

## How to Correct Mistakes in a Grade After Posting

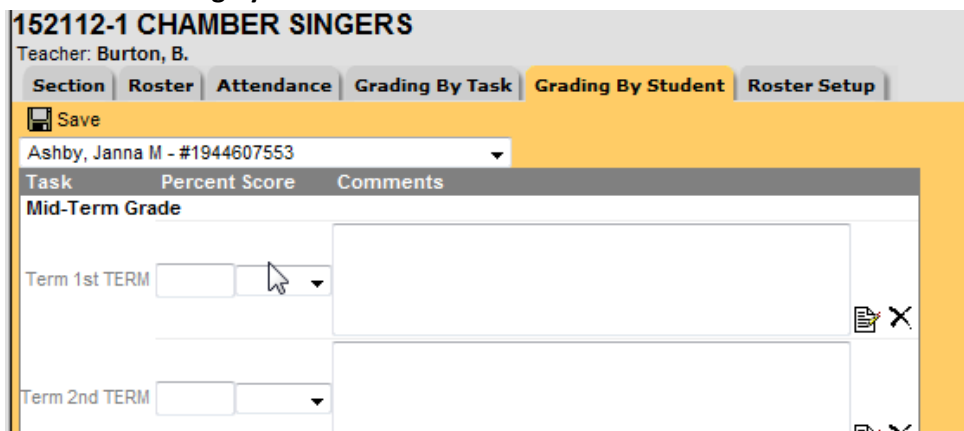
The following user groups have rights to change a grade:

- High School Registrar
- Middle School Counselor

If a teacher grading error is discovered PRIOR to the grades being posted to the transcript (if applicable- for example, in high school), the corrections can be made by searching for the section.

Scheduling > Courses

- Search the Course/Section
- Select the **Grading by Student** tab.



The screenshot shows the 'Grading by Student' interface for a course section. At the top, it displays '152112-1 CHAMBER SINGERS' and 'Teacher: Burton, B.'. Below this are several tabs: 'Section', 'Roster', 'Attendance', 'Grading By Task', 'Grading By Student' (which is selected), and 'Roster Setup'. A 'Save' button is visible. The main area shows a table with columns for 'Task', 'Percent Score', and 'Comments'. The first task is 'Mid-Term Grade'. Below this, there are two rows for 'Term 1st TERM' and 'Term 2nd TERM', each with a dropdown menu for selecting a term and a corresponding input field for the grade. There are also icons for deleting and saving each row.

- Make changes as needed.

The person who changed the grade should keep written documentation of the change according to school policy.