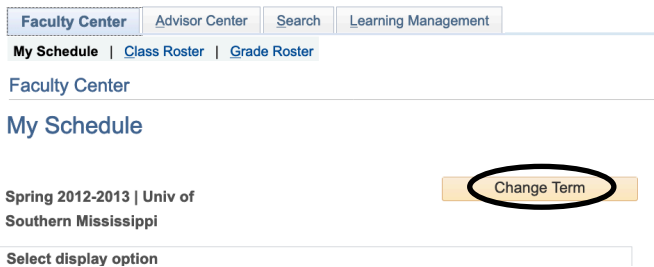
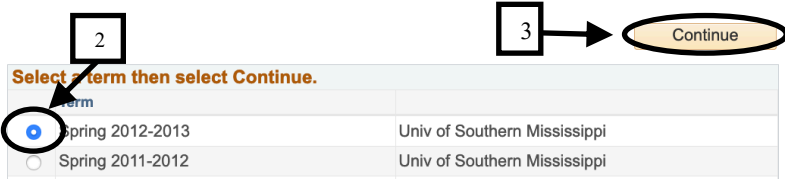
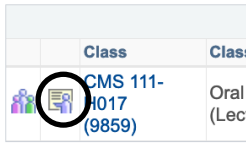
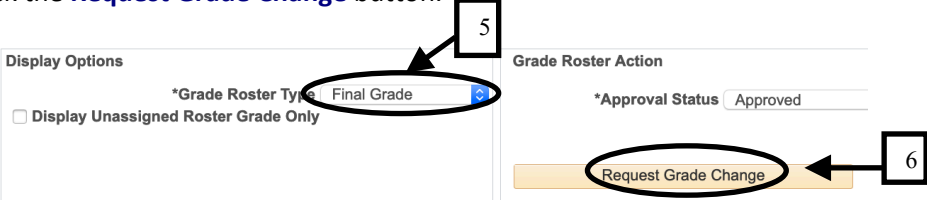
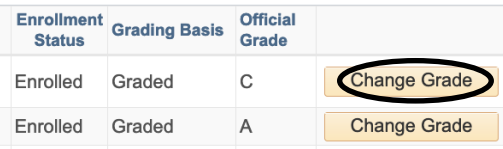
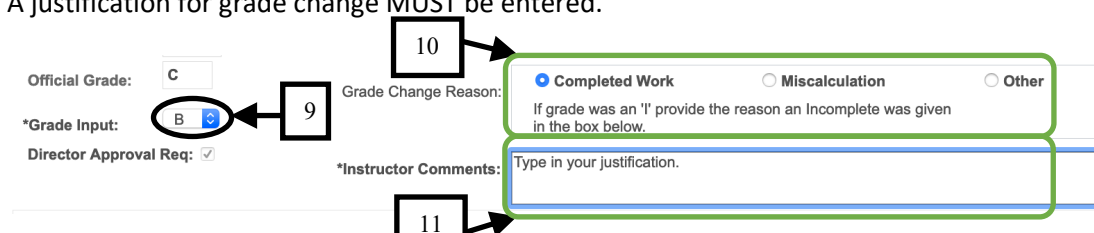


Grade Change – Instructor

Navigation: Home > Faculty Center > My Schedule

1.	<p>Click the Change Term button.</p> 
2.	Click on the appropriate term.
3.	<p>Click the Continue button.</p> 
4.	<p>Click on the Grade Roster icon for the class the student took.</p> 
5.	Choose the Final Grade roster from the dropdown.
6.	<p>Click the Request Grade Change button.</p> 
7.	<p>Click the Change Grade button for the appropriate student.</p> 
8.	<p>NOTE: A new window will appear, so turn OFF your pop-up blocker.</p>
9.	Enter the correct grade.

10.	Click the appropriate reason for the grade change.
11.	<p>A justification for grade change MUST be entered.</p>  <p>The screenshot shows the following elements:</p> <ul style="list-style-type: none"> Official Grade: A text box containing 'C'. *Grade Input: A dropdown menu showing 'B'. Director Approval Req: A checkbox that is checked. Grade Change Reason: Three radio buttons: 'Completed Work' (selected), 'Miscalculation', and 'Other'. *Instructor Comments: A text area with the prompt 'Type in your justification.'
12.	Click the Save button.