

When you see  $\neq$  in your grade book it means the grade book is missing a Report Card Grade.

In order for the grade book to calculate a semester grade, a grade must exist for RC1 and RC2. If not, you will see  $\neq$  indicating the grade book will not calculate a semester grade.

$\neq$	<b>S1</b> Options	<b>RC2</b> Options	<b>CR2</b>	Assign W17-M 12/12 DLY 100 95.00	<b>PR4</b> Options	<b>PR3</b> Options	<b>RC1</b> Options
$\neq$		95		95			

RC1 is missing a grade. Therefore, a Semester 1 grade will not calculate.

To resolve, a grade must exist in the grade book for the missing term.

Select **Options** and **Grade Posting Status** for the Term that needs to be opened.

<b>RC1</b> Options	<b>RC1</b> Grade	<b>CR1</b>	9 Week W09-F	Bell W08-
Select Term RC1 Display Method				
Grade Mark				
Percent				
Points				
Grade Posting Status for Term RC1				

In this example, the RC1 grading window has closed so the teacher will request the grade window to be opened for this class by following the same steps required to request a grade change.