

Request for Grade Change Secondary GB

<ol style="list-style-type: none"> 1. Teacher Access 2. My Gradebook 	
<ol style="list-style-type: none"> 3. Click on Posting Status Dropdown 4. Select Term for Grade Change <p>(NOTE: The grading Terms for the change will need to be displayed in GB. Please refer to the Display Options - Grade Period Display directions)</p>	
<ol style="list-style-type: none"> 5. Highlight the class for the changes to be made 6. Select Request for Grade Change 	
<ol style="list-style-type: none"> 7. Enter the reason for Grade Change 8. Click yes 	<p>Request Grade Changes If you proceed, you will be allowed to modify your gradebook for the closed grading period TERM 3 for course 598223 / 04.</p> <p>You will be allowed to make changes from now until 2:15 PM. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.</p> <p>Reason for Requesting Grade Changes:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p style="text-align: right;">Do you want to proceed?</p> <p style="text-align: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>
<ol style="list-style-type: none"> 9. Select the Term Options Dropdown arrow 10. To enter or update a grade for an assignments, click on Quick Scoring for the Term for the Grade Change – To remove a transfer grade that was entered in error, click on Enter Term Grade Adjustment and remove or update the grade. 	

11. Select the Assignment and Student and enter the new grade and then click Save and Back

Students	Term Grade T3	9Wks M 03/11 TST	Physic 03/11 DLY	Unifor 03/09 DLY	Physic 03/08 DLY	Physic 03/04 DLY
	100	100.00%	100	100	100	100
	92	92.00%	75	100	90	100
	87	87.00%	75	100	90	100
	95	95.00%	85	100	100	100
	84	84.00%	75	100	100	100
	97	97.00%	90	100	100	100
	97	97.00%	90	100	100	100

12. Bolded grades will remain until grade is approved by office
13. Click Back button

Term Grade	for 23 LY	T3 Options	T3 Report Card	9Wks M 03/11 TST	Physic 03/11 DLY	Unifor 03/09 DLY	Physic 03/08 DLY	Physic 03/04 DLY	Unifor 03/02 DLY	Physic 03/01 DLY	Unifor 02/24 DLY	Physic 02/23 DLY	PS Option
98	98.00%	100	100	100	100	100	100	100	100	100	100	100	100
91	90.50%	100	*94	*92	80	100	90	100	100	100	95	100	100
91	90.50%	100	*88	*87	80	100	90	0	100	100	50	100	95
93	93.00%	100	*98	*95	95	100	100	100	95	100	100	100	100

14. Click on Complete Grade Changes

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Dip Stds	Posting Complete
01	598223 / 01			5	5		97.00	99.00	100.00	5	2	☑
01	598323 / 01			5	5		99.00	99.80	100.00	5		☑
03	598223 / 02				6		90.00	93.17	97.00	6	2	☑
03	598323 / 02											☑
04	598223 / 03			2	7		91.00	93.71	97.00	7	1	☑
04	598323 / 03				5		86.00	93.00	97.00	5	3	☑
06	598223 / 04			1	7	3	84.00	94.00	100.00	7	5	☑

15. Select Yes to close the gradebook for that particular Term

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

Do you want to proceed?

Yes No

Contact your Campus Administrators for process of Request for Grade Change Approvals.

If you have any questions, please contact **Kimberly Etzel @ etzelk@pearlandisd.org**.