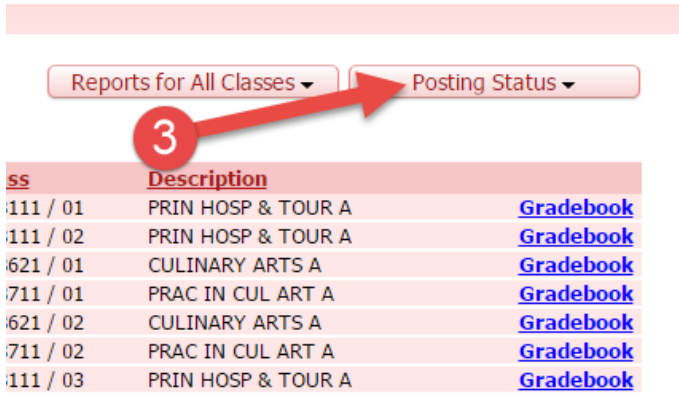
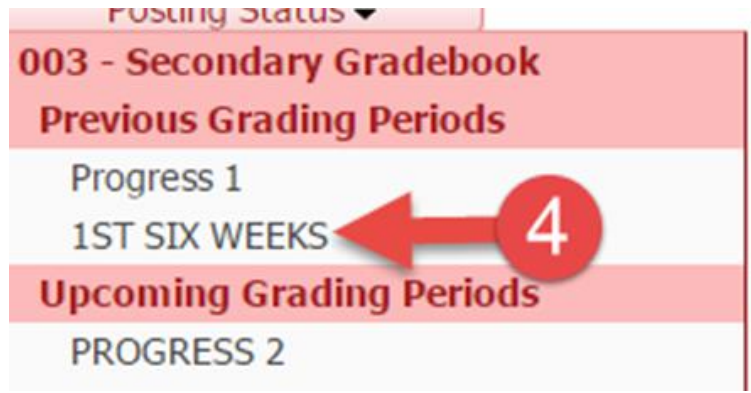


# Changing Grades from a Previous Six Weeks

1. Log into Skyward and click on Teacher Access.
2. Then Click on My Gradebook.
3. Click on Posting Status drop down menu.



4. Then click on the Six Weeks term you would like to make changes in.
5. On the next screen highlight the class you want to make grade changes in.



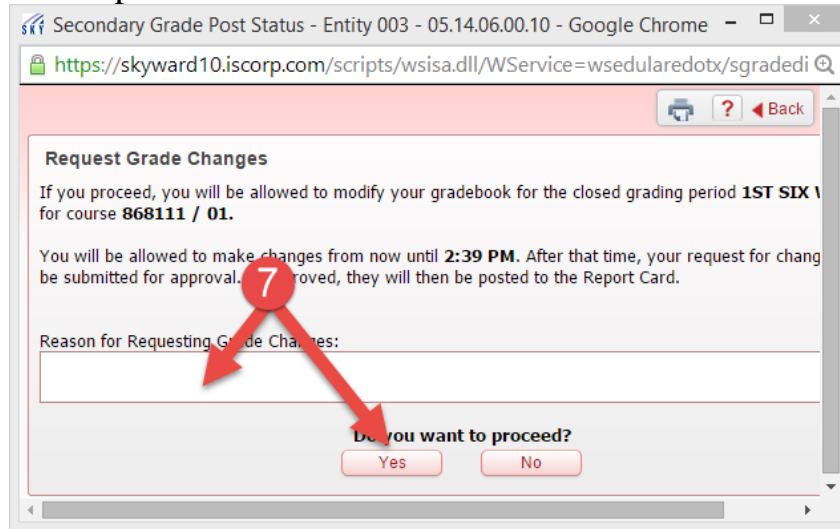
Secondary Grade Posting Status for 1ST SIX WEEKS (08/25/14 - 10/03/14)

Period	Class	Description	Missing Rpt. Card	Missing Assign.	Missing Comments	Diff.	F
01	868111 / 01	PRIN HOSP & TOUR A		2	28		
02	868111 / 02	PRIN HOSP & TOUR A			23		
04	868621 / 01	CULINARY ARTS A			24		
04	868711 / 01	PRAC IN CUL ART A		1	5		
07	868621 / 02	CULINARY ARTS A			17		
07	868711 / 02	PRAC IN CUL ART A			8		
08	868111 / 03	PRIN HOSP & TOUR A		4	25		

6. Then on the right side of the screen click on the Request Grade Changes button.

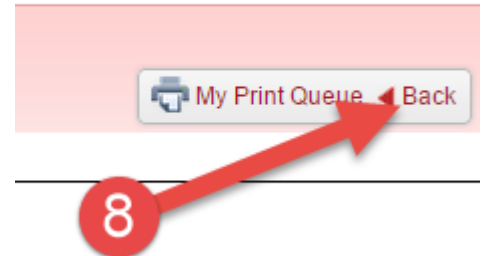
Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Last Post Date	Last Post Time	Request Grade Changes
49.50	85.50	95.00	28	11	<input type="checkbox"/>	10/06/14 - Monday	12:06 PM	<input type="button" value="Request Grade Changes"/>
85.00	90.78	95.00	23	17	<input type="checkbox"/>	10/06/14 - Monday	10:34 AM	
85.00	98.33	100.00	24	4	<input type="checkbox"/>	10/06/14 - Monday	11:07 AM	
49.50	88.90	100.00	5		<input type="checkbox"/>	10/06/14 - Monday	11:10 AM	
85.00	91.47	100.00	17	2	<input type="checkbox"/>	10/06/14 - Monday	11:44 AM	
80.00	87.50	95.00	8		<input type="checkbox"/>	10/06/14 - Monday	11:50 AM	
49.50	84.38	95.00	25	15	<input type="checkbox"/>	10/06/14 - Monday	12:10 PM	

- A new window will pop up and ask that you enter a reason for changing the grade and then click on Yes to proceed.



- Your gradebook for that class will open and you can proceed to make all changes that need to be made. When finished click on the back button in the upper right side of the window.
- After returning the list of classes you will see a number in the column titled **Diff.**

Missing Assign.	Missing Comments	Diff.	Low Percent
2	23		49.50
	23		85.00
	24		85.00
	5		49.50
	17		85.00
	8		80.00
4	25		49.50



- Lastly, click on the **Complete Grade Changes** button on the right side of the screen. Your request will be submitted and if approved by an administrator they will be posted automatically.
- Repeat Steps 3 – 10 for each class that you need to make changes to.

