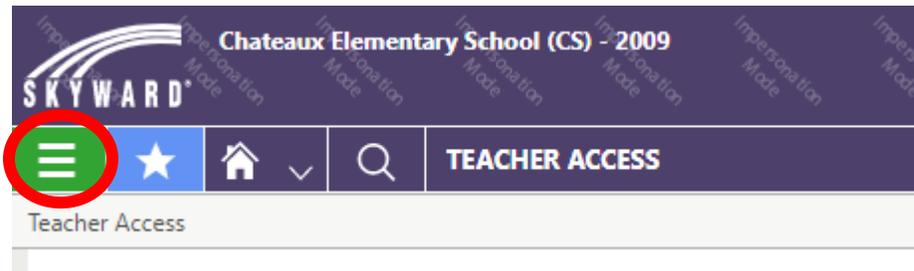
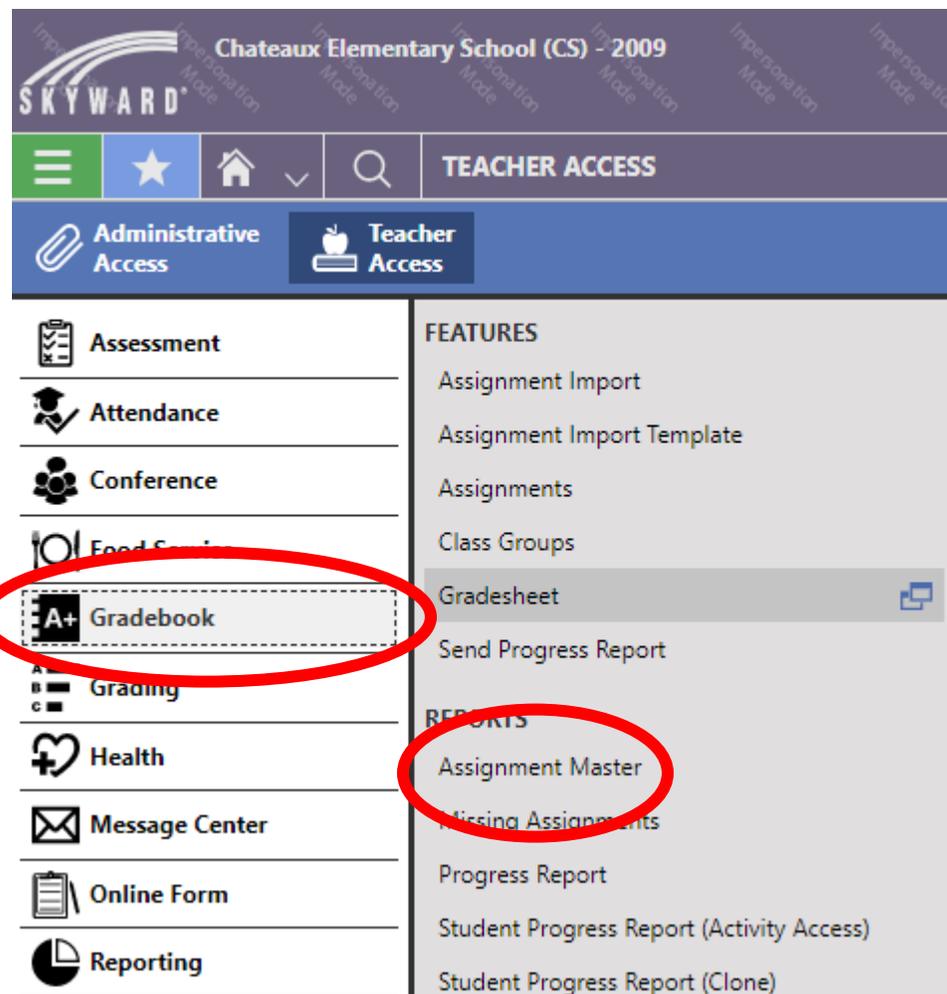


Skyward – Assignment Master Report

1. Click on the green main menu.



2. Click on “Gradebook” and then “Assignment Master” again under Report



3 Select the **Grading Period(s), Due Date Ranges** (ex. Q2 beginning and end date of 11/07/2022 – 01/20/2023), and **Classes**. You can also select the **Categories and Assignments** you wish to run. If you want to see all **Categories or Assignment**, just leave the field blank.

Run Report
Enter Report Details

Report Name Assignment Master	Primary Module Gradebook	Owner SKYWARD	School Year 2022-2023
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Prompt Template

PROMPTS

Section Sorts:

↑ ↓ Class Code

↑ ↓ Period

Grading Periods

*Due Date Range

*Classes

Categories

Assignments

Assignment Sorts:

↑ ↓ Category

↑ ↓ Due Date

↑ ↓ Assignment

Print Student Assignments

Only Print Students with Missing Assignments (Print Student Assignments must be 'Yes')

Only Print Assignments with at least one Assignment Missing

Student Name Format

4. Select “Yes” under the **Print Student Assignments**. Select “No” for the next two fields.

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name: Assignment Master Primary Module: Gradebook Owner: SKYWARD School Year: 2022-2023

Prompt Template: [Dropdown] Save As New

PROMPTS

Section Sorts:
↑ ↓ Class Code
↑ ↓ Period

Grading Periods: Quarter 2 Clear

*Due Date Range: 11/07/2022 Monday 31 - 01/20/2023 Friday 31

*Classes: LA11100 / 402 MA11100 / 402 Clear

Categories: HWK CLWK Clear

Assignments: Show all values

Assignment Sorts:
↑ ↓ Category
↑ ↓ Due Date
↑ ↓ Assignment

Print Student Assignments: Yes ←

Only Print Students with Missing Assignments (Print Student Assignments must be 'Yes'): No ←

Only Print Assignments with at least one Assignment Missing: No ←

Student Name Format: Last, First Middle

5. Next, Select Run Report.

Run Report

Enter Report Details

[Reset Prompts](#) [Run Report](#) [Cancel](#)

Report Name Assignment Master	Primary Module Gradebook	Owner SKYWARD	School Year 2022-2023
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Prompt Template [Save As New](#)

PROMPTS

Section Sorts:

- ↑ ↓ Class Code
- ↑ ↓ Period

Grading Periods [Clear](#)

*Due Date Range [Clear](#)

*Classes [Clear](#)

Categories [Clear](#)

Assignments [Clear](#)

Assignment Sorts:

- ↑ ↓ Category
- ↑ ↓ Due Date
- ↑ ↓ Assignment

Print Student Assignments [v](#)

Only Print Students with Missing Assignments (Print Student Assignments must be 'Yes') [v](#)

Only Print Assignments with at least one Assignment Missing [v](#)

Student Name Format [v](#)