Teacher Grade Updates for a closed Semester (Current Year)

All current year grade change requests will be done within Qmlativ. A paper grade change form is no longer required, the updates can be made and submitted through the Teacher's Gradebook.

Example: Student A was absent for finals and ended with a 55% - E grade. They return during the 1st • week of 2nd semester and take the final and receive a C. Their final grade changes to a C-.

A teacher would follow the process outlined in this document to update the gradebook grade and submit it for Administrator approval. One requirement for proper documentation will be to enter a detailed Reason comment, including the students name and reason for the grade change so the change is clearly outlined.

- Example: "Student A completed their final and improved their grade from an E to a C-." •
- 1. Go to Teacher Access/ Gradebook/ Gradesheet
- 2. Open your Gradesheet Class List and ensure "All Classes" is selected
- 3. Select the Class

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Gradebook Class List					
View Classes by Student Type to search 499 - AUBURN ONLINE SECO	NDARY			Current Classe All Classes	
MARINE BIOLOGY	ENVIRONMENTAL BIOLOGY	CHEMISTRY 1	CHEMISTRY 2	STUDY SKILLS	
SCI502 / 111	SCI503 / 211	SCI300 / 121	SCI301 / 221	GEN125 / 131	
S1 - SEMESTER1 S2 - SEMESTER2		S1 - SEMESTER1	S2 - SEMESTER2	S1 - SEMESTER1	
09/06/2022 - 01/27/2023	01/28/2023 - 06/22/2023	09/06/2022 - 01/27/2023	01/28/2023 - 06/22/2023	09/06/2022 - 01/27/2023	

4. Click Settings

Display Settings

Score Settings Student Groups Calculation Settings

Gradesheet Display Student Display

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Grading Period	Start Date	End Date	Grace Period End Date	Show	Show Grade	Gradesheet Display					
						Student Display			Student Group Colors	×	
Mid Qtr 1	09/06/2022	10/05/2022	1/27/2023 3:15:00 PM	→ ☑		Score Settings	_		Student Groups	All Student Groups	
Qtr 1	10/06/2022	11/04/2022	1/27/2023 3:15:00 PM		_	Student Groups			Students to Display	 All Students 	
Mid Otr 2	11/05/2022	12/07/2022	1/27/2022 2:15:00 PM			Calculation Settings	+			O Students Enrolled as of Tod	ay
Mid Qtr 2	11/03/2022	12/01/2022	1/21/2025 5:15:00 PW	M	-					O Manual Date Entry	

5. Save your Settings

12/08/2022

01/27/2023

1/27/2023 3:15:00 PM

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- 6. On the main Gradesheet screen, click the Grade Bucket header (S1) that you want to update and Save
- 7. Choose **"Unlock this closed grading period and add grade changes for Q2, S1"** as in the example below.

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- 8. Enter a detailed Reason comment and Save
 - This reason will display in the Admin Approval area and should be detailed to show who the grade change is for and why.
 - b. If the comment is not detailed, the grade change may be rejected.

Unlock (Enter a Reas	Grading Period for Grade Change son for Grade Change						
Save	🚫 Cancel						
CLOSED (RADING PERIOD GRADE CHANGE DETAILS						
*Reason	John S. completed their final and has improved their grade from an E to a C-						

- 9. On the main Gradesheet screen, update existing student Assignment score(s) and Assessment(s) where applicable and verify the grade is accurate
- 10. Important: When Grade updates are complete, click on the column header and "Relock this closed grading period and complete grade changes for Q2, S1" to submit and finalize your grade updates. The Grading period <u>must be relocked</u> for the grades to be finalized.

If the Grade Bucket is not relocked the following message will display:

🛕 There are incomplete closed grading period grade changes.

	51	QZ	Office Hours 1/26/2023 0.00	U4 Test ST 0 12/20/2022 80.00					
1	Grading Perio	Avo: d Options	Ava: 100.00%	Avn: 77.88%					
	Grade Changes are Completed for: S1, Q2 Add / Edit Comments for Grading Period Add / Edit Percent Adjustments / Grade Overrides Mass Score								
	Relock this closed grading period and complete grade changes for: Q2, S1								
				Save 🚫 Cancel					

Teacher Grade Updates for a closed Semester (Prior Year)

Grade changes for prior school years still require teachers to fill out a paper grade change form and submit any documentation to your building Administrator.