**Skyward Quick Reference**

**(Mostly Commonly Asked Questions)**

**Setting Categories:**

For ***EVERY CLASS***, you MUST enter a grading system or your grades will not calculate accurately. Go into the class gradebook, select “Categories” and then make these choices:

Use the “Change Score Method” button to select between:

* Total Points
* Weighted Categories

Use the “Add/Edit Categories” button to manage your categories and assign % weights if you want to use them.

**50% F’s and Incompletes:**

*Giving a Student a 50% for an F in T1 or T3:*

1. Go to the appropriate class.
2. Under T1 or T3 (whichever is appropriate) select Options 🡪 Enter T1 (or T3) grade adjustment.
3. Enter a number of points by which you wish to adjust the student’s grade.
4. Click “Save.”

*Giving a Student an Incomplete (“I”):*

1. Go to the appropriate class.
2. Under T1 (or whichever term), select Options 🡪 Enter T1 grade adjustment.
3. Flag the student’s grad as “Incomplete.”

***IMPORTANT:***

You must ALSO repeat this process for the semester (S1 or S2) affected. For example, if the student is “incomplete” for T1, they must ALSO be marked incomplete for S1. Similarly, you must REMOVE the incomplete flag in both places when the incomplete is resolved.

**Requesting Grade Changes:**

If quarter grades have posted and you need to make a change, you have to go through some extra steps because the grade book locks itself after each quarter ends.

As the semester comes to a close, some of you may still need to clear up incompletes, change erroneous grades, or make other fixes to earlier quarters.  Here is the procedure on Skyward as if you were fixing a grade in T1 (first quarter) after it had locked:

1.  From the list of classes on Skyward, choose "Posting Status" --> "T1"

2.  Highlight the course where you need to make a change.

3.  Click "Request Grade Change."

4.  Please enter a description identifying why you are making a change.

5.  You may now make needed changes.  The gradebook will "lock" again in 2 hours.

***Important:***

All grade changes will be approved for 2 weeks after a term ends. After that, Sherry will require approval from your DC or supervisor. Incompletes can be resolved until 2 weeks after semesters end. After that, Sherry will change them to F’s unless you direct her to do otherwise.

**End of the Term Printouts:**

At the end of each term, you are required to print out your attendance and grades and submit them to your DC or supervisor.

*For Attendance:*

1. Go to the “grade book” view, where you can see all your classes listed.
2. Hit “Show all classes” if any classes are not appearing.
3. Go to “Reports for All Classes” 🡪 “Attendance” 🡪 “Attendance Summary by Class.”
4. Either add or modify a template so that the date range spans the current term.
5. Save and print the report for all classes.

*For Grades:*

1. Go to the “grade book” view where you can see all of your classes listed.
2. Hit “Show all classes” if any classes are not appearing.
3. Go to “Reports for All Classes” 🡪 “Gradebook” 🡪 “Grade Sheet Report.”
4. Either add or modify a template so that the date range spans the current term.
5. Save and print the report for all classes.