Request Grade Change Process

This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively.

Grade Change Request from Gradebook

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Other Access -	Classes - A	ssignments - Attenda	nce 🕶	Catego	ries Grade	Marks	Posting -	Re	ports -	Chart	s - Dis	play Option	ns - Qui	ck Scoring	Export	
Students				Fri 05/17 Atnd	Term Grade 6TH ↓ Sort By %	Chapte <u>W38 M</u> 05/06 67/T 100 80.00	Que 1 <u>W38-M</u> 05/06 6T/T 100 98.00	00	Select Grad	STH Report Term 5T de Mark	PRS Options+ H Displa	2 W29-M option y Method	Variab W29-M	4TH Options•	PR4 Options+	SM1 Options
1 🔮	AARONSONSO	OR KRYSTINA L	NEW		I 94.84%			В	Poin	ts						
2 🖏 🕂 🖿 📭	ADUSCR	SADIE (09)	NEW		*C82.59%			°C	Grade	Posting S	status for	r Term 5T	н			
3 🚨 🔳 🖪	ADUSCR	Simon (11)	NEW		B 82.35%			в			88.13	75.0%				
1	DAWSSCR	FELICA P (0)			8 89.22%											
				-				_				-				

Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for (XYZ)**.

	S	econdary	Grade Post Status	(326)					Favorit	es 🕶 🐑 Ne	w Window	Wy Prin	Cueue ┥ Ba
Postir	ng wa dary (s open from 7 Grade Posting	:30 AM on 04/11/13 un Status for 5TH 6 WEEK	til 8:00 AM on 04/14/1 5 (02/25/13 - 04/12/	13							8 B.	Request
Pe	niod 🔺	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing	Diff.	Low	Avg. Percent	High Percent	Active	Stds	Grade Changes
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You see the class posting information. Select the **Request Grade Changes** button.

	Reck
Request Grade Changes	
If you proceed, you will be allowed to modify your gradebook for the closed grad for course ${\bf Band}\;{\bf I}\;{\it /}\;{\bf 01}.$	ding period 5TH 6 WEEKS
You will be allowed to make changes from now until 5:52 PM . After that time, y be submitted for approval. If approved, they will then be posted to the Report Ca	our request for changes will ard.
Reason for Requesting Grade Changes:	
Need to clear incomplete grade for student.	
Do you want to proceed? Yes No	

You must enter a reason for the grade change. Then click **Yes**. After you click the button, you will have two hours to complete the changes for this class. You can make any necessary changes to the grading period selected for this grade change request. Only the grading period specified in the request will allow you to make modifications.

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

Under the semester or Term you entered the incomplete into, click on the options. Then click the "Enter grade adjustments" link.

		-			-							
Term	<u>S1</u>	<u>T2</u>	<u>P26</u>	<u>P23</u>	<u>T1</u>							
Grade	Options	Options Options										
T1 V	Setup	Setup Semester S1 Grade Calculations										
SOIT BY %	Select S	Select Semester S1 Display Method										
Grade Mark												
C 77.739	6 Perce	Percent										
B 86.649	6 Point	Points										
C- 72.38% Enter Semester S1 Grade Adjustments												
C+ 84.219	6 Quick So	oring for	Semester	S1								
B- 85.149	6 Grade P	osting Sta	tus for Se	mester S	1							

To remove the incomplete, select the dropdown arrow under the override and select the "-"option. Click "save" when you are finished.

				Ter	rm 6T	н			1	Save				
_				dated		Pr for		Fried		Back		Grade Marks		
Sti	idents		Grade	Percent	Grade	Amount	Cmt	Percent	Override	Grade	Grade	High	Low	
1	AND WRONACE	NEVATINA I.	A	04.84				1	1		A	100.00	90.00	
		25.572 (00)	0	07.67	6	1.07	0	24.50	E Other		8	89.99	80.00	
-	ADUSCR	28015 (03)	c	82.03	0	1.6/	<u>u</u>	64.30	I Incomplete		D	69.99	60.00	
3	ADUSCR	Simon (11)	в	87.79					HED HEOKS!	-	F	59.99	0.00	
4	DARSSCR	FELICA F (D)	8	85.33						~				
5	DELECZOSCE	CLINTON N	B	85.99					1	-	Gr	ade Marks fe	oe:	
6	MAYEEASCR	CHARLESETTA L (0)	8	88.50						1	Grade	High	Low	
7	REISCHSCR	GARY D	в	80.75					2		A	100.00	91.50	
	BTOCTOROD	25.925 M	P	01.25							B	91.49	84.50	
-	REGERENCH	any o	0	01.20					0	-	D	71.49	60.50	
9	WALTHSCR	DUNCAM X	8	84.00					· ·	~	D	71.49	60.50	

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Other Access -	Classes -	Assignments - Attenda	ance -	Categor	ries Grade	Marks	Posting -	Reports	- Chart	s - Dis	play Options -	Quick	Scoring	Export	
Students				Term Grade 6TH ~ Chapte W128-M 05/05 Option STH W28-M 5TH STH Report Concorret Fri 05/05 PRS Options Concorret Fri 05/05 2 W29-M SOTO SOTO SOTO SOTO SOTO SOTO SOTO SOT					/areb /29-M	4TH Options▼	PR4 Options•	SM1 Options			
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8 🚨 🔳 🗖	ADUSCR	Simon (11)	NEW		B 82.35%			B Quick	Scoring f	or Term	STH				
2	DAWSSCR	FELICA P (0)		1	B 89.22%			A Grade	Posting	Status for	Term 5TH	-			
£	MAYEDASCR	CHARLESETTA L (0)	1		*885.75%		-								

After all changes have been made, finish the grade change request by selecting **Grade Posting Status for (XYZ)** in the term **Options** drop-down menu.

◄ ➡ Secondary Grade Post Status (326)		🔹 🏠 Favorites 🕶 🏠 New Window 🖏 My Print Queue 🛛 Back								
Posting was open from 7:30 AM on 04/11/13 until 8:00 AM on 04/14/13										
Secondary Grade Posting Status for 5TH 6 WEEKS (02/2					🖲 💩	Complete Grade				
Period Class Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Changes
1 ▶ 01 Band I / 01 Band I	15	11	9	2			90.00	9	1	

Then select **Complete Grade Changes**.

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Complete Grade Changes	
If you proceed, the temporary window for changes to this gradebook will be closed.	
Do you want to proceed?	
Yes No	

Click **Yes** to notify the office that you have completed your grade change.