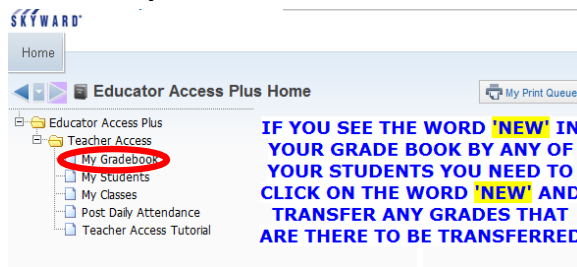


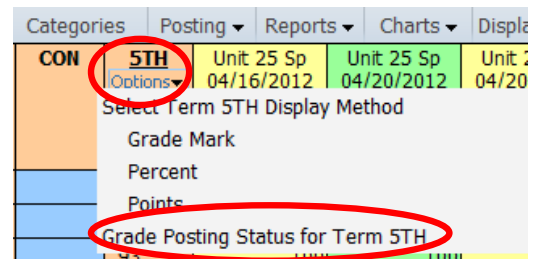
## How to Enter a Grade Adjustment for a Closed Grading Period

**When to use:** This process would be used if you need to enter a grade adjustment after a grading period has closed. Adjusting the grade will cause a grade difference from what was originally posted for the report card grade. In order for the grade to be changed on the report card, a grade change request is required.

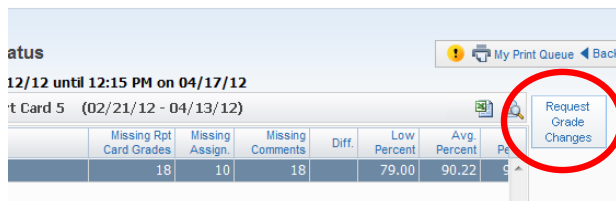
1. Login to Skyward Gradebook.
2. Click on **My Gradebook**



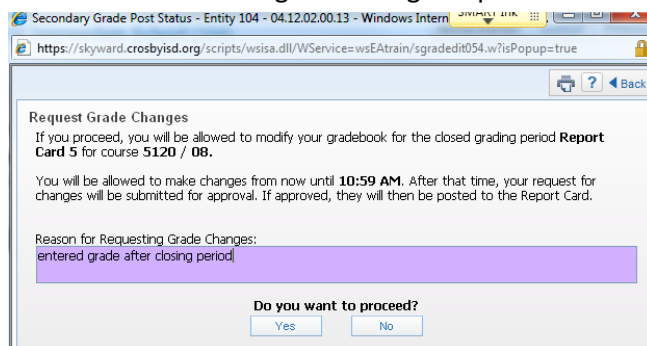
3. Select the appropriate gradebook.
4. Hover of the **Options** link located under the grading period. Select **Grade Posting Status for Term X**. X being the term you are submitting the grade change request for.



5. Select the **Request Grade Changes** button



6. Enter a reason for the grade change request submission the click on the **Yes** button to proceed.



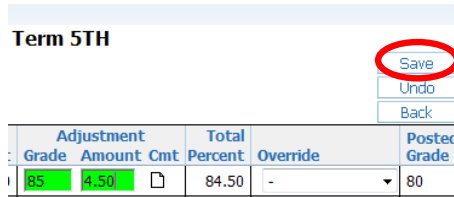
7. Hover of the **Options** link located under the grading period. Select **Enter Term X Grade Adjustments**. X being the term you are submitting the grade change request for.



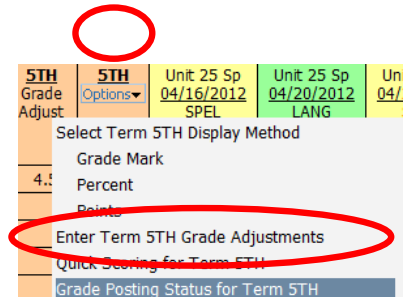
8. Enter the grade adjustment.

Calculated Grade	Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade
80	80.00	85	4.50		84.50	-	80

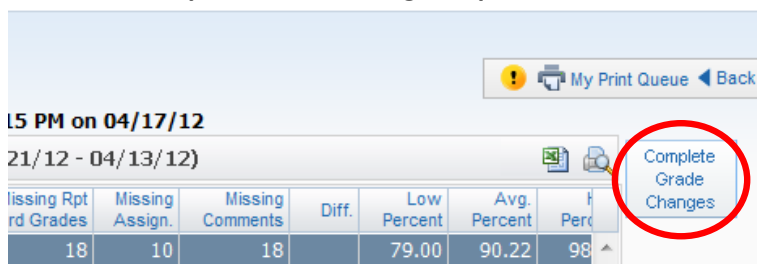
9. Select the Save button at the top of the grade adjustment page.



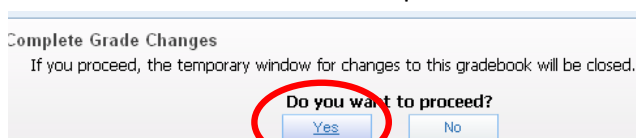
10. Hover of the **Options** link located under the grading period. Select **Grade Posting Status for Term X**. X being the term you are submitting the grade change request for



11. Select the **Complete Grade Change Request** button.



12. Select the **Yes** button in order to proceed.



13. After the grade change request is completed, the campus principal needs to be informed so she/he can approve the request.