

Grade Change Requests

Teachers will receive an email when grades have been received from another school for a student. It is the teacher's responsibility to request a grade change and enter the grades. There are a few scenarios that will determine how the teacher goes about entering the grades.

During the Nine Weeks: When grades are received in the middle of a nine week period, meaning they are not a final average, the grade will be entered as an assignment for the nine weeks. This includes progress report grades that are received. The grade may be entered as a single assignment, or if it is to reflect a large percentage of the nine weeks, it may be entered as several assignments. **A grade change request is not required for PR grades. They can simply be added as an assignment grade.**

Nine Week Grades: When grades are received that are to reflect the end of a grading period, a grade change request must be made. **Step-by-Step instructions for this are given at the end of this document.**

Semester Averages: When semester averages are received, the average must be entered in each nine week period for that semester using the grade change request procedures. Grade change requests in the Semester Average column cannot be made. The system must calculate the Semester Average on its own.

Step-by-Step Procedures for Grade Change Requests:

1. In the gradebook needing the change, click the drop down for OPTIONS under the appropriate grading period.
2. Select GRADE POSTING STATUS FOR TERM.
3. Make sure correct period is highlighted and click Request Grade Changes
4. Enter a reason for the request.
5. You are now able to enter changes for only that grading period.
 1. **To enter a Grade Adjustment:** Click the drop down for options under the appropriate grading period.
 2. Select Enter Term...Grade Adjustments
 3. You can now enter the new grade.
6. When the changes are complete, click the back on the top left of the screen.
7. Click Complete Grade Changes.
8. Click Yes.

****IF YOU MISS STEP 7, YOUR GRADE CHANGE WILL NOT SHOW UP.**