

How do I change the grade in registrar based on Grade Book?

You can do this 2 ways:

First: Edit the grade in Registrar > Grading > By Student (select the student):

Grade Maintenance by Student

Student I.D. Betty

Marking Period Quarter 1

Bulk Grade Update

I.D.	Name	Q1	Comments	Approval?
151-01	English I	A	Sarah has made excellent progress	Pending
220-02	Geometry	A	Sarah could work more diligently in	Pending
309-02	World Cultures	A+	Sarah has made excellent progress	Pending
422-02	Biology	A	Sarah could work more diligently in	Pending
515-02	Spanish II	A	Sarah is beginning to really show pr	Pending
605-02	Foundations of Art	A+	Sarah has made excellent progress	Pending
813-01	Crew/Fall			Pending
909-10	Freshman Lunch/Advisory			Pending
920-10	Weekly Assembly			Pending
921-10	9th Advisory Day 2			Pending
924-07	Proctored Study Hall			Pending
931-05	Study Flex			Pending
934-10	Yearbook			Pending

OK Cancel Comments Apply

Second: Use the Job process Monitor to pull the grade in from gradebook:

My Students

- [View Attendance](#)
- [View Students](#)
- [Student Discipline](#)

My Classes

- [Daily Attendance](#)
- [Class Attendance](#)
- [Daily Gradebook](#)
- [My Grading Keys](#)
- [Homework](#)
- [Recommendations](#)
- [Discipline](#)
- [Schedule](#)

My Reports

- [Class Roster](#)
- [Grade Entry Sheet](#)
- [Progress](#)
- [Gradebook Snapshot](#)
- [Gradebook](#)
- [Student Schedule](#)

Message My Classes

- [Send Email](#)
- [My Email Templates](#)
- [Sent Message History](#)
- [Progress Report Settings](#)

My Forms/Documents

- [Admissions Inquiry](#)
- [Admissions Applications](#)
- [University High School Summer Program](#)
- [My Documents](#)

Search

- [Student Directory \(for Faculty\)](#)
- [Search Student/Parent Directory Using Advanced Search Options](#)
- [Faculty Directory](#)

Administration

- [Merchant Accounts](#)
- [AutoPay Setup](#)
- [Reload System Settings](#)
- [Sign In As Another User](#)
- [Inquiry Page Statistics](#)
- [About My Backpack](#)

My Backpack Setup

- [Online Giving](#)
- [Online Admissions](#)
- [Online Enrollment](#)
- [Summer/Program Registration](#)
- [Student/Parent Community](#)
- [Documents Page Setup](#)
- [Message Center](#)
- [Sign In Page](#)
- [Profile Page](#)
- [Alumni Directory](#)
- [Student/Parent Directory](#)

Grading Setup/Tasks

- [Attendance Rules](#)
- [Attendance Policies](#)
- [Gradebook Templates](#)
- [Grading Keys](#)
- Grading Job Process Monitor**
- [Grade Legends](#)
- [Create Gradebook Archives](#)
- [Gradebook Archives](#)

Broadcast Messages

- [Broadcast Email Templates](#)
- [Send Broadcast Email](#)
- [Scheduled Messages Tasks](#)
- [Auto BCC Settings](#)
- [Auto Email Status](#)

Form Builder

- [Form Manager](#)
- [Form Templates](#)
- [Email Templates](#)
- [Forms Page Setup](#)
- [Archive](#)

Type	Status	Sent By	Sent At	% Done	Action
Create Archives for all Gradebooks	Done		12-21-2019 10:22:59 AM	100%	
Update Registrar from Gradebook	Done		12-20-2019 03:31:31 PM	100%	
Update Registrar from Gradebook	Done		12-20-2019 03:01:37 PM	100%	
Update Registrar from Gradebook	Done		12-20-2019 02:28:36 PM	100%	
Update Registrar from Gradebook	Done		12-20-2019 02:25:44 PM	100%	
Update Registrar from Gradebook	Done		12-20-2019 02:16:44 PM	100%	
Update Registrar from Gradebook	Done		12-20-2019 10:15:27 AM	100%	
Update Registrar from Gradebook	Done		12-20-2019 10:03:44 AM	100%	
Update Registrar from Gradebook	Done		10-09-2019 09:00:09 PM	100%	
Update Registrar from Gradebook	Done		10-08-2019 05:51:16 PM	100%	

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ew Job to: [Refresh](#) Refresh Interval: [Delete Completed Jobs](#)

[Printable Version](#)

- Update Registrar from Gradebook
- Update Summer School from Gradebook
- Create Archives for all Gradebooks
- Create End Of Year Gradebook Archive

For assistance with using this website, please call us at (317) 733-4475 X117

You can also bring in a single faculty's gradebook:

Select the School to update Registrar grades:
University High School of Indiana ▼

Include Gradebooks based on:

Grade Levels Grade Types

9 Domestic

10 Exchange

11 International

12 Summer

8 (None)

Show Faculty

Faculty Name

<input type="checkbox"/> Ms. Linda [redacted]	<input type="checkbox"/> Ms. [redacted]
<input type="checkbox"/> Mrs. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Mrs. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Ms. [redacted]	<input type="checkbox"/> Dr. [redacted]
<input type="checkbox"/> Mr. [redacted]	<input type="checkbox"/> Mrs. [redacted] (ROC)
<input type="checkbox"/> Ms. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Mrs. [redacted] (AGLID)	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Mrs. [redacted]	<input type="checkbox"/> Mr. [redacted] (ND)
<input type="checkbox"/> Dr. [redacted]	<input type="checkbox"/> Ms. [redacted]
<input type="checkbox"/> Mr. [redacted]	<input type="checkbox"/> Ms. [redacted]
<input type="checkbox"/> Ms. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Ms. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Ms. [redacted] (AMA)	<input type="checkbox"/> Ms. [redacted] (A)
<input type="checkbox"/> Ms. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Ms. [redacted] (MUNI)	<input type="checkbox"/> Ms. [redacted]
<input type="checkbox"/> Mr. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Mr. [redacted]	<input type="checkbox"/> Ms. [redacted]
<input type="checkbox"/> Mr. [redacted]	<input type="checkbox"/> Mrs. [redacted]
<input type="checkbox"/> Dr. [redacted]	<input type="checkbox"/> Mrs. [redacted] (SUMM)
<input type="checkbox"/> Ms. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Mrs. [redacted]	<input type="checkbox"/> Mr. [redacted]
<input type="checkbox"/> Mrs. [redacted]	<input checked="" type="checkbox"/> Dr. David [redacted]
<input type="checkbox"/> Mrs. [redacted]	<input type="checkbox"/> Ms. [redacted]
<input type="checkbox"/> Mrs. [redacted]	

Select the assignment grades to put into Registrar. You can pick the same assignment multiple times and map them into different Registrar Columns.

Gradebook Assignment	Registrar Column
Semester 1 Q1 ▼	Semester 1 Q1 ▼
▼	▼

Make your decisions regarding Comments:

Gradebook Assignment	Registrar Column
Semester 1 Q1 ▼	Semester 1 Q1 ▼
▼	▼

Include Section Descriptions Checking this box will take the comment text from the Gradebook Setup - Comment tab and OVERWRITE the Section Comment in your Grade Entry screens. Please be sure this is what you intend to do.

Include Student Comments Checking this box will take the comment text from the Student Comments screen in Gradebook and OVERWRITE the student comment in the marking period listed above in your Grade Entry screens. Please be sure this is what you intend to do.

E-Mail Log To: (Optional)

[Back to Job Monitor](#)

Then select Send Job.
This will pull the grades for the selected faculty into Registrar.