

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

GRADE CHANGES FOR CLOSED MARKING PERIODS

Purpose

To change a student's grades after the marking period has come to a close.

Procedure

1. Click on My Gradebook
2. Posting Status – Right side toward the top – Drop down box and select marking period you wish to make changes.
3. Highlight the class you want to make changes and click on the button to Request Gradebook Changes
4. Type in the reason for the change and then click Yes
5. After clicking Yes, the gradebook will automatically open up. If quarter 1 is not visible you will need to change your Display options.
6. Make changes to tests etc. like you would normally.
7. When finished with changes, return to My Gradebook
8. Posting status – Drop down box and select marking period that you made changes in.
9. Highlight the class you made changes in and click the button that now says Complete Gradebook Changes on the right side.
10. Click Yes to confirm

Please note that every time you request a gradebook change, Deb Brandt will receive a message that you have changed a grade. Deb then needs to take care of your request on her end. Consider making your changes all at one time and not each time a student completes an assignment or everyday as this unnecessarily and significantly will increase her work load.