## **Request Grade Change for Prior Quarter**

1. Login to Skyward. Click on TEACHER ACCESS--- MY GRADEBOOK.

Home  Teacher Access Administrator Access Food Service
✓ Teacher Access     My Gradebook - MG     My Students - MS

2. In the box labeled POSTING STATUS, choose the grading period you are editing.

	Repor	ts for All Classes 🗸	Posting Status - 033 - Secondary Gradebook
Days Meet	Class	Description	Grading Periods Open for Posting
12345	2720 / 7	SOCIAL STUDIES 7	03
12345	2820 / 7	SOCIAL STUDIES 8	Decious Grading Deriods
12345	2820 / 2	SOCIAL STUDIES 8	Prestous Grading Perious
12345	2720 / 6	SOCIAL STUDIES 7	M1
12345	2720 / 9	SOCIAL STUDIES 7	Q1
12345	2820 / 3	SOCIAL STUDIES 8	M2
			Q2 M3

3. Select the class for the student(s) you are editing by clicking the line. Then click on REQUEST GRADE CHANGES button.

Secondary Grade Posting Status for Q1 (08/31/15 - 11/04/15) 🖷 👔												Request Grade			
Perio	d 🔺	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete	N	Changes
Þ	01	2720 / 7	SOCIAL STUDIES 7		6	14		86.97	96.35	99.80	14	2		-	
Þ	03	2820 / 7	SOCIAL STUDIES 8	1	16	16	1	89.92	96.98	99.80	16	1			
Þ	04	2820 / 2	SOCIAL STUDIES 8	1	21	20				93.25	20	5			
Þ	05	2720 / 6	SOCIAL STUDIES 7		3	22		85.88	95.16	98.90	22	4			

4. In the box that displays, type the reason for the grade change. Then, click YES to proceed.



5. Your grade book for that particular class will open. If you can see the information for that quarter needed displayed, move to Step 6. If the grade period is not showing, you need to change your GRADE PERIOD display.



Click the check boxes for the quarter(s) you cannot see that needs to be edited. Click SAVE when complete.

Grade Period Disp	olay			Save
Display Assignments Hide All	Display Grade Period Hide All			
Show All	Show All	Grading Period	Date Range	
1		M1	08/31/2015 - 10/01/2015	
<ul> <li>Image: A set of the set of the</li></ul>		Q1	08/31/2015 - 11/04/2015	
		M2	11/05/2015 - 12/10/2015	
	<b></b>	Q2	11/05/2015 - 01/22/2016	
<b></b>		M3	01/25/2016 - 02/25/2016	
<b>A</b>	I.	* Q3	01/25/2016 - 04/06/2016	
<ul><li>✓</li></ul>		M4	04/07/2016 - 05/06/2016	
<b>~</b>	<b>v</b>	Q4	04/07/2016 - 06/09/2016	
Signifies the Cu	urrent Grade Perio	d(s). These cannot be l	hidden.	

6. You can click on any individual assignment grade and manually change grades in that list. You can also click on the Q1 column, and type the specific quarter grade for any student in the Adjustment, Grade column as shown below. Multiple changes can be made in one request.

ade	Aaji	ustmen	τ							
			Те	rm Q1					Save Unde	
	Cal Grad	culated e Percent	Ad Grade	justment Amount	Cmt	Total Percent	Override		Posted Grade	Grad
nte	93	93.25					-	۲	93	100
nes	83	82.95					-	۲	83	98
she	87	86.51					-	۲	87	97
зе	71	71.32					-	۲	71	96
agh	73	73.48					-	۲	73	94
nie	76	76.31					-	۲	76	93
emi	79	79.44					-	۲	79	92 91
nel	84	83.85					-	۲	84	90
rey	89	88.83					-	۲	89	89
tum	90	90.18					-	۲	90	88
fi	85	84.63					-	۲	85	86
yss	81	81.38					-	۲	81	85
exi		- (					-	۲		84
ra	71	71.32					-	۲	71	82

7. After you make changes, click "SAVE" in the upper right corner. Your requests will automatically be sent to your building principal.