

# Requesting Grade Change for a Closed Grading Period

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The user is logged in as Steve Teacher. A yellow callout box is overlaid on the page, providing detailed information about the 'Requesting Grade Changes for a Closed Grading Period' feature.

**360 - Requesting Grade Changes for a Closed Grading Period**  
Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook**

**What is Requesting Grade Changes for a Closed Grading Period?**  
This option provides a communication tool to update previously posted grades that may no longer represent the student's course performance. Through this feature, teachers can request grade changes be reviewed and processed by a designated administrator.

**Why would you Request Grade Changes for a Closed Grading Period?**  
If you allow students to turn in late assignments for previous grading periods or for any other reason that the posted grade is no longer accurate.

**When would I Request Grade Changes for a Closed Grading Period?**  
This option would be used after the grade period posting window is closed for the selected term.

**Note:** If the grading period posting window is open this option is not available since teachers may continue to update grades by utilizing the standard Post Grades method.

[Edit this Page](#)

Current Year Classes

Prior Years Classes

[Show All Classes](#)

Reports for All Classes

400 High School

Dept	Subject	Terms	Period	Days Meet	Class	Description
10	10	1 - 4	1			
10	10	1 - 4	2			
10	10	1 - 4	3			
10	10	1 - 4	4			
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology
10	10	3 - 4	7	MTWRF	1170 / 03	Anatomy & Physiology

Select the **Grade Posting Status** button,  
select a previous **Closed** grading period.

Grade Posting Status

**Grading Periods Open for Posting**

Grade Posting Status for TERM 4

**Previous Grading Periods**

Grade Posting Status for MIDTERM 1

Grade Posting Status for TERM 1

Grade Posting Status for MIDTERM 2

Grade Posting Status for TERM 2

Grade Posting Status for MIDTERM 3

Grade Posting Status for TERM 3

Grade Posting Status for MIDTERM 4



Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07

Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07) [Request Grade Changes](#)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
+	01	<a href="#">1160 / 01</a>	Field Biology		19	18	64.90	81.27	82.90	18		<input type="checkbox"/>
+	02	<a href="#">1160 / 02</a>	Field Biology			23	79.10	79.20				<input type="checkbox"/>
+	03	<a href="#">1160 / 03</a>	Field Biology			24	79.30	79.30				<input type="checkbox"/>
+	04	<a href="#">1160 / 04</a>	Field Biology			25	92.80	92.80	92.80	25		<input type="checkbox"/>
+	05	<a href="#">1160 / 05</a>	Field Biology		17		47.50	65.26	91.30	25		<input type="checkbox"/>
+	06	<a href="#">1160 / 06</a>	Field Biology		8	25	54.40	75.73	82.80	25		<input type="checkbox"/>
+	07	<a href="#">1170 / 03</a>	Anatomy & Physiology						00.00	3		<input type="checkbox"/>

2) Click Request Grade Changes.

1) Select the class that needs an update to grades for the selected grading period.

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School  
User Name: Steve Teacher

View Tutorial  
Enter a Customer Service Call  
My Print Queue Back

Home Page | My Gradebook | Grade Post Status

Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07

**Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07)**

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	<a href="#">1160 / 01</a>	Field Biology		19	18		64.90	81.27	82.90	18		<input type="checkbox"/>
02	<a href="#">1160 / 02</a>	Field Biology			23		79.10	79.20	81.50	23	2	<input type="checkbox"/>
03	<a href="#">1160 / 03</a>	Field Biology			24		79.30	79.30	79.30	24		<input type="checkbox"/>
04	<a href="#">1160 / 04</a>	Field Biology										<input type="checkbox"/>
05	<a href="#">1160 / 05</a>	Field Biology										<input type="checkbox"/>
06	<a href="#">1160 / 06</a>	Field Biology										<input type="checkbox"/>
07	<a href="#">1160 / 07</a>	Field Biology										<input type="checkbox"/>

Request Grade Changes

**Request Grade Changes**  
If you proceed, you will be allowed to modify your gradebook for the closed grading period **MIDTERM 4** for course **1160 / 05**.

allowed to make changes from now until **10:00 AM**. After that time, your request for submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes:  
Students turned in missing work packets and the grades will effect their previously posted MQ4 grade)

**Do you want to proceed?**

Enter a reason for the requested grade changes.

To proceed with requesting a grade change, click Yes.

Note: You will have a maximum of two hours to update grades.

7 records displayed

Home Page | My Gradebook | Second

Other Access | Classes | Assignm

osting | Reports | Charts | Display Options | Quick Scoring | Export

3RD 3RD CON person Person Progre CON PR3 PR3  
Options Options Grade Adjust W16-Th W16-T W16-T W16-T  
12/08 12/06 DW 100  
100.00

Select Term 3RD Display Method  
Grade Mark  
Percent  
Points  
Enter Term 3RD Grade Adjustments  
Quick Scoring for Term 3RD  
Grade Posting Status for Term 3RD

Students	Grade Entry Today	Sort By %												
ANDREWS SAVANNAH M	41572	7878.00%	79	*										
BERTHELOT KATELYN D	28108	7676.00%	77	*										
BOOKER JOSHUA G	25950	8383.00%	84	*										
BOWEN ERIC T	40993	7272.00%	74	*										
CASIAS ASHTIN V	34075	7069.50%	68	*										
DAVIS STEPHEN L	36251	6767.00%	69	*	67		S	60	100		*	S	*66	*52
ELMORE MORGAN N	38220	7676.00%	75	*	76		S	100	100	100	*	S	75	
GROTHE CHEYENNE A	28089	6565.00%	65	*	65		S	65	100		*	S	64	
LESTER CLAYTON J	28264	9089.50%	88	*	90	0.50	S		100	100	*	S	89	
NORMAN SEANA M	30924	7474.00%	75	*	74		S		100		*	S	74	
O'NEILL LAICI R	28110	8079.50%	78	*	80	0.50							79	
OWENS JAVONN M	31940	7676.00%	75	*	76								75	*67
ROWLETT KRISTINA M	31806	8383.00%	81	*	83								82	
SEGREST TABATHA M	28351	8888.00%	90	*	88								77	
SMITH MICHAEL L	35120	8585.00%	87	*	85								74	*71
STONE PAMELA J	36446	8181.00%	84	*	81								81	*70
TURNER TOMMY L	25726	7272.00%	71	*	72		S	76	100	100	*	S	71	
VONDENSTEIN MORGAN M	35010	6767.00%	73	*	67		S	96	80		*	S	*67	*57
WESTBROOK TYLER L	34831	7272.00%	78	*	72		S	96			*	S	71	

1) Hover over the **Options** dropdown for the grading period you want to change.

2) Click on **Enter Term Grade Adjustment** to adjust grades for that grading period.

1) Change an **INC** by clicking on the down arrow and choosing the "-".

2) Click **Save**.

Students	Grade	Percent	Adj. Grade	Amount	Total Percent	Override	Posted Grade
1 ANDREWS SAVANNAH M 41572	78	78.00				INC Incomplete	
2 BERTHELOT KATELYN D 28108	76	76.00				-	
3 BOOKER JOSHUA G 25950	83	83.00				-	
4 BOWEN ERIC T 40993	72	72.00				-	
5 CASIAS ASHTIN V 34075	68	68.00	70	1.50	69.50	-	
6 DAVIS STEPHEN L 36251	67	67.00				-	
7 ELMORE MORGAN N 38220	76	76.00				-	
8 GROTHE CHEYENNE A 28089	65	65.00				-	
9 LESTER CLAYTON J 28264	89	89.00	90	0.50	89.50	-	
10 NORMAN SEANA M 30924	74	74.00				-	
11 O'NEILL LAICI R 28110	79	79.00	80	0.50	79.50	-	
12 OWENS JAVONN M 31940	76	76.00				-	
13 ROWLETT KRISTINA M 31806	83	83.00				-	
14 SEGREST TABATHA M 28351	88	88.00				-	
15 SMITH MICHAEL L 35120	85	85.00				-	
16 STONE PAMELA J 36446	81	81.00				-	
17 TURNER TOMMY L 25726	72	72.00				-	
18 VONDENSTEIN MORGAN M 35010	67	67.00				-	
19 WESTBROOK TYLER L 34831	72	72.00				-	

**\*NOTE:** If you need to clear an INC **AND** change a numeric grade, you will need to do each change **separately**. Change the INC first, save. Then go back and adjust the numeric changes, save.

1) Enter a numeric adjustment by putting the new grade in the **Adjustment** column.

2) click **Save**.

Students	Grade	Percent	Calculated Grade	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade
1 ANDREWS SAVANNAH M 41572	78	78.00	85	6.50			84.50	-	
2 BERTHELOT KATELYN D 28108	76	76.00						-	
3 BOOKER JOSHUA G 25950	83	83.00						-	
4 BOWEN ERIC T 40993	72	72.00						-	
5 CASIAS ASHTIN V 34075	68	68.00	70	1.50		69.50	-		
6 DAVIS STEPHEN L 36251	67	67.00						-	
7 ELMORE MORGAN N 38220	76	76.00						-	
8 GROTHE CHEYENNE A 28089	65	65.00						-	
9 LESTER CLAYTON J 28264	89	89.00	90	0.50		89.50	-		
10 NORMAN SEANA M 30924	74	74.00						-	
11 O'NEILL LAICI R 28110	79	79.00	80	0.50		79.50	-		
12 OWENS JAVONN M 31940	76	76.00						-	
13 ROWLETT KRISTINA M 31806	83	83.00						-	
14 SEGREST TABATHA M 28351	88	88.00						-	
15 SMITH MICHAEL L 35120	85	85.00						-	
16 STONE PAMELA J 36446	81	81.00						-	

Skyward Educator Access Plus - Microsoft Internet Explorer

High School  
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field

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

Other Access ▾ Classes Post Grade Comments Report Card Excel Export

1) Click the **Back** button to return to the Grade Posting Status screen.

2) or...Click **Grade Post Status** to return to the Grade Posting Status screen.

Students	Grade	Percentage	Report Card	Current	Record	Overall	Unit 1	Unit 2	Unit 3	
1 Ashley M Arneson	B+	88.00%	88	99	88	77	88	B+	52	88
2 Daniel C Borgstrom	F	54.40%	0	66	77	88	82	F	52	88
3 Christopher J Buman	F	55.70%	0	66	77	88	95	F	70	88
4 Emily S Carlson	F	49.10%	0	55	66	77	95	F	87	88

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School  
User Name: Steve Teacher

Home Page | My Gradebook | Grade Post Status

Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07

Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07)

2) To indicate that you have completed the grade changes, click **Complete Grade Changes**.

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Pa	79.30	79.30	79.30	24	79.30	79.30	24	79.30	79.30	24	79.30	79.30	24	
01	1160 / 01	Field Biology		19	18		6														
02	1160 / 02	Field Biology			23		7														
03	1160 / 03	Field Biology			24			79.30	79.30	79.30	24										
04	1160 / 04	Field Biology			25			92.80	92.80	92.80	25										
05	1160 / 05	Field Biology				17		68.50	79.54	91.30	25										
06	1160 / 06	Field Biology		8	25			54.40	75.73	82.80	25										
07	1170 / 03	Anato						100.00	100.00	100.00	3										

1) The Grade Posting Status screen will display the **number** of grading period grade differences between the student's **current Gradebook grade** and the grade on **record** for report cards.

Complete Grade Changes



Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	<a href="#">1160 / 01</a>	Field Biology		19	18		64.90	81.27	82.90	18		<input type="checkbox"/>
02	<a href="#">1160 / 02</a>	Field Biology			23		79.10	79.20	81.50	23	2	<input type="checkbox"/>
03	<a href="#">1160 / 03</a>	Field Biology			24		79.30	79.30	79.30	24		<input type="checkbox"/>
04	<a href="#">1160 / 04</a>	Field Biology			25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	<a href="#">1160 / 05</a>	Field Biology				17	68.50	79.54	91.30	25		<input type="checkbox"/>
06	<a href="#">1160 / 06</a>	Field Biology		8	25		54.40	75.73	82.80	25		<input type="checkbox"/>
07	<a href="#">1170 / 03</a>	Anatom										<input type="checkbox"/>

Complete Grade Changes

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

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

Do you want to proceed?

To **submit** the grade changes for administrative approval, click **Yes**.





Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07

Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07)												
Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	<a href="#">1160 / 01</a>	Field Biology		19	18		64.90	81.27	82.90	18		<input type="checkbox"/>
02	<a href="#">1160 / 02</a>	Field Biology			23		79.10	79.20	81.50	23	2	<input type="checkbox"/>
03	<a href="#">1160 / 03</a>	Field Biology			24		79.30	79.30	79.30	24		<input type="checkbox"/>
04	<a href="#">1160 / 04</a>	Field Biology			25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	<a href="#">1160 / 05</a>	Field Biology					68.50	79.54	91.30	25		<input type="checkbox"/>
06	<a href="#">1160 / 06</a>	Field Biology		8	25		54.40	75.73	82.80	25		<input type="checkbox"/>
07	<a href="#">1170 / 03</a>	Anatomy & P					100.00	100.00	100.00	3		<input type="checkbox"/>

Request Grade Changes

If your request for a Grade Change is reviewed and **approved** by a **designated** administrator, the Grade Differences column will show that there are no longer differences between the Gradebook grade and the grade on record.

**This concludes the tutorial.**