

Changing a student's grade after the grading period is closed:

Once a grading period has closed, the teacher cannot change a student's grade without going through steps to open the grade book. The Grade Book Administrator will have to 'post' the changed grade to the student's record.

Steps for Teacher to make a grade change:

Step #1

1ST	1ST	CZ1	PR1	Syllab
Options▼	Grade		Options▼	08/27
Select Term 1ST Display Method				
Grade Mark				
Percent				
Points				
Grade Posting Status for Term 1ST				

Open the Grade Book. Click on the **Options** dropdown under the grade period for which you are making the grade change. Click on **Grade Posting Status for Term 1st**.

Step #2

Posting was open from 12:01 AM on 09/29/10 until 11:59 PM on 09/29/10

Secondary Grade Posting Status for Term 1 (08/23/10 - 09/29/10)

Period ▲	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Request Grade Changes
+	02	SS129A / 002	WORLD HISTORY ADV. PLACEM	34	41	32	00.00	84.88	100.00	32	1	<input type="checkbox"/>	

Click the **Request Grade Changes** button.

Step #3

Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the closed grading period **Term 1** for course **SS129A / 002**.

You will be allowed to make changes from now until **12:09 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.

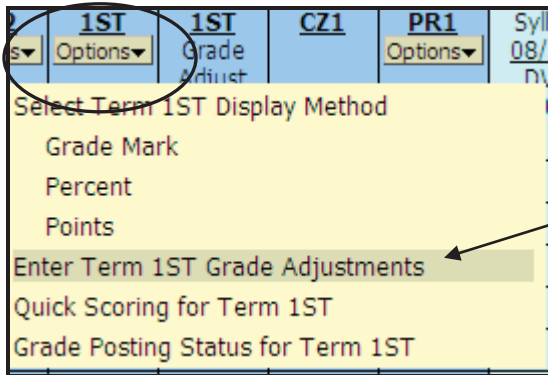
Reason for Requesting Grade Changes:
Student has been out ill

Do you want to proceed?

Enter a reason for the grade change and click the **Yes** button to proceed. The teacher will only have two hours to make the grade change. Notice that the message indicates how long the teacher's grade book will be open to make the grade change.


Step #4

Go back to the grade book and enter the new grade (grade adjustment).



Click on the **Options** dropdown under the grade period for which you are making the grade change. Click on **Enter Term 1st Grade Adjustments**. This option is only going to be available in the two hour time frame.

Enter the new grade in the Adjustment column and click the **Save** button.

KYWARD EDUCATOR ACCESS^{plus}  **HS**
 Teacher: Julie Abrahams Class: SS129A / 002 Prd:2 WORLD ..

Grade Adjustment

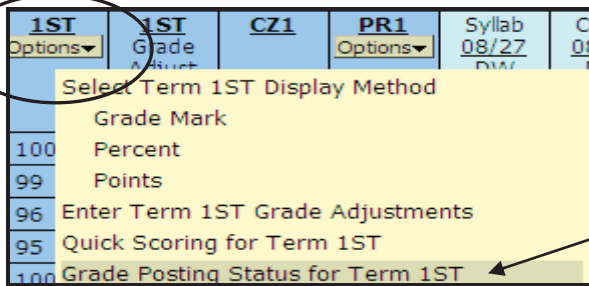
Term 1ST

Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override for Medical or Incomplete	Posted Grade
1	100 100.00	<input type="text"/>	<input type="text"/>	Adjustment Comment	<input type="text"/>	<input type="text"/>	100
2	99 98.50	100	1.00	<input type="text"/>	99.50	-	99

OR, change/enter individual assignment grades to have the final grade average recalculated.

Step #5

When the teacher has entered all grade change for that course/section:



Click on the **Options** dropdown under the grade period for which you are making the grade change. Click on **Grade Posting Status for Term 1st**.

Home Page | My Gradebook | Main Screen | Secondary Grade Post Status

Posting was open from 12:01 AM on 09/29/10 until 11:59 PM on 09/29/10

Secondary Grade Posting Status for Term 1 (08/23/10 - 09/29/10)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete
02	SS129A / 002	WORLD HISTORY ADV. PLACEM	34	41	32	1	00.00	84.91	100.00	32	1	<input type="button" value="Complete Grade Changes"/>

Mark grade changes as completed for approval by an administrator


Click the **Complete Grade Changes** button.

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

Do you want to proceed?

Click the **Yes** button to proceed. Now the Grade Book Administrator can post the grade to the student's report card record.

Until the Grade Book Administrator posts the adjusted grade, the teacher's grade book will reflect the difference between the report card and the grade book.




[View Tutorial](#)
[Customer Access](#)
[My Print Queue](#)

Teacher: Julie Abrahams Class: SS129A / 002 Prd:2 WORLD ...

[Home Page](#) | [My Gradebook](#) | [Main Screen](#) | [Secondary Grade Post Status](#) | [Main Screen](#)

Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export					
					2ND Options Sort By %	CZ2	PR2 Options	1ST Options	1ST Grade Adjust	1ST Report Card	CZ1	PR1 Options	Syllab 08/27 DW 100 100.00	Ch. 2 08/27 DW 100 0.00	Ch. 1 08/25 DW 100 82.90	
Students																
1													100			100
2													*100	1.00	*99	99
2													99	98.50	100	1.00

Once the new grade has been posted by the Grade Book Administrator, the Report Card column will no longer be displayed.



[View Tutorial](#)
[Customer Access](#)
[My Print Queue](#)

Teacher: Julie Abrahams Class: SS129A / 002 Prd:2 WORLD ...

[Home Page](#) | [My Gradebook](#) | [Main Screen](#) | [Secondary Grade Post Status](#) | [Main Screen](#)

Other Access	Classes	Assignments	Attendance	Categories	Grade Marks	Posting	Reports	Charts	Display Options	Quick Scoring	Export				
					2ND Options Sort By %	CZ2	PR2 Options	1ST Options	1ST Grade Adjust	CZ1	PR1 Options	Syllab 08/27 DW 100 100.00	Ch. 2 08/27 DW 100 0.00	Ch. 1 08/25 DW 100 82.90	
Students															
1												100			100
2												100	1.00	99	100
2												99	98.50	100	1.00