

## Teacher Grade Updates for a closed Semester (Current Year)

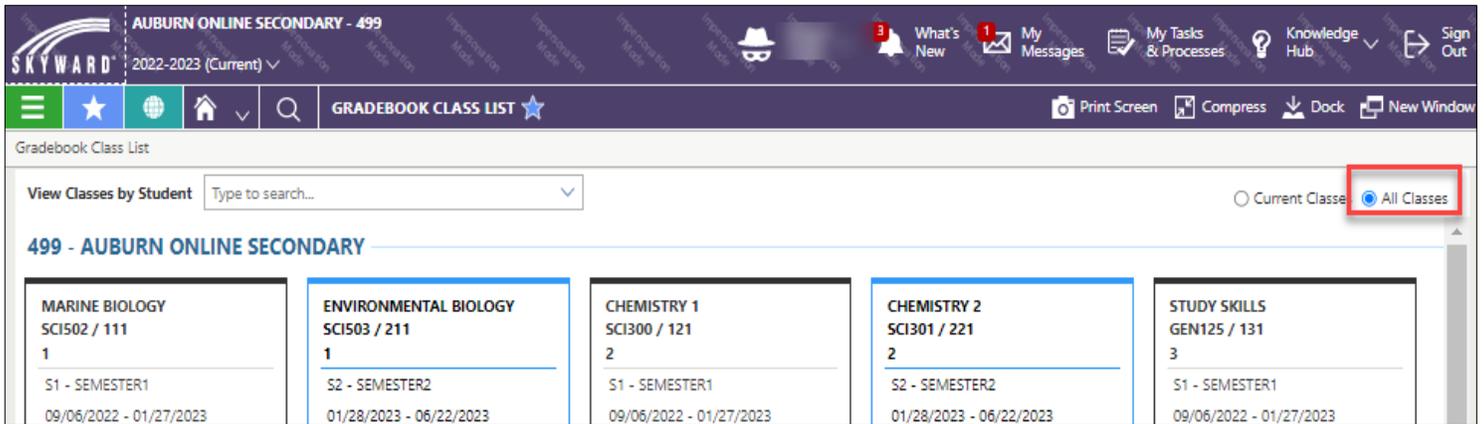
All current year grade change requests will be done within Qmlativ. A paper grade change form is no longer required, the updates can be made and submitted through the Teacher's Gradebook.

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

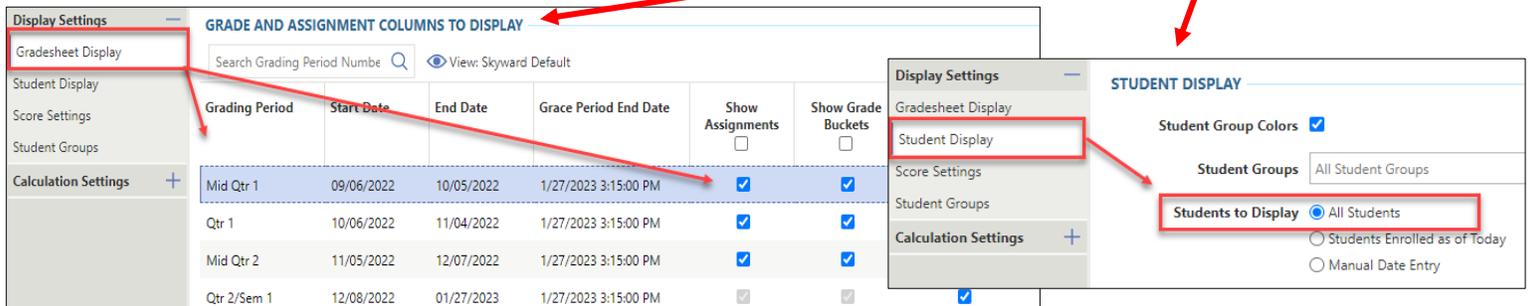
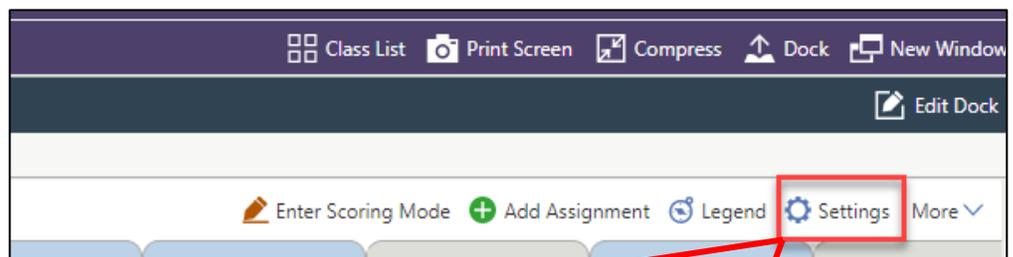
A teacher would follow the process outlined in this document to update the gradebook grade and submit it for Administrator approval. One requirement for proper documentation will be to enter a detailed Reason comment, including the students name and reason for the grade change so the change is clearly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

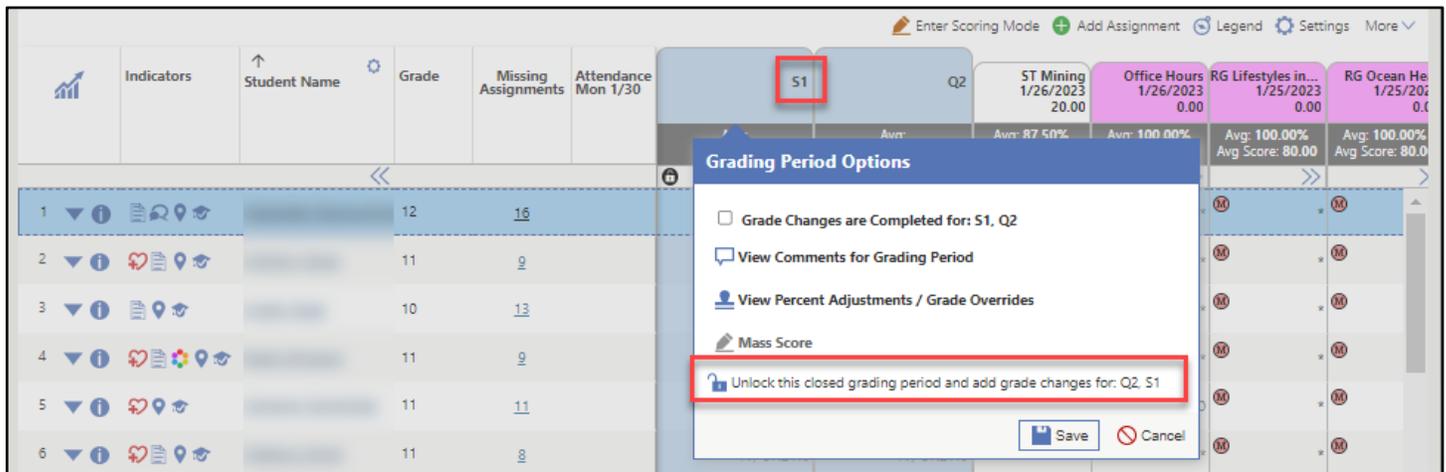


4. Click Settings
  - a. Gradesheet Display - Ensure the "Grade and Assignment columns" to be updated are selected.
  - b. Student Display Tab - Ensure "All Students" are displayed on the

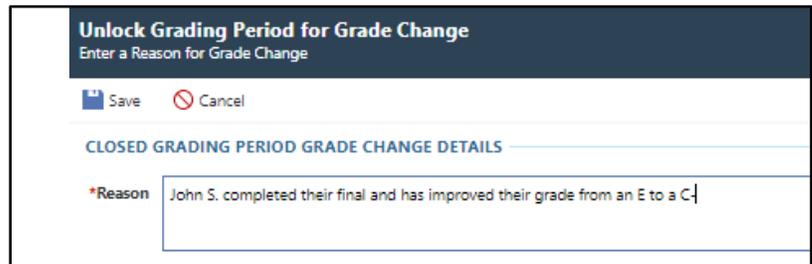


5. Save your Settings

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.



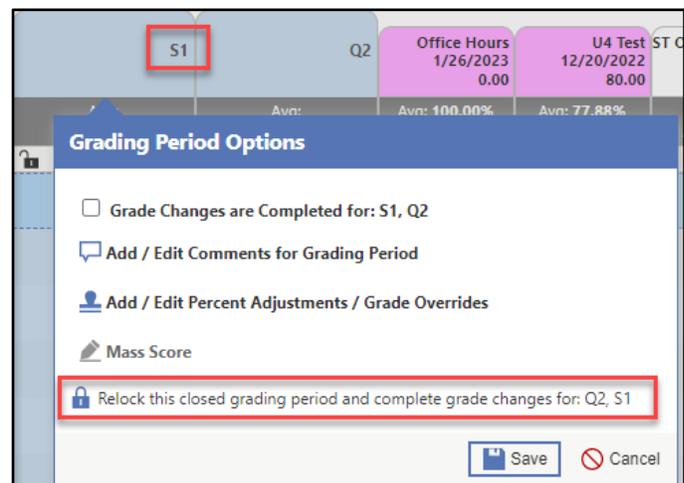
8. Enter a detailed Reason comment and Save
  - a. This reason will display in the Admin Approval area and should be detailed to show who the grade change is for and why.
  - b. If the comment is not detailed, the grade change may be rejected.



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 must be re-locked for the grades to be finalized.

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



### **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.