## 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.

| Seal uir ivi a. | Search for a record being tracked in <br> the current (Example: A student fite |
| :--- | :--- | :--- |
| Yourse/Section |  |
| ber,shi | Go may search school-wide. |

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

## 6883.1-3 MS Advisory 6

Teacher: Fortes, Milo G
Section | Roster $\mid$ Attendance | Grading By Task| Grading By Student| Roster Setup||
**Please Select A Student**


