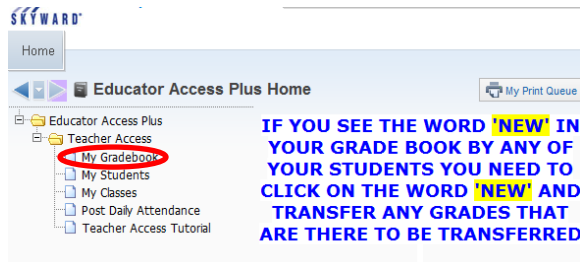


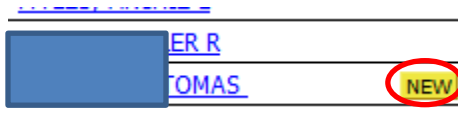
# How to Pull a New Student's Grades into Gradebook

**When to use:** This process should only be used if you are pulling grades in for a student that is new to the school district.

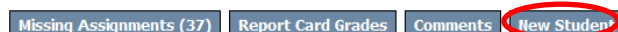
1. Login to Skyward Gradebook.
2. Click on **My Gradebook**



3. Select the appropriate gradebook.
4. Click the yellow **NEW** button next to the student's name.



**\*\*NOTE** – If the New button is not there, you will need to click on the student's name. It will take you to another screen where you can click on the New Student tab.



5. Select the box that says **Do not display NEW by this student's name.**  
Click on **Manually Enter Scores**

6. Enter the Term grades (report card grades).

**\*\*NOTE:** The registrar will have already entered the Term/Report card grades into Skyward. All the teacher has to do is pull the grades into their gradebook. If the student transfers in before the first semester ends, the teacher needs to pull in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> report cards in. If the student transfers in AFTER the first semester, the teacher needs to only pull the semester 1 grade and 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> report card grades.

Enter Term Grades for Class 6320 / 09

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST						
2ND						
3RD						
S1	79	79.00%	79	79.00%		
4TH	83	83.00%	83	83.00%		
5TH			74			
6TH	88	88.00%				
S2	86	85.50%				
FIN	83	82.50%				

**\*\*The system will only allow you to enter grades for the areas highlighted yellow.**

7. Click the **Save Term Grades and Enter Semester Grades** button in the top right corner.

Save Term Grades  
and Enter Semester Grades

8. Enter the Semester 1 grade

Enter Semester Grades for Class 6320 / 09

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
1ST						
2ND						
3RD						
S1	79	79.00%	79	79.00%	789	
4TH	83	83.00%	83	83.00%	83	83.00%
5TH	74	74.49%	74	74.49%	74	74.49%
6TH	88	88.00%				
S2	82	81.67%				
FIN	81	80.50%				

9. Click the **Save Semester Grades and Finish** button in the top right corner

Save Semester Grades  
and Finish

This completes the process. If you pull grades in for students in this way, you will NOT need to do a Grade Change Request.