

How Do I Adjust a Student's Grade?

At this stage, Skyward is *not* set to round a student's grade up. For example, Skyward sees a percentage of 89.8% as a B+; it will not currently round that up to a 90% A-. To do this, you need to perform the following grade adjustment **before** you Post Grades.

1. Open a Skyward Grade Book file.
2. Enter ALL of your assignments and scores for the term before doing anything else!
3. Scroll all the way to the right. Find the column that displays the T4 (for example – at the time this is written, you'll probably want to use "T1" instead) percentage. Click the "Options" button below the Heading.

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Post Grade Comments Reports ▾ Display Options ▾ Quick Scoring Excel Export												
Students	Fri 07/06 Atnd Taken	Term Grade T4 ▾ Sort By %	Hom Fri 2007	Newspaper WK38-Thu 05/17/2007	Chapter 12 WK40-Thu 05/31/2007	Chapter 13 WK41-Mon 06/04/2007	Sample Hom WK41-Fri 06/08/2007	Bones Lab WK42-Mon 06/11/2007	liver work WK46-Fri 06/22/2007	T4 Options ▾	SE2 Options ▾	SM2 Options ▾
		Select Term T4 Display Method										
		Grade Mark										
		Percent										
		Points										
		Enter Term T4 Grade Adjustments									B+	B+
		Quick Scoring for Term T4									C+	D+
Choose a calculated grade column to enter adjustments,												
select the Options button,												
click Enter * Grade Adjustments.												
*may vary depending on grade column selected.												
1 Ashley M Arneson		B+ 88.05%	88	77	88	52					B+	B+
2 Daniel C Borgstrom		D+ 66.55%	77	88	82	52					C+	D+
3 Christopher J Buman		D+ 68.75%	77	88	9						C+	D+
4 Emily S Carlson		D+ 67.40%	66	77	9						B+	D+
5 Katie L Chchic		C 75.40%	88	88	8						D+	C
6 Johnathan L Critchfield		C 73.25%	89	80	6						B+	C
7 Joseph Dalton	E-R	D+ 65.90%	*AD	66	9						B+	D+
8 Zachary T Dunham		C 71.95%	99	99	9						D+	C
9 Brittany Fallstad		C+ 75.75%	88	77	9						A-	C+
10 Matthew R Gholson		C 74.95%	90	90	67	65	100	0	*AD	C	F	C
11 Dustin B Gopinath		D+ 67.60%	*AD	55	95	43	100	0	67	D+	A-	D+
12 Dustin L Heinrich		C- 71.25%	*AD	66	76	44	100	0	78	C-	B+	C-
13 Joseph W Ihli		C 73.25%	88	88	87	44	100	0	*AD	C	C+	C
14 Andrew J Krause		C+ 78.20%	85	76	95	56	*AD	75	89	C+	A-	C+
15 Alisha Long		B+ 88.90%	77	67	95	51	100	100	*AD	B+	A	B+
16 Michael A Maquire		C 71.90%	89	89	95	45	100	0	*AD	C	C+	C
17 Kayla J Medina		D 65.30%	67	67	95	46	100	0	*AD	D	A-	D
18 Jared T Mogensen		C- 69.75%	*AD	55	79	78	100	0	77	C-	C+	C-
19 Joanna P Nuhn		C 74.15%	*AD	66	99	56					C+	C
20 John E Parks		B- 79.60%	99	99	95	89					D+	B-
21 Jesse R Paulson		D+ 69.15%	77	88	95	78					D+	D+
22 Kyle A Quiring		C 75.30%	89	89	95	78	100	0	*AD	C	B+	C
23 Rebecca M Solfest		C+ 77.90%	89	89	78	78	100	0	*AD	C+	B+	C+
24 Terrie M Stevens		C 74.25%	93	90	95	52	100	0	*AD	C	A-	C

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4. A new window like the one below will open. Type in the appropriate letter grade for the student in the “Grade” column below the heading “Adjustment.” Skyward will calculate the change in percentage and add that to the overall percent earned – all you have to do is tell it to change the letter grade and it takes care of the rest. You do not have to adjust every student’s grade, just those that need a “bump.” You can also indicate “Incomplete” or “Medical” excuse on this screen as well. Click “Save” when you’re finished.

High School
Teacher: **Steve Teacher** Class: **1160 / 05 Prd:5**

Adjustment

Term T4

3) When complete, click **Save**.

Save
Undo
Back

	Calculated Grade	Percent	Adjustment Grade	Amount	Total Percent	Override for Medical or Incomplete	Posted Grade
Ashley M. Arneson	B+	88.05	A	4.46	92.51	-	B+
Daniel C. Borgstrom	D+	66.55				-	D+
Christopher J. Buman						-	D+
Emily S. Carlson						-	D+
Katie L. Chchic						-	C
Johnathan L. Critchfield						-	C
Zachary T. Dunham	C	71.95				I Incomplete	D+
Brittany Fallstad	C+	75.75				-	C
Matthew R. Gholson	C	74.95	B-	5.00	79.95	-	
Dustin B. Gopinath	D+	67.60				-	D+

1) Grade adjustments may be entered either as a **Grade Mark** in the first column or as a **percent adjustment** in the second column.

2) Select from the drop down list if any students should be marked as **Medical** or **Incomplete**.

Grade Marks		
Grade	High	Low
A	100.00	92.51
A-	92.50	89.51
B+	89.50	85.51
B	85.50	81.51
B-	81.50	79.51
C+	79.50	75.51
C	75.50	71.51
C-	71.50	69.51
D+	69.50	65.51
D	65.50	61.51
D-	61.50	59.51
F	50.00	0.00

4. You will then need to continue to post grades as usual by clicking the “Post Grades” button from this screen.

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Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Post Grade	Comments	Reports	Display Options	Quick Scoring	Excel Export			
			Term Grade T4 Sort By %	Hom. En. 2007	Newspaper WK38-Thu 05/17/2007	Chapter 12 WK40-Thu 05/31/2007	Chapter 13 WK41-Mon 06/04/2007	Sample Hom WK41-Fri 06/08/2007	Bones Lab WK42-Mon 06/11/2007	liver work WK46-Fri 07/13/2007	T4 Report Card	T4 Grade Adjust	T4 Options	
				PRO	TST	QUIZ	HWK	LAB	HWK					
				100	100	100	100	100	100					
				80.16	89.00	58.36	100.00	8.21	78.50					
				2 overall	unit 1	unit 2	unit 3	unit 3	unit 2					
Students	Fri 07/06 Atnd Taken													
1 Ashley M Arneson		*A 92.51%	88	77	88	88	88	88	88	88	AD	*B+	4.46	*A
2 Daniel C Borgstrom		D+ 66.55%	77	88	88	88	88	88	88	88	AD			D+
3 Christopher J Buman		D+ 68.75%	77	88	88	88	88	88	88	88	AD			D+
4 Emily S Carlson		D+ 67.40%	66	77	77	77	77	77	77	77	AD			D+
5 Katie L Chchic		C 75.40%	88	88	88	88	88	88	88	88	AD			C
6 Johnathan L Critchfield		C 73.25%	88	80	80	80	80	80	80	80	AD			C
7 Joseph Dalton	E-R	*I 65.90%	*AD	66	66	66	66	66	66	66	71	*D+		*I
8 Zachary T Dunham		C 71.95%	99	99	99	99	99	99	99	99	AD			C
9 Brittany Fallstad		C+ 75.75%	88	77	77	77	77	77	77	77	AD			C+
10 Matthew R Gholson		*B- 80.00%	90	90	90	90	90	90	90	90	AD	*C	5.05	*B-
11 Dustin B Gopinath		D 67.60%	*AD	55	95	43	100	0	0	0	67			D+
12 Dustin L Heinrich											0			C-
13 Joseph W Ihli											0			C
14 Andrew J Krause											75			C+
15 Alisha Long											100	*AD		B+

Grades will display in **bold** with an asterisk (*) to show that the grade has been altered. Parents will be able to see the adjustments that you make to their grades on Family Access!

The adjusted grade will **display** in the Gradebook as the student's current grade.

Note: Grades will need to be **posted**.

CAUTION! Once we allow parents to access grades online, they will be able to see that you have artificially altered a student's grade (See above). Parents talk to one another and you could end up in a difficult situation if you adjust one student's score artificially and do not adjust the score of another student in a similar situation. **USE THIS GRADE ADJUSTMENT FEATURE WITH GREAT CAUTION!** It would be wise to have a conversation with the parent of the child whose grade you have changed before it becomes visible on Family Access!