Adjusting Final Grading Period Averages

1. Once inside the teacher gradebook, click the options button for the current grading period in which you want to adjust the average.

   The term options menu will open.

2. Select “Enter Term XX Grade Adjustments”

3. In the “Adjustment” > “Grade” column, enter the grade you want to change a student’s final grade to.

4. The “Amount” column shows how much the final average has changed compared to the mathematical average.

5. Click on the button that appears in the “Cmt” column to enter a comment regarding the grade change.

   A widow will open for entering a comment.

6. Enter a comment in the Comment field.

   Click “Save” when complete.

   The window will close.

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7. After all grade changes have been made, click the “Save” icon in the upper right corner of the screen.

You will return to the main gradebook screen.

8. A new column will be shown in the gradebook, showing how much each student’s grade was adjusted, including an average of how much student grades were adjust for the entire class.