

Unlocking/Locking a Teacher's Gradebook

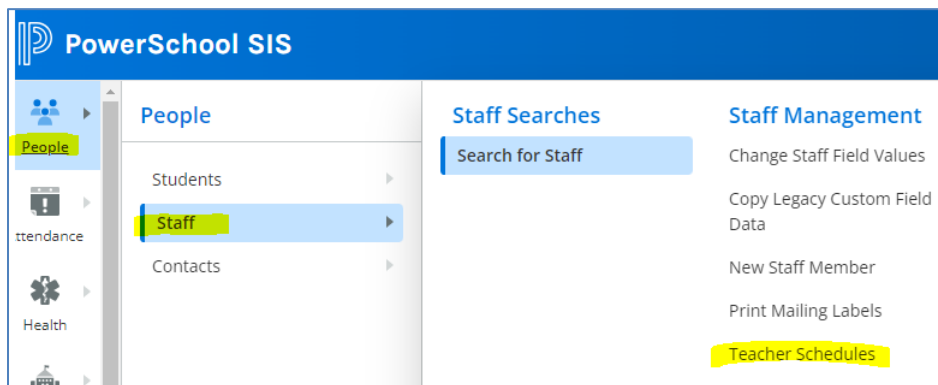
This document will allow you to unlock/lock the reporting term for the teacher's gradebook once the term has been locked. This process can only be done by staff members who have the lock reporting term role attached to their security.

Overview

This document will cover the following process: **Unlocking/Locking a Teacher's Gradebook**

Unlocking/Locking a Teacher's Gradebook:

1. Navigate to the Teacher's Schedule: [Start Page>People>Staff>Teacher's Schedule](#)



- Select the Teacher you need to work with on the left
- Place a checkmark in the box next to the correct course to unlock

Display today's sections PowerTeacher Pro **New**

Current School

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock
<input type="checkbox"/>	2(A)	23-24	JGL017	ART 7/8	1	107/ART	19				
<input checked="" type="checkbox"/>	3(A)	Q1	JGL015	ART 6	1	107/ART	24				
<input type="checkbox"/>	3(A)	Q2	JGL015	ART 6	2	107/ART	27				
<input type="checkbox"/>	3(A)	Q3	JGL015	ART 6	3	107/ART	24				
<input type="checkbox"/>	3(A)	Q4	JGL015	ART 6	4	107/ART	23				

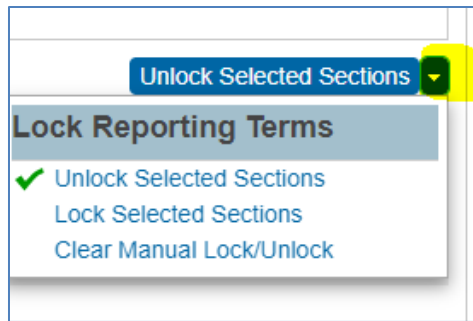
Make all students listed above the current selection

Unlock Selected Sections ▼

Other Schools

- From the Dropdown arrow Select the option you need:
 - Unlock Selected Sections-This option allows you to unlock the section, you will be prompted to enter a date to re-lock the section automatically

- Lock Selected Sections-This will manually lock the section
- Clear Manual Lock/Unlock-This will clear a manual lock if needed



Once the teacher's gradebook is unlocked ensure that they are aware of when the gradebook will be locked again. Please also be sure they have recalculated their gradebook for the changes they made to be updated.