Attaching an Assignment File in Skyward

You can attach a file to an assignment in Skyward so that parents and students can have access to it. You want to be sure NOT to post copyrighted material on your website (the world wide web) but you can attach them in Skyward since it is password protected and therefore limits who has access to them.

1. Or	n the Assignment maintenance	screen you first select	<mark>Attach</mark>
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	Category:	Add Assignment Save and Back	
	Description: Detailed Description:	Save and Add Another	
	Assignment Group:	Score	
	Entered Date: Assign Date:	Tue, Sep 4 2012 Undo □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	
	Proposed Due Date: Actual Due Date:	Image: Sep ▼ 04 ▼ €2012 ▲ Attach (0) Image: Sep ▼ 01 ▼ 2012	
	Max Score: Weight Multiplier:	100 Image: Post to Family Access 1.00 Image: Post to Student Access	
	Show Assignment Score	e As: Score Show Comments	

- It is recommended that you attach only PDF files since all users will be able to open them.
- 2. Select *Browse* in the window that pops up

Attachment Maintenance - Entity 041 - 05.12.06.0	- 0 X		
Attachment Maintenance	🛱 ? 🖣 Back		
Attachment Maintenance	Save		
	Delete		
Click Browse to select a file			

- 3. Navigate to where you have the file saved.
- 4. Select the file and click *Open*

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Open Cancel	me: Problem Solving with Measurement 🔹	All Files (*.*) Open	▼ Cancel

5. Select Upload



6. Select Save



- 7. On Family Access Gradebook Parents/Students will see:
 - a. Left click on the term grade to see a list of assignments

Description	Term	Teacher	PR1	1SW
MATH 6	YR	STEPHANIE ROTHROCK	91	<u>91</u>

b. Left click on the assignment title

Grade for TERM 1 - 15W 08/27/12 - 09/30/12			90.83	91		
MS - Assessment (40.00% of 0 = 0% of TERM 1 Grade)		0.00	0.00			
MS - Daily (50.00% of 60 = 83.33% of TERM 1 Grade)		190.00	200.00	95.00	95	
MSD	08/29/12	Fraction Folding Activity	100.00	100.00	100.00	100
MSD	08/31/12 🗸	Equivalent Fractions	90.00	100.00	90.00	90
				70		

c. Left click on the attachment to open a copy of the assignment

Assignment Detail Information				
Assignment:	Equivalent Fractions			
Category:	MSD - MS - Daily			
Assign Date:	08/30/12			
Due Date:	08/31/12			
Max Score:	5			
Weight Multiplier:	20.00			
Attachments:	EquivalentFractionsandBeyond.pdf			