

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The user is logged in as Steve Teacher. A yellow callout box is overlaid on the page, providing information about grade adjustments. The callout box contains the following text:

320 - Grade Adjustments
 Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook**

What are Grade Adjustments?
 This option allows you to make modifications to the calculated Term, Semester, and Final grades.

Note: This option is dependant on school/district configuration.

Why would I use the Grade Adjustment?
 To adjust a student's grade due to reasons other than assignments.

Note: Grade adjustments should be utilized with caution if Family Access display of assignments is enabled. It may be necessary to communicate with parents the cause of the adjustment as this could result in a discrepancy between the listed assignments and the report card grade.

When would I use the Grade Adjustment?
 This option is generally used prior to Grade Posting to modify a grade for representation of medical reasons or other incomplete.

The background interface shows a navigation tree on the left with categories like Teacher Access, Student Services Access, Advisor Access, and Administrator Access. The main content area is partially obscured by the callout box. At the bottom right of the page, there is a link that says "Edit this Page".

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "SKYWARD" and the user is identified as "Teacher: Steve Teacher". Navigation links include "Home Page", "My Gradebook", "View Tutorial", "Enter a Customer Service Call", "Print Queue", and "Back".

At the top, there are two tabs: "Current Year Classes" (selected) and "Prior Years Classes". Below the tabs, there are two dropdown menus: "Reports for All Classes" and "Grade Posting Status". A link "Only Show Current Classes" is also present.

The main content is a table titled "400 High School" with the following columns: Dept, Subject, Terms, Period, Days Meet, Class, and Description. Each row in the table has a blue link labeled "Secondary Gradebook" in the rightmost column.

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology	Secondary Gradebook
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology	Secondary Gradebook
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology	Secondary Gradebook
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology	Secondary Gradebook
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology	Secondary Gradebook
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology	Secondary Gradebook
10	10	1 - 2	7	MTWRF	1170 / 07	Field Biology	Secondary Gradebook
10	10	3 - 4	7	MTWRF	1170 / 07	Field Biology	Secondary Gradebook

A yellow callout box with a pointer to the "Secondary Gradebook" link in the last row contains the text: "Select a class, click Secondary Gradebook."

Slide 3 - Slide 3

Skyward Educator Access Plus - Microsoft Internet Explorer

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

Home Page | My Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grade | Comments | Reports | Display Options | Quick Scoring | Excel Export

Students	Fri 07/06 Atnd Taken	Term Grade	Hom Fri 2007	Newspaper WK38-Thu 05/17/2007	Chapter 12 WK40-Thu 05/31/2007	Chapter 13 WK41-Mon 06/04/2007	Sample Hom WK41-Fri 06/08/2007	Bones Lab WK42-Mon	liver work WK46-Fri	T4	SE2	SM2
		Sort By %		PRO	TST	QUIZ				Options	Options	Options
1 Ashley M Arneson		B+ 88.05%	88	77	88	52				Enter Term T4 Grade Adjustments	B+	B+
2 Daniel C Borgstrom		D+ 66.55%	77	88	82	52				Quick Scoring for Term T4	C+	D+
3 Christopher J Buman		D+ 68.75%	77	88	9						C+	D+
4 Emily S Carlson		D+ 67.40%	66	77	9						B+	D+
5 Katie L Chchic		C 75.40%	88	88	8						D+	C
6 Johnathan L Critchfield		C 73.25%	89	80	6						B+	C
7 Joseph Dalton	E-R	D+ 65.90%	*AD	66	9						B+	D+
8 Zachary T Dunham		C 71.95%	99	99	9						D+	C
9 Brittany Fallstad		C+ 75.75%	88	77	9						A-	C+
10 Matthew R Gholson		C 74.95%	90	90	67	65	100	0	*AD	C	F	C
11 Dustin B Gopinath		D+ 67.60%	*AD	55	95	43	100	0	67	D+	A-	D+
12 Dustin L Heinrich		C- 71.25%	*AD	66	76	44	100	0	78	C-	B+	C-
13 Joseph W Ihli		C 73.25%	88	88	87	44	100	0	*AD	C	C+	C
14 Andrew J Krause		C+ 78.20%	85	76	95	56	*AD	75	89	C+	A-	C+
15 Alisha Long		B+ 88.90%	77	67	95	51	100	100	*AD	B+	A	B+
16 Michael A Maquire		C 71.90%	89	89	95	45	100	0	*AD	C	C+	C
17 Kayla J Medina		D 65.30%	67	67	95	46	100	0	*AD	D	A-	D
18 Jared T Mogensen		C- 69.75%	*AD	55	79	78	100	0	77	C-	C+	C-
19 Joanna P Nuhn		C 74.15%	*AD	66	99	56	100	0	89	C	C+	C
20 John E Parks		B- 79.60%	99	99	95	89	100	0	*AD	B-	D+	B-
21 Jesse R Paulson		D+ 69.15%	77	88	95	78	100	0	*AD	D+	B+	D+
22 Kyle A Ouring		C 75.30%	89	89	95	78	100	0	*AD	C	B+	C
23 Rebecca M Solfest		C+ 77.90%	89	89	78	78	100	0	*AD	C+	B+	C+
24 Terrie M Stevens		C 74.25%	93	90	95	52	100	0	*AD	C	A-	C

Choose a calculated grade column to enter adjustments, select the Options button, click Enter * Grade Adjustments.
*may vary depending on grade column selected.

Slide 4 - Slide 4

Skyward Educator Access Plus - Microsoft Internet Explorer

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

3) When complete, click Save.

Grade Adjustment
Term T4

Save
Undo
Back

Students	Calculated Grade	Percent	Adjustment		Total Percent	Override for Medical or Incomplete	Posted Grade	Grade Marks		
			Grade	Amount				Grade	High	Low
1 Ashley M. Arneson	B+	88.05	A	4.46	92.51	-	B+	A	100.00	92.51
2 Daniel C. Borgstrom	D+	66.55				-	D+	A-	92.50	89.51
3 Christoph						-	D+	B+	89.50	85.51
4 Emily S.						-	D+	B	85.50	81.51
5 Katie L.						-	C	B-	81.50	79.51
6 Johnmatha						-	C	C+	79.50	75.51
7 Joseph .						I Incomplete	D+	C	75.50	71.51
8 Zachary T. Dunham	C	71.95				-	C	C-	71.50	69.51
9 Brittany . Fallstad	C+	75.75				-		D+	69.50	65.51
10 Matthew R. Gholson	C	74.95	B-	5.00	79.95	-		D	65.50	61.51
11 Dustin B. Gopinath	D+	67.60				-	D+	D-	61.50	59.51
12 Dustin L. Heinrich	C-	71.25				-	C-	F	50.50	0.00
13 Joseph W. Ihli	C	73.25				-	C			
14 Andrew J. Krause	C+	78.20				-	C+			
15 Alisha . Long	B+	88.90				-	B+			
16 Michael A. Maguire	C	71.90				-	C			
17 Kayla J. Medina	D	65.30				-	D			
18 Jared T. Mogensen	C-	69.75				-	C-			
19 Joanna P. Muhn	C	74.15				-	C			
20 John E. Parks	B-	79.60				-	B-			
21 Jesse R. Paulson	D+	69.15				-	D+			

1) Grade adjustments may be entered either as a **Grade Mark** in the first column or as a **percent adjustment** in the second column.

2) Select from the drop down list if any students should be marked as **Medical** or **Incomplete**.

Slide 5 - Slide 5

Skyward Educator Access Plus - Microsoft Internet Explorer

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

We value your feedback
[Enter a customer support call](#)

Home Page | My Gradebook | Main Screen [Print Queue](#) [Back](#)

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grade | Comments | Reports | Display Options | Quick Scoring | Excel Export

Students	Fri 07/06 Atnd Taken	Term Grade T4 Sort By %	Hom-Fri 2007	Newspaper WK38-Thu 05/17/2007 PRO 100 80.16 overall	Chapter 12 WK40-Thu 05/31/2007 TST 100 89.00 unit 1	Chapter 13 WK41-Mon 06/04/2007 QUIZ 100 58.36 unit 2	Sample Hom WK41-Fri 06/08/2007 HWK 100 100.00 unit 3	Bones Lab WK42-Mon 06/11/2007 LAB 100 8.21 unit 3	liver work WK46-Fri 07/13/2007 HWK 100 78.50 unit 2	T4 Report Card	T4 Grade Adjust	T4 Options
1 Ashley M Arneson		*A 92.51%	88	77	88	52	100	ABS	*AD	*B+	4.46	*A
2 Daniel C Borgstrom		D+ 66.55%	77	88	82	52	100	0	*AD			D+
3 Christopher J Buman		D+ 68.75%	77	88	95	70	100	0	*AD			D+
4 Emily S Carlson		D+ 67.40%	66	77	95	87	100	0	*AD			D+
5 Katie L Chchic		C 75.40%	88	88	88	52	100	0	*AD			C
6 Johnathan L Critchfield		C 73.25%	89	80	67	56	100	0	*AD			C
7 Joseph Dalton	E-R	*I 65.90%	*AD	66	95	45	100	0	71	*D+		*I
8 Zachary T Dunham		C 71.95%	99	99	90	34	100	0	*AD			C
9 Brittany Fallstad		C+ 75.75%	88	77	95	56	100	22	*AD			C+
10 Matthew R Gholson		*B- 80.00%	90	90	67	65	100	0	*AD	*C	5.05	*B-
11 Dustin B Gopinath		D 67.60%	*AD	55	95	43	100	0	67			D+
12 Dustin L Heinrich									78			C-
13 Joseph W Ihli									0	*AD		C
14 Andrew J Krause								75	89			C+
15 Alisha Long								100	*AD			B+
16 Michael A Maquire								0	*AD			C
17 Kayla J Medina		D 65.38%	87	87	93	40	100	0	*AD			D
18 Jared T Mogensen		C- 69.75%	*AD	55	79	78	100	0	77			C-
19 Joanna P Nuhn		C 74.15%	*AD	66	99	56	100	0	89			C
20 John E Parks		B- 79.60%	99	99	95	89	100	0	*AD			B-
21 Jesse R Paulson		D+ 69.15%	77	88	95	78	100	0	*AD			D+
22 Kyle A Ouring		C 75.30%	89	89	95	78	100	0	*AD			C
23 Rebecca M Solfest		C+ 77.90%	89	89	78	78	100	0	*AD			C+
24 Terrie M Stevens		C 74.25%	83	90	95	52	100	0	*AD			C

The adjusted grade will **display** in the Gradebook as the student's current grade.

Note: Grades will need to be posted.

This concludes the tutorial.