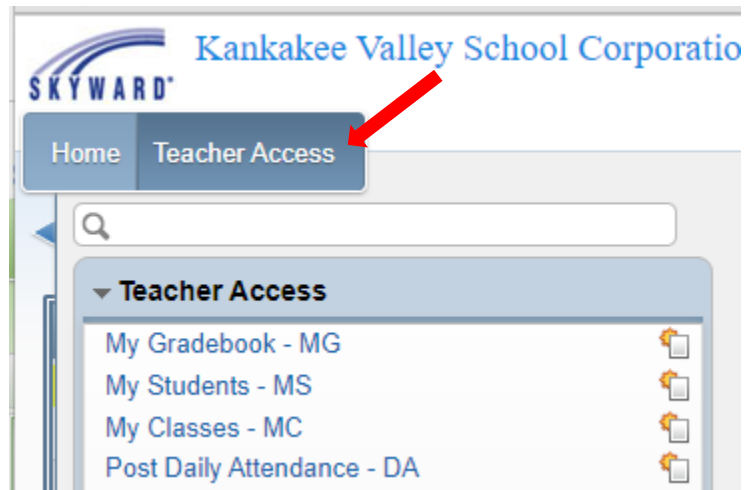
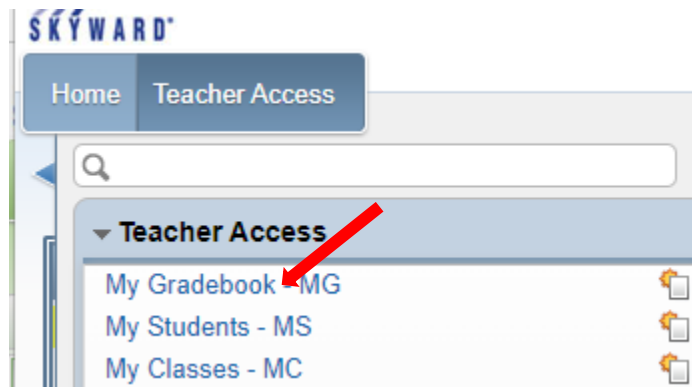


Grade Change Request Instructions

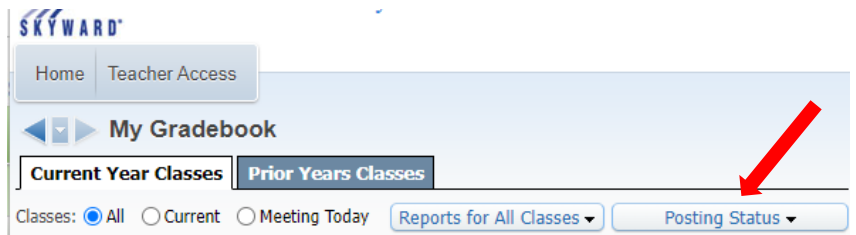
Login to **Teacher Access**



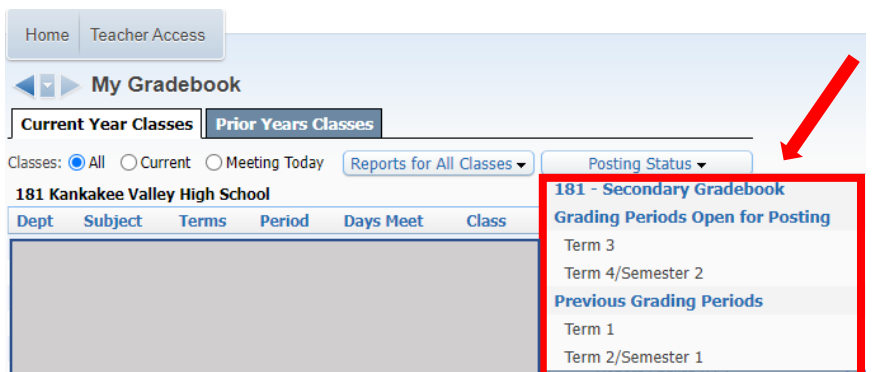
Go to **My Gradebook**



Click on the **Posting Status** tab



Select the term or grading period you want to modify.



Highlight (select) the class for which a grade change request is required.

Then click on the button to the right that says **"Request Grade Changes"**

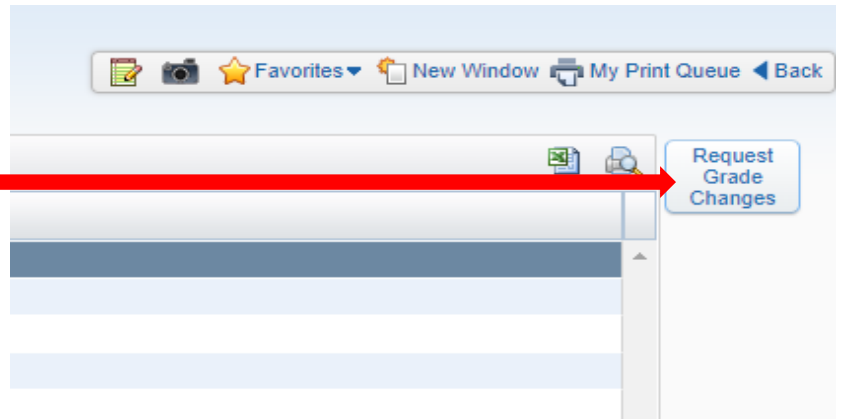
Home Teacher Access

Secondary Grade Post Status

Posting was open from 12:01 AM on 08/10/22 until 11:59 PM on 10/18/22

Secondary Grade Posting Status for Term 1 (08/10/22 - 10/14/22)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Last Post Date	Last Post Time
01	1002A / 07	English 9 S1												



Enter a reason for the grade change request, then

Select **YES** to proceed.

You'll have 2 hours to make all the necessary grade changes to your gradebook.

Request Grade Changes - Entity 181 - 05.23.02.00.03 - Google Chrome

Request Grade Changes

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

You will be allowed to make changes from now until **4:40 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:

Do you want to proceed?

Yes No

After all the changes have been made, you **MUST** Click the box on the right of the screen that says: **"Mark All as Completed"** or **"Complete Grade Changes"**.

Otherwise, the changes show as "processing" (as if you're still working on them) and they can't get approved.

Mark All as Completed

Complete Grade Changes

Last Post Time
y 1:16 PM
y 1:16 PM
y 1:59 PM
y 11:09 AM
y 1:55 PM
y 1:14 PM
y 12:54 PM