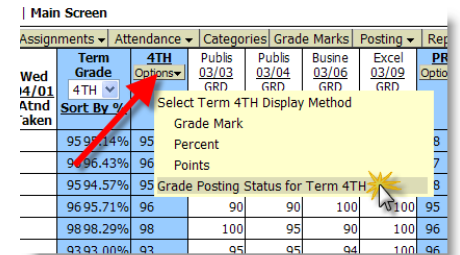# Skyward Gradebook:
## Grade Changes After a Grade Period Closes

Follow these instructions to change grades after a grading period is closed.

- Adjust the display settings in the Main Screen of your gradebook to see the previous Grading Period.
- Click on the drop down **Options** button on the desired grading period Column, and select **Grade Posting Status for Term ?**

- On the Grade Post Status screen, click the **Request Grade Changes** button (far right of the screen).
  If you see a Complete Grade Changes button instead of the Request Grade Changes button, it means that you have previously requested changes for this class and you are still within the time window when changes can be made.
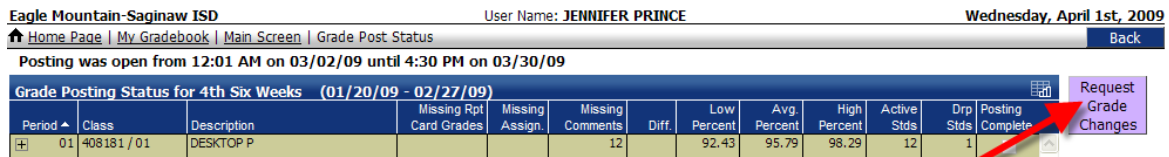
- Read the **Request Grade Changes** window carefully, as it tells you exactly how long you have to complete your grade changes for this class.
- Enter a *reason* for this grade change request (Ex: missing/late papers turned in, mistake when enter grades, new student transfer grades, etc.)
- Click **Yes.**
- Click the **Options** button for the appropriate grading period column and select **Enter Term ?rd Grade Adjustments**
- Enter the new or updated average in the **Adjustments column**.
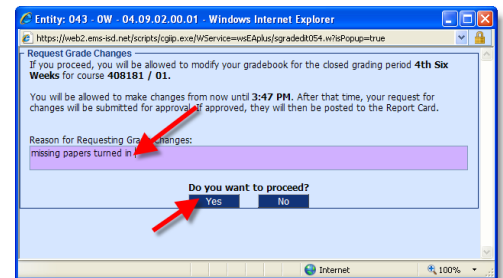
In order for your principal to approve this change, please close this 2 hour window and email your principal notifying them that there is a grade change waiting for their approval.

- To close the window, go back to the same place you requested the grading window (**Options** button on the appropriate grading period column, click **Grade Posting Status for Term** …)
- Click the **Complete Grade Changes** button.