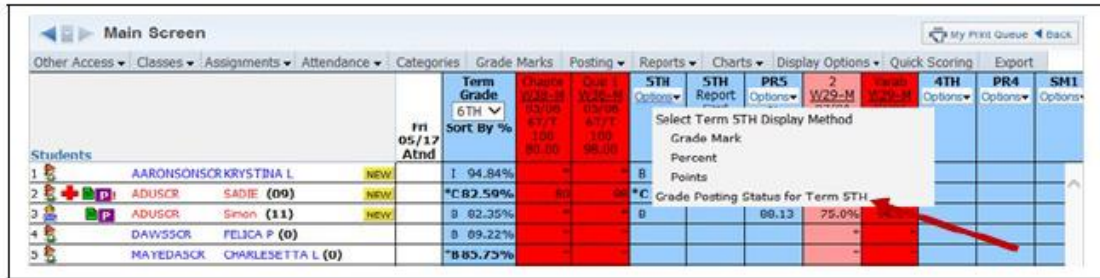


Request Grade Change Process

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

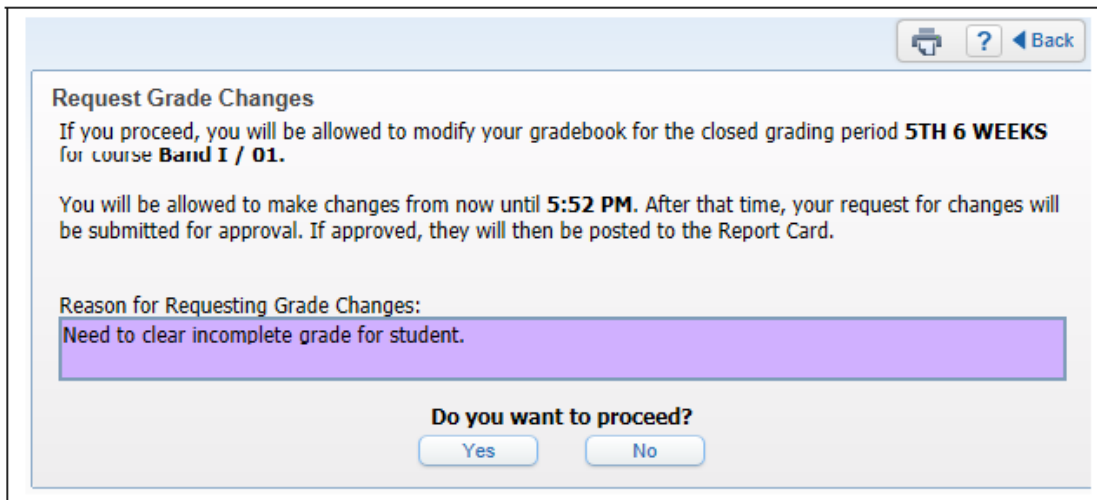
Grade Change Request from Gradebook



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

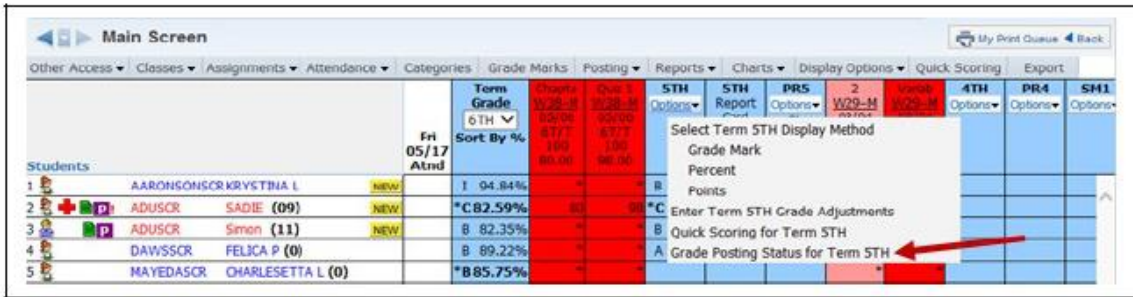


You see the class posting information. Select the **Request Grade Changes** button.



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.

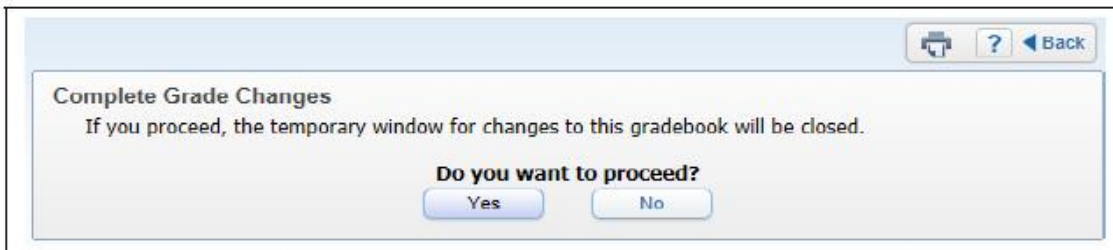
SECONDARY GRADEBOOK – TEACHER GUIDE



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.



Then select **Complete Grade Changes**.



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

Grade Change Request from Gradebook Selection Screen

The screenshot shows the 'My Gradebook' interface. At the top, there are navigation buttons and a 'My Print Queue' link. Below that, there are tabs for 'Current Year Classes' and 'Prior Years Classes'. A 'Reports for All Classes' dropdown is visible. The main area displays two class lists: '001 Entity (001) Grades 9 to 12' and '002 Entity (002) Grades 7 to 12'. On the right, a 'Posting Status' dropdown menu is open, showing '001 - Secondary Gradebook' and a list of 'Grading Periods Open for Posting' (6TH 6 WEEKS) and 'Previous Grading Periods' (PROGRESS REPORT 1 through 6).

Select the Grading Period under the Previous Grading Periods section in the **Posting Status** drop-down list for the entity associated with the class.

The screenshot shows the 'Secondary Grade Post Status (853)' interface. It includes a header with navigation buttons and a 'Request Grade Changes' button. Below the header, there is a table with the following data:

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg Percent	High Percent	Active Stds	Dip Stds
1	00 2LA / 01	2 Lang Arts	6			3	80.00	85.67	91.50	3	
2	00 2READ / 01	2 Reading	6		3	3	75.00	85.33	96.00	3	
3	00 2SPEL / 01	2 Spelling	6		3	3	75.00	86.00	98.00	3	
4	00 2WRIT / 01	2 Writing	6		3					3	
5	00 3116 / 01	Wind Ensemble 2	10		5					5	
6	01 3115 / 01	Wind Ensemble	14		7					7	
7	01 Band I / 01	Band I	15	11	9	2			90.00	9	1

Highlight the class and then click **Request Grade Changes**.

The screenshot shows the 'Request Grade Changes' dialog box. It contains the following text:

Request Grade Changes
 If you proceed, you will be allowed to modify your gradebook for the closed grading period **5TH 6 WEEKS** for course **3115 / 01**.

You will be allowed to make changes from now until **5:58 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:
 Modification of grades for a student

Do you want to proceed?

Yes No

SECONDARY GRADEBOOK – TEACHER GUIDE

Enter a reason for the Grade Change Request, and click **Yes**. As we saw when requesting a change from your Gradebook Main screen, you must enter a reason and you will have only two hours to complete your changes before the Gradebook will be locked down again.

Main Screen			Print Queue Back											
Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export			Term Grade	FIL	SM12	EX2	6TH	PR6	5TH	PR3	4TH	4TH Report Card	PR4	SB
			FIL	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options
			Sort By %											
			Fri 05/17 Atnd											
Students														
1	AARONSON	ELROY K	NEW			*								
2	SANDMAN	DACIA H (11)	NEW			*						*100		
3	SECKMAN	DERRICK N	NEW			*						*100		
4	SPARGO	JERRELL N (11)	NEW			*						*100		
5	SPELMAN	CHRISTOPHER L (11)	NEW			*						*100		

When you click **Yes**, you go directly into the Gradebook selected. You can then complete your changes and notify the office you are finished, as described above.