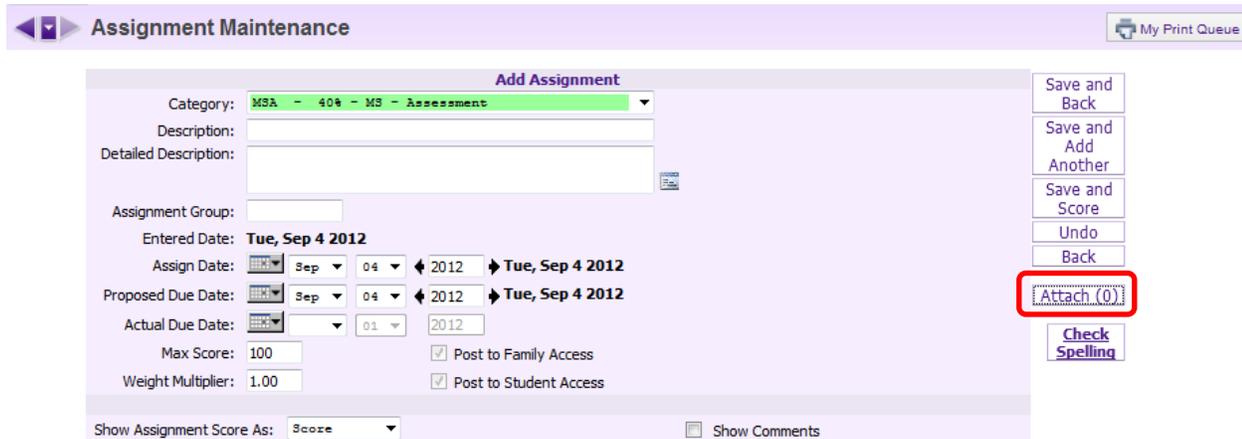


Attaching an Assignment File in Skyward

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.

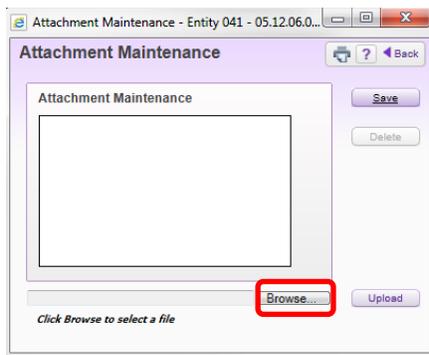
1. On the Assignment maintenance screen you first select **Attach**



The screenshot shows the 'Assignment Maintenance' interface. The 'Add Assignment' form is the central focus. On the right side of the form, there is a vertical column of buttons: 'Save and Back', 'Save and Add Another', 'Save and Score', 'Undo', 'Back', 'Attach (0)', and 'Check Spelling'. The 'Attach (0)' button is highlighted with a red rectangular box.

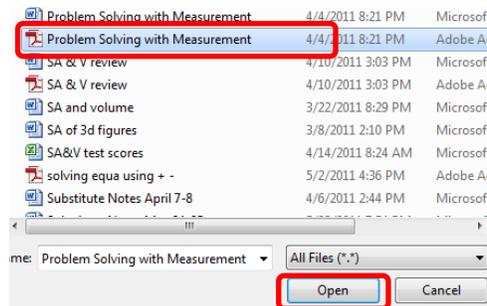
It is recommended that you attach only PDF files since all users will be able to open them.

2. Select **Browse** in the window that pops up

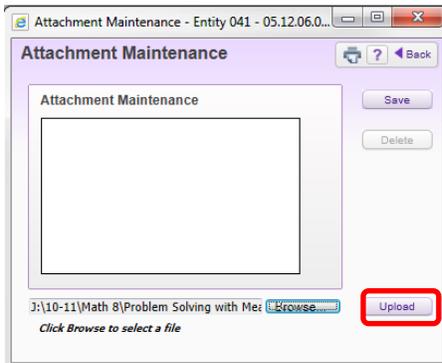


3. Navigate to where you have the file saved.

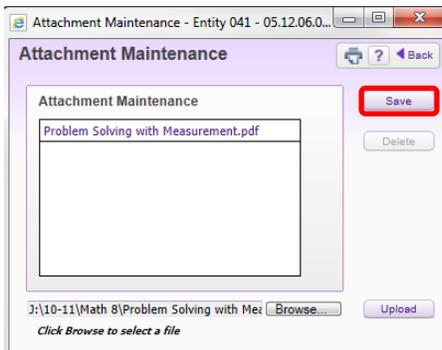
4. Select the file and click **Open**



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	91

b. Left click on the assignment title

Grade for TERM 1 - 1SW 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
MSD	08/29/12	Fraction Folding Activity	100.00	100.00	100.00
MSD	08/31/12	Equivalent Fractions	90.00	100.00	90.00

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](#)