Electronic Grade Change

Trigger:
Use this procedure when you need to change an entered grade or change a "W" grade to an "F".

Concept
myZou provides functionality to allow faculty members to change entered grades on a classes grade roster electronically. This functionality is available when the grade roster is created until the grade entry deadline. This functionality is useful in changing "W" grades to an "F".

Required Field(s)  Comments
Not Applicable

Output - Result(s)  Comments
An official grade will be changed.

Additional Information
The grade change functionality is only available on grade roster that have NOT been posted. To determine if a grade roster has been posted, the Approval Status field will be 'greyed out' and in a status of "Approved"; and the word "Posted" will appear to the right of the Approval Status field.

If the grade roster has been posted, you will need to complete a grade change form and forward it to the Registrar's Office.

Important Note: The Request Grade Change button will only be displayed when an entered "Roster Grade" has been posted to a student as an "Official Grade". If a roster has not had any grades entered by a faculty/staff member AND there are "W" grades for students, the Request Grade Change button WILL NOT DISPLAY until a grade(s) is
entered and posted as "Official".
Procedure

This process will demonstrate how to change a student's grade prior to the grade entry deadline on grade rosters that have not been finalized.

**Important Note:** The Request Grade Change button will only be displayed when an entered "Roster Grade" has been posted to a student as an "Official Grade". If a roster has not had any grades entered by a faculty/staff member AND there are "W" grades for students, the Request Grade Change button WILL NOT DISPLAY until a grade(s) is entered and posted as "Official".

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Grade Roster</strong> button.</td>
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</table>
Step | Action
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2. | The Request Grade Change button will display if a student in the course has been given an official grade.

To access the grade change form, click the Request Grade Change button.

**Note:** If the Request Grade Change button does NOT display, click the "Save" button at the bottom of the page and the button will display if a changeable official grade is present.

**Important Note:** The Request Grade Change button will only be displayed when an entered "Roster Grade" has been posted to a student as an "Official Grade". If a roster has not had any grades entered by a faculty/staff member AND there are "W" grades for students, the Request Grade Change button **WILL NOT DISPLAY until a grade(s) is entered and posted as "Official"**.
<table>
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<td>3.</td>
<td>To change a student's grade, select the desired grade from the Official Grade drop down list.</td>
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Click the **Official Grade** list.
### Step 4

Select the grade you want to give change to.

Click the **F** list item.
Step 5. Click the **Submit** button.
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| 6.   | When changing a "W" grade to an "F", you will receive a Message that states: "Although enrollment status is Withdrawn, changes will be applied."  
To view the message click the "Messages" link in the far right column.  
When changing entered grades, the far right column will display a message of "Success". |
| 7.   | To see the changes, navigate to the Grade Roster by clicking Faculty Center in the myZou menu and then clicking the Grade Roster icon. |
| 8.   | 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.  
**End of Procedure.** |