

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

HOW TO CHANGE A STUDENT TO PASS/FAIL

Purpose

To change a student to a pass/fail grade scale.

Procedure

Log into Skyward as the desired teacher

After you are logged in you need to enter the gradebook that contains the students that need to be changed to pass/fail. Once there you need to select Grade Marks on the top of your screen: Grade Marks

Once you click on this you will be brought to a page where the scaling is set.

Home Page | My Gradebook | Main Screen | Grade Mark Maintenance

Grade Mark Groups					
	▲	Description	Special?	Special ID	Students
+	1	Default Grade Marks			23
+	2	Pass/Fail	Y	0	0

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Now we will expand Pass/Fail

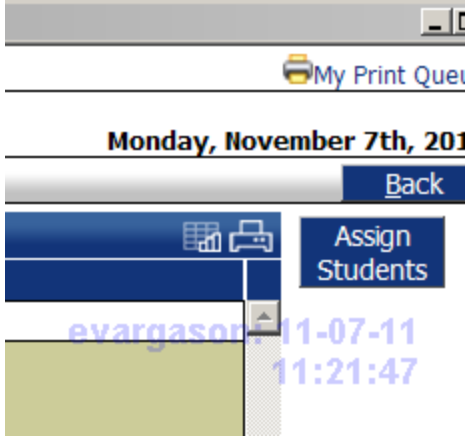
Look under students that use this group

[-]	2	Pass/Fail	Y
Expand All Collapse All Show Details In New Window			
+ Grade Marks			
[-] Students That Use This Group			
No Details Available			
+ Details			

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Note that there are 0 students assigned.

On the right hand side you need to click Assign Students



This will open a list of all available students that can have P/F assigned.