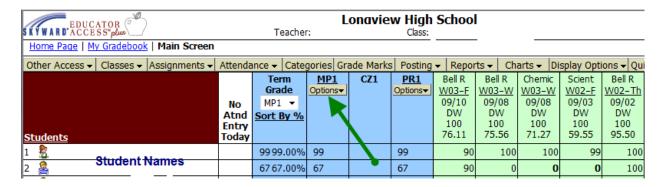
How to Request a Grade Change in the Skyward Gradebook Once the Gradebook is LOCKED

Two Step Process

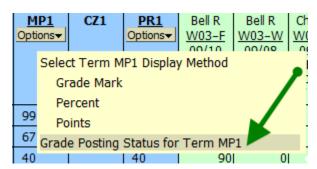
Classroom Teacher Instructions

STEP ONE

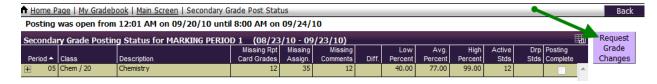
1. Open the gradebook (class section) that needs to be modified. Go to the six weeks period in which you need to make a grade change. Move the cursor to the Options button in the six weeks average column.



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

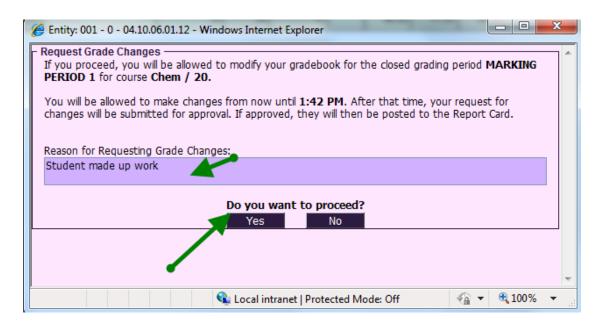


3. Click on the Request Grade Changes button.



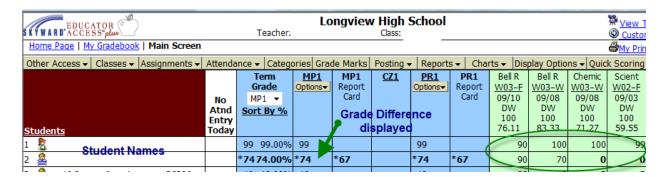
4. Type in a general reason for requesting the grade change. (You will be more specific on the reason when you fill out the paper request form.) Then click on the Yes button.

The requested grading period in the gradebook for you to adjust your grades is only active for **two hours**.



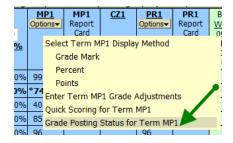
Note: The two hour grading window will only open the requested class and the requested six weeks period for making grade changes.

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.

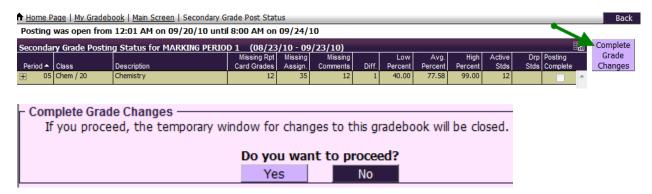


Make Grade Changes

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



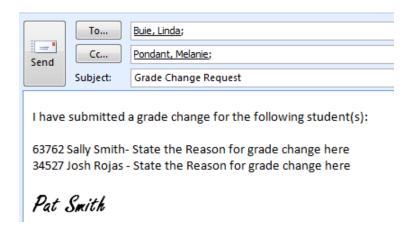
7. Click on the *Complete Grade Changes* button. Then click Yes.



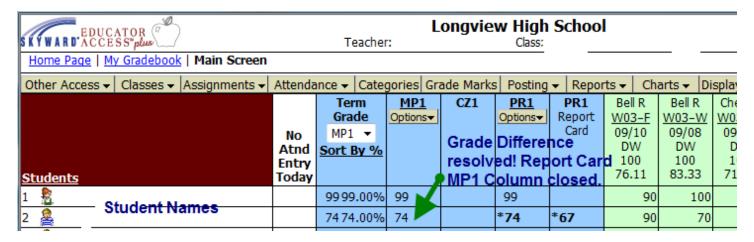
8. You have completed the grade change process in the gradebook!

STEP TWO

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



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



This means the updated six weeks average has been posted.