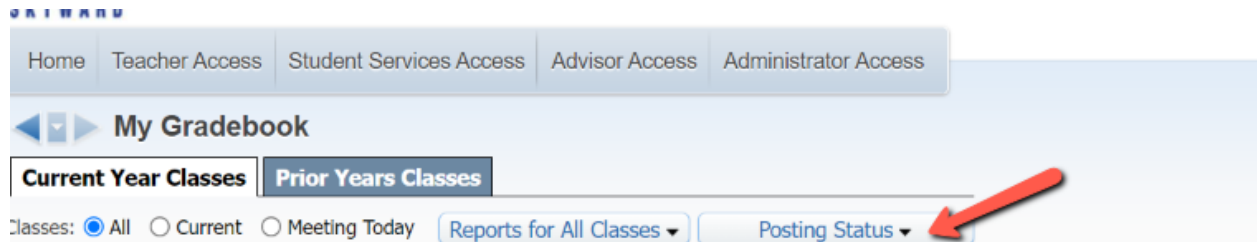


Request Grade Changes – Teacher Access & Office Approval

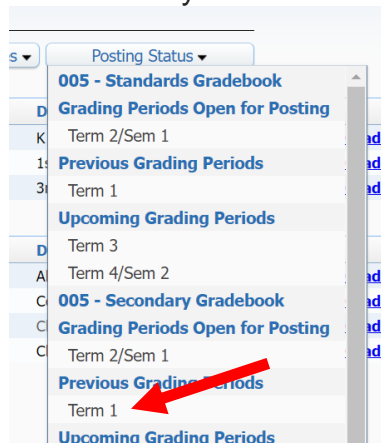
The Request Grade Changes allows teacher to make changes to a grade (including all assignments) in a grading period that is now closed.

Teacher Request

1. Navigate to Teacher Access -> My Gradebook -> Posting Status:



2. The teacher will then select the term you wish to make the change for (i.e. Term 1)

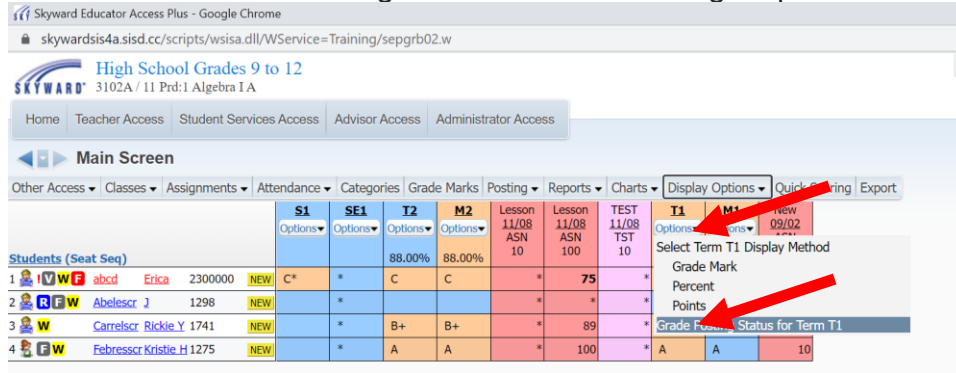


3. Next, highlight the class they wish to make grade changes in and click "Request Grade Changes."

The screenshot shows the 'Secondary Grade Post Status' interface. At the top, there is a title bar with navigation arrows and a status bar with system icons. Below the title bar, there is a message: 'Posting was open from 12:01 AM on 10/01/21 until 11:00 PM on 11/30/21'. Below the message, there is a subtitle: 'Secondary Grade Posting Status for Term 1 (08/04/21 - 11/01/21)'. Below the subtitle, there is a table with columns: Period, Class, Description, Missing Rpt Card Grades, Missing Assign, Missing Comments, Diff, Low Percent, Avg Percent, High Percent, Active Stds, Dip Stds, Posting Complete, Last Post Date, and Last Post Time. The table contains four rows of data. To the right of the table, there is a 'Request Grade Changes' button with a red arrow pointing to it.

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff	Low Percent	Avg Percent	High Percent	Active Stds	Dip Stds	Posting Complete	Last Post Date	Last Post Time
▶ 01	3102A / 11	Algebra I A	1	1	3		00.00	40.00	100.00	4		<input type="checkbox"/>	11/09/21 - Tuesday	2:14 PM
▶ 02	30015A / 01	Comp English I A	2		2					2		<input type="checkbox"/>		
▶ 02	3405B / 01a	US History B										<input type="checkbox"/>		
▶ 04	0995A / 01	Chorus A	2		2					2		<input type="checkbox"/>		

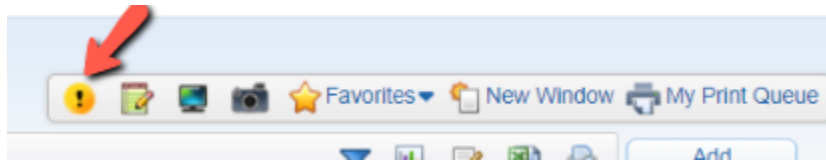
- They can also request grade changes in their gradebook screen by clicking the options button below the term grade and then following step 3 above.



- They will need to add a reason and will have 2 hours to make changes. The grade changes will not be posted until it is approved by the office.

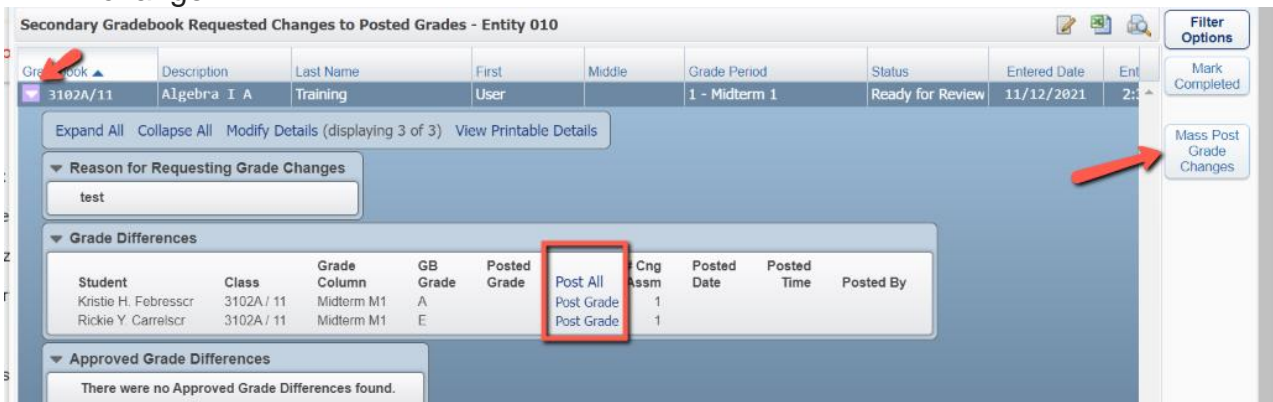
Office Approval

1. You can see grade change requests by clicking the exclamation mark on the top right:



Item	# WFM
FAMILY ACCESS CHANGE REQUESTS	1
FAMILY ACCESS ETHNICITY/RACE CHANGE REQUESTS	1
SECONDARY GRADEBOOK GRADE CHANGE REQUESTS	1

2. Or by navigating to Educator Access Plus -> Gradebook -> Secondary or Standards -> Grade Posting Administration -> Teacher Requests for Changes to Previously Posted Grades. Expand on each gradebook line to see the grade change:



3. You can then post individual grades, post all for specific course highlighted or Mass Post Grade Changes for all courses with grade change requests.