

Grade Change Requests

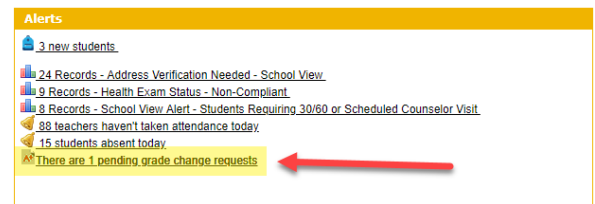
A student's final grade will automatically recalculate if one of the quarter or exam grades is updated from either Post Final Grades or the Request Grade Changes processes. The final grade is NOT recalculated if a change is made on the student's Final Grades, GPA, & Class Rank page.

There are two ways to handle a grade change (quarter or exam):

- If the change was made using **Request/Approve Grade Changes** or on the **Post Final Grades** screen, you should verify the semester grade has been appropriately updated on the student's final grades page and run Load Report Cards. If using the Grade Change process, the final grade will only be updated when the change has been approved.
- If the change was made on the **student's Final Grades page**, email the helpdesk (helpdesk@collierschools.com) the student ID and course, and the District will complete the rest of the process.

Approve Grade Change Requests (Administrator)

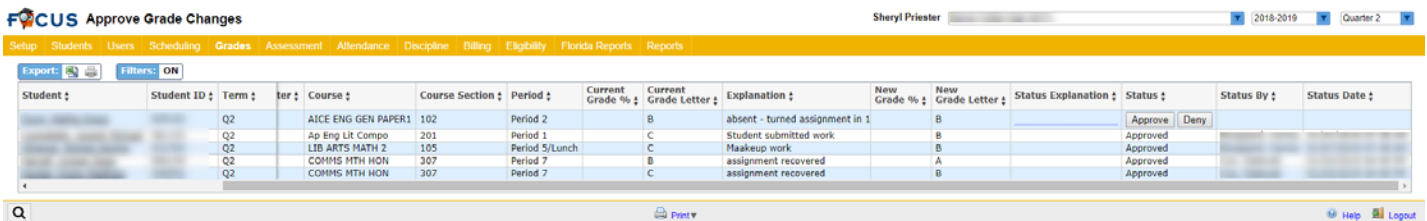
The approve grade change screen allows Administrators to approve teacher requests to have report card grades changed after the grade posting window has closed. Administrators will receive a Portal alert stating how many grade change requests are awaiting review.



Note: Click the link in the portal alert module to quickly access the grade change screen.

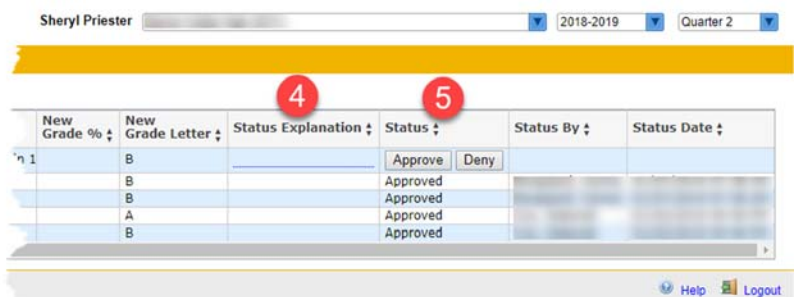
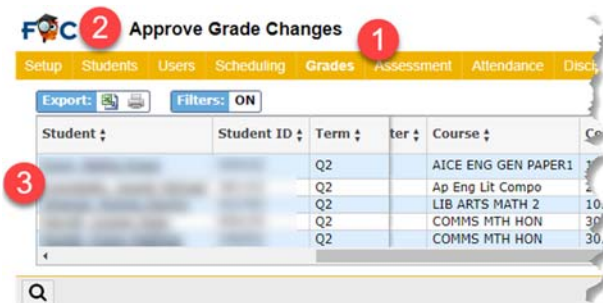
To access Grade Change Requests:

1. Click Grades tab.
2. Select Approve Grade Changes.
3. The Approve Grade Changes screen will display. Previously received requests are listed, but cannot be edited. New requests pending review are listed at the top of the table.



Review the date submitted, student, term, teacher, course, current grade percentage and letter grade, explanation for the change, and new grade percentage and letter grade.

4. In the Status Explanation field, type in an explanation for approving or denying the request, if desired.
5. Click Approve or Deny in the Status column.



Grade Change Requests

- Your changes are auto-saved. When a request is approved, the grade and GPA is updated in the database and is reflected on the Final Grades, GPA, & Class Rank screen and in report cards. Teachers can view the status explanation and status on their Request Grade Change screen.

FOCUS Request Grade Changes

Students | Scheduling | Grades | Attendance | School Information | My Information | Reports

Export: OFF | Filters: OFF

Student	Term	Teacher	Course	Course Section	Current Grade %	Current Grade Letter	Explanation	New Grade %	New Grade Letter	Date Submitted	Status Explanation	Status	Status By	Status Date
NA	NA		AICE ENG GEN PAPER1	102					NA					
	Q2		AICE ENG GEN PAPER1	102		B	absent - turner		B	01/04/2019 09:59 AM		Pending		

Request Grade Changes (Teachers):

- Click Grades tab.
- Select Request Grade Changes.
- The Request Grade Changes screen is displayed. Any previously sent requests are grayed out in the table.
- To add a new request, fill in the fields in the top, blank row of the table.
- In the Student pull-down, select the applicable student.
- In the Term pull-down, select the term for which the grade needs to be changed.
- The Teacher and Course fields are auto-populated.
- Once the term is selected, the student's Current Grade is displayed.

FOCUS Request Grade Changes

Students | Scheduling | Grades | Attendance | School Information | My Information | Reports

Export: OFF | Filters: OFF

Student	Term	Teacher	Course	Course Section	Current Grade %	Current Grade Letter
	Q2		AICE ENG GEN PAPER1	102		D
	Q2		AICE ENG GEN PAPER1	102		B

- In the Explanation field, enter an explanation for the grade change.
- Select the New Grade Letter from the pull-down.

2018-2019 | Q2 - AICE ENG GEN PAPER1 | Quarter 2

Course Section	Current Grade %	Current Grade Letter	Explanation	New Grade %	New Grade Letter	Date Submitted	Status Explanation	Status	Status By	Status Date
102		D	absent - turner		E					
102		B	absent - turner		B	01/04/2019 09:59 AM		Pending		

- Press Enter to add the request.
- The request is auto-saved. A new, blank row will display at the top of the screen to add an additional grade change request.
- Administrators will receive an alert that a grade change request is pending review. Once the administrator has reviewed the request, you will be able to view the Status and Status Explanation entered by the administrator on this screen.

FOCUS Request Grade Changes

Students | Scheduling | Grades | Attendance | School Information | My Information | Reports

Export: OFF | Filters: OFF

Student	Term	Teacher	Course	Course Section	Current Grade %	Current Grade Letter	Explanation	New Grade %	New Grade Letter	Date Submitted	Status Explanation	Status	Status By	Status Date
	Q2		AICE ENG GEN PAPER1	102		D	absent - turner		B					
	Q2		AICE ENG GEN PAPER1	102		B	absent - turner		B	01/04/2019 09:59 AM		Pending		