

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The browser's address bar and navigation buttons are visible. The page header includes the Skyward logo and several menu items: "EDUCATOR ACCESS™ plus" (with a red apple icon), "PRODUCT SETUP" (with a person icon), "STUDENT MANAGEMENT" (with a person icon), "HUMAN RESOURCES" (with a person icon), and "FINANCIAL MANAGEMENT" (with a person icon). The user name "Steve Teacher" is displayed in the top right, along with links for "Login History", "Print Queue", and "Exit".

The left sidebar shows a tree view of the application's structure, including folders for "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access".

A yellow callout box is overlaid on the page, containing the following text:

360 - Requesting Grade Changes for a Closed Grading Period

Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook**

What is Requesting Grade Changes for a Closed Grading Period?
This option provides a communication tool to update previously posted grades that may no longer represent the student's course performance. Through this feature, teachers can request grade changes be reviewed and processed by a designated administrator.

Why would you Request Grade Changes for a Closed Grading Period?
If you allow students to turn in late assignments for previous grading periods or for any other reason that the posted grade is no longer accurate.

When would I Request Grade Changes for a Closed Grading Period?
This option would be used after the grade period posting window is closed for the selected term.

Note: If the grading period posting window is open this option is not available since teachers may continue to update grades by utilizing the standard Post Grades method.

On the right side of the page, there is a link "resources for your school." and an email address "ebody@anyschool.com". At the bottom right, there is a link "Edit this Page".

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "SKYWARD" and the user is identified as "Teacher: Steve Teacher". The navigation bar includes "Home Page" and "My Gradebook". There are two tabs: "Current Year Classes" and "Prior Years Classes". A "Show All Classes" link is present. A table lists classes for "400 High School" with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. A yellow callout box points to the "Grade Posting Status" dropdown menu, which is open and shows options for "Grading Periods Open for Posting" and "Previous Grading Periods".

Current Year Classes | **Prior Years Classes**

[Show All Classes](#)

400 High School

Dept	Subject	Terms	Period	Days Meet	Class	Description
10	10	1 - 4	1			
10	10	1 - 4	2			
10	10	1 - 4	3			
10	10	1 - 4	4			
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology
10	10	3 - 4	7	MTWRF	1170 / 03	Anatomy & Physiology

Reports for All Classes ▾

Grade Posting Status ▾

Grading Periods Open for Posting

- Grade Posting Status for TERM 4

Previous Grading Periods

- Grade Posting Status for MIDTERM 1
- Grade Posting Status for TERM 1
- Grade Posting Status for MIDTERM 2
- Grade Posting Status for TERM 2
- Grade Posting Status for MIDTERM 3
- Grade Posting Status for TERM 3
- Grade Posting Status for MIDTERM 4

Select the **Grade Posting Status** button, select a previous **Closed** grading period.

Slide 3 - Slide 3

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School
User Name: Steve Teacher

View Tutorial
Enter a Customer Service Call
My Print Queue Back

Home Page | My Gradebook | Grade Post Status

Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07

Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Request Grade Changes
01	1160 / 01	Field Biology		19	18		64.90	81.27	82.90	18		<input type="checkbox"/>	
02	1160 / 02	Field Biology			23		79.10	79.20				<input type="checkbox"/>	
03	1160 / 03	Field Biology			24		79.30	79.30				<input type="checkbox"/>	
04	1160 / 04	Field Biology			25		92.80	92.80	92.80	25		<input type="checkbox"/>	
05	1160 / 05	Field Biology		17			47.50	65.26	91.30	25		<input type="checkbox"/>	
06	1160 / 06	Field Biology		8	25		54.40	75.73	82.80	25		<input type="checkbox"/>	
07	1170 / 03	Anatomy & Physiology							00.00	3		<input type="checkbox"/>	

7 records displayed

1) Select the class that needs an update to grades for the selected grading period.

2) Click Request Grade Changes.

Slide 4 - Slide 4

The screenshot shows the Skyward (0W) web application interface. At the top, it displays '400 - High School' and 'User Name: Steve Teacher'. A navigation bar includes links for 'Home Page', 'My Gradebook', and 'Grade Post Status'. A status message indicates the posting period is from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07.

The main content area features a table titled 'Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07)'. The table has the following columns: Period, Class, Description, Missing Rpt Card Grades, Missing Assign., Missing Comments, Diff., Low Percent, Avg. Percent, High Percent, Active Stds, Drp Stds, and Posting Complete. The data rows are as follows:

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	1160 / 01	Field Biology		19	18		64.90	81.27	82.90	18		<input type="checkbox"/>
02	1160 / 02	Field Biology			23		79.10	79.20	81.50	23	2	<input type="checkbox"/>
03	1160 / 03	Field Biology			24		79.30	79.30	79.30	24		<input type="checkbox"/>
04	1160 / 04	Field Biology										<input type="checkbox"/>
05	1160 / 05	Field Biology										<input type="checkbox"/>
06	1160 / 06	Field Biology										<input type="checkbox"/>
07	1170 / 07	Advanced										<input type="checkbox"/>

A 'Request Grade Changes' dialog box is overlaid on the table. It contains the following text:

Request Grade Changes
 If you proceed, you will be allowed to modify your gradebook for the closed grading period **MIDTERM 4** for course **1160 / 05**.
 You will be allowed to make changes from now until **10:00 AM**. After that time, your request for changes will not be submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes:
 Students turned in missing work packets and the grades will effect their previously posted MQ4 grade

Do you want to proceed?

Annotations in yellow callouts provide additional instructions:

- 'Enter a reason for the requested grade changes.' points to the text area for the reason.
- 'To proceed with requesting a grade change, click Yes.' points to the 'Yes' button.
- 'Note: You will have a maximum of two hours to update grades.' is a general note at the bottom.

The bottom of the page shows a status bar with '7 records displayed'.

Slide 5 - Slide 5

Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Home Page | My Gradebook | Grade Post Status | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marking | Post Grade | Comments | Reports | Display Options | Quick Scoring | Excel Export

2) When grade changes are complete, return to the Grade Posting Status screen, click Grade Post Status.

1) The Gradebook for the selected class will automatically open. Enter the assignment scores as needed.

Students	Grade	Percentage	Sample Hom	Newspaper	Chapter 12	M04	Chapter 13	Sample Hom	Bones Lab	
			WK37-Fri 11/20/07 HWK 100 81.84 unit 2	WK38-Thu 05/17/2007 PRO 100 79.68 overall	WK40-Thu 05/31/2007 TST 100 89.00 unit 1	Options	WK41-Mon 06/04/2007 QUIZ 100 58.36 unit 2	WK41-Fri 06/08/2007 HWK 100 96.00 unit 3	WK42-Mon 06/11/2007 LAB 100 12.38 unit 3	
1 Ashley M Arneson	B+	88.00%	88	99	88	77	88	B+	52	100
2 Daniel C Borgstrom	F	54.40%	0	66	77	88	82	F	52	100
3 Christopher J Buman	F	55.70%	0	66	77	88	95	F	70	100
4 Emily S Carlson	F	49.10%	0	55	66	77	95	F	87	100
5 Katie L Chchic	D-	60.40%	0	88	88	76	88	D-	52	100
6 Johnathan L Critchfield	F	59.20%					67	F	56	100
7 Joseph Dalton	F	49.60%					95	F	45	100
8 Zachary T Dunham	D+	68.40%					90	D+	34	100
9 Brittany Fallstad	F	59.00%					95	F	56	100
10 Matthew R Gholson	D-	60.70%	0	90	90	90	67	D-	65	100
11 Dustin B Gopinath	F	49.10%	0	77	66	55	95	F	43	100
12 Dustin L Heinrich	F	53.80%	0	88	77	66	76	F	44	100
13 Joseph W Ihli	D-	61.50%	0	88	88	88	87	D-	44	100
14 Andrew J Krause	F	58.80%	0	77	85	76	95	F	56	0
15 Alisha Long	F	56.80%	0	98	77	67	95	F	51	100
16 Michael A Maquire	D	62.90%	0	89	89	89	95	D	45	100
17 Kayla J Medina	F	49.70%	0	67	67	67	95	F	46	100
18 Jared T Mogensen	F	47.50%	0	77	66	55	79	F	78	100
19 Joanna P Nuhn	C+	77.00%	88	77	66	66	99	C+	56	100
20 John E Parks	A-	90.90%	77	88	99	99	95	A-	89	100
21 Jesse R Paulson	C	72.20%	55	66	77	88	95	C	78	100
22 Kyle A Ouring	B	84.40%	78	70	89	89	95	B	78	100
23 Rebecca M Solfest	A-	91.30%	100	90	89	89	78	A-	78	100
24 Terrie M Stevens	B	84.80%	69	84	93	90	95	B	52	100

Slide 6 - Slide 6

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School
User Name: Steve Teacher

View Tutorial
Enter a Customer Service Call
My Print Queue Back

Home Page | My Gradebook | Grade Post Status

Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07

Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Pe							
01	1160 / 01	Field Biology		19	18									
02	1160 / 02	Field Biology			23									
03	1160 / 03	Field Biology			24		79.30	79.30	79.30	24				
04	1160 / 04	Field Biology			25		92.80	92.80	92.80	25				
05	1160 / 05	Field Biology				17	68.50	79.54	91.30	25				
06	1160 / 06	Field Biology		8	25		54.40	75.73	82.80	25				
07	1170 / 03	Anat					100.00	100.00	100.00	3				

Complete Grade Changes

1) The Grade Posting Status screen will display the **number** of grading period grade differences between the student's **current Gradebook grade** and the grade on **record** for report cards.

2) To indicate that you have completed the grade changes, click **Complete Grade Changes**.

7 records displayed

Slide 7 - Slide 7

The screenshot shows a web browser window titled "Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer". The page header includes the Skyward logo, "400 - High School", and "User Name: Steve Teacher". Navigation links include "Home Page", "My Gradebook", "Grade Post Status", "View Tutorial", "Enter a Customer Service Call", "My Print Queue", and "Back".

The main content area displays "Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07" and a table titled "Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07)".

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
01	1160 / 01	Field Biology		19	18		64.90	81.27	82.90	18		<input type="checkbox"/>
02	1160 / 02	Field Biology			23		79.10	79.20	81.50	23	2	<input type="checkbox"/>
03	1160 / 03	Field Biology			24		79.30	79.30	79.30	24		<input type="checkbox"/>
04	1160 / 04	Field Biology			25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	1160 / 05	Field Biology				17	68.50	79.54	91.30	25		<input type="checkbox"/>
06	1160 / 06	Field Biology		8	25		54.40	75.73	82.80	25		<input type="checkbox"/>
07	1170 / 03	Anatom										<input type="checkbox"/>

A dialog box titled "Complete Grade Changes" is overlaid on the table. It contains the text: "Complete Grade Changes. If you proceed, the temporary window for changes to this gradebook will be closed. Do you want to proceed?" with "Yes" and "No" buttons. A yellow callout box points to the "Yes" button with the text: "To submit the grade changes for administrative approval, click Yes."

At the bottom of the browser window, it says "7 records displayed".

Slide 8 - Slide 8

Skyward (0W) (03.07.02.01.03) - Microsoft Internet Explorer

400 - High School
User Name: Steve Teacher

We value your feedback
Enter a Customer Service Call

Home Page | My Gradebook | Grade Post Status

My Print Queue Back

Posting was open from 12:01 AM on 04/01/07 until 11:59 PM on 06/01/07

Grade Posting Status for MIDTERM 4 (04/01/07 - 06/01/07)

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01	1160 / 01	Field Biology		19	18		64.90	81.27	82.90	18		<input type="checkbox"/>
02	1160 / 02	Field Biology			23		79.10	79.20	81.50	23	2	<input type="checkbox"/>
03	1160 / 03	Field Biology			24		79.30	79.30	79.30	24		<input type="checkbox"/>
04	1160 / 04	Field Biology			25		92.80	92.80	92.80	25		<input type="checkbox"/>
05	1160 / 05	Field Biology					68.50	79.54	91.30	25		<input type="checkbox"/>
06	1160 / 06	Field Biology		8	25		54.40	75.73	82.80	25		<input type="checkbox"/>
07	1170 / 03	Anatomy & P					100.00	100.00	100.00	3		<input type="checkbox"/>

Request Grade Changes

If your request for a Grade Change is reviewed and **approved** by a **designated** administrator, the Grade Differences column will show that there are no longer differences between the Gradebook grade and the grade on record.

This concludes the tutorial.

7 records displayed