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**.

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.**

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.