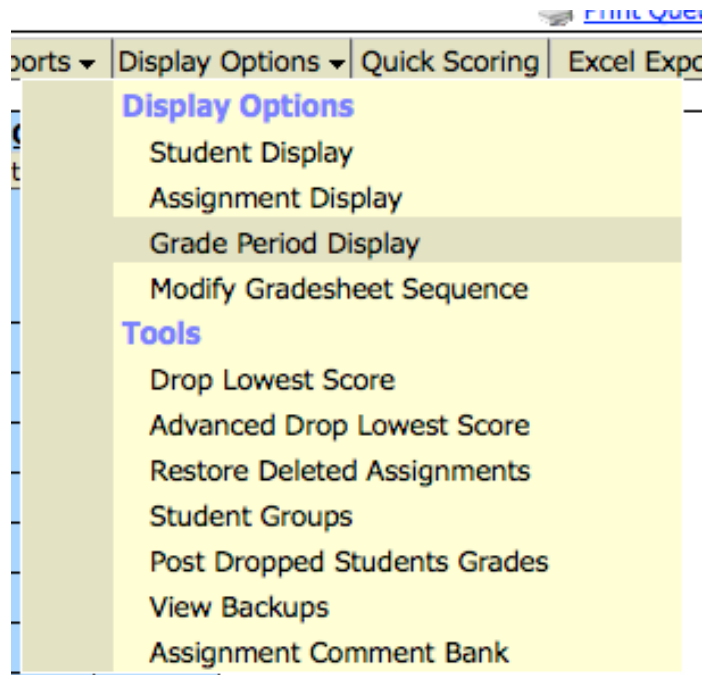


Rearranging Students in Your Gradebook

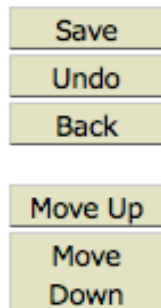
When a new student is added to your class, the Skyward program automatically puts them in alphabetically. If you prefer to have them at the bottom of the class list here are some directions.

Open the gradebook that you want to change. Then click on Modify Gradesheet Sequence under the Display Options bar at the top of your gradebook.

(You will have to make the same changes in all of your gradebooks.)



New Sequence	Old Sequence	
1	1	Be
2	2	Bl
3	3	Bc
4	4	Bd
5	5	Ce
6	6	Cf
7	7	Cg
8	8	Dh
9	9	He
10	10	Hi
11	11	Hj
12	12	Ja
13	13	Jo
14	14	Le
15	15	Le
16	16	Mi
17	17	Mi
18	18	Na
19	19	Pr
20	20	Sc
21	21	Sc
22	22	Se
23	23	Sr
24	24	Sr
25	25	St
26	26	Ti
27	27	Ti
28	28	W



You will see a list of your students and the order they currently are listed (alphabetically). Select the student you want to move and then use the Move Down button to move them to the spot you want the.

Be sure to Click Save to save your changes. The program will take you back to your gradebook and you will see the student listed where you moved them to.