## Changing a Posted Grade

Do a search for the student who needs the grade change, go to the Grades Tab and find out what course and section the student is in that needs a grade change:



Do an Advanced Search on Course/Section. Search using Teacher's last name.

Course/Section -	Search for a record being tracked in the current (Example: A student filte		
ber,shi Go	You may search school-wide.		
Advanced Search >>	Curriculum Search		
Search Results: 9 1860S MS Aide Teacher 4405.1 MS Social Studies 6 405.2 MS Social Studies 6 40.6410.1 MS Advanced Social 40.6410.2 MS Advanced Social 40.6871.1 MS Focus 6 40.6871.2 MS Focus 6 40.6883.1 MS Advisory 6 40.6883.1 MS Advisory 6 40.6871.2 MS Focus 6 40.6883.1 MS Advisory 6	Course # Course Name Section # Teacher Last Name fortes Room # Term Peri vepartment Group		
	Search		

Click on the section > Grading By Student > Select Student's Name in the Drop down.

6883.1-3 Teacher: Fo	BMSAC	dvisory 6			
Section	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup F
**Please S	elect A Stu	ident**			

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