

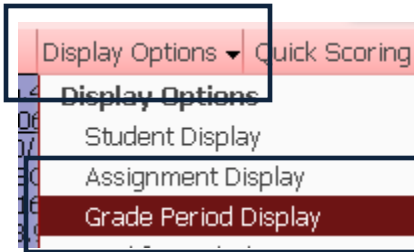
How Secondary Teachers Request Grade Changes After the Marking Period has Closed

Scenario: the window for MP1 grade posting is 10/20/14 – 10/27/14. The automated utility has posted grades to the report card and the window is now closed. A teacher realizes an error has been made and needs to correct a student's grade

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. Look for the appropriate marking period header that has the Options dropdown menu

Don't see a listing for the previous marking period? Do this, otherwise, skip to step 4:

Click on Display Options and select Grade Period Display



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

Grade Period Display		
Display Assignments	Display Grade Period	Grading Period
<input type="button" value="Hide All"/>	<input type="button" value="Hide All"/>	
<input type="button" value="Show All"/>	<input type="button" value="Show All"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Marking Period 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Marking Period 2

4. Click on Options dropdown menu for the appropriate marking period and select Grade Posting Status for Term XXX

Grade Marks	Posting	Reports	Charts
MP1	MP1	Debt P	Homewo
Options	Grade	W06-F	W05-
Select Term MP1 Display Method			
Grade Mark			
Percent			
Points			
Grade Posting Status for Term MP1			

5. Click on the button to **Request Grade Changes**
6. Enter a Reason for Requesting Grade Changes and click on Yes to proceed

*****NOTE***IF REQUEST GRADE CHANGE BUTTON DOES NOT APPEAR CHECK- EA PLUS/SECONDARY SETUP/CONFIG /ENTITY POSTING OPTONS TO BE SURE-DO NOT ALLOW TEACHERS TO EDIT GRADES FOR A CLOSED GRADING PERIOD & ALLOW TEACHERS TO REQUEST GRADE CHANGES TO CLOSED GRADING PERIODS ARE BOTH CHECKED.**

Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the class **Period 1** for course **B40 / 08**.

You will be allowed to make changes from now until **1:20 PM**. After that time, the request will be submitted for approval. If approved, they will then be posted to the gradebook.

Reason for Requesting Grade Changes:
Forgot to score assignment

Do you want to proceed?

Your requested marking period has now been opened up in your gradebook, allowing you to make changes. You can make changes by adding/altering an assignment grade, which will change the student's overall grade, or by changing the overall term grade

Changing an Assignment score, which will change the overall grade

- If you have an assignment score to enter/change click on the score in the appropriate cell for that student's assignment

JUST	ASGN	0	9.55
		*	*
			10

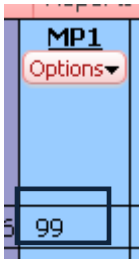
- Make the change and click on **Save**

You will now see bolded areas that show you how the score has changed:

Term Grade	n revie	chapter 2	chapter 5	chapter 5	MP1	MP1	MP1
MP1	6/2014	10/16/2014	10/14/2014	10/13/2014	Options	Grade Adjust	Report Card
Sort By %	SGN	ASGN	TEST	TEST			
*91	10	10	8.91	80.89			
91.38%	10	10	10	76	*91		*89

Changing the marking period grade itself

9. Click on the marking period score for the appropriate student



10. Type in the adjusted grade or the adjustment amount and click on **Save**

Calculated		Adjustment		
Grade	Percent	Grade	Amount	Cmt
99	99.35	80	-18.86	

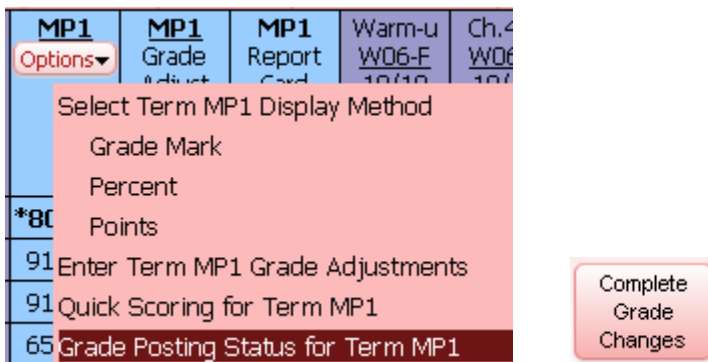
The bolded areas will show you how the student's grade has changed:

Term Grade	MP2	TC Ch. W07-Th	E-conf W07-Th	Ch.4 T W07-M	Readin W07-M	MP1	MP1	MP1
MP1	Options	10/16 ASGN 1 16.00	10/16 Quiz 40 38.85	10/13 TEST 100 85.52	10/13 ASGN 16 9.48	Options	Grade Adjust	Report Card
*80 80.49%	97		42	94	16	*80	-18.86	*99

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

11. Click on the **options** dropdown menu once again and select **Grade Posting Status for Term XXX**

12. Click on the button to **Complete Grade Changes**



13. Click on **Yes** to proceed

The office now has the ability to approve your changes, which will update the student's report card