

Note- Grade Changes are for-

1. students who have been absent at the end of the grading period and have done make up work
2. teacher errors

Click on My Gradebook, select Grade Posting Status- select grading period you need to change

The screenshot shows the 'My Gradebook' page for '050 REAGAN MIDDLE'. A table lists classes with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. To the right, a 'Grade Posting Status' dropdown menu is open, showing 'Previous Grading Periods' and 'Upcoming Grading Periods' with various report options.

| Dept | Subject | Terms | Period | Days Meet | Class     | Description      |
|------|---------|-------|--------|-----------|-----------|------------------|
| 16   | 16      | 1 - 6 | 1      | MTWRF     | 8304 / 01 | GT ALGEBRA I     |
| 16   | 16      | 1 - 6 | 1      | MTWRF     | 8315 / 01 | PRE AP ALGEBRA I |
| 16   | 16      | 1 - 6 | 2      | MTWRF     | 8305 / 01 | GT ALGEBRA II    |
| 16   | 16      | 1 - 6 | 2      | MTWRF     | 8310 / 01 | GT GEOMETRY      |
| 16   | 16      | 1 - 6 | 3      | MTWRF     | 8304 / 02 | GT ALGEBRA I     |
| 16   | 16      | 1 - 6 | 3      | MTWRF     | 8315 / 02 | PRE AP ALGEBRA I |
| 16   | 16      | 1 - 6 | 4      | MTWRF     | 8304 / 03 | GT ALGEBRA I     |
| 16   | 16      | 1 - 6 | 4      | MTWRF     | 8315 / 03 | PRE AP ALGEBRA I |
| 16   | 16      | 1 - 6 | 5      | MTWRF     | 8310 / 02 | GT GEOMETRY      |

Or you can open your gradebook and select the column for the grade term click the Options arrow and select Grade Posting Status for the Term you selected.

The screenshot shows a grid view of a gradebook. A dropdown menu is open for the '3RD' term column, showing options like 'Select Term 3RD Display Method', 'Grade Mark', 'Percent', 'Points', 'Enter Term 3RD Grade Adjustments', 'Quick Scoring for Term 3RD', and 'Grade Posting Status for Term 3RD'. The grid shows columns for Term Grade, SM1, EX1, 3RD, C3, PR3, Graphi, and Pg. 33.

| Students | Term Grade | SM1 | EX1   | 3RD | C3 | PR3 | Graphi | Pg. 33 |
|----------|------------|-----|-------|-----|----|-----|--------|--------|
| 1        | Abs        | 87  | 87    | 87  |    |     |        |        |
| 2        |            | 91  | 91    | 91  |    |     |        |        |
| 3        |            | 83  | 82.67 | 83  |    |     |        |        |
| 4        |            | 91  | 91    | 91  |    |     |        |        |
| 5        |            | 89  | 89.33 | 89  |    | 86  | 86     | 85     |
| 6        |            | 93  | 93.00 | 93  |    | 91  | 91     | 95     |
| 7        |            | 85  | 84.50 | 85  |    |     |        |        |
| 8        |            | 79  | 79.00 | 79  |    | 79  | 58     | 100    |
| 9        |            | 87  | 87.00 | 87  |    | 84  | 84     | 95     |
| 10       |            | 64  | 64.00 | 64  |    | 64  | 83     | 45     |
| 11       |            | 78  | 78.33 | 78  |    | 79  | 72     | 85     |

Then select the class you have a grade change for- then click Request Grade Changes

The screenshot shows the 'Secondary Grade Post Status' page for the period 10/05/09 - 11/13/09. A table lists classes with columns for Period, Class, Description, Missing Rpt Card Grades, Missing Assign, Missing Comments, Diff, Low Percent, Avg Percent, High Percent, Active Stds, Drp Stds, and Posting Complete. A 'Request Grade Changes' button is visible on the right side of the page.

| Period | Class     | Description      | Missing Rpt Card Grades | Missing Assign | Missing Comments | Diff | Low Percent | Avg Percent | High Percent | Active Stds | Drp Stds | Posting Complete |
|--------|-----------|------------------|-------------------------|----------------|------------------|------|-------------|-------------|--------------|-------------|----------|------------------|
| 01     | 8304 / 01 | GT ALGEBRA I     | 4                       | 66             | 9                | 4    | 00.00       | 55.59       | 95.24        | 11          |          |                  |
| 01     | 8315 / 01 | PRE AP ALGEBRA I |                         | 2              | 7                | 1    | 78.20       | 89.08       | 96.12        | 9           | 5        |                  |
| 02     | 8305 / 01 | GT ALGEBRA II    |                         |                | 3                |      | 88.86       | 91.92       | 95.34        | 3           |          |                  |
| 02     | 8310 / 01 | GT GEOMETRY      |                         | 1              | 9                |      | 83.22       | 92.83       | 97.00        | 18          |          |                  |
| 03     | 8304 / 02 | GT ALGEBRA I     |                         | 62             | 12               | 8    | 00.00       | 63.78       | 92.12        | 14          |          |                  |
| 03     | 8315 / 02 | PRE AP ALGEBRA I |                         | 1              | 4                |      | 83.28       | 89.14       | 94.24        | 4           | 6        |                  |
| 04     | 8304 / 03 | GT ALGEBRA I     |                         | 18             | 5                | 2    | 00.00       | 85.32       | 99.80        | 11          |          |                  |
| 04     | 8315 / 03 | PRE AP ALGEBRA I |                         | 8              | 16               |      | 78.49       | 88.19       | 96.24        | 18          | 1        |                  |
| 05     | 8310 / 02 | GT GEOMETRY      |                         |                | 9                |      | 77.69       | 90.25       | 96.50        | 13          |          |                  |

You need to put a reason for your grade change- be specific

Entity: 050 - 0 - 04.09.06.02.00 - Windows Internet Explorer

Request Grade Changes  
 If you proceed, you will be allowed to modify your gradebook for the closed grading period **2nd Six Weeks** for course **8315 / 03**.

You will be allowed to make changes from now until **1:12 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

Click Yes when done

Your Gradebook will open up- go in and change the assignment grades you need to change.

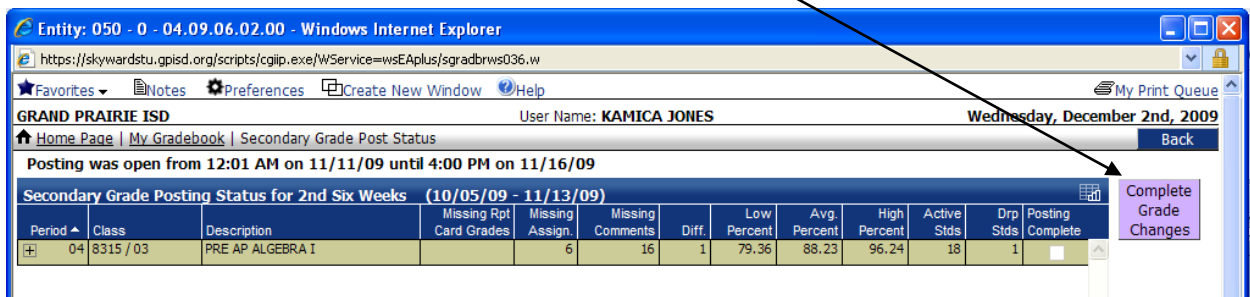
Teacher: KAMICA JONES Class: 8315 / 03 Prd:4 PRE AP AL

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

| Students | Wed 12/02 Atn | Term Grade | SM1     | EX1     | 3RD     | C3      | PR3     | Graphi | Pg. 33 | 2ND     | C2    | 2SW As | Slope |
|----------|---------------|------------|---------|---------|---------|---------|---------|--------|--------|---------|-------|--------|-------|
|          |               | SM1        | Options | Options | Options | Options | Options | W13-W  | W13-T  | Options | W12-F | W12-T  |       |
| 1        |               | 68 68.00%  | 68      | *       | 36      |         | 36      | 72     | 0      | 85      | S     | 83     | 82    |
| 2        |               | 88 87.67%  | 88      | *       | 93      |         | 93      | 100    | 85     | 89      | S     | 70     | 94    |
| 3        |               | 93 93.33%  | 93      | *       | 98      |         | 98      | 100    | 95     | 92      | S     | 87     | 97    |
| 4        |               | 91 91.00%  | 91      | *       | 88      |         | 88      | 86     | 90     | 93      | S     | 100    | 87    |
| 5        |               | 87 86.67%  | 87      | *       | 84      |         | 84      | 93     | 75     | 88      | S     | 90     | 75    |
| 6        |               | 91 90.67%  | 91      | *       | 100     |         | 100     | *      | 100    | 86      | S     | 90     | 88    |
| 7        |               | 91 91.00%  | 91      | *       | 100     |         | 100     | 100    | *      | 85      | N     | 90     | 88    |
| 8        |               | 92 91.67%  | 92      | *       | 94      |         | 94      | 93     | 95     | 88      | S     | 90     | 82    |
| 9        |               | 73 72.67%  | 73      | *       | 65      |         | 65      | 65     | 65     | INC     | S     | *      | 80    |
| 10       |               | 86 86.00%  | 86      | *       | 85      |         | 85      | 90     | 80     | 87      | S     | 90     | 93    |
| 11       |               | 91 91.00%  | 91      | *       | 95      |         | 95      | *      | 95     | 92      | S     | 93     | 94    |
| 12       |               | 86 86.33%  | 86      | *       | 96      |         | 96      | 97     | 95     | 83      | S     | 80     | 81    |
| 13       |               | 93 92.67%  | 93      | *       | 95      |         | 95      | *      | 95     | 92      | S     | 90     | 97    |
| 14       |               | 93 92.67%  | 93      | *       | 88      |         | 88      | 90     | 85     | 96      | S     | 90     | 100   |
| 15       |               | 88 88.33%  | 88      | *       | 97      |         | 97      | 97     | *      | 81      | S     | 83     | 94    |
| 16       |               | 94 93.67%  | 94      | *       | 98      |         | 98      | 100    | 95     | 83      | S     | 90     | 97    |
| 17       |               | 80 79.67%  | 80      | *       | 77      |         | 77      | 93     | 60     | 83      | S     | 83     | 82    |
| 18       |               | 94 94.33%  | 94      | *       | 98      |         | 98      | 100    | 95     | 95      | S     | 100    | 87    |



Final Step- Must be done in order for the Grade Change to work- Go back to your grade posting status- the first directions I gave you on this file- and **CLICK COMPLETE GRADE CHANGES!!**

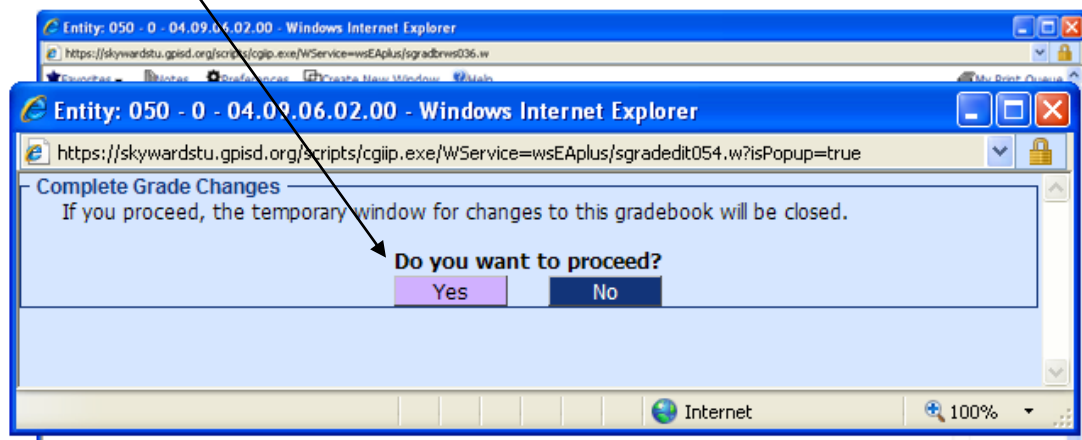


The screenshot shows a web browser window titled "Entity: 050 - 0 - 04.09.06.02.00 - Windows Internet Explorer". The address bar shows the URL: <https://skywardstu.gpisd.org/scripts/cgip.exe/WService=wsEApplus/sgradbrws036.w>. The page header includes "GRAND PRAIRIE ISD", "User Name: KAMICA JONES", and "Wednesday, December 2nd, 2009". Below the header, it says "Posting was open from 12:01 AM on 11/11/09 until 4:00 PM on 11/16/09". The main content is a table titled "Secondary Grade Posting Status for 2nd Six Weeks (10/05/09 - 11/13/09)".

| Period | Class     | Description      | Missing Rpt Card Grades | Missing Assign. | Missing Comments | Diff. | Low Percent | Avg. Percent | High Percent | Active Stds | Drp Stds | Posting Complete         |
|--------|-----------|------------------|-------------------------|-----------------|------------------|-------|-------------|--------------|--------------|-------------|----------|--------------------------|
| 04     | 8315 / 03 | PRE AP ALGEBRA I |                         | 6               | 16               | 1     | 79.36       | 88.23        | 96.24        | 18          | 1        | <input type="checkbox"/> |

To the right of the table is a purple button labeled "Complete Grade Changes". An arrow from the text above points to this button.

Click YES to proceed



The screenshot shows a confirmation dialog box titled "Complete Grade Changes". The text inside the dialog reads: "If you proceed, the temporary window for changes to this gradebook will be closed." Below this text is the question "Do you want to proceed?" with two buttons: "Yes" (highlighted in purple) and "No". An arrow from the text above points to the "Yes" button.

When you are finished make sure you email Tracy to tell her you did a grade change.