

## Grade Difference Scenarios

Scenario	Office	Teacher	Admin	How this happened
Gradebook grade is different from posted grade.	Only notify teacher of grade difference.	Request a grade change by opening the grade posting, making the change and closing the posting window.	Approve the changes. If the teacher forgot to close the window after making the correction the grade change will not be available for approval for two hours.	The teacher entered a grade or assignment after the grading period had closed.
Gradebook grade is blank and posted grade is there.	Only notify teacher of grade difference.	Enter the grades or accept the grades by using the yellow "New" button in the gradebook.	No approval needed.	This could happen for two reasons: 1) New student to the campus and the PEIMS clerk entered the grades the student earned at their previous school. 2) Schedule changes done correctly for "like" courses, in which case posted grades would move but gradebook grades would only be posted by the teacher.
Gradebook grade is there and posted grade is blank. <b>Schedule change and skyward does not recognize courses such as DAEP, Sheltered and Inclusion as "like" courses.</b>	Person making schedule changes will have to move the grades manually using the "entry by student" utility under the office tab.	No action required.	No approval needed.	This is caused by schedule changes in which the grade was not moved manually and now the teacher has accepted the grades from the other class by using the "new" button.
Gradebook grade is there and posted grade is blank. <b>Schedule change for different courses and grades were not moved.</b>	Do not move the grades manually. Notify teacher not to move grades.	Remove the grade from the gradebook if you already moved the grade using the "New" button.	No approval needed.	This is caused when the teacher moves the grades using the "New" button and the person making the schedule change did not move the grades because it was a different course. Example: Band and Art are different courses. <b>Grades should not be moved between unlike courses.</b>
Blank and missing grades	Run missing grades report and notify administrator and teacher of missing grades.	Follow procedures for a regular grade change. Enter the grades by opening the grade posting window to enter the grades and then closing the posting window.	Approve the changes. If the teacher forgot to close the window after making the correction the grade change will not be available for approval for two hours.	If teachers do not enter assignments and grades the gradebook grade and posted grade will be blank. This type of difference will not show up on the grade difference report but the grade will not post on the report card. If the teacher enters the grades and the administrator does not approve the grades this will cause a grade difference.