


How to Request a Grade Change in the Skyward Gradebook Once the Gradebook is LOCKED

Two Step Process

Classroom Teacher Instructions

STEP ONE

1. Open the gradebook (class section) that needs to be modified. Go to the six weeks period in which you need to make a grade change. Move the cursor to the Options button in the six weeks average column.

<div>  <div> <div>Teacher:</div> <div>Class:</div> </div> <div>Lonaview High School</div> </div>											
Home Page My Gradebook Main Screen											
<div> <div>Other Access ▾</div> <div>Classes ▾</div> <div>Assignments ▾</div> <div>Attendance ▾</div> <div>Categories ▾</div> <div>Grade Marks ▾</div> <div>Posting ▾</div> <div>Reports ▾</div> <div>Charts ▾</div> <div>Display Options ▾</div> <div>Quit</div> </div>											
<div>Students</div>		<div>No Atnd Entry Today</div>	<div>Term Grade</div> <div>MP1 ▾</div> <div>Sort By %</div>	<div>MP1 Options ▾</div>	CZ1	<div>PR1 Options ▾</div>	<div>Bell R W03-F</div> <div>09/10 DW</div> <div>100</div> <div>76.11</div>	<div>Bell R W03-W</div> <div>09/08 DW</div> <div>100</div> <div>75.56</div>	<div>Chemic W03-W</div> <div>09/08 DW</div> <div>100</div> <div>71.27</div>	<div>Scient W02-F</div> <div>09/03 DW</div> <div>100</div> <div>59.55</div>	<div>Bell R W02-Th</div> <div>09/02 DW</div> <div>100</div> <div>95.50</div>
1	Student Names		99 99.00%	99		99	90	100	100	99	100
2			67 67.00%	67		67	90	0	0	0	100

2. In the pop-up menu click on Grade Posting Status for Term MP1.

MP1	CZ1	PR1	Bell R W03-F	Bell R W03-W	Ch
Options ▾		Options ▾	09/10	09/08	09/08
<div>Select Term MP1 Display Method</div> <div>Grade Mark</div> <div>Percent</div> <div>Points</div> <div>Grade Posting Status for Term MP1</div>					
99					
67					
40		40	90	0	

3. Click on the Request Grade Changes button.

Home Page My Gradebook Main Screen Secondary Grade Post Status											
Posting was open from 12:01 AM on 09/20/10 until 8:00 AM on 09/24/10											
Secondary Grade Posting Status for MARKING PERIOD 1 (08/23/10 - 09/23/10)											
Period ▴	Class	Description	Missing Rpt Card Grades	Missing Assgn.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds
05	Chem / 20	Chemistry	12	35	12		40.00	77.00	99.00	12	
										Posting Complete	Request Grade Changes

4. Type in a general reason for requesting the grade change. (You will be more specific on the reason when you fill out the paper request form.) Then click on the Yes button.
The requested grading period in the gradebook for you to adjust your grades is only active for **two hours**.

Note: The two hour grading window will only open the requested class and the requested six weeks period for making grade changes.

5. Change the desired assignment grade(s) within the requested six weeks period.
The grade difference will display in your gradebook after you make the grade changes.

Students	No Atnd Entry Today	Term Grade MP1 Sort By %	MP1 Options	MP1 Report Card	CZ1	PR1 Options	PR1 Report Card	Bell R W03-F 09/10 DW 100 76.11	Bell R W03-W 09/08 DW 100 83.33	Chemic W03-W 09/08 DW 100 71.27	Scient W02-F 09/03 DW 100 59.55
1 Student Names		99 99.00%	99			99		90	100	100	99
2		*74 74.00%	*74	*67		*74	*67	90	70	0	0

Make Grade Changes

6. Select the **Options** button in the Six Weeks average column and click on **Grade Posting Status for Term MP1**.

7. Click on the **Complete Grade Changes** button. Then click Yes.

Home Page | My Gradebook | Main Screen | Secondary Grade Post Status Back

Posting was open from 12:01 AM on 09/20/10 until 8:00 AM on 09/24/10

Secondary Grade Posting Status for MARKING PERIOD 1 (08/23/10 - 09/23/10)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
05	Chem / 20	Chemistry	12	35	12	1	40.00	77.58	99.00	12		<input type="checkbox"/>

Complete Grade Changes

Complete Grade Changes

If you proceed, the temporary window for changes to this gradebook will be closed.

Do you want to proceed?

8. You have completed the grade change process in the gradebook!

STEP TWO

You need to email Linda Buie (llbuie@lisd.org) and Cc Melanie Pondant (mpondant@lisd.org) or if you are a Global teacher email Everett Brunson (ebrunson@lisd.org).

Send

To... Buie, Linda;

Cc... Pondant, Melanie;

Subject: Grade Change Request

I have submitted a grade change for the following student(s):

63762 Sally Smith- State the Reason for grade change here

34527 Josh Rojas - State the Reason for grade change here

Pat Smith

Once the gradebook administrator approves the grade change request, the grade difference will no longer appear in the gradebook.

Longview High School

Teacher: _____ Class: _____

Home Page | My Gradebook | Main Screen

Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display		
				Term Grade	MP1 Options	CZ1	PR1 Options	PR1 Report Card	Bell R W03-F 09/10 DW 100 76.11	Bell R W03-W 09/08 DW 100 83.33	Ch W03 09/09 D 1 71
				No Atnd Entry Today	MP1 Sort By %	Grade Difference resolved! Report Card MP1 Column closed.					
Students											
1		Student Names		99 99.00%	99		99		90	100	
2				74 74.00%	74		*74	*67	90	70	

This means the updated six weeks average has been posted.