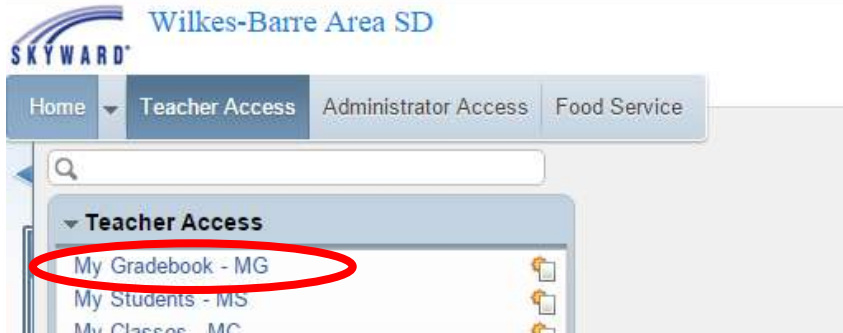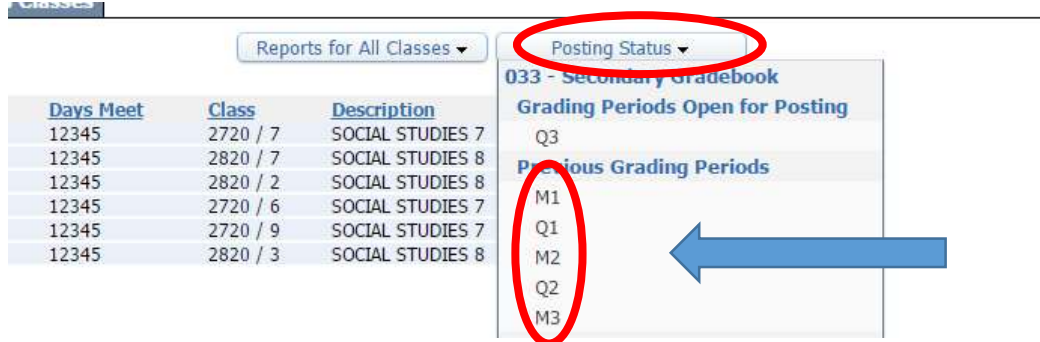# Request Grade Change for Prior Quarter

1. Login to Skyward. Click on TEACHER ACCESS--- MY GRADEBOOK.

2. In the box labeled POSTING STATUS, choose the grading period you are editing.

3. Select the class for the student(s) you are editing by clicking the line. Then click on REQUEST GRADE CHANGES button.

4. In the box that displays, type the reason for the grade change. Then, click YES to proceed.

5. Your grade book for that particular class will open. If you can see the information for that quarter needed displayed, move to Step 6. If the grade period is not showing, you need to change your GRADE PERIOD display.
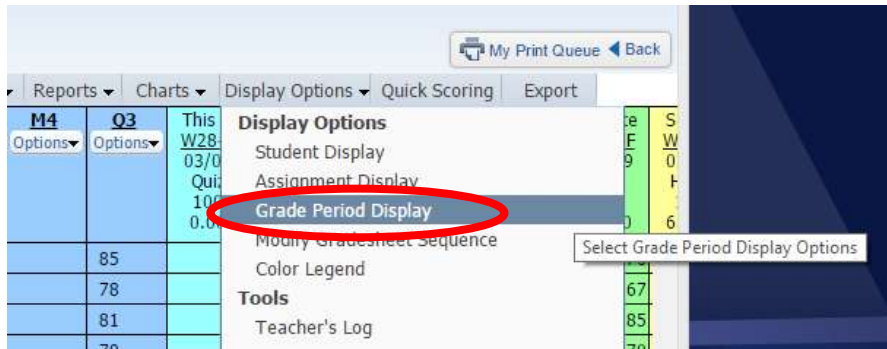
Click the check boxes for the quarter(s) you cannot see that needs to be edited. Click SAVE when complete.
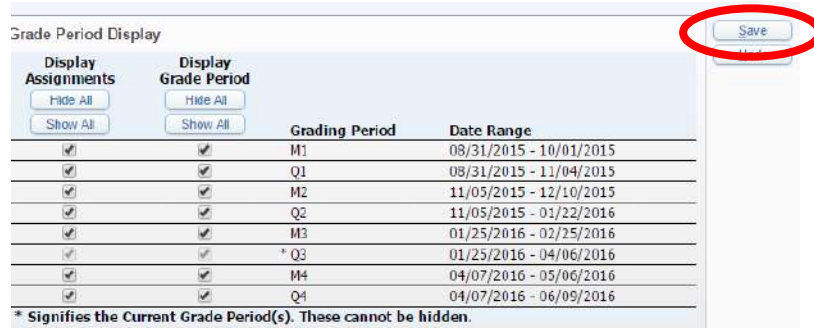
6. You can click on any individual assignment grade and manually change grades in that list. You can also click on the Q1 column, and type the specific quarter grade for any student in the Adjustment, Grade column as shown below. Multiple changes can be made in one request.
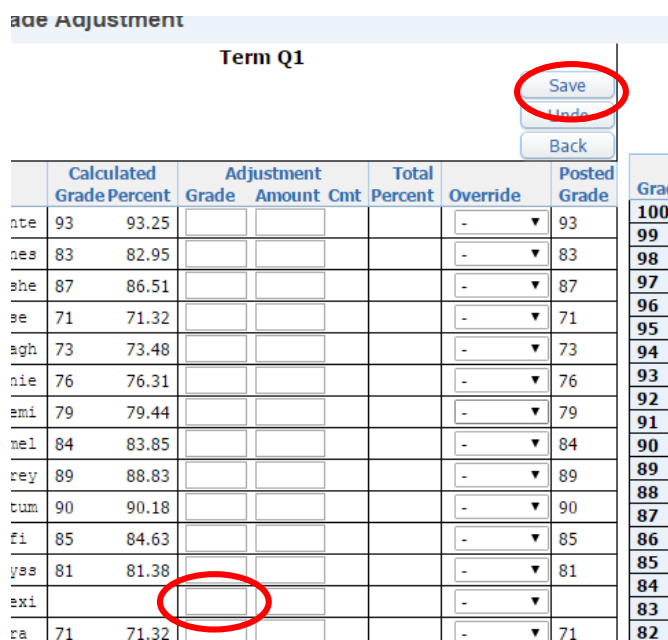
7. After you make changes, click "SAVE" in the upper right corner. Your requests will automatically be sent to your building principal.