Purpose: Create a documented work instruction for processing online grade changes

Why is this required?

Electronic grade changes may be completed via the "Faculty Self-Service Center" in MyView. This online functionality is only available to the official instructor of record. The deadline to submit an electronic grade change is one calendar year after a term has ended. Grade changes after one year will require the paper grade change form that must be signed by the Instructor and the Department Chairperson. The following term ending dates are applicable to all calendar year semester grade changes:

- May 31 for the previous Spring Semester
- August 31 for the previous Summer Semester
- **December 31** for the previous Fall Semester

Electronic grade changes are **<u>NOT</u>** available for the following scenarios.

- Changing to/from an Excused (EX) grade
- Changing to/from an Audit (AU) grade
- Changing to/from a Satisfactory-Unsatisfactory grade
- Changing any grades after a student has graduated

Reports detailing all electronically processed grade changes will be available in COGNOS to run on demand by the Academic Unit and/or Department Chairs. Upon request, the Registrar will provide a summary report to the Department Chairperson.

Instructions to submit grade changes electronically:

Only an instructor with an active human resources appointment can use this functionality. If you cannot access MyView, then please obtain a paper grade change form from your department's administrative support office

- 1. Log into MyView: <u>https://myview.umsl.edu</u>
- 2. *Click* on the **Self-Service** link
- 3. *Click* on Faculty Center and *select* My Schedule
- 4. Click Change Term to select the term for which you want to change the grade

Faculty Center Search My Schedule Class Roster Grade Roster	
Faculty Center	
My Schedule	
2019 Fall Semester Univ of Missouri - St. Louis	Change Term Einal Exams
Select display option	
Show All Classes	how Enrolled Classes Only
Icon Legend	🏫 Class Roster 🛛 🔄 Grade Roster



5. Select the Term and click Continue

Faculty Center	
My Schedule Class Roster Grade Roster	
Faculty Center	
Select Term	Uiew FERPA Statement
	Continue
Select a term then select Continue.	
1 erm	
2019 Fall Semester	Univ of Missouri - St. Louis
2019 Spring Semester 2019 Spring Semester 3	Univ of Missouri - St. Louis
2018 Fall Semester	Univ of Missouri - St. Louis
	Continue

6. Select the Grade Roster for the class you want to make a grade change

Faculty Center					_	
My Schedule				Final Exams		
2019 Fall Semester Ør	niv of		Change Term			
Missouri - St. Louis						
Select display option						
Show All C	Classes 🔍 Show	Enrolled	d Classes Only			
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My Teaching Schedule	e > 2019 Fall Semester > Univ of	Missou	ri - St. Louis			
			Pe	rsonalize 🗖	🔠 🛛 First 🗹 1-3	of 3 🕨 Last
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Status
MORK 900- 003 12614)	Fix It (Recitation/Seminar/Discussion)	1	MoTuWeThFrSaSu 7:00AM - 11:00PM	ТВА	Aug 19, 2019- Dec 14, 2019	Not Reviewed

- 7. The Grade Roster for the past term is now visible
- 8. Click Request Grade Change

Days and Times	Room	Instructor	Dates		
ТВА	ТВА	Tess Keuss	08/19/2019 - 12/14/2019		
play Options		Gr	ade Roster Action		
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ident Grade Agreemen ident Grade (FFT) ID Name 1 12170459 Triton Select All	Roster Grade Crac Lou A Clear Al	Personal cial Acad Plan Information Sys & Te	Level	First 1 of 1 Last	



9. The Official Grade is now visible with a drop-down option. Click on the drop-down arrow in the Official Grade column and change the grade. **If a student's grade is grayed out, a paper Change of Grade form with the appropriate signatures and documentation must be submitted**(If a failing Grade is entered into the Official Grade column, the Last date of academic activity is required. This is to ensure course interaction data is within the UM system is Title IV LDA compliant).

Grade Ros	ter								
Srade Ch	ange Reque	est							
019 Fall Seme	ster Regular Acad	lemic Session l	Jniv of Mis	souri -	St. Lou	is Gra	duate		
₩ORK 64	<u>470 - 002 (15826)</u>			Camp	ous Ma	in UMS	L Can	npus	
Test Co	ourse for Peopletor	ols Upgrade (Leo	ture)						
Days an	d Times	Room		Instru	ctor		D	ates	
тва		TBA		Tess k	Ceuss		0) 12	8/19/2019 - 2/14/2019	
						/			
ID	Name	Enrollment Status	Grading I	Basis	Official Grade	Rea	son	Last date of acad activ	<u>ity</u>
1 12170459	Triton,Lou	Enrolled	Graded		F٧	INE	RQ	11/11/2019	57
Return to Grad	e Roster							Submit	_
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10. Select the Magnifying Glass under the Reason and enter a Reason for the grade change



11. Click Submit for the changes to persist

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)19 Fall Seme	ster Regular Acad	emic Session l	Univ of Missouri	St. Louis	Graduat	e	
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ID	<u>Name</u>	Enrollment Status	Grading Basis	Official Grade	<u>Reason</u>	Last date of acad a	<u>ctivity</u>
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Return to Grad	e Roster				X	Submit	

12. Scroll back up to the Grade Roster and "Success" will be displayed on the record

Grade Ch	ange Reque	e st Jemic Sessi	on I Univ of Mi	issouri - Si	t Louis I Gr	aduate			
WORK 6	470 - 002 (15826) ourse for Peopleto	ols Upgrade	(Lecture)	Campus	Main UM	SL Camp	us		
Days an	d Times	Room		Instructo	r	Date	es		
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