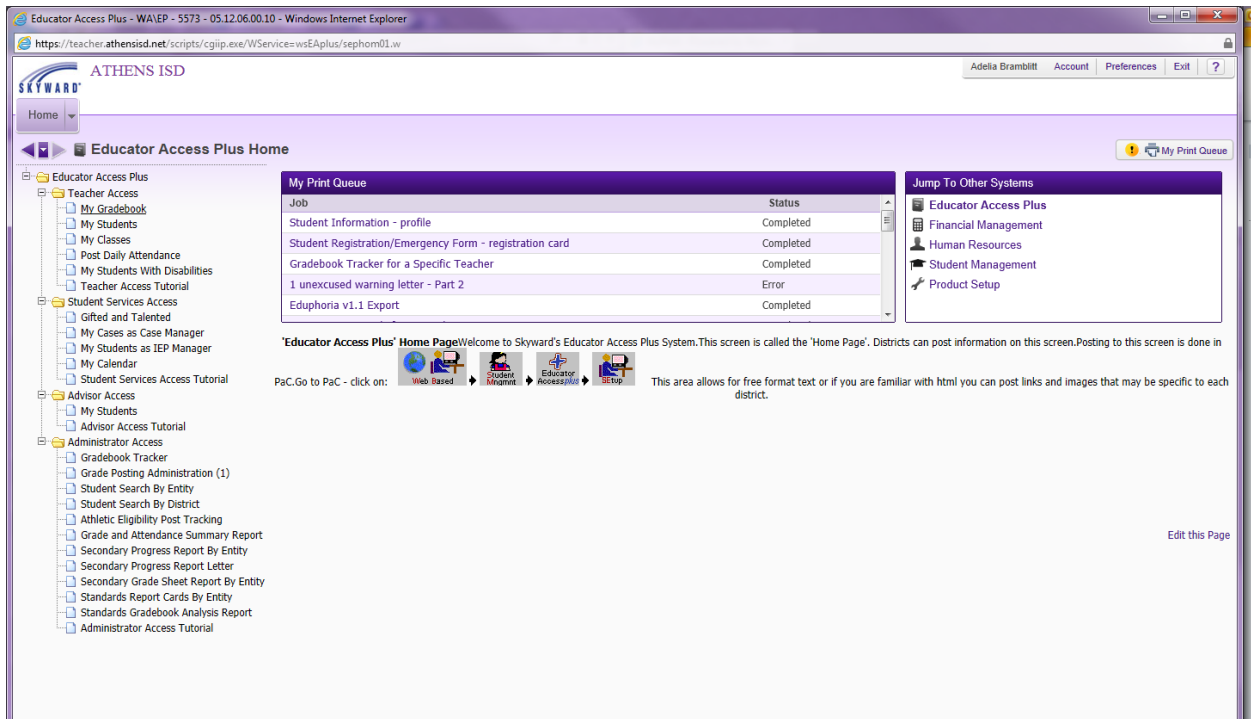
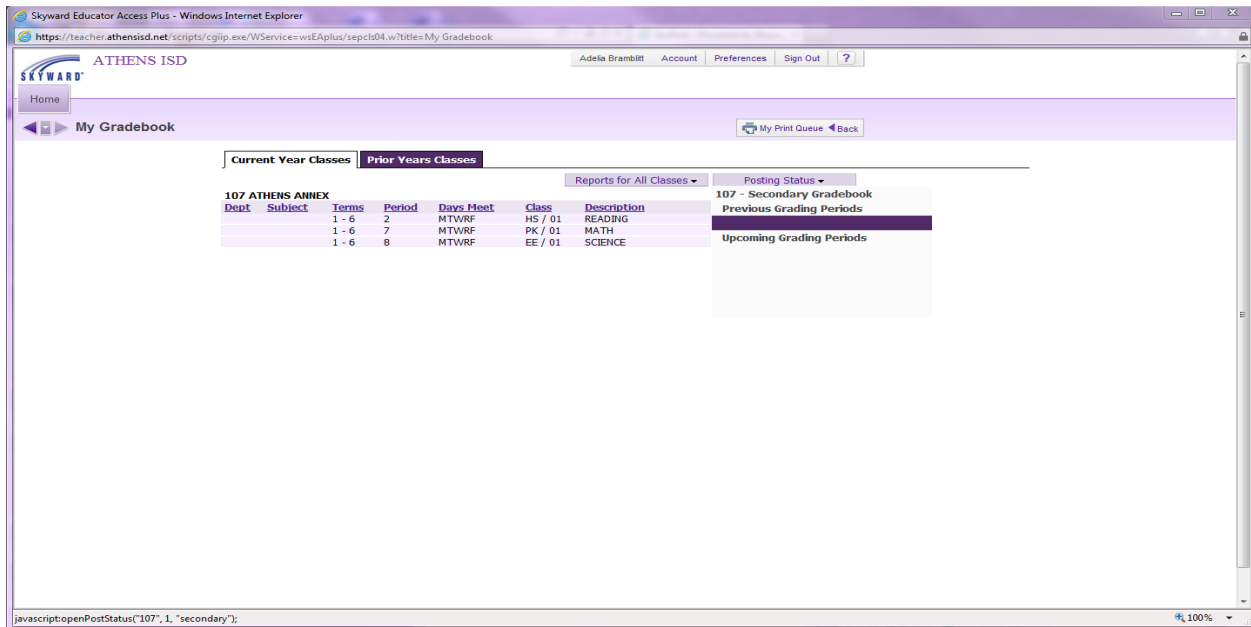


# HOW TO REQUEST A GRADE CHANGE AFTER THE GRADEBOOK TERM POSTING WINDOW HAS CLOSED



Log into gradebook and select "MY GRADEBOOK".



Click on posting status to see the dropdown menu. Click under previous grading periods. When school starts and the calendar is active you will Grading period terms here. You will select the term that you want to make changes in.

## HOW TO REQUEST A GRADE CHANGE AFTER THE GRADEBOOK TERM POSTING WINDOW HAS CLOSED

Secondary Grade Post Status - Entity 107 - 05.12.06.00.10 - Windows Internet Explorer  
https://teacher.athensisd.net/scripts/cgip.exe/WServices/wsEPlus/sgradbnws036.w

ATHENS ANNEX (107)

Home

Secondary Grade Post Status  
Posting was open from 12:01 AM on 08/09/12 until 11:59 PM on 08/12/12

Secondary Grade Posting Status for (08/09/12 - 10/05/12)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Dist	Low Percent	Avg Percent	High Percent	Active Sks	Exp Sks	Posting Complete	Last Post Date	Last Post Time
02	HS / 01	READING			2		86.33	88.17	90.00	2			08/13/12 - Monday	12:32 PM
07	PK / 01	MATH			2		78.00	83.00	88.00	2			08/13/12 - Monday	11:19 AM
08	EE / 01	SCIENCE	2	2	2					2				

3 records displayed

Highlight the class that you want to make grade changes in and click the box that reads “REQUEST GRADE CHANGES”.

Secondary Grade Post Status - Entity 107 - 05.12.06.00.10 - Windows Internet Explorer  
https://teacher.athensisd.net/scripts/cgip.exe/WServices/wsEPlus/sgradbnws036.w

ATHENS ANNEX (107)

Home

Secondary Grade Post Status  
Posting was open from 12:01 AM on 08/09/12 until 11:59 PM on 08/12/12

Secondary Grade Posting Status for (08/09/12 - 10/05/12)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Dist	Low Percent	Avg Percent	High Percent	Active Sks	Exp Sks	Posting Complete	Last Post Date	Last Post Time
02	HS / 01	READING			2		86.33	88.17	90.00	2			08/13/12 - Monday	12:32 PM
07	PK / 01	MATH			2		78.00	83.00	88.00	2			08/13/12 - Monday	11:19 AM
08	EE / 01	SCIENCE	2	2	2					2				

3 records displayed

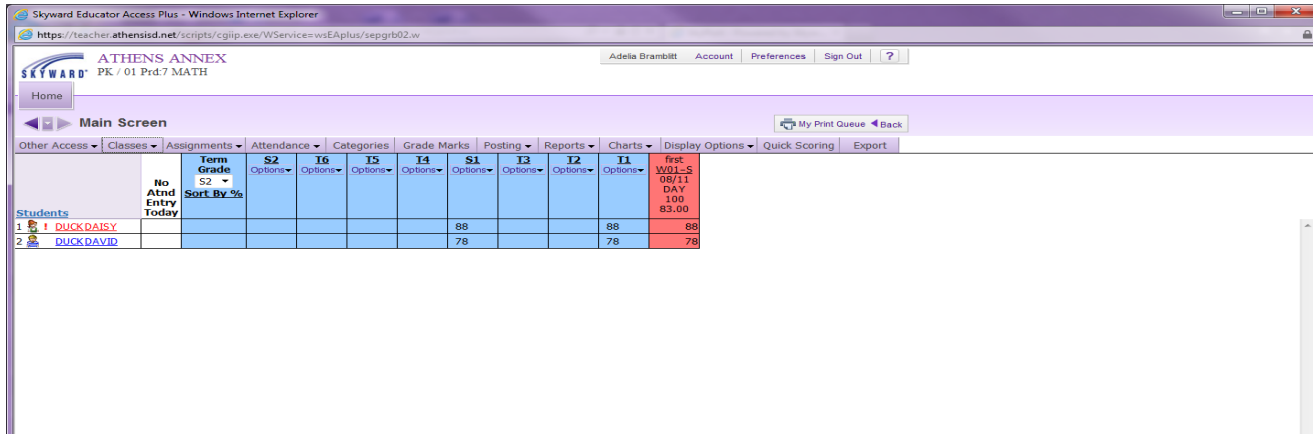
Request Grade Changes  
If you proceed, you will be allowed to modify your gradebook for the closed grading period for course PK / 01.  
You will be allowed to make changes from now until 4:43 PM. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes:

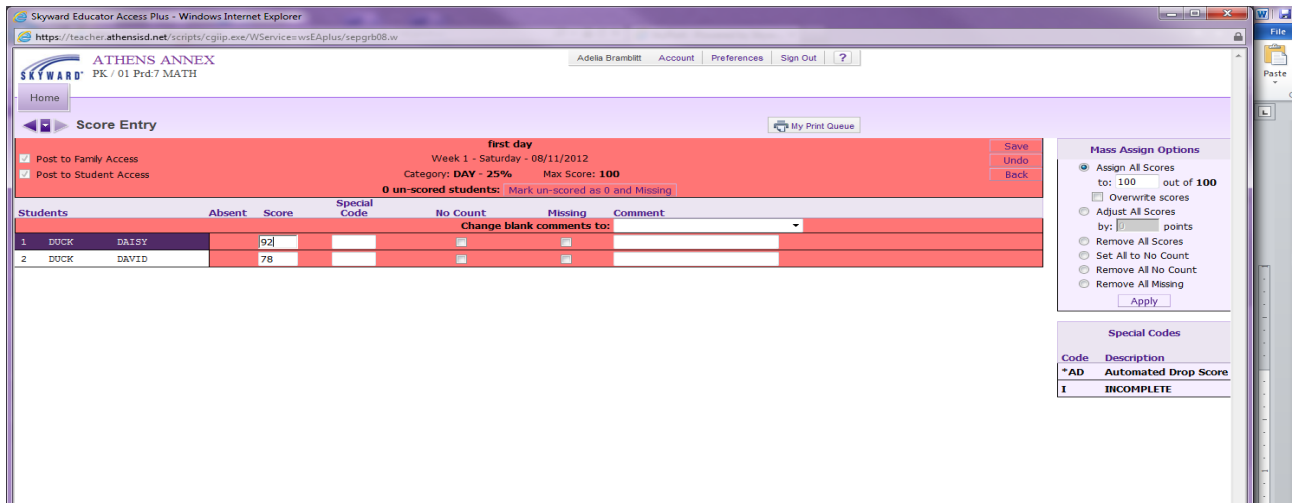
Do you want to proceed?  
Yes No

You will have to type a reason for requesting grade change in the box provided and click “YES” to proceed. *Please Note: If you do not type a reason for requesting change in the box, you will not be allowed to make changes.*

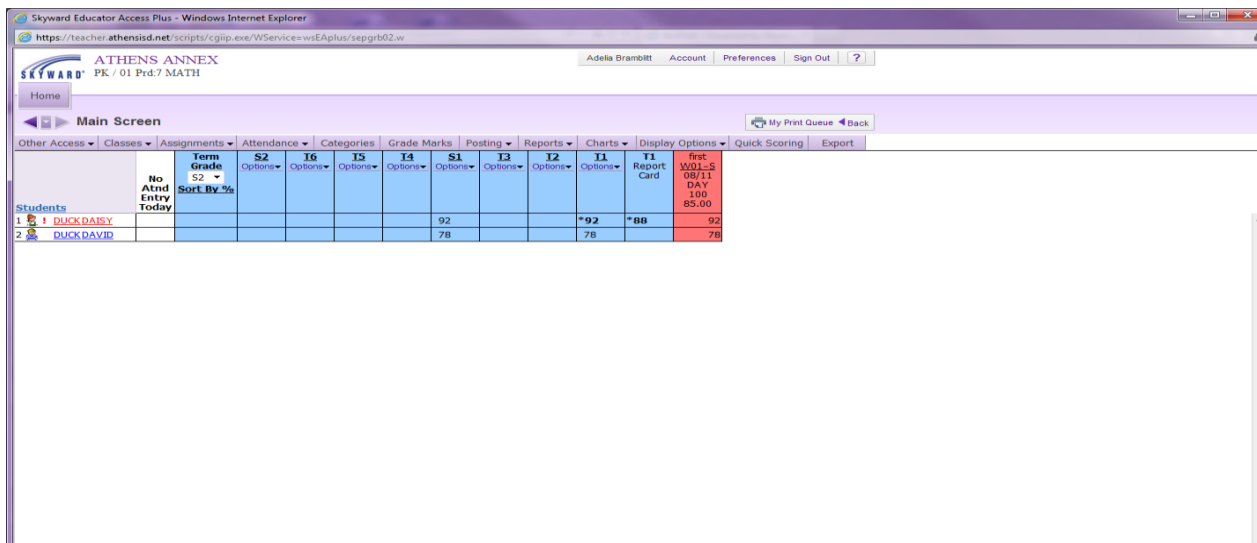
# HOW TO REQUEST A GRADE CHANGE AFTER THE GRADEBOOK TERM POSTING WINDOW HAS CLOSED



Click in box of the assignment grade that needs to be changed.



Make changes and click save.



Click the "BACK" button.

## HOW TO REQUEST A GRADE CHANGE AFTER THE GRADEBOOK TERM POSTING WINDOW HAS CLOSED

The screenshot shows the SKYWARD My Gradebook interface. At the top, it says "ATHENS ANNEX (107)". Below that, it says "My Gradebook" and "Posting was open from 12:01 AM on 08/09/12 until 11:59 PM on 08/12/12". Below this is a table titled "Secondary Grade Posting Status for (08/09/12 - 10/05/12)".

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Dist.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Last Post Date	Last Post Time
02	HS / 01	READING			2		86.33	88.17	90.00	2		<input type="checkbox"/>	08/13/12 - Monday	12:32 PM
07	PK / 01	MATH			2	1	78.00	85.00	92.00	2		<input type="checkbox"/>	08/13/12 - Monday	11:19 AM
08	EE / 01	SCIENCE	2	2	2							<input type="checkbox"/>		

At the bottom left, it says "3 records displayed". At the bottom right, there is a button labeled "Complete Grade Changes".

Click the box that reads "COMPLETE GRADE CHANGES".

The screenshot shows the same SKYWARD My Gradebook interface as the previous one, but with a dialog box open in the foreground. The dialog box is titled "Secondary Grade Post Status - Entity 107 - WA\EP\TA\MG - 5619 - 05.12.06.00.10 - Window...". It contains the following text:

Complete Grade Changes  
If you proceed, the temporary window for changes to this gradebook will be closed.

Do you want to proceed?

Yes No

Click "YES" to complete. The Principal will see the grade change request that you made and complete the approval process.