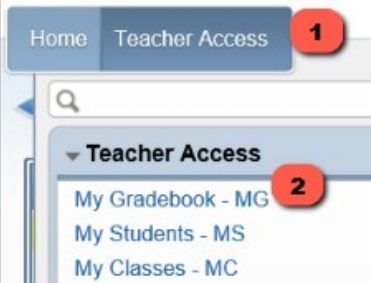
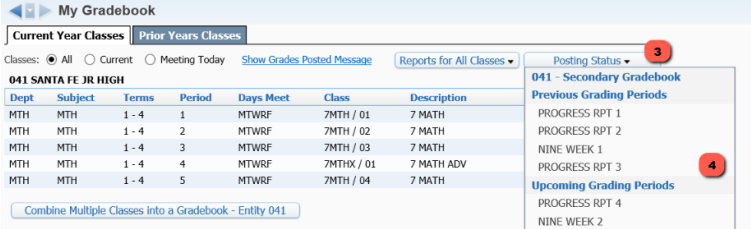

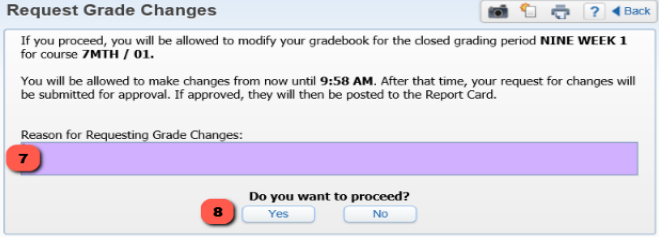
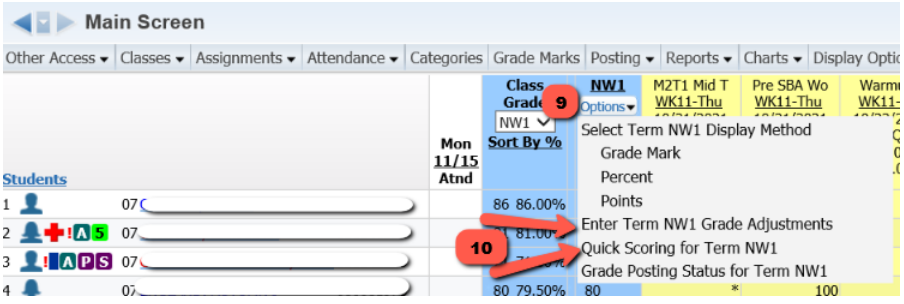


Request for Grade Change – Secondary Gradebook (grades 2-12)

<ol style="list-style-type: none"> 1. Teacher Access 2. My Gradebook 	
<ol style="list-style-type: none"> 3. Click on Posting Status dropdown 4. Select Term for Grade Change. (Note: The grading terms for the change will need to be displayed in GB. Please refer to the Display Options-Grade Period Display directions.) 	
<ol style="list-style-type: none"> 5. Highlight the class for the changes to be made 6. Select Request for Grade Change 	
<ol style="list-style-type: none"> 7. Enter the reason for grade change 8. Click Yes 	
<ol style="list-style-type: none"> 9. Select the Term Options dropdown arrow 10. To enter or update a grade for an assignment, click on Quick Scoring for the Term for the grade change – To remove a transfer grade that was entered in error, click on Enter Term Grade Adjustment & remove or update the grade. 	

11. Select the assignment & student and enter the new grade and then click **Save and Back**

Quick Scoring

			Term Grade NW1	Grade Adjust NW1	Personalit WK01-Thu 08/12/2021 DWQZ 100	Syllabus S WK01-Fri 08/13/2021 DWQZ 100	Pre SBA 1 WK02-Mon 08/16/2021 DWQZ 100	Warmup Wee WK02-Fri 08/20/2021 DWQZ 100
1	COWARD, CASH J	000068692	86	86.00%	100	100	100	100
2	CURTNER, LILYANA R	000046530	81	81.00%	100	100	100	100
3	CZERVENNY-DEZZOTTI, ENZO	000043345	71	71.00%	100	100	100	100
4	ENGLAND, AUTUMN J	000081978	80	79.50%	0.50	100	100	100

12. **Bolded grades** will remain until grade is approved by office

13. Click **Back Button**

Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | Export

Students	Class Grade NW1	NW1 Report Card	NW1 Grade Adjust	NW1 Options	M21 Mid T WK11-Thu 10/21/2021 DWQZ 100	Pre SBA Wo WK11-Thu 10/21/2021 DWQZ 100	Warmups WK11-Fri 10/22/2021 DWQZ 100	Perks of W WK11-Fri 10/22/2021 HW 16.67	C4	PR3 Options	C5	PR4 Options	C6	NW2 Options	SEL1 Options
1 07 COWARD, CASH J	000068692	*85.00%	*86	12	*85	*	100	100	0	80	80	80	80	80	*
2 07 CURTNER, LILYANA R	000046530	81	81.00%	81	81	*	100	100	0	80	80	80	80	80	*
3 07 CZERVENNY-DEZZOTTI, ENZO	000043345	71	71.00%	71	71	*	50	100	0	60	60	60	60	60	*
4 07 ENGLAND, AUTUMN J	000081978	80	79.50%	80	80	*	100	100	0	80	80	80	80	80	*

14. Click on **Complete Grade Changes**

My Gradebook

Posting was open from 12:01 AM on 10/13/21 until 4:15 PM on 10/18/21

Secondary Grade Posting Status for NINE WEEK 1 (08/12/21 - 10/15/21)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	DIR	Low Percent	Avg Percent	High Percent	Active Stds	Drg Posting Stds Complete	Last Post Date	Last Post Time
▶ 01	7MTH / 01	7 MATH	12	51	12	1	54.50	71.42	90.00	12	4	10/21/21 - Thursday	2:50 PM
▶ 02	7MTH / 02	7 MATH	25	85	25	1	60.00	73.66	90.00	25	3	10/20/21 - Wednesday	8:26 AM
▶ 03	7MTH / 03	7 MATH	28	113	28	1	54.00	70.89	85.00	28	10	10/21/21 - Thursday	2:51 PM
▶ 04	7MTHX / 01	7 MATH ADV	18	41	18	1	63.00	79.78	86.00	18	6	10/18/21 - Monday	7:12 AM
▶ 05	7MTH / 04	7 MATH	29	135	29	1	51.00	68.71	84.00	29	8	10/18/21 - Monday	11:53 AM

15. Select Yes to close the gradebook for that particular term

Complete Grade Changes

If you proceed, the temporary window for changes to this gradebook will be closed.

Do you want to proceed?

15

Contact your Campus Administrators for process of Request for Grade Change approvals.