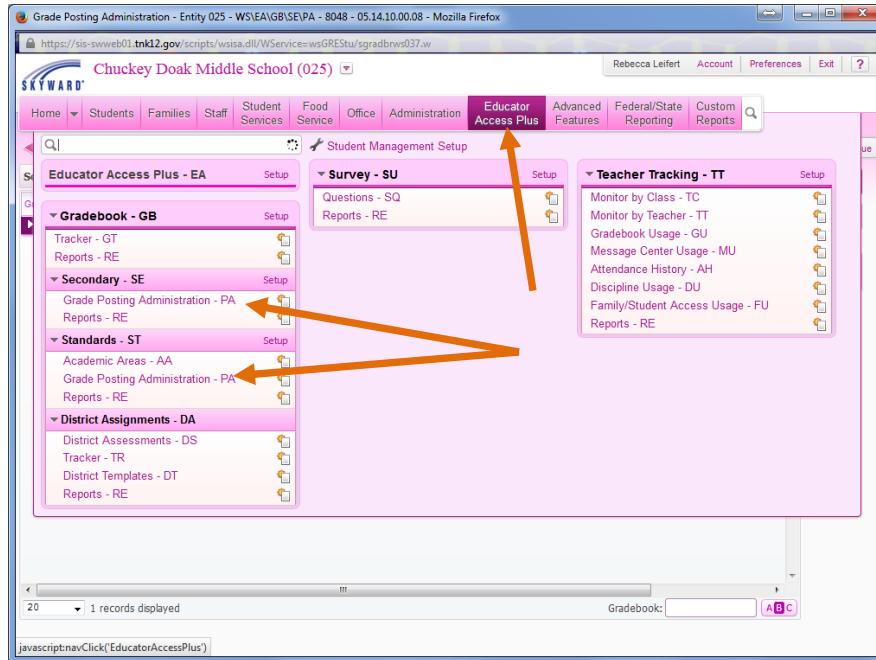
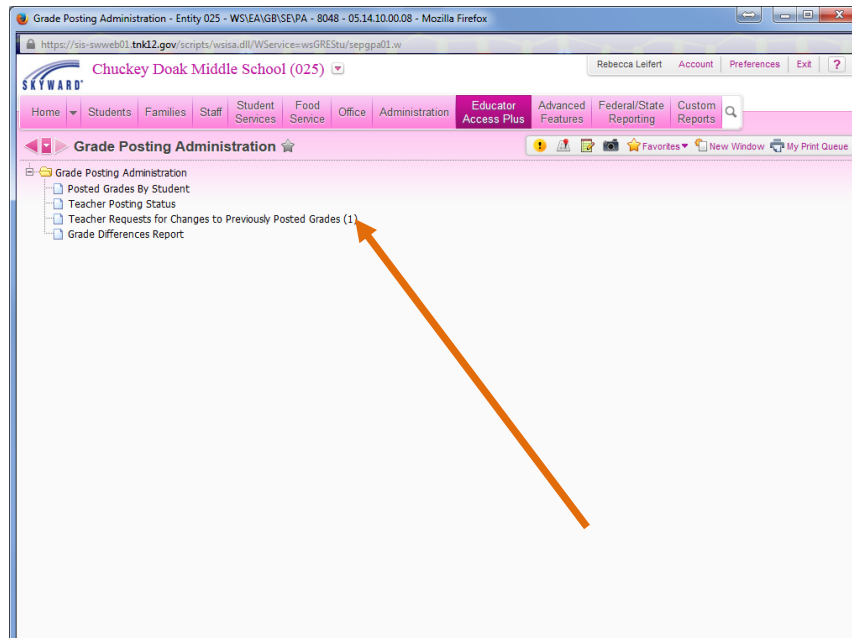


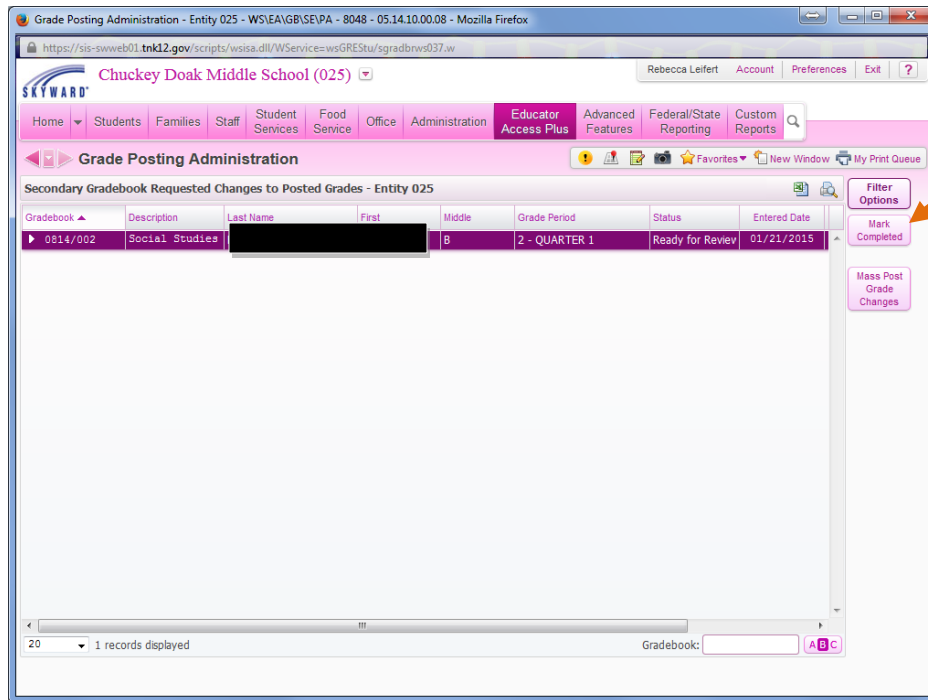
MAKING GRADE CHANGES IN SKYWARD AFTER THE WINDOW HAS CLOSED



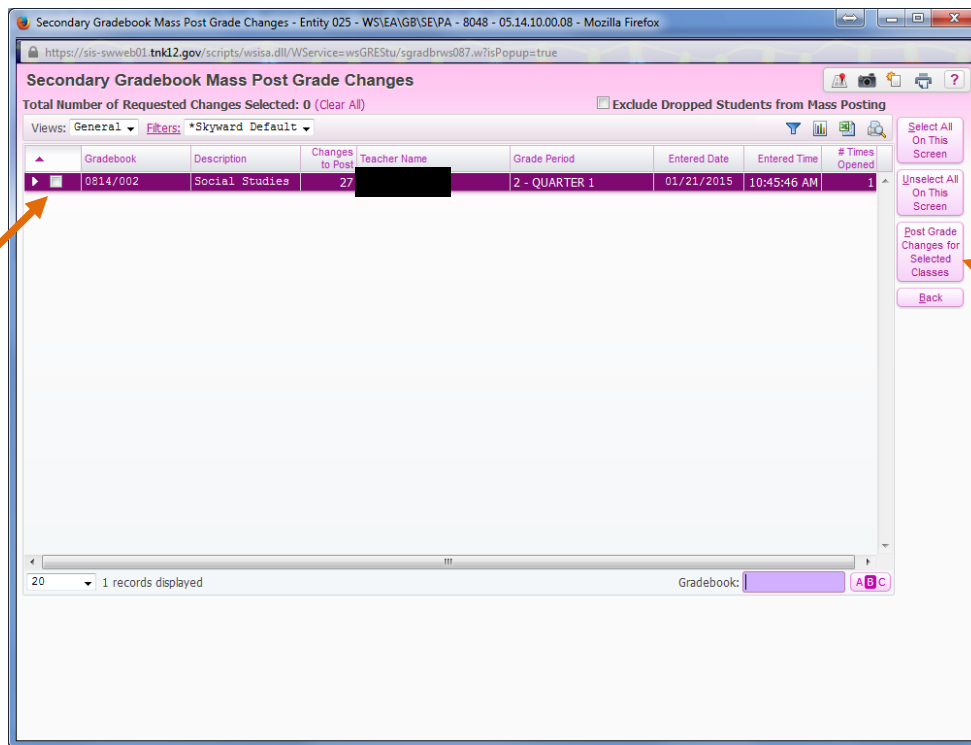
Go to **Educator Access Plus** and then choose **Grade Posting Administration** under the **Secondary** heading.



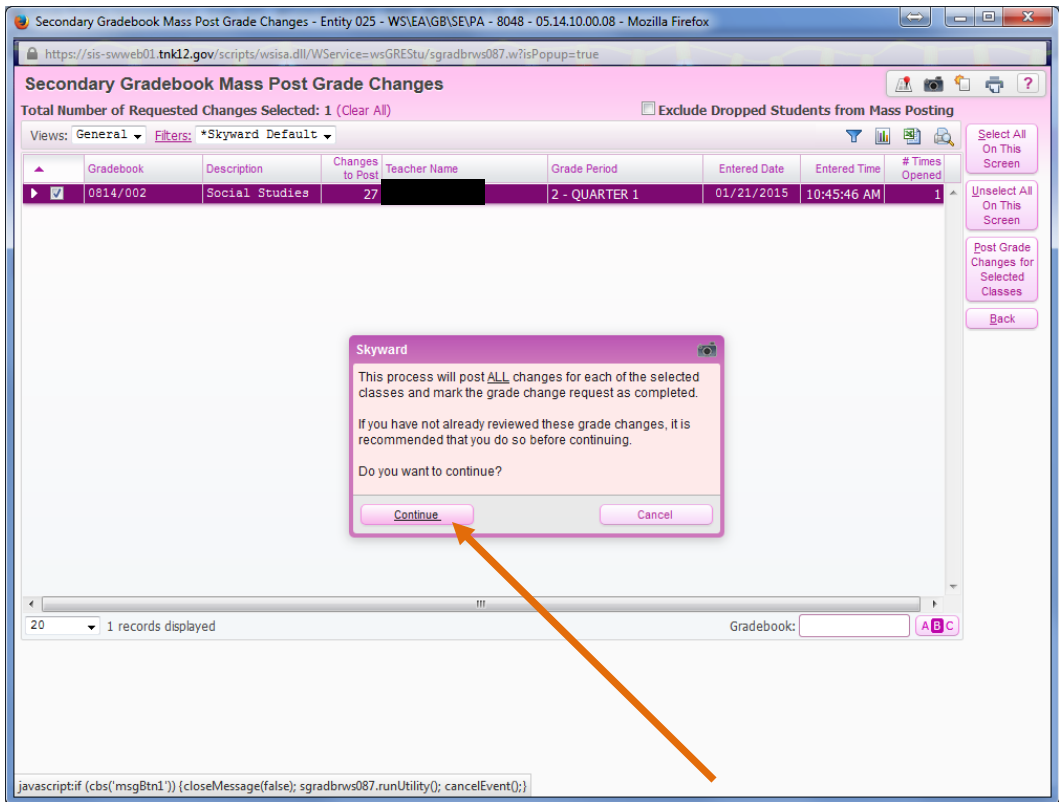
Look for **Teacher Requests for Changes to Previously Posted Grades**. There should be a number in parenthesis after this heading if grade changes have been requested. If there is a number there, click on the heading and another box will open.



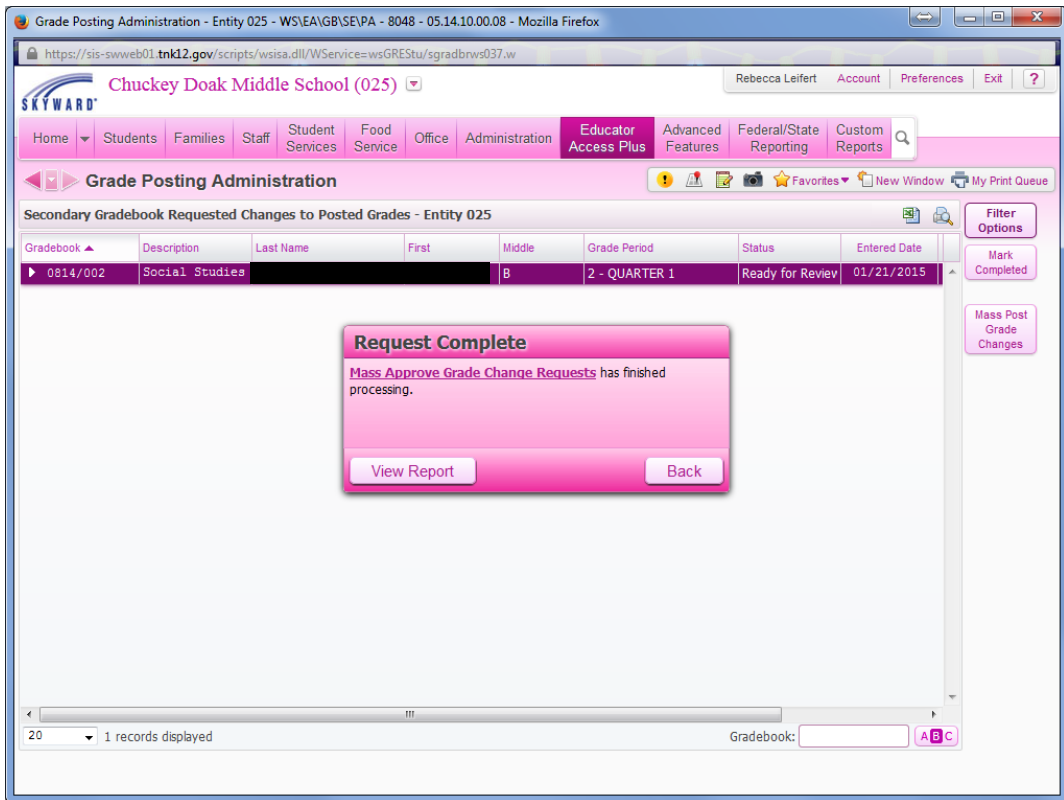
Once you are there, you need to make sure that this *request has been marked complete*.
Once they are complete a box should show up in front of the request.



You next need to check the box in front of the class/classes that need the grades changed.
If there is more than one request, you can check all of the classes.
Then, select the *Post Grade Changes for Selected Classes*.



Once the above prompt appears, choose *Continue*



You will see the window working and finally get the message above.
You have completed the process.

REMEMBER THE TEACHERS ARE SUPPOSED TO LET YOU KNOW AFTER THEY HAVE REQUESTED A CHANGE.