

## **Entering Grades after Grading Window Closes**

Go into the gradebook for the selected subject and find column for grading period (example: PR5) and click Options, Grade Posting Status for PR5. On the right click the button to Request Grade Changes and enter a comment then OK. It will then display your gradebook and you can enter new assignments, change grades, or just enter a grade in the PR5 column. When you are finished, click the PR5 Options button again and Grade Posting Status. This time click on the button on the right that should say 'Complete Grade Changes'. This will close up the grading window again and you can notify the office that your changes are complete. They can approve them and then the progress reports should be up-to-date.