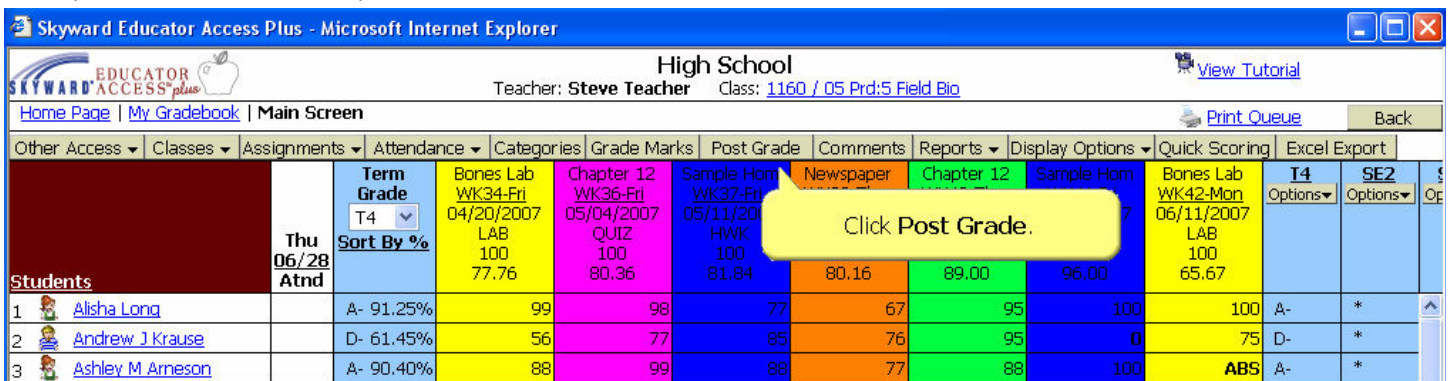


How To Post Grades

Updated: Sept. 23, 2008

The process for posting mid-term and final grades is very similar to posting eligibility.

1. Log on to Skyward and open a gradebook file. By this time, it is assumed that you have already entered a number of assignments & scores, and that these are all up-to-date.
2. Click "Post Grade."



The screenshot shows the Skyward Educator Access Plus interface. At the top, it displays 'High School' and 'Teacher: Steve Teacher'. Below this is a navigation bar with 'Home Page', 'My Gradebook', and 'Main Screen'. A menu bar includes 'Other Access', 'Classes', 'Assignments', 'Attendance', 'Categories', 'Grade Marks', 'Post Grade', 'Comments', 'Reports', 'Display Options', 'Quick Scoring', and 'Excel Export'. The main area is a table with columns for 'Term Grade', 'Bones Lab', 'Chapter 12', 'Sample Hom', 'Newspaper', 'Chapter 12', 'Sample Hom', 'Bones Lab', 'T4', and 'SE2'. A yellow callout box with the text 'Click Post Grade.' is overlaid on the 'Post Grade' column header.

Students	Term Grade	Bones Lab	Chapter 12	Sample Hom	Newspaper	Chapter 12	Sample Hom	Bones Lab	T4	SE2
1 Alisha Long	A- 91.25%	99	98	77	67	95	100	100	A-	*
2 Andrew J Krause	D- 61.45%	56	77	85	76	95	0	75	D-	*
3 Ashley M Ameson	A- 90.40%	88	99	88	77	88	100	ABS	A-	*

3. BELOW the space where you'd usually go to post your weekly eligibility, you'll find a section header that reads, "Grade Report(s) open for Report Card Posting." Left-click once on the words "Post Grades." If dates are not displayed, check with you building administrator or secretary to find out during what dates you may post grades.



The screenshot shows the 'Post Grades' section of the Skyward Educator Access Plus interface. It features a 'Post Athletic Eligibility Grades for:' dropdown menu set to 'T4'. Below this is a section titled 'Grade Period(s) open for Report Card Posting' with 'TERM 4' selected. A yellow callout box explains that athletic eligibility posting is not demonstrated. Another callout box instructs to click 'Post Grades' to post term grades. A third callout box notes that the current grading period is the only one with this option.

Posting grades for **Athletic Eligibility** will only post grades for those students **enrolled** in activities.

The Athletic Eligibility Posting process is **not** demonstrated in this tutorial.

To post term grades for the class, Select **Post Grades**.

Generally, the **current** grading period is the only term containing this option.

→ → Next Page → →

4. A screen like the one below will appear. This should show the current grades computed for the students in this class. Grades posted for eligibility will appear in green in the first column. PLEASE NOTE: You cannot change students' grades from this screen.

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Grade Entry

To view a list of Grade Marks descriptions, click **View Grade Marks**.

2007 to 08/31/2007 TERM 4
2007 12:01 AM to 08/31/2007 11:59 PM

[View Grade Marks](#) | [View Comment Codes](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	ATH	T4	SE2	SM2	C1	C2	C3	C4	C5	C6	Free Form Comment
Default blanks to:														
2008	Alisha	Long	A-	A-	A-									
2008	Andrew J	Krause		D-	D-									
2008	Ashley M	Arneson		A-	A-									
2008	Brittany	Fallstad		C+	C+									
2008	Christopher	JBuman		C+	C+									
2008	Daniel Curtis	Borgstrom		C	C									
2008	Dustin B.	Gopinath		B	B									
2008	Jared T	Mogensen		B+	B+									
2008	Jesse R.	Paulson		C+	C+									
2008	Joanna P	Nuhn		B	B									

Previously posted grades display in green.

The grades from the Gradebook for the term selected post on the screen for review. Grade Marks may not be modified from this screen. The post grade screen is for verification purposes. If you need to enter grade adjustments and this option is allowed by administration, return to the main screen and make the modifications prior to posting.

Mid Term Grades will appear under a column with the heading "M." ("M1" for example, indicates mid-term, first quarter) Term grades will be listed under the "T" column ("T2" means Term 2 or second quarter, etc.), and Final Grades would be entered under the FN column.

→ → Next Page → →

5. You can also enter comments in this screen. You can enter up to 4 comments, in columns "C1," "C2," "C3," and "Free Form Comments".
 - a. To see a description of the pre-determined comments from which you may choose, click "View Comment Codes." These will open in a new window (see below). You can resize this window and the Skyward window so you can view these side-by-side.
 - b. You can enter the codes student-by-student, if you wish, or:
 - c. To give "blanket" comments, click the down arrow to mass fill a pre-set comment for every student in the class. You can go back and change comments for individuals after this is complete.
 - d. Finally, you can enter free-form comments. This is not recommended, because very long comments can mess up the report that Skyward generates, making parts of it unreadable to the parent(s).

The screenshot shows the Skyward Educator Access Plus interface. At the top, it displays "High School" and "Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio". Below this is a navigation bar with "View Grade Marks" and "View Comment Codes". The main area is a table with columns for student names and comment codes (C1-C6). A row labeled "Default blanks to:" shows dropdown menus for each column, with "022" selected for C1. Below this, a row for "Long" shows grades: A-, A-, A-, 022, 002. A row for "J Krause" shows grades: D-, D-, 022. Three yellow callout boxes provide instructions: one points to "View Comment Codes" with the text "To see a description of the comment codes, click View Comment Codes."; another points to the "Default blanks to:" row with the text "Utilize the mass fill tool by entering a comment code in the row labeled Default blank comments to: to add any common comments to all students."; and a third points to the table cells with the text "Comment codes are entered in the cells. The description of the comment code will print on report cards."

PLEASE NOTE: When you enter a comment code, be sure to use a 3-digit number ("001" instead of "1" or "025" instead of "25," etc).

There are currently 139 comment codes available for teachers at GHS, Lombard, & Churchill!!

6. When your grades & comments appear as you wish, click "Save." You'll see a confirmation screen that shows all saved grades and comments in green. If you enter more scores before the grading window closes and the letter grade changes, that change will not be saved unless you return to this screen and save again. Changed or unsaved grades will appear in red. Click "Save" and the grades turn green. When everything is green, you're good to go! That's it - you're done!