

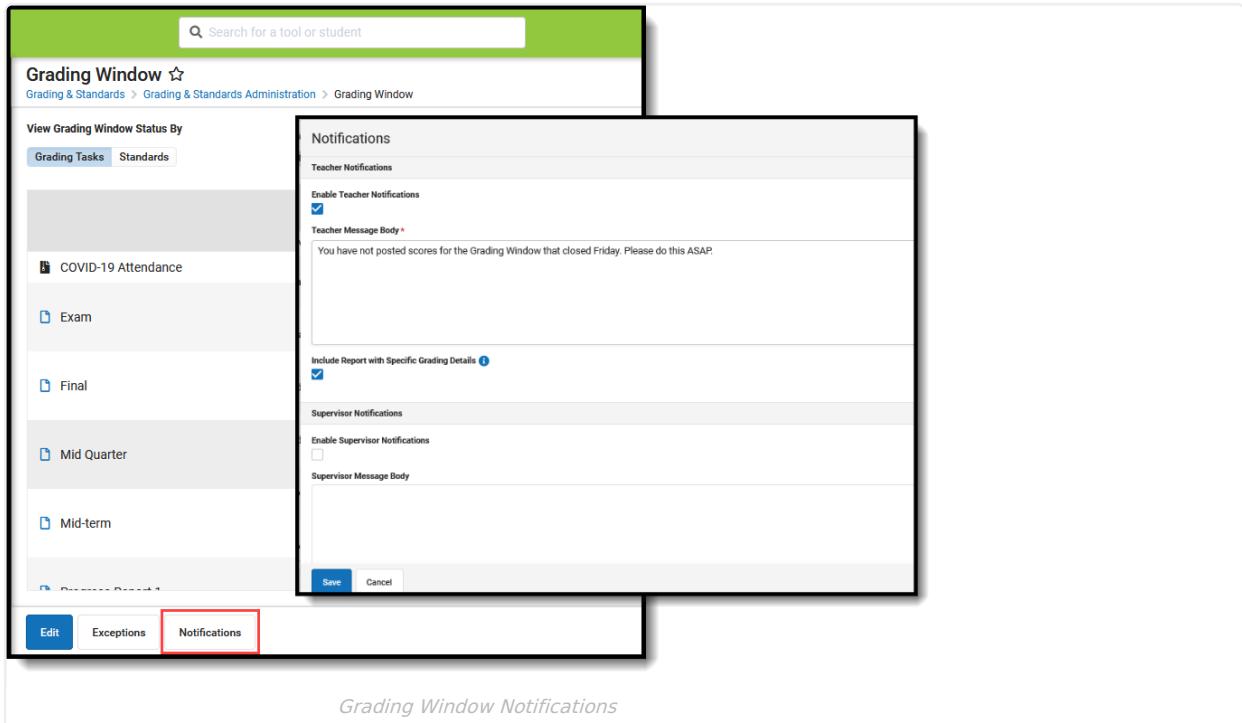
Grading Window Notifications

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

[Tool Rights for Grading Window Notifications](#) | [Enable Notifications](#) | [Send Warning](#)

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.



Grading Window Notifications

Grading & Standards > Grading & Standards Administration > Grading Window

View Grading Window Status By

Grading Tasks Standards

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

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

Edit Exceptions 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 End Date Title

Type FTE of Assignment Assignment Code

| | | | | | | |
|---|--|------------------------------------|--|--|---|---|
| Teacher <input type="checkbox"/> | Special Ed <input type="checkbox"/> | Program <input type="checkbox"/> | Behavior Admin <input checked="" type="checkbox"/> | Health <input type="checkbox"/> | Behavior Response Approver <input type="checkbox"/> | Response to Intervention <input type="checkbox"/> |
| Advisor <input checked="" type="checkbox"/> | Supervisor <input checked="" type="checkbox"/> | Counselor <input type="checkbox"/> | Foodservice <input type="checkbox"/> | Exclude Behavior Referral <input type="checkbox"/> | Self Service Approver <input type="checkbox"/> | FRAM Processor <input type="checkbox"/> |
| Activity Staff <input type="checkbox"/> | | | | | | |

Supervisors

External LMS Exclude

Employment Assignment Information

School Emerson High Department English

*Start Date End Date Title

Type FTE of Assignment Assignment Code

| | | | | | | |
|---|-------------------------------------|------------------------------------|---|--|---|---|
| Teacher <input checked="" type="checkbox"/> | Special Ed <input type="checkbox"/> | Program <input type="checkbox"/> | Behavior Admin <input type="checkbox"/> | Health <input type="checkbox"/> | Behavior Response Approver <input type="checkbox"/> | Response to Intervention <input type="checkbox"/> |
| Advisor <input type="checkbox"/> | Supervisor <input type="checkbox"/> | Counselor <input type="checkbox"/> | Foodservice <input type="checkbox"/> | Exclude Behavior Referral <input type="checkbox"/> | Self Service Approver <input type="checkbox"/> | FRAM Processor <input type="checkbox"/> |
| Activity Staff <input type="checkbox"/> | | | | | | |

Supervisors

External LMS Exclude

District Assignment Supervisor Selection

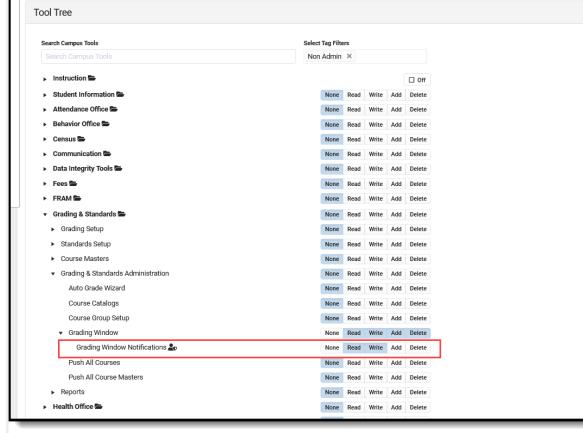
Tool Rights for Grading Window Notifications

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.

| Student | Task |
|--|------------------------|
| 10 Student, Amber Student #: 115271 | Progress Term Grade |
| 10 Student, Ben Student #: 116291 | Progress Term Grade |
| 10 Student, Camille Student #: 116400 | Progress Term Grade |
| 10 Student, Dylan Student #: 117183 | Progress Term Grade |
| 10 Student, Erica Student #: 117206 | Progress Term Grade |
| 10 Student, Frank Student #: 117778 | Progress Term Grade |
| 10 Student, Gigi Student #: 118000 | Progress |

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 screenshot shows two overlapping windows. The background window is the 'Notifications' configuration page, which includes sections for 'Teacher Notifications' and 'Supervisor Notifications', each with checkboxes for enabling notifications and message bodies. The foreground window is the 'Send Warning Now' dialog box, which contains instructions, a date picker set to '09/04/2020', and three checkboxes for including grading details for teachers and supervisors. It also has a text area for the 'Teacher and Supervisor Message Body' containing the text '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.

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.

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

29 minutes ago >
Wed, 8/26/20 >
Wed, 8/26/20

| Term | Term Dates | Section Dates: 06/29/2020 - 06/25/2021 | Term |
|------|-------------------------|--|------|
| 1 | 06/29/2020 - 10/02/2020 | | 1 |

3200-10 English 10

| Student | Task |
|---------------------|------------|
| 10 Student, Amber | Progress |
| Student #: 1152271 | Term Grade |
| 10 Student, Ben | Progress |
| Student #: 116291 | Term Grade |
| 10 Student, Camille | Progress |
| Student #: 116400 | Term Grade |
| 10 Student, Dylan | Progress |
| Student #: 117183 | Term Grade |
| 10 Student, Erica | Progress |
| Student #: 117206 | Term Grade |
| 10 Student, Frank | Progress |
| Student #: 117778 | Term Grade |

Notification for Send Warning Now with Missing Grades Detail Included