
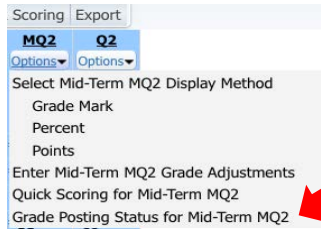



## **To Request a grade change in Skyward:**

Once the posting period is closed for a grading period a request for a grade change must be made through Skyward.

Begin by going to My Gradebook and opening the class that you need to make a grade change in.

Click on the drop down arrow  on the column heading on the six weeks you need to make the grade change for and select Grade Posting Status for Term \_\_\_ MQ2 for example



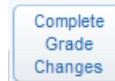
Click on  upper right hand corner

Enter the reason for the grade change request and click yes (include the student's name if only changing one or two student's grades as this serves as this helps the register when your change is approved)

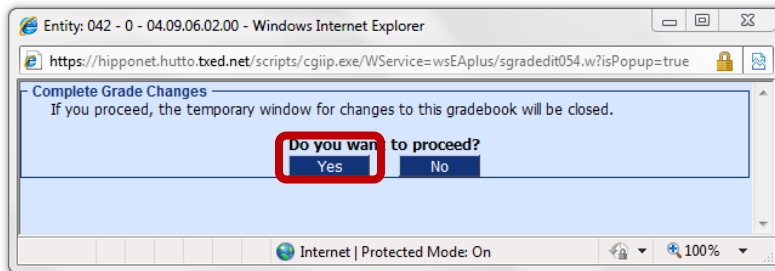
Make the necessary changes in your grade book (if a retest was taken or late work turned in, enter those grades in your grade book.)

OR enter a grade adjustment

Go back to grade posting status screen and click on



Click YES



**NOTE:** YOUR REQUEST WILL GO INTO A QUE; THE BOLDS IN YOUR GRADBOOK WILL NOT DISAPPEAR UNTIL YOUR REQUEST HAS BEEN APPROVED BY THE OFFICE.