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

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 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.

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.

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.

Select **Complete Grade Changes**.

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.