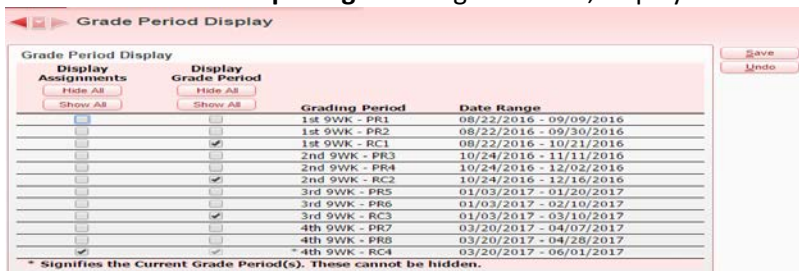


Before the end of the year teachers should have the following completed:

- No Grade Differences (Acceptable Grade Difference would be an attendance failure grade difference or a transfer grade in the grade book that was posted to another section)
- No Non-Equal Signs in the grade book (Acceptable Non-Equal Signs would be Year Long Courses (FG only) that were term adjusted into or out of a section)
- Grade Verification sheets turned into the front office for all grade reporting periods.

DHS senior teachers have two grade verification sheets that are required to be turned in. Senior grades are to be verified after the first post and then again after grades post on June 1 at 11:59 p.m.

Ensure there are no **Grade Differences** or **Non-Equal sign** in the grade book, display Period RC1, RC2, RC3 and RC4.



By selecting only the four main grading periods, you will immediately notice if there are grade differences or grades not calculating a semester or final average.

| Student | Report Card Grade | Gradebook Grade |
|---------|-------------------|-----------------|
| 95 | 100 | 18.04 |
| 95 | 100 | 29.05 |
| 95 | 100 | 27.85 |
| 95 | 100 | 21.40 |
| 95 | 100 | 10.10 |
| 60 | 60 | 59.50 |
| 92 | 100 | 5.77 |
| 95 | 100 | 29.37 |
| 100 | 100 | 6.95 |
| 92 | 100 | 8.54 |
| + | 100 | 10.19 |
| 95 | 100 | 16.40 |
| 98 | 100 | 11.05 |
| 100 | 100 | 3.36 |
| 92 | 100 | 20.59 |
| 100 | 100 | 10.74 |
| 95 | 100 | 14.96 |
| 98 | 100 | 20.45 |
| 100 | 100 | 14.65 |
| 98 | 100 | 9.90 |
| 100 | 100 | 16.70 |
| 100 | 100 | 18.02 |
| 98 | 100 | 18.99 |
| 50 | 100 | 47.00 |
| 100 | 100 | 9.90 |
| 100 | 100 | 18.09 |

Grade Difference – A grade difference is a grade in the teacher’s grade book that is different than the report card grade. It is important all grade differences are cleared out. It is okay to have a grade difference for a progress report grade.

- Determine if the report card grade or gradebook grade is correct.
- If the Gradebook grade is correct, complete the Grade Change Request process through Skyward.
- If the Posted Grade (Report Card Column in your Gradebook) is correct you can Transfer Report Card Grade using the New Button or complete the Grade Change Request process through Skyward.

The **Non-Equal** sign is displaying in a Semester or Final average and there is an (*) next to their name.

| Student | Final Average | Semester 1 Average |
|---------|---------------|--------------------|
| JOHNNY* | ≠ 78 | 73 |

The student has been enrolled in this course based on an Adjusted Term. In this example the student is missing their Semester 1 grade. To allow the final average to calculate properly, select the **New Button** and enter the Semester 1 grade using Option 3.

When to use the New Button **NEW** v. Requesting a Grade Change

- New Button is used to transfer a grade into the Grade Book. This grade will not be required to be posted to the Report Card. This option is mostly used when there is a new student in your grade book. It could also be used to clear up a Grade Difference if the posted grade (grade book grade) is not changing.
- Grade Change Request option is used when you are requesting the Posted Report Card grade to be changed after it has been sent home. This option is also used if adjusting the Report Card grade when the New Button is not available to transfer.

Pay attention – A Grade Change Request, if approved, will POST a grade to the front office. If approved, it will overwrite the previous report card grade.