
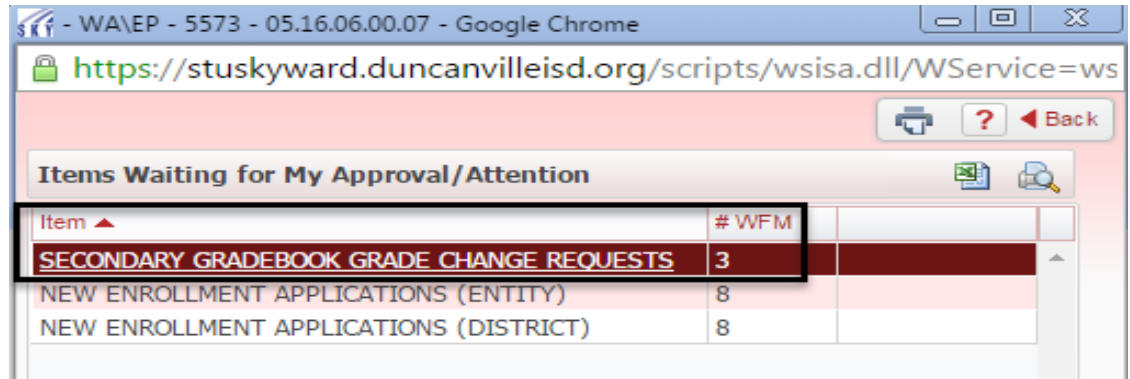


How to Approve a Teacher's Grade Change Request

Once a teacher has completed the **Grade Change Request** process, follow the steps below to approve the teacher's **Grade Change Request** in Student Management

From Student Management or Educator Access Plus click on the  icon to begin processing the Grade Change Request. Click **Secondary Gradebook Change Requests**.



Item	# WFM
SECONDARY GRADEBOOK GRADE CHANGE REQUESTS	3
NEW ENROLLMENT APPLICATIONS (ENTITY)	8
NEW ENROLLMENT APPLICATIONS (DISTRICT)	8

Highlight and **Expand** the course requesting the grade change. Pay particular attention to the student's name in the **Reason for Requesting Grade Changes** is the name as the student under **Grade Differences**. If not, this grade change should **NOT** be processed.

Click **Post Grade** to update the previously posted Report Card grade. **DO NOT** click "Post All" unless all student names are listed under **Reason for Requesting Grade Changes**.

Once the grades have been posted Click **Mark Completed**.

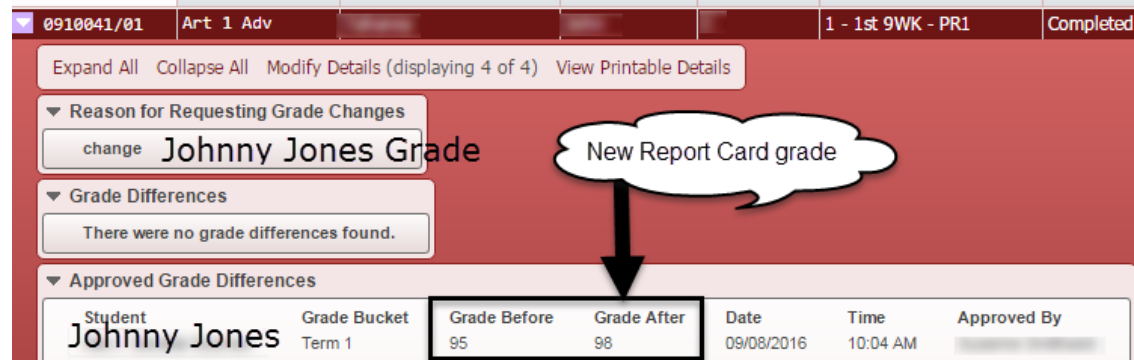


Gradebook	Description	Last Name	First	Middle	Grade Period	Status	Entered Date	Entered By
8502/03				J	3 - 1st 9WK - RC1	Ready for Review	09/18/2016	6

Student	Class	Grade	GB	Posted	Grade	Post All	Cng	Assm	Posted Date	Posted Time	Posted By
Johnny Jones	8502 / 03	Term RC1	N	E		Post Grade	2		09/18/2016	5:08 PM	

How to Approve a Teacher's Grade Change Request

Highlight and **Expand** the course requesting the grade change to verify grade has posted to the Report Card.



Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

▼ Reason for Requesting Grade Changes
change Johnny Jones Grade

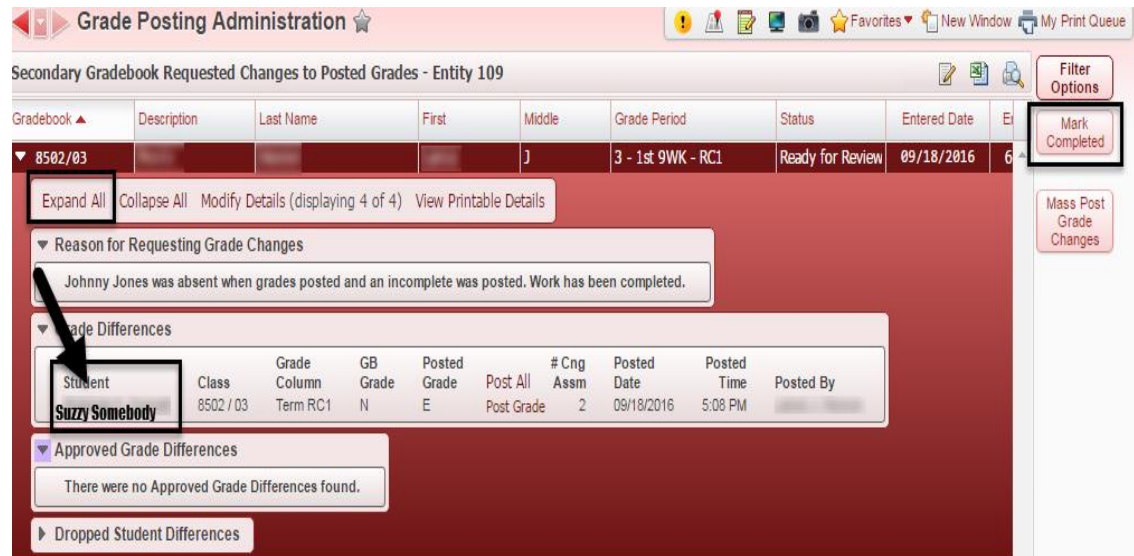
▼ Grade Differences
There were no grade differences found.

▼ Approved Grade Differences

Student	Grade Bucket	Grade Before	Grade After	Date	Time	Approved By
Johnny Jones	Term 1	95	98	09/08/2016	10:04 AM	

To **Deny** a Grade Change Request because the student's name does not match or there is not enough information listed on **Reason for Requesting Grade Change** Click **Mark Completed**.

YOU MUST NOTIFY THE TEACHER BY EMAIL THAT THE REQUEST WAS DENIED.



Grade Posting Administration

Secondary Gradebook Requested Changes to Posted Grades - Entity 109

Gradebook	Description	Last Name	First	Middle	Grade Period	Status	Entered Date	Entered By
8502/03				J	3 - 1st 9WK - RC1	Ready for Review	09/18/2016	6

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

▼ Reason for Requesting Grade Changes
Johnny Jones was absent when grades posted and an incomplete was posted. Work has been completed.

▼ Grade Differences

Student	Class	Grade Column	GB Grade	Posted Grade	Post All	# Cng Asm	Posted Date	Posted Time	Posted By
Suzy Somebody	8502 / 03	Term RC1	N	E	Post Grade	2	09/18/2016	5:08 PM	

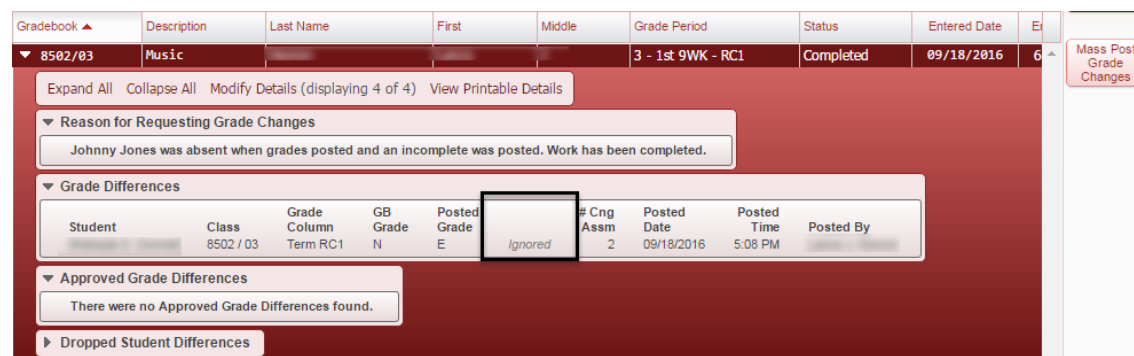
▼ Approved Grade Differences
There were no Approved Grade Differences found.

► Dropped Student Differences

Mark Completed

Mass Post Grade Changes

Highlight the course and noticed Ignored is noted after **Mark Completed** was selected.



Gradebook	Description	Last Name	First	Middle	Grade Period	Status	Entered Date	Entered By
8502/03	Music				3 - 1st 9WK - RC1	Completed	09/18/2016	6

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

▼ Reason for Requesting Grade Changes
Johnny Jones was absent when grades posted and an incomplete was posted. Work has been completed.

▼ Grade Differences

Student	Class	Grade Column	GB Grade	Posted Grade	Post All	# Cng Asm	Posted Date	Posted Time	Posted By
	8502 / 03	Term RC1	N	E	Ignored	2	09/18/2016	5:08 PM	

▼ Approved Grade Differences
There were no Approved Grade Differences found.

► Dropped Student Differences

Mass Post Grade Changes