



Change a Student's Interim/Marking Period Grade

Once grading is closed, teachers can no longer make changes to a student's grade. All changes must be done manually in the office.

1. Search for the student you are looking for. (See 'A Few Tips...' at the bottom)
2. Select the student you want by clicking on his/her student id number. The student information page opens.
3. Select the Grades tab from the available tabs. A page with the student's classes and grades opens.
4. To modify a grade or enter a grade for a specific class, click on the grade or the + (if there is no grade you will see a +).

Course / Section	Sem	School	Teacher	MP1	MP2	MP3	MP4	ME	Final	Att	Earn
- ENGLISH 11 ST	FY	PHS		62	72	+	+	85	+	+	5.00
- US H II	FY	PHS		59	+	+	+	0	+	+	5.00
- CHEMISTRY	FY	PHS		+	+	+	+	+	+	+	5.00
- ALG II	FY	PHS		78	76	+	+	80	+	+	5.00
- MATH MOD I	FY	PHS		82	77	+	+	80	+	+	5.00
- FRENCH II	FY	PHS		68	57	+	+	65	+	+	5.00

5. The Modify Grade screen will open.
6. At the bottom of the screen, enter or edit the grade for that subject.

Final Grades Only): Yes No

Re-Calculate GPA Records: Yes No

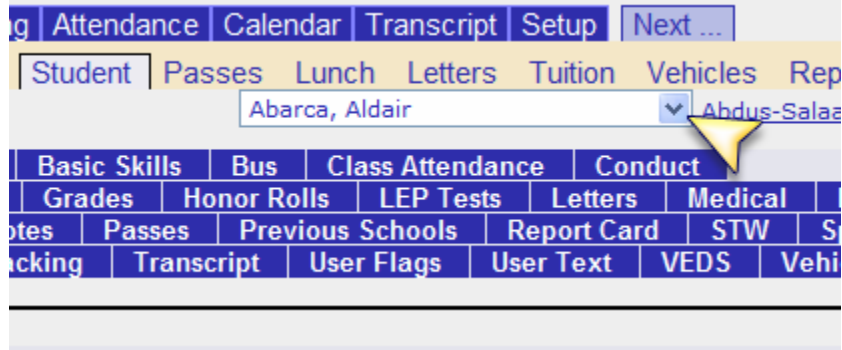
Print on Transcript: Yes No

Grade: * Grade: or

itional field that denotes a grade that was transferred from another school

** Do not set this field without advice from your Account Re

7. Once you have finished, select *Add* or *Modify* to save your changes. You will be returned to the *Grades* screen
8. To switch to another student, use the dropdown menu in the top right hand corner.



Note: This dropdown will only give you a list of the students from your previous search. For example, if you searched for one particular grade, only those students will be shown in the dropdown list.

9. If you do not see the student you want to change grades for, go back to the *StudentData.StudentList* screen.

A Few Tips...

- We suggest that you do a blank search and bring up a list of all of the students in the school. It will make switching from student to student easier. To do this, leave your search fields blank and select the *Search* button. (see step 1)
- **NOTE:** Grades must be changed one at a time. You can not change all grades for a student at once.
- If grading is still open and a change needs to be made, the teacher should r-post the grade, rather than have the office fix it.