

Go to TMS website <http://www.tahoma.wednet.edu/SubSite/TMS/Index.html>
(think about adding this or the link to SWIFT and Skyward to your short cuts or favorites)

SWIFT

SWIFT is the teacher's individual website where the assignment and homework for the day are posted. Many documents and other information can also be found here. SWIFT is not for grades.

To enter SWIFT – click on “staff e-mails and websites” link on the far left. This pulls up all the staff in Tahoma Middle School. To check a particular teacher's class, click on that teacher's link to their “website.” You will be taken to their homepage.

Homework can be found in one of two places (depending on the teacher): events or homework. Events is a calendar that will have the assignment listed on the date it was assigned with a due date. Homework is a running list of the homework.

Documents is where assignments that are electronic can be posted. Many of our assignments are not electronic, so they are not posted on the website. Your student will learn where to find extra copies in the classroom should they lose an assignment.

SKYWARD

Skyward is the grading program teachers use and is found through family access or student access (family access allows you to see all your students, student access allows you to only look at that particular student).

To enter Skyward, click on “Skyward Family Access Link”
From there you type in your user name and password (which shows you all your students).
Your student also has a different student name and password (which shows only theirs.)

Scroll to the correct student, click on Gradebook Link, and all the classes and the current grades will show. There are four terms or quarters. Terms 1 and Terms 2 are averaged to the final First Semester (S1). Terms 3 and Terms 4 are averaged to the final Second Semester grade (S2).

When you click on the grade, that specific class will open up with all the assignments. There are codes whose meanings can be seen by floating the cursor over the letter or by using the attached code definition sheet (also found on the TMS Website.)

There is also a “missing assignment” tab that shows all the missing assignments for the student. However, it can be misleading. Assignments that have been graded by still have a code by them (for example, absent) will show up all year on the tab. Make sure and double check the gradebook and if there is a score in there, the assignment is not missing.

