

SECONDARY GRADEBOOK – TEACHER GUIDE

Click the **Options** button under the Term, Semester, or Final grade for which you wish to make an adjustment. Then click the link to **Enter Term XX Grade Adjustments**. In the example above, the T4 grade is being adjusted.

Grade Adjustment							My Print Queue			
Term 6TH										
							Save			
							Undo			
							Back			
Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade	Grade	High	Low
1 AARONSONSCR KRYSTINA L	A 94.84					-		A	100.00	90.00
2 ADUSCR SADIE (09)	C 82.63	B	1.87		84.50	-		B	89.99	80.00
3 ADUSCR Simon (11)	B 87.79					-		C	79.99	70.00
4 DAWSSCR FELICA P (0)	B 85.33					-		D	69.99	60.00
5 DELPOZOSCR CLINTON M	B 85.99					-		F	59.99	0.00
6 MAYEDASCR CHARLESETTA L (0)	B 88.50					-		Grade Marks for Grade Level 09		
7 REISCHSCR GARY D	B 80.75					-		Grade	High	Low
8 RIGGINSCR SANG M	B 81.25					-		A	100.00	91.50
9 WALTHSCR DUNCAN X	B 84.00					-		B	91.49	84.50
								C	84.49	71.50
								D	71.49	60.50
								F	60.49	0.00

This is the Grade Adjustment Entry screen. This is where you enter your desired Adjustments. In the **Grade** column, you can enter the Grade you want the student to have, or you can use the **Amount** column to enter the number of percentage points for adjusting the grade. In the example above, the student has a failing grade, but was close to a D-, so a D- was entered in the Grade column. Then the appropriate percentage is filled in for the Amount column. The **Total Percent** now shows the student's Adjusted Percentage.

You can click the note icon in the **Cmt** column to enter a note that will display in Family Access to explain why the Adjustment was entered. When all Adjustments are entered, click **Save**.

Main Screen											My Print Queue			Back	
Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export				
				Fri 05/17 Atnd	Term Grade	FNL Options	SM2 Options	EX2 Options	6TH Options	Grade Adjust	Page 1 W40-M 05/20 CW 100 84.00	Math W28-F 05/10 61/T 2 2.00	Math W28-F 05/10 61/T 2 1.00	Music W28-F 05/10 100 91.00	Word W28-F 05/10 100 88.00
Students	Sort By %														
1 AARONSONSCR KRYSTINA L	NEW	B	88.99%	B	B	*	A			98				87	
2 ADUSCR SADIE (09)	NEW	C	82.56%	C	C	*	B	1.87		75				97	
3 ADUSCR Simon (11)	NEW	B	87.96%	B	B	*	B			97				85	
4 DAWSSCR FELICA P (0)		B	85.33%	B	B	*	B			75				96	
5 DELPOZOSCR CLINTON M		B	85.99%	B	B	*	B			85				87	

As you see here, a new column will display on the Gradebook Main screen when Adjustments have been entered. Every bucket with an Adjustment now displays a Grade Adjust column. To modify an Adjustment that has been entered, you can click the appropriate cell in the Grade Adjust column to pull up the Grade Adjustment screen.

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.