

## MONTHLY REVIEW DIRECTIONS -

Please email [jconsolver@ohsd.net](mailto:jconsolver@ohsd.net) if you have any troubles.

Log into Skyward - HOME

Click on FILL OUT ONLINE FORM for student

Click on NEXT

### STEP 1

Click EDIT for December form created 12/13/2021

Please do NOT choose ADD or delete. Please \*OH\* Please do NOT pick ADD/DELETE

### STEP 2

Use Pulldown menu for MONTH - Choose "December"

Use the Pulldown menu for "PROGRESS" for each listed class

### STEP 3

Write a review -- make sure to tell us what you did or did NOT accomplish. We also need a definitive statement of progress.

Example A (on track with syllabus)

"Michelle completed all activities, work, and tests listed in the syllabus for the month. Michelle scored an 85% on all completed work. "

Example B (copy and paste from syllabus)

1. click on Schedule (left sidebar)
2. click on COURSE NAME then SYLLABUS
3. Copy November goal and paste into review area-- 500 character limit

Example C (off the pace from syllabus)

"Michelle has completed all but 4 assignments listed in the syllabus for the month.. Michelle needed additional review work on fractions. We plan on catching up in November. Michelle scored above a 70% on all completed work. "

### STEP 4

Click NEXT STEP

SUBMIT Review

### STEP 5

REPEAT FOR EACH STUDENT

1. (use the drop-down at top of screen to find additional students)

**\*\*NEW FEATURE\*\*** HOW to SAVE a copy for your records.

1. Click SAVE and PRINT (top screen while doing Steps 1-3)
2. Click View Report
3. Click on the Printer icon
4. Select PRINTER -- Microsoft Print to PDF
5. Name it and put it on your desktop or in your directory.

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