



# Grade Change Requests

## **Grade Change Requests**

Grade Change Request from the Gradebook

Grade Change Request from the Gradebook Selection Screen

## Grade Change Requests

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### Grade Change Request from the Gradebook

The Grade Change Request process allows you to request a grade change for a previous grading period. These changes will then be administratively approved.

High School-Grades 9-12  
BANDC / 1 Prd:1 Concert Band

Main Screen

Students	Term Grade	Lesson	S1	S1	SE1	SE1	T2	T2	P2	P2	Quizzes
	Sort By %	W24-W	Options	Report Card	Options	Report Card	Options	Report Card	Options	Report Card	Options
1 Abbot Jon	A 100.00%	100	95	*A	*	*A					
2 AmemRosa	A 98.00%	98	*	B	*		*B-				
3 Amsc Nolan	C- 75.00%	75	*	C+	*		*B-	*C+	*C+	*B-	85
4 Clayb Henri	B 86.00%	86	*	C	*C+	*	*B-	*C+	*C	*B-	85

You will click **Options** under the grade column you would like to change and then select **Grade Posting Status for \_\_\_\_\_**.




Secondary Grade Post Status

Posting was open from 12:00 AM on 01/15/14 until 8:00 AM on 01/22/14

Secondary Grade Posting Status for Quarter 2/Semester 1 (11/02/13 - 01/18/14)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff	Low Percent	Avg Percent	High Percent	Active Slds	Drp Slds	Posting Complete
01	BANDC / 1	Concert Band	31	28	32	53			86.00	32		

You will see the class listed and can then select the **Request Grade Changes** button.

### Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the closed grading period **Quarter 2/Semester 1** for course **BANDC / 1**.

You will be allowed to make changes from now until **5:05 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes:

Mistake found for a grade.

**Do you want to proceed?**

You must enter a reason for the grade change. Once this is done you will click **Yes**. After this button is clicked you will have two hours to complete the changes for this class. You can make any necessary changes to the grading period selected for a grade change request. You will only be able to make modifications in the grading period selected for the grade change request.

Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | Export

Students	Thu 03/20 Atnd	Term Grade	Lesson W24-W 02/03	S1 Options	S1 Report Card	SE1 Options	SE1 Report Card	T2 Options	T2 Report Card	Assign W16-F	P2 Options	P2 Report Card	Quizzes W12-W 11/13
1 Abbot Jon	NEW	A 100.00%	100 95.00	A		*	*A	A					100
2 AmernRosa		A 98.00%		*B+	*B	*							83.25
3 Amsc Nolan	AUP	C- 75.00%		C+		*							
4 Clayb Henri	AUP	B 86.00%		*C	*C+	*							
5 Colon Wikla		A- 94.00%		*C	*D+	*		*B-	*D+	96	*D+	*C-	


Select Term T2 Display Method  
Grade Mark: Percent  
Points  
Enter Term T2 Grade Adjustments  
Quick Scoring for Term T2  
Grade Posting Status for Term T2

After all changes have been made, you can complete the grade change request by selecting **Grade Posting Status for \_\_\_\_** in the term **Options** dropdown.




Secondary Grade Post Status

Posting was open from 12:00 AM on 01/15/14 until 8:00 AM on 01/22/14

Secondary Grade Posting Status for Quarter 2/Semester 1 (11/02/13 - 01/18/14)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff	Low Percent	Avg Percent	High Percent	Active Sds	Drp Sds	Posting Complete
01	BANDC / 1	Concert Band	31	37	32	55	33.00	60.80	100.00	32		

You will then select the **Complete Grade Changes** button. Once you mark the Grade Change Request as complete you will no longer be able to make changes without creating another Grade Change Request.


### Complete Grade Changes


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

**Do you want to proceed?**


You can then click **Yes** to notify administration that you have completed your grade change(s).

## Grade Change Request from the Gradebook Selection Screen


Skyward School District 1

Panala Ainsleyscr
Account
Preferences
Exit


Home
Teacher Access
Student Services Access
Administrator Access
Food Service

My Gradebook
My Print Queue 

Current Year Classes
Prior Years Classes

Reports for All Classes
Posting Status

100 Elementary- Grades -PK-4						
Dept	Subject	Terms	Period	Days Meet	Class	Description
MUS	MUS	1 - 4	0	AB	1MUS / END	1st Grade Music

400 High School-Grades 9-12						
Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 4	0	MTWRF	HMR / 02	Homeroom
MUS	MUS	1 - 4	1	MTWRF	BANDC / 1	Concert Band
MUS	MUS	1 - 4	2	MTWRF	ACHOR / 1	A Cappella Choir
ENG	ENG	3 - 4	5	MTWRF	ADCOMP / 2-1	Adv Composition

**100 - Standards Gradebook**

Grading Periods Open for Posting

Quarter 3

Previous Grading Periods

Quarter 1

Quarter 2

Upcoming Grading Periods

Quarter 4

**400 - Secondary Gradebook**

Grading Periods Open for Posting

Quarter 3

Previous Grading Periods

Progress Report 1

Quarter 1

Progress Report 2

**Quarter 2/Semester 1**

Progress Report 3

Upcoming Grading Periods

Progress Report 4

Quarter 4/Semester 2

You will select the Grading Period in the **Posting Status** dropdown menu under the **Previous Grading Periods** section.

Secondary Grade Post Status

Posting was open from 12:00 AM on 01/15/14 until 8:00 AM on 01/22/14

Secondary Grade Posting Status for Quarter 2/Semester 1 (11/02/13 - 01/18/14)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff	Low Percent	Avg Percent	High Percent	Active Slts	Dip Slts	Post Complete	Request Grade Changes
00	HMR / 02	Homeroom	6		2					2		<input type="checkbox"/>	
01	BANDC / 1	Concert Band	31	37	32	55	33.00	60.80	100.00	32		<input type="checkbox"/>	
02	ACHOR / 1	A Cappella Choir	48	16	16					16	1	<input type="checkbox"/>	
06	ADCOMP / 1-2	Adv Composition	60		15					15		<input type="checkbox"/>	

You will click on the class needing the grade change request and then click on the **Request Grade Changes** button.

Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the closed grading period **Quarter 2/Semester 1** for course **ACHOR / 1**.

You will be allowed to make changes from now until **5:29 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes:

Need to change an incomplete grade.

Do you want to proceed?

Yes No

You will enter a reason for the grade change request and click on the **Yes** button. Just like when requesting the change from the Gradebook Main Screen, you must enter a reason and you will only have two hours to complete your changes.

Main Screen

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

Students	Thu 03/20 Atnd	Term Grade	S2	SE2	T4	P4	T3	T3	T3	Online W30-Th 03/20 ASGN 4 2.00	Theory W30-T 03/18 HMWK 100 89.18	Lesson W30-T 03/18 LES 100 82.35	Weekl W29-T 03/14 CLPA 100 100.00
1 Abbot Jon *	NEW	B+ 90.00%	B+	*			*B+		*A	2	75	87	
2 Aburt Russe (12)	NEW	A 95.00%	A	*			A			*	86	85	
3 Fenne Agnes	AUP	A- 92.00%	A-	*			*A-	0.50	*B+	*	85	76	
4 Griev Megan (1)	AUP	P 92.00%	P	*			P			*	74	99	
5 Immes Vince	AUP	A 96.00%	A	*			A			*	94	84	

After clicking **Yes**, you will be taken directly into the Gradebook selected for the grade change request. You can then complete the changes in the gradebook. Once the changes in the gradebook have been made you can mark the Grade Change Request as 'Completed.' Information regarding flagging a Grade Change Request as 'Completed' can be found earlier in this guide.