Request for Grade Change Standards GB for Term Grades Only

1. 2.	Teacher Access My Gradebook	Home Teacher Access Teacher Access My Gradebook 2 My Students	
3.	Click on Posting Status Dropdown	Current Year Classes Prior Years Classes Classes: All O Current O Meeting Today Show Grades Posted Message Reports for All Classes • 3 Posting Status • 110 - Standards Gradebool	
4.	Select Term for Grade Change	DeptSubjectTermsPeriodDays MeetClassDescriptionPrevious Grading Periods01011 - 40MTWRF0700 / 004ELL LANGUAGE ARTS KGStandardPROGRESS REPORT 115151 - 42MTWRF6050 / 007WORK HABITS KStandardPROGRESS REPORT 215151 - 43MTWRFCONDKG / 007CONDUCT KStandardUpcoming Grading Period04041 - 46MTWRF0400 / 007SCIENCE KStandardTERM 1	
5.	Highlight the class for the changes to be made	Standards Grade Post Status Posting was open from 11:59 PM on 09/28/17 until 12:20 AM on 10/03/17 Standards Grade Posting Status for PROGRESS REPORT 2 (08/21/17 - 09/29/17) Resired Status for PROGRESS REPORT 2 (08/21/17 - 09/29/17) Resired Status for Proceeding Missing Missing Missing Active Dop Posting	
6.	Select Change Grades	Period Cesso Description Subj Grades Skill Grades Events Comments Stds Stds Complete 00 0700 / 004 ELL LANGUAGE ARTS KG 6 6 6 6 02 6050 / 007 WORK HABITS K 5 20 20 2 2 03 CONDKG / 007 CONDUCT K 20 20 2 2	
7. 8.	Enter the reason for Grade Change Click yes	Change Grades If you proceed, you will be allowed to modify your gradebook for the closed grading period PROGRESS REPORT 2 for course 0100 / 007. You will be allowed to make changes from now until 5:57 PM. These changes will be posted to the Gradebook and Report Card. After that time, your changes will be made available to the administrator to view. Reason to Change Grades:	
		Do you want to proceed? Yes No	
Make sure the Term for the Request is displaying in your GB. Go to Display Options tab top right – Select Grade Period display and place a check in the Term needed for correction.			
9.	Select Quick Grading	Main Screen Other Access • Classes • Events • Comments Attendance • Grade Marks Posting Status • Reports • Display Options • Quick Grading Export	
10.	Enter the updated grade for the Skill	Quick GradingP2 READIP2 LANGUP2 LETTEP2 	
11.	Click Save and Back	T1 Back User Save	

Back Save Save and

Back

Undo Show 'Cell'

SD

SD

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12. Then click Back to close gradebook	My Print Queue Back
13. Click on Complete Grade Changes	Standards Grade Post Status Posting was open from 11:59 PM on 09/28/17 until 12:20 AM on 10/03/17 Standards Grade Posting Status for PROGRESS REPORT 2 (08/21/17 - 09/29/17)
	Period ▲ Class Description Missing Missing Missing Missing Active Drp Posting Subj Grades Skill Grades Skill Grades Skill Grades Events Comments Stds Stds Complete Image: State Complete Charges Image: Skill Grades Skill Grades Image: Skill Grades Skill Grades Stds Complete
14. 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? Yes No