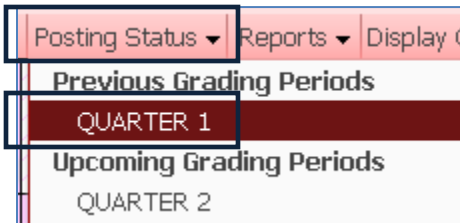


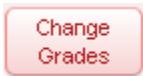
How Elementary Teachers Request Standards Changes After the Marking Period has Closed

Scenario: the window for MP1 grade posting is 10/20/14 – 10/27/14. Today is 10/28 and a teacher didn't get some standards grades in on time

1. Log into **Teacher Access** and click on **My Gradebook**
2. Click on the **Gradebook** link for the course you need to change a grade for
3. Click on the Posting Status dropdown menu and select the appropriate term for which you need to change grades



4. Click on the button to Change Grades



5. Enter a Reason to Change Grades and click on Yes to proceed

Change Grades

If you proceed, you will be allowed to modify your gradebook for the class for course **ELELA5 / 02**.

You will be allowed to make changes from now until **2:58 PM**. These changes will affect the Gradebook and Report Card. After that time, your changes will be made view.

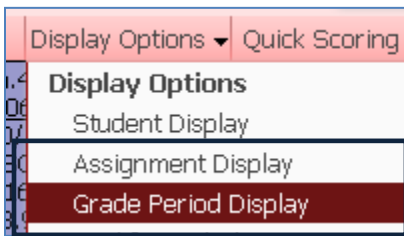
Reason to Change Grades:
Didn't get some scores entered in time

Do you want to proceed?

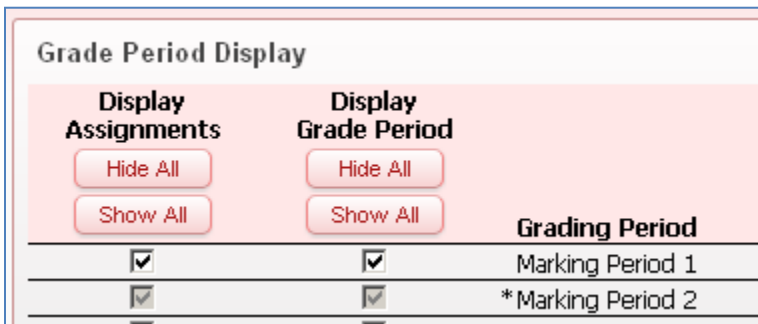
6. This now opens up your previous marking period's Gradebook, in which you can make any necessary changes

Don't see a listing for the previous marking period? Do this, otherwise, skip to step 7:

Click on Display Options and select Grade Period Display

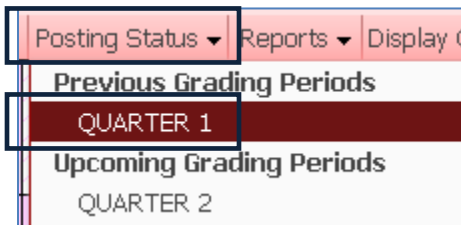


Check the boxes for the missing marking period and click on Save

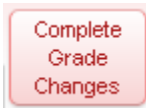


Now that all of your corrections have been made, you need to 'finalize' them by sending request to the office to approve the changes you have made

7. Click on the Posting Status dropdown menu again and select the appropriate term for which you made the changes



8. Click on the button to Complete Grade Changes



9. Click on **Yes** to proceed

In Step 5, you requested to have your gradebook opened up in order to make changes. At this point, as soon as you make a change to any skill, it's automatically updated in the student's report card. The office staff will now see a request in progress indicating that you have made some changes but not yet finalized them. It's important that you continue through step 8. Once you click on Complete Grade Changes, the request will show to the office staff as Ready to Review. They will now know that it's okay to reprint the necessary report cards