

# Changing Grades when Grading Period is Closed

If you need to change a grade after a previous marking period has closed for grading, follow the steps below:

1. First you must make sure the previous grading period displays in your gradebook. If the grading period is not displaying, open the gradebook you wish to make the change(s) and click the "DISPLAY OPTIONS" menu choice, then choose "GRADE PERIOD DISPLAY"

The screenshot shows the SKYWARD gradebook interface. The 'Display Options' menu is open, and 'Grade Period Display' is selected. A red arrow points to the 'Display Options' menu.

Students	T3 Unit	T3 Unit	T3 Unit	T3 Unit	T3 Unit	T3 Unit Under	T3 Unit Under	T3 Unit	T3 Unit	T3 Unit Count	T3 Unit Under	T3 Unit
1 Aiden				21	D	D		36	P	P	P	
2 Stefa				12	NI	D		32	D	D	D	
3 Trevo				24	D	P		36	P	P	P	
4 Mason				21	D	P		37	P	P	P	
5 Tyler				22	P	D		35	P	D	P	
6 Moham				23	D	D		35	P	D	P	
7 Kiera				23	D	P		37	P	P	P	
8 Leday				21	D	P		18	P	NI	D	
9 Macke				19	D	D		27	NI	D	D	
10 Elza				25	P	P		36	P	P	P	
11 Hanna				20	D	P		35	D	D	P	
12 Isabe				19	D	D		36	D	P	P	
13 Riley				22	D	P		27	P	D	D	

2. Next, place a check mark in the box for the grade period you would like to display in your grade book. In this case we are choosing 1<sup>st</sup> marking period – then click SAVE.

The screenshot shows the 'Grade Period Display' configuration window. The 'Display Grade Period' section has a table with the following data:

Display Grade Period	Grading Period	Date Range
<input checked="" type="checkbox"/>	Marking Period 1	08/26/2013 - 10/31/2013
<input type="checkbox"/>	Marking Period 2	11/01/2013 - 01/23/2014
<input checked="" type="checkbox"/>	* Marking Period 3	01/24/2014 - 04/03/2014
<input type="checkbox"/>	Marking Period 4	04/04/2014 - 06/09/2014

\* Signifies the Current Grade Period(s). These cannot be hidden.

Buttons: Save, Undo

- You will be returned to your grade book view. Now go under "POSTING STATUS" and pick the grading period for which you would like to make grading changes – in this example we are using MP1:

The screenshot shows the Skyward grade book interface. The 'Posting Status' dropdown menu is open, showing the following options:

- Grading Periods Open for Posting
  - Marking Period 3
- Previous Grading Periods
  - Marking Period 1 (Selected)
  - Marking Period 2
- Upcoming Grading Periods
  - Marking Period 4

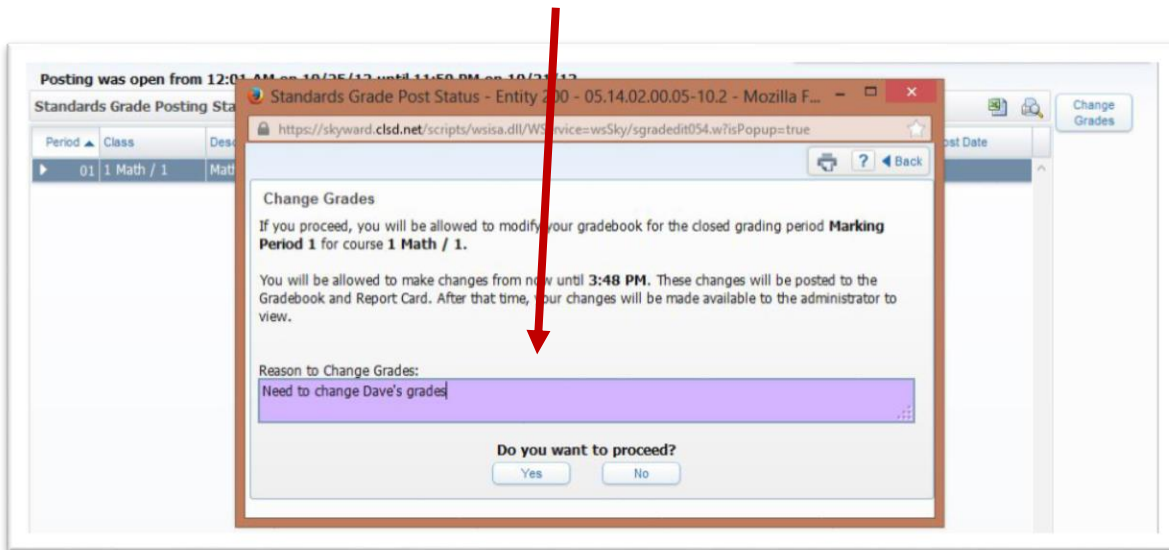
The background shows a grid of student data with columns for various grading periods and units.

- You will now select the class to which grade changes will be made -- highlight the class/subject and click the button on the upper right "CHANGE GRADES" (in this example we are using Math 1):

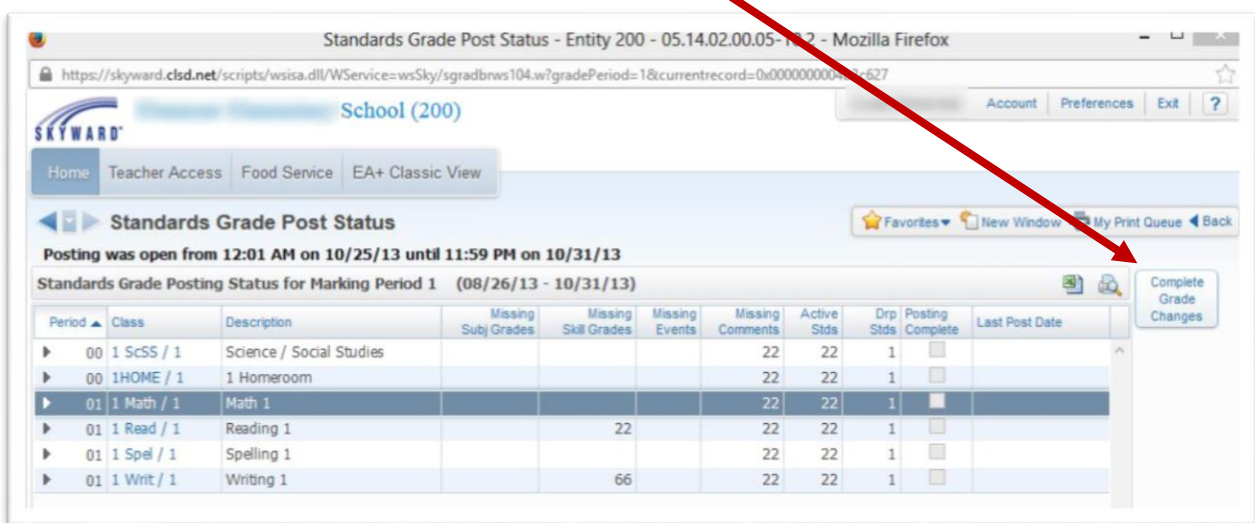
The screenshot shows the 'Standards Grade Post Status' interface. The 'Change Grades' button is highlighted in the top right corner. The main table lists the following classes:

Period	Class	Description	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	Active Stds	Drp Stds	Posting Complete	Last Post Date
00	1 ScSS / 1	Science / Social Studies				22	22	1	<input type="checkbox"/>	
00	1 HOME / 1	1 Homeroom				22	22	1	<input type="checkbox"/>	
01	1 Math / 1	Math 1				22	22	1	<input type="checkbox"/>	
01	1 Read / 1	Reading 1		22		22	22	1	<input type="checkbox"/>	
01	1 Spel / 1	Spelling 1				22	22	1	<input type="checkbox"/>	
01	1 Writ / 1	Writing 1		66		22	22	1	<input type="checkbox"/>	

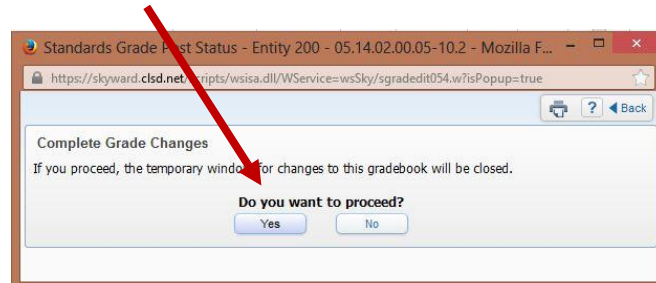
5. You will now be asked to supply a reason for making your grade changes. Type your reason in the box and click the “YES” button:



6. You will now be taken to your grade book where you will be able to make any changes to that class. Once the changes are made, be sure to SAVE them! When you are done with the changes and click SAVE, the screen below will show. On the right side, click “COMPLETE GRADE CHANGES.”



You will now be prompted to confirm that you are done making your changes. Click YES to complete the process:



7. This completes the grade change process. Your administrator will now need to approve your changes. **Note:** if you have multiple gradebooks to make changes, you will have to repeat the process for each.