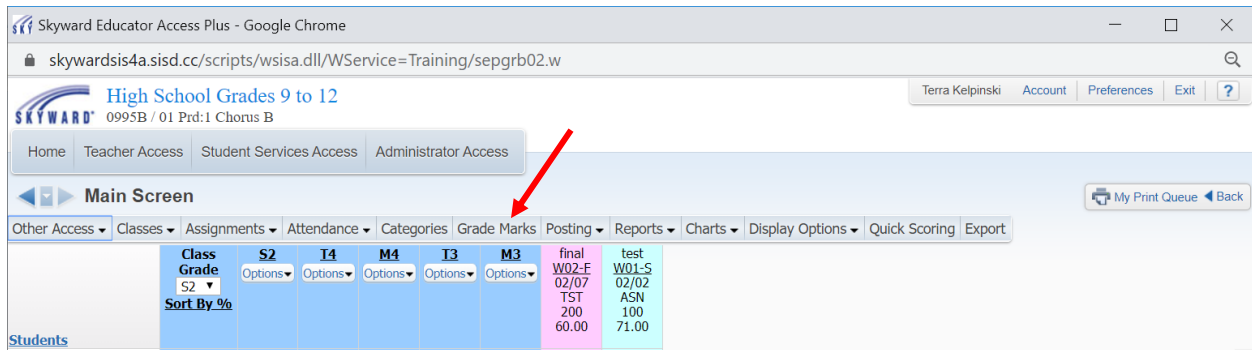


## Selecting "Special" Grade Mark Group in Teacher Access

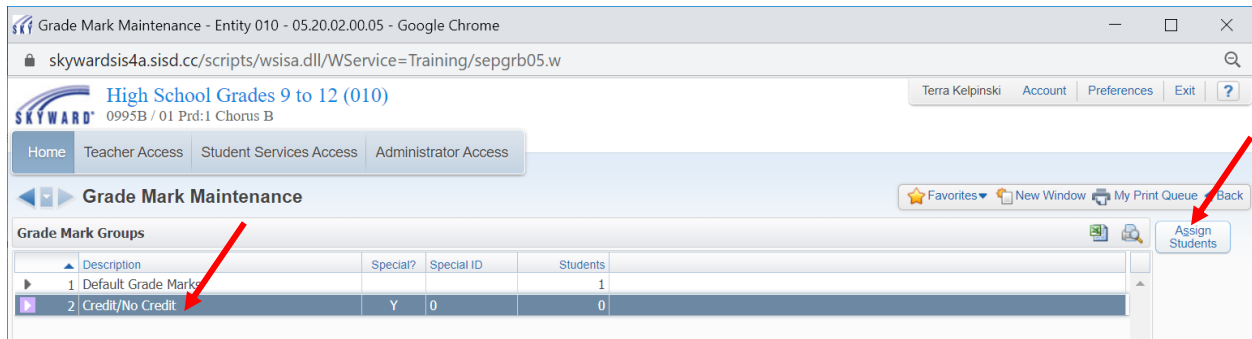
\*\*\*Please Note: Administration must first create a "Special Grade Mark Group" in order for this option to be available. (WS\EA\GB\SE\PS\CF\SG)

1. To switch to Credit/No Credit (CR/NC) Grade Marks for one specific term only (i.e. Term 4), teachers must navigate to their gradebook. Within each gradebook, select the "Grade Marks" tab:



The screenshot shows the Skyward Educator Access Plus interface. The browser address bar displays "skywardsis4a.sisd.cc/scripts/wsisa.dll/WService=Training/sepgrb02.w". The page title is "High School Grades 9 to 12". The user is Terra Kelpinski. The "Main Screen" navigation bar includes "Other Access", "Classes", "Assignments", "Attendance", "Categories", "Grade Marks", "Posting", "Reports", "Charts", "Display Options", "Quick Scoring", and "Export". The "Grade Marks" tab is selected and highlighted with a red arrow. Below the navigation bar, there is a table with columns for "Class Grade", "S2", "I4", "M4", "I3", "M3", "final", and "test". The "Class Grade" column has a dropdown menu with "S2" selected. The "final" column shows "W02-E 02/07 TST 200 60.00". The "test" column shows "W01-S 02/02 ASN 100 71.00".

2. Within the Grade Mark Maintenance, Highlight the Credit/No Credit Group and select "Assign Students."



The screenshot shows the Skyward Educator Access Plus interface for "Grade Mark Maintenance". The browser address bar displays "skywardsis4a.sisd.cc/scripts/wsisa.dll/WService=Training/sepgrb05.w". The page title is "High School Grades 9 to 12 (010)". The user is Terra Kelpinski. The "Grade Mark Maintenance" navigation bar includes "Home", "Teacher Access", "Student Services Access", and "Administrator Access". The "Grade Mark Groups" table is displayed with the following data:

Description	Special?	Special ID	Students
1 Default Grade Marks			1
2 Credit/No Credit	Y	0	0

The "Credit/No Credit" row is highlighted with a red arrow. The "Assign Students" button is also highlighted with a red arrow.

## Selecting "Special" Grade Mark Group in Teacher Access

3. Check the T4 and/or S2 grade buckets (or appropriate grade bucket) for each student and click "Save."

Student	All	T3	T4	S2
jennifer Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. The grade bucket you chose in step 3 (i.e. T4 and S2) will now reflect CR/NC rather than a letter grade.

Class Grade	S2	T4	M4	assign W12-T 04/14 ASN	Homewo W12-M 04/13 ASN	T3	Test 1 W07-F 03/13 TST	ASSIGN W06-W 03/04 ASN	M3
CR 80.00%	CR	CR	CR	100	100	80.00	80	50	Options
CR 61.43%	CR	CR	CR	67.50	75.00	60.00	70.00	35.00	Options