

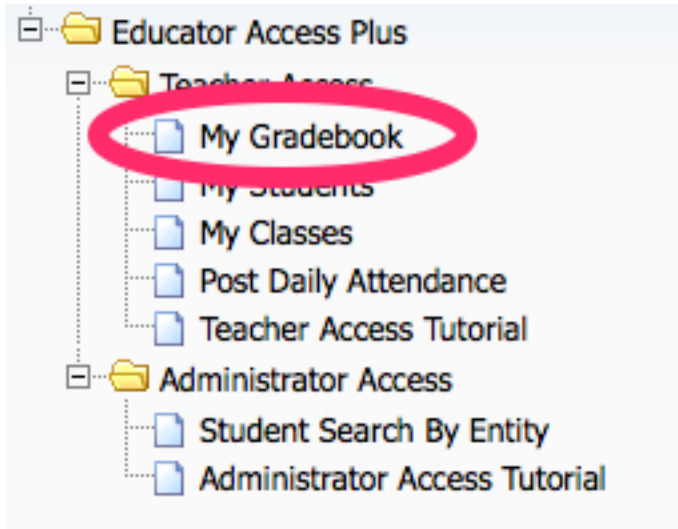


Requesting Grade Changes

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

Step 1

Click on "My Gradebook".



Step 2

Click on "Posting Status" and select the previous grading term you wish to make changes for.

Reports for All Classes ▾ Posting Status ▾

403 - Secondary Gradebook

Previous Grading Periods

Term 1

Upcoming Grading Periods

Term 2

Term 3

Term 4

Secondary Gradebook

Secondary Gradebook

Dept	Subject	Terms	Period	Days Meet	Class	Description
OTH		1 - 2	2	MTWRF	01530 / 05	AIDE MEDIA
OTH		3 - 4	3	MTWRF	01530 / 01	AIDE MEDIA
OTH		1 - 2	4	MTWRF	01530 / 04	AIDE MEDIA
OTH		1 - 2	5	MTWRF	01530 / 02	AIDE MEDIA
OTH		3 - 4	6	MTWRF	01530 / 03	AIDE MEDIA
OTH		1 - 2	7	MTWRF	01530 / 06	AIDE MEDIA

Step 3

Click on the line you wish to edit (it should be highlighted in blue). Click "Request Grade Changes" on the far right side of your screen.

Posting was open from 12:01 AM on 10/30/12 until 3:00 PM on 11/05/12

Secondary Grade Posting Status for Term 1 (08/27/12 - 11/01/12)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete	
▶ 02	01530 / 05	AIDE MEDIA										<input type="checkbox"/>	
▶ 04	01530 / 04	AIDE MEDIA			1	1	100.00	100.00	100.00	1		<input type="checkbox"/>	
▶ 05	01530 / 02	AIDE MEDIA								1	1	<input type="checkbox"/>	
▶ 07	01530 / 06	AIDE MEDIA										<input type="checkbox"/>	

Request Grade Changes

Step 4

Confirm it is the class you want to make changes for. Enter the reason for the change. Click "Yes".

Request Grade Changes

If you proceed, you will be allowed to make changes for course **01530 / 04**.

You will be allowed to make changes from now until **5:21 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

Step 5

Click on the "Options" menu below the grading period you are adjusting. Click "Enter Term ____ Grade Adjustments".

Term	Grade	Q2	CZ2	Q1	Q1	CZ1	CZ1
Grade	Options	Options	Options	Options	Grade	Report	Report
Mon 11/05	Q1						
Atnd	Sort By %						
Taken							
1	P 100.00%		H	P			

Step 6

Make your necessary corrections and click "Save".

Grade Adjustment

Term Q1

Save Undo Back

Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Posted Grade
1	(0)	P	100.00		100.00	P

Grade Marks for 0 Pass/Fail		
Grade	High	Low
P	100.00	60.00
F	59.99	0.00