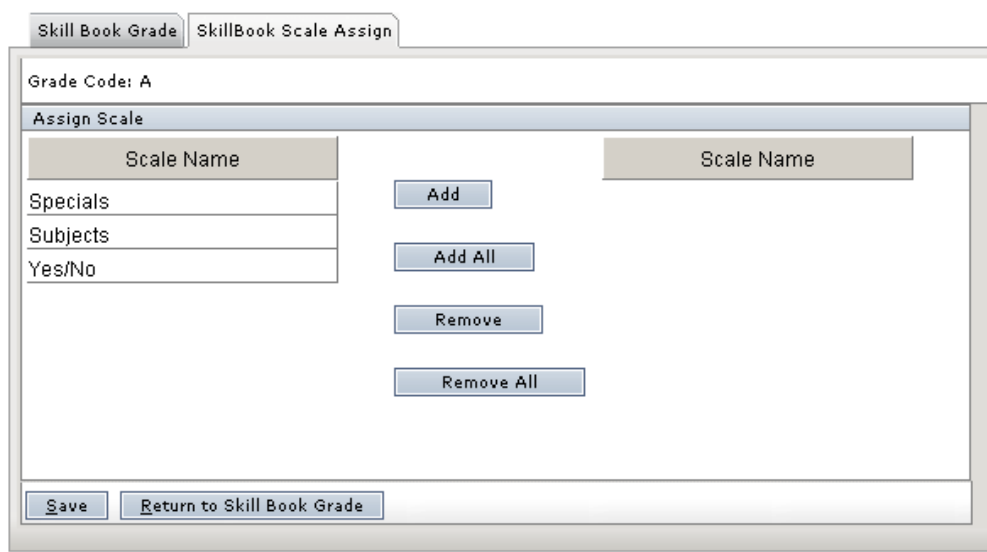


Figure 1.3: Skillbook Scale Assign tab

3. The **Scale Name** list on the left side of the tab displays the available Skillbook scales. Highlight to select the scale to associate with the Skillbook grade and click the **Add** button. The scale is moved to the Scale Name list on the right side of the tab.

Note: Skillbook scales are defined in the Skill Book Grade Scale function.

Note: Use the **Add All** button to select all items in the Available list. Use the **Remove** button to remove an individual item from the Selected list. Use the **Remove All** button to remove all items from the Selected list.

4. When you are finished associating scales with the Skillbook grade, click the **Save** button. A Confirmation box is displayed asking you if you want to save the changes.
5. Click the **Yes** button to save your selections and close the Confirmation box.
6. Click the **Return to Skill Book Grade** button to return to the Skill Book Grade tab.
7. Click the **Close Window** button to close the browser window and return to the TEAMS Home page.

District Skillbook Category

Use the District Skillbook Category function to create the Category level of skills for the Skillbook. Skillbook categories are added to groups in the District Skillbook Group function and are associated with sub-categories in the District Skillbook Sub Category function.

How to Add a District Skillbook Category

- Navigate to the TEAMS Home page and locate the Skillbook Management menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.
- Select the **District Skillbook Category** link. The Page Title - RfdDistSkillbookCategory tab (Skillbook Category tab) is displayed.

The screenshot shows a software window titled "Page Title - RfdDistSkillbookCategory". Inside, there is a "Table Maintenance" section with the following fields:

- Dist SkillBook Cat Name: * (text input)
- Dist SkillBook Cat GradeOption: (dropdown menu)
- SkillBook Grade Scale: (dropdown menu)
- Dist SkillBook Cat SortOrder: (text input)

Below the form are "Add" and "Clear" buttons. The main area displays a table of existing categories:

DistSkCatName	DistSkCatGradeOption	SkbookGradeScale	DistSkCatSortOrder
Science	None	Specials	4
OSI	None	Specials	1
Citizenship	Grade	Subjects	10
Reading	None		1
Math	None		2
Writing	None		3
Social Studies	None		5
Growth in Writing	None		6
Letter Identification	Checkbox		7
Numbers	None		8
Shapes	None		9
Special Areas	None		11

At the bottom of the table area are "Edit" and "Delete" buttons. Below the table is a "Close Window" button. The text "record count: 12 of 12" is visible at the bottom right of the table area.

Figure 1.4: Page Title - RfdDistSkillbookCategory (Skillbook Category tab)

- In the **Dist SkillBook Cat Name** field, enter a name for the new category.
- In the **Dist SkillBook Cat Grade Option** field, select one of the following options for how grades will be assessed for the category:
 - None: If no grade is associated with the category.
 - Checkbox: If teachers only need to checkmark that the student has attained the skills in the category.
 - Grade: If teachers will assign a grade for the category.

5. Select the **SkillBook Grade Scale** field to use with the category, if appropriate.
6. In the **Dist Skillbook Cat SortOrder** field, enter the number that represents the position in which you would like the category displayed under the Group on the tab in the Enter Classroom Grading function.
7. Click the **Add** button. The category is added to the RfdDistSkillbookCategory list.
8. Click the **Close Window** button to close the browser window and return to the TEAMS Home page.

District Skill Book Group

Use the District Skill Book Group function to create the groups that will be used in the Skillbook in the Enter Classroom Grading function.

How to Add a Skillbook Group

1. Navigate to the TEAMS Home page and locate the Skillbook Management menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **District Skill Book Group** link. The Skillbook Group tab is displayed.

Page Title - RfdDistSkillbookGroup Table Maintenance

DistSkGrpSortOrder: *

DistSkGrpNm: *

Add Clear

DistSkillbookGroup

Sort | Clear Sorted by: (default)

DistSkGrpSortOrder	DistSkGrpNm
3	KG
4	KG Data Profile
2	PreK
1	Skillbook Group1

record count: 4 of 4

Edit Delete Assign Category

Close Window

Figure 1.5: Skillbook Group tab

3. In the **DistSkGrpSortOrder** field, enter the number that represents the position in which this group will be displayed on the tab in the Enter Classroom Grading function.
4. In the **DistSkGrpNm** field, enter the name for the Skillbook Group.
5. Click the **Add** button. The group is added to the Dist Skillbook Group list.

How to Associate Skillbook Categories With a Group

1. In the DistSkillbook Group list, select the group and click the **Assign Category** button. The Skillbook Category tab is displayed.

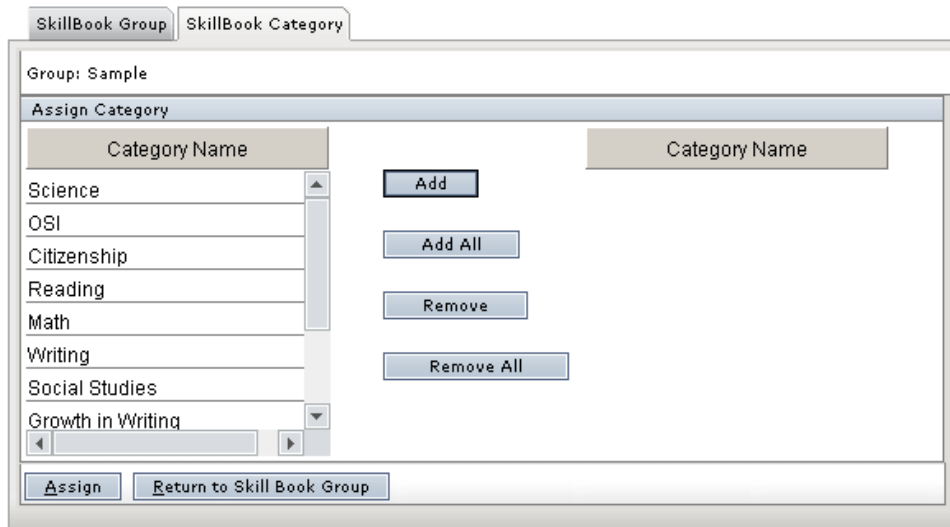


Figure 1.6: Skillbook Category tab

2. The **Assign Category** list on the left side of the screen displays each category that has been configured. Select a Category and click the **Add** button.

Tip: To select multiple categories, press and hold the **Ctrl** key on your keyboard and click to select each category.

Note: Use the **Add All** button to select all items in the Available list. Use the **Remove** button to remove an individual item from the Selected list. Use the **Remove All** button to remove all items from the Selected list.

3. When you have selected all categories for the group, click the **Assign** button. A confirmation box is displayed asking you to verify that you want to assign the selected category(ies) to the group.
4. Click the **Yes** button to save your selection(s) and close the Confirmation box.
5. Click the **Return to Skill Book Group** button to go back to the Skillbook Group tab.
6. Click the **Close Window** button to return to the TEAMS Home page.

District Skill Book Sub Category

Use the District Skill Book Sub Category function to create the Sub-Category level of skills for the Skillbook.

How to Add a District Skillbook Sub-Category

1. Navigate to the TEAMS Home page and locate the Skillbook Management menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **District Skill Book Sub Category** link. The Page Title - RfdDistSkillbookSubCat tab (Skillbook Sub-Category tab) is displayed in a new browser window.

The screenshot shows a web application window titled "Page Title - RfdDistSkillbookSubCat". The window contains a form for "Page Title - RfdDistSkillbookSubCat Table Maintenance" with the following fields:

- Dist SkillBook Cat Name: * [Dropdown menu]
- Dist SkillBook Subcat Name: * [Text input]
- Dist SkillBook CatGradeOption: [Dropdown menu]
- SkillBook Grade Scale: [Dropdown menu]
- DistSkScatSortOrder: [Text input]

Below the form are "Add" and "Clear" buttons. The main area of the window displays a table of records for "RfdDistSkillbookSubCat". The table is sorted by "DistSkScatSortOrder" (default). The table has the following columns: DistSkCatName, DistSkScatName, DistSkScatGradeOption, SkbookGradeScale, and DistSkScatSortOrder. The table contains 81 records, with the first few rows shown below:

DistSkCatName	DistSkScatName	DistSkScatGradeOption	SkbookGradeScale	DistSkScatSortOrder
Citizenship	Pride	Grade	Specials	1
Citizenship	Citizenship	Grade	Specials	2
Citizenship	Responsibility	Grade	Specials	3
Citizenship	Integrity	Grade	Specials	4
Citizenship	Cooperation	Grade	Specials	5
Citizenship	Respect	Grade	Specials	6
Special Areas	Art	Grade	Specials	1
Special Areas	Music	Grade	Specials	2
Special Areas	Physical Education	Grade	Specials	3
Science	Overall Grade	Grade	Subjects	1
Social Studies	Grade	Grade	Subjects	1
OSI	1234567890123456	Grade	Subjects	15
Reading	Phonemic Awareness	None		1
Reading	Concepts about print	None		2
Reading	Uses reading strateg	None		3

At the bottom of the table are "Edit" and "Delete" buttons. Below the table is a "Close Window" button. The record count is shown as "record count: 81 of 81".

Figure 1.7: Page Title - RfdDistSkillbookSubCat tab (Skillbook Sub-Category tab)

3. In the **Dist SkillBook Cat Name** field, select the Skillbook Category with which to associate the sub-category

Note: Skillbook categories are defined in the District Skill Book Category function.

4. In the **Dist Skillbook SubCat Name** field, enter the name for the new sub-category.

5. In the **Dist Skillbook CatGrade Option** field, select one of the following types of grades for this sub-category:
 - None: If no grade is associated with the sub-category.
 - Checkbox: If teachers only need to checkmark that the student has attained the skills in the sub-category
 - Grade: If teachers will assign a grade for the sub-category.
6. In the **Skillbook Grade Scale** field, select the grade scale to use with the sub-category, if applicable.
7. In the **DistSkScatSortOrder** field, enter the number for the order in which you would like to display the sub-category within the associated category on the tab in the Enter Classroom Grading function.
8. Click the **Add** button. The Skillbook sub-category is added to the RfdDistSkillbookSubCat list.
9. Click the **Close Window** button to return to the TEAMS Home page.

District Skill Book Skill

Use the District Skill Book Skill function to create the Skill level of the Skillbook hierarchy that is used in the Enter Classroom Grading function.

How to Add a Skillbook Skill

1. Navigate to the TEAMS Home page and locate the Skillbook Management menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **District Skillbook Skill** link. The Skillbook-Skill tab is displayed.

GradeOption	DistSkSkillNm	DistSkSkillDesc	GradeScale	DistSkSkill
Grade	Pre	Pre	Specials	1
Grade	Post	Post	Specials	2
Grade	Rhyming	Orally produces rhyming words	Subjects	1
Grade	Recognizes words	Recognizes words occurring frequently in print	Subjects	2
Grade	Hears and records	Hears and records sounds	Subjects	3
Grade	Orientation	Top to bottom orientation	Subjects	1
Grade	Progression	Left to right progression	Subjects	2
Grade	Return sweep	Return sweep	Subjects	3
Grade	Recognizes space	Recognizes that spaces separate words	Subjects	4
Grade	Punctuation	Punctuation	Subjects	5
Grade	Picture clue	Uses pictures as a clue	Subjects	1
Grade	Phonics clue	Uses knowledge of phonics as a clue	Subjects	2

Figure 1.8: Skillbook-Skill tab

3. In the **Dist SkillBook Grade Option** field, select one of the following options for the type of grade to be associated with the skill:
 - None: If no grade is associated with the skill
 - Checkbox: If teachers only need to checkmark that the student has attained the skill.
 - Grade: If teachers will assign a grade for the skill.
4. In the **Dist SkillBook Name** field, enter the name to be displayed for the skill.

5. In the **Dist SkillBook Desc** field, enter a description for the skill.
6. In the **SkillBook Grade Scale** field, select the scale that will be used with the Skillbook grade, if applicable.

Note: Skillbook grade scales are defined in the Skill Book Grade Scale function.

7. In the **Dist SkillBook Sort Order** field, enter the number that represents the position in which you want the skill to be displayed in the hierarchy on the Enter Classroom Grading function.
8. Click the **Add** button. The skill is displayed in the RfdDistSkillbookSkill list.

How to Assign Skills to Categories/Sub-Categories

1. In the RfdDistSkillbookSkill list, select the skill and click the **Assign Category** button. The SkillBook Sub-Category tab is displayed.

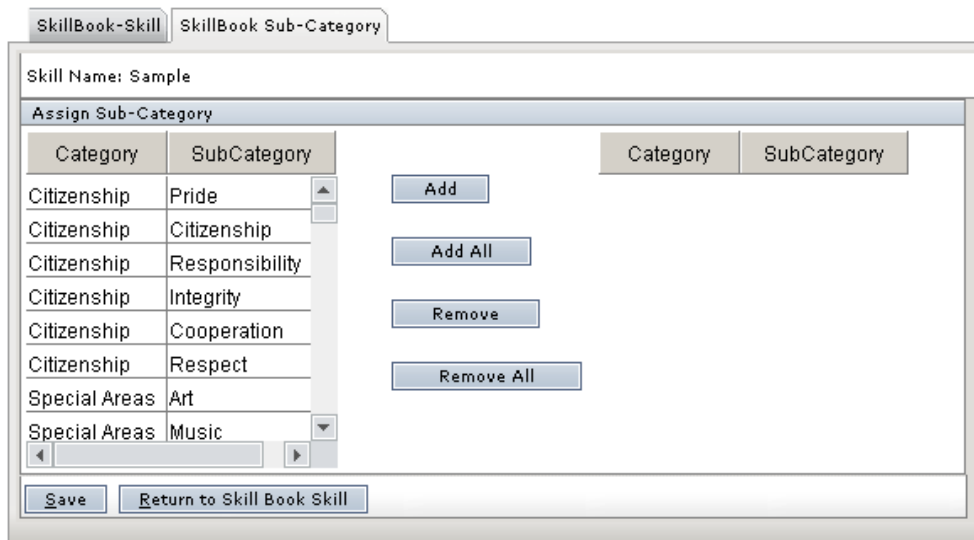


Figure 1.9: SkillBook Sub-Category tab

2. The **Assign Sub-Category** list on the left side of the screen displays each category and sub-category that have been configured. Select a Category/SubCategory and click the **Add** button.

Tip: To select multiple categories/sub-categories, press and hold the **Ctrl** key on your keyboard and click to select each category/sub-category.

Note: Use the **Add All** button to select all items in the Available list. Use the **Remove** button to remove an individual item from the Selected list. Use the **Remove All** button to remove all items from the Selected list.

3. When you have selected all categories/sub-categories for the skill, click the **Save** button. A confirmation box is displayed asking you to verify that you want to save the changes.
4. Click the **Yes** button to save your selection(s) and close the Confirmation box.
5. Click the **Return to Skill Book Skill** button to go back to the Skillbook - Skill tab.
6. Click the **Close Window** button to return to the TEAMS Home page.

Calculating Skillbook Grades

Skillbook grades are calculated in the Maintain Grade Type List function. Skillbook grades are calculated as simple average without any weighted values. The system ignores any blank or missing grades.

How to Calculate Skillbook Grades

1. Navigate to the TEAMS Home page and locate the Student Grading Setup menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Maintain Grade Type List** link. The Grade Type tab is displayed.

Figure 1.10: Grade Type tab

3. Select the **Campus** from the drop-down list.
4. Select the **Fiscal Year** from the drop-down list
5. Select the **Calendar ID** from the drop-down list. The system displays a list of all defined grade types.

Name	Label	Tm	Data Entry Date Range	Cat	Clc	Avg	I/E	Trn	Crd	Tch	Cmt	Att
1st Nine Weeks	NW1	S1	10-20-2008 - 10-29-2008	Report Card	N	N	Exclude	N	N	Y	Y	Y
2nd Nine Weeks	NW2	S1	12-16-2008 - 01-08-2009	Report Card	N	N	Exclude	N	N	Y	Y	Y
3rd Nine Weeks	NW3	S2	03-10-2009 - 03-25-2009	Report Card	Y	N	Exclude	N	N	Y	Y	Y
4th Nine Weeks	NW4	S2	06-02-2009 - 06-05-2009	Report Card	N	N	Exclude	N	N	Y	Y	Y
1st Progress	PR1	S1	09-18-2008 - 09-26-2008	Progress	N	N	Exclude	N	N	Y	Y	Y
2nd Progress	PR2	S1	11-18-2008 - 12-01-2008	Progress	N	N	Exclude	N	N	Y	Y	Y
3rd Progress	PR3	S2	02-03-2009 - 02-11-2009	Progress	N	N	Exclude	N	N	Y	Y	Y
4th Progress	PR4	S2	04-14-2009 - 04-22-2009	Progress	N	N	Exclude	N	N	Y	Y	Y
Annual Average	AA	S2		Report Card	Y	N	Exclude	Y	N	Y	N	N

Figure 1.11: Grade Type tab with grade types for a selected campus


6. In the Grade Types list, select the Grade Type to edit and click the **Calculate Skill Book Grade** button. The Calculate tab is displayed, as shown in the following figure.

The screenshot shows a dialog box titled "Calculate" with the subtitle "Campus Skill Book Grade Calculation Run Parameters". It contains three rows of input fields, each with a red asterisk indicating a required field:

- Grade Level Range:** Two dropdown menus separated by a minus sign.
- Grade Level As Of Date:** A date input field with a calendar icon.
- Would you like to clear all existing grade values?:** A dropdown menu.

At the bottom of the dialog are two buttons: "Calculate Skill Book Grade" and "Cancel".

Figure 1.12: Calculate tab

7. In the **Grade Level Range** field, select the beginning and ending grade levels from the drop-down lists
8. In the **Grade Level As of Date** field, enter the date to use to determine students' grade level, or click the  to select it from the calendar.
9. In the **Would you like to clear all existing grade values?** field, select one of the following options:
 - Select **Yes** to clear existing grade values for the selected grade type.
 - Select **All but manual entries** to clear all grades for the selected grade type except for those that were entered manually.
 - Select **No** to keep the existing grade values.
10. Click the **Calculate Skill Book Grade** button. The Campus Grade Type Results tab is displayed with a message to let you know that the grade values have been calculated and saved. If the system encountered errors calculating Skillbook grades for any students, those students are listed on the tab.

SECTION 1: SKILLBOOK SETUP



Section 2: Skillbook Entry

Teachers use the TEAMS Skillbook to record grades for district-defined skills. The Skillbook is accessed from the TEAMS Gradebook in the Enter Classroom Grading function.

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Entering Skillbook Grades

Use the TEAMS Skillbook to record information for a selected student for district-defined skills. The Skillbook is accessed from the TEAMS Gradebook in the Enter Classroom Grading function.

Note: For more information about the Enter Classroom Grading function or Gradebook functionality, see the TEAMS Student Grading Guide or TEAMS Online Help.

How to Access the Skillbook

1. Navigate to the TEAMS Home page and locate the Student Grading menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Enter Classroom Grading** link. The Course Section List tab is displayed with your courses for the current term.
3. Highlight the section and click the **Select** button. The Gradebook tab for the current grading cycle is the first tab displayed.

Skillbook icon

										SW1	SW2	SW3	SW4	SW5	SW6	Report Card	Progress	Credit
#	Local ID	Student Name	GL	SCH					Avg	a s s e s s m e n t 1	a s s e s s m e n t 2	a s s e s s m e n t 1	a s s e s s m e n t 2					
All										100x1	100x1	100x1	100x1					
Class Average										Assig Apr 29	Assig Apr 29	major May 01	new t May 01					
Scheduled Students With Ownership																		
1	374257	Alvarado, Alfredo	10	009	D	S	G	SB	P	89	80	85	90	95				
2	447669	Antonio, Xavier	10	009	D	S	G	SB	P L	89	80	85	90	95				
3	468592	Brown, Sage	11	009	D	S	G	SB	P	89	80	85	90	95				
4	347368	Chan, Michael	10	009	D	S	G	SB	P	89	80	85	90	95				
5	355830	Coronado, Ruby	10	009	D	S	G	SB	P L	89	80	85	90	95				
6	468614	Crain, Alejandra	11	009	D	S	G	SB	P	89	80	85	90	95				
7	362054	Cruz, Angela	10	009	D	S	G	SB	P	89	80	85	90	95				
8	361938	Esquivel, Juan Antonio	09	009	D	S	G	SB	P	89	80	85	90	95				
9	347759	Fetner, Jessica Joana	10	009	D	S	G	SB	P	89	80	85	90	95				

Figure 2.1: Sample Gradebook Tab (partially illustrated)

4. Click the **SB** icon next to a student's name to access his or her Skillbook grades. The Skillbook is displayed, as shown in the following figure. By default, the Skillbook displays a column for only the active grading period (for example, SW3).

Entering Skillbook Grades

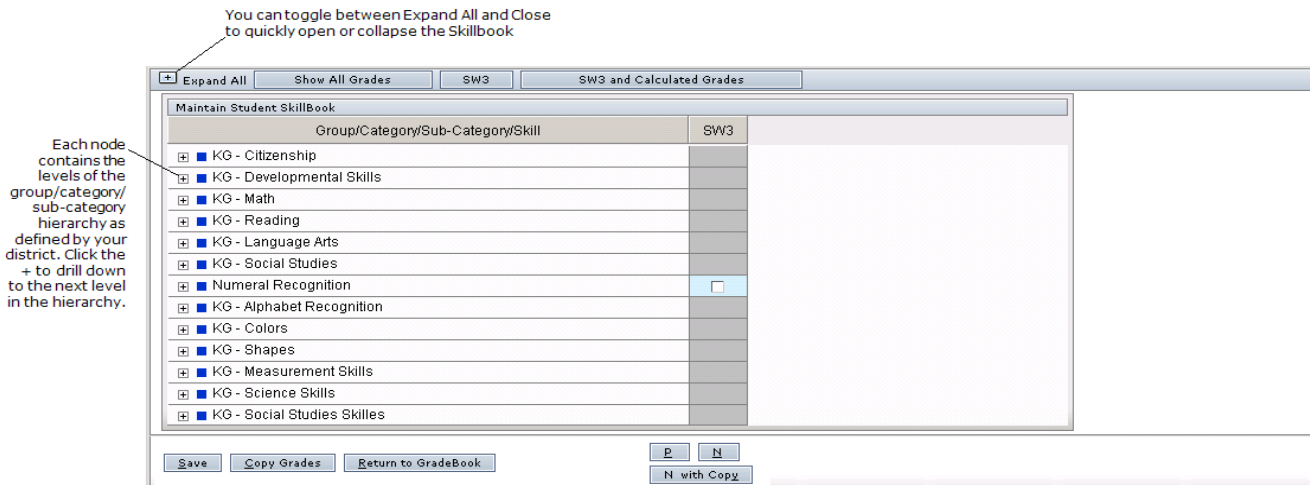


Figure 2.2: Sample Skillbook

Note: Skillbook groups, categories, sub-categories, and skills are defined by your district. Your district determines how many levels to use in the Skillbook hierarchy to organize skills.

How to Change the Skillbook View

You can use the buttons described below to control the amount of information displayed on the Skillbook:

- **Show All Grades:** Click the **Show All Grades** button to display columns for all grading periods and calculated grades. The column for the active grading period is the only column in which you can enter Skillbook grades.
- **[Active Grading Period]:** This button will display the name of the active grading period (for example, SW3). Click this button to show a column for only the active grading period. This is the default view because the one-column display is the best view for system display performance.
- **[Active Grading Period] and Calculated Grades:** Click to display columns for the active grading period (for example, SW3) and all calculated grades that are still open.

How to Enter Skillbook Grades

1. In the Skillbook hierarchy, click the + next to a Skillbook node to drill down through the levels to locate the skill for which to record information. A Skillbook with an expanded node is shown below.

The screenshot shows a software window titled "Maintain Student SkillBook". At the top, there are buttons for "Expand All", "Show All Grades", "SW3", and "SW3 and Calculated Grades". The main area is a table with two columns: "Group/Category/Sub-Category/Skill" and "SW3". The "KG - Citizenship" node is expanded, showing a list of skills with checkboxes in the "SW3" column. The "Numerals Recognition" skill has a checked checkbox. At the bottom, there are buttons for "Save", "Copy Grades", "Return to GradeBook", "P", "N", and "N with Copy".

Group/Category/Sub-Category/Skill	SW3
KG - Citizenship	
Shows respect to teacher and others of the school community	<input type="checkbox"/>
Uses kind words	<input type="checkbox"/>
Follows instructions	<input type="checkbox"/>
Keeps hands and feet to self	<input type="checkbox"/>
Talks at appropriate time	<input type="checkbox"/>
Sits in a designated spot	<input type="checkbox"/>
Participates and cooperates in classroom activities	<input type="checkbox"/>
Stays on Task	<input type="checkbox"/>
Works independently	<input type="checkbox"/>
Accepts correction	<input type="checkbox"/>
Takes pride in work and works to potential	<input type="checkbox"/>
KG - Developmental Skills	
KG - Math	
KG - Reading	
KG - Language Arts	
KG - Social Studies	
Numerals Recognition	<input checked="" type="checkbox"/>
KG - Alphabet Recognition	
KG - Colors	
KG - Shapes	
KG - Measurement Skills	
KG - Science Skills	
KG - Social Studies Skills	

Figure 2.3: Skillbook with expanded node

2. When you have located the skill for which to record information, click in the entry field for the skill. The type of entry field used for the skill depends on how your district has configured the Skillbook. Examples of entry field types include checkboxes and drop-down lists. An entry field with a drop-down selection list is shown in the following figure.

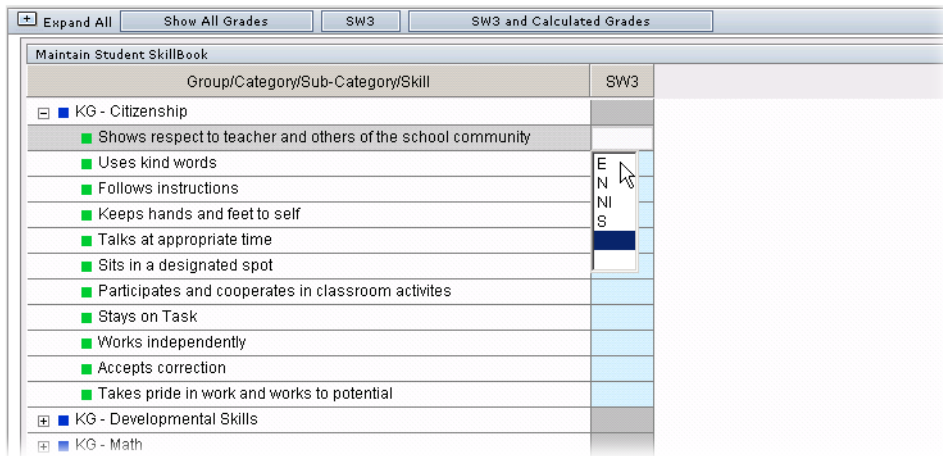


Figure 2.4: Skillbook (partially illustrated) with a drop-down selection list entry field

3. Complete the entry field for the skill.
4. After you complete an entry field, your cursor moves automatically down the column to the next skill. Continue adding grades for skills as appropriate.

Tip: You can also press the **Tab** key to quickly move your cursor to the next entry field in the column. When you select a grade in the entry field for the last skill in a Skillbook node, the node automatically collapses and the next node expands. (The node will also collapse if you press the Tab key without selecting a grade in the entry field.) Nodes will not automatically collapse and expand if you have clicked **Expand All** to open all nodes.

5. When you have finished adding Skillbook grades, click the **Save** button.
6. You now have the following options:
 - Click the **Copy Grades** button to copy Skillbook grades assigned for one grading period to another grading period for either the student's Skillbook you are viewing or for all students on the class roster for the course/section. (For more information, see "How to Copy Skillbook Grades" on page 6.)
 - Click the **Return to Gradebook** button to close the Skillbook and return to the Gradebook tab on which you were working.
 - Click the **P** button to move to the Skillbook for the previous student on the roster.
 - Click the **N** button to move to the Skillbook for the next student on the roster.
 - Click the **N with Copy** button to move to the Skillbook for next student on the roster and to copy the current student's Skillbook grades to the next student's Skillbook. The system displays a message above the next student's Skillbook to let you know that grades were successfully copied from the original student. (You can modify entries for the next student as necessary.)

Tip: To add comments for skills in the Skillbook use the **Report Card** tab. To access the **Report Card** tab from the Gradebook, click the **Report Card** tab to bring it forward. For information about adding comments, see the *TEAMS Student Grading Guide* or *TEAMS Online Help*.

How to Copy Skillbook Grades

You can quickly copy the Skillbook grades assigned for one grading period to another grading period. You can select to copy grades for the student Skillbook with which you are working or for all students on the class roster for the course/section. For grades to be copied, the grading period to which you are copying must be open.

To copy Skillbook grades, follow the steps below.

1. On the Skillbook, click the **Copy Grades** button. The Copy Grades box is displayed.

Figure 2.5: Copy Grades box

2. In the **Copy Grades From** field, select the grading period from which you want to copy grades.
3. In the **Copy Grades To** field, select the grading period to which you want to copy the grades.

Note: For grades to be copied, you must select an open grading period in the Copy Grades To field.

4. The **Copy for All Students** option defaults to No, which means grades will only be copied for the student Skillbook with which you are working. If you want to copy grades for all students on the class roster for the course/section, change the selection to Yes.
5. Click the **Copy** button.

Note: If grades exist for the grading period selected in the Copy Grades To field, a confirmation box is displayed asking you to confirm that you want to overwrite the existing grades. Click the **Save** button to continue or click the **No** button to close the box without copying the grades.