Electronic Grading and Grade Changes

At 5pm on the day grades are due in myZou:

- Access to input or change grades will be turned off to allow Student Information System (SIS) term processing and reporting to be completed.
- Once SIS processes are completed (usually the following day) access to the grade rosters will reopen for one year to allow electronic grade changes.

Grade Changes

- Prior to Grade Posting
  - Grades can be entered and changed through the normal process.
  - Once all grades have been inputted and the roster is ready to be posted, change the Approval Status to ‘approved’ and save. Approved rosters will be posted periodically until 5 p.m. on the day grades are due.
  - Make sure the Grade Roster Type is set to Final Grade.

- After grades arePosted
  - To change a posted grade, select the students (by putting a check by their name) and then use Request Grade Change.

Then click the request Grade change.

In the Official Grade column, the original grade submitted will show, use the drop down arrow to assign the appropriate grade then hit submit.
Check and make sure that no errors occurred when the grade change is submitted. Look for the status of ‘Success’ next to the official grade column; if you see a status of ‘Errors’, click on the link for an explanation of the problem.

Once submitted, the roster grade will remain static but show the changed official grade.

Before Grade change

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tiger Tyrone Bucky</td>
<td>B-</td>
<td>B-</td>
</tr>
</tbody>
</table>

After Grade change

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tiger Tyrone Bucky</td>
<td>B-</td>
<td>A+</td>
</tr>
</tbody>
</table>

Courses that are PTR (Part of Term) Session, rosters are generated on the end date listed in myZou for the course.

- If the PTR end date is within the regular 16-week session dates, grade due date is the same as the 16-week session.

- If the PTR end date is after the date grades are due for the 16-week session, then the grades for those sections should be inputted into myZou three days after the class end date.

NOTE: the new electronic grade change process does not affect Mizzou online six-month self-paced courses.