



# Entering Grade Changes After Grading Period Closes

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# Entering Grade Changes After Grading Period Closes

Entering grade changes after a Grading Period closes enables you to unlock a previously closed grading period to update student scores. You can make grade changes in your gradebooks after the grading period is closed only if your school administration has given you permission to do so. You may receive permission for one class you teach, but not for others. If you do have permission to change grades, the school administration will have set a date and time when all such changes must be finished. Once updates have been completed, you must re-lock the grading period.

Scroll past the video to access the step-by-step instructions.


## Audio Transcript

You can't always prevent students from handing in late work after a grading period closes. However, if you've been allowed to do so administratively, you can still update grades after the grading period has ended to make sure that students receive credit when you receive their work. Within Teacher Access, let's navigate to the Gradesheet in the Gradebook module. For this example, we need to make changes for Math 1. After the gradesheet loads, we'll locate the grading period where grades need to be modified. Under the Grading Period Options, we can open Mid-Term 1 back up so we can make the necessary changes. To keep our records accurate, we need to enter a reason for unlocking this grading period. Let's save this entry. Now that the grading period has been unlocked, we can make modifications to the grade information. If we scroll over, we can see that Lucas Smith has a missing assignment. He has since handed in the assignment. Let's enter scoring mode so that we can update the score for that assignment. Once the change has been completed, we can go ahead and relock the grading period. After the screen refreshes and we scroll over, we can see that the grading period is now locked and that the grade for the assignment has been fully updated. Now that you know how to unlock a grading period, you can be certain that you will be able to make grade changes outside of that grading period when necessary.

Before you begin

- If you are not certain whether you have permission to change grades for the closed grading period, check with your school administration before you proceed.

Watch the video: <https://player.vimeo.com/video/1002017277?h=1f9118dfca>

1. Select  MENU > Teacher Access > Gradebook.
2. Select **Gradesheet** under *Features*.

### Expected Result

If you have not opened a gradesheet in your current session, you see the *Gradebook Class List*, which displays a Tile containing class information for each class you teach.

If you have already opened a gradesheet in your current session, you return to the most recently opened gradesheet. To select a different class, click **Class List** near the top right of the screen.

3. Verify you are in the correct school year by checking the information at the top left of the screen.
4. Choose the tile for the class where you wish to enter grade changes.

### Expected Result

You see the *Gradesheet*, which displays students, Grading Periods, Assignments, and Scores for the class.

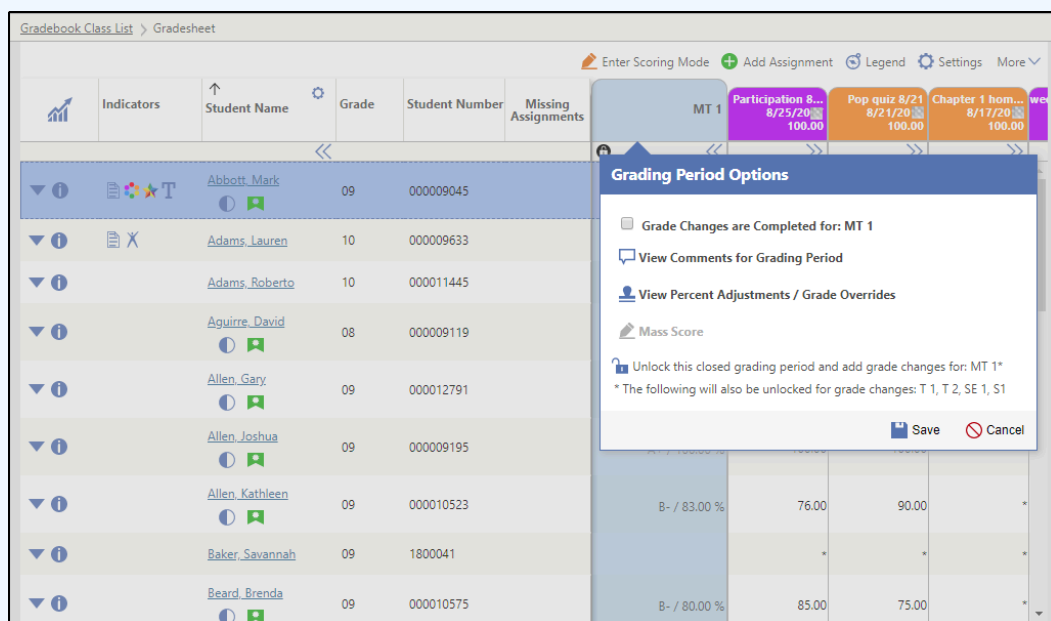
- Click the heading of the closed Grading Period column where you wish to make changes.

Step Information

You may need to scroll to the right to see the grading period you want.

Expected Result

You see the *Grading Period Options* drop-down menu, which displays the closed grading period you selected and the grades you can change. For example, if Semester 1 has ended but you need to modify a student's assignment scores for Midterm 1, you can unlock Midterm 1. You may see that the Term 1, Term 2, Semester 1 Exam, and Semester 1 grading periods are also unlocked. Term 1, Semester Exam 1, and Semester 1 are opened in case grades changed in Midterm 1 affect the calculation of grades in the other grading periods. Since Term 2 and Semester 1 end on the same date, Term 2 also gets opened.



- Click **Unlock this closed grading period and add grade changes for: xyz** where "xyz" represents the grading period you selected.

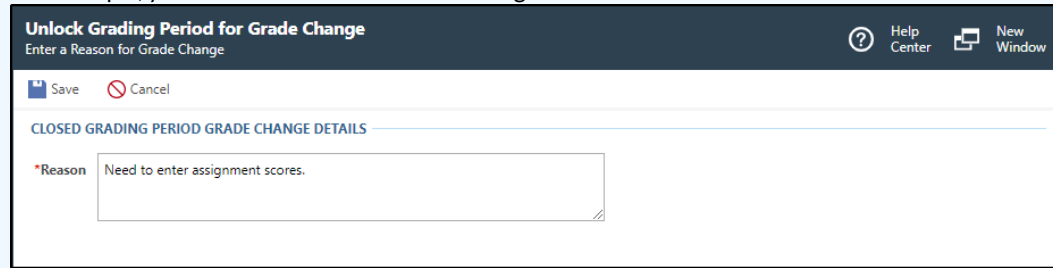
Expected Result

You see the *Unlock Grading Period for Grade Change* screen.

- Enter a Reason.

Step Information

For example, you could enter "Need to enter assignment scores."



8. Select .

Expected Result

You return to the *Gradesheet*, which displays the unlocked grading periods.

To enter an assignment score, continue to the next step.

To enter an assignment attempt, skip to [step 10](#).

To enter a grade override, skip to [step 11](#).




To enter a percent adjustment, skip to [step 12](#).

9. To enter an assignment score, complete the following steps.

- a. Click **Enter Scoring Mode** near the top right of the screen.

Expected Result

You can now edit scores for the available students in each open grading period.

- b. Click the  icon below the assignment name to view all grading options.
- c. Enter the Score or Grade Mark in the entry field below the assignment name.
- d. Enter a Score Clarifier or click the  icon to choose from the drop-down list, if appropriate.
- e. Check the box for No Count if appropriate.
- f. Check the box for Missing if appropriate.
- g. Enter a comment in the **Comments** field or click the  icon to choose from the drop-down list, if appropriate.

Step Information

Teachers can add frequently used comments to their comment bank. As you type a comment, a drop-down list displays. You can click **Add Quick Entry Text** to create a comment in the bank that can be selected when entering comments for other students.

Teachers can create and maintain the comment bank by navigating to  **MENU** >

**Teacher Access** > **Gradebook** and selecting **Comment Bank** under *Codes*. If a teacher deletes a comment from the bank, it will not delete the comment from any student assignment using that comment.

- h. Repeat sub-steps c - g for each appropriate student and assignment.
- i. Click **Exit Scoring Mode** near the top right of the screen when you are finished.

Expected Result

Your changes are saved and you remain on the *Gradesheet* for the selected class.

If you wish to enter an assignment attempt, continue to the next step.

If you wish to enter a grade override, skip to step 11.

If you wish to enter a percent adjustment, skip to step 12.

If you do not wish to enter an assignment attempt, grade override, or percent adjustment, skip to step 13.

- 10. To enter an assignment attempt, complete the following steps.

Step Information

The *Attempts* column only displays if the box for Allow Multiple Attempts is checked in the *Entity Group Configuration* of the *Gradebook* module.

- a. Click the >> icon below the assignment name to view all grading options.

Step Information

You may need to scroll to the right to see the assignments.

If you do not see the assignment you wish to add an attempt to, you may need to expand the grading period the assignment is in by clicking the >> icon below the grading period. If you are using a standards-based gradebook, you may need to expand the Academic Standard or Subject the assignment is attached to by clicking the >> icon below the academic standard or subject.

- b. Click the hyperlinked number in the *Attempts* column for the student you wish to add an assignment attempt to.

Expected Result

You see the *Attempts* window, which displays information about each existing attempt.

- c. Click **Add Attempt** near the bottom left of the window.



Expected Result

A new attempt line displays.

- d. Verify the appropriate box for Attempt to Use is checked.


Step Information

The new attempt defaults as checked, but can be changed if you wish to use the score from a different attempt. For example, if one of the student's prior attempts had a better score, you can choose to use that attempt rather than the most recent one. The Attempt to Use

- e. Enter the Score the student received.
- f. Enter the Date Attempted or click the  icon to choose a date using the calendar.
- g. Enter a comment in the Attempt Comments field or click the  icon to choose from the drop-down list, if appropriate.

Step Information

If you wish to add multiple attempts, you can click **Add Attempt**.

- h. Click  near the bottom right of the window to save your work.

Expected Result

You return to the *Gradesheet*, which displays the assignment with the attempt you added.

If you wish to enter a grade override, continue to the next step.

If you wish to enter a percent adjustment, skip to [step 12](#).


If you do not wish to enter a grade override or percent adjustment, skip to [step 13](#).

11. To enter a grade override, complete the following steps.

- a. Click the cell of the appropriate *Grading Period*, *Subject*, or *Academic Standard* column for the student whose grade you wish to override.

Expected Result

You see the *Override or Adjust Student's Grade* window for the grading period, subject, or academic standard you selected. The student's name, original grade, and adjusted grade display.

- b. Under the *Grade Override* heading, enter the appropriate Grade Mark in the Grade Override field or click the  icon to choose from the drop-down list.

Step Information

Only grade marks with the Teacher Override option enabled are available for selection.

- c. Enter an Override Comment to be displayed in *Family Access* and *Student Access* if appropriate.

Step Information

This field is only enabled if you entered a grade override.

For example, you could indicate the student turned in missing work.

- d. Click  near the bottom right of the menu.

Expected Result

You return to the *Gradesheet* of the selected class.

Skip to [step 13](#).

12. To enter a percent adjustment, complete the following steps.

Step Information

The Percent Adjustment fields only display if the box for Allow Percent Adjustments is checked in the *Entity Group Configuration* of the *Gradebook* module.

- a. Click the cell of the appropriate *Grading Period*, *Subject*, or *Academic Standard* column for the student whose grade you wish to override.

Expected Result

You see the *Override or Adjust Student's Grade* window for the grading period, subject, or academic standard you selected. The student's name, original grade, and adjusted grade display.

- b. Under the *Percent Adjustment* heading, enter the Percent Adjustment value.

Step Information


The value can only be a negative number if Allow Negative Percent Adjustments is checked in the *Entity Group Configuration* of the *Gradebook* module.

- c. Enter an Adjustment Comment to be displayed in *Family Access* and *Student Access*.

Step Information

This field is only enabled if you entered a percent adjustment. If you entered a percent adjustment, you must enter an adjustment comment.

For example, you could indicate the student's grade was boosted due to demonstration of knowledge.

- d. Click  near the bottom right of the menu.

Expected Result

You return to the *Gradesheet* of the selected class.

13. Click the heading of the Grading Period where you made changes.

Expected Result

You see the *Grading Period Options* pop-up window.

14. Check the box for Grade Changes are Completed for: xyz, where "xyz" represents the grading periods where grade changes are completed, if necessary.

15. Click **Relock this closed grading period and complete grade changes for: xyz** where "xyz" represents the grading periods you wish to relock.

Expected Result

You see the *Complete Closed Grading Period Grade Change* screen, which displays the reason you entered when you began the grade change process. You also see a warning indicating the grading

period will be locked so no further changes can be made and grade changes will be marked as complete.

16. Click **Complete Grade Change** near the top left of the screen.

Step Information

This indicates to school office staff that you are done making changes.

Expected Result

You return to the *Gradesheet*, which now displays the grading periods as locked.

You have successfully entered grade changes after a grading period closes.