



Closed Grading Period Grade Changes after Quarter Ends

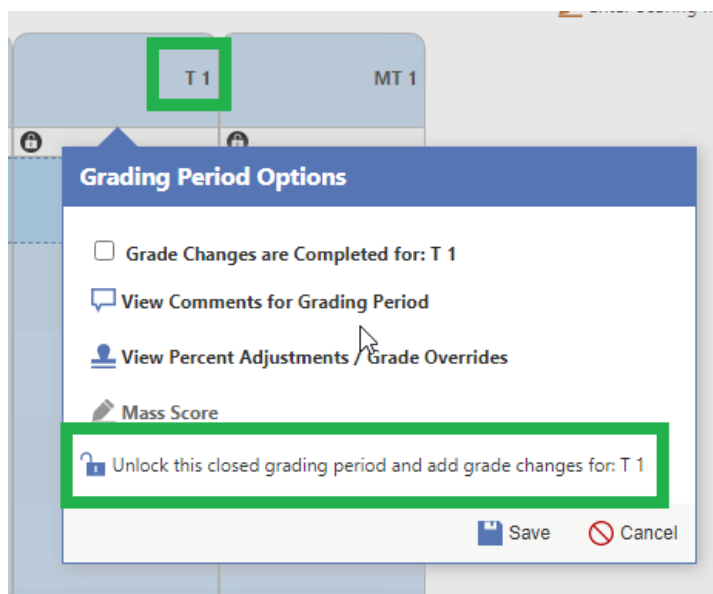
When the Quarter ends and grading period closes, teacher can make grade changes with administrator's approval. When the teacher logs into Skyward Teacher Access, unlocks the closed grading term, and makes changes to gradebook an email will be sent to Principals and secretaries with subject line 'Grade Change Request.' Principals will need to view the grades under the grading module – Closed Grading Period Grade Change feature. Below are instructions for teacher access and administrative access.

Closed Grading Period Grade Changes

The **Closed Grading Period Grade Changes** feature is a great way to allow teachers access to update grades in closed Grade Buckets while holding them accountable for those changes.

The How for Teachers:

Teachers can update a closed grading period by selecting the term for the grade bucket, when selecting the header for the Grade Bucket they want to update, they will see the option to “**Unlock this closed grading period and add grade changes for:**”.



They can then give a reason for unlocking and make all needed changes. The teacher can enter scoring mode and update the assignment's grades. The gradebook can then be locked again for that teacher either through Teacher Access or administratively.

The How for Principals or Assistant Principals:

Once Closed Grading Period Grade Changes have been created, they can be reviewed administratively by navigating to the Administrative Access portal > Gradebook module > Closed Grading Period Grade Change feature. This browse will list all requested changes and allow you to Review (Approve) or Deny.

The screenshot displays the Skyward Gradebook interface for Orbit 1 Elementary School. The top navigation bar includes the Skyward logo, school name, and a user profile icon. The main header shows the current date (2020) and the active module: GRADEBOOK : CLOSED GRADING PERIOD GRADE CHANGE LIST.

The main content area is divided into two sections. The first section, "CLOSED GRADING PERIOD GRADE CHANGES", features a table with columns: Created Time, Course Code, Course Description, Section, Section Length Code, Grading Period Description, Reason, and Completed Time. A single record is shown for Eng I, Term 2, with a reason of "t4wg". A "Record Options" dropdown menu is open for this record, showing "Mass Review" (selected) and "Mass Deny".

The second section, "CLOSED GRADING PERIOD STUDENT GRADE BUCKET CHANGES", includes a table with columns: Current Display, Created Time, Student, Grade Bucket, Original Grade Mark, Original Percentage, New Grade Mark, New Percentage, and Change Made By. Three records are listed, all for "Not Reviewed" status. The first record is for Thomas Green (Grade T 1, 99.00%), the second for Clara Mary Figueroa (Grade T 1, 83.00%), and the third for Andrea Emma Green (Grade T 1, 68.00%). Each record has "Reviewed" and "Denied" action buttons. The "Reviewed" buttons are highlighted with a green box.

After grade changes are complete, secretaries can run the report card and post the new grades to family/student access.