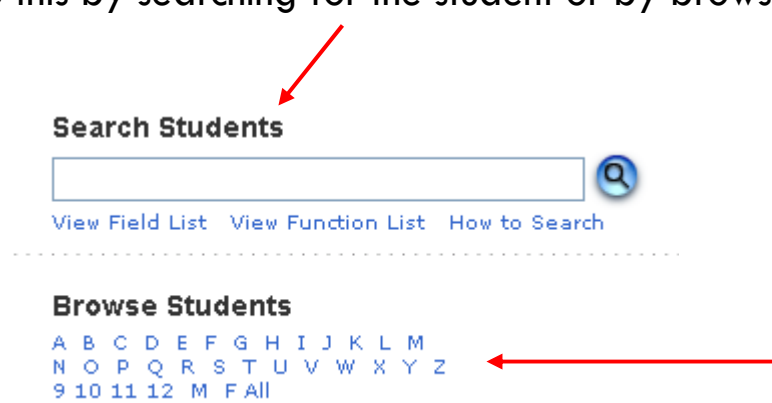


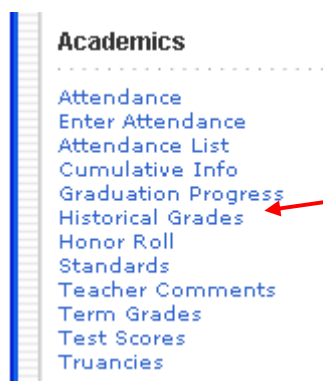
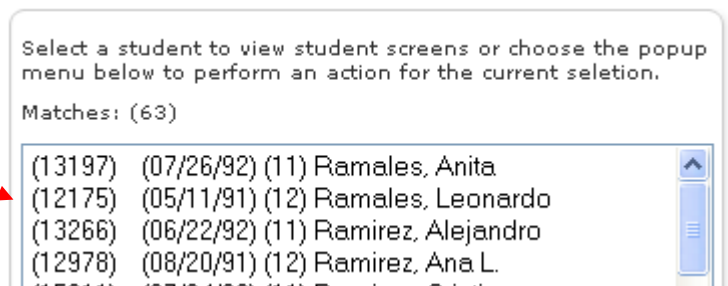
Online Tutorial: Changing Historical Grades

At times, you may need to change a historical grade. This is most common when a section has not been set up correctly during scheduling or when a teacher has not entered a grade correctly.

Step 1: From the start page, locate the student whose record you'd like to change. You can do this by searching for the student or by browsing students.



Step 2: Choose the student by clicking on his/her name.



Step 3: In the left navigation bar, click “Historical Grades” under the “Academics” heading.

Step 4: Click on grade you'd like to change. You can choose either a quarter or a semester grade.

Year/Term	Grd Lvl	Course	Earned Credit	Q1	Q2	Q3	Q4	S1	S2	
07-08	S1	10	English 10A	5.00	A-	A-	.	.	A-	.

Step 5: Scroll down until you see the values to the right. Change these fields as needed.

Step 6: Click the “Submit” button.



Step 7: Repeat steps 1-6 for other students as needed.

Grade	<input type="text" value="A"/>
GPA points	<input type="text" value="4"/>
Added value	<input type="text" value="0"/>
Percent	<input type="text" value="96"/>
Citizenship	<input type="text" value="H"/>
Absences	<input type="text" value="1"/>
Tardies	<input type="text" value="0"/>
Earned credit hours	<input type="text" value="0"/>
Potential credit hours	<input type="text" value="0"/>
Credit type	<input type="text" value="UCC,C,Cg"/>
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from class rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from honor roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude