**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)