**How to add grades for a student who has dropped your class and the window is closed**

This documentation was created for teachers who had students that were in their class long enough to receive a grade, but dropped the class prior to the grade being entered. In this scenario, the window to add/change grades is closed

1. Log into **Teacher Access** and click on **My Gradebook**
2. Click on the **Gradebook** link for the appropriate course
3. Look to see if the dropped student is in the list of students. If not, continue with step 4, otherwise, skip to step 7

Don't see dropped kids appearing in your roster?

4. Click on the dropdown arrow on the **Display Options** tab and select **Student Display**
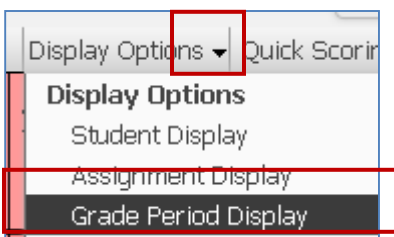5. Check the box to display **Dropped Students**
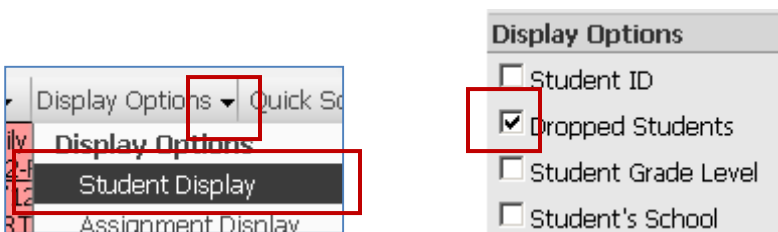
6. Click on **Save**

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7. Look to see if the term you need to change is appearing on your gradebook screen. In my example, I need to enter a Q1 grade. Don't see Q1? Proceed to next step. Otherwise, skip to step 11

8. Click on the dropdown arrow for Display Options and select Grade Period Display

9. Check the appropriate box:

☐	☐	Progress 1
☑	☑	Quarter 1
☑	☑	*Progress 2
☑	☑	*Quarter 2/Sem 1

10. Click on **Save**

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

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

Request Grade Changes

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

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

Reason for Requesting Grade Changes:
Forgot to score assignment

Do you want to proceed?

Yes   No

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

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Changing an Assignment score, which will change the overall grade

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

Adjust	ASGN 0 9.55	
		*
		*
	10	

5. Make the change and click on **Save**

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

Term Grade MP1 ▼ Sort By %	m revie 6/2014 SGN 10 ⁊15	chapter 2 10/16/2014 ASGN 10 8.52	chapter 5 10/14/2014 TEST 0 8.91	chapter 5 10/13/2014 TEST 100 80.89	MP1 Options▼	MP1 Grade Adjust	MP1 Report Card
*91 91.38%	10	10	10	76	*91		*89

Changing the marking period grade itself

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

MP1 Options▼
5 99

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

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

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

Term Grade MP1 ▼ Sort By %	MP2 Options▼	TC Ch. W07-Th 10/16 ASGN 1 16.00	E-conf W07-Th 10/16 Quiz 40 38.85	Ch.4 T W07-M 10/13 TEST 100 85.52	Readin W07-M 10/13 ASGN 16 9.48	MP1 Options▼	MP1 Grade Adjust	MP1 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

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

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

MP1	MP1	MP1	Warm-u	Ch.4
Options▾	Grade	Report	W06-F	W06

Select Term MP1 Display Method

    Grade Mark

    Percent

    Points

Enter Term MP1 Grade Adjustments

Quick Scoring for Term MP1

Grade Posting Status for Term MP1

Complete Grade Changes

10. Click on **Yes** to proceed

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