Grade Change - Instructor

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Grades Change

Submit a grade change after the final grade has been posted to the student’s permanent record.

1) On the My Courses page, select correct Session for the grade change from drop down list, then click Search.

2) Click grade change link.

3) Either click the Check all (or Uncheck all) to change all students, OR click on the box for each student(s), then click Change Grades.
Grade Change (cont.)

4) Select appropriate grade from drop down list, enter **Reason for changing Grade**, then click **Submit Changes**.

![Dashboard > Grade Change Class List > Grade Change](image)

5) You will receive the following message. If you had selected multiple students, repeat this process.

   - No reason is required if changing an I (Incomplete) or an O (No Grade Reported) to a grade.

![The grade change has been completed.](image)

6) After submitting the last change, you will return to the **Grade Change Roster** panel. This screen will display your changes in the **Pending Grade Change** column until your DEO approves or rejects the grade changes.

![Dashboard > My Courses > Grade Change Roster](image)