CHANGING A GRADE FROM A PREVIOUS CYCLE

The official grade change process must be followed in order to change a grade in SIM for a previous grade cycle. Once the grade is changed in SIM, it takes one day for that change to move to Gradebook. In order for the SIM grade change to be averaged into the final grade calculation for 4th quarter, the subject in which the grade change occurred must be verified in the Gradebook. This Verify function triggers the calculation of the final grade by picking up the grade change, translating it, and factoring it in appropriately.

Elementary Schools making a change to a previous quarter grade must complete the grade change in SIM no later than the day before their grade entry cut-off date, and then verify the grade in Gradebook by the grade entry cut-off date.

The below steps can be completed by either the Teacher or an Administrator with the appropriate access (i.e. Principal role or Grade Coordinator role). Again, these steps cannot be completed until one day after the grade change was made in SIM.

1. Open the teacher’s Gradebook to the current cycle (4th), and click Verify Gradebook.

2. The Gradebook must be in an unverified status. If you are a teacher and the ribbon at the top of the page says “Read-Only. This Gradebook is verified,” (as shown below) please contact your administrator to unverify your Gradebook.

If you are an administrator, you can unverify a teacher’s Gradebook by going to Tools and Settings and Teacher Verification. At the bottom of the screen, select the appropriate cycle in the dropdown. Find the desired teacher and select.
3. Once an administrator has unverified a gradebook, the user can proceed. While on the “Verify Gradebook” tab, click the Class dropdown and select the desired subject.

![Verify Gradebook screenshot]

4. Click the Verify button.

![Verify button clicked]

5. Navigate to the Cumulative Grades page

![Cumulative Grades page]

6. View the calculated final average in the “OA Average” column.

![OA Average calculated]

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