

# 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

evargason: 11-07-11 11:20:22

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**

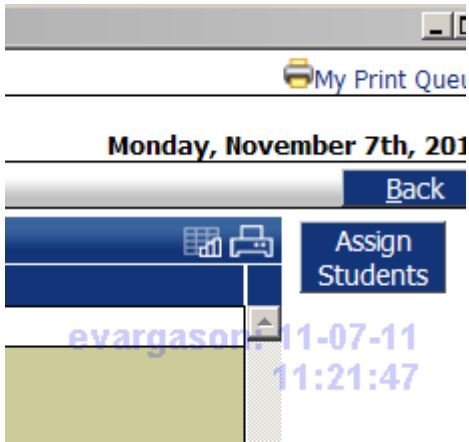
No Details Available

**Details**

evargason: 11-07-11 11:20:55

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.