

Skyward Gradebook: End of Term Grade Edits

If changes are necessary after you have received your edit sheets, follow these directions:

- If grade adjustments are necessary,
 - Click on the drop down **Options** button on the current grading period Column, and select **Enter Term ?TH Grade Adjustments**
 - In the *Grade Adjustment window*, enter the new grade in the *Grade Adjustment column*. Click **Save**.

Grade Adjustment							
Term 5TH							
Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override for Medical or incomplete	Posted Grade
1	99 98.60	<input type="text"/>	<input type="text"/>			- <input type="button" value="v"/>	
2	96 95.80	98	<input type="text"/>			- <input type="button" value="v"/>	
3	98 97.60	<input type="text"/>	<input type="text"/>			- <input type="button" value="v"/>	
4	94 94.00	<input type="text"/>	<input type="text"/>			- <input type="button" value="v"/>	

- Since grades are automatically posted, no further steps are needed.

*If changes in Citizenship are necessary,

- **Secondary Teachers:** Enter Citizenship Grades for each class in the CZ column; the **Default blanks to:** drop down feature can also be used while entering citizenship grades
- **Elementary Teachers:** Enter Citizenship Grades in the current term column **ONLY** in the *Citizenship Class*
- Verify that these are correct and click **Save**.

Citizenship Grade Entry	
Citizenship CZ5	
	Save Undo Back
View Grade Marks	
Students	Grade
Default blanks to:	<input type="button" value="v"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

- Sign your Edit Sheets to indicate you have verified grades, entered any necessary grade adjustments, and posted your grades. Turn your edit sheets in to the office so they may be referenced in the future if necessary.