

HOW TO ENTER GRADES WHEN "GRADE ENTRY" HAS ENDED

1. Open your Caro Gradebook.
Under the MT1 Column select "Options" then "Grade Posting Status for Term MT1"

The screenshot shows the Caro Gradebook interface. At the top, it says "Tuscola Technology Center-Tri" and "Teacher: Amy Schuette". Below that, there are navigation links like "Home Page", "My Gradebook", and "Main Screen". A menu bar includes "Other Access", "Classes", "Assignments", "Attendance", "Categories", "Grade Marks", "Posting", "Reports", "Charts", "Display Options", "Quick Scoring", and "Excel Export".

The main area displays a table of student grades. The columns include "Student Group", "Term Grade", "TR1 Options", "Lesson W08-F HMWK", "Lesson W08-F HMWK", "Lesson W08-F HMWK", "FNA 10 W07-Th HMWK", "FNA 10 W07-Th HMWK", "Lesson W08-F LM", "Lesson W08-F LM", "Lesson W08-F LM", "ch. 1 W08-M LM", "MT1 Options", "Lesson W06-M HMWK", "Lesson W05-Th HMWK", and "Lesson W05-Th HMWK".

A dropdown menu is open for the "MT1 Options" column, showing options: "Grade Mark", "Percent", "Points", and "Grade Posting Status for Term MT1".

Student Group	Term Grade	TR1 Options	Lesson W08-F HMWK	Lesson W08-F HMWK	Lesson W08-F HMWK	FNA 10 W07-Th HMWK	FNA 10 W07-Th HMWK	Lesson W08-F LM	Lesson W08-F LM	Lesson W08-F LM	ch. 1 W08-M LM	MT1 Options	Lesson W06-M HMWK	Lesson W05-Th HMWK	Lesson W05-Th HMWK
1 - First Year	Tue 10/27 Atnd Taken	Sort By %	5	16	5	10	10						8	9	14
1	D+ 68.96%	D+	*	*	*	0	*						*	*	*
2	A 97.46%	A	3	13	5	10	*						7	8	
3	A 97.64%	A	*	15	4	10	*						7	9	
4	E- B+ 87.85%	B+	0	*	2	10	*	3	40	40	10	B+	*	*	*
5	Abs B+ 88.67%	B+	*	*	*	10	*	10	7	48	*	A-	7	6	

2. Click "Request Grade Changes"

The screenshot shows the "Secondary Grade Posting Status for Term 1 (09/08/09 - 10/16/09)" page. The page title is "Tuscola Intermediate School District" and the user is "Amy Schuette". The date is "Tuesday, October 27th, 2009".

The page contains a table with the following columns: "Period", "Class", "Description", "Missing Rpt Card Grades", "Missing Assign.", "Missing Comments", "Diff.", "Low Percent", "Avg. Percent", "High Percent", "Active Stds", "Drp Stds", "Posting Complete", and "Request Grade Changes".

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Request Grade Changes
01	NA1 / 01	Computer Technology Mgt-T		27	4		69.01	88.58	97.53	5			Request Grade Changes

3. Type a Reason for Requesting Grade Changes:

The screenshot shows the "Request Grade Changes" dialog box. The text inside reads: "Request Grade Changes - If you proceed, you will be allowed to modify your gradebook for the closed grading period Term 1 for course NA1 / 01. You will be allowed to make changes from now until 3:56 PM. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card." Below this is a text input field labeled "Reason for Requesting Grade Changes: Must type something here". At the bottom, there are "Yes" and "No" buttons.

4. At this point you may enter your grades.
5. When finished repeat Step 1 and be sure to click "Complete Grade Changes".

The screenshot shows the "Secondary Grade Posting Status for Term 1 (09/08/09 - 10/16/09)" page, identical to the previous screenshot. The "Complete Grade Changes" button is now highlighted in purple.