

Grading Window Notifications

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Grading Window

Grading Window Notifications allow administrators to send a message to teachers indicating they have not posted scores for the Grading Window. These messages can be sent to primary teachers and teachers assigned to a course section, as indicated on the [Staff History](#) tool, and can include the Missing Grades/Scores Report that is available when generating the Grades Report.

Search for a tool or student

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

View Grading Window Status By

Grading Tasks Standards

- COVID-19 Attendance
- Exam
- Final
- Mid Quarter
- Mid-term
- Grading Window

Edit Exceptions Notifications

Notifications

Teacher Notifications

Enable Teacher Notifications ☒

Teacher Message Body *

You have not posted scores for the Grading Window that closed Friday. Please do this ASAP

Include Report with Specific Grading Details ☒

Supervisor Notifications

Enable Supervisor Notifications ☐

Supervisor Message Body

Save Cancel

Grading Window Notifications

Supervisors of the primary teachers/teachers can also receive a message indicating their staff has not posted scores for the Grading Window. Supervisors are determined by the **Supervisor** checkbox being marked on the [District Assignment](#) editor, then those supervisors are listed on the staff person's District Assignment.

Employment Assignment Information

School: Emerson High

Department:

*Start Date: 10/30/2012

End Date:

Title: Principal

Type: 03:Classified

FTE of Assignment:

Assignment Code:

Teacher: ☐ Special Ed: ☐ Program: ☐ Behavior Admin: ☒ Health: ☐ Behavior Response Approver: ☐ Response to Intervention: ☐

Advisor: ☒ Supervisor: ☒ Counselor: ☐ Foodservice: ☐ Exclude Behavior Referral: ☐ Self Service Approver: ☐ FRAM Processor: ☐

Activity Staff: ☐

Supervisors

Principal, Homer - Principal

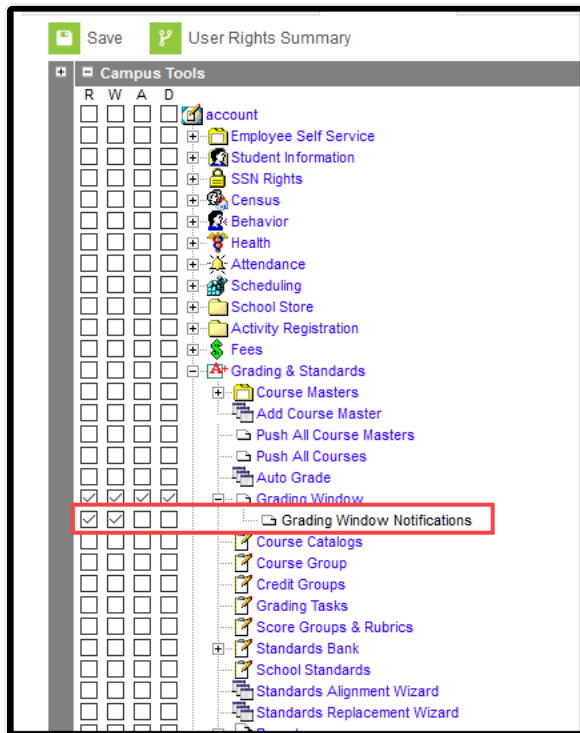
External LMS Exclude: ☐

District Assignment Supervisor Selection

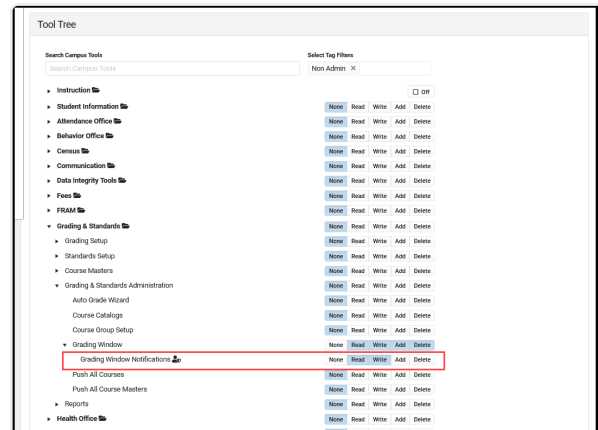
Tool Rights for Grading Window Notifications

Full access to Grading Window Notifications requires **RW** rights to **Grading and Standards > Grading Window > Notifications**.

- **R** rights allow users to view the Notifications editor.
- **W** rights allow users to configure new Notifications and edit existing Notifications.



Classic Navigation - Grading Window Notification Tool Rights



New Look - Grading Window Notification Tool Rights

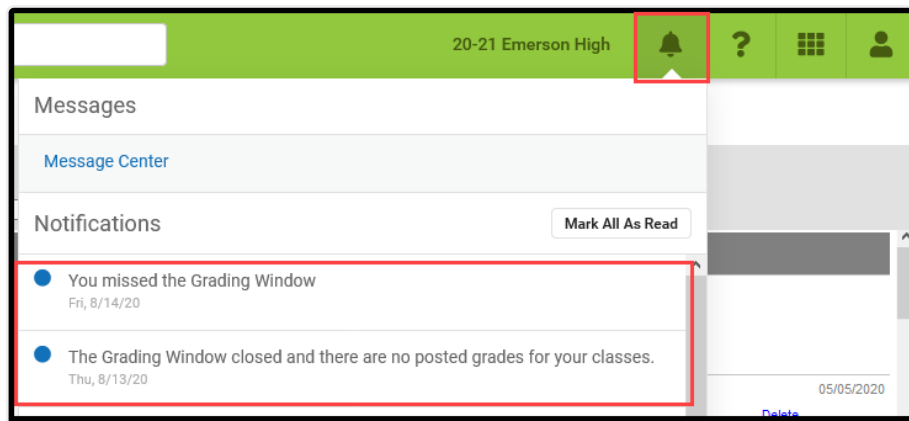
Enable Notifications

Notifications are created per calendar, per year; they do not roll forward.

Notifications are sent for Grading Windows that have been recently closed, and are not sent for Grading Window Exceptions.

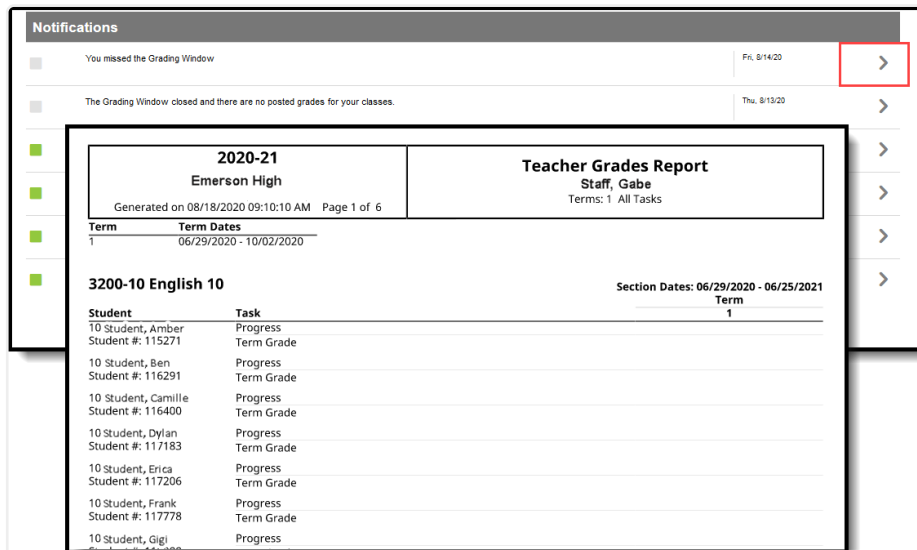
Once a notification is enabled, a scheduled quartz job runs on the database continually to check if a Grading Window has closed. That job finds teachers who have not posted grades for the terms and grading tasks/standards included in that closed Grading Window.

Notifications display in the Notification bell.



Notifications Display

When the Missing Grades Report is included, select the Notification bell and then choose the **See More Notifications** link at the bottom of the list of Notifications. This displays all notifications received. Locate the Missing Grades Notification and click the chevron to the right. This generates the report of the teacher's missing grades, which may take some time.



Notifications - Missing Grades Report

Enable Notifications to Teachers

Teacher notifications are sent to staff who are assigned as the Primary Teacher or Teacher on a Course Section.

1. Mark the **Enable Teacher Notifications** checkbox.
2. Enter the message in the **Teacher Message Body** text box. **This is limited to 255 characters.**
3. Determine if the message should also **Include Report with Specific Grading Details** and mark the checkbox as desired.
4. If only sending the notification to teachers, click the **Save** icon. To also send the message to supervisors, continue with the instructions below.

Notifications

Teacher Notifications

Enable Teacher Notifications

☒

Teacher Message Body *

You missed the Grading Window!

Include Report with Specific Grading Details

☒

Notifications for Teachers

Enable Notifications to Supervisors

Supervisor notifications are sent to staff who have the Supervisor checkbox marked on their District Assignment record.

1. Mark the **Enable Supervisor Notifications** checkbox.
2. Enter the message in the **Supervisor Message Body** text box. **This is limited to 255 characters.**
3. Determine if the message should also **Include Report with Teacher Specific Grading Details** and mark the checkbox as desired. This report includes ALL teachers assigned to the supervisor in one report, organized by teacher.
4. Click the **Save** icon.

Supervisor Notifications

Enable Supervisor Notifications

☒

Supervisor Message Body *

Your teachers missed the Grading Window!

Include Report with Teacher Specific Grading Details

☒

Save

Send Warning

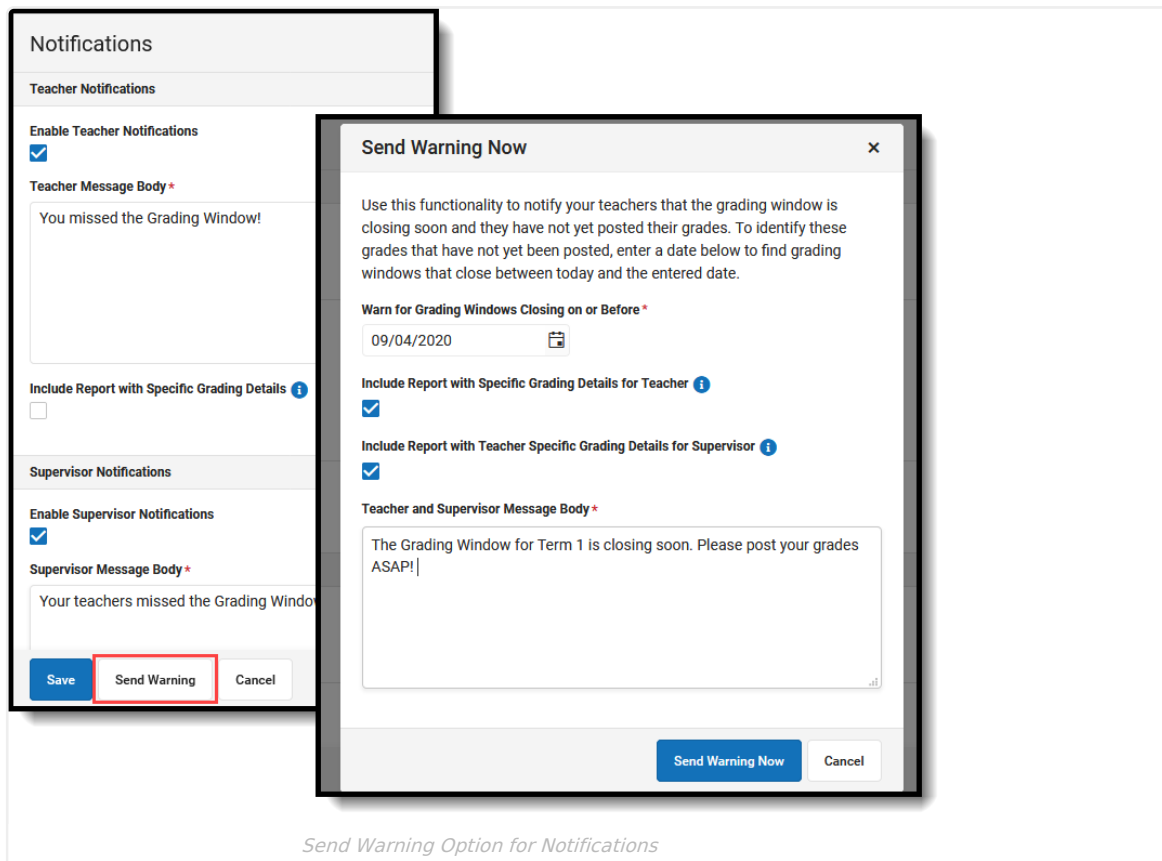
Cancel

Notifications for Supervisors

Send Warning

Use the **Send Warning** option to alert teachers and supervisors that grades have not yet been posted for their sections and a Grading Window is closing soon.

Warnings can only be sent if a Notification has been configured and saved.



The image shows a screenshot of the 'Notifications' configuration page with a 'Send Warning Now' dialog box open. The 'Notifications' page has sections for 'Teacher Notifications' and 'Supervisor Notifications'. In the 'Teacher Notifications' section, 'Enable Teacher Notifications' is checked, and the 'Teacher Message Body' is 'You missed the Grading Window!'. In the 'Supervisor Notifications' section, 'Enable Supervisor Notifications' is checked, and the 'Supervisor Message Body' is 'Your teachers missed the Grading Window!'. The 'Send Warning Now' dialog box has a title bar with a close button. It contains a description of the functionality, a date picker set to '09/04/2020', and checkboxes for 'Include Report with Specific Grading Details for Teacher' and 'Include Report with Teacher Specific Grading Details for Supervisor', both of which are checked. The 'Teacher and Supervisor Message Body' is 'The Grading Window for Term 1 is closing soon. Please post your grades ASAP!'. At the bottom of the dialog are 'Send Warning Now' and 'Cancel' buttons. The 'Send Warning' button in the 'Notifications' page is highlighted with a red box.

Send Warning Option for Notifications

This option is used BEFORE a Grading Window closes.

Enter the date that is on or before the close date of a Grading Window and choose to include the Grading Details report for Teachers and for Supervisors. Then enter the text of the Warning Notification (up to 255 characters). Click **Send Warning Now** to IMMEDIATELY send the notification to teachers and supervisors.

When the notification is sent (using the same quartz job as other notifications), teachers and supervisors can access it through the Notification Bell.

Settings

Mark All As Read

Notifications

The Grading Window for Term 1 is closing soon. Please post your grades ASAP!

29 minutes ago

2020-21

Emerson High

Generated on 08/18/2020 09:10:10 AM Page 1 of 6

Teacher Grades Report

Staff: Gabe

Terms: 1 All Tasks

Term

Term Dates

1

06/29/2020 - 10/02/2020

3200-10 English 10

Section Dates: 06/29/2020 - 06/25/2021

Student	Task	Term
10 Student, Amber Student #: 115271	Progress Term Grade	1
10 Student, Ben Student #: 116291	Progress Term Grade	1
10 Student, Camille Student #: 116400	Progress Term Grade	1
10 Student, Dylan Student #: 117183	Progress Term Grade	1
10 Student, Erica Student #: 117206	Progress Term Grade	1
10 Student, Frank Student #: 117778	Progress Term Grade	1

Notification for Send Warning Now with Missing Grades Detail Included