

Electronic Grade Change

1.	<p>Click the Grade Roster button.</p> 
2.	<p>The Request Grade Change button will display if a student in the course has been given an official grade.</p> <p>To access the grade change form, click the Request Grade Change button.</p> 
3.	<p>To change a student's grade, select the desired grade from the Official Grade drop down list.</p> <p>Click the Official Grade list.</p> 
4.	<p>Select the grade you want to give change to.</p> <p>Click the F list item.</p> 
5.	<p>Click the Submit button.</p> 
6.	<p>When changing a "W" grade to an "F", you will receive a Message that states: "Although enrollment status is Withdrawn, changes will be applied."</p> <p>To view the message click the "Messages" link in the far right column.</p> <p>When changing entered grades, the far right column will display a message of "Success".</p>
7.	<p>To see the changes, navigate to the Grade Roster by clicking Faculty Center in the myZou menu and then clicking the Grade Roster icon.</p>
8.	<p>You have successfully changed a student's grade prior to the grade entry deadline. If a student's grade needs to be changed after the grade entry deadline, a grade change form will need to be completed and forwarded to the University Registrar's Office.</p> <p>End of Procedure.</p>