

HOW TO REQUEST GRADE CHANGES FOR A CLOSED GRADING PERIOD

Canyons School District
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1. Log on to Skyward and click on "My Gradebook." **Figure 1**
2. Click on "Posting Status" (top right). **Figure 2**
3. Choose the grading period or term you would like to change. **Figure 3**
4. Highlight the class you wish to make changes to by clicking anywhere on the row. **Figure 3**
5. Click on "Request Grade Change" (left side of screen).
6. Type the reason you are requesting a grade change.
7. Click "Yes" to proceed.
8. Change assignment grades or adjust overall percentage as normal to desired students.
9. If you need to change student grades for other classes, simply choose "Classes" as normal and make desired changes.
10. When finished updating student grades select the back button, which will take you back to the Posting Status page. You will be able to see the number of students per class with grade change requests in the seventh column, "Diff." **Figure 3**
11. Choose any one of the classes that had a grade change so the row is highlighted. **Figure 3**

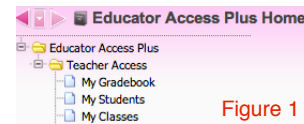


Figure 1

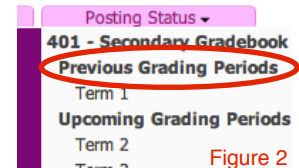


Figure 2

Period	Class	Description	Missing Rot Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent.	Avg Percent.	High Percent.	Active Sids	Drp Sids	Posting Complete	Last Post Date	Last Post Time
▶	01 60111 / 01	US HISTORY 8		65	28		29.44	90.68	100.50	27	5		11/01/12 - Thursday	1:57 PM
▶	02 00261 / 02	AIDE TEACHER			1		100.00	100.00	100.00	1			10/30/12 - Tuesday	12:30 AM
▶	02 60111 / 04	US HISTORY 8		100	30		62.29	86.05	102.48	29	7		11/02/12 - Friday	11:23 AM
▶	03 60111 / 03	US HISTORY 8		79	35		63.48	91.90	103.73	35	3		11/01/12 - Thursday	2:00 PM
▶	04 60111 / 05	US HISTORY 8		68	23		53.55	88.39	103.11	22	9		11/01/12 - Thursday	1:43 PM
▶	05 60111 / 02	US HISTORY 8		111	34		54.70	87.57	105.34	33	5		11/01/12 - Thursday	1:42 PM
▶	06 60111 / 07	US HISTORY 8	2	106	30	2	58.14	87.12	105.84	30	9		11/01/12 - Thursday	1:41 PM
▶	07 00261 / 07	AIDE TEACHER												
▶	07 60111 / 08	US HISTORY 8		149	35		35.90	83.65	104.10	35	3		11/01/12 - Thursday	1:40 PM

Figure 3



Figure 4

12. Click on "Complete Grade Change" (right side of the screen). **Figure 4** If the button reads "Request Grade Change" a class with no changes was selected, be sure to select a class that changes were made to.
13. To complete the grade change select "Yes" which will close the temporary window to change grades (Skyward gives you two hours to complete grades). **Figure 5**
14. Finished. A school principal and/or counselor will receive a notification that a grade change was requested. You will NOT receive a notification that your request has been approved or denied.

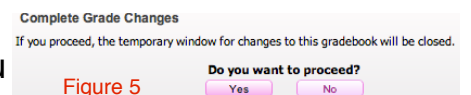


Figure 5