

Once a grading period has closed, you cannot change an assignment grade or term grade without asking for approval. Once you ask for approval, your grade book will be opened for two hours in order for you to change assignment/term grades.

1. Hover your mouse over the **Options** button in the column heading of the grading period and choose **Grade Posting Status for Term**. In this case it just happens to be 1st. If you need any other grading period choose that one.

Port	CD	1ST	Chapte	Chapte	chapte	Chapte	PR2
ard		Options	10/11	10/11	10/11	10/16	Options
			OS	HD	OS	OS	
	S						83 67
	S						71 75
	S						83 83
	S	86	83	100	73	75	84
	C	82	82	100	77	82	86

2. Click Request Grade Changes.

Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
69.83	86.03	97.74	29	8	

3. In the Reason for Requesting Grade Changes box, type the reason you are requesting a grade change, then click Yes.

Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the closed grading period **Term 1** for course **SS131A / 001**.

You will be allowed to make changes from now until **4:15 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes:

Student has been out sick.

Do you want to proceed?

4. The grading period is now open for grade changes. You may now make any changes in the grade book for the grading period. When finished, hover your mouse over the **Options** button in the column heading of the grading period and choose **Grade Posting Status for Term**.

e Marks		Posting	Reports	Charts	Display Options	Quick Scorin	
Z1	CZ1	1ST	Chapte	Chapte	chapte	Chapte	
port		Options	10/11	10/11	10/11	10/16	
ard			MM	HD	OS	OS	
						PR2	
						Options	
	S					83	67
	S					71	75
	S					83	80
	S	86	83	100	73	75	84
	S	82	82	100	77	82	86

5. Click Complete Grade Changes.

Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
86.03	97.74	29	8	<input type="checkbox"/>

6. Click Yes.

Complete Grade Changes

If you proceed, the temporary window for changes to this gradebook will be closed.

Do you want to proceed?