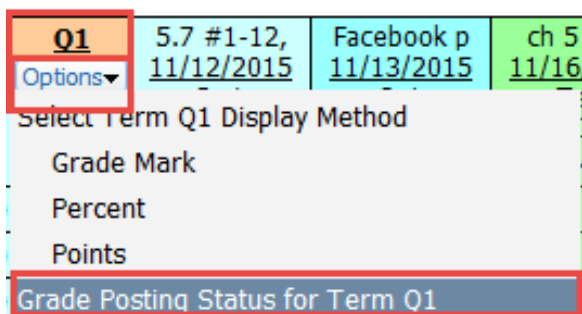


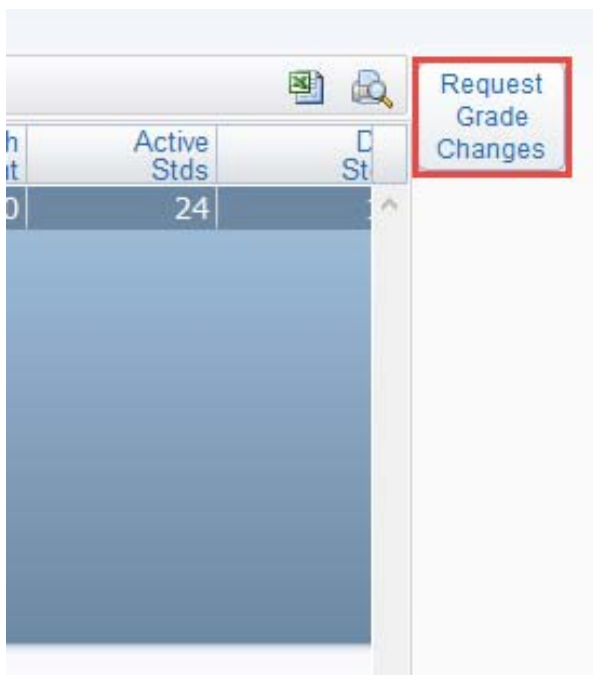
## Requesting a Grade Change After the End of a Marking Period

After the marking period is over and a grade change needs to be done, the procedure to follow (in addition to the paper grade change form which was used in the past) will be the following:

1. Go into your gradebook and into the course where the student is listed. Click on the **Options** button under the marking period where you need to make the change. Click on **Grade Posting Status for Term Qx**. X is the term you are changing.



2. You will see the class and the posting status. Make sure the class is highlighted (if not, click on it) and then click on **Request Grade Changes** at the far right.



3. Type your reason for the change in the box and click on **Yes** to proceed.

**Request Grade Changes**

If you proceed, you will be allowed to modify your gradebook for the closed grading period **QUARTER 1** for course **3621H / 01**.

You will be allowed to make changes from now until **11:55 AM**. 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?

4. You now have two hours to make the necessary changes. Find the student you wish to change and make the appropriate grade change. You can change assignment grades or just the final grade. If changing an INC for a final grade, click on the drop-down menu for **INC Incomplete** and make it blank. Enter the new grade into the correct column (you will see it being calculated in your gradebook) and click **NEXT**.

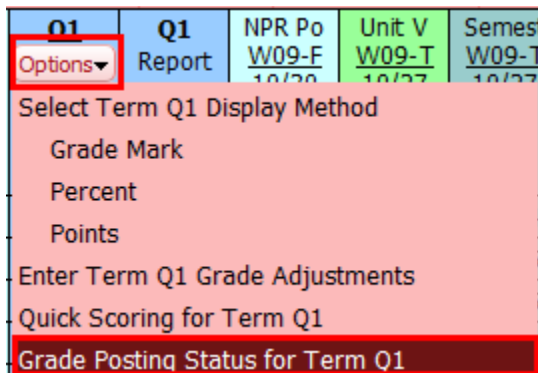
97	96.59					-	97
95	94.75					-	95
95	94.94					INC Incomplete	INC
92	91.87					-	92
97	97.39					-	97

5. You will now see that the new grade is showing next to the old one, in this case, an INC.

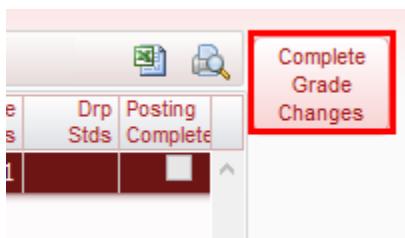
	97
	95
<b>*INC</b>	<b>*95</b>
	92
	97

6. Make all other grade changes to your gradebook.

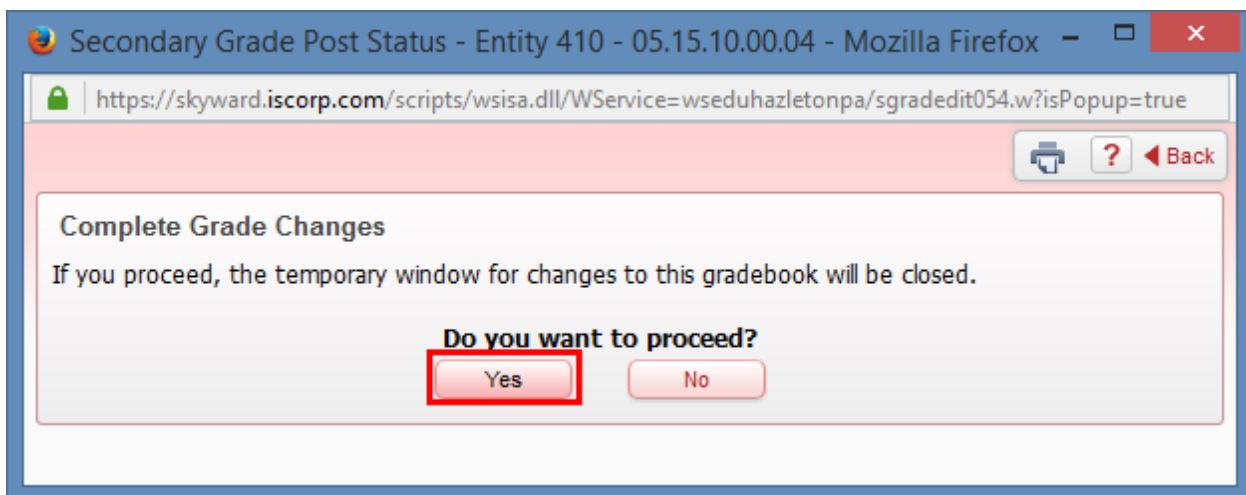
7. After you are all finished, go back to your options menu for the quarter you just changed and click it again (you'll notice it's a little different since your gradebook is still allowing changes for that grading period). Click on **Grade Posting Status for Term Qx** again.



8. If you are all finished and don't need the rest of the two hours, click on **Complete Grade Changes**.



9. You will be prompted to confirm that you wish to close your gradebook again. Click **Yes** if you don't need to make any more changes.



10. That's it. Turn the grade change sheet in to your office. The change cannot be approved until the form has been turned in.