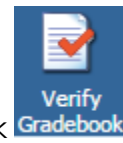


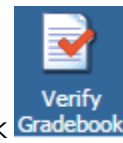
## CHANGING A GRADE FROM A PREVIOUS CYCLE

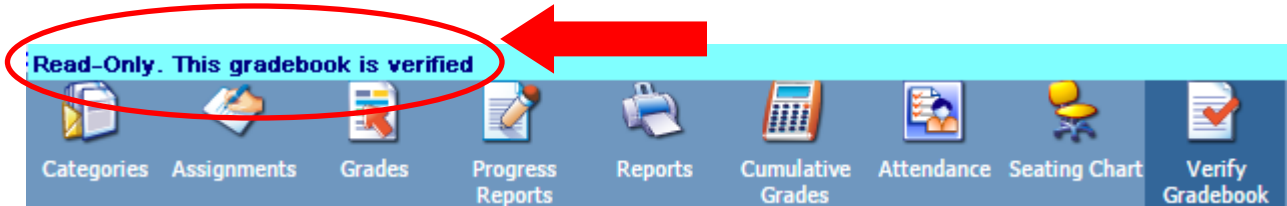
The official grade change process must be followed in order to change a grade in SIM for a previous grade cycle. Once the grade is changed in SIM, it takes one day for that change to move to Gradebook. In order for the SIM grade change to be averaged into the final grade calculation for 4<sup>th</sup> 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.

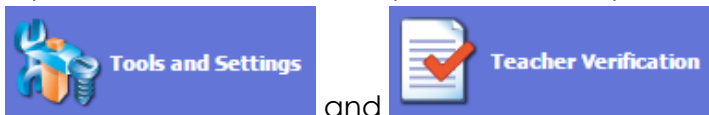
The below steps can be completed by either the Teacher or an Administrator with the appropriate access (i.e. Principal role or Grade Coordinator role). Again, these steps cannot be completed until one day after the grade change was made in SIM.



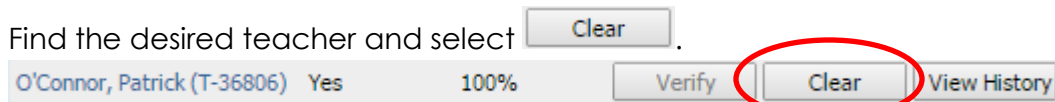
1. Open the teacher's Gradebook to the current cycle (4<sup>th</sup>), and click .
2. The Gradebook must be in an unverified status. If you are a teacher and the ribbon at the top of the page says "Read-Only. This Gradebook is verified," (as shown below) please contact your administrator to unverify your Gradebook.



If you are an administrator, you can unverify a teacher's Gradebook by going to



At the bottom of the screen, select the appropriate cycle in the dropdown: .



- 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.

Class: CHGO READING FRMWK 2 (A002) (58099/2 (A002)) [Update] [Cancel] [Verify]

**Verify Grades** Campus / Dis

Auto Fill Comments

Student	Computed Cycle Avg.	Override Cycle Avg.	Computed Semester Avg.	Override Semester Avg.	Comments	Citz	Effort
[blurred]			95				
[blurred]			89				

Code	Description
001	Accepts responsib
002	All work is neatly
003	Demonstrates ind
004	Displays exception

- Click the *Verify* button.

Class: CHGO READING FRMWK 2 (A002) (58099/2 (A002)) [Update] [Cancel] [Verify]

**Verify Grades** Campus / Dis

Auto Fill Comments

Student	Computed Cycle Avg.	Override Cycle Avg.	Computed Semester Avg.	Override Semester Avg.	Comments	Citz	Effort
[blurred]			95				
[blurred]			89				

Code	Description
001	Accepts responsib
002	All work is neatly
003	Demonstrates ind
004	Displays exception

- Navigate to the *Cumulative Grades* page

Categories Assignments Grades Progress Reports Reports **Cumulative Grades** Attendance Seating Chart Verify Gradebook

- View the calculated final average in the "OA Average" column.

Categories Assignments Grades Progress Reports Reports Cumulative Grades

Class: CHGO READING FRMWK 2 (A002) (58099/2 (A002))

Student	C1	C2	C3	C4	Final Exam	OA Avg
[blurred]	99	96	95			97
[blurred]	96	92	89			92
[blurred]	92	96	88			92
[blurred]	95	91	87			91