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.

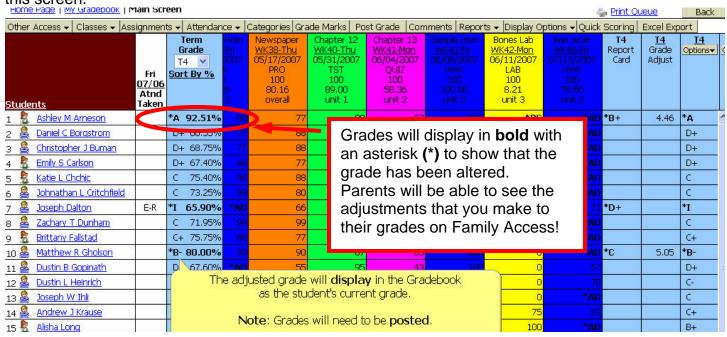


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4. A new window like the one below will open. Type in the appropriate letter grade for the student in the "Grade" column below the heading "Adjustment." Skyward will calculate the change in percentage and add that to the overall percent earned – all 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.

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	Calculated Grade Percent	Adjust Grade A		Total Percent	Override Medical		Posted lete Grade	Grade Ma Grade Hig	Carrier Control of the Control of th
ley M. Arneson	B+ 88.05	A	1.46	92.51	-	*	B+	A 100.0	
iel C. Borgstrom	D+ 66.55				-	~	D+	A- 92.5 B+ 89.5	
1) Grade adjustments may be entered				1	~	D+	B 85.5	0 81.51	
either as a Grade Mark in the first column					7	~	D+	B- 81.5 C+ 79.5	
						~	С	C 75.5	
or as a percent adjustment in the second column.					-	~	С	C- 71.5 D+ 69.5	
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4. You will then need to continue to post grades as usual by clicking the "Post Grades" button from this screen.



<u>CAUTION!</u> 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!