

## Request Grade Change Process

This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively.

### Grade Change Request for Classes Using Term Grades

[illegible]

Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for XX**.

Standards Grade Post Status (231)



Posting was open from 7:30 AM on 04/11/13 until 8:00 AM on 04/14/13

Standards Grade Posting Status for 5TH 6 WEEKS (02/25/13 - 04/12/13)

Period	Class	Description	Missing Rpt Card Grades	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	# Term Grade Diff	Adj. Sds	Dr. Std
1	04 1MUS / 01	1 Music	9	9	72		9			

Request Grade Changes

You see the class you requested and can then select **Request Grade Changes**.

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### Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the closed grading period **5TH 6 WEEKS** for course **1MUS / 01**.

You will be allowed to make changes from now until **12:22 AM**. After that time, your request for term grade changes will be submitted for approval. If approved, they will then be posted to the Report Card.

**NOTE: Subject, skill and event grade changes are posted to the Gradebook and Report Card without being approved, but will be made available to the administrator to view.**

Reason for Grade Changes:

Correct error with grades

**Do you want to proceed?**

You must enter a reason for the grade change. Once this is done, click **Yes**. After this button is clicked, you have 2 hours to complete the changes for this class. You can make any necessary changes to the grading period selected. Only the grading period selected in the grade change request will allow you to make modifications.



Standards Grade Post Status (146)									
Posting was open from 7:30 AM on 04/11/13 until 8:00 AM on 04/14/13									
Standards Grade Posting Status for 5TH 6 WEEKS (02/25/13 - 04/12/13)									
Period	Class	Description	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	Active Stds	Dip Stds	Posting Complete
03	3117 / 01	Wind Ensemble 2	5	10		5	5		

You can then select **Change Grades**.

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### Change Grades

If you proceed, you will be allowed to modify your gradebook for the closed grading period **5TH 6 WEEKS** for course **3117 / 01**.

You will be allowed to make changes from now until **12:31 AM**. 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:

Modify Subject Grades

Do you want to proceed?

You must enter a reason for the grade change. Once this is done, click **Yes**. You then have two hours to complete the changes for this class.

Main Screen									
<a href="#">Other Access</a> <a href="#">Classes</a> <a href="#">Events</a> <a href="#">Comments</a> <a href="#">Attendance</a> <a href="#">Categories</a> <a href="#">Grade Marks</a> <a href="#">Posting Status</a> <a href="#">Reports</a> <a href="#">Charts</a> <a href="#">Display Options</a> <a href="#">Quick Scoring</a>									
Export									
Students		Wed 05/15 Atnd	5TH Music	5TH Music Under	5TH Music List	5TH Music Pct	6TH Music	6TH Music Under	6TH Music List
1	MACFA SHAD	NEW		O				O	
2	MAJRE LINN	NEW		S				S	
3	RADOV EPREN	NEW		O				O	
4	BASHU JACK	NEW		N				N	
5	REYSS RAUL	NEW		S				S	

After all changes have been made, complete the grade change request by selecting the Previous Grading Period in the **Posting Status** tab.

Standards Grade Post Status (147)											<a href="#">Favorites</a> <a href="#">New Window</a> <a href="#">My Post Queue</a> <a href="#">Back</a>
Posting was open from 7:30 AM on 04/11/13 until 8:00 AM on 04/14/13											
Standards Grade Posting Status for 5TH 6 WEEKS (02/25/13 - 04/12/13)											
Period	Class	Description	Missing Subj Grades	Missing Skill Grades	Missing Events	Missing Comments	Active Sids	Dip Sids	Posting Complete	Last Post Date	Complete Grade Changes
1	03	3117 / 01	Wind Ensemble 3	5	10	5	5				

Select **Complete Grade Changes**.

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**Complete Grade Changes**

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

**Do you want to proceed?**

Click **Yes** to notify the administrative office that you have completed your grade change.

**Request Grade Change Process** This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively in the office.

Select the class you want to submit a grade change for. From the Posting Status drop down click Semester 1.

Grade Change Request for Classes Using Term Grades Click Options under the grade column you would like to change. Then select Grade Posting Status for XX. You see the class you requested and can then select Request Grade Changes. You must enter a reason for the grade change. Once STANDARDS GRADEBOOK – TEACHER GUIDE After all changes have been made, complete the grade change request by selecting Grade Posting Status for Term XX in the term Options dropdown. Then select Complete Grade Changes. Click Yes to notify administrators that you have completed your grade change. Request Grade Change from Gradebook for Classes not giving Term Grades If your gradebook is not set up to give an overall term grade, go to the Posting Status tab and select a term in the Previous Grading Period section. Functionality described here may vary in availability depending upon your district/entity configuration. \*\* Denotes Required Field to save screen. STANDARDS GRADEBOOK – TEACHER GUIDE You can then select Change Grades. You must enter a reason for the grade change. Once this is done, click Yes. You then have two hours to complete the changes for this class. After all changes have been made, complete the grade change request by selecting the Previous Grading Period in the Posting Status tab. Functionality described here may vary in availability depending upon your district/entity configuration. \*\* Denotes Required Field to save screen. STANDARDS GRADEBOOK – TEACHER GUIDE Select Complete Grade Changes. Click Yes to notify the administrative office that you have completed your grade change.