



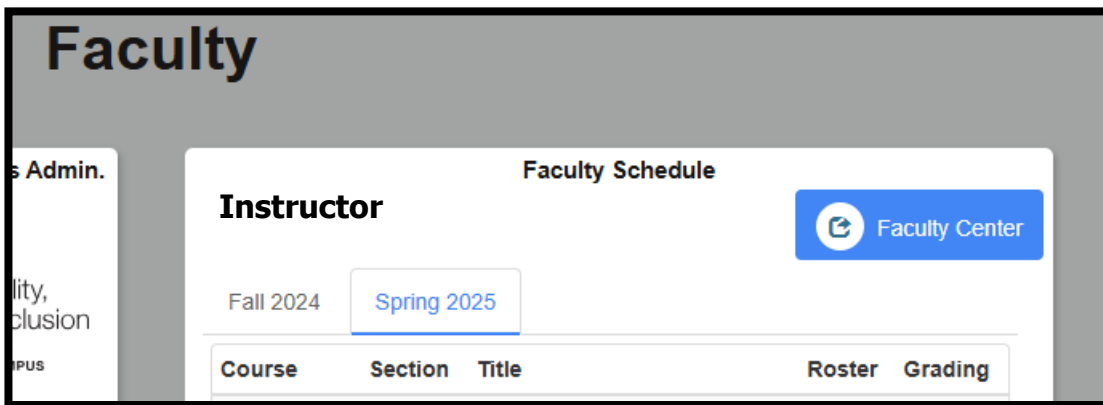
Changing Grades for Students through the Faculty Center

As an **Instructor**:

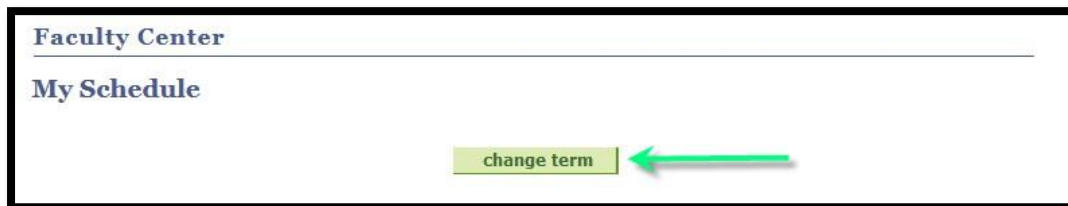
Grades are entered once the term is complete (or session, for reduced session classes). Once a grade roster has been approved and posted, the grade roster as a whole cannot be changed. However, new system functionality allows instructors to **change grades for individual students** through their portal.

Log into the portal and navigate to the grade roster for the class you wish to change.

1. Navigate to the Faculty Center in UCD Access.



2. Select the correct term using the **change term** button.





3. Use the radio buttons to make a selection, and press **Continue**.

Faculty Center | Advisor Center | Search | Learning Management

My Schedule | [Class Roster](#) | [Grade Roster](#)

My Schedule

[View FERPA Statement](#)

Continue

Select a term then select Continue.

Term	Institution
☐ Spring 2025	CU Denver
☒ Fall 2024	CU Denver

Continue

[Go to top](#)

4. Select **Grade Roster** next to the appropriate course.

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 Class Roster	 Grade Roster		30	MoWe 9:30AM - 10:45AM		Jan 19, 2016- May 14, 2016

5. Select **Request Grade Change**.

[Grading Information/Deadline](#)

Instructor Grade Access: Post Grades

Display Options:
Grade Roster Type Final
☐ Display Unassigned Roster Grade OnlyGrade

Grade Roster Action:
*Approval Status Posted
(To change the Approval Status, select from the drop down and press Save)

[Request Grade Change](#)

6. You will need to select the term, class, and reason for the grade change.



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

[Instructor](#) [Proxy](#)

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

*Please enter the Institution:

*Please select from the following term:

*Please select from the following class list:

Please select student(s) to change or enter a late grade

[Select All](#) [Deselect All](#) [Only show Selected](#) [Reload Roster](#) [Hide Graded Rows](#)

	Select	Empl ID	Name	Official Grade	*Grade Input	Comment	Status	Date Submitted
1	☐							

7. Once you have entered a class, you will see a drop-down list of students and official grades.

University of Colorado
Denver | Anschutz Medical Campus

[Home](#) | [Worklist](#) | [Sign out](#)

User: LINN000039 on Database: IEPTST

[Student](#) [Faculty](#) [CU Resources](#) [Settings](#)

[Instructor](#) [Proxy](#)

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

*Please enter the Institution:

*Please select from the following term:

*Please select from the following class list:

Please select student(s) to change or enter a late grade

[Select All](#) [Deselect All](#) [Only show Selected](#) [Reload Roster](#) [Hide Graded Rows](#)

	Select	Empl ID	Name	Official Grade	*Grade Input	Status	Date Submitted	Action Date	User ID
1	☐			B	B		12/20/2016		
2	☐			C	C		12/20/2016		
3	☐			A	A		12/20/2016		

8. Select the grade you wish to change and use the drop-down to change the grade.



New Window | Help | Personalize Page

Instructor Proxy

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

*Please enter the Institution: CU Denver

*Please select from the following term: Spring 2016 UC Denver

*Please select from the following class: [dropdown]

list:

Please select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows

Select	Empl ID	Name	Official Grade	*Grade Input	Status	Date Submitted	Action Date	User ID
1	☐		B	B	[dropdown]	12/20/2016		

9. Once you select the new grade, click the **Submit** button. The following message will appear. Click **OK**.

Message

You have successfully submitted this grade change request and it has been routed for review. (0,0)

OK

10. Once you have clicked **OK**, the next screen will display what grade change was submitted and a message that it is now in the review step. If you want to submit another grade change, then click the **Submit another grade change request** button.