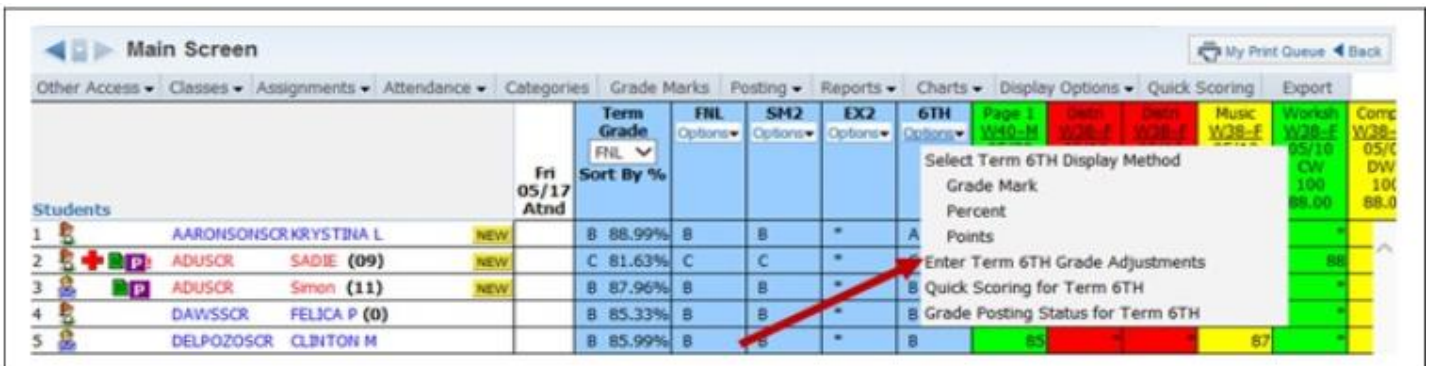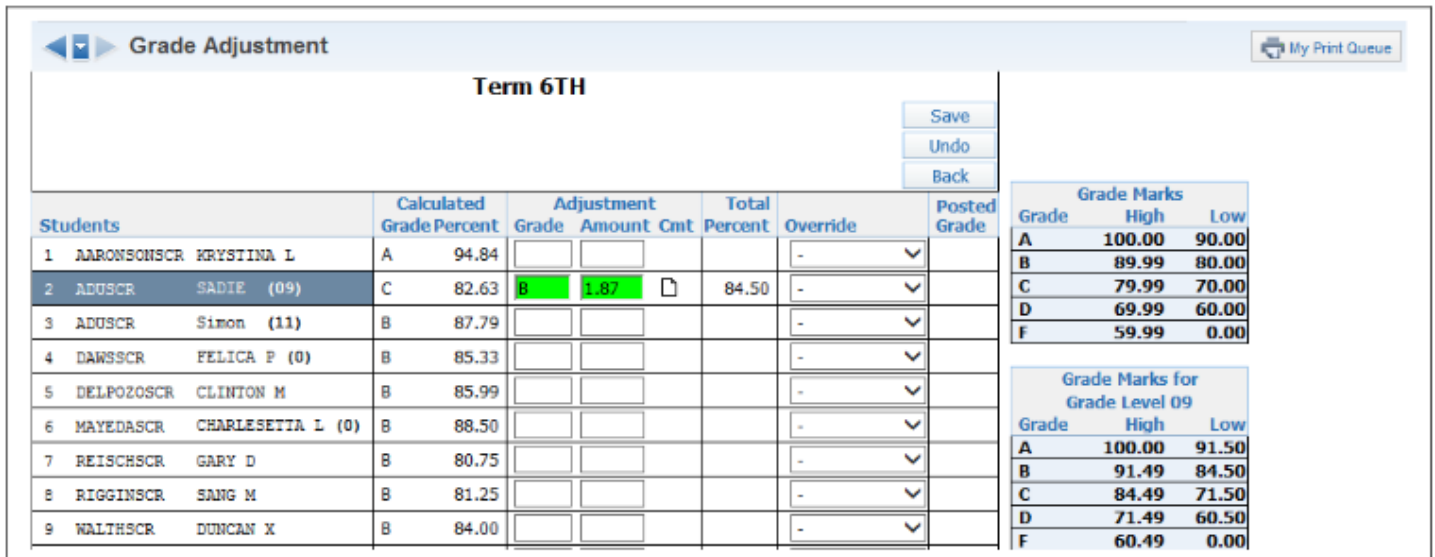# Grade Adjustments

Grade Adjustments allow you to "bump" up or down a student's grade for the class. The capability to enter Grade Adjustments is controlled at the district level, so you may not have the capability to enter any adjustments or to enter negative adjustments ("bump" down a student's grade). Grade adjustments are a value added to the student's overall percentage grade that causes the posted grade to fall within a new percentage range in the Grade Mark Group. Adjustments can be entered only for term, semester and/or final grades, not for mid-term/progress report grades

Click the Options button under the Term, Semester, or Final grade for which you wish to make an adjustment. Then click the link to Enter Term XX Grade Adjustments. In the example above, the T4 grade is being adjusted.

This is the Grade Adjustment Entry screen. This is where you enter your desired Adjustments. In the Grade column, you can enter the Grade you want the student to have, or you can use the Amount column to enter the number of percentage points for adjusting the grade. In the example above, the student has a failing grade, but was close to a D-, so a D- was entered in the Grade column. Then the appropriate percentage is filled in for the Amount column. The Total Percent now shows the student's Adjusted Percentage.

You can click the note icon in the **Cmt** column to enter a note that will display in Family Access to explain why the Adjustment was entered. When all Adjustments are entered, click **Save.**

As you see here, a new column will display on the Gradebook Main screen when Adjustments have been entered. Every bucket with an Adjustment now displays a Grade Adjust column. To modify an Adjustment that has been entered, you can click the appropriate cell in the Grade Adjust column to pull up the Grade Adjustment screen.